ANDOVER REGIONAL SCHOOL DISTRICT

TITLE: **SUMMER PROGRAMMING SUPERVISOR**

QUALIFICATIONS/EDUCATION REQUIREMENTS:

- Teaching certification required
- Minimum of Supervisor Certification required
- Experience in organizing and leading youth education programs in a school setting prefered

PERSONAL ATTRIBUTE REQUIREMENTS:

- Must be friendly, welcoming and positive
- Must demonstrate the ability to establish and maintain positive working relationships with students, families, staff and administration
- Must be organized and able to maintain accurate, detailed records
- Must be able to effectively communicate with others verbally and in writing
- Must understand the need for teamwork, timeliness and safety
- Must be flexible and able to respond to changing priorities, new job assignments and interruptions
- Must be able to learn new tasks and skills quickly and independently with little supervision.
- Must be able to assume responsibility for routine decisions
- Must be able to maintain confidentiality

REPORTS TO: District Administrators

PERFORMANCE RESPONSIBILITIES:

The Summer Programming Supervisor is responsible for planning, supervising and implementing summer school programs to support both enrichment and remedial learning for students.

DUTIES & RESPONSIBILITIES:

The following duties are not to be construed as exclusive or all-inclusive.

- Responsible for planning, coordinating, supervising and administering the summer school program
- Provides support for the program and staff
- Identifies students eligible for participation in the summer school program
- Creates and oversees the registration process
- Trains summer school staff
- Processes summer school staff compensation
- Establishes and promotes programming dates and offerings
- Coordinates facilities use, transportation, technology, and custodial services
- Manages budgets and purchases
- Coordinates with school nurse to plan for student health needs
- Implements and monitors the effectiveness of summer school curriculum
- Implements an effective and appropriate record keeping summer school attendance program
- Prepares reports concerning students' progress in the summer school program
- Oversees and administers student discipline and conferences with parents and staff, as needed.
- Communicates with staff and parents
- Supervises daily operations of the program

Parent Volunteers 2021-2022

Name	Date Submitted	Assignment	School where forms filed	License scan date	Date of Board Approval
Altizio, Lisa	10/13/2021	Any place needed	FMB	10/13/2021	10/20/2021
Bailey, Shawnna	11/15/2021	Classroom, Parties, All school activities	FMB	11/15/2021	11/22/2021
Balasubramani, Swarnalak	12/10/2021	All school activities	FMB	12/6/2021	12/20/2021
Balzano, Chamomile	10/7/2021	Classroom, All school activities	FMB	10/7/2021	10/20/2021
Balzano, Karen	1/5/2022	All school activities	FMB	12/15/2021	1/26/2022
Barry, Kristin	10/1/2021	Classroom, Field trips, All school activites	FMB	10/1/2021	10/20/2021
Bearden, Dwayne	12/2/2021	Class Parties/PTA/All school activities	FMB/LPS	12/2/2021	12/20/2021
Bearden, Rebecca	12/2/2021	Class Parties/PTA/All school activities	FMB/LPS	12/2/2021	12/20/2021
Bezold, Robyn	10/7/2021	Classroom, Field trips, All school activities	FMB	10/5/2021	10/20/2021
Bilancia, Elyse	10/7/2021	Classroom, Field trips, All school activities	FMB	10/7/2021	10/20/2021
Boffa, Diane	11/8/2021	Any and all activities/events/trips	LPS	11/8/2021	11/22/2021
Bryant, Janae	10/11/2021	Class mom, Field trips	FMB	10/11/2021	10/20/2021
Callaghan, Sherri	10/8/2021	Wherever needed for school activities	FMB/LPS	10/8/2021	10/20/2021
Cedro, Kelsi	10/7/2021	Wherever needed for school activities	FMB	10/7/2021	10/20/2021
Centrelli-Tischner, Courtney	10/7/2021	Classroom, All school activities	FMB	10/5/2021	10/20/2021
Chirco, Desiree	10/12/2021	Classroom parent, school activities	FMB	10/12/2021	10/20/2021
Cooke, Elaina	1/12/2022	Crafts, decorating, walking and reading, All school activities	LPS	1/12/2022	1/26/2022
Coons, Sarah	12/2/2021	All school activities	FMB	11/17/2021	12/20/2021
Corbett, Jaime	10/7/2021	Classroom, Field trips, All school activities	FMB	10/6/2021	10/20/2021
Cottrell, Alexandria	2/16/2022	All school activities	FMB	2/15/2022	2/23/2022
DeCeglia, Jennifer	10/11/2021	Anywhere	FMB	10/11/2021	10/20/2021
DeNicola, Jenna	11/3/2021	Classroom, Parties, All school activities	FMB	10/29/2021	11/22/2021
DiCapua, Ashley	10/12/2021	Field trips, Class parties	FMB	10/12/2021	10/20/2021
Digiovanni, Carrie	11/3/2021	Classroom, Parties	FMB	11/1/2021	11/22/2021
DuCharme, Eric	2/16/2022	All school activities	FMB/LPS	2/14/2022	2/23/2022
DuCharme, Melinda	2/16/2022	All school activities	FMB/LPS	2/14/2022	2/23/2022
Dunbar, Maria	10/27/2021	All school activities	FMB	10/26/2021	11/22/2021
Feola, KellyAnn	2/16/2022	Field trips, All school activities	FMB	2/11/2022	2/23/2022
Figueiredo, Colleen	9/27/2021	PTA, Everything	FMB	9/27/2021	10/20/2021
Franceschi, Reina	1/14/2022	All school activities	FMB	1/12/2022	1/26/2022
Ghattas, Amanda	10/8/2021	Classroom, All school activities	FMB	10/8/2021	10/20/2021
Gibbs, Nicole	11/10/2021	Field trips, All school activities	FMB	11/10/2021	11/22/2021
Glasser, Tyler	10/8/2021	Classroom, Reading, Art, All school activities	FMB	10/8/2021	10/20/2021
Goble, Denise	10/7/2021	Classroom, PTA, All school activities	FMB	10/7/2021	10/20/2021
Hemmes, Christy	10/8/2021	Classroom, Library, All school activites	FMB	10/8/2021	10/20/2021
Holick, Meredith	10/12/2021	Help with classrrom (parties, etc.)	FMB	10/12/2021	10/20/2021
Ibaceta, Alison	10/4/2021	PTA, Class trips, All school activities	FMB	10/4/2021	10/20/2021
Kithcart, Gina	12/10/2021	All school activities	FMB	12/8/2021	12/20/2021
Kunz-Gatto, Kelye	10/27/2021	All school activities	FMB	10/26/2021	11/22/2021
Lambro, Heather	2/16/2022	Book fair, All school activities	FMB	2/11/2022	2/23/2022
Logosso, Angela	11/3/2021	Classroom, Parties, All school activities	FMB	10/29/2021	11/22/2021
Macikowski, Joanna	2/16/2022	School Activities, in-out classrooms/school trips	LPS	2/16/2022	2/23/2022
Marthens, Kimber	10/1/2021	Classroom, All school activities	FMB	9/30/2021	10/20/2021
McAveney, Donna	10/12/2021	Parties, etc	FMB	10/12/2021	10/20/2021
McCorkle, Kelly	12/2/2021	All school activities	FMB	12/2/2021	12/20/2021
McGuire, Alexis	11/10/2021	All school activities	FMB	11/10/2021	11/22/2021
McKeon, John	1/14/2022	Classroom, Field trips, All school activities	FMB	1/12/2022	1/26/2022
McKeon, Kristen	12/10/2021	All school activities	FMB	12/7/2021	12/20/2021
Messina, Christilyn	10/12/2021	Holiday parties, librarym, book fairs, holiday store	FMB	10/12/2021	10/20/2021
Miragliotta, Fransiska	10/27/2021	Wherever needed for school activities	FMB	10/27/2021	11/22/2021
Mohanram Haimrajee "Marita Khan"	1/26/2022	All school activities	LPS	1/26/2022	1/26/2022
Munk, Stephanie	10/12/2021	All school activities	FMB	10/12/2021	10/20/2021
Nolan, Kim	11/9/2021	8th grade events and activities	LPS	11/11/2021	11/22/2021
Palmiere, Jamie	11/3/2021	Classroom, Parties, All school activities	FMB	11/1/2021	11/22/2021
Palmiere, Mark	11/15/2021	Classroom, Parties, All school activities	FMB	11/11/2021	11/22/2021
Phoebus, Ashley	11/3/2021	All school activities	FMB	10/28/2021	11/22/2021
Pokrywa, Christine	10/12/2021	Class parties, All school events	FMB	10/12/2021	10/20/2021
Pokrywa, Craig	10/12/2021	Class parties, All school events	FMB	10/12/2021	10/20/2021

Parent Volunteers 2021-2022

Name	Date Submitted	Assignment	School where forms filed	License scan date	Date of Board Approval
Post, Kimberley	11/11/2021	Any school events	LPS	11/11/2021	11/22/2021
Quaglio, Crystal	10/27/2021	Classroom, Field trips, All school activities	FMB	10/20/2021	11/22/2021
Reynoso, Allyson	9/29/2021	Anywhere that needs help	FMB	9/29/2021	10/20/2021
Rich, Diane	9/27/2021	PreK, K, Early literacy, Wilson/Fundations trained	FMB	9/27/2021	10/20/2021
Rivetti, Stephanie	10/7/2021	Wherever needed for school activities	FMB	10/6/2021	10/20/2021
Robinson, Christine	10/7/2021	Classroom, Field trips, All school activities	FMB	10/7/2021	10/20/2021
Roque, Maria	10/8/2021	Classroom, Field trips, All school activities	FMB	10/8/2021	10/20/2021
Rowland, Krista	10/11/2021	Field trips, Room mom, and anything else needed	FMB	10/12/2021	10/20/2021
Sabo, Julianne	11/11/2021	Classroom, Parties, All school activities	FMB	11/11/2021	11/22/2021
Sarka, Sara	10/13/2021	All areas needed for FMB or LPS	LPS	10/13/2021	10/20/2021
Schmid, Alissa	10/27/2021	All school activities	FMB	10/19/2021	11/22/2021
Sciroppo, Lena	11/9/2021	School Activities: Dancing, Gymnastics, Reading, Sports	LPS	11/9/2021	11/22/2021
Seaton, Jessica	10/7/2021	Classroom, Field trips, All school activities	FMB	10/6/2021	10/20/2021
Seeger, Lauren	11/19/2021	PTA, Teacher Help, anything	FMB/LPS	11/19/2021	12/20/2021
Sliker, Alan	11/3/2021	Classroom, Parties, All school activities	FMB	10/29/2021	11/22/2021
Sliker, Heather	11/3/2021	Classroom, Parties, All school activities	FMB	10/29/2021	11/22/2021
Steinwand, Joseph	12/2/2021	Classroom, Field trips, All school activities	FMB	11/22/2021	12/20/2021
Steinwand, Sandra	12/2/2021	Classroom, Field trips, All school activities	FMB	11/17/2021	12/20/2021
Storch, Steve	9/28/2021	Classroom, Library, Book Fair, etc	FMB	9/28/2021	10/20/2021
Stout,Jennifer	10/8/2021	Classroom, Art, All school activities	FMB	10/8/2021	10/20/2021
Velastegui, Steven	2/16/2022	All school activities	FMB	2/11/2022	2/23/2022
Vozza, Lindsey	10/7/2021	Classroom, Library, All school activities	FMB	10/7/2021	10/20/2021
Walsh, Meghan	10/12/2021	All things - PTA	FMB	10/12/2021	10/20/2021
Wilbur, Alicia	10/13/2021	All school activities	FMB	10/13/2021	10/20/2021
Yokaitis, Athena	10/13/2021	Classroom, Field trips	FMB	10/12/2021	10/20/2021
Youngs, Rebecca	10/6/2021	Wherever needed for school activities	LPS	10/6/2021	10/20/2021
Younkers, Andrea	2/16/2022	All school activities	FMB/LPS	2/7/2022	2/23/2022
Zaku, Mikayla	12/3/2021	Class Parties, All school activities	FMB	12/3/2021	12/20/2021
Zosche, Breanne	10/8/2021	Wherever needed for school activities	FMB	10/8/2021	10/20/2021
Zuidema, Carol	10/8/2021	Classroom, Field trips, All school activities	FMB	10/8/2021	10/20/2021
Byron, Peter	2/23/2022	Photography - Little Mermaid	LPS	2/23/2022	3/23/2022
Davis, Carole	3/15/2022	All school activities	FMB	2/22/2022	3/23/2022
Serilllo, Rosemary	3/3/2022	8th grade dance setup	LPS	3/28/2022	

Andover Regional Board of Education Budget Transfers printed on 4/5/2022

Report Includes Effective Dates from Mar 01, 2022 to Mar 31, 2022

Date	Source Account/Title	Target Account/Title	Comments	Amount
03/31/22	11-000-213-100-000-002 Health - Nurse Salary - FMB	11-000-213-300-000-001 Health - Prof Svc - LPS	adj. for nursing services	100.00
03/31/22	11-120-100-101-050-001 Grade 5 Salary - Specials	11-130-100-101-100-001 Grade 6-8 Substitutes - LPS	adj. for grade 1-4 & 6-8 subs	4,440.00
03/31/22	11-190-100-610-015-001 Furniture - LPS	11-190-100-610-000-001 LPS - Copy Paper/Supply Closet	adj. for LPS & FMB Copy paper	2,469.36
03/31/22	11-190-100-610-015-001 Furniture - LPS	11-190-100-610-000-002 FMB - Copy Paper/Supply Closet	adj. for LPS & FMB Copy paper	4,688.30
03/31/22	11-216-100-106-000-002 Pre-School Spec. Ed. F/T	11-216-100-101-000-002 Pre-School Spec. Ed. F/T	adj. for preK F/T	7,632.80
03/31/22	11-216-100-106-000-002 Pre-School Spec. Ed. F/T	11-216-100-106-100-002 FT PSD Para Subs	adj. for preK F/T	3,760.80
03/31/22	11-230-100-100-100-001 Basic Skill - Sub Sal - LPS	11-230-100-100-000-002 Basic Skills - Teacher - FMB	adj. for salaries	1,000.00
03/31/22	11-230-100-100-100-002 Basic Skill - Sub Sal - FMB	11-230-100-100-000-002 Basic Skills - Teacher - FMB	adj. for salaries	1,000.00
03/31/22	11-230-100-610-000-000 Supplies	11-230-100-100-000-002 Basic Skills - Teacher - FMB	adj. for salaries	200.22
03/31/22	11-219-100-320-000-000 Home Instruction - Purch Svc	11-230-100-100-000-002 Basic Skills - Teacher - FMB	adj. for salaries	3,000.00
03/31/22	11-120-100-101-050-001 Grade 5 Salary - Specials	11-120-100-101-100-002 Grade 1-4 Substitutes - FMB	adj. for grade 1-4 & 6-8 subs	631.00
03/31/22	11-402-100-600-000-000 Supplies	11-402-100-300-000-000 Purch Prof/Ed Svcs	adj. for athetic supplies	72.00
03/31/22	11-000-291-240-000-000 DCRP	11-000-291-241-000-000 Other Retirements	adj. for back pension for EE	1,844.76
03/31/22	11-000-213-100-000-002 Health - Nurse Salary - FMB	11-000-213-300-000-002 Health - Prof Svc - FMB	adj. for nursing services	7,215.65
03/31/22	11-000-213-100-000-002 Health - Nurse Salary - FMB	11-000-213-600-000-002 Health - Supplies - FMB	adj. for nursing services	570.00
03/31/22	11-000-217-320-000-002 Extraordinary - Prof Svc - FMB	11-000-217-320-000-001 Extraordinary - Prof Svc - LPS	adj. for extraordinary services	12,782.19
03/31/22	11-000-217-320-000-002 Extraordinary - Prof Svc - FMB	11-000-217-600-000-001 Extraordinary - Supplies - LPS	adj. for extraordinary services	159.36
03/31/22	11-000-219-390-000-000 CST - Purch Prof Svcs	11-000-219-600-000-000 CST - General Supplies	adj. for student services	282.00
03/31/22	11-000-230-100-000-000 General Admin Salaries	11-000-230-331-000-000 General Admin - Legal Services	adj. for legal services	1,093.75
03/31/22	11-000-230-100-000-000 General Admin Salaries	11-000-230-890-000-000 General Admin - Other Objects	adj. for legal services	4,111.26
03/31/22	11-000-251-100-000-000 Central Svc Salary	11-000-251-600-000-000 Central Svc - Supplies	adj. for supplies	210.80
03/31/22	11-000-262-300-000-000 Custodial - Purch Prof & Tech	11-000-262-100-100-002 Custodial - Substitutes - FMB	adj. for custodial subs	1,027.50
03/31/22	11-000-270-513-000-000 Contr Svcs - Jointures	11-000-270-512-000-000 Contr Svcs - Field Trips	adj. for transportation services for field trips	70.00
03/31/22	11-422-100-300-000-000 Purch Prof/Ed Svcs	11-230-100-100-000-002 Basic Skills - Teacher - FMB	adj. for salaries	2,632.31
			The total of all transfers within fund 10 is:	**60,994.06**

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Andover Regional Board of Education Budget Transfers printed on 4/5/2022

Report Includes Effective Dates from Mar 01, 2022 to Mar 31, 2022

Date	Source Account/Title	Target Account/Title	Comments	Amount
03/31/22	11-000-213-100-000-002 Health - Nurse Salary - FMB	11-000-213-300-000-001 Health - Prof Svc - LPS	adj. for nursing services	100.00
03/31/22	11-120-100-101-050-001 Grade 5 Salary - Specials	11-130-100-101-100-001 Grade 6-8 Substitutes - LPS	adj. for grade 1-4 & 6-8 subs	4,440.00
03/31/22	11-190-100-610-015-001 Furniture - LPS	11-190-100-610-000-001 LPS - Copy Paper/Supply Closet	adj. for LPS & FMB Copy paper	2,469.36
03/31/22	11-190-100-610-015-001 Furniture - LPS	11-190-100-610-000-002 FMB - Copy Paper/Supply Closet	adj. for LPS & FMB Copy paper	4,688.30
03/31/22	11-216-100-106-000-002 Pre-School Spec. Ed. F/T	11-216-100-101-000-002 Pre-School Spec. Ed. F/T	adj. for preK F/T	7,632.80
03/31/22	11-216-100-106-000-002 Pre-School Spec. Ed. F/T	11-216-100-106-100-002 FT PSD Para Subs	adj. for preK F/T	3,760.80
03/31/22	11-230-100-100-100-001 Basic Skill - Sub Sal - LPS	11-230-100-100-000-002 Basic Skills - Teacher - FMB	adj. for salaries	1,000.00
03/31/22	11-230-100-100-100-002 Basic Skill - Sub Sal - FMB	11-230-100-100-000-002 Basic Skills - Teacher - FMB	adj. for salaries	1,000.00
03/31/22	11-230-100-610-000-000 Supplies	11-230-100-100-000-002 Basic Skills - Teacher - FMB	adj. for salaries	200.22
03/31/22	11-219-100-320-000-000 Home Instruction - Purch Svc	11-230-100-100-000-002 Basic Skills - Teacher - FMB	adj. for salaries	3,000.00
03/31/22	11-120-100-101-050-001 Grade 5 Salary - Specials	11-120-100-101-100-002 Grade 1-4 Substitutes - FMB	adj. for grade 1-4 & 6-8 subs	631.00
03/31/22	11-402-100-600-000-000 Supplies	11-402-100-300-000-000 Purch Prof/Ed Svcs	adj. for athetic supplies	72.00
03/31/22	11-000-291-240-000-000 DCRP	11-000-291-241-000-000 Other Retirements	adj. for back pension for EE	1,844.76
03/31/22	11-000-213-100-000-002 Health - Nurse Salary - FMB	11-000-213-300-000-002 Health - Prof Svc - FMB	adj. for nursing services	7,215.65
03/31/22	11-000-213-100-000-002 Health - Nurse Salary - FMB	11-000-213-600-000-002 Health - Supplies - FMB	adj. for nursing services	570.00
03/31/22	11-000-217-320-000-002 Extraordinary - Prof Svc - FMB	11-000-217-320-000-001 Extraordinary - Prof Svc - LPS	adj. for extraordinary services	12,782.19
03/31/22	11-000-217-320-000-002 Extraordinary - Prof Svc - FMB	11-000-217-600-000-001 Extraordinary - Supplies - LPS	adj. for extraordinary services	159.36
03/31/22	11-000-219-390-000-000 CST - Purch Prof Svcs	11-000-219-600-000-000 CST - General Supplies	adj. for student services	282.00
03/31/22	11-000-230-100-000-000 General Admin Salaries	11-000-230-331-000-000 General Admin - Legal Services	adj. for legal services	1,093.75
03/31/22	11-000-230-100-000-000 General Admin Salaries	11-000-230-890-000-000 General Admin - Other Objects	adj. for legal services	4,111.26
03/31/22	11-000-251-100-000-000 Central Svc Salary	11-000-251-600-000-000 Central Svc - Supplies	adj. for supplies	210.80
03/31/22	11-000-262-300-000-000 Custodial - Purch Prof & Tech	11-000-262-100-100-002 Custodial - Substitutes - FMB	adj. for custodial subs	1,027.50
03/31/22	11-000-270-513-000-000 Contr Svcs - Jointures	11-000-270-512-000-000 Contr Svcs - Field Trips	adj. for transportation services for field trips	70.00
03/31/22	11-422-100-300-000-000 Purch Prof/Ed Svcs	11-230-100-100-000-002 Basic Skills - Teacher - FMB	adj. for salaries	2,632.31
			The total of all transfers within fund 10 is:	**60,994.06**

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REPORT OF THE TREASURER
Andover Regional School School District
All Funds
For the Month Ending March 2022

CASH REPORT					
	FUNDS	(1) Beginning Cash Balance	(2) Cash Receipts This Month	(3) Cash Disbursements This Month	(4) Ending Cash Balances (1)+(2)-(3)
	GOVERNMENTAL FUNDS				
1	General Fund - Fund 10	6,163,643.79	1,377,107.41	1,365,510.71	6,175,240.49
2	Capital Reserve Fund 10-116	1,241,189.00	0.00	0.00	1,241,189.00
3	Maintanance Reserve Fund 10-117	222,770.07	0.00	4,949.10	217,820.97
4	Special Rev. Fund 20	19,273.07	10,346.00	20,369.41	9,249.66
5	Capital Projects Fund 30		0.00	0.00	0.00
6	Debt Service Fund - Fund 40	(2,732.98)	29,569.00	0.00	26,836.02
5	***TOTAL*** **(Lines 1 thru 6)**	7,644,142.95	1,417,022.41	1,390,829.22	7,670,336.14
	ENTERPRISE FUNDS*				
	Cafeteria Account	0.00	0.00	0.00	0.00
	Cafeteria Account	58,899.92	23,764.02	19,621.93	63,042.01
	Student Activity LPS	0.00	0.00	0.00	0.00
	Student Activity LPS	29,232.55	453.75	128.24	29,558.06
	Student Activity FMB	0.00	0.00	0.00	0.00
	Student Activity FMB	4,505.12	157.72	0.00	4,662.84
17 6	***Total Enterprise Funds*** **(Fund 6X)**	92,637.59	24,375.49	19,750.17	97,262.91
	TRUST & AGENCY FUNDS				
7	- Payroll	0.00	390,823.26	390,823.26	0.00
8	- Payroll Agency	19,772.21	406,579.58	406,416.92	19,934.87
3	- Other: Unemploy. Ins. Trust	35,937.48	4.58	0.00	35,942.06
10	***Total Trust & Agency Funds*** **(Lines 7 thru 10)**	55,709.69	797,407.42	797,240.18	55,876.93
11	***TOTAL - ALL FUNDS*** **(LINES 5, 6 AND 10)**	7,792,490.23	2,238,805.32	2,207,819.57	7,823,475.98

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS			
101 Cash in checking account	$ 6,175,240.49		
102-106 Other cash equivalents	$ 0.00		
Total cash		$	6,175,240.49
111 Investments		$	0.00
114 Investment interest receivable		$	0.00
116 Capital reserve account		$	1,241,189.00
117 Maintenance reserve account		$	217,820.97
121 Tax levy receivable		$	3,475,350.06
Accounts receivable			
132 Interfund	$ 0.00		
141 Intergovernmental - state	$ 520,430.31		
142 Intergovernmental - federal	$ 0.00		
143 Intergovernmental - other	$ 6,041.86		
153 Other Accounts Receivable	$ 1,175.00		
		$	527,647.17
Loans receivable			
131 Interfund	$ 8,650.00		
151 Other Loans Receivable	$ 0.00		
		$	8,650.00
199 Other current assets		$	0.00
RESOURCES			
301 Estimated revenues (from adjusted budget)	$ 15,892,704.00		
302 Less: revenues collected or accrued	$ (16,116,363.86)		
		$	(223,659.86)
TOTAL ASSETS AND RESOURCES		$	11,422,237.83

LIABILITIES AND FUND EQUITY

LIABILITIES		
401 Interfund loans payable	$	0.00
402 Interfund accounts payable	$	0.00
411 Intergovernmental accounts payable - state	$	0.00
412 Intergovernmental accounts payable - federal	$	0.00
413 Intergovernmental accounts payable - other	$	0.00
421 Accounts payable	$	290,367.21
422 Judgments payable	$	0.00
430 Compensated absences payable	$	0.00
431 Contracts payable	$	0.00
451 Loans payable	$	0.00
481 Deferred revenues	$	0.00
499 Other current liabilities	$	0.00
Total liabilities	$	290,367.21

FUND EQUITY				
Appropriated:				
753 Reserve for encumbrances - current year			$ 4,728,157.01	
754 Reserve for encumbrances - prior year			$ 0.00	
761 Reserved fund balance Capital Reserve - July 1, 2021		$ 2,006,621.00		
604 Add: Increase in capital reserve		$ 50.00		
307 Less: Budgeted withdrawal from capital reserve - eligible costs		$ (1,032,000.00)		
309 Less: Budgeted withdrawal from capital reserve - excess costs		$ 0.00		
317 Less: Budgeted withdrawal from capital reserve - transfer to Debt Svc		$ 0.00		
Subtotal - capital reserve			$ 974,671.00	
764 Reserved fund balance Maintenance Reserve - July 1, 2021		$ 281,968.07		
606 Add: Increase in maintenance reserve		$ 50.00		
310 Less: Budgeted withdrawal from maintenance reserve		$ (169,424.10)		
Subtotal - maintenance reserve			$ 112,593.97	
765 Reserved fund balance Tuition Reserve - July 1, 2021		$ 745,000.00		
311 Less: Budgeted withdrawal from tuition reserve		$ (398,000.00)		
Subtotal - tuition reserve			$ 347,000.00	
760 Other reserves			$ 850,502.55	
771 Designated Fund Balance			$ 0.00	
772 Designated Fund Balance - ARRA/SEMI			$ 0.00	
601 Appropriations		$ 18,272,619.10		
602 Less: expenditures	$ 9,946,144.92			
603 Less: encumbrances	$ 4,728,157.01	$ (14,674,301.93)	$ 3,598,317.17	
Appropriations less expenditures				$ 10,611,241.70
Unappropriated:				
770 Fund Balance, July 1, 2021			$ 1,301,219.92	
303 Less: budgeted fund balance			$ (780,591.00)	
Unappropriated fund balance				$ 520,628.92
Total fund equity				$ 11,131,870.62
TOTAL LIABILITIES AND FUND EQUITY				$ 11,422,237.83

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	$ 18,272,619.10	$ 14,674,301.93	$ 3,598,317.17
Less: Revenues	$ (15,892,704.00)	$ (16,116,363.86)	$ 223,659.86
Subtotal	$ 2,379,915.10	$ (1,442,061.93)	$ 3,821,977.03
Change in capital reserve			
Plus - Increase in reserve	$ 50.00	$ 50.00	$ 0.00
Less - Withdrawal from reserve	$ (1,032,000.00)	$ (765,482.00)	$ (266,518.00)
Change in maintenance reserve			
Plus - Increase in reserve	$ 50.00	$ 50.00	$ 0.00
Less - Withdrawal from reserve	$ (169,424.10)	$ (64,197.10)	$ (105,227.00)
Change in tuition reserve			
Less - Withdrawal from reserve	$ (398,000.00)	$ (398,000.00)	$ 0.00
Less: adjustment to appropriations for Prior Year Encumbrances	$ 0.00	$ 0.00	$ 0.00
Total current year budgeted fund balance	$ 780,591.00	$ (2,669,641.03)	$ 3,450,232.03
Add: Unappropriated fund balance			$ 520,628.92
Total of budgeted and unappropriated fund balance			$ 3,970,860.95

Revenues/Sources of Funds

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	780,591.00	0.00	780,591.00	(2,669,641.03)	3,450,232.03
307/309/317	Bgtd wdrwl from cap rsv	995,000.00	37,000.00	1,032,000.00	765,482.00	266,518.00
310	Bgtd wdrwl from maint rsv	143,900.00	25,524.10	169,424.10	64,197.10	105,227.00
311	Bgtd wdrwl from tuition rsv	398,000.00	0.00	398,000.00	398,000.00	$0.00
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	14,295,369.00	0.00	14,295,369.00	14,494,863.86	(199,494.86)
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	1,597,335.00	0.00	1,597,335.00	1,621,500.00	(24,165.00)
4xxx	From Federal Sources	0.00	0.00	0.00	0.00	0.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		18,210,195.00	62,524.10	18,272,719.10	14,674,401.93	3,598,317.17

Fund 10 (General Fund)

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Charter School Tuition		104,662.00	0.00	104,662.00	64,765.00	26,279.00	13,618.00	10,125.00
	Grand Totals for fund 10:	104,662.00	0.00	104,662.00	64,765.00	26,279.00	13,618.00	10,125.00

Fund 11 (Current Expense Fund)

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Regular Programs-Instruction		2,323,362.00	0.00	2,323,362.00	1,523,849.03	799,512.97	0.00	300.00
Regular Programs-Home Instruction		10,000.00	0.00	10,000.00	2,629.56	2,370.44	5,000.00	0.00
Regular Programs-Undistrib Instruction		330,970.00	0.00	330,970.00	213,769.11	21,835.09	95,365.80	360.52
Special Education-LLD Sel-Contained		264,951.00	79,861.00	344,812.00	190,024.55	79,031.88	75,755.57	0.00
Special Education - Behavioral Disabled		86,508.00	(86,229.00)	279.00	263.64	0.00	15.36	0.00
Special Education-Multiply Disabled		302,979.00	(79,861.00)	223,118.00	167,925.84	54,056.01	1,136.15	0.00
Special Education-Resource room		686,133.00	65,973.00	752,106.00	497,851.38	204,077.14	50,177.48	0.00
Special Education-Pre-Sch Disabil P/T		249,054.00	(46,248.00)	202,806.00	179,094.96	22,450.84	1,260.20	0.00
Special education-Pre-Sch Disabil F/T		0.00	139,956.00	139,956.00	68,578.59	0.00	71,377.41	0.00
Special Education - Home Instruction		8,000.00	(3,000.00)	5,000.00	0.00	5,000.00	0.00	0.00
Basic Skills/Remedial Instruction		203,763.00	(67,819.69)	135,943.31	135,943.31	0.00	0.00	0.00
Bilingual Education Instruction		58,351.00	0.00	58,351.00	8,654.81	49,665.81	30.38	0.00
Curricular Activities-Instruction		72,570.00	3,307.07	75,877.07	14,476.96	61,400.11	0.00	0.00
Athletic Programs-Instruction		41,600.00	(3,307.07)	38,292.93	19,801.53	14,772.00	3,719.40	0.00
Other Instructional Programs		76,030.00	(2,632.31)	73,397.69	62,236.66	0.00	11,161.03	0.00
Undistributed Expense-Instruction		4,233,980.00	(30,666.00)	4,203,314.00	2,142,900.20	815,865.18	1,244,548.62	0.00
Attendance and Social Work Svcs		134,642.00	0.00	134,642.00	116,782.97	17,502.16	356.87	0.00
Health Services		206,065.00	0.00	206,065.00	126,914.88	79,150.12	0.00	0.00
Other Support Svc-Related Svcs		199,802.00	0.00	199,802.00	108,878.31	75,833.95	15,089.74	0.00
Other Support Svc-Extraordinary Svcs		193,879.00	0.00	193,879.00	135,842.72	33,793.52	24,242.76	0.00
Other Support Svc-Students-Reg		245,282.00	0.00	245,282.00	168,376.38	71,219.34	5,686.28	0.00
Other Support Svc-Students-Spec		321,273.00	0.00	321,273.00	219,757.62	98,541.35	2,974.03	0.00
Improvement of Instruction		319,695.00	0.00	319,695.00	145,602.01	23,255.62	150,837.37	0.00
Library and Educ Media		231,895.00	0.00	231,895.00	176,439.47	51,850.88	3,604.65	12.00
Instr. Staff Training Svcs		65,700.00	0.00	65,700.00	8,671.97	1,103.44	55,924.59	0.00
Support Svc-General Admin		309,552.00	28,143.72	337,695.72	263,104.90	74,537.61	53.21	400.00
Support Svc-School Admin		237,977.00	0.00	237,977.00	175,132.37	62,787.33	57.30	0.00
Business Office Support Services		212,251.00	(2,400.60)	209,850.40	158,655.86	51,194.54	0.00	0.00
Admin Inform Tech Support Svcs		98,540.00	(9,585.00)	88,955.00	61,860.86	23,078.38	4,015.76	988.00
Required Maint. of School Fac.		695,082.00	102,058.10	797,140.10	152,217.57	249,417.32	395,505.21	600.00
Other Oper. & Maint. of Plant		1,046,750.00	(62,026.12)	984,723.88	488,003.28	319,905.77	176,814.83	441.26
Care & Upkeep of Grounds		56,396.00	0.00	56,396.00	19,647.62	34,210.78	2,537.60	0.00
Security		31,510.00	0.00	31,510.00	11,771.75	19,422.04	316.21	0.00
Student Transportation Svcs		1,388,465.00	0.00	1,388,465.00	880,076.65	476,274.66	32,113.69	807.44
Employee Benefits		2,126,387.00	0.00	2,126,387.00	1,116,598.93	573,589.73	436,198.34	14,873.82
606	Increase in Maint Rsv	50.00	0.00	50.00	50.00	0.00	0.00	0.00
	Grand Totals for fund 11:	17,069,444.00	25,524.10	17,094,968.10	9,762,386.25	4,466,706.01	2,865,875.84	18,783.04

Fund 12 (Capital Outlay Fund)

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
604	Increase in Cap Rsv	50.00	0.00	50.00	50.00	0.00	0.00	0.00
Equipment		5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	0.00
Facil Acquisition/Constr		1,031,039.00	37,000.00	1,068,039.00	119,043.67	235,172.00	713,823.33	0.00
	Grand Totals for fund 12:	1,036,089.00	37,000.00	1,073,089.00	119,093.67	235,172.00	718,823.33	0.00
	Grand Totals for all Subfunds of Fund 10:	18,210,195.00	62,524.10	18,272,719.10	9,946,244.92	4,728,157.01	3,598,317.17	28,908.04

Revenues Summary

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	780,591.00	0.00	780,591.00	(2,669,641.03)	3,450,232.03
307/309/317	Bgtd wdrwl from cap rsv	995,000.00	37,000.00	1,032,000.00	765,482.00	266,518.00
310	Bgtd wdrwl from maint rsv	143,900.00	25,524.10	169,424.10	64,197.10	105,227.00
311	Bgtd wdrwl from tuition rsv	398,000.00	0.00	398,000.00	398,000.00	$0.00
10-1210-000-000	Local Tax Levy	14,267,269.00	0.00	14,267,269.00	14,267,269.00	0.00
10-1300-000-000	Tuition from Individuals	20,000.00	0.00	20,000.00	10,925.00	9,075.00
10-1320-000-000	Tuition - Other LEA's	0.00	0.00	0.00	89,351.98	(89,351.98)
10-1350-000-000	ESY Tuition	0.00	0.00	0.00	3,930.00	(3,930.00)
10-1510-000-000	Interest on Investments	8,000.00	0.00	8,000.00	8,390.39	(390.39)
10-1511-000-000	Interest on Capital Reserve	50.00	0.00	50.00	0.00	50.00
10-1512-000-000	Interest of Maint Reserve	50.00	0.00	50.00	0.00	50.00
10-1550-000-000	CMF INTEREST	0.00	0.00	0.00	0.00	0.00
10-1980-000-000	Refund of P/Y Expenditure	0.00	0.00	0.00	80,590.79	(80,590.79)
10-1990-000-000	Misc Revenue	0.00	0.00	0.00	34,406.70	(34,406.70)
10-3116-000-000	School Choice Aid	41,544.00	0.00	41,544.00	41,544.00	0.00
10-3121-000-000	Categorical Transportation Aid	542,672.00	0.00	542,672.00	542,672.00	0.00
10-3122-000-000	Non-Public Transportation	0.00	0.00	0.00	0.00	0.00
10-3131-000-000	Extraordinary Aid	0.00	0.00	0.00	0.00	0.00
10-3132-000-000	Categorical Special Ed Aid	532,625.00	0.00	532,625.00	532,625.00	0.00
10-3176-000-000	Equalization Aid	28,208.00	0.00	28,208.00	28,208.00	0.00
10-3177-000-000	Categorical Security Aid	61,429.00	0.00	61,429.00	61,429.00	0.00
10-3178-000-000	Adjustment Aid	390,857.00	0.00	390,857.00	390,857.00	0.00
10-3181-000-000	PARCC Readiness Aid	0.00	0.00	0.00	0.00	0.00
10-3182-000-000	Per Pupil Growth Aid	0.00	0.00	0.00	0.00	0.00
10-3183-000-000	Prof Learning Community Aid	0.00	0.00	0.00	0.00	0.00
10-3256-000-000	St Reimb-Sec Our Chld Fut Bond	0.00	0.00	0.00	24,165.00	(24,165.00)
Grand Totals		18,210,195.00	62,524.10	18,272,719.10	14,674,401.93	3,598,317.17

Minimum Expense General Ledger Report

Fund 10 (General Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
10-000-100-562	Charter School Tuition	104,662.00	0.00	104,662.00	64,765.00	26,279.00	13,618.00	10,125.00
Charter School Tuition		104,662.00	0.00	104,662.00	64,765.00	26,279.00	13,618.00	10,125.00
	Grand Totals for fund 10:	104,662.00	0.00	104,662.00	64,765.00	26,279.00	13,618.00	10,125.00

Fund 11 (Current Expense Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-110-100-101	Kindergarten - Salary - FMB	277,206.00	0.00	277,206.00	174,954.30	102,251.70	0.00	0.00
11-120-100-101	Grade 5 Salary - LPS	1,156,355.00	(4,440.00)	1,151,915.00	746,281.29	405,633.71	0.00	0.00
11-130-100-101	Grade 6-8 Salaries - LPS	889,801.00	4,440.00	894,241.00	602,613.44	291,627.56	0.00	300.00
Regular Programs-Instruction		2,323,362.00	0.00	2,323,362.00	1,523,849.03	799,512.97	0.00	300.00
11-150-100-100	Salary - Home Instruction	5,000.00	0.00	5,000.00	2,629.56	2,370.44	0.00	0.00
11-150-100-320	Purch Prof/Ed Svcs	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	0.00
Regular Programs-Home Instruction		10,000.00	0.00	10,000.00	2,629.56	2,370.44	5,000.00	0.00
11-190-100-340	Purch Technical Svcs	4,400.00	0.00	4,400.00	2,430.00	1,375.00	595.00	0.00
11-190-100-500	Other Purchased Services (400-500 Series)	20,100.00	0.00	20,100.00	16,601.16	3,114.00	384.84	0.00
11-190-100-610	General Supplies	237,680.00	(347.56)	237,332.44	175,594.79	17,346.09	44,391.56	360.52
11-190-100-640	Textbooks	68,790.00	347.56	69,137.56	19,143.16	0.00	49,994.40	0.00
Regular Programs-Undistrib Instruction		330,970.00	0.00	330,970.00	213,769.11	21,835.09	95,365.80	360.52
11-204-100-101	Salary - LLD Teacher	150,903.00	77,980.60	228,883.60	116,078.89	38,713.61	74,091.10	0.00
11-204-100-106	Salar - LLD Other	103,741.00	2,820.60	106,561.60	66,321.32	40,240.28	0.00	0.00
11-204-100-600	Supplies	10,307.00	(940.20)	9,366.80	7,624.34	77.99	1,664.47	0.00
Special Education-LLD Sel-Contained		264,951.00	79,861.00	344,812.00	190,024.55	79,031.88	75,755.57	0.00
11-209-100-101	BD Salaries of Teachers	66,473.00	(66,473.00)	0.00	0.00	0.00	0.00	0.00
11-209-100-106	BD Other Salaries	19,756.00	(19,756.00)	0.00	0.00	0.00	0.00	0.00
11-209-100-610	BD General Supplies	279.00	0.00	279.00	263.64	0.00	15.36	0.00
Special Education - Behavioral Disabled		86,508.00	(86,229.00)	279.00	263.64	0.00	15.36	0.00
11-212-100-101	Salary - MD Teacher	159,726.00	(79,861.00)	79,865.00	56,165.10	23,699.90	0.00	0.00
11-212-100-106	Salary - MD Other	140,292.00	0.00	140,292.00	110,546.52	29,745.48	0.00	0.00
11-212-100-600	Supplies	2,961.00	0.00	2,961.00	1,214.22	610.63	1,136.15	0.00
Special Education-Multiply Disabled		302,979.00	(79,861.00)	223,118.00	167,925.84	54,056.01	1,136.15	0.00
11-213-100-101	Salary - Resource Room	555,800.00	66,163.00	621,963.00	403,218.70	169,571.40	49,172.90	0.00
11-213-100-106	Salary - RR Other	124,857.00	0.00	124,857.00	90,351.26	34,505.74	0.00	0.00
11-213-100-610	Supplies	5,476.00	(190.00)	5,286.00	4,281.42	0.00	1,004.58	0.00
Special Education-Resource room		686,133.00	65,973.00	752,106.00	497,851.38	204,077.14	50,177.48	0.00
11-215-100-101	PSD Salary	179,732.00	(46,248.00)	133,484.00	131,206.34	2,277.66	0.00	0.00
11-215-100-106	PSD TA Salary	63,228.00	0.00	63,228.00	43,054.82	20,173.18	0.00	0.00
11-215-100-600	PSD Supplies	6,094.00	0.00	6,094.00	4,833.80	0.00	1,260.20	0.00
Special Education-Pre-Sch Disabil P/T		249,054.00	(46,248.00)	202,806.00	179,094.96	22,450.84	1,260.20	0.00
11-216-100-101	Pre-School Spec. Ed. F/T	0.00	47,023.08	47,023.08	46,523.08	0.00	500.00	0.00
11-216-100-106	Pre-School Spec. Ed. F/T	0.00	92,800.39	92,800.39	21,925.63	0.00	70,874.76	0.00
11-216-100-600	General Supplies	0.00	132.53	132.53	129.88	0.00	2.65	0.00
Special education-Pre-Sch Disabil F/T		0.00	139,956.00	139,956.00	68,578.59	0.00	71,377.41	0.00
11-219-100-101	Home Instruction Salary	5,000.00	0.00	5,000.00	0.00	5,000.00	0.00	0.00
11-219-100-320	Home Instruction - Purch Svc	3,000.00	(3,000.00)	0.00	0.00	0.00	0.00	0.00
Special Education - Home Instruction		8,000.00	(3,000.00)	5,000.00	0.00	5,000.00	0.00	0.00
11-230-100-100	Salary - Basic Skills	203,123.00	(67,619.47)	135,503.53	135,503.53	0.00	0.00	0.00
11-230-100-610	Supplies	640.00	(200.22)	439.78	439.78	0.00	0.00	0.00
Basic Skills/Remedial Instruction		203,763.00	(67,819.69)	135,943.31	135,943.31	0.00	0.00	0.00
11-240-100-100	Salary - ESL	57,850.00	(59.29)	57,790.71	8,124.90	[illegible]	0.00	0.00
11-240-100-610	Supplies	501.00	59.29	560.29	529.91	0.00	30.38	0.00
Bilingual Education Instruction		58,351.00	0.00	58,351.00	8,654.81	49,665.81	30.38	0.00
11-401-100-100	Salary	63,070.00	0.00	63,070.00	4,920.00	58,150.00	0.00	0.00
11-401-100-600	Supplies	9,500.00	3,307.07	12,807.07	9,556.96	3,250.11	0.00	0.00
Curricular Activities-Instruction		72,570.00	3,307.07	75,877.07	14,476.96	61,400.11	0.00	0.00

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-402-100-100	Salary	29,400.00	0.00	29,400.00	14,700.00	14,700.00	0.00	0.00
11-402-100-500	Purchased Services (300-500 Series)	3,500.00	268.00	3,768.00	3,696.00	72.00	0.00	0.00
11-402-100-600	Supplies	8,700.00	(3,575.07)	5,124.93	1,405.53	0.00	3,719.40	0.00
Athletic Programs-Instruction		41,600.00	(3,307.07)	38,292.93	19,801.53	14,772.00	3,719.40	0.00
11-422-100-101	Salary - Summer School	35,000.00	7,000.00	42,000.00	42,000.00	0.00	0.00	0.00
11-422-100-106	Salary - Summer Para	16,500.00	3,340.00	19,840.00	19,840.00	0.00	0.00	0.00
11-422-100-300	Purch Prof/Ed Svcs	24,000.00	(12,972.31)	11,027.69	0.00	0.00	11,027.69	0.00
11-422-100-600	ESY Supplies	530.00	0.00	530.00	396.66	0.00	133.34	0.00
Other Instructional Programs		76,030.00	(2,632.31)	73,397.69	62,236.66	0.00	11,161.03	0.00
11-000-100-561	Tuition to Other LEA's - Reg	2,339,252.00	0.00	2,339,252.00	1,706,466.30	349,688.70	283,097.00	0.00
11-000-100-562	Tuition to Other LEA's - Spec	871,644.00	(30,666.00)	840,978.00	126,127.50	323,714.08	391,136.42	0.00
11-000-100-563	Tuition - Vocational Schools	74,112.00	0.00	74,112.00	53,499.60	20,612.40	0.00	0.00
11-000-100-564	Tuit to Cnty Voc Sch-Spec Ed	23,160.00	0.00	23,160.00	0.00	23,160.00	0.00	0.00
11-000-100-565	Tuition to CSSD/Regional Day School	52,000.00	0.00	52,000.00	0.00	0.00	52,000.00	0.00
11-000-100-566	Tuition - Private Schools	873,812.00	0.00	873,812.00	256,806.80	98,690.00	518,315.20	0.00
Undistributed Expense-Instruction		4,233,980.00	(30,666.00)	4,203,314.00	2,142,900.20	815,865.18	1,244,548.62	0.00
11-000-211-100	Salary	99,602.00	0.00	99,602.00	82,099.84	17,502.16	0.00	0.00
11-000-211-500	Other Purchased Services (400-500 Series)	35,040.00	0.00	35,040.00	34,683.13	0.00	356.87	0.00
Attendance and Social Work Svcs		134,642.00	0.00	134,642.00	116,782.97	17,502.16	356.87	0.00
11-000-213-100	Salary	182,583.00	(31,738.11)	150,844.89	72,378.09	78,466.80	0.00	0.00
11-000-213-300	Purchased Prof. & Tech. Svcs	17,680.00	30,750.60	48,430.60	48,430.60	0.00	0.00	0.00
11-000-213-600	General Supplies	5,802.00	987.51	6,789.51	6,106.19	683.32	0.00	0.00
Health Services		206,065.00	0.00	206,065.00	126,914.88	79,150.12	0.00	0.00
11-000-216-100	Salary	167,192.00	0.00	167,192.00	101,019.80	66,172.20	0.00	0.00
11-000-216-320	Purch Prof Svcs	31,500.00	(1,442.71)	30,057.29	5,580.00	9,420.00	15,057.29	0.00
11-000-216-600	General Supplies	1,110.00	1,442.71	2,552.71	2,278.51	241.75	32.45	0.00
Other Support Svc-Related Svcs		199,802.00	0.00	199,802.00	108,878.31	75,833.95	15,089.74	0.00
11-000-217-100	Salary - Extraordinary	73,738.00	0.00	73,738.00	49,329.36	24,408.64	0.00	0.00
11-000-217-320	Purch Prof Svcs	118,000.00	(2,337.35)	115,662.65	84,495.77	6,924.12	24,242.76	0.00
11-000-217-600	General Supplies	2,141.00	2,337.35	4,478.35	2,017.59	2,460.76	0.00	0.00
Other Support Svc-Extraordinary Svcs		193,879.00	0.00	193,879.00	135,842.72	33,793.52	24,242.76	0.00
11-000-218-104	Salary - Guidance	236,382.00	0.00	236,382.00	166,812.66	69,569.34	0.00	0.00
11-000-218-390	Guidance - Prof Svc - FMB	6,500.00	625.00	7,125.00	0.00	1,650.00	5,475.00	0.00
11-000-218-600	General Supplies	2,400.00	(625.00)	1,775.00	1,563.72	0.00	211.28	0.00
Other Support Svc-Students-Reg		245,282.00	0.00	245,282.00	168,376.38	71,219.34	5,686.28	0.00
11-000-219-104	Salary - CST	255,723.00	0.00	255,723.00	174,089.09	81,633.91	0.00	0.00
11-000-219-105	Salary - Secretary	49,180.00	0.00	49,180.00	34,054.56	15,125.44	0.00	0.00
11-000-219-390	Purch Prof Svcs	11,710.00	(571.97)	11,138.03	8,180.00	0.00	2,958.03	0.00
11-000-219-600	General Supplies	2,060.00	571.97	2,631.97	2,349.97	282.00	0.00	0.00
11-000-219-800	Other Objects	2,600.00	0.00	2,600.00	1,084.00	1,500.00	16.00	0.00
Other Support Svc-Students-Spec		321,273.00	0.00	321,273.00	219,757.62	98,541.35	2,974.03	0.00
11-000-221-104	Curriculum Salary	107,125.00	0.00	107,125.00	83,869.38	23,255.62	0.00	0.00
11-000-221-320	Purch Prof Svcs	139,526.00	0.00	139,526.00	5,163.14	0.00	134,362.86	0.00
11-000-221-600	Curriculum - General Supplies	73,044.00	0.00	73,044.00	56,569.49	0.00	16,474.51	0.00
Improvement of Instruction		319,695.00	0.00	319,695.00	145,602.01	23,255.62	150,837.37	0.00
11-000-222-100	Salary	81,339.00	0.00	81,339.00	57,104.04	24,234.96	0.00	0.00
11-000-222-177	Tech Coord Salaries	110,276.00	0.00	110,276.00	82,660.08	27,615.92	0.00	0.00
11-000-222-300	Purch Prof Svcs	7,880.00	0.00	7,880.00	5,886.84	0.00	1,993.16	0.00
11-000-222-600	Media - Supplies - LPS	32,400.00	0.00	32,400.00	30,788.51	0.00	1,611.49	12.00
Library and Educ Media		231,895.00	0.00	231,895.00	176,439.47	51,850.88	3,604.65	12.00
11-000-223-320	Purch Prof Svcs	65,300.00	0.00	65,300.00	8,671.97	1,103.44	55,524.59	0.00
11-000-223-600	Materials/Supplies	400.00	0.00	400.00	0.00	0.00	400.00	0.00
Instr. Staff Training Svcs		65,700.00	0.00	65,700.00	8,671.97	1,103.44	55,924.59	0.00

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-000-230-100	Salaries	211,212.00	(5,205.01)	206,006.99	150,537.78	55,469.21	0.00	0.00
11-000-230-331	Legal Services	10,000.00	26,818.75	36,818.75	29,712.48	7,106.27	0.00	0.00
11-000-230-332	Audit Fees	25,000.00	2,823.00	27,823.00	27,823.00	0.00	0.00	0.00
11-000-230-339	Arch &Engineer Fees	4,700.00	(273.00)	4,427.00	3,227.00	1,200.00	0.00	0.00
11-000-230-530	Communications/Telephone	39,228.00	4,347.72	43,575.72	34,583.03	8,992.69	0.00	0.00
11-000-230-585	BOE Other Purchased Services	5,837.00	(5,837.00)	0.00	0.00	0.00	0.00	0.00
11-000-230-590	Other Purchased Services (400-500 Series)	1,975.00	(155.00)	1,820.00	1,820.00	0.00	0.00	0.00
11-000-230-610	General Supplies	3,250.00	(2,256.99)	993.01	920.36	19.44	53.21	0.00
11-000-230-890	Other Objects	3,350.00	4,395.25	7,745.25	5,995.25	1,750.00	0.00	400.00
11-000-230-895	BOE - Other Objects	5,000.00	3,486.00	8,486.00	8,486.00	0.00	0.00	0.00
Support Svc-General Admin		309,552.00	28,143.72	337,695.72	263,104.90	74,537.61	53.21	400.00
11-000-240-103	Salary - Principal	183,951.00	(692.70)	183,258.30	134,011.36	49,189.64	57.30	0.00
11-000-240-105	Secretarial Salary	49,246.00	1,556.25	50,802.25	37,204.56	13,597.69	0.00	0.00
11-000-240-600	School Admin - Supplies - LPS	2,000.00	(1,006.55)	993.45	993.45	0.00	0.00	0.00
11-000-240-800	Other Objects	2,780.00	143.00	2,923.00	2,923.00	0.00	0.00	0.00
Support Svc-School Admin		237,977.00	0.00	237,977.00	175,132.37	62,787.33	57.30	0.00
11-000-251-100	Salaries	187,830.00	(210.80)	187,619.20	139,965.30	47,653.90	0.00	0.00
11-000-251-330	Purch Prof Svcs	16,700.00	(2,065.00)	14,635.00	12,544.41	2,090.59	0.00	0.00
11-000-251-592	Other Purchased Services (400-500 Series)	700.00	488.20	1,188.20	668.70	519.50	0.00	0.00
11-000-251-600	General Supplies	4,396.00	(233.00)	4,163.00	3,232.45	930.55	0.00	0.00
11-000-251-890	Other Objects	2,625.00	(380.00)	2,245.00	2,245.00	0.00	0.00	0.00
Business Office Support Services		212,251.00	(2,400.60)	209,850.40	158,655.86	51,194.54	0.00	0.00
11-000-252-100	Salaries	51,207.00	0.00	51,207.00	36,144.06	15,062.94	0.00	0.00
11-000-252-340	Admin IT - Other Purch Svcs	39,185.00	(5,970.31)	33,214.69	25,414.69	7,800.00	0.00	0.00
11-000-252-600	Admin IT Supplies	8,148.00	(3,614.69)	4,533.31	302.11	215.44	4,015.76	988.00
Admin Inform Tech Support Svcs		98,540.00	(9,585.00)	88,955.00	61,860.86	23,078.38	4,015.76	988.00
11-000-261-100	Salaries	71,235.00	0.00	71,235.00	66,968.82	4,266.18	0.00	0.00
11-000-261-420	Repairs & Maintenance	541,897.00	102,058.10	643,955.10	68,584.63	210,546.62	364,823.85	600.00
11-000-261-610	General Supplies	81,950.00	0.00	81,950.00	16,664.12	34,604.52	30,681.36	0.00
Required Maint. of School Fac.		695,082.00	102,058.10	797,140.10	152,217.57	249,417.32	395,505.21	600.00
11-000-262-100	Salaries	333,612.00	1,577.50	335,189.50	225,239.36	109,577.24	372.90	441.26
11-000-262-300	Purch Prof & Tech Svcs	60,780.00	(1,577.50)	59,202.50	35,925.84	17,033.14	6,243.52	0.00
11-000-262-420	Repairs & Maintenance	115,958.00	(50,000.00)	65,958.00	500.80	6,799.20	58,658.00	0.00
11-000-262-490	Other Purch Svcs	20,300.00	0.00	20,300.00	6,375.01	2,124.99	11,800.00	0.00
11-000-262-520	Insurance	79,500.00	0.00	79,500.00	72,382.27	0.00	7,117.73	0.00
11-000-262-610	General Supplies	216,520.00	(12,026.12)	204,493.88	37,635.51	81,033.36	85,825.01	0.00
11-000-262-621	Energy - Natural Gas	65,000.00	0.00	65,000.00	47,821.34	17,178.66	0.00	0.00
11-000-262-622	Energy - Electricity	145,000.00	0.00	145,000.00	59,921.34	85,078.66	0.00	0.00
11-000-262-626	Energy - Gasoline	1,500.00	200.00	1,700.00	993.56	705.70	0.74	0.00
11-000-262-800	Other Objects	8,580.00	(200.00)	8,380.00	1,208.25	374.82	6,796.93	0.00
Other Oper. & Maint. of Plant		1,046,750.00	(62,026.12)	984,723.88	488,003.28	319,905.77	176,814.83	441.26
11-000-263-100	Salary	50,396.00	(2,984.32)	47,411.68	15,879.34	29,516.66	2,015.68	0.00
11-000-263-610	General Supplies	6,000.00	2,984.32	8,984.32	3,768.28	4,694.12	521.92	0.00
Care & Upkeep of Grounds		56,396.00	0.00	56,396.00	19,647.62	34,210.78	2,537.60	0.00
11-000-266-420	Repairs & Maintenance	15,310.00	(5,555.16)	9,754.84	9,659.84	95.00	0.00	0.00
11-000-266-610	General Supplies	16,200.00	5,555.16	21,755.16	2,111.91	19,327.04	316.21	0.00
Security		31,510.00	0.00	31,510.00	11,771.75	19,422.04	316.21	0.00
11-000-270-160	Salary - Regular Ed	60,000.00	0.00	60,000.00	37,125.00	22,875.00	0.00	0.00
11-000-270-161	Salary - Special Ed	22,715.00	0.00	22,715.00	17,542.26	5,172.74	0.00	0.00
11-000-270-390	Other Purch Svcs	13,950.00	0.00	13,950.00	4,300.00	0.00	9,650.00	0.00
11-000-270-503	Aid in Lieu - NP Pymts	21,000.00	0.00	21,000.00	9,500.00	9,500.00	2,000.00	0.00
11-000-270-505	Aid in Lieu - School Choice	26,000.00	0.00	26,000.00	8,705.72	9,500.00	7,794.28	0.00
11-000-270-511	Contr Svcs - Home/Sch	543,000.00	0.00	543,000.00	371,172.69	168,006.99	3,820.32	0.00
11-000-270-512	Contr Svcs - Field Trips	6,300.00	70.00	6,370.00	6,370.00	0.00	0.00	0.00
11-000-270-513	Contr Svcs - Jointures	9,500.00	(70.00)	9,430.00	386.74	1,194.17	7,849.09	807.44
11-000-270-514	Contr Svcs - Special Ed	685,000.00	0.00	685,000.00	424,974.24	260,025.76	0.00	0.00
11-000-270-610	Supplies	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00
Student Transportation Svcs		1,388,465.00	0.00	1,388,465.00	880,076.65	476,274.66	32,113.69	807.44

Fund 11 (Current Expense Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-000-291-220	Social Security	250,000.00	0.00	250,000.00	126,628.68	0.00	123,371.32	0.00
11-000-291-240	DCRP	25,000.00	(1,844.76)	23,155.24	18,002.73	0.00	5,152.51	(3.00)
11-000-291-241	Other Retirements	141,000.00	1,844.76	142,844.76	142,844.76	0.00	0.00	(140,019.00)
11-000-291-250	Unemployment Acct	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00	0.00
11-000-291-260	Workman's Comp	58,000.00	0.00	58,000.00	42,230.95	14,076.98	1,692.07	0.00
11-000-291-270	Health Benefits	1,531,537.00	0.00	1,531,537.00	762,714.81	543,394.80	225,427.39	154,895.82
11-000-291-280	Tuition Reimbursement	55,500.00	0.00	55,500.00	15,605.55	16,117.95	23,776.50	0.00
11-000-291-290	Other Employee	45,350.00	0.00	45,350.00	8,571.45	0.00	36,778.55	0.00
Employee Benefits		2,126,387.00	0.00	2,126,387.00	1,116,598.93	573,589.73	436,198.34	14,873.82
606	Increase in Maint Rsv	50.00	0.00	50.00	50.00	0.00	0.00	0.00
	Grand Totals for fund 11:	17,069,444.00	25,524.10	17,094,968.10	9,762,386.25	4,466,706.01	2,865,875.84	18,783.04

Fund 12 (Capital Outlay Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
604	Increase in Cap Rsv	50.00	0.00	50.00	50.00	0.00	0.00	$0.00
12-000-260-730	Building Maintenance	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	0.00
Equipment		5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	0.00
12-000-400-334	Architectural/Engineering Svcs	100,000.00	37,000.00	137,000.00	81,810.00	11,590.00	43,600.00	0.00
12-000-400-390	Purch Prof Svcs	395,000.00	0.00	395,000.00	1,023.45	223,582.00	170,394.55	0.00
12-000-400-450	Construction Svcs	500,000.00	0.00	500,000.00	171.22	0.00	499,828.78	0.00
12-000-400-896	Assessment for Debt Service	36,039.00	0.00	36,039.00	36,039.00	0.00	0.00	0.00
Facil Acquisition/Constr		1,031,039.00	37,000.00	1,068,039.00	119,043.67	235,172.00	713,823.33	0.00
	Grand Totals for fund 12:	1,036,089.00	37,000.00	1,073,089.00	119,093.67	235,172.00	718,823.33	0.00
	Grand Totals for all Subfunds of Fund 10:	18,210,195.00	62,524.10	18,272,719.10	9,946,244.92	4,728,157.01	3,598,317.17	28,908.04

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of the date of this report no budgetary line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of 6A:23A-16.10(a).

Nicole Sylvester 4-6-22

Nicole Sylvester, Bus Admin/Bd Secy Date

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS				
101 Cash in checking account	$	9,249.66		
102-106 Other cash equivalents	$	0.00		
Total cash			$	9,249.66
111 Investments			$	0.00
114 Investment interest receivable			$	0.00
121 Tax levy receivable			$	0.00
Accounts receivable				
132 Interfund	$	0.00		
141 Intergovernmental - state	$	0.00		
142 Intergovernmental - federal	$	63,290.00		
143 Intergovernmental - other	$	0.00		
153 Other Accounts Receivable	$	0.00		
			$	63,290.00
Loans receivable				
131 Interfund	$	0.00		
151 Other Loans Receivable	$	0.00		
			$	0.00
199 Other current assets			$	0.00
RESOURCES				
301 Estimated revenues (from adjusted budget)	$	1,137,519.79		
302 Less: revenues collected or accrued	$	(255,232.84)		
			$	882,286.95
TOTAL ASSETS AND RESOURCES			$	954,826.61

LIABILITIES AND FUND EQUITY

LIABILITIES	
401 Interfund loans payable	$ 0.00
402 Interfund accounts payable	$ 0.00
411 Intergovernmental accounts payable - state	$ 0.00
412 Intergovernmental accounts payable - federal	$ 0.00
413 Intergovernmental accounts payable - other	$ 0.00
421 Accounts payable	$ 0.00
422 Judgments payable	$ 0.00
430 Compensated absences payable	$ 0.00
431 Contracts payable	$ 0.00
451 Loans payable	$ 0.00
481 Deferred revenues	$ 0.00
499 Other current liabilities	$ 0.00
Total liabilities	$ 0.00

FUND EQUITY					
Appropriated:					
753 Reserve for encumbrances - current year				$ 118,728.15	
754 Reserve for encumbrances - prior year				$ 0.00	
760 Other reserves				$ 0.00	
771 Designated Fund Balance				$ 0.00	
601 Appropriations			$ 1,137,519.79		
602 Less: expenditures	$ 182,693.18				
603 Less: encumbrances	$ 118,728.15	$ (301,421.33)	$ 836,098.46		
Appropriations less expenditures					$ 954,826.61
Unappropriated:					
770 Fund Balance, July 1, 2021				$ 0.00	
303 Less: budgeted fund balance				$ 0.00	
Unappropriated fund balance					$ 0.00
Total fund equity					$ 954,826.61
TOTAL LIABILITIES AND FUND EQUITY					$ 954,826.61

Revenues/Sources of Funds

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Info Only	Revenue Req'd to Balance	0.00	0.00	0.00	46,188.49	(46,188.49)
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	0.00	15,600.00	15,600.00	15,600.00	0.00
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	0.00	10,346.00	10,346.00	10,346.00	0.00
4xxx	From Federal Sources	185,712.00	925,861.79	1,111,573.79	229,286.84	882,286.95
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		185,712.00	951,807.79	1,137,519.79	301,421.33	836,098.46

Fund 20 (Special Revenue Fund)

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Local Projects		0.00	15,600.00	15,600.00	396.62	14,800.00	403.38	0.00
IDEA-ARP		0.00	21,314.00	21,314.00	20,644.40	669.60	0.00	0.00
Title I Improving Basic Programs		41,745.00	44,295.12	86,040.12	23,421.67	5,486.73	57,131.72	0.00
IDEA Part B		120,821.00	27,834.00	148,655.00	80,124.60	68,530.40	0.00	0.00
IDEA Preschool		5,467.00	1,415.00	6,882.00	5,561.40	333.40	987.20	0.00
Title II		9,679.00	11,623.00	21,302.00	6,133.34	1,281.15	13,887.51	375.00
Title III		0.00	0.00	0.00	0.00	0.00	0.00	85.00
Title IV Drug Free Schools		8,000.00	11,796.83	19,796.83	4,820.73	1,199.44	13,776.66	0.00
CARES Act		0.00	5,412.84	5,412.84	(4,167.94)	5,850.00	3,730.78	0.00
CRRSA-ESSER II		0.00	171,043.00	171,043.00	40,308.36	0.00	130,734.64	0.00
CRRSA-Learrning Acceleration		0.00	25,000.00	25,000.00	0.00	556.43	24,443.57	0.00
CRRSA-Mental Health		0.00	45,000.00	45,000.00	450.00	9,675.00	34,875.00	0.00
ARP ESSER III		0.00	561,128.00	561,128.00	5,000.00	0.00	556,128.00	0.00
SDA Capital Maintenance		0.00	10,346.00	10,346.00	0.00	10,346.00	0.00	0.00
	Grand Totals for fund 20:	185,712.00	951,807.79	1,137,519.79	182,693.18	118,728.15	836,098.46	460.00

Revenues Summary

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Info Only	Revenue Req'd to Balance	0.00	0.00	0.00	46,188.49	(46,188.49)
20-1920-097-001	Local Grant- Safety Grant	0.00	14,800.00	14,800.00	14,800.00	0.00
20-1920-097-003	Sustainable NJ Grant	0.00	0.00	0.00	0.00	0.00
20-1920-097-004	School Nutrition Grant	0.00	0.00	0.00	0.00	0.00
20-1920-097-005	COORD. HEALTH GRANT	0.00	0.00	0.00	0.00	0.00
20-1920-097-006	LPS= School Craft Weis4Schools	0.00	400.00	400.00	400.00	0.00
20-1920-097-007	FMB= School Store Weis4Schools	0.00	400.00	400.00	400.00	0.00
20-1920-098-001	Parents as Champions	0.00	0.00	0.00	0.00	0.00
20-3257-000-000	SDA Emerg. Needs & Cap. Maint.	0.00	10,346.00	10,346.00	10,346.00	0.00
20-3258-000-000	Preschool&Chrt Sec Compl Grant	0.00	0.00	0.00	0.00	0.00
20-4409-000-000	ARP-IDEA Preschool Grant Prog.	0.00	1,674.00	1,674.00	754.00	920.00
20-4411-231-000	Title I	41,745.00	2,508.00	44,253.00	22,547.88	21,705.12
20-4411-231-001	Title I- PY C/O	0.00	41,787.12	41,787.12	41,787.12	0.00
20-4419-000-000	ARP - IDEA Basic	0.00	19,640.00	19,640.00	19,640.00	0.00
20-4420-250-000	IDEA Part B	120,821.00	27,834.00	148,655.00	62,102.00	86,553.00
20-4420-250-001	IDEA B- PY Carryover	0.00	0.00	0.00	0.00	0.00
20-4421-251-000	IDEA Pre-School	5,467.00	1,415.00	6,882.00	4,278.00	2,604.00
20-4451-260-000	Title II	9,679.00	(83.00)	9,596.00	6,133.00	3,463.00
20-4451-260-001	Title II - PY C/O	0.00	11,706.00	11,706.00	11,706.00	0.00
20-4471-280-000	Title IV-Safe&Drug Free School	8,000.00	2,000.00	10,000.00	4,821.17	5,178.83
20-4471-280-001	Title IV- PY C/O	0.00	9,796.83	9,796.83	9,796.83	0.00
20-4491-241-000	Title III-Eng. Lang. Enhance.	0.00	0.00	0.00	0.00	0.00
20-4530-000-000	CARES Act	0.00	5,412.84	5,412.84	5,412.84	0.00
20-4532-000-000	Coronavirus Relief Fund	0.00	0.00	0.00	0.00	0.00
20-4534-000-000	CRRSA Act - ESSER II	0.00	171,043.00	171,043.00	40,308.00	130,735.00
20-4535-000-000	CRRSA - Learning Accel. Grant	0.00	25,000.00	25,000.00	0.00	25,000.00
20-4536-000-000	CRRSA - Mental Health Grant	0.00	45,000.00	45,000.00	0.00	45,000.00
20-4540-000-000	ARP-ESSER	0.00	561,128.00	561,128.00	0.00	561,128.00
Grand Totals		185,712.00	951,807.79	1,137,519.79	301,421.33	836,098.46

Minimum Expense General Ledger Report

Fund 20 (Special Revenue Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
20-098-100-420	Safety Grant	0.00	14,800.00	14,800.00	0.00	14,800.00	0.00	0.00
20-098-100-610	LPS= School Craft Weis4Schools	0.00	800.00	800.00	396.62	0.00	403.38	0.00
Local Projects		0.00	15,600.00	15,600.00	396.62	14,800.00	403.38	0.00
20-223-100-500	ARP-IDEA Basic Grant Program	0.00	19,640.00	19,640.00	19,640.00	0.00	0.00	0.00
20-224-100-100	ARP-IDEA Preschool Grant Prog.	0.00	1,674.00	1,674.00	1,004.40	669.60	0.00	0.00
IDEA-ARP		0.00	21,314.00	21,314.00	20,644.40	669.60	0.00	0.00
20-231-100-100	Title I- Stipends	0.00	24,000.00	24,000.00	0.00	0.00	24,000.00	0.00
20-231-100-600	Title I - Instructional Supply	41,745.00	(21,492.00)	20,253.00	7,778.00	0.00	12,475.00	0.00
20-231-200-300	Prof Tech Services-Support	0.00	41,787.12	41,787.12	15,643.67	5,486.73	20,656.72	0.00
Title I Improving Basic Programs		41,745.00	44,295.12	86,040.12	23,421.67	5,486.73	57,131.72	0.00
20-250-100-500	IDEA - Other Purch Svc	120,821.00	27,834.00	148,655.00	80,124.60	68,530.40	0.00	0.00
IDEA Part B		120,821.00	27,834.00	148,655.00	80,124.60	68,530.40	0.00	0.00
20-251-100-100	IDEA Preschool Salaries	5,467.00	1,415.00	6,882.00	5,561.40	333.40	987.20	0.00
IDEA Preschool		5,467.00	1,415.00	6,882.00	5,561.40	333.40	987.20	0.00
20-260-100-100	Title II- Stipends	0.00	1,500.00	1,500.00	550.00	0.00	950.00	0.00
20-260-200-300	Title II A - Purch Prof Svc	9,679.00	10,123.00	19,802.00	5,583.34	1,281.15	12,937.51	375.00
Title II		9,679.00	11,623.00	21,302.00	6,133.34	1,281.15	13,887.51	375.00
20-270-200-600	Title III-Supplies & Materials	0.00	0.00	0.00	0.00	0.00	0.00	85.00
Title III		0.00	0.00	0.00	0.00	0.00	0.00	85.00
20-280-100-600	Instructional Supplies	8,000.00	(8,000.00)	0.00	0.00	0.00	0.00	0.00
20-280-200-300	Prof Tech Services-Support	0.00	9,796.83	9,796.83	4,820.73	1,199.44	3,776.66	0.00
20-280-200-600	Supplies and Materials-Support	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
Title IV Drug Free Schools		8,000.00	11,796.83	19,796.83	4,820.73	1,199.44	13,776.66	0.00
20-477-100-100	Stipends- CARES Act	0.00	500.00	500.00	(5,850.00)	5,850.00	500.00	0.00
20-477-100-600	CARES ACT Supplies	0.00	4,912.84	4,912.84	1,682.06	0.00	3,230.78	0.00
CARES Act		0.00	5,412.84	5,412.84	(4,167.94)	5,850.00	3,730.78	0.00
20-483-100-100	CRRSA - ESSER II Grant Program	0.00	37,800.00	37,800.00	37,800.00	0.00	0.00	0.00
20-483-100-600	CRRSA- Instructional Supplies	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
20-483-200-100	CRRSA - ESSER II Grant Program	0.00	6,300.00	6,300.00	2,508.36	0.00	3,791.64	0.00
20-483-400-720	CRRSA - ESSER II Grant Program	0.00	116,943.00	116,943.00	0.00	0.00	116,943.00	0.00
CRRSA-ESSER II		0.00	171,043.00	171,043.00	40,308.36	0.00	130,734.64	0.00
20-484-100-100	CRRSA - Learning Accel. Grant	0.00	19,100.00	19,100.00	0.00	0.00	19,100.00	0.00
20-484-200-100	CRRSA - Support Service Salari	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
20-484-200-300	CRRSA - Support Purch. Prop.	0.00	3,400.00	3,400.00	0.00	0.00	3,400.00	0.00
20-484-200-600	CRRSA - Support Supplies	0.00	1,500.00	1,500.00	0.00	556.43	943.57	0.00
CRRSA-Learrning Acceleration		0.00	25,000.00	25,000.00	0.00	556.43	24,443.57	0.00
20-485-200-100	CRRSA - Mental Health Salaries	0.00	9,300.00	9,300.00	0.00	0.00	9,300.00	0.00
20-485-200-300	CRRSA - Mental Health Prof. Sv	0.00	35,700.00	35,700.00	450.00	9,675.00	25,575.00	0.00
CRRSA-Mental Health		0.00	45,000.00	45,000.00	450.00	9,675.00	34,875.00	0.00
20-487-100-600	ARP ESSER III- Supplies	0.00	561,128.00	561,128.00	5,000.00	0.00	556,128.00	0.00
ARP ESSER III		0.00	561,128.00	561,128.00	5,000.00	0.00	556,128.00	0.00
20-492-200-300	SDA Emerg. Needs & Cap. Maint.	0.00	10,346.00	10,346.00	0.00	10,346.00	0.00	0.00
SDA Capital Maintenance		0.00	10,346.00	10,346.00	0.00	10,346.00	0.00	0.00
	Grand Totals for fund 20:	185,712.00	951,807.79	1,137,519.79	182,693.18	118,728.15	836,098.46	460.00

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of the date of this report no budgetary line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of 6A:23A-16.10(a).

Nicole Sylvester, Bus Admin/Bd Secy

4-6-22
Date

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS			
101 Cash in checking account	$ 26,836.02		
102-106 Other cash equivalents	$ 0.00		
Total cash		$	26,836.02
111 Investments		$	0.00
114 Investment interest receivable		$	0.00
121 Tax levy receivable		$	(768,712.00)
Accounts receivable			
132 Interfund	$ 0.00		
141 Intergovernmental - state	$ 597,862.00		
142 Intergovernmental - federal	$ 0.00		
143 Intergovernmental - other	$ 0.00		
153 Other Accounts Receivable	$ 0.00		
		$	597,862.00
Loans receivable			
131 Interfund	$ 0.00		
151 Other Loans Receivable	$ 0.00		
		$	0.00
199 Other current assets		$	0.00
RESOURCES			
301 Estimated revenues (from adjusted budget)	$ 0.00		
302 Less: revenues collected or accrued	$ (787,700.00)		
		$	(787,700.00)
TOTAL ASSETS AND RESOURCES		$	(931,713.98)

LIABILITIES AND FUND EQUITY

LIABILITIES		
401 Interfund loans payable	$	0.00
402 Interfund accounts payable	$	0.00
411 Intergovernmental accounts payable - state	$	0.00
412 Intergovernmental accounts payable - federal	$	0.00
413 Intergovernmental accounts payable - other	$	0.00
421 Accounts payable	$	0.00
422 Judgments payable	$	0.00
430 Compensated absences payable	$	0.00
431 Contracts payable	$	0.00
451 Loans payable	$	0.00
481 Deferred revenues	$	0.00
499 Other current liabilities	$	0.00
Total liabilities	$	0.00

FUND EQUITY				
Appropriated:				
753 Reserve for encumbrances - current year			$ 0.00	
754 Reserve for encumbrances - prior year			$ 0.00	
760 Other reserves			$ 0.00	
771 Designated Fund Balance			$ 0.00	
601 Appropriations		$ 958,550.00		
602 Less: expenditures	$ 931,714.24			
603 Less: encumbrances	$ 0.00	$ (931,714.24)	$ 26,835.76	
Appropriations less expenditures				$ 26,835.76
Unappropriated:				
770 Fund Balance, July 1, 2021			$ 0.26	
303 Less: budgeted fund balance			$ (958,550.00)	
Unappropriated fund balance				$ (958,549.74)
Total fund equity				$ (931,713.98)
TOTAL LIABILITIES AND FUND EQUITY				$ (931,713.98)

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	$ 958,550.00	$ 931,714.24	$ 26,835.76
Less: Revenues	$ 0.00	$ (787,700.00)	$ 787,700.00
Subtotal	$ 958,550.00	$ 144,014.24	$ 814,535.76
Less: adjustment to appropriations for Prior Year Encumbrances	$ 0.00	$ 0.00	$ 0.00
Total current year budgeted fund balance	$ 958,550.00	$ 144,014.24	$ 814,535.76
Add: Unappropriated fund balance			$ (958,549.74)
Total of budgeted and unappropriated fund balance			$ (144,013.98)

Revenues/Sources of Funds

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	958,550.00	0.00	958,550.00	144,014.24	814,535.76
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	0.00	0.00	0.00	768,712.00	(768,712.00)
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	0.00	0.00	0.00	18,988.00	(18,988.00)
4xxx	From Federal Sources	0.00	0.00	0.00	0.00	0.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		958,550.00	0.00	958,550.00	931,714.24	26,835.76

Fund 40 (Debt Service Fund)

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Debt Service-Regular		958,550.00	0.00	958,550.00	931,714.24	0.00	26,835.76	0.00
	Grand Totals for fund 40:	958,550.00	0.00	958,550.00	931,714.24	0.00	26,835.76	0.00

Revenues Summary

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	958,550.00	0.00	958,550.00	144,014.24	814,535.76
40-1210-000-000	Local Tax Levy	0.00	0.00	0.00	768,712.00	(768,712.00)
40-1990-000-000	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
40-3160-000-000	Debt Service Aid Type II	0.00	0.00	0.00	18,988.00	(18,988.00)
Grand Totals		958,550.00	0.00	958,550.00	931,714.24	26,835.76

Minimum Expense General Ledger Report

Fund 40 (Debt Service Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
40-701-510-834	Interest on Bonds	163,550.00	(10,000.00)	153,550.00	126,714.24	0.00	26,835.76	0.00
40-701-510-910	Redemption of Principal	795,000.00	10,000.00	805,000.00	805,000.00	0.00	0.00	0.00
Debt Service-Regular		958,550.00	0.00	958,550.00	931,714.24	0.00	26,835.76	0.00
	Grand Totals for fund 40:	958,550.00	0.00	958,550.00	931,714.24	0.00	26,835.76	0.00

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of the date of this report no budgetary line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of 6A:23A-16.10(a).

Nicole Sylvester, Bus Admin/Bd Secy

4-6-22
Date

Andover Regional Board of Education Minimum Expense Transfer Report

FY2022 Data is Posted to 03/31/22

Line(s)	Budget Catagory	Account	Orig Budget	Prior Encs.	Revs. Allowed	Basis of 10%	Max X-fers	YTD Xfers to(from)	% X-Fered	Remaining Xfers From	Remaining XFers To
84000	Transfer of Funds to Charter Schools	10-000-100-56x	104,662	0	0	104,662	10,466	0	0.0	10,466	
3200	Regular Programs - Instruction	11-1XX-100-XXX	2,664,332	0	0	2,664,332	266,435	0	0.0	266,433	
10300, 11160, 12160, 40580, 41080	Sp Ed, BS/Rem, BiLing, Speech/OT/PT & Ext Svcs	11-2XX-100-XXX, 11-000-216,217	2,253,420	0	0	2,253,420	225,342	2,632	0.1	227,974	
17100, 17600, 19620, 20620, 21620, 22620, 23620, 25100	Co/Extra-Curr. Activities, Athletics, Other Pgms	11-4XX-X00-XXX	190,200	0	0	190,200	19,020	(2,632)	-1.4	16,388	
29180	Tuition	11-000-100-XXX	4,233,980	0	0	4,233,980	423,397	(30,666)	-0.7	392,732	
29680, 30620, 41660, 42200, 43620	Attend, Soc Wrk, Heath, Guidance, CST, Library	11-000-211,213,218, 219,222	1,139,157	0	0	1,139,157	113,916	0	0.0	113,916	
43200, 44180	Improve Inst. & Staff Training	11-000-221,223	385,395	0	0	385,395	38,539	0	0.0	38,540	
45300	General Administration	11-000-230-XXX	309,552	0	0	309,552	30,956	28,144	9.1	59,099	2,811
46160	School Administration	11-000-240-XXX	237,977	0	0	237,977	23,798	0	0.0	23,798	23,798
47200, 47620	Central Svcs & Admin Info Technology	11-000-25X-XXX	310,791	0	0	310,791	31,081	(11,986)	-3.9	19,094	43,065
51120	Operation & Maintenance of Plant Services	11-000-26X-XXX	1,829,738	0	0	1,829,738	182,975	14,508	0.8	197,482	
52480	Student Transportation Services	11-000-270-XXX	1,388,465	0	0	1,388,465	138,847	0	0.0	138,847	
71260	Personal Services - Employee Benefits	11-XXX-XXX-2XX	2,126,387	0	0	2,126,387	212,639	0	0.0	212,639	
75880	Equipment	12-xxx-xxx-73x	5,000	0	0	5,000	500	0	0.0	500	
76260	Facilities Acquisition & Construction	12-000-4xx-xxx	1,031,039	0	0	1,031,039	103,104	0	0.0	103,104	
76340	Cap Rsv - Transfer Repayment of Debt	12-000-4xx-933	0	0	0	0	0	0	----	0	

School Business Administrator Signature

4-6-22

Date

Note: Underlined Expenditure Accounts are Admin accounts limited to 10% transers IN as well as OUT.

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DRAFT

Andover Regional Board of Education Regular Meeting

March 23, 2022

Attendance:

Present: Mr. James Fetcho, Mr. Brian Hertenstein, Dr. Robert Koroski, Mr. Steven Minnick and Dr. Jeffrey Neubig

Also Present: Dr. Clifford Burns, Superintendent
Ms. Nicole Sylvester, School Business Administrator/Board Secretary
1 member of the public

Not Present: Mrs. Rebecca Bearden, Mrs. Maria Dunbar, Mr. William Porter and Mrs. Lena Sciroppo

I. INTRODUCTORY ITEMS

President Koroski called the meeting to order at 7:30 p.m.

Pledge of Allegiance: Dr. Koroski led the flag salute.

Mission Statement: Dr. Koroski read the mission statement:

Andover Regional Schools prepare students to successfully meet the challenges of today and tomorrow by fostering a love of learning. Our safe, supportive, and stimulating environment encourages students to reach their full potential. It is an expectation that all students shall achieve the New Jersey Core Curriculum Content Standards at all grade levels. In Andover Regional, every child catches the learning spirit!

Public Meeting Notice: President Koroski read the following public meeting notice:

"The New Jersey Open Public Meetings Act was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is either discussed or acted upon. The Board has fully complied with the notice requirements by advertising in the New Jersey Herald, posting publicly and by notifying the municipal clerk of the date, time and place of the meeting."

II. EXECUTIVE SESSION: None at this time.

III. PRESENTATION(S):

Dr. Koroski pulled the ten names for the preschool lottery.

IV. APPROVAL OF MINUTES:

Mr. Minnick moved and Mr. Fetcho seconded, that the Andover Regional Board of Education approve the minutes of the following Board of Education meeting, as recommended by the Superintendent of Schools.

February 23, 2022 Regular Meeting Minutes
February 23, 2022 Executive Session Meeting Minutes

Roll Call Vote:

Yes: Mr. Fetcho, Mr. Hertenstein, Mr. Minnick, Dr. Neubig and Dr. Koroski

No: None

Abstain: None

V. COMMITTEE REPORTS:

Board Committees:

Personnel/Policy	Finance/Operations	Curriculum/Instruction
Mr. Porter (Chair)	Mr. Minnick (Chair)	Mrs. Dunbar (Chair)
Mrs. Sciroppo	Mrs. Bearden	Dr. Neubig
Dr. Koroski	Mr. Fetcho	Mr. Hertenstein

Special Committees/Ad Hoc Assignments:

WHAT	DELEGATE	ALTERNATE(s)
Sussex County School Boards Association	Dr. Koroski	Mr. Porter
NJSBA Delegate Assembly	Mr. Minnick	Mrs. Dunbar
Newton Board of Education Rep.	Mr. Porter	Dr. Koroki
Sussex County Educational Services	Mrs. Dunbar	Dr. Koroki
Andover Regional Parent Teacher Association	Mrs. Bearden	Mr. Minnick
Township Liaison	Dr. Koroski	Mrs. Dunbar
Negotiations/Sick Bank	Dr. Koroski	Mrs. Bearden & Mr. Fetcho
QSAC Committee	Dr. Koroski	Mr. Minnick
Tri-District Consortium	Dr. Koroski	Mr. Porter & Mrs. Sciroppo

Dr. Koroski gave his report on Personnel/Policy which included personnel resignations and leaves and an update to the safe return plan regarding wearing masks, discussion ensued.

Ms. Sylvester gave her report on Finance/Operations which included the 2022-2023 budget and the district's feasibility study, discussion ensued.

Dr. Koroski gave his report on Curriculum/Instruction which included an update for the plan for safe return, professional development days for our special education teachers for handle with care training, state testing and the district's literacy night, discussion ensued.

VI. SUPERINTENDENT REPORT:

A. Dr. Burns gave an update and highlighted the successful school and District events.
B. Dr. Burns reported that the cali level is good for Sussex County and gave the County/State Health update.
C. Dr. Burns reported on the district's feasibility study.
D. Dr. Burns gave his monthly HIB Report.

Dr. Neubig moved and Mr. Minnick seconded, that the Andover Regional Board of Education approve the resolution below as presented:

Resolve that the Board of Education accepts the attached HIB Report**,** as recommended by the Superintendent of Schools.

Roll Call Vote:

Yes: Mr. Fetcho, Mr. Hertenstein, Mr. Minnick, Dr. Neubig and Dr. Koroski

No: None

Abstain: None

B. Curriculum, Instruction & Assessment: Listed below is the report from **Jennifer Reynolds,** Coordinator of Curriculum, Instruction and Assessment

- Completed a number of formal and information observations
- Completed Tri-District curriculum mapping for grade band 6-8 in Physical Education.
- Completed Tri-District curriculum mapping for grade band 3-5 in Social Studies. Started Tri-District curriculum mapping in grade band 6-8

- Hosted a Wilson/Orton information gathering session with administration and elementary interventionists
- Completed the upload of Andover Regional Three Year ELL Plan
- Collaborated with Dr. Burns and Mrs. Sylvester on the Statement of Priorities
- Collaborated with the administrative team on multiple budget meetings
- Collaborated with the administrative team on multiple personnel planning meetings
- Completed the 2022 NJSLA testing schedules for both FMB and LPS
- Completed final details for activities for One School, One Book Initiative, stuffed bags for student books, collected prizes for the Charger Pride prize cart and the school spirit day, and organized and moderated virtual author visits and a writing workshop for grades K-2, grades 3-4, and a small group of grade ¾ students
- Created an American Rescue Plan summer and 2022-2023 planning document and hosted an administrative meeting to begin planning
- Worked with Ms. Sylvester to complete the ESSER Performance Report
- Collaborated with Dr. Burns and Mrs. Sylvester on the grant monitoring process
- Collaborated with administrative team on Summer Programming planning
- Collaborated with administrative team on 2022-2023 goal planning

C. Technology Report: Listed below is a report from Joseph DeLuca, Technology/Network Systems Administrator.

- Identified bugs in the 911 inform network and worked with the 911inform engineers to ensure our safety platforms integrity.
- Developed a plan to revamp the obsolete sound system in the FMB multi-purpose room.
- Over the past 30 days the Technology Dept received 77 new help request tickets from students and staff with an average response time of 13 hours.

D. Child Study Team Report: The updates below regarding the District CST and Special Services are prepared by Suzanne Ross, Supervisor of Special Services/LDTC.

- In **February 2022** the following meetings were held:
  * New Preschool Referral: 2
  * New Referrals: CST 4, Speech 1
  * Annual Reviews: CST 6, Speech 3
  * Eligibility Meetings: CST 15, Speech 0
  * Transfer out of district: CST 0, Speech 0
  * Transfer into district: CST 1
  * Declassified: CST 0 Speech 1
  * Newly Classified CST 2, Speech 0
  * Other meetings: CST 3, Speech 0, 504 1
  * **Total number of IEPs**: **CST=79 Speech = 9 Total=88**
  * **Total number of 504's = 20**

*** Total number of RTI Speech Action Plans=16**

- Ongoing collaboration with the county and state officials in regards to educational planning for the 2021/2022.
- Participated in SW Special Education Directors/Supervisor's Group virtual discussion regarding updates with the NJDOE on special education.
- Provided ongoing updates to CST team members regarding updates.
- Ongoing collaboration with the administrative team regarding operations, programs and schedules, and needs of staff and students etc..
- Ongoing updates to budgeting for the 2022/2023 school year.
- Collaborated with the Administrative Team regarding planning and programming for the 2022/2023 school year.
- Ongoing review of student data, and programming for RTI purposes, including review of possible programs for the 2022/2023 school year.
- Ongoing planning for the ESY/Summer Academy program needs, including transportation
- Planning and coordination of student accommodations with CST team members for NJSLA testing.
- Ongoing planning for the Dynamic Learning Maps testing, including staff training and implementation.
- Attended the RTI team meeting regarding the use of possible Wilson/Orton reading programs in (This was primarily an information gathering session)
- Collaborated with various administrative team members on budget 22/23 items
- Collaborated with the administrative team on multiple personnel planning meetings
- Attended the American Rescue Plan 2022-2023 planning meeting with the administrative Team.

E. Suspension/HIB Reports from Florence M. Burd and Long Pond schools.

F. Principal's Reports from Cindy Mizelle and Bryan Fleming are attached.

VII. SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT:

- Ms. Sylvester and Dr. Burns presented the 2022-2023 budget.
- Ms. Sylvester reported that a grant to upgrade our thermostat controls was approved and received for $10,346.

VIII. PUBLIC PARTICIPATION ON AGENDA ITEMS: None at this time.

IX. ACTION ITEMS:

A. PERSONNEL/POLICY:

Mr. Fetcho moved and Mr. Minnick seconded, that the Andover Regional Board of Education approve resolutions #1-19 as amended:

1. **Resignation**: Approve and accept with best wishes the February 22, 2022 resignation of Dan Gorman, Custodian, as recommended by the Superintendent of Schools.

2. **Resignation**: Approve and accept with best wishes the resignation of Wilmar Martinez, Custodian, effective March 12, 2022 with last day worked March 11, 2022, as recommended by the Superintendent of Schools.

3. **Curriculum Writing**: Approve Mary Helen Coiro, teacher, for payment for five days of curriculum writing at a contractual rate of $50 per day for a total of $250, as recommended by the Superintendent of Schools.

4. **Curriculum Writing**: Approve Nick Moustakas, teacher, for payment for two days of curriculum writing at a contractual rate of $50 per day for a total of $100, as recommended by the Superintendent of Schools.

5. **Tutoring**: Approve Steve Zanella, to conduct up to five hours of tutoring at a rate of $50 an hour, not to exceed $250, as recommended by the Superintendent of Schools.

6. **Learning Acceleration Grant Planning/Implementing**: Approve the following staff members to be paid $75 each as part of the CRRSA ESSER II- Learning Acceleration Grant to assist in the planning and running of the District Literacy Night on April 13, 2022, as recommended by the Superintendent of Schools.

Kristen Brady
Claire Serratelli
Jeni Moriarty
Shelley Brown

7. **Leave of Absence**: Approve leave of absence request from Employee ID #756, commencing on/or about May 2, 2022 through the end of the 2021-2022 school year, utilizing 4 sick days, 2 personal days and the rest unpaid, as recommended by the Superintendent of Schools.

8. **Extra Block (2 Periods) Coverage**: Approve the following staff members for payment, ¼ salary prorated, retroactive to March 7, 2022, for the remainder of the 2021-2022 school year, to cover an additional teaching block (2 periods) per day in order to fill an open leave-of-absence position, as recommended by the Superintendent of Schools.

Nickolas Moustakas

Sandra Sica

9. **RTI Math Coordinator Resignation**: Approve the resignation as LPS RTI Math Coordinator, Stephanie Oberg, effective March 7, 2022, as recommended by the Superintendent of Schools.

10. **Long Pond School Math RTI Coordinator for 2021-2022 School Year**: Approve Rebecca Morrell, as Math Response To Intervention (RTI) Coordinator for 2021-2022 (paid from ESEA - Title I grant) school year, retroactive to March 7, 2022 through the remainder of the 2021-2022 school year at a prorated stipend of $3,500, as recommended by the Superintendent of Schools.

11. **ESports Advisor**: Approve Joe DeLuca as the ESports Advisor at a rate of $1,600 for the 2021-2022 school year, as recommended by the Superintendent of schools.

12. **ESports Assistant**: Approve Ian Wolverton as the ESports Assistant at a rate of $460 for the 2021-2022 school year, as recommended by the Superintendent of schools.

13. **Leave Replacement Teacher**: Approve Mary Fox as leave replacement teacher for Employee ID #1261 effective on or about April 25, 2022 through employee's physician's determined return date at BA Step 1 pro-rated salary of $56,385 for the remainder of the leave and pending receipt of all required paperwork, including criminal history clearance, as recommended by the Superintendent of Schools.

14. **Schedule B Rescind**: Rescind Marianela Torres' FMB Earth Club Schedule B stipend of $1,200 for the 2021-2022 school year, as recommended by the Superintendent of Schools.

15. **Schedule B FMB Earth Club**: Approve Justin Iazzetti for FMB Earth Club Schedule B stipend of $1,200 for the 2021-2022 school year, as recommended by the Superintendent of Schools

16. **New Hire Part-Time Custodian**: Approve Catherine Decker as FMB part-time night custodian (30%) with start date April 1, 2022 through June 30, 2022 with a Step 1 salary of $10,662 (prorated) (salary may be subject to adjustment upon conclusion of AREA negotiations and after successor Collective Negotiation Agreement is ratified by the Association and approved by the BOE) pending receipt of all required paperwork, including criminal history clearance, as recommended by the Superintendent of Schools.

17. **Substitutes for the 2021-2022 School Year**: Approve the employment of the following substitute(s) for the 2021-2022 school year pending criminal history and background check, as recommended by the Superintendent of Schools.

POSITION	NAME
Sub Custodian	Wilmar Martinez

Sub Teacher	Jacqulyn Ferdenzi
Sub Teacher	Brandi Gibbs
Sub Nurse	Clare Golden

18. **Volunteers**: Approve the attached volunteers for the 2021-2022 school year, as recommended by the Superintendent of Schools.

19. **Second Reading of Policies & Regulations**: Approve the second reading of the following policy, as recommended by the Superintendent of Schools.

Alert 226

P 2415.05	Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment (M) (Revised)
P & R 2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries (M) (Revised)
R 2460.30	Additional/Compensatory Special Education and Related Services (M) (New)
P 2622	Student Assessment (M) (Revised)
R 2622	Student Assessment (M) (New)
P 3233	Political Activities (Revised)
P 5541	Anti-Hazing (M) (New)
P 7540	Joint Use of Facilities (Revised)
P & R 8465	Bias Crimes and Bias-Related Acts (M) (Revised)
P 9560	Administration of School Surveys (M) (Revised)

Roll Call Vote:

Yes: Mr. Fetcho, Mr. Hertenstein, Mr. Minnick, Dr. Neubig and Dr. Koroski

No: None

Abstain: None

B. FINANCE/OPERATIONS:

Mr. Hertenstein moved and Mr. Minnick seconded, that the Andover Regional Board of Education approve resolutions #1-26 as presented:

1. **Treasurer & Board Secretary's Certification and Report**: Approve the February 2022 Board Secretary's and Treasurer's Reports pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of February 2022 after review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(c)4, and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year, as recommended by the Superintendent of Schools.

2. **Bills List**: Approve/accept the Bills List from February 24, 2022 through March 23, 2022 for a total of $1,403,481.62 as recommended by the Superintendent of Schools.

3. **Petty Cash**: Approve/accept the Petty Cash Checking Account Report for February 2022, as recommended by the Superintendent of Schools.

4. **Transfers**: Approve/accept the Transfer Report for February 2022, as recommended by the Superintendent of Schools.

5. **Building Use for 2021-2022 School Year**: Approve the following building use for the Long Pond and/or Florence M. Burd schools, as recommended by the Superintendent of Schools.

NAME OF ORGANIZATION	PURPOSE	DATE REQUESTED	INSURANCE CERTIFICATE	BUILDING
Newton United Soccer Club	Practice	March 15- June 30	Yes	LPS
AREA	Family Night	May 12, 2022	Yes	FMB
PTA	Candy Bar Bings/Silent Auction	April 29, 2022	Yes	LPS
Girl Scouts	Troop Meeting	April 5, 2022	Yes	FMB

6. **District Feasibility Study**: Approve and accept the district feasibility study to consider school consolidation by Porzio, Bromberg & Newman, P.C., as recommended by the Superintendent of Schools.

7. **2022-2023 Tentative Budget**: Approve the following motion for the 2022-2023 budget information to be submitted to the County Office, as recommended by the Superintendent of Schools:

A. **WHEREAS**, the Andover Regional Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of $1,500 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with the N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of $25,000 for all staff and board members.

B. **BE IT RESOLVED** that the tentative budget be approved for the 2022-2023 School Year using the 2022-2023 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	General Fund	***Special Revenues***	***Debt Service***	***Total***
2022-2023 Total Expenditures	$16,846,157	$175,509	$930,000	$17,951,666
Less: Anticipated Revenues	$2,303,564	$175,509	$189,507	$2,668,580
Taxes to be Raised	$14,542,593	$0	$740,493	$15,283,086

And to advertise said tentative budget in the New Jersey Herald on April 21, 2022 in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED; that a public hearing is being held at the Long Pond School, 707 Limecrest Road in the Township of Andover, County of Sussex, State of New Jersey on Wednesday, April 27, 2022 at 7:30 p.m. for the purpose of approving the budget for the 2022-2023 school year.

C. Be it resolved that the Andover Regional Board of Education, hereby approves the professional services maximum costs for the 2022-2023 school year:

Whereas, NJAC 6A:23A-5.2 provides that a school district must establish a maximum dollar limit prior to budget preparation for public relations and professional services fees, and;

Whereas, the Andover Regional Board of Education has established the following maximum dollar limits as required, and;

Whereas, if these professional services exceed the maximum amount listed, the Andover Regional Board of Education will consider another motion to increase amounts listed:

Architects	$150,000	Attorneys	$150,000
Auditors	$35,000	School Physician	$15,000

8. **2022-2023 Tuition Rates:** Approves the following tuition rates for the 2022-2023 school year as recommended by the Superintendent of Schools.

Regular Education	Tuition Rate
Preschool/K	$23,638
Grades 1-5	$26,237
Grades 6-8	$25,889
LLD	$41,024
MD	$64,895
P/T PSD	$15,000
F/T PSD	$23,000

9. **Withdrawal from Capital Reserve**: Whereas the Andover Regional Board of Education has included in the 2022-2023 budget, line 600, budgeted withdrawal from capital reserve, in the amount of $935,000, for purposes such as school partial roof replacement project at LPS and HVAC upgrades, where the final eligible costs listed below are within the facilities efficiency standards determined by the Commissioner as necessary to achieve the New Jersey Student Learning Standards, as recommended by the Superintendent of Schools.

Project	Cost
Partial Roof replacement	$815,000
HVAC Upgrades	$120,000

10. **Withdrawal from Maintenance Reserve**: Whereas the Andover Regional Board of Education has included in the 2022-2023 budget, line 630, budgeted withdrawal from maintenance reserve, in the amount of $60,000, for purposes such as upgrades to new pumps, flooring, power washing/painting and other miscellaneous projects, where the final eligible costs listed below are within the facilities efficiency standards determined by the Commissioner as necessary to achieve the New Jersey Student Learning Standards, as recommended by the Superintendent of Schools.

Project	Cost
Pumps	$18,000
Flooring	$18,000
Power Washing/painting	$24,000

11. **Tuition Reserve:** Approve the use of tuition reserve in the amount of $347,000 for use in the 2022-2023 school year budget, as recommended by the Superintendent of Schools.

12. **Tuition Contract with Newton**: Approve the ESY tuition contract with Newton School District for Student #1783311210 at a tuition rate of $4,530 for the 2021-2022 school year, as recommended by the Superintendent of Schools.

13. **Tuition Contract with Newton**: Approve the ESY tuition contract with Newton School District for Student #3682002539 at a tuition rate of $4,530 for the 2021-2022 school year, as recommended by the Superintendent of Schools.

14. **Tuition Contract with Newton**: Approve the ESY tuition contract with Newton School District for Student #1098918925 at a tuition rate of $4,530 for the 2021-2022 school year, as recommended by the Superintendent of Schools.

15. **Tuition Contract with Newton**: Approve the ESY tuition contract with Newton School District for Student #4858310973 at a tuition rate of $4,530 for the 2021-2022 school year, as recommended by the Superintendent of Schools.

16. **Tuition Contract with Newton**: Approve the ESY tuition contract with Newton School District for Student #5614547984 at a tuition rate of $3,413 for the 2021-2022 school year, as recommended by the Superintendent of Schools.

17. **Tuition Contract with Newton**: Approve payment to Newton School District for Student #5614547984 for attending Calais School at a tuition rate of $39,751.58 for the 2021-2022 school year, as recommended by the Superintendent of Schools.

18. **Maintenance Reserve Proposals:** Approve the following project to be paid out of maintenance reserve, as recommended by the Superintendent of Schools:

Project	Amount not to exceed:
Fire Alarm upgrades	$5,000

19. **Agreement for Challenge Day Program**: Approve the agreement for the Challenge Day Program, to be paid through ESSER II- Mental Health grant funds at LPS at a cost not to exceed $5,475, as recommended by the Superintendent of Schools.

20. **ESSER Performance Report**: Approve, retroactively to March 14, 2022, submission of the ESSER Performance Report, as recommended by the Superintendent of Schools.

21. **Contract with PenTeleData**: Approve the contract with PenteleData as our internet service provider, at a cost not to exceed $46,080 from July 1, 2022 through June 30, 2025, as recommended by the Superintendent of Schools.

22. **Tuition Reimbursement**: Approve the following tuition reimbursement, as recommended by the Superintendent of Schools:

Name	Program	Credits	Location	Cost per	Reimbursement	Dates

				Credit	**Cost**	
Jeni Moriarty	LTED 637 Nature of Reading	3	NJCU	$777.35	$2,332.05	Spring 2022
Nickolas Moustakas	GED 790 Special Education Law	3	Centenary University	$752.25	$2,256.75	Summer II
Nickolas Moustakas	GED 791 Autism & ABA Theory	3	Centenary University	$752.25	$2,256.75	Summer II

23. **2022-2023 School Calendar**: Approve the attached Andover Regional District School 2022-2023 school calendar, as recommended by the Superintendent of Schools.

24. **2022-2023 School Year Holiday Schedule for 10 & 12 Month Employees**: Approve the attached holiday schedules calendar for the 2022-2023 school year for the 10 and 12 month employees, as recommended by the Superintendent of Schools.

25. **Job Description**: Approve the attached job description for the School Social Worker, as recommended by the Superintendent of Schools.

26. **Plan for Safe Return**: Approve Andover Regional School District updated Plan for Safe Return (attached) for the school year 2021-2022, as recommended by the Superintendent of Schools.

Roll Call Vote:

Yes: Mr. Fetcho, Mr. Hertenstein, Mr. Minnick, Dr. Neubig and Dr. Koroski

No: None

Abstain: None

C. CURRICULUM/INSTRUCTION:

Dr. Neubig moved and Mr. Fetcho seconded, that the Andover Regional Board of Education approve resolutions #1-2 as presented:

1. **Professional Development Workshops:** Approve the following professional development, registration fees and mileage reimbursement, as recommended by the Superintendent of Schools.

Name	**Program/Location**	**Date**	**Fees/Mileage**
Cindy Reardon	CDK End-of-Year Personnel Mtg	April 28, 2022	Mileage: $18.20

	Hawke Pointe, Washington, NJ		
Leo LaBarge	Handle w/Care Instructor Recertification Newton, NJ	May 23, 2022	Registration: $475.00 Mileage: 2.7 miles
Sandy Sica	Handle w/Care Instructor Recertification Newton, NJ	May 23, 2022	Registration: $450.00
Bryan Fleming	2022 NJPSA/FEA/NJASCD Conf. Atlantic City, NJ	March 24 - 25, 2022	Registration: $320.00 Meals: $88.50 Lodging $96.00

2. **Activities/Trips**: Approve the following student activities/class trip, as recommended by the Superintendent of Schools.

Grade/ Teacher	Destination/ Purpose	# of Students & Adult Chaperones w/Names	Student Cost	Transportation	Board Cost
Nick Moustakas Track & Field Meets	Various Track & Field Meets 3:15pm-6:00pm	Students: 20-30 Teachers: 1 Nick Moustakas Allison McCurry Chaperones: 0	$0	1 Stocker Bus @ $300.00 per bus x 5 trips = $1,500.00 with present schedule	Approx $1,500.00

Roll Call Vote:

Yes: Mr. Fetcho, Mr. Hertenstein, Mr. Minnick, Dr. Neubig and Dr. Koroski

No: None

Abstain: None

COMMUNICATIONS TO BOARD: None at this time.

OLD and NEW BUSINESS: None at this time.

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:

Below are the comments from the Public, all questions were answered and discussed, if applicable.

Mrs. Bilancia asked if the replacement for her child's teacher would be the same teacher

every day. Discussion ensued.

EXECUTIVE SESSION: None at this time.

Adjournment: Mr. Fetcho moved to adjourn the meeting, seconded by Dr. Neubig and approved at 8:07 p.m. and carried by a Unanimous Voice Vote call by all members in attendance.

Respectfully submitted,

Nicole Sylvester

Business Administrator/Board Secretary

Long Pond School

Monthly Principal's Report

School: **Long Pond School**

Month: **3/17/22 to 4/13/22**

Submitted: **Bryan Fleming / LPS Principal**

- Superintendent Roundtable Recipient- A special congratulations to Eva Barry for being named this year's Superintendent Roundtable Award recipient for ARSD.

- LPS Caring Student Recipient- I am happy to announce that Kaya Collier has been named this year's recipient of Long Pond School's Caring Student award.

- Little Mermaid Jr.- Mrs. Granholm, Mr. Carle, Mrs. Serratelli and all the student performers and volunteers are commended for their hard work and dedication preparing for this year's Spring Musical. The cast was simply amazing and all four performances were impressive. Congratulations.

- ATPD vs. Students Floor Hockey- Mr. Zanella was able to run the LPS floor hockey intramural season this year. The season concluded with a long standing tradition of the Andover Township Police Department vs. the students floor hockey game. Chief Danielson and his department showed off their skills and won the game while demonstrating great sportsmanship.

- Adventureful Assembly- In the program, Ryan shared his story of hiking the entire length of the Appalachian Trail from Georgia to Maine, 2,189.8 miles. The presentation is unique in that the idea of such a long hiking trail captivates and keeps the kids attention, all while learning about mindfulness and particular qualities that can help them in their life journey, such as courage, gratitude, and kindness.

- LPS Esports' Students vs. Staff Event - Mr. Deluca and Mr. Wolvertin serve as the Esports Club Advisors for Long Pond School. They hosted a very successful student vs. staff event that was well attended and fun. The students were respectful and assisted the guests to be the best "gamers" possible.

- On April 13th, our staff collectively wore special shirts and donated money in honor and support of Autism Awareness Month.

FMB
Principal's Report
April 2022



Kindergarten registration is open! All of the forms and documents are accessible on our website along with school contact information. At this time we have 30 students registered.

Our annual Reading Challenge was a success! The students blew the top off of our goal of 3000 books by reading 3500+. Now that the goal has been met, the next step is to decide on the Grasshopper that Mrs. Mizelle has agreed to eat!! Chocolate covered sounds good!!

In the fall the fourth grade students planted 100 red tulip bulbs around the flagpole. The leaves have started to poke through the ground and we are looking forward to seeing the tulips bloom.

The staff celebrated Autism Awareness by wearing T-shirts and donating $5 to wear jeans. The funds were donated to the Autism Foundation.

Ms. Spaldo put together a week of activities and information during Occupational Therapist month. The activities included students, videos, a potluck and rollerskates!! We are fortunate to have her in the district.

Check#	Date	Vendor (Payee)	Amount	
A:33326	3/23/22	Stocker Bus Company, Inc.	(1,890.00)	Check voided on 4/1/2022
A:33342	3/24/22	VERIZON	870.59	
A:33343	3/24/22	ReadyRefresh by Nestle	56.47	
A:33344	3/24/22	Handle With Care Behavior Management System,	950.00	
A:N0330	3/30/22	Andover Regional Payroll Agency	324,426.08	
N:03620	4/1/22	Stacey Mehrkens	200.00	
A:33346	4/4/22	NJSHBP Division of Pension & Benefits	96,756.44	
A:33347	4/4/22	Challenge Day	5,475.00	
A:33348	4/5/22	Ryan Peter Benz	750.00	
N:03621	4/5/22	VILLA CAPRI PIZZA	56.00	
O:01315	4/8/22	Andover Regional School Lunch Program	**VOIDED**	Check voided on 4/12/2022
A:33349	4/11/22	SUSSEX COUNTY ROUNTABLE ASSOCIATI(	160.00	
M:01803	4/12/22	Andover Regional School Lunch Program	50.00	
A:N0414	4/14/22	Andover Regional Payroll Agency	334,460.60	
A:33350	4/27/22	Allegro School	9,880.20	
A:33351	4/27/22	Cara Capela	1,903.18	
A:33352	4/27/22	Terranova Group T/A Chapel Hill Academy	5,175.00	
A:33353	4/27/22	Morris County Educational Services Commission	10,329.00	
A:33354	4/27/22	Newton Board of Education	243,780.90	
A:33355	4/27/22	Sussex County Charter School for Technology	8,761.00	
A:33356	4/27/22	The Craig School	5,822.50	
A:33357	4/27/22	THE WINDSOR SCHOOL	12,900.00	
A:33358	4/27/22	William Grennille	708.33	
A:33359	4/27/22	Academy Furniture and Supplies, LLC	20,865.00	
A:33360	4/27/22	AC Daughtry, Inc.	856.86	
A:33361	4/27/22	Stephenie M. Neufeld	840.00	
A:33362	4/27/22	Alliance Pest Services, Inc.	96.00	
A:33363	4/27/22	Andover Township	298.65	
A:33364	4/27/22	Andres & Mooney Electric, Inc.	914.80	

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Bank Account Code(s): A,M,N,O Only

Check#	Date	Vendor (Payee)	Amount	
A:33365	4/27/22	Aramsco, Inc.	1,433.50	
A:33366	4/27/22	Atlantic Tomorrows Office	8,291.79	
A:33367	4/27/22	Aurora Electrical Supply Co., LLC	602.57	
A:33368	4/27/22	Benco, Inc.	600.00	
A:33369	4/27/22	Blue Diamond Disposal, Inc.	1,268.54	
A:33370	4/27/22	Bureau of Education & Research	1,257.00	
A:33371	4/27/22	Carle, Thomas	296.67	
A:33372	4/27/22	CDW Government, LLC	2,042.82	
A:33373	4/27/22	CenturyLink	132.40	
A:33374	4/27/22	Sharon Delli Santi	500.00	
A:33375	4/27/22	Educational Data Services	75.00	
A:33376	4/27/22	ELIZABETHTOWN GAS	14,439.56	
A:33377	4/27/22	Eric Martino	795.00	
A:33378	4/27/22	ERA	161.19	
A:33379	4/27/22	Eurofins QC, LLC	1,048.50	
A:33380	4/27/22	Steven Fink	27.09	
A:33381	4/27/22	First Student, Inc.	49,297.00	
A:33382	4/27/22	Fleming, Bryan	184.50	
A:33383	4/27/22	Jill Granholm	436.82	
A:33384	4/27/22	Granite Telecommunications, LLC	609.96	
A:33385	4/27/22	J & B Therapy, LLC	14,870.99	
A:33386	4/27/22	JCP&L	12,356.00	
A:33387	4/27/22	Nevin Meistrich	312.90	
A:33388	4/27/22	GoTo Communications, Inc.	1,760.47	
A:33389	4/27/22	Lyons Environmental Services, LLC	400.00	
A:33390	4/27/22	Lowes Home Centers, Inc.	**VOIDED**	Check voided on 4/27/2022
A:33391	4/27/22	Richard Medwin	299.43	
A:33392	4/27/22	Stacey Mehrkens	153.02	
A:33393	4/27/22	Municipal Capital Finance	1,557.00	

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Check#	Date	Vendor (Payee)	Amount
A:33394	4/27/22	New Jersey Schools Insurance Group	14,076.99
A:33395	4/27/22	Newton Board of Education	138,492.74
A:33396	4/27/22	Newton Trophy	15.00
A:33397	4/27/22	Oriental Trading	301.72
A:33398	4/27/22	Parette Somjen Architects LLC	1,200.00
A:33399	4/27/22	Parette Somjen Architects LLC	350.00
A:33400	4/27/22	PEARSON CLINICAL ASSESSMENT	142.80
A:33401	4/27/22	PENTELEDATA	1,650.00
A:33402	4/27/22	Robert Petroro	72.00
A:33403	4/27/22	P.G. Chambers School, Inc.	468.00
A:33404	4/27/22	Phoenix Advisors, LLC	1,000.00
A:33405	4/27/22	Porzio, Bromberg & Newman P.C.	5,635.50
A:33406	4/27/22	R&L Data Centers, Inc.	961.20
A:33407	4/27/22	Riverside Assessments, LLC	274.95
A:33408	4/27/22	Ryan's Story Presentation LLC	900.00
A:33409	4/27/22	Scarinci & Hollenbeck, LLC	2,388.02
A:33410	4/27/22	Scholastic Inc. Education	224.04
A:33411	4/27/22	Scholastic Inc, Education	106.05
A:33412	4/27/22	School Specialty, LLC	610.63
A:33413	4/27/22	Sidney D. Seligman, Esq.	1,093.75
A:33414	4/27/22	Sparta Pharmacy	570.00
A:33415	4/27/22	STAPLES BUSINESS ADVANTAGE	950.67
A:33416	4/27/22	STAPLES BUSINESS ADVANTAGE	95.01
A:33417	4/27/22	Ansor Solar, LLC	7,775.53
A:33418	4/27/22	Sussex County Regional Cooperative	48,971.40
A:33419	4/27/22	Sussex County Technical School	9,032.40
A:33420	4/27/22	Fish Net, Inc.	541.44
A:33421	4/27/22	Tri-County Behavioral Care, LLC	1,875.00
A:33422	4/27/22	Tri-County Behavioral Care, LLC	300.00

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Bank Account Code(s): A,M,N,O Only

Check#	Date	Vendor (Payee)	Amount
A:33423	4/27/22	VERIZON	950.75
A:33424	4/27/22	W.B. Mason Co., Inc.	527.40
A:33425	4/27/22	Vistaprint Corporate Solutions,Inc.	24.00
A:33426	4/27/22	Flyleaf Publishing, LLC	562.02
A:33427	4/27/22	Monoprice, Inc.	275.11
A:33428	4/27/22	Times-Herald-Record	48.30
A:33429	4/27/22	New Jersey Association of School Administrators	1,750.00
A:33430	4/27/22	Monoprice, Inc.	215.44
A:33431	4/27/22	Zaner-Bloser	41.00
A:33432	4/27/22	Sussex County Rental Center, LLC	455.00
A:33433	4/27/22	Atlantic Tomorrows Office	161.52
A:33434	4/27/22	PCC Delaware, LLC	143.89
A:33435	4/27/22	RoNetco Supermarkets, Inc.	40.00
A:33436	4/27/22	Steven Fink	18.90
A:33437	4/27/22	Lakeshore Learning Materials	323.16
A:33438	4/27/22	CYNTHIA MIZELLE	128.35
A:33439	4/27/22	J.W. Pepper & Son, Inc.	12.00
A:33440	4/27/22	Lowes Home Centers, Inc.	481.04
N:03622	4/27/22	RoNetco Supermarkets, Inc.	352.51
N:03623	4/27/22	Jill Granholm	179.19
N:03624	4/27/22	Stacey Publik	229.02
N:03625	4/27/22	Fleming, Bryan	22.74
N:03626	4/27/22	Rebecca Londono	360.00
N:03628	4/27/22	Lowes Home Centers, Inc.	570.95
O:01316	4/27/22	MAP Restaurant Supplies	10,378.64
O:01317	4/27/22	Maschios Food Services, Inc.	22,290.99
O:01318	4/27/22	STAPLES BUSINESS ADVANTAGE	65.96
O:01319	4/27/22	Service Plus, Inc.	38.83

The Grand Total of all Checks from Fund 10 is: 45,858.95

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Bank Account Code(s): A,M,N,O Only

Check#	Date	Vendor (Payee)	Amount
		The Grand Total of all Checks from Fund 11 is:	1,365,081.93
		The Grand Total of all Checks from Fund 12 is:	1,550.00
		The Grand Total of all Checks from Fund 20 is:	34,098.16
		The Grand Total of all Checks from Fund 60 is:	32,774.42
		The Grand Total of all Checks from Fund 94 is:	50.00
		The Grand Total of all Checks from Fund 95 is:	1,970.41
		The Grand total of all checks for this period is:	1,481,383.87

Board President

Board Secretary

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ANDOVER REGIONAL SCHOOL DISTRICT
707 Limecrest Road
Newton, NJ 07860
Telephone: 973-315-5255 FAX: 973-383-8348

ARSD Monthly Suspension/HIB Report

3/17//22 - 4/13/22

Suspensions						
	Student ID	**Grade**	**Gender**	**Infraction**	**ISS/OSS**	**# of Days**
FMB	None					0
LPS	4227	6	M	Disruptive/Inappropriate Behavior	ISS	1
	3852	8	F	Disrespectful to Staff, Cutting Class	ISS	1
	4417	6	M	Repeated Disruptive Behavior	ISS	1
	4227	6	M	Disruptive Behavior- Elopement	OSS	2

Harassment, Intimidation and Bullying Reports				
	# of Alleged Incidents	# of Confirmed Incidents	Nature of Confirmed Incidents	Hours of Investigation
FMB	None	None	0	0
LPS	1	0	0	2.5

GUIDE FOR STANDARD OPERATING PROCEDURES &INTERNAL CONTROLS

Andover Regional
Board of Education

Prepared By: Nicole Sylvester, SBA/BS
Adopted: April 27, 2022
Revisions: April 1, 2022

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PREFACE

The **Guide for Standard Operating Procedures and Internal Controls** is a document that outlines the business practices that are approved by the Andover Regional Board of Education and administered by the Business Office. It is intended to be used as a reference manual by administrators, secretaries and any staff members that have Budgetary/Financial responsibilities. Its purpose is to provide an efficient, control and accountability system that will help assure appropriate use of "Public Funds". It must be understood that the principles of this manual are based on, "Generally Accepted Accounting Principles," and rely on an assumption that individuals have a general understanding of the financial process of a School System. For this program to operate at optimum efficiency there must be a spirit of cooperation, teamwork and communication between the school staff and the Business Office.

ANDOVER REGIONAL
INTERNAL CONTROL DOCUMENT

OVERVIEW:

Internal controls are not separate systems of the school district. Controls are not an isolated activity but integral part of each activity used to guide the district.

Establishment, maintenance and evaluation of the internal controls are the responsibility of the administration. The evaluation of internal controls includes identifying the framework used by the administration to determine the effectiveness of the internal controls.

Controls are in place to detect or prevent errors and fraud. An error is an unintentional mistake that has the potential to affect the financial statements and fraud is the intentional misuse or misappropriation of district's assets.

OBJECTIVES OF INTERNAL CONTROL:

The three objectives of internal control are to ensure the effectiveness and efficiency of operations, reliability of financial reporting, and compliance with applicable laws and regulations. The safeguarding of assets is a subset of all of these objectives.

Continuous monitoring and testing is needed to help to identify poorly designed or ineffective controls. The administration is also responsible for communicating the objectives of internal control and ensuring the organization is committed to sustaining an effective internal control environment.

COMPONENTS OF INTERNAL CONTROLS:

The five components of internal controls include the control environment, administration's risk assessment, administration's communication of the controls, control activities and monitoring of the controls.

CONTROL ENVIRONMENT:

The control environment includes the organizational structure, the control framework, the district's policies and procedures and internal and external influences. The tone set by the school district's board and administration determines the attitude toward the controls of the district.

ORGANIZATIONAL STRUCTURE:

The organizational structure determines the administration's responsibilities and the sets the relationship with the board, which sets the policies.

CONTROL FRAMEWORK:

Elements of a control framework include the following:
Segregation of duties to help ensure the reliability of the organization's internal controls, one person should not have access to all stages of a process. If there is not proper segregation situations could arise where errors or irregularities occur and go undetected.

Integrity and competence of the personnel performing the duties are key to achieving the desired controls. This includes hiring the proper people and continually training personnel. It is important to ensure that employees who perform financial tasks have the knowledge and skill to perform their duties.
Communication by the administration of the controls and the employee's responsibilities are as important as ensuring that employees know how to communicate irregularities that may arise.

Proper supervision of employees is needed to ensure proper execution of control activities.

DISTRICT'S POLICIES AND PROCEDURES:
The district's policies set the overall direction of the district. Procedures for all areas of financial preparation, reporting, operations, transportation, maintenance, personnel and payroll are needed. These policies and procedures will become the basis for the determination of compliance.

ADMINISTRATION'S RISK ASSESSMENT:
The administration has to conduct an assessment of risks relevant to the financial statements. This includes the identification of potential risks, the analysis of the potential impact of those risks on the ability to properly report the financial statements and the overall management of risks. Items to consider in the risk assessment of the district include, but are not limited to:

1. New personnel or new duties for existing personnel
2. How a change in accounting information system impacts controls and how effectively the training of personnel on new system was conducted
3. Changes in the regulations and laws that may affect the control environment
4. Record storage is appropriate and secure (fireproof cabinets when needed for manual documents and proper passwords and access limitations for electronic information)
5. District limits access to computers and data files
6. Segregation of duties
7. Transactions are recorded timely
8. Cash is deposited timely
9. Assets are physically safeguarded
10. Transactions are performed by only authorized personnel
11. Reconciliations are properly and promptly completed
12. Occurrences of management override

INFORMATION AND COMMUNICATION:
The administration needs to determine if the information systems utilized in the district are adequate and relevant for their intended purpose.

The district's administration is responsible for communicating the controls of the district and the responsibilities of each employee in the control system.

The administration is also charged with reviewing information that may indicate a flaw in the controls that would not allow the control to detect an error in a timely fashion.

CONTROL ACTIVITIES:
Control activities include the policies and procedures that are in place to achieve the controls desired. Documentation of the control activities is vital to the overall control environment. These activities include, but are not limited to:

1. Segregation of duties
2. Transactions are recorded timely
3. Cash is deposited timely
4. Assets are physically safeguarded
5. Transactions are performed by only authorized personnel
6. Reconciliations are properly and promptly completed

CONTROL ASSERTIONS:
Control activities can be categorized into one or more assertions. All assertions should be addressed for each process (payroll, cash disbursements, etc).

1. Existence (E) /Occurrence (O) – Existence is whether the assets or liabilities of the district exist at any given point in time (cash, state aid receivable). Occurrence is the whether the transaction took place (goods were received before the PO was moved to accounts payable from encumbrances)
2. Valuation (V) or Allocation (A) – Valuation is whether the asset or liability is included on the board secretary's report at the proper value (the amount of cash or state aid receivable). Allocation is whether the revenue and expenditures were recorded in the proper amounts.
3. Accuracy/ Classification (A/CL) – transactions are recorded accurately and the classification of the transactions are proper.
4. Completeness (CO) – is whether all transactions are included (unrecorded purchase orders).
5. Cutoff (C) – Transactions are recorded at the proper time (purchase orders written in the proper year).

MONITORING:
The administration is charged with reviewing internal controls on an ongoing basis. Monitoring can include responding to the recommendation of the auditor in changes in the controls. Reviewing correspondence from outside sources such as banks and vendors for unusual items is part of monitoring.

Employees should be required to "sign off" on their understanding of the control activities and their responsibilities in those activities.

AFTER THE CONTROLS ARE ESTABLISHED:
Once the district establishes controls, those controls need to be evaluated at least annually and anytime circumstances dictate. Changes in personnel or regulations are examples of these.

As controls are evaluated they will either be effective or ineffective at achieving the proposed control. Controls are effective when there would be no material weaknesses in internal controls involved in financial reporting. Ineffective controls would be those where at least one material weakness exists. If a control is determined to be ineffective, then the control deficiency needs to be evaluated.

CONTROL DEFICIENCIES:
A control deficiency exists when the design or operation of a control does not allow the administration to prevent or detect misstatements on a timely basis. A design deficiency exists when a necessary control is missing or is not designed to enable the control objective to be met. An operational deficiency exists when control is designed properly, but does not operate as designed or the person performing the control is not qualified to perform the control.

A deficiency may exist that is unavoidable (segregation of duties in a small office). For these, compensating procedures should be put in place. These compensating procedures do not correct the deficiency.

REASONABLE ASSURANCE AND LIMITATIONS ON CONTOLS:
Reasonable assurance is a high level of assurance, but is not absolute. The district should understand that potential fraud could exist and not be detected timely in the following circumstances: when the district has poorly designed or operated internal controls, or when there are too many overrides of controls, when there is collusion between employees or between an employee and a third party.

REVIEW OF DISTRICT PROCESSES:
When reviewing processes in the district, it may help to consider incorporating the "5 Ws".
1.Who performs each activity? Who receives the outcome of the activities?
2.What activities are performed? What forms and reports are used? What computer systems and files are used?
3.When are activities performed? What is the sequence of activities? What is the timing of the activities? What is the frequency of the activities?
4.Where are activities performed (i.e., board office, school, etc.)?
5.Why are activities performed (i.e., what risks are controlled, what control assertion does process step serve, etc.)
One final consideration should be whether any changes to the process will increase the efficiency of the process or firm up the controls.

CONTROLS LISTED:
The controls listed here are not intended to be a complete list of controls, as each district will have different processes, controls and concerns. These items should be used as a beginning for the review of controls.

EVALUATING INTERNAL CONTROLS

TITLE: Internal Control

Subtitle: Evaluation of Internal Controls

Purpose: To ensure that controls are evaluated on as periodic basis to ensure the controls continue to be effective.

Procedure:

1. The business administrator will establish a process to evaluate internal controls over all areas of financial and operational procedures in the district.

2. These internal controls should be evaluated at least annually and every time one of the following conditions exists:

    a. Change in personnel performing a control function

    b. Change in accounting system

    c. Change in regulations

3. As the controls are evaluated, a determination should be made that designates the control as either effective or ineffective. Ineffective controls should be changed to achieve the proper level of effectiveness required.

4. Written documentation of the review of the controls in place should be kept.

COMMUNICATING STAFF MEMBERS ROLES

Title: Internal Control
Subtitle: Communicating staff members role in the Internal Controls

Purpose: To ensure that everyone in the district who performs or should perform a control function understands the control.

Procedure:

1. The business administrator will establish a procedure to ensure the all employees and board members who are charged with a control understand the importance of the control and their role in the control environment.

    a. Controls that are not performed with an understanding of the control will not be effective.

    b. A review of the controls and the staff members' role in the controls should be conducted at least annually and anytime there is a change in the control, the personnel or the laws and regulations affecting the control.

    c. Documentation of these reviews should be maintained.

CASH CONTROLS

Title: Internal Control
Subtitle: Cash controls

Purpose: To identify the controls over cash and the personnel responsible

Procedure:

1. Cash Receipt activities:

a) All receipts must be handled by the Business Office Staff or designees
b) All receipts shall be deposited within 48 hours of receipt
c) Monthly reconciliation of cash completed by Treasurer of School Monies.

2. Monthly review of Board Secretaries Report of Cash vs. the Treasurer of School Monies Cash Report

PAYROLL CONTROLS

Title: Internal Control
Subtitle: Payroll controls

Purpose: To identify the controls which exist over payroll related items.

Procedure:

1. The business administrator will establish controls that help ensure that the errors and fraud in payroll would be detected in a timely manner. These controls may be some or all of the following:

2. With respect to payroll:
   - Search for fictitious employees
   - Determine improper alterations of amounts
   - Verify that proper tax deductions are taken
   - Examine annual employment contracts against official board of education meeting minutes and/or negotiated agreements to payroll records in order to verify the proper recording of employee hours.
   - Verify the accuracy of pay rates by obtaining a list of authorized pay rates from the Office of the Superintendent (Human Resources).
   - Review the adequacy of internal controls relating to hiring, overtime, and retirement.
   - Determine if proper payroll forms exist such as W-4s and I-9s.

BYRAM TOWNSHIP SCHOOL DISTRICT

Title: GENERAL LEDGER

Procedure:

Monthly

- Compare Board Secretary's Report to Subsidiary Ledgers
    - May be done by software
- Compare Board Secretary and Treasurer's Report for agreement
- Board Secretary Report balances for all funds
- Verify that all accounts and funds are reported in Board Secretary's Report
- Review all accounts for funds availability

Year-End Procedures

- At year end complete all accrual entries and properly close out accounts.
- Supporting documentation for all accounts, for audit verification.
- Review all year end purchases, for determination as accounts payable or carry forward encumbrance.
- Verify outstanding encumbrances are paid within 90 days.

ACCOUNTS RECEIVABLE

- Appropriate users of facilities have been billed for usage and recorded appropriately
- Record tuition receivable for tuition students
- Record transportation receivable for all students transported
- Record tax levy receivable for general fund and debt service (if applicable)
- Record state aid receivable for general fund, capital projects and debt service (if applicable)
- At year end – record receivable for food service reimbursements due from state

ACCOUNTS PAYABLE

- Verify invoices are paid in a timely manner.
- Included in voucher package for payment, receiving copy is signed by receiver; invoice, voucher (signed by vendor if over applicable quote threshold)
- All vouchers signed off by appropriate officials (preferably by SBA)

PAYROLL

- Encumber all funds for contracted employees, who have board approval
- Verify funds availability for all applicable employee benefits including health benefits, PERS, social security, and tuition/workshop reimbursements

FIXED ASSETS

- Identify all equipment costs for fixed asset control if cost is over $2,000, item must be tagged and recorded
- If district asset threshold is lower, item must be recorded in inventory control document and tagged
- If using grant funds, all equipment purchases must be tagged and identified by grant program
- Identify assets are that are no longer used
- For disposal of assets, utilizing either, donation to other school district, surplus sale, E-Bay or other electronic means
- Remove item from fixed asset inventory records

CASH MANAGEMENT

Cash receipts – open mail, prepare deposit slip, ACH transfers, record receipt in accounting system

Cash disbursements-identify vouchers to be paid, checks should be stored in locked storage until used if processed in district, if using pre-printed stock proper numbering sequence, appropriate signatures are affixed, review of all payments to check amounts for agreement, mail checks, properly record wires and payments

Treasury-confirm verification of signators on all accounts; verification of person(s) authorized to do wires and ACH; confirmation process for all wires; utilization of on-line banking – verify authorized users; identify person(s) for authorizing stop payments

Investing-cash balances should be reviewed periodically to identify investment opportunities; investment vehicles must be in accordance with state statutes

Reconciling-all accounts must be reconciled in a timely manner.

BYRAM TOWNSHIP SCHOOL DISTRICT

Title: Use of School Facilities

Purpose: Buildings and facilities are constructed and purchased by the Board of Education for providing a school program. The Board encourages community use of these facilities providing that this use does not interfere with the program of the school.

Procedure:

The Board of Education authorizes the Superintendent to approve and schedule the use of school facilities by school related and non-school organizations. The Board reserves to itself this authority to approve the use of school facilities by non-school organizations. **It is the position of the Board to approve only community groups whose organization's function will benefit the pupils of the school/ community or the school district.**

The rules and regulations thus adopted are designed to safeguard a community investment while at the same time to permit use of the school facilities by the community.

The Board of Education shall hold each organization financially responsible for damage to facilities while in its care and retains the right to refuse further permission to any organization not complying with all rules and regulations.

The Business Administrator via the Superintendent's Secretary shall request the organization using the facility to supply proof of insurance coverage. Minimum acceptable coverage is one million dollars ($1,000,000.00) (insurance limits). As a requirement of our insurance carrier, your insurance certificate must name the Byram Township Board of Education as co-insured. The insurance certificate must be submitted with the application for use of school property.

Fees incurred for Use of Facilities are set forth in Byram Township Board of Education Regulation No. 1330R

SPECIAL REGULATIONS FOR USE OF GYMNASIUM AS AN AUDITORIUM

1. Youth groups must be sponsored by a responsible adult group with the names of sponsors given in the application. These sponsors must be present at the activity.
2. The Public Address system, lighting panel board, movie screen, etc, must be operated by a school authorized person.
3. No food /drink is to be sold or consumed in the auditorium.
4. Visual Aids equipment furnished by the user must be approved by a school coordinator for proper use through our sound system.
5. No smoking is permitted in the auditorium or anywhere in the school.
6. Adequate outside security must be provided by the using organization (local police).

SPECIAL REGULATIONS FOR USE OF CAFETERIA

1. Groups giving dances must conform to all rules and regulations for use of the cafeteria.
2. Arrangements must be made with the Township Police for an officer to be on duty one-half hour before and one-half hour after the dance.
3. The clean-up committee of the group must make arrangements with the school coordinator for removing debris and work required to restore the cafeteria to its original condition.
4. Youth groups sponsored by adults must submit a list of chaperons with application. One adult required for each twenty people.
5. No smoking is permitted anywhere in the school.
6. Control of the group is the responsibility of the adult sponsors.
7. Adult groups using the cafeteria or kitchen will adhere to all rules and regulations of the Board of Education.
8. All food must be consumed within the cafeteria. All refuse must be placed in proper containers.

SPECIAL REGULATIONS FOR USE OF GYMNASIUM

1. Shoes or black soled sneakers are not permitted on the gym floor. Sneakers with white soles must be worn at all times, by participants, referees and coaches.
2. A responsible adult together with a custodian must check all facilities used after participants have left. Damage should be noted, all water and lights turned off.
3. Groups using the gym must meet outside the door with the responsible adult at a designated time. The entire group will be admitted at one time by the custodian on duty.
4. Use of the gymnasium does not permit use of hallways for any reason.
5. All rules and regulations apply whether admissin is charged or not. Use of the gymnasium bears responsibility for supervision of the public lavatories, locker and shower room facilities and hallway traffic.
6. No smoking is permitted anywhere is the school.
7. No food/drink is to be sold or consumed in the gymnasium.
8. Youth groups must be properly chaperoned with the names of chaperons appearing on the application. A minimum of one adult should be responsible for every fifteen youths.

See Form for a schedule of costs and the APPLICATION FOR USE OF SCHOOL PROPERTY.

References

N.J.S.A. 18A:20-20 N.J.S.A. 18a:20-34

BYRAM TOWNSHIP SCHOOL DISTRICT

Title: **Inventory**

Subtitle: **Disposal of Obsolete Equipment**

Procedure:

Requests to dispose of outdated books and obsolete equipment must be made to the School Business Administrator. Such books must be at least five years old and equipment must be at least ten years old, with the exception of computers, and have been determined as obsolete by the professional administrative staff.

If the estimated fair value or the property to be sold exceeds the amount determined by the Governor in any one sale, it should be advertised for sale in the local newspaper and/or District website or sold at public auction to the highest bidder.

If the value is less than the amount or no interest is generated at a public auction, of obsolete equipment, a second attempt should be made to either sell or auction the property. If, after two failed attempts to generate interest in obsolete equipment/or property, then equipment may be sold directly to individuals only.

All proceeds from the disposition of equipment or supplies will be deposited in the general fund of the Board of Education.

Legal Reference N.J.S.A. 18A:18A-4S

BYRAM TOWNSHIP SCHOOL DISTRICT

Title: **Acceptance of Gifts**

Procedure:

Acceptance of gifts or scholarships from any individuals or groups in the community requires the approval of the Superintendent of Schools subject to the following:

1. No gift or scholarship will be accepted, which in the opinion of the Superintendent is inappropriate for use by the schools.

3. The use and disposition of such gifts or scholarships will remain at the discretion of the Superintendent.

4. Gifts which require installation and/or maintenance costs will be accepted only upon approval by the Superintendent or School Business Administrator.

5. All gifts require final approval and/or acknowledgement by the Byram Township. Board of Education.

BYRAM TOWNSHIP SCHOOL DISTRICT

Title: **Inventory**

Subtitle: **Equipment Identification and Accountability**

Procedure: **NEWLY PURCHASED ITEMS**

1. When equipment items costing $250.00 or more are received, the Business Office will record in inventory for insurance purposes.

2. When equipment items costing $2,000.00 or more are received, the Business Office will record in inventory for GASB 34 reporting purposes.

3. The Business Office will assign and asset number. The asset tag will be placed on the asset for identification purposes.

TRANSFERS AND DISPOSAL OF EQUIPMENT

1. Transfers and disposition of assets need to be reported to the Business Office. The Business Office will update the location of the asset within the inventory reporting system.

BYRAM TOWNSHIP SCHOOL DISTRICT

Title: **Sales Tax Exemption Qualifications**

Procedure:

1. Only expenditures from the approved Board of Education operating budget are eligible for sales tax exemption.

2. Exemption letters are available through the Business Office.

Legal Reference: Sales Tax Exemption Letter
Form: **Sales Tax Exemption Letter**

BYRAM TOWNSHIP SCHOOL DISTRICT

Title: **Petty Cash Fund**

Purpose: **To establish a uniform method of account for the Petty Cash Funds**

Procedure:

1. The Byram Township Board of Education recognizes the convenience of a petty cash fund in the day to day operation of a school district, but the Board is also aware of the abuses that can result from the establishment of such funds unless there are proper controls.

2. The Board authorizes the establishment of an petty cash (revolving) fund at the Business Administrator's Office in the amount of $350.00 (checking); Main Office (both buildings) in the amount of $50.00 each.

3. In accordance with District Practice, no single payment from petty cash will exceed $25.00. The Business Administrator shall insure that petty cash funds are spent only for stamps, delivery charges, office supplies and miscellaneous purchases. Funds shall not be used to subvert the regular purchasing procedure.

4. All funds are to be closed out on June 30. To accomplish this, final reimbursement will be into the Business Office for payment at the final Board Meeting in June. This will allow for turning in the local amount of the authorized fund in cash to the School Business Administrator for deposit back into the General Account of the Board. All Board approved funds will be reestablished on July 1.

References:
N.J.A.C. 6:20-2.10 and N.J.S.A. 18A19-13
Form **Petty Cash Request Form**

BYRAM TOWNSHIP SCHOOL DISTRICT

Title: **Student Activity Funds**

Purpose:

To establish financial controls for the administration of the various student activities operated for the benefit of the students, managed by adults, not part of the regular instructional program with the Board indirectly responsible.

1. The general organization of the fund to include student government, student clubs, student publications, student athletics, school classes, student performances, and class trips on a monthly basis.

2. The Board authorizes the maintenance of student activity funds for the Byram Lakes School and the Byram Intermediate School in the Principals Office and shall be known as the Byram Lakes Student Activity Account and Byram Intermediate Student Activity Account, respectively and is under the direct control of the Business Office.

3. All funds and sub-accounts must be self-sustaining. Should a fund and/or sub-account have a negative balance, it will be necessary to document the reason for the negative balance and to correct the negative balance in a timely fashion. If a fund or sub-account has a negative balance, no REFUNDS will be issued. It is permissible to maintain a negative balance during the course of the school year so long as no negative balance exists on or about June 30th of the school year. Transfers from miscellaneous will be permitted only when absolutely necessary to bring a fund and/or sub-account into balance, otherwise, transfers are NOT permitted.

4. Any and all funds collected over the course of a school year for lost textbooks and/or lost library books must be turned over on a monthly basis to the Byram Township Board of Education and are not considered to be part of the student activity accounts.

Procedure:

1. Receipt of Funds:

A. All funds will be collected by the Building Principal or his/her designee (teacher, coach, advisor, etc). No parent is permitted to collect or handle funds on behalf of the school district. These funds will be deposited within 48 hours of receipt into the established checking account.

B. No funds should be permitted to accumulate over an indefinite period of time. Money should not be raised or collected unless there is a definite purpose for doing so. If fundraising is included in the collection of funds, then notification should be included to students/parents, etc.

C. No employee other than designated employees in the Main Office are permitted to deposit monies collected. No employee other than designated employees in the Main Office is permitted to transport funds in their personal vehicles for the purpose of depositing funds at the official depository designated by the Byram Township Board of Education at each reorganization meeting.

D. All deposited funds will be recorded in a Receipts Journal including the date of receipt, source of receipt, amount of receipt and the total amount of the deposit and will be maintained by the Main Office and will be verified by the Building Principal.

2. Disbursement of Funds:

A. Contracts for materials or supplies must be reviewed and approved by either the School Business Administrator and/or Superintendent. No other individual is permitted to sign contracts for any student-related activity.
B. In all cases, all state purchasing laws and regulations and policies must be adhered to.
C. No educational materials may be purchased from these funds and is strictly prohibited.
D. All funds will be disbursed from the established checking account on the authority of the Building Principal and/or School Business Administrator and/or Superintendent (requires two approvals). No disbursement will be made without the appropriate "**Student Activity Fund" voucher,** signature of the Building Principal and/or School Business Administrator and/or Superintendent. Advance notification is greatly appreciated.
E. All checks will be written by the Main Office and will be recorded in the Student Activity Cash Disbursement Journal to include the date of check, payee, amount of check and activity or class to which it is to be charged with copies of all documentation attached.
E. All disbursements will require two signatures: that of the Building Principal or the School Business Administrator/Board Secretary.
F. A monthly bank reconciliation will be conducted on each fund and sub-account by the Business Office and discrepancies, if any, will be addressed each month with the Building Principal and/or designee for correction, if any.

All documentation, including bank statements, cancelled checks, backup documentation, etc. will be maintained by the Main Office for subsequent auditing by the District's school auditors.

BYRAM TOWNSHIP SCHOOL DISTRICT

Title: **ATHLETIC FUND**

Purpose: To establish the financial controls for the administration of the inter-scholastic athletic program to insure the program is operated fairly and efficiently, and the Board is fully informed of its status.

Procedure: No inter-scholastic athletic fund currently exists. Any athletic club funds will be maintained under Student Activity Accounts.

BYRAM TOWNSHIP SCHOOL DISTRICT

Title: **Pay Procedures**
Procedure:

1. **Regular Pay:**

A. Employees will be paid on the 15th and the 30th of each month as per contract. When this is a school holiday or weekend, the employee shall receive their check on the last working day prior to the holiday or weekend.

B. All ten month employees will receive equal payments that total their contract salary, from September to June inclusive.

C. All twelve month employees will receive their contract salary, in equal payments, from July thru June inclusive.

D. Beginning with the 2010-2011 school year, at least every three years, during the first pay in November each employee will be required to provide, a picture identification and sign for release of his or her check or direct deposit voucher.

a. Picture identification shall be in the form of a district issued identification card, valid drivers' license, official passport or other picture identification issued by a state, county or other local government agency.

F. Where no appropriate identification can be produced, the School Business Administrator shall withhold paychecks or stop direct deposits until such time that the payee/district employee can produce appropriate identification or until an investigation and corrective action is concluded.

G. Upon completion of the payroll check distribution verification procedures, the Superintendent shall submit a certification of compliance, to the Executive County Superintendent.

2. **Extra Contracts:**

A. Schedule B stipends/contracts will be paid at the end of their respective season/program, etc. after all uniforms, equipment, etc. are accounted for by the Building Principal.

C. For all After School Programs, workshops and teachers covering classes, personnel will be paid during the pay period following the pay period during which the work was performed with the last pay opportunity being the June supplemental payroll.

3. **Substitutes and Hourly Paid Employees:**

A. All daily and hourly paid individuals will receive pay for the time worked the 15th and 30th of the following month when the work was performed.

B. A **Voucher and/or Employee Sign In and Absentee Log** will be used to report hours and/or days worked for this classification of employees.

4. **Overtime:**

A. Overtime is also reported on a **voucher** and is paid the following pay period when reported so long as all appropriate approvals, including the supervisors and/or Board of Education (when necessary) has been received and is overtime will be based on negotiated contract provisions.

5. **403(b) Salary Reduction Plan**

In order to take advantage of the 403(b) Salary Reduction Plan, an employee must agree not to contribute, more than the **Maximum Exclusion Allowance (MEA),** the total amount of contribution to the plan allowed by Internal Revenue Service code each year. The district has a third plan administrator for the 403(b) plans, Plan Connect. Changes may be made at any time to 403(b) plans and/or other plans, so long all requests have been made in writing, authorized by the executive of the plan and received no later than the 5th of each month; otherwise deductions shall not be made, suspended, or amended until the following month.

6. All other changes to be made for tax or voluntary deductions must be forwarded to the Payroll Department "In Writing" two weeks prior to the pay period that these changes are to take effect.

References

6A:23A-5.7 Verification of payroll check distribution
Employee Payroll Input Form
403(b) Salary Reduction Agreement
403(b) Salary Reduction Change Form

BYRAM TOWNSHIP SCHOOL DISTRICT

Title: Budget Account Number Coding

Procedure:

When completing purchase orders for materials, supplies, equipment and /or services, it is important to use the correct Budget account number as outlined by the New Jersey Chart of Accounts.

To assist administrators, supervisors and staff members who complete purchase orders an example of how accounts are displayed has been developed. The GAAP accounts are broken down into 13 digits as follows:

11 190 100 610 01

11 - Fund
190- Program
100-Function
610-Object
01- Location

Fund- an accounting entity with a self-balancing set of accounts.

11 General Fund (instruction);
12 Capital Outlay Fund (assets over $2,000)/acquiring fixed assets
13 Special Schools;
20 Special Revenue

Program- activities and procedures to accomplish an objective.

105 – Pre-K,
110- K,
120- 1-5;
130- 6-8;
140- n/a
150-Home Instruction;
190-Undistributed
200- Special Programs (Special Education);
000- Undistributed Expenditures- charged indirectly to a program

Function - describes the activity for which a service/material is acquired.

100- Instruction- activities dealing directly with instruction
200- Support Services- provide administrative, technical support to enhance instruction.

Examples: **211**-Attendance/Social Services **213**- Health Services **240** - Support-Sch. Admin.

Object- the service obtained as a result of a specific expenditure.

320 Purchased Professional Services- Consultants, Assembly speakers
420 Cleaning, repair and Maintenance Services- Equipment and repair contracts
500 Repair and maintenance of Instructional Equipment
580 Travel-*Staff Conferences*-staff mileage
590 Miscellaneous Purchased Services-Printing costs-student publications, booklets,
610 General Supplies-A.V. supplies, furniture under $2,000, workbooks, classroom/off. supplies
640 Textbooks
730 Equipment - Capital Outlay Fund - each unit must exceed $2,000 & last more than a year.
800 Miscellaneous Expenditures- Awards, graduation expenses, registration-conferences

Location - School Buildings/ Departments - Examples:

000 District
030 Byram Intermediate School
010 Byram Lakes School

BYRAM TOWNSHIP SCHOOL DISTRICT

Title: **Budget Development Process**

Procedure:

School Budgets – Site Based Management

School Budgets are the responsibility of all supervisors and administrators. It is also the responsibility of the building principal and/or assistant principal to justify proposed expenditures in each of the line item accounts. Business Office and building principals track their school accounts during the year making the necessary transfers needed to ensure no accounts are over- expended. If during the budget development process there is a need to reduce the school budgets, the building principal will be notified of the amount and is responsible for re-submitting the changes to the revised school budget. Below is a breakdown of the budget process.

November 15

Distribution of:

1. Individual school/ department line item budget
2. Personnel request form; for additions and /or reductions of staff.

December

1. Beginning of November, meeting with the Superintendent of Schools, School Business Administrator, and individual School Principal or Supervisor to review additional needs for the following year.
2. December 15th- return of the individual school/ department line item Budget, along with the Personnel Request Form.

BYRAM TOWNSHIP SCHOOL DISTRICT

Title: **Budget Transfers**

Procedure:

Individual budget line item transfer requests are submitted to the Superintendent of Schools for implementation after careful review by the School Business Administrator. Transfers are reported to the Board of Education for formal approval and subsequent approval from the Executive County Superintendent of Schools, if necessary.

When transferring money from one account to another, the "from" account must have enough money to cover the transfer, if not, then the transfer cannot be completed. Make sure the correct account numbers that need to be affected, are used and fill in the description of the account.

Submit transfers over 10% to the County Office for approval.

BYRAM TOWNSHIP SCHOOL DISTRICT

Title: Grant Application Procedure

Procedure:

All grant applications must be submitted for approval prior to submission to the Granting Authority to the Building Principal then to the Superintendent. All grants require approval from the Superintendent and action from the Board of Education.

The superintendent is responsible for all entitlement grant applications (IDEA, ESSA). The business administrator handles the reimbursement requests and the final report.

All other procedures as described in this handbook will apply to transactions involving grant funds.

POSITION CONTROL
STANDARD OPERATING PROCEDURE

Position control is a process to measure the current status of positions for personal services within the district in order to analyze their fiscal impact on the whole budget year. The impact of a position is determined by actual expenditures from the beginning of a fiscal year plus amounts set aside to cover appointments to the position for the remainder of the fiscal year.

The concept of position control implies that each position must be defined in specific terms and that the hiring procedure may not be completed until a specifically defined position exists for the applicant. Budget Status is determined by combining elements from the Position File, the Payroll Distribution File, and the Employee Data Base.

The base line year to use for position control is the snapshot date of February 1 of the prebudget year. Grouping should be established by budgetary function and object at a minimum.

According to 6A:23A-6.8, districts shall maintain an accurate, complete, and up-to-date automated position control roster in order to track the actual number of employees, as well as, the category of employees in detail.

The position control roster shall:

1. Share a common database and be integrated with the district's payroll system;
2. Agree to the account codes in the budget software.
3. Ensure that the data within the position control roster system includes:
    - i. The employee name
    - ii. The date of hire
    - iii. A permanent position tracking number for each employee including:
        - (1) An accurate expenditure account code(s)
        - (2) The building the position is assigned
        - (3) The certification title and endorsement held, as applicable
        - (4) The assignment position title as follows:
            - (A) Superintendent or Chief School Administrator
            - (B) School Business Administrator
            - (C) Board Secretary (when other than A, or B above)
            - (D) Principal
            - (E) Assistant Principal
            - (G) Director
            - (H) Supervisor
            - (J) Advisor and/or Coach by Subject Area

(L) Certificated Administrator – Other
(M) Guidance
(N) Media Specialist/Librarian
(O) School Nurse
(P) Social Worker
(Q) Psychologist
(R) Therapist – OT
(S) Therapist – PT
(T) Therapist - Speech
(U) Certificated Support Staff – Other
(V) Teacher by Subject Area
(W) Teacher Assistants (Paraprofessionals and/or Instructional Assistants)
(X) Certificated Instructional-Other
(Y) Aides supported by IEP
(Z) Other Aides
(AA) Maintenance Worker
(BB) Custodian
(CC) Other Non-certificated

iv. A budgetary control number for substitute teachers
v. A budgetary control number for overtime
vi. A budgetary control number for extra pay
vii The status of the position (filled, vacant, abolished, etc.)
viii. An indication, when available, of whether the employee is retiring in the budget year or not being renewed including associated costs such as contractual buyouts, severance pay, paid vacation or sick days, etc;
ix. Each of the following:

1. base salary
2. step
3. longevity
4. guide
5. stipends by type
6. overtime
7. other extra compensation

x. The benefits paid by the district, net of employee reimbursements or co-pays, by type of benefit and for FICA and Medicare;
xi. The position's full-time equivalent value by location;
xii. The date the position was filled; and

xiii. The date the position was originally created by the board. If the date the position was originally created is not available, this item shall represent the date the person currently filling that position was approved by the board.

A. Purpose

The purpose of this Standard Operating Procedure is to describe forms and procedures needed to assign position control numbers and create, or abolish positions.

B. Scope

These procedures cover all positions and all employees of the district.

C. Authority

The assignment of PCN's should be initiated by the CSA. Human Resources in conjunction with the SBA should maintain a list available to the CSA when hiring or transferring employees for the district. It is recommended that the PCN number be referenced in the resolution approved by the Board of Education.

D. Position

A position is a set of duties and responsibilities specified in a specific job description assigned to be performed by an employee of the district. A position may be full-time, part-time, stipend, permanent/non-permanent, seasonal (summer school, after school, athletics, etc…) and either filled or vacant. A permanent position does not exist until it has been authorized and established by the Board of Education, Human Resource and the Office of Business Administration.

E. Position Control Number – Creating and Maintaining

Position Control data is maintained in the Office of Business Administration. (See attached sample for creating) It is recommended that monthly or semi-monthly before the payroll is processed a report or review be done of all employees being paid. This report or review should indicate at a minimum the individuals PCN and linked budgetary account to be charged. Individuals not assigned a PCN must be assigned one and any vacant PCN should be noted for future reference.

F. Position Control Number (PCN)

A position control number (PCN) is created to represent each board approved contracted *position* within a district. These control numbers are attached to the budget spread, telling the system which account(s) the position is to be paid from. As the positions are filled, the corresponding control number is linked to the employee who is currently filling the position. Control numbers that are not linked to any employees represent vacant positions. An example: if your district has five board approved positions for high school math teachers, you would establish five PCNs to represent the five separate positions.

PCNs are independent of employee records. Each PCN represents a separate *position* within the district, *not* the employee who fills it at any particular time. Thus, if an employee leaves a position and the position remains open, the PCN remains active in the system representing a vacant position to be filled. Once an employee is hired for that position, the vacant PCN is then assigned to that person.

Vacant PCNs can provide an area where a projected estimated salary amount may be entered, providing the district with the ability to budget for positions that are expected to be filled. An assigned PCN will forward a calculated salary into the budget projection. As PCNs represent *positions* within the district, they are only added or deleted when a job position itself is either created or phased out.

G. Request for PCN for a New Position

Departments request for the use of PCNs for new positions or to reactivate an abolished position shall include detailed justification and a cost benefit analysis. The superintendent will determine if the new position is justified, needed and that adequate funds are or have been budgeted. Based on this determination, the superintendent will decide if they will make a recommendation to the Board of Education. Upon approval from the Board of Education, the Office of Business Administration will create a new PCN.

H. Other

Each PCN shall be integrated with the payroll system to ensure that the correct budgetary account is charged. The PCN system should be able to track through payroll and the personnel system the position by account number, individual, PCN and the history of the use of the PCN.

I. Sample Reports

The attached sample reports are to give the SBA information on the actual full function of the use of an integrated and non-integrated PCN system and suggestions for creating actual position control numbers for staff within their particular district.

- Personnel to Payroll Spread – This report compare personnel information to payroll.
- History Report-This report shows reflects who has been assigned to a specific PCN.
- PCN by alpha-A simple alphabetical list indicating FTE, PCN, budgetary account charged, percent charged and salary charged.
- PCN by budgetary account- A list of all staff by budgetary account code with PCN, FTE, budgetary account charged, percent charged and salary charged.
- Recommendation for Formation of Position Control Numbers – Examples for PCN segments.

- Position Control Sample Spreadsheets-These are examples of small districts that are not using integrated systems of how PCN can be controlled using simple spreadsheet formats.

- Internal Control Questionnaire- An example of the segregation of duties with regard to the assignment of Position Control Numbers.

Recommended Format for Meaningful PCNs

Each individual district must develop a PCN format that represents their board-approved positions. If broken down into segments, PCNs are easily identifiable.

The chart below displays a recommended format that is consistent with other districts maintaining PCNs. This format can be implemented as is, or it can be used to assist your district in developing your own PCN format.

Recommended Format for PCN Segments

General Category	.	District Location	.	Dept / Position	.	Specific Grade	.	Total # of Positions Available
3 char	.	**2 chars or digits**	.	**4 char**	.	**2 chars or digits**	.	**2 digits**
ADM	.	BO	.	SUPT	.	NA	.	01
ADM	.	BO	.	BADM	.	NA	.	01
SEC	.	BO	.	BADM	.	NA	.	01
TCH	.	HS	.	MATH	.	09	.	01
TCH	.	HS	.	MATH	.	09	.	02
TCH	.	MS	.	MATH	.	07	.	01

Suggested General Category Codes

Category Description	Code
Administrators	ADM
Aides	AID
Bus Drivers/Transp.	BUS
Child Study Team	CST
Clerical	CLR
Custodians	CUS
Food Service Workers	FSW
Maintenance	MNT
Nurses	NRS
Secretarial	SEC
Special Services	SPS
Supervisors	SUP
Support Staff	SPT
Teachers	TCH
Technology	TCN

Suggested Department/Position Codes

Department/Position	**Code**
Superintendent	SUPT
Business Admin.	SBA
Assistant BA	ABA
Principal	PRIN
Director	DIR
Supervisor	SUPV
Payroll	PYRL
Bookkeeper	BKPR
Accounts Payable	APAY
Accounts Receivable	AREC
School Secretary	SCHS
Psychologist	PSYC
Clerk	CLRK
Math	MATH
History	HIST
English	ENGL
Science	SCNC
Instructional Aide	INST
Special Ed Aide	SPEC
Cafeteria Aide	CAFT

Suggested Grade Codes

Grade Level	Code
Kindergarten	KD
Grade 1	01
Grade 2	02
Grade 3	03
Grade 4	04
Grade 5	05
Grade 6	06
Grade 7	07
Grade 8	08
Grade 9	09
Grade 10	10
Grade 11	11
Grade 12	12
Floating/Multiple Grades	FL
Grade Not Applicable	NA

BYRAM TOWNSHIP SCHOOL DISTRICT

Title: **Purchasing Procedures** ***See Purchasing Manual**

BYRAM TOWNSHIP SCHOOL DISTRICT

Title: **Facilities (includes administration of work and health and safety)**

Purpose: The Board of Education recognizes that adequate facilities must be provided to all students and that it must maintain all buildings so that students have a safe and healthy environment in which to learn.

Procedure:

Building Coordinator

- While any staff member could contact the Buildings and Grounds Office, the building principal or his designee has the responsibility to be the contact person for the facility to handle communication and administrative details. The Building Principal generally approves and forwards written requests for long term and elective maintenance.
- During the periods of school vacations, a building administrator will assume the responsibility to forward the work requests to the Building and Grounds Department.

Planning for Alterations and Remodeling

- The first step that a school must take before deciding on all major or minor elective alterations or change in use of space is to communicate in writing to the Business Administrator. He/she will review and submit all requests for remodeling to the Superintendent of Schools.
- After the Superintendent approves the request, it will be sent to the Supervisor of Buildings and Grounds to obtain a project cost estimate for the proposed work. A source of funding must be identified before the project will move to the design and construction phases. Once the project is funded, the manager of capital projects will be instructed to prepare the proper documentation to submit to the County Superintendent or the Department of Education for approval. Application for building permits, bid specifications, plans and drawings must be produced to assist the requestor through the design and construction phases. Keep all concerned informed of scheduling and major events.

Maintenance and Repair of Equipment

- The Buildings and Grounds Department holds contracts with several service companies who provide maintenance and repair services such as generators, fire alarms, burglar alarms, clock repairs, public address systems, gym door repairs and roof repairs.

- The Maintenance Department is prepared to carry out some renovations, alterations and improvements and support buildings in order to offer a constant safe environment. These operations must be scheduled in advance.

Noise Control

- The Maintenance Department attempts to schedule work with high noise potential at times least likely to be disruptive. However, it is not always possible to delay emergency repairs.
- When you are bothered by noise caused by repair projects, call the Buildings and Grounds Department so we can try to accommodate your needs.

Pest Control

- The Buildings and Grounds Department provides exterminator services to rid the building of rodents, insects and other pests in accordance with the district's Integrated Pest Management Plan.
- Please call the Buildings and Grounds Supervisor if this service is needed.

Recycling

- Materials such as newspaper, glass containers, aluminum cans, office paper and corrugated cardboard are recycled. Recyclable materials are to be left in containers properly labeled and located in areas throughout the buildings.

Refuse Collection Services

- Trash collection is provided by contract and is under the supervision of the Buildings and Grounds Department. It is done on a regularly scheduled basis. Requests for special pickups should be directed to the Supervisor of Buildings and Grounds.

Chemical Hygiene and Disposal of Hazardous Wastes

- The district shall maintain its Chemical Hygiene plan and update it on an annual basis.
- Chemicals, oils, paints, radioactive materials or other hazardous waste should not be disposed of in trash or wastewater collection systems. If you have any questions regarding the storage or disposal of these materials, please contact the Buildings and Grounds department.

Right To Know

- The district will maintain up to date Right to Know logs and ensure that all employees are provided training at the time of initial employment.
- The district will provide training on Right to Know regulations to all new employees. Retraining will also be provided as required.

Safety/Accident Reporting

- All accidents will be reported to the central office on the appropriate district approved form. Following review by the school nurse, the accident form will be forwarded to the district insurance carrier in accordance with the district's risk management procedures by the School Business Administrator or designee.

Asbestos Management

- The district shall maintain its AHERA management plan and ensure that it is updated every three years.

Indoor Air Quality

- The district will handle indoor air quality on a "case by case" basis.

Fire Alarm Systems

- The district shall ensure that annual inspections are performed on the fire alarm system. It shall also conduct monthly inspections of all fire extinguishers.

Drinking Water (for well systems)

- The district shall conduct all required tests and inspections to ensure that all water coming from the well is potable.

Wastewater Treatment

- The district will ensure that either a properly licensed person is on staff or that a professional firm is hired to ensure that all required DEP reports are filed as required.

Boilers

- The district will ensure that all boilers are inspected annually
- The district will ensure that a properly licensed boiler operator is on site whenever the boilers are running and buildings are occupied

Safety Inspections

- The district will ensure that all health and safety inspections are done on a regular basis, in accordance with the NJ Department of Education evaluation of school buildings checklist

Long Range Facility Plan

- The district will ensure that it submits all required documents for its Long Range Facility Plan to the Department of Education on a timely basis

Comprehensive Maintenance Plan

- The district shall annually approve its three year comprehensive maintenance plan which shall include corrective and preventative measures for the interior and exterior of each building

OSHA/PEOSHA requirements

- The district shall comply with all OSHA and PEOSHA requirements including but not limited to lockout/tagout and confined spaces procedures.

BYRAM TOWNSHIP SCHOOL DISTRICT

TITLE: Facilities Maintenance & Repair Scheduling and Accounting

SUBTITLE: General

PURPOSE: To have an automated work order system for prioritizing, performing and recording all maintenance repair requests for all district buildings and grounds.

Whenever a school district employee wants to request a repair or an enhancement from the Maintenance Department, they should complete a maintenance request. The maintenance request should be generated by the person making the request.

Prioritization

The work order must first be approved by the building principal and the business administrator before any work is performed. The work orders will be performed in the following priority order:

A. Emergency – An emergency is a situation that poses an imminent threat to the health or safety of occupants of school property which requires the immediate delivery of goods or the performance of services. Normal purchasing procedures may be waived in the event of an emergency.

1. An actual or imminent emergency must exist requiring the immediate delivery of the goods or the performance of the service.

2. Within three days, the superintendent shall inform the County Superintendent of the nature of the emergency and the estimated needs to respond to it.

3. The emergency purchasing procedures may not be used unless the need for the goods or the services could not have been reasonably foreseen.

4. The contract shall only cover the necessary tasks to alleviate the emergency.

B. Safety – A safety issue exists when the issue could lead to the injury of any occupant of the building. Examples would include broken locks, water leaks, etc.

C. High – A work order should be categorized as high if the situation is in violation of laws or regulations or board of education policy. Examples would include broken heaters or air conditioners in violation of "Indoor Air Quality" rules or PEOSHA requirements.

D. Medium – A work order should be categorized as medium for general repair work of an existing system that no longer works, such as a broken sink. The Medium category also includes items included in the annual Comprehensive Maintenance Plan and the district's Strategic Plan.

VII. Low – A work order should be categorized as low for requests that are new items, such as a new shelf.

Within each priority category, work orders should be completed in chronological order. The Buildings & Grounds Supervisor may group work orders in order to complete them in an efficient manner. The superintendent may authorize the completion of a work order in a priority order other than above.

Cost Benefit Analysis

Whenever the estimated cost of completing the work order, including labor and materials, is greater than the quote threshold, a cost-benefit analysis of outsourcing the work order shall be performed.

If the results of the cost benefit analysis indicate that it would be less expensive to outsource the work, the work shall be outsourced provided the work can be contracted in accordance with the Public Schools Contracts Law and it can be completed on time.

Completion Procedures

Labor & Materials:

The technician shall record the following for each work order:

A. The actual hours worked by date.

B. Whether those hours were at regular or overtime rate.

VIII. The actual materials and supplies needed to complete the order.

The technician shall record these items either directly into the work order software or on the paper work order form and forward that form to the Maintenance Secretary for recording in the work order software. The work order should be marked as completed after the transactions are entered.

Close Out Procedures

The Business Administrator shall review all completed work orders to ensure that they are properly classified and costed out for the Comprehensive Maintenance Plan. The work order should be marked as closed.

Contracted Services:

When a work order requires the hiring of an outside contractor, it will be handled by the School Business Administrator. Initiate a requisition with an estimated amount for the service call. The work order number should be entered into the control number field on the requisition.

Planning

Prior to December 1st of each year, the School Business Administrator shall conduct an analysis of the work order system to plan for the following budget year. The analysis shall include:

A. Productivity of staff as a whole and individually.

B. Variations between estimated and actual labor and materials costs.

C. Unusual trends for like projects.

D. The projected life expectancy vs. the date a building system/piece of equipment was put into place.

A. Other factors that will improve productivity and efficiency.

BYRAM TOWNSHIP SCHOOL DISTRICT

Title: Security
Purpose:

The Byram Township Board of Education believes that the buildings and facilities of the district represent a substantial community investment. The Board directs the implementation of procedures to protect this investment.

Procedure:

Buildings and Grounds Security

- The Building and Grounds Supervisor and staff are responsible for buildings and grounds security.
- All exterior building doors shall be locked at all times. Doors will be unlocked for student admittance during bus arrival times only.
- Staff members shall not prop doors open for any reason.
- Security camera system shall be in operation at each school building.
- An instant alert communication system shall be in operation for the district for the purpose of alerting parents and/or guardians of emergencies and may be utilized for general communication purposes.
- In the evening, all doors shall be locked except those where access is required for public meetings or facility use events.

ID Badges

- All employees shall wear district issued identification badges when school is in session.
- All visitors in the building shall wear identification badges issued by the main office.

Visitors/Deliveries

- All visitors during the school day will be permitted access to the building only through the main school office.
- Outside deliveries shall be accepted only at main school office.
- Deliveries to loading area shall be permitted only after driver has checked into the main school office and a building and grounds staff member has been assigned to oversee the delivery.

Building Keys

- Building principals are required to oversee the issuance of building keys to teaching staff members. Building keys are to be turned in to the building principal on teachers' last day of school in June.

Parking Areas

- All faculty and staff members are required to obtain and display parking permits on vehicles.
- Staff members shall park in areas designated for staff (or in assigned parking spots).
- Front parking lot spaces are generally reserved for visitors and faculty and staff members are encouraged to utilize rear parking lots.

BYRAM TOWNSHIP SCHOOL DISTRICT

TITLE: Emergency Preparedness

SUBTITLE: General

PURPOSE: To provide district staff with a reference document and to provide the administration with detailed information to use in the event of an unforeseen crisis.

1. The administration shall create a detailed Emergency Management Plan (N.J.A.C. 6A:16-5.1 et seq.) which will provide additional detailed information available only to the Emergency Response Team. The Emergency Management Plan has sensitive information that should not be shared with the public. The Team shall keep the Plan in a locked cabinet in their office. It will also be distributed by electronic file that each member should keep at their home.

2. The administration shall create a quick reference guide for staff to follow in the event of a crises, including but not limited to:
    a. Bomb Threats
    b. Fire
    c. Intruder with gun
    d. Weather
    e. Earthquakes
    f. Intruder/Fights
    g. Shooting
    h. Sexual Battery

    The quick reference guide shall be distributed to each staff member.

3. The administration shall create and maintain a plan in the event of a pandemic. The plan shall include the following areas:
    a. Planning and Coordination
    b. Continuity of Learning and Core Operations
    c. Infection Control Policies and Procedures
    d. Communications Planning

4. The administration shall create and maintain a Biosecurity Management Plan to keep the food products safe. The Biosecurity Management Plan shall be kept confidential except for members of the crisis management team.

5. Training on the Emergency Management Plan shall be conducted annually

BYRAM TOWNSHIP SCHOOL DISTRICT

Title: **Safety**

Purpose: **It is our goal to provide a safe and healthful environment for everyone that utilizes the district's facilities. This includes employees, students, and visitors to our district.**

Providing a safe environment goes beyond the obvious of properly maintaining buildings and grounds. A safe environment entails the attitude of the people occupying that environment. Therefore, we believe that safety is an attitude which must be cultivated and reinforced.

Procedure: The Superintendent of Schools shall appoint a District Safety Coordinator with the responsibility of establishing and implementing a continuing effective safety program. The district goal is to eliminate lost time accidents. The program must involve all employees and students of the district. Employees should be involved through periodic safety meetings. Students should be involved through classroom instruction by the appropriate educators.

The Safety Coordinator shall organize a safety committee with at least the following employees involved to ensure all areas of the operation of the district are represented: Supervisor of Buildings and Grounds, Transportation Clerk, School Business Administrator, teacher representative and other staff deemed necessary.
The Safety Committee will meet periodically during the year.
The Safety Coordinator will be responsible for working with the Safety Committee to define the safety program. However, these points must be covered:

1. Accident investigation and accident trend analysis.
2. Safety themes identified for use at meetings.
3. Remediation of hazards.
4. Modification to improper work methods.
5. Safety guidelines and specific rules for each area of each building in the district.
6. Proper PEOSH- 200 log maintenance.

Each employee and student will be responsible for obeying the safety rules established. Disregard of these rules will automatically cause a progressive disciplinary system to be enforced, which ultimately could lead to termination from the district.

BYRAM TOWNSHIP SCHOOL DISTRICT

Title: **Loss Control**

Subtitle: **Injuries**

Procedure:

STAFF INJURIES

Every employee is entitled to work under the safest possible conditions. In order to insure this, it is necessary that every accident/injury be reported.

All incidents/ accidents must be reported by the employee to their Supervisor within twenty-four (24) hours after the incident occurs. In the case of injury an accident report must be filled out within twenty-four (24) hours. If there is an employee accident, the employee is to report it to the nurse/ supervisor and fill out the **ACCIDENT REPORT** If the employee needs medical treatment they will then call their respective school nurse and the Business Office.

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The employee will speak to a nurse who will obtain detailed information and make the arrangements for treatment. If further specialized treatment is needed, it must be approved by the School Workers' Compensation physician who will refer the employee to a specialist for this treatment. Failure to go to the Board's doctor will result in a possible rejection of the claim. The school's workers' compensation doctor or the referred doctor will determine when the employee may return to work. The report will be given immediately to the assigned Principal/Supervisor for review and signature and sent to the Business Office.

If the accident or injury is an emergency, the employee may be treated at the nearest hospital and report the accident as soon as possible to a school nurse and Business Office. Employee should instruct the hospital, doctor or pharmacy to forward all bills to Business Office (Workers' Compensation Claims). It is NOT recommended that the employee use his/her personal insurance card as this will complicate and delay the prompt payment of any medical bills.

After examination or treatment by the workers' compensation doctor, emergency doctor or referred doctor, the employee must report back to work with the Return to Work Form.

LITIGATION/LIABILITY

Any incidents having the slightest possibility of potential litigation/liability must be reported to the Business Administrator immediately.

INJURIES TO VISITORS ON THE PREMISES

For injuries to visitors in the building or on the premises (day or evening), the same procedure should be followed as for injuries to pupils, except the office of the Business Administrator will be notified as to when and where the accident occurred. It is important that in the description of the accident it is clearly stated that the injuries are not a staff member or student. When an injury occurs call the **Business Office** for more information.

BYRAM TOWNSHIP SCHOOL DISTRICT

Title: **Loss Control**

Subtitle: **Recording of Days Absent Due to Injury/Accident**

Procedure:

Days absent from work due to illness, injury or accident will be recorded as sick days initially. When the District receives a determination from the Workers' Compensation Insurance Carrier or a Workers' Compensation Court, that these days are designated as Workers' Compensation Days, the employee's attendance record will be adjusted accordingly.

Legal Reference N.J.S.A. 18A:30-2.1

BYRAM TOWNSHIP SCHOOL DISTRICT

Title: Personal Items

Procedure:

1. It is recommended that personal items not be brought to school or work. The district will not be responsible for any items lost or stolen. In bringing equipment or other items to school, the employee does so at his/her own risk.

2. The school also is not responsible for damage to vehicles while parking on school property. When parking on school property the employee assumes the risk for any damage that may occur.

BYRAM TOWNSHIP SCHOOL DISTRICT

Title: Transportation

Purpose:

The Board of Education recognizes that transportation to and from school is required for the promotion of education. The Board has the responsibility to transport eligible students to and from their homes.

Procedure:

New Students

- School principal's office shall notify the transportation department of registration of new students;
- Transportation department will assign bus and stop number to new student;
- Transportation department will communicate the bus stop information back to the school office and to the bus driver;

Alternate Stop Request

- There are not alternative stop requests permitted. Student must ride the same bus to and from school.

Students Leaving District

- School principal's office shall notify the transportation department when a student withdraws from the district.

Field Trip/Athletic Buses

- Requests for buses for field trips and athletic events shall be submitted to the Transportation Clerk at the earliest possible date and after approval by the Board of Education with a minimum of thirty (30) days when possible. The Transportation Clerk will schedule all special activity buses.

Contracted Bus Services (if applicable)

- Bus services provided by outside contractors will be coordinated by the Business Administrator in consultation with the Transportation Clerk and in accordance with NJ Public Contracts Law.

Non Public/ Aid-in-Lieu

- Transportation or aid in lieu of transportation shall be provided in accordance with N.J.S.A. 18A:39-1.
- The Transportation Clerk shall supply Application for Non Public Transportation forms to non public schools located within the district.
- The Transportation Clerk shall determine students' eligibility for transportation or aid in lieu of transportation, and shall notify parents and nonpublic school administrators of the determination for each application by August 1st.
- The Transportation Clerk shall prepare the Nonpublic School Transportation Summary form and submit it to the nonpublic school administrators in January and May for certification of each.
- The Nonpublic Transportation Summary form shall also be forwarded to the Business Administrator in January and June for the issuance of aid in lieu of transportation reimbursement payments to parents.

Purchase of School Buses

- The district only purchases buses for use in transporting preschool students and some special education students that attend Byram Schools. The district may transport for some field trips.

DRTRS

- The annual District Report of Transported Resident Students will be completed by the Transportation Clerk/Business Office and submitted within the State set timeframe.

Safety

- School principals in cooperation with the Transportation Department shall schedule and conduct bus evacuation drills at least twice during the school year for all students who are transported to and from school.
- The Transportation Clerk shall ensure that all school bus driver's and school bus aides are properly trained for the functions of their position, unless transportation services are contracted. Otherwise, the Transportation Clerk will work with the transportation contractor to ensure bus evacuation drills are performed and documented.

- The Transportation Clerk shall ensure that anyone driving a school vehicle used to transport students to and from school and school related activities meet all of the requirements of N.J.S.A 18A:39-17,18,19,and 20 and all New Jersey Department of Transportation rules governing school bus drivers working with the contracted vendor.
- The Transportation Clerk shall ensure that anyone driving a school vehicle hold a valid Commercial Driver's License with appropriate endorsement(s) for the class and type of vehicle operated working with the contracted vendor.
- The Transportation Clerk will work with the contracted vendor who will file the Annual Certification of School Bus Drivers Report with the County Department of Education
- Random drug and alcohol testing of bus drivers shall be conducted in accordance applicable regulations as per the contracted vendors' contract document.

Bus Accidents

- In the event of a bus accident, the driver shall notify police via cell phone and request that they notify the Transportation Department and/or Superintendent of Schools.
- The driver shall contact the Transportation Clerk and/or agencies that can assist in promptly providing for the safety and welfare of the passengers.
- The driver shall NOT leave the students unattended under any circumstances.
- The Transportation Clerk shall notify the Business Administrator, Building Principal and School Nurse of the accident.

BYRAM TOWNSHIP SCHOOL DISTRICT

Title: **Vehicle Tracking, Maintenance and Accounting**

Purpose: **For the management, control and regulatory supervision of school district vehicles.**

Procedure:

1. The district vehicle coordinator shall maintain a vehicle inventory control record including:
   a. The vehicle make, model and year;
   b. The vehicle identification numbers (VIN);
   c. The original purchase price;
   d. The date purchased;
   e. The license plate number;
   f. The person assigned or the pool if not individually assigned;
   g. The driver license number of the person assigned and the expiration date;
   h. The insurer and policy number of person assigned, and
   i. The usage category such as regular business, maintenance, security or pupil transportation.

2. A driving record of the operators of district vehicles including:
   a. The name of the driver;
   b. The driver license number and expiration date;
   c. The insurer policy number of person assigned;
   d. Motor vehicle code violations;
   e. Incidents of improper or non-business usage;
   f. Accidents, and
   g. Other relevant information.

3. A record of maintenance, repair and body work for each district vehicle including:
   a. The vehicle make, model and year;
   b. The vehicle identification number (VIN);
   c. The original purchase price;
   d. The date purchased;
   e. The license plate number;
   f. The usage category such as regular business, maintenance, security or pupil transportation;
   g. The manufacturer's routine maintenance schedule;
   h. The category of work performed;
   i. The mileage on the date work was performed, and
   j. The cost of the work performed.

BYRAM TOWNSHIP SCHOOL DISTRICT

Title: **District Vehicle Assignment**

Purpose: **To ensure compliance for the assignment of district vehicles for the conduct of official district business.**

Procedure:

1. The Board shall adopt a policy or policies regarding district vehicle assignment that will ensure compliance.

2. The Board upon the recommendation of the Superintendent may authorize the lease, lease-purchase or purchase and assignment of district vehicles for the conduct of official district business. The vehicles may be assigned either to individuals or to units within the school district for pool use according to the following classifications:
   a. Vehicles may be assigned permanently and individually to the Superintendent, School Business Administrator, or other supervisory employees who based on their job duties may be called on a 24 hour, seven-day a week basis. No individual assignment shall be made for the primary purpose of commuting.
   b. A unit may be permanently assigned one or more district pool vehicles only if the employees of the unit will collectively use the vehicle or each vehicle for more then an average of 750 miles per month on official district business. Pool vehicles shall not be used for the purpose of commuting and shall remain at a district facility when not in official use.

3. Board members or employees may be temporarily assigned a district vehicle for travel events.

4. The school district board shall ensure that an employee, such as the School Business Administrator, insurance or risk management staff member, head of facilities or other appropriate employee is assigned the functions of district vehicle coordinator.

5. Vehicle use logs shall be maintained for all individual and pool assignments in order to accurately record all usage of each vehicle, including the driver, mileage, and starting and destination points.

6. All complaints of a potential misuse shall be investigated and appropriate disciplinary action taken.

7. All changes to vehicle assignment, whether pool or individual, shall require prior written approval of the Superintendent and the authorization of an affirmative majority vote of the full Board.

8. No luxury vehicle, one which exceeds the greater of $30,000 or any current dollar limit established in Internal Revenue Service (IRS) law or regulation, shall be purchased, lease-purchased or leased by the District. If a vehicle is assigned to the Superintendent, it may be a full-size or intermediate, four-door sedan of the non-luxury class. All other vehicles shall be compact sedans, unless special passenger, cargo, equipment, or use requirements make the standard vehicle unsuitable for documented district needs.

9. The district vehicle shall be used primarily for business purposes; however, incidental and reasonable personal use is permitted.

10. All damage to district vehicles, regardless of cause, shall be reported within 24 hours to the vehicle coordinator and the employee assigned to file insurance claims.

11. No physical alterations shall be made to a vehicle without prior board approval.

12. Drivers of district vehicles shall possess and maintain a valid driver's license to operate a vehicle in New Jersey.

13. When a vehicle is due for routine maintenance in accordance with the manufacturer's schedule, the driver of an individually assigned vehicle or, in the case of a pool vehicle, the vehicle coordinator shall be responsible for ensuring that the vehicle receives the scheduled service.

14. A driver assigned a district vehicle shall be responsible for the security of the vehicle and its contents.
15. Drivers shall be personally responsible for all fines accrued as a result of traffic violation related to operation of district vehicles.
16. The driver, or the driver's supervisor, if the driver is incapacitated, of a district vehicle involved in an accident resulting in damage to the district vehicle or other vehicle shall file, within 24 hours of the accident, a detailed written report with the vehicle coordinator and the district staff member responsible for making insurance claims.
17. Police shall be immediately notified of an accident by the driver or vehicle coordinator, if the driver is incapacitated. A copy of the police report shall be submitted to the vehicle coordinator and the district staff member responsible for making insurance claims as soon as possible.
18. If a district vehicle is misused in any of the following ways, the driver's driving privileges for district vehicles shall be suspended or revoked, and additional disciplinary action shall be taken as appropriate.
    a. Frequent violation of traffic laws;
    b. Flagrant violation of the traffic laws;
    c. Operation of a vehicle which the police or insurance company determined was the cause of an accident;
    d. Use of a vehicle for unauthorized use whether personal use, business use, or commuting;
    e. Violation of these rules, or district policy governing the assignment, use, operation, repair, and/or maintenance of vehicles. This includes the failure to submit a vehicle for routine maintenance as called for in the manufacturer's routine maintenance schedule;
    f. Operation of a vehicle while impaired to any degree, or under the influence of alcohol or narcotics as defined by State statutes;
    g. Use of a district vehicle by an unauthorized individual while assigned to an employee;
    h. Use of a district vehicle to transport any person or child, other than in the course of their assigned duties and responsibilities; or
    i. Use of radar detectors in district vehicles.
19. The Board shall establish a policy for progressive, uniform, and mandatory disciplinary actions to be applied as necessary.

BYRAM TOWNSHIP SCHOOL DISTRICT

Title: **Food Service**
Purpose:

The Board of Education recognizes that Food Service is required for the promotion of education. The Board has the responsibility to provide food services to all students.

Procedure:

Application for Participation in Child Nutrition Program

- Before the beginning of each school year, School Business Administrator, working with the Food Service Director, files the appropriate paperwork with the Bureau of Child Nutrition to participate in the Free and Reduced Meal Program.

Direct Certification

- Students eligible for TANF and/or Food Stamps may be directly certified by the State. In these cases, the district sends a letter to the household and notifies them of their child's lunch status before school even begins. In these instances, no lunch applications need to be filled out.

New Students

- Upon registration, new students are given applications for free and reduced meals.

Free and Reduced Meal Applications

- School Business Administrator provides Applications for free and reduced meals to each school before the opening of school. The applications are disseminated by the school to students and then returned to school upon completion. Completed applications are then forwarded to the school nurse for verification and/or processing.

Determining Eligibility for participation in the Child Nutrition Program

- With the assistance of each school nurse, the School Business Administrator determines eligibility in accordance with applicable regulations established by the Department of Agriculture. After determination, letters are sent to all applicants advising them of their status (i.e. free, reduced or denied). All applications are maintained in the central office as required by the State.

Master Eligibility List

- A master eligibility must be completed and is maintained by School Business Administrator. This is a comprehensive list of all students who filed an application and indicates their status as free, reduced or denied. The master eligibility list is maintained for each school (location) as well as district-wide as required per regulations.

Civil Rights Compliance

- Per regulation, a Civil Rights Compliance is completed each year. Using the October 15th student data, lists are maintained by school, broken down by ethnic group and further broken down by status of free, reduced and denied.

Verification

- By November 15th, the required percentage of applications deemed eligible for free and reduced are verified. These applications are chosen at random and applicants are asked to provide name and social security number for each adult listed on the application as well as proof of income.

Bidding

- Milk and other food items are subject to the bidding requirement of the New Jersey State Contract Law. The Food Service Management Company contract will be renewed and/or re-bid in accordance with applicable law.

Daily Deposits

- Deposits are prepared daily, by school and reconciled to the register tapes by food service management company personnel. Deposits are made by the Food Service Director or her designee. Deposit totals are reconciled to the bank statement by the Food Service Director or designee.

Setting Prices

- Each year, the Byram Township Board of Education sets prices for food services. Every effort is made to set prices that are affordable for students but enable the food services to operate without contribution from board funds.

Voucher Certification/submission

- Each month, Food Service Management Company personnel enter meal counts into the Department of Agriculture meal reimbursement system in SNEARS (School Nutrition Electronic Application System). These meal counts are then verified by the Business office and then Certified so that State reimbursement can be made.

Commodities

- The district shall participate in the commodities program offered by the New Jersey Department of Agriculture.

BYRAM TOWNSHIP SCHOOL DISTRICT

TITLE: Technology Systems

SUBTITLE: Physical security over technology equipment, peripherals and media

PURPOSE: In order to ensure the overall performance of the technology systems, the equipment must be protected from harm, abuse, misuse and pilfering.

1. Rooms or areas that house servers will be secured either by mechanical means (locks). Access to these areas should be restricted to authorized personnel only.

    a. Keys or cards that allow access to the areas should be limited in number and accounted for regularly.

    b. Review of the personnel who has access to these areas should be reviewed several times a year.

2. Rooms or areas that house large amounts of computer or technology equipment (including server rooms, switch closets and computer labs) should have environmental controls to ensure the proper heating, cooling, ventilation, and dehumidification is provided. Environmental controls should be monitored with a system to report environmental alarms.

3. All computer and technology equipment should be tagged and inventoried. Annually the equipment should be physically verified against the inventory log for existence and location verification.

    a. Verification should be made periodically to ensure that equipment is still located where the inventory record states. When equipment is moved, the inventory record should be updated.

    b. Laptops and other portable pieces of equipment should be accounted for periodically by requiring the users to provide the piece for physical inspection.

    c. Software clients can be used to track inventory of computer-based assets.

    d. Updates of software clients should be made on a regular basis.

e. Inventory should be kept of computer related parts, supplies, consumables, and peripherals.

f. District should track cost of replacement on all technology equipment valued above $250.00.

4. Cables and other locking mechanisms should be utilized when appropriate to secure individual pieces of equipment.

5. A master set of user manuals should be maintained and secured to ensure continuity of operations should other versions be destroyed. A master set of manuals should be held in another area, building, in a fire-rated cabinet or scanned and stored electronically in multiple locations

6. Media, such as disks, tape and other output should be protected in locked areas or cabinets. Media that is utilized for back-up of information, applications or systems should be held in another area, building or in a fire-rated cabinet. Aging media should be transferred to a current technology.

BYRAM TOWNSHIP SCHOOL DISTRICT

TITLE: Technology Systems

SUBTITLE: Security over data – passwords and user accounts

PURPOSE: In order to ensure the overall performance of the district via its technology systems and data.

1. Password protection should be utilized for all network logons. Individual applications should also require users to have passwords.

    a. Users should be reminded not share or write down passwords

    b. Passwords should be "hardened" passwords and should be at least eight digits long, requiring upper and lower cases, numbers, and special characters. Passwords should not be "real" words or names of family, friends, pets, etc.

    c. Passwords for network access should be forced to be changed periodically

    d. Passwords for applications should be changed periodically.

    e. Passwords should be user generated and not stored whenever possible, with only reset ability housed at the technology department level

    f. Passwords should not be repeated for network access and application access, particularly the student information system.

2. User accounts should only be made for network access and individual application access as required for the completion of the staff duties or learning opportunities for students.

    a. No user profiles should be created, changed or deleted without proper authorization. This should include a written (or electronic) request form that is authorized by central administration. This authorization should include the name of the individual, the applications and network services to be granted access to and the level of security in each.

    b. Systems that employ automatic account/password creation should be monitored regularly to ensure software functionality.

    c. Access to district wide public folders should be restricted based on user role.

BYRAM TOWNSHIP SCHOOL DISTRICT

TITLE: Technology Systems

SUBTITLE: Systems software and applications authorized for use in the district

PURPOSE: The number, type and scope of individual applications should be monitored to maximize the efficiency of the technology while not creating an overly complex environment.

1. Purchase and use of new applications, including those that are web hosted and not actually owned by the district should require approval of the superintendent and business administrator. Among considerations should be any licensing issues, purpose of application, and compatibility of the new application with the current infrastructure. The need to expand the infrastructure as a result of the new application (for example, video sharing software may need additional storage).

    a. Before new applications are purchased, there should be a determination of the needs of the district, a review of available solutions, a compatibility test with existing infrastructure and a determination of the needs satisfied by the application.

    b. Before implementation of new applications, timelines and deliverables should be established. The deliverables would include what is expected of the application and the time frame for each.

    c. Before installation of new applications, back-up of systems should be done in case of incompatibility and adverse reactions to the new software. Baseline information should be held.

    d. Hardware requirements for the new application should be identified and purchased well in advance of installation of new applications, if needed. This allows for the proper testing of the new hardware.

2. For existing applications and systems software, a listing should be created and maintained and submitted by the technology department for periodic review by central administration. The list should include:

    a. Hardware utilized, including name of server or location of software or application

    b. Summarized description of user

c. Number of users

d. Licensing information, including expiry dates

e. Application owner responsible for user authorities

f. Date of original purchase and dates of updated purchases

g. Version information

h. Vendor contact information

BYRAM TOWNSHIP SCHOOL DISTRICT

TITLE: Technology Systems

SUBTITLE: Protect the district's network from internet dangers

PURPOSE: The district needs to employ several layers of protection to ensure that unauthorized access to the network does not occur.

1. Anti-virus Application is in use and automatically updated and forced automatic rollouts to all district computers occurs on a regular basis to protect from computer virus contamination.
2. The district utilizes spam filters and anti-spyware software to minimize the potential for unsolicited and unauthorized access to the network.
3. The district utilizes an external firewall to prevent access from unauthorized sources.
    a. Any applications or web pages that will be viewable by the general public or by certain users, will be held in the "DMZ", or that portion of the network where is there is limited trust.
    b. Network resources that are relegated to the "DMZ" will be completely separated from any internal networks, thereby blocking firewall avoidance.
    c. The available and open ports should be reviewed periodically.
4. Obtain automatic updates for operating systems and common applications such as Microsoft Office.
5. The district will secure the wireless network by using WEP, WPA or other network level protective encryption to avoid access by unauthorized sources.
6. District will monitor wireless transmission to verify authentication of users.
7. Network administrators will periodically check systems ability to bind IP addresses to users on the network

BYRAM TOWNSHIP SCHOOL DISTRICT

TITLE: Technology Systems

SUBTITLE: Protect the district's network from internal dangers

PURPOSE: Create procedures that prevent unauthorized use from within the district

1. The district utilizes "Lock Out", where the workstations and screensavers should automatically lock the unit when not in use for several minutes.
2. Access to the network should be requested, changed, added and deleted by authorized personnel only on behalf of those staff members who need access. There should be a form that requires signatures and sign-off by the technology staff that has completed the tasks.
3. The district will maintain logs of all users and access levels for all systems applications. Application administrators will maintain logs of all user and access levels for all applications.
4. User roles should be defined that allows for many users to be grouped together. The use of profiles allows for more standardization and efficiency in administering the security access of each application.
5. All application access will be reviewed periodically for discrepancies in the user roles and the access to sensitive information.

BYRAM TOWNSHIP SCHOOL DISTRICT

TITLE: Technology Systems

SUBTITLE: Electronic Communication Archival

PURPOSE: Store electronic communications made within district

1. District will employ hardware solution to maintain electronic backups of all communications.
2. District will store for a period of three years, all inbound and outbound messages
3. Email archival system access will be restricted to secure district personnel
4. Periodic checks of the email archival system will be made to ensure reliability.
5. Regular password changes will be made to the archival system to limit potential security breaches.
6. The district will setup network policies to block any electronic instant messaging/chat program that cannot be monitored/archived.
7. District will archive all inbound and outbound instant messaging communications.

BYRAM TOWNSHIP SCHOOL DISTRICT

TITLE: Technology Systems

SUBTITLE: Video Surveillance Security

PURPOSE: To ensure a safe and secure environment for student learning

1. District does not have a video surveillance security system at this time.

BYRAM TOWNSHIP SCHOOL DISTRICT

TITLE: Technology Systems

SUBTITLE: Web content filtering and supervision

PURPOSE: To ensure a safe and secure electronic environment for students.

1. District will employ tools to monitor access to web sites. Using a hardware or software "proxy" solution, the district will put into place a method to filter web sites containing content that is against the district's acceptable use policy.
2. "Proxy" system will filter web sites that contain viruses, spyware, malware, unsecure connections and improper certificates.
3. District will develop a system to log attempts at blocked web sites
4. Technology staff will conduct regular maintenance of the "proxy" filter.

BYRAM TOWNSHIP SCHOOL DISTRICT

TITLE: Technology Systems

SUBTITLE: Network Storage Availability

PURPOSE: To provide users with a secure area on the network to store files.

1. District will employ tools to allow users to save files on a secure server.
2. Systematic and regular backups will be made of network-stored data.
3. Access to individual network space will be restricted to individual users and network administrators.
    a. Network administrators will create space limitations so as to not exceed the capacity of the server space
    b. Users of the network storage system will agree to store content that is in agreement with the district's acceptable use policy.
4. Shared network storage will be monitored to ensure proper access based on security groups.
5. Network administrators will periodically check backups of the system.

BYRAM TOWNSHIP SCHOOL DISTRICT

NEW JERSEY

Title: **Technology Systems**

Subtitle: **Maintenance and Computer Work Order System**

Procedure: **Maintenance Work Order System**

In order to ensure that building maintenance projects are done in a timely fashion, a manual work order system must be followed. Work orders may generated by the teachers or other school personnel but must be forwarded and approved by the building Principal. The Principal's office will log in the work order request to the Director of Technology. The program will ask for specific information regarding the exact location and the extent of the work.

BYRAM TOWNSHIP SCHOOL DISTRICT

TITLE: Information Management

Subtitle: Acceptable Use of Districts Technology and Information

Purpose: To ensure that anyone who has access to district electronic resources understand what is acceptable use of the technology and information and ensure that anyone who has access to sensitive information understands the acceptable uses of that information.

Procedure:

1. The board will establish a policy that informs all users of the districts' data, systems and information of the acceptable and non-acceptable uses of those district assets. The policy should identify students, staff, parents and guardians, and other users who may have access to the district's data, systems and information.

    a. The students and staff should be required to sign an acknowledgment of the policy and return that form to the district. Forms should be updated at least annually.

    b. Parents who utilize information of the district via the internet (student's grades, lunch accounts, library information, etc) should have an electronic acceptance on the web pages before data is displayed. This acceptance of assurances should include non-disclosure of information that is displayed and other assurances that would appear in a written acceptable use policy.

    c. Other web users of information should be required to have an electronic acceptance on the web pages before data is displayed. These may include calendars, or web requests for use of facilities, these instances may require additional assurances as well.

    d. All persons with sign-on to the district's network or to district data, ie parent portals, should be required to agree to the acceptable use policy, which should be listed.

2. The board will adopt an acceptable use policy that at a minimum should prohibit the following regarding electronic systems conduct that interferes with or stops district activities, including but not limited to excess download, uploads, printing, copying, bandwidth usage, etc.

a. conduct any activity not related to the district's operation, including, but not limited to, advertising, soliciting business, or political lobbying

b. Involvement in the violation of, or conviction for violation of, federal, state, or local statutes or regulations regarding computers, electronic communications, interstate commerce and/or security regulations. This includes, but is not limited to, material protected by copyright, trade secret, obscenity and related laws.

c. Threats, harassment, libel or slander

3. This policy should be reviewed annually for changes in the types of information used and in the types of technology used

4. Information as referred to in the policy should not be limited to electronic information or simply the use of electronic systems. Controls need to exist over written information and paper files.

    a. Individuals who have access to district records should not the information for personal reasons

    b. Sensitive information should be stored in a manner that does not allow for easy access. In the case of electronic information, passwords and restrictions based on user should be employed. For written and paper files, information should be secured by locking cabinets, drawers and doors to offices that hold such information.

    c. Copies of sensitive material should only be made in cases where it is necessary. Any copies of information that is sensitive in nature should be destroyed in appropriate manner, such as shredding.

5. All users of technology and all those who have access to sensitive district information, should be required to sign an acceptable use form that states the person signing has read and agrees to uphold the policies set forth.

    a. Forms should be signed at least annually and for any major change in position that allows access to additional information.

6. Violations of AUP should be spelled out in student and staff code of conduct

BYRAM TOWNSHIP SCHOOL DISTRICT

TITLE: Information Management

Subtitle: Securing of sensitive manual (written or paper) information

Purpose: To ensure that sensitive information is proper handled and limit the potential exposure of information from being obtained through the district

Procedure:

1. All employees who have access to any of the following information, will be required to sign an acceptable use form at least annually on the proper methods of use, compilation, dissemination and destruction, when appropriate, and safe-guarding of that information.

2. The superintendent and business administrator or designees will determine those records of a sensitive nature held in the district. The records include, but are not limited to staff, student, volunteer and board member personal information such as address, unlisted phone number, social security number, marital or guardian status, garnishment information, health related information, free and reduced lunch status and disciplinary information.

3. Sensitive information should be housed in a locked cabinet or behind locked doors.

    a. Access to keys are restricted to personnel authorized to view the information

        i. Keys should have “do not duplicate” on them and copies should be prohibited, except as needed

    b. Areas housing sensitive information should be locked whenever the areas are not staffed

    c. Wherever possible, sensitive information should be stored away from high traffic areas.

4. Original sensitive information files , should be housed in a fire rated cabinet, where possible.

5. Backups of paper documents should be treated as sensitive. Electronic documents should be backed up daily and paper documents should be housed in locked areas.

N.J.A.C. 6A:23A-6.7

GUIDANCE DRAFT

Directive

Pursuant to 6A:23A-6.7 school districts and county vocational school districts with budgets in excess of $25,000,000 or with more than 300 employees shall maintain an enterprise resource planning (ERP) system which integrates all data and processes of an organization into a unified system. An ERP system uses multiple components of computer software and hardware and a unified database to store data for the various system modules to achieve the integration. NOTE: This system does not include student, transportation or food service databases or modules.

ERP System Integration Features

Three applications – comprise an ERP; accounting, payroll, and human resources system. System integration permits data sharing among the three applications, therefore eliminating any duplication of data entry. System integration features facilitate data sharing not only among the applications, but may also with third-party payroll, substitute placement/absence tracking, and bidding applications. Integration between these applications allows for the automation of many functions, enabling:

In Accounting

System-generation of the payroll purchase order and encumbrances at the start of each new fiscal year (salary amounts and expense account information from Payroll is used to create the file needed to generate the payroll PO encumbrances in Accounting).

Update/adjust payroll PO encumbrances throughout the year to reflect any staff/budget changes (updated salary/expense account information from Payroll is used update payroll PO encumbrances in Accounting). Automatically reduce payroll PO encumbrances to expenditures each pay period (transfer of payroll expenditure data from Payroll, or a third-party application such as ADP, to Accounting). Import next year's budget preparation data directly into a Budget Projection Module (transfer of salary data either from Personnel, or a third-party application such as Microsoft Excel, into Accounting). Import purchase order data from third-party bidding applications (such as Educational Data) to Accounting, automating purchase order entry.

In Payroll

Automatically update new fiscal year payroll salaries for all employees (transfer of contracted salary data from Personnel to Payroll). Or synchronize remaining contract days that can be printed on employees' payroll check stubs (transfer of remaining sick/personal/vacation day balances from Personnel to Payroll).

In Personnel

Import attendance information (automatically generating employee attendance records within Personnel from your AESOP or SUBFINDER system). Implement position control codes (transfer of employee budget spread data from Payroll via alpha/numeric position control code for each employee record within Personnel). Automatically update position control budget spread information (based on payroll budget spread changes – transfer of updated budget spread

data from Payroll updates Position Control Code budget spread data in Personnel). Generate projected salary data, by expense account, for budget preparation (transfer of employee salary data and Position Control Code budget spread information from Personnel to an Accounting's Budget Projection Module).

Payroll budget spread information can also be imported into Accounting from third-party applications such as ADP. Those not utilizing system integration will obtain the payroll budget spread database file from their individual payroll provider instead. If utilizing an outside provider, districts should ensure that the expense account structure for the employee's budget spread in the third-party application is consistent with the expense account structure established within Accounting.

Import Budget Preparation Data into a Budget Projection Module (Personnel to Accounting)

Accounting may include a budget projection module designed specifically to assist school districts with next year's budget preparation. This module includes a function allowing for the import of data (either from Personnel or a third-party application such as Microsoft Excel). This Projected Salary Data File (with the use of unique position codes, the system will automatically project, based on your district's settled contract information, the total amount needed for each salary expense account).

Additional Benefit:

- Import the Projected Salary Data into the Accounting's Budget Projection Module (all employee names and salaries that comprise the projected total will be detailed for each expense account).

Bidding to Budget Transfer
(Third-Party Bidding Software to Accounting)

Many districts utilize outside bidding companies (such as Educational Data) to assist with the process of procuring needed supplies for the upcoming year. These bidding companies deal with the individual vendors and award the bids based on district criteria. The data received from the third-party bidding application then needs to be entered into the district's accounting software application to generate the purchase order encumbrances. Entering these purchase orders can be time consuming and labor intensive. To expedite this process, the Accounting system should be able to provide a "Bidding to Budget Transfer" function.

Automatically Update New Fiscal Year Payroll Salaries for all Employees (Personnel to Payroll)

At the beginning of each new fiscal year, salary information can be updated for all employees automatically. Districts who utilize third-party payroll applications (such as ADP) may have to manually enter in each new salary amount for every single employee. If system integration is

used this should be an automated process for those districts that utilize both Payroll and

Personnel applications. Personnel provides the ability to maintain historic, current and future year salary information, allowing Payroll to access this data when it is time to update individual employee salaries.

Synchronize Contracted Salaries

This function would update the "Salary" field with employees' total calculated salary amounts from Personnel.

Print Sick/Personal/Vacation Day Balances on Employee Check Stubs (Personnel to Payroll)

Districts routinely provide employees with their balance of contract days throughout the year. One method to provide this information is to generate a hard copy report (which can take some time to print and distribute to each and every employee). Districts that utilize system integration have the ability to streamline this process by synchronizing this information between the two applications, allowing the balance of contract days to be printed directly on the employee's check stub in Payroll.

Synchronize Contract Days Remaining

(AESOP or SUBFINDER Systems to Personnel)

Many districts take advantage of utilizing outside automated substitute placement systems (such as AESOP or SUBFINDER). These systems provide on-line solutions for absence tracking and substitute placement.

Entering the district's daily attendance and substitute information can be time consuming and labor intensive. System integration should be able to import attendance records, which automatically generates employee attendance records within Personnel from your AESOP or SUBFINDER file, reducing the need to manually enter this information in. This function is available to all districts who utilize either the AESOP or SUBFINDER systems.

Key benefits include increasing the district's efficiency in: 1.) filling teacher absences with substitute teachers, and 2.) automating the attendance data entry process. For those districts whose attendance is not entered on a daily basis (due to work overloads or staff absences), integration between the two applications aides districts with keeping their attendance current and up-to-date, providing school administrators access to accurate and reliable absence information on a timely basis.

Implement Position Control Codes or Numbers (PCN), and Automatically Update Position Control Budget Spread Information (Payroll to Personnel)

Utilizing a synchronized Personnel and Payroll applications give the ability to implement position control codes, as well as automatically update position control budget spread information as necessary. Position Control Codes or Numbers (PCNs) represent distinct, board-approved, contracted job positions. The budget spread for each position is defined, providing a powerful in-house management and budgeting tool. Key benefits of utilizing PCNs include features that allow your district to:

Validate current year budget appropriations against Personnel contracted salaries, by account.

Present salary projection analysis to the board to assist with budget projection for the next fiscal year.

Track and project the district's vacant positions, allowing for more accurate budget projections.

Import future year salary data directly into Accounting's Budget Projection Module.

Utilize employee budget spread information from Payroll to generate PCN in Personnel.

In short, a unique code is created to represent each board-approved contracted position within your district. These codes are referred to PCNs. The budget spread is attached to these codes, telling the system which account(s) the position is to be paid from. As the positions are filled, the corresponding PCN is linked to the employee who is currently filling the position. PCNs that are not linked to any employees represent vacant positions. For example, if your district has five board-approved positions for high school math teachers, you would establish five PCNs to represent the five separate positions.

PCNs are independent of employee records. Each PCN represents a separate position within the district, not the employee who fills it at any particular time. Thus, if an employee leaves a position and the position remains open, the PCN remains active in the system representing a vacant position to be filled. Once an employee is hired for that position, the vacant PCN is then assigned to that person.

Vacant PCNs provide an area where a projected estimated salary amount may be entered, providing the district with the ability to budget for positions that are expected to be filled. When a PCN is linked to an employee record, the calculated salary for that employee overrides the vacant salary amount entered for the PCN. As PCNs represent positions within the district, they are only added or deleted when a job position itself is either created or phased out.

Meaningful vs. Non-Meaningful PCNs

Each PCN must be unique and can be up to 20 characters or digits. A PCN can either be a random string of numbers with no meaning attached to it – like a PO number – or it can be a string containing meaningful segments – like an expense account number.

Meaningful PCNs are critical for position control, as they allow the positions they represent to be more easily identified. They are also easier to relate to when using the PCN associated reports.

Non-meaningful PCNs are a random string of numbers with no meaning attached to it. Position control is more difficult, as is using the related reports.

Generate Annual Contract Letters/Create Mailing Labels, etc.

Export Employee Data from Personnel

Generate Letters or Labels using Microsoft Word

Export Employee Data from Personnel

Generate Letters/Labels from Microsoft Word

Export Employee Salary Data from Personnel

WHAT A SBA SHOULD DO….TO IMPLEMENT 6A:23A-6.7?

1. Do we need to comply given district budget or populace?
2. Look at current systems utilized (i.e. fund accounting, payroll and personnel) for integration or expansion.
3. Define needs-are systems in place fully utilized? Is training necessary to implement system capabilities? Is there no integration in place?
4. If utilizing multi modules (systems) i.e. ADP payroll, Microsoft Excel position control, outside fund accounting module….can they be integrated? If so, have approval for utilization been obtained from the ESC?
5. Does the system….. (Fund accounting, personnel, and payroll) currently being utilized sufficiently meets the requirements of 6A:23A-6.7? If so, has approval been obtained from the ESC?
6. If not able to expand current systems for appropriate utilization, is there another district or county organization that can accommodate needs? (Remember to check with the ESC for potential providers)
7. What expenditures are available to extend to the full integration of systems (ERP)? Does the additional cost add directly to the districts administrative limits or can the additional cost be shifted to an outside agency (i.e. bank payment for services)?

8. What are the "quiet" costs of system integration?
   - → New equipment (servers, wiring, computers)
   - → Supplies (paper, checks, ink and associated copy costs)
   - → Staffing (training and number to respond to necessary reporting, daily updates, etc.)
   - → Facilities (is there room for all necessary equipment, supplies and staff?)

9. If it is necessary to research outside ERP systems, are they able to give you a BETA for 20109/20110? Are they state approved for compliance?
   - → In looking at ERP systems, does the potential system allow for control over access and audit trail for access to all system components?
   - → Does the anticipated ERP system allow for appropriate updates for all systems within or outside pursuant to DOE requirements?
   - → Has the proposed ERP system been used in full by NJASBO members within the last three (3) years?
   - → Is the proposed ERP system harmonious to NJSA and NJAC requirements
   - → Does the proposed ERP system allow for staff training, support updates, appropriate back up of information and back up for start up?

Determination

Once the aforementioned is reviewed and the priorities or direction of the district is established the SBA in conjunction with the CSA should approach the Board of Education with their findings. The Board of Education should prior to determination, analyze the recommendation for ERP compliance, but make sure that all changes in procedure and process also adhere to Board of Education policy, maintain appropriate user authority and user access and district wide protocols for accessibility.

Internal Controls

The Board of Education should establish internal control procedures for all systems (fund accounting, personnel and payroll) regardless of true system integration or multi systems (many modules) integration. No one individual should have control within all systems. Annual review should be done via an internal control check. (See attached sample document- which should be completed in-house and by the district auditor independently).

APPENDIX

BYRAM TOWNSHIP SCHOOL DISTRICT

Title: **ASSA REPORTING**

Procedure: **The information for the Application for State School Aid (ASSA) is generated through and completed by the Assistant Superintendent' of Schools. In September a memo is sent out to all Principals/Supervisors from the Assistant Superintendent detailing the directions for submitting the school ASSA information along with the importance of its accuracy. Below is a breakdown of how the information is generated:**

Information	Person Responsible	Documentation
Students on roll-full and shared	Principal	Attendance registers maintained by principal. Documentation to be submitted with the report.
Sent full time Received full time Received shared time	Supervisor of Special Education	Genesis data
Private schools for the handicapped	Business Office	Maintain tuition contracts for private school for the handicapped
Sent shared time	GCIT	Documentation to be provided to Supervisor of Special Education.
Resident students	Supervisor of Special Education	Gensis data
At Risk	Principal	Gensis data
Transportation report	Super. of Transportation	Documentation to be submitted with
English Language Learners	Curriculum Super.	Genesis data
Tier I students	Supervisor of Spec. Ed.	Student Tracker documentation

BYRAM TOWNSHIP SCHOOL DISTRICT

Title: **FREE AND REDUCED LUNCH APPLICATIONS**

Procedure:

The Free and Reduced Meal applications are sent to us electronically by the state. It is mandated that we use this form without change. The Food Service Department is responsible for getting the forms copied and distributed to all the schools. The youngest member of the household is to receive the application on the first day of school. The food service department sends this list to each school for meal application distribution. Once completed by the parent all applications returned are sent to the Food Service Department for processing. The Bookkeeper sends home a meal status notification letter to all applicants. Applications are kept at the Food Service department throughout the school year. Using Genesis for processing the application, the eligibility determination is forwarded to each students file and to the Point of Sale system. Each school secretary can view this information via Genesis. Verification of qualification for free and reduced meals is the responsibility of the Food Service Supervisor. Verification of applications must be completed in November.

Elementary Schools Procedures

The cafeterias have computerized point of sale cash registers. After the student identifies himself with a Pin number, the picture of the student comes up on the screen along with the meal status code and any balance the student may have.

All money for meals is collected in the classrooms. The money is put into an envelope which is already labeled with the students name, teacher name, room number and grade, which is supplied by the school secretary. The envelopes are forwarded by the teacher to the main office where the cafeteria worker gets them and applies the money to the appropriate student account via the Point of Sale. At lunch time the student puts their PIN number into the cash register via PIN pad for items purchased. No money is exchanged at lunch time. At the end of each day the cafeteria worker counts out all money received and posts it to the point of sale. The physical cash received should match the money posted to student's accounts. At the end of each day the cafeteria worker prints out a daily sales report and sends it to the Food Service office. Any problems or questions during the course of the day are to go to the Bookkeeper in the Food Service department. Any discrepancies are to be called into the Bookkeeper prior to closing out for the day.

BYRAM TOWNSHIP SCHOOL DISTRICT

Title: **FALL REPORT**

Procedure: Below is a listing of the required Fall Reports along with the personnel responsible for its completion:

District Contact Person	Data Collection	Distribution Medium	Distribution Date	Due Back Medium	Due Back Date	Due In Supt's Off.
Supervisor of Curriculum, Instruction & Tech..	NJ Smart	DOEnet	Beg. Sept	DOEnet	End Sept.	
STATE AID						
Super. of Spec Ed	ASSA	DOEnet	Beg.Oct	DOEnet	End Oct.	Middle Oct
Bus.Admin.	Debt Serv.	DOEnet	Beg. Nov.	DOEnet	Middle Nov.	
Transp. Super.	Transp. Report	Diskette	Mid-Nov.	Diskette	Middle-Dec.	
Sup. of Spec. Ed.	LEP	DOEnet	Beg.-Oct.	DOEnet	Beg.-Nov.	Middle-Oct
FALL SURVEY						
Supt's Sec-Data	Certificated Staff	Diskette	Mid.-Oct.	DOEnet	Mid.-Nov.	
Supt's Sec. Asst. Supt's Sec	Enroll./ Dropouts	DOEnet	Mid.-Oct.	DOEnet	Beg.Nov.	First-Nov.
Supt's Sec.	Graduates/Non Cert. Staff	DOEnet	Mid.-Oct.	DOEnet	Beg.-Nov.	First-Nov.
Super of.-Spec.Ed. Super. of Curr & Instruction	Special Ed.Report ECPA & NCLB	DOEnet DOEnet	End-Nov. End-Nov.	DOEnet DOEnet	Beg.-Dec. Beg.-Dec.	

BYRAM TOWNSHIP SCHOOL DISTRICT

Title: GLOSSARY OF COMMON SCHOOL ACCOUNTING TERMS

ACCOUNT - A descriptive heading under which are recorded financial transactions that are similar in terms of a given frame of reference, such as purpose, object, or source.

APPROPRIATION - An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes.

AUDIT - The examination of records and documents and the securing of other evidence for one or more of the following purposes:

A. Determining the propriety, legality and mathematical accuracy of proposed or completed transactions.

B. Ascertaining whether all transactions have been recorded.

C. Determining whether transactions are accurately recorded in the accounts and in the statement drawn from the accounts.

D. To determine whether the statements prepared present fairly the financial position of the school district.

AVERAGE DAILY ATTENDANCE, ADA - The aggregate days; attendance of a given school during a reporting period divided by the number of days school is in session during this period. Only days on which the pupils are under the guidance and direction of teachers should be considered as days in session.

BID - The process which includes legal advertising and direct contact, sought from appropriate vendors for goods and services individually or in the aggregate, whose cost is above the mandated bid threshold.

BUDGET - A plan of financial operation embodying an estimate of proposed expenditures for a given period or purpose and the proposed means of financing them.

CAPITAL OUTLAY - An expenditure which results in the acquisition of fixed assets or additions to fixed assets. It is an expenditure for land or existing buildings, improvements of grounds, construction of buildings, additions to buildings and the remodeling of buildings, with the life expectancy of at least ten years.

CASH - Currency, checks, postal and express money orders, and bankers' drafts on hand on deposit with an official or agent designated as custodian of cash, and bank deposits.

CHART OF ACCOUNTS - A list of all accounts generally used in an individual accounting system. In addition to account title, the chart includes an account number which has been assigned to each account. Accounts in the chart are arranged by Fund, Program, Function and Object.

CONTRACTED SERVICES - Services rendered by personnel who are not on the payroll of the Board of Education including all related expense covered by the contract. Also see Purchased Services.

CURRENT - The term refers to the fiscal year in progress.

DEFICIT - The excess of the obligations of a fund over the fund's resources.

DISBURSEMENTS - Payment in cash.

ENCUMBRANCES - Purchase orders, contracts, and salary or other commitments which are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when paid.

EQUIPMENT - An instrument, machine, apparatus, or set of articles with a value of at least $500 which retains its original shape and appearance with use and/or is nonexpendable; i.e., if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair than to replace it with an entirely new unit.

EXPENDITURES - Charges incurred, whether paid or unpaid, which are presumed to benefit the current fiscal year.

FISCAL YEAR - The twelve-month period from July 1, through June 30, during which the financial transactions of the school system are conducted.

FIXED ASSETS - Land, buildings, machinery, furniture, and other equipment which the Board of Education intends to hold or continue to use over a long period of time and costs over **$500.00** when purchased. "Fixed" denotes probability or intent to continue use or possession, and does not indicate immobility of an asset.

FUNCTION - A group of related activities which are aimed at accomplishing a major service for which the school system is responsible.

FUND- All accounts necessary to set forth the financial position, the financial operations, the changes in residual equities or balances, and the changes in financial position of a fund.

GENERAL FUND - Used to account for all transactions in the ordinary operations of the Board of Education.

INVENTORY - A detailed list or record showing quantities, descriptions, values, and frequently, units of measure and unit prices of property on hand at a given time. Also, the cost of supplies and equipment on hand not yet distributed to requisitioning units.

INVOICE - An itemized list of merchandise purchased from a particular vendor from which payment is made. The list includes quantity, description, price, terms, date and the like, and is matched with the signed receiving copy.

OBJECT - The commodity or service obtained from a specific expenditure.

OBLIGATIONS - Amounts which the Board of Education will be required to meet out of its resources, including both liabilities and encumbrances.

PETTY CASH - A sum of money set aside for the purpose of paying small obligations for which the issuance of a formal voucher and check would be too expensive and time-consuming. Also, a sum of money, in the form of a special bank deposit, set aside for the purpose of making immediate payments of comparatively small amounts.

PROGRAM - A plan of activities and procedures designed to accomplish a predetermined objective or set of allied objectives.

PROGRAM MANAGER - The individual responsible for monitoring the expenditures within a particular program of the budget. This person usually determines what to purchase, originates purchase orders and receives goods and/or services.

PRORATING - The allocation of parts of a single expenditure to two or more different accounts. The allocation is made in proportion to the benefits which the expenditure provides for the respective purposes or programs for which the accounts were established.

PURCHASE ORDER - A written request to a vendor to provide materials or services at a price set forth in the order and is used as an encumbrance document.

PURCHASED SERVICES - personal services rendered by personnel who are not on the payroll of the Board of Education, and other services which may be purchased by the Board of Education.

REFUND - A return of an overpayment or over collection. The return may be either in the form of cash or a credit to an account.

REIMBURSEMENT - The return of an overpayment or over collection in cash.

REPLACEMENT OF EQUIPMENT - A complete unit of equipment purchased to take the place of another complete unit of equipment which is to be sold, scrapped or written off the record and serving the same purpose as the replaced unit in the same way.

REQUISITION - A written request to a school official for specified articles or services. It is a request from one school official to another school official, whereas a purchase order is from a school official to a vendor.

STUDENT ACTIVITY FUND - Financial transactions related to school-sponsored student activities and interscholastic activities. These activities are supported in whole or in part by income from students, gate receipts, and other fund-raising activities.

SUPPLY - A material item of an inexpensive, expendable nature that is consumed, worn out or deteriorated in use; loses its identity through fabrication or incorporation into a different or

more complex unit or substance. Is expendable or subject to replace rather than repair if damaged or if some of its parts are lost or worn out.

TRAVEL - Costs for transportation, meals, hotel and other expenses associated with traveling on business for the Board of Education.

UNIT COST - Expenditures for a function, activity, or service divided by the total number of units for which the function activity or service was provided.

VOUCHER - A document which authorizes the payment of money and usually indicates the accounts to be charged.

APPENDIX

BYRAM TOWNSHIP SCHOOL DISTRICT

Title: **Retention of Records**

Date:

Procedure:

1. No material which qualifies as a record or document may be destroyed without the prior approval of the New Jersey Department of Education and in accordance with the State of New Jersey's Division of Archives and Records Management.

2. All requests for document disposal must be submitted to the School Business Administrator.

3. The School Business Administrator will forward all requests to the State for approval.

4. Records NOT approved for disposal, shall be archived off-site at a pre-determined location and shall be reviewed annually for continued storage for destruction.

5. Questions concerning the disposition of records should be directed to the School Business Administrator.

Legal Reference: Chapter 410 47:3-15 et seq. Public Records Account

APPENDIX

STATE DEPARTMENT OF EDUCATION
RECORDS RETENTION SCHEDULE

Retention Period-Destroy Records After

Item #	Form #	Description	District	County
1	A-1	School Register, Classroom	6 Years	----------
2	A-1a	School Register, Central	6 Years	----------
3	A-2b	Record of Individual Instruction	6 Years	----------
4	A-3	Annual Report of Education Statistics	10 Years	10 Years
5	A-4	Annual Financial Statistical Report	10 Years	10 Years
6	A-4a	Report of Res. Enrollment Statistics	10 Years	10 Years
7	A-4b	Report of Pupils Receiving Bedside/ Home Instruction	10 Years	10 Years
8	A-4c	Report of Tuition Pupils Sent to App. Special Classes for Atypical Pupils	10 Years	10 Years
9	A-4d	Application for State Aid-Transportation	10 Years	10 Years
10	A-4e	Atypical Pupils	10 Years	10 Years
11	A-4f	Report of School Budget and District Taxes	10 Years	10 Years
12	A-4g	Report of Pupils Living on Non-Taxable State-Owned Property	10 Years	10 Years
13	A-5	Custodian's Financial Report	10 Years	10 Years
14	A-13	Certificate of Tax Ordered	10 Years	10 Years
14a	A-17	Financial Record Book, Custodian of School Monies	Permanent	----------
15	A-22	Employment Contract Teacher	10 Years After Term.	10 Years After Term.
16	A-28	Tally Sheet	---	1 Year
18	A-32	Proceedings with Respect to Authorization of Bonds	Bond Maturity	_____

				APPENDIX
19	A-33	Report of Election Proceedings	10 Years	10 Years
20	A-36	Board Members Affidavit and Oath of Office	10 Years	10 Years
21	A-41a	Pupils Transfer Card	3 Years	----------
22	A-44	Record of Exclusion	3 Years	----------
23	A-45	Medical Inspection Record Card	1 Yr after Graduation	----------
24	A-50	Age Certificate	When Minor	Reaches age 21
25	A-56a	School Record	When Minor	Reaches age 21
26	A-56b	Promise of Employment	When Minor	Reaches age 21
27	A-56c	Physician's Certificate	When Minor	Reaches age 21
28	A-66a	Vacation Employment Certificate	When Minor	Reaches age 21
29	A-66a1	Vacation Employment Certificate (Employment outside of district)	When Minor	Reaches age 21
30	A-66b	Regular Employment Certificate	When Minor	Reaches age 21
31	A-66c	Application for Special Newsboy or Special Street Trades Permit	When Minor	Reaches age 21
32	A-66d	Application for Special Agricultural Permit	When Minor	Reaches age 21
33	A-66e	Special Agricultural Permit	When Minor	Reaches age 21
34	A-66f	Special Newsboy Permit	When Minor	Reaches age 21
35	A-66g	Special Street Trades Permit	When Minor	Reaches age 21
36	A-66h	Age Certificate - Agricultural	When Minor	Reaches age 21
37	A-66i	Application for Special Theatrical Permit	When Minor	Reaches age 21
38	A-66j	Special Theatrical Permit	When Minor	Reaches age 21
39	A-66k	Application for Special Newspaperboy Permit	When Minor	Reaches age 21
40	A-66m	Special Newspaperboy Permit	When Minor	Reaches age 21
41	A-59	Notice to Parents	6 Years	----------

				APPENDIX
42	A-60	State Warrant	6 Years	----------
43	A-61	Rule to Show Cause	6 Years	
44	A-62	Complaint	6 Years	----------
45	A-63	Attendance Report	3 Years	----------
46	A-74	Employment Contract -- Attendance Officer	10 Years After Term.	---------
47	A-77	Medical Inspection Notice	1 Year After Graduation	---------
48	A-100	Budget	Permanent	---------
49	A-101	Budget	Permanent	---------
50	A-102	Budget	Permanent	---------
51	A-103	Budget	Permanent	--------
52	A-104	Budget	Permanent	--------
53	A-109	Appropriations Receivable	Permanent	--------
54	A-110	Appropriations and Cash Receipts	Permanent	--------
55	A-111	Cash Expenditures	Permanent	--------
56	A-112	General Control	Permanent	--------
57	A-115	Distribution of Costs, Administration	10 Years	--------
58	A-116	Distribution of Costs, Instruction	10 Years	--------
59	A-117	Distribution of Costs, Attendance and Health	10 Years	--------
60	A-118	Distribution of Costs, Maintenance	10 Years	--------
61	A-119	Distribution of Costs, Foxed Charges	10 Years	--------
62	A-120	Distribution of Costs, Capital Outlay	10 Years	---------
63	A-121	Distribution of Costs, Vocational	10 Years	---------
64	A-122	Distribution of Costs, Evening School	10 Years	---------
65	A-125	Distribution of Costs	10 Years	----------

				APPENDIX
66	A-130	Property Record	10 Years	----------
67	A-131	Tuition Ledger - Pupils Sent	10 Years	---------
68	A-132	Tuition Ledger - Pupils Received	10 Years	---------
69	A-148	Report of the Secretary	Permanent	---------
70	A-149	Report of the Custodian	Permanent	---------
71	A-151	Purchase Order	6 Years	6 Years
72	A-162	Bond Register	Permanent	---------
73	A-231	Permanent Record Card	Permanent	---------
74	B-1A	Bonding Election Report	---	3 Years
75	C-212	Transportation Contract	6 Years After Term.	6 Years After Term.
76	C-213	Transportation Contract Renewal	6 Years After Term.	6 Years After Term.
77	TB-1	Tuberculosis Testing Survey Card	1 Year after Graduation	--------
77a	101	Application to Local Finance Board & Comm. Of Education (for extension of credit)	Bond Maturity	--------
		FEDERAL PROGRAMS NDEA		--------
78		Reimbursement Claim	6 Years	--------
79		Request for Verification of Expenditures Title V	6 Years	--------
		PUBLIC LAWS 815 AND 874		---------
80	RSF-1	Application for Assistance	3 Years	3 Years
81	RSF-2	Application for Financial Assistance, Public School Construction, Parts I and II	3 Years	3 Years
82	RSF-3	Report for Determining Payment	3 Years	3 Years

Andover Regional School District

2021-2022 School Calendar

MONTH	DATE	DAY	REASON	STUDENT DAYS	TEACHER DAYS
September	1	Wednesday	Teacher In-Service	18	20
	2	Thursday	Teacher In-Service		
	3	Friday	School Closed for Students & Staff		
	6	Monday	Labor Day (School Closed)		
	7	Tuesday	School Starts for Students		
	27	Monday*	Early Dismissal (Teacher In-Service)		
October	11	Monday	Teacher In-Service/Closed for Student	20	21
November	1	Monday*	Early Dismissal (Parent Conference)	18	18
	2	Tuesday*	Early Dismissal (Parent Conference)		
	3	Wednesday*	Early Dismissal (Parent Conference)		
	4 & 5	Thursday & Friday	NJEA Convention (School Closed)		
	24	Wednesday *	Early Dismissal		
	25 & 26	Thursday & Friday	Thanksgiving Recess (School Closed)		
December	6	Monday*	Early Dismissal (Teacher In-Service)	17	17
	23	Thursday*	Early Dismissal		
	24-31	Friday - Friday	Winter Recess (School Closed)		
January	3	Monday	School Resumes	20	21
	17	Monday	Martin Luther King Jr. Day (Teacher In-Service/Closed for Students)		
February	7	Monday*	Early Dismissal (Teacher In-Service)	19	19
	21	Monday	Presidents Day (School Closed)		
March	31	Thursday*	Early Dismissal (Parent Conference)	23	23
April	11	Monday*	Early Dismissal (Teacher In-Service)	15	15
	15-22	Friday - Friday	Spring Recess (School Closed)		
May	9	Monday*	Early Dismissal (Teacher In-Service)	21	21
	30	Monday	Memorial Day (School Closed)		
June	**15**	**Wednesday***	**Early Dismissal for Students**	13	13
	16	**Thursday***	**Early Dismissal for Students**		
	17	**Friday***	**Tentative Last Day / Early Dismissal for Students**		
				184	188

This 2021-2022 calendar is subject to change, at any time, due to the extenuating circumstances at the discretion of the Board of Education.

Approved by the Andover Regional Board of Education - February 24, 2021 & April 27, 2022

School Bus Evacuation
Fall 2021 Evacuations

Date	Time	School	Location of Drill	Route#	Administrator/Witness	Bus Contractor
11/9/2021	8:42 AM	Long Pond	LPS Back Parking Lot	#1	Bryan Fleming	First Student - Andover
11/9/2021	8:42 AM	Long Pond	LPS Back Parking Lot	#2	Bryan Fleming /N. Moustakas	First Student - Andover
11/9/2021	8:44 AM	Long Pond	LPS Back Parking Lot	#5	Bryan Fleming	First Student - Andover
11/9/2021	8:40 AM	Long Pond	LPS Back Parking Lot	#6	Bryan Fleming	First Student - Andover
11/10/2021	8:40 AM	Long Pond	LPS Back Parking Lot	#7	Bryan Fleming/N. Moustakas	First Student - Andover
11/10/2021	8:42 AM	Long Pond	LPS Back Parking Lot	#9	Bryan Fleming / N. Moustakas	First Student - Andover
11/9/2021	8:44 AM	Long Pond	LPS Back Parking Lot	#10	Bryan Fleming /N. Moustakas	First Student - Andover
11/10/2021	8:44 AM	Long Pond	LPS Back Parking Lot	#17	Bryan Fleming / N. Moustakas	First Student - Andover
11/11/2021	8:40 AM	Long Pond	LPS Back Parking Lot	#21	Bryan Fleming /N. Moustakas	First Student - Andover
11/11/2021	8:42 AM	Long Pond	LPS Back Parking Lot	#26	Bryan Fleming /N. Moustakas	First Student - Andover
3/16/2022	7:30 AM	Newton HS	NHS Parking Lot	#12	John Castro	First Student - Andover
3/16/2022	7:25 AM	Newton HS	NHS Parking Lot	#13	John Castro	First Student - Andover
3/16/2022	7:25 AM	Newton HS	NHS Parking Lot	#19	John Castro	First Student - Andover
3/16/2022	7:32 AM	Newton HS	NHS Parking Lot	#23	John Castro	First Student - Andover
3/16/2022	7:35 AM	Newton HS	NHS Parking Lot	#28	John Castro	First Student - Andover
11/9/2021	2:35 PM	Sussex Tech	Sussex Tech Parking Lot	T-1	Donna Coyle	First Student - Andover
11/18/2021	2:45 PM	Pope John	Pope John Parking Lot	PPI	Gene Emering	First Student - Andover
11/18/2021	2:45 PM	Pope John	Pope John Parking Lot	PPII	Gene Emering	First Student - Andover
3/16/2022	7:36 AM	NHS	NHS Parking Lot	E-1460	John Carter	Sussex County Cooperative
3/16/2022	7:32 AM	NHS	NHS Parking Lot	E-0157B	John Carter	Sussex County Cooperative
9/17/2021	8:40 AM	FMB	Front of School	JFB-01	Cindy Mizelle/Linda Kristiansen	Sussex County Cooperative
9/17/2021	9:01 AM	FMB	Front of School	E-0534	Cindy Mizelle/Linda Kristiansen	Stocker Bus

As Per Administrative Code N.J.A.C. 6A:27-11.2
The above mentioned school bus evacuations drills were performed