



Mountain Lakes School District
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MOUNTAIN LAKES BOARD OF EDUCATION

MINUTES OF REGULAR MEETING

October 16, 2023

The meeting was called to order at 6:33pm by Mrs. Barkauskas

STATEMENT OF ADEQUATE NOTICE

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Mountain Lakes Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted in the Mountain Lakes Municipal Building and sent to the following newspapers: *The Daily Record, The Citizen, and the District Website.*

PLEDGE OF ALLEGIANCE

Board President, Mrs. Barkauskas will lead those present in the Pledge of Allegiance

ROLL CALL

Board Member	Present	Absent
Dr. Don	X	
Dr. Driscoll	X	
Mrs. Forman	X	
Mrs. Hermey		X
Dr. Hirschfeld	X (arrived at 7:45pm)	
Ms. Leininger	X	
Dr. McIntyre	X	
Mrs. Parker (<i>Vice President</i>)	X (arrived at 7:40pm)	
Mrs. Tucker	X	
Mrs. Barkauskas (<i>President</i>)	X	

Also present: Mr. Michael Fetherman, Mr. Alex Ferreira, Mrs. Ivonne Ciresi

EXECUTIVE SESSION

BE IT RESOLVED, that the Mountain Lakes Board of Education enter into Executive Session was made by Ms. Leininger and seconded by Dr. Driscoll, that the Board of Education adopt the following resolution.

Roll call vote 7-0-0

BE IT RESOLVED, by the Mountain Lakes Board of Education on this 16th day of October, 2023 at 6:35pm as follows:

1. The Board shall recess to closed session in accordance with the Open Public Meetings Law, N.J.S.A. 10:4-12b (1), (2), (6), (7) and (8). The general nature of the discussion:

Matters of personal confidentiality rights, including but not limited to staff and/or student discipline matters, and specifically: privacy, negotiations, and legal

2. These matters will be disclosed to the public as soon as the need for confidentiality no longer applies. Although the Board cannot guarantee it, the length of the Executive Session is estimated to be 60 minutes after which the public meeting of the Board shall reconvene and proceed with business. Action may take place.

7:40pm – Mrs. Parker entered

7:45pm – Dr. Hirschfeld entered

3. This resolution shall take effect immediately.

MOTION, to leave executive session at 7:47pm was made by Mrs. Tucker and seconded by Dr. Don.

The motion was approved 9-0-0 and the Board returned to public session at 7:47pm.

STUDENT GOVERNMENT REPORT - Ryan Lalani reviewed:

- Briarcliff
 - Back to School Night - September 20, 2023
 - Week of Respect activities - October 2-6, 2023
- Lake Drive
 - October 2 - 6, week of respect and Lake Drive Spirit Week
 - October 6 - school wide assembly, announced our Character Education Theme for the year of RESPONSIBILITY. The entire school will be responsible for caring for a school pet, a fish named “Waffle”.
 - October 9 - Mountain Lakes Fire Department visited our school for Fire Prevention. Each class visited the Fire Truck outside our school and learned about Fire Safety for their homes.
 - Annual Fall Festival will be at the end of the month, complete with a pumpkin patch and a visit from Farmer Jack
 - Honor the week of School Violence awareness October 16-20 by having Sergeant Benitez visit each classroom to discuss school safety
 - Halloween Plans - will include a parade, class parties and Truck -or- Treating
- MLHS
 - MLHS College and Admission Game Presentation took place on Wednesday, October 4th
 - Approximately 150 parents/students listen to advice given from Peter Van Buskirk, former Dean of Admissions at Franklin & Marshall

- SGA worked really hard preparing for the culmination of Spirit Week with a great Homecoming Pep Rally on Friday, October 6th. MLHS showed a lot of spirit for our Fall team captains as well as the musical chairs competition that our Fall Captains also took part in.
- Annual Senior Picnic - Wednesday, October 11th on the turf - thank you to Coach Flynn for organizing some great competitions
- The DECA Car Wash Fundraiser - October 22nd from 11:00am - 4:00pm
- MLHS will be hosting second College Mini- Fair Consortium from 12:00pm -1:00pm in the Main Gym on October 25th
- In celebration of Red Ribbon Week, the H&SA has organized a motivational speaker, “Timothy Shoemaker” to speak to each individual grade level on Thursday, October 26th
- Our new Student Assistance Counselor, Ms. DeTrollo, organized a Wellness Fair for all students and teachers from 9:00am -12:00pm on Friday, October 27th
- Wildwood
 - 9/22: Popcorn Friday and Family Fun Night on the Playground
 - 10/2-6: Week of Respect activities
 - 10/4: Fifth Grade Unity Day: students work as teams to solve problems and accomplish tasks aimed at growing leaders and creating bonds with new groups of students
 - 10/12: Fire Safety visit from the MLFD: Mountain Lakes Fire Department visited our school with their truck and equipment. Students in grades K-2 were able to learn about fire safety and were even able to sit inside the fire truck!
 - 10/27: Popcorn Friday and Family Fun Night
 - 10/31: Halloween Parade and First Grade Halloween Show

MOUNTAIN LAKES SCHOOL DISTRICT STUDENT COMMENT - None

COMMENTS AND REQUESTS FROM THE MLEA CO-PRESIDENTS - None

PRESENTATIONS

2022-23 HIB Self Assessment by Mrs. Lisa Cortese

- Mr. Fetherman introduced Mrs. Cortese
 - Mrs. Cortese reviewed:
 - Self-assessment reports and HIB grading system

7:58pm – Dr. Hirschfeld entered

- HIB Specialist (ABS)

8:01pm – Mrs. Forman and Mrs. Parker entered

- Board discussion

BOARD PRESIDENT REPORT

- Mrs. Barkauskas reviewed:
 - Thanked Mrs. McElduff for her service to the students of Mountain Lakes

SUPERINTENDENT / ASSISTANT SUPERINTENDENT UPDATE

- Mr. Fetherman reviewed:
 - Student wellness
 - Coffee Talk dates

SCHOOL BUSINESS ADMINISTRATOR UPDATE

- Mr. Ferreira reviewed:
 - Annual final expenditure reports
 - Audit report timeline
 - BT/ML negotiations preparation
 - Insurance fund meeting and impact on Workers Comp

APPROVAL OF MINUTES - None

COMMENTS AND REQUESTS FROM THE MEMBERS OF THE PUBLIC ON AGENDA ITEMS – None

COMMUNICATIONS - None

BOONTON TOWNSHIP REPORT - None

COMMITTEE REPORTS

- Facilities – Mrs. Tucker reviewed:
 - ROD Grant update
 - Vandalism at MLHS
 - Homecoming game
 - BC boiler
 - Board discussion

LIAISON AND CONFERENCE REPORTS

- H&SA – Ms. Leininger reviewed:
 - Digital Citizenship Presentation
 - WW Book Sale
 - BC Climate Committee
 - Picture Day
 - Paint the Block
 - Bake Sale
- FOTA – Ms. Leininger reviewed:
 - PEP band tribute
 - Fall Drama
 - Donations to music program
 - Fundraising for Florida Trip
 - Board discussion
- MLEF – Mrs. Tucker reviewed:
 - 50/50 fundraiser
 - Gala planning

REPORT AND RECOMMENDATIONS OF THE SCHOOL BUSINESS ADMINISTRATOR / BOARD SECRETARY**A. FINANCE**

- Mr. Ferreira reviewed:
 - Finance agenda resolutions
 - Board discussion

Motion by Ms. Leininger and seconded by Mrs. Tucker motions #1 - #12

1. Presentation of Bills

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following bills list and check journals as of September 8, 2023 – September 30, 2023, as recommended by the Superintendent:*

Fund	Amount
General Fund (10)	\$1,082,691.84
Special Revenue Fund (20)	\$13,436.92
Capital Project Fund (30)	N/A
Debt Service Fund (40)	N/A
Cafeteria Account Fund (60)	N/A
Payroll	\$2,402,113.92
Total	\$3,498,242.68

District Roll Call 8-1-0 (N: M. Leininger)

2. Budget Transfers

BE IT RESOLVED, that the Mountain Lakes Board of Education approve and authorize the School Business Administrator / Board Secretary's action of making budgetary transfers pursuant to the attached August Transfer Report, as recommended by the Superintendent.*

District Roll Call 8-1-0 (N: M. Leininger)

3. Treasurer's Report

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the Treasurer's Reports for the month ending August, as recommended by the Superintendent.*

District Roll Call 8-1-0 (N: M. Leininger)

4. Board Secretary's Report

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the Board Secretary's Report for the month ending August, as recommended by the Superintendent.*

District Roll Call 8-1-0 (N: M. Leininger)

5. Nonresident Tuition

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following enrollment changes, as recommended by the Superintendent:

Action	Student ID	School-Program	Start Date	End Date	Tuition	Extra Services
Change	IHP-80	Ivy Hall Preschool			\$2,133	
Terminate	8446	Ivy Hall Preschool			-\$13,950	

District Roll Call 8-1-0 (N: M. Leininger)

6. Out of District Placements

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the updated list of out-of-district placements for the 2022 extended school year and the 2022-2023 school year, as recommended by the Superintendent:

Student ID	Placement	Start Date	End Date	Tuition
8426	Windsor School	9/7/23	6/21/24	\$0.00

District Roll Call 8-1-0 (N: M. Leininger)

7. Settlement Agreement

BE IT RESOLVED by the Mountain Lakes Board of Education (hereinafter referred to as the “Board”) that the terms, stipulations and conditions as established in the Settlement Agreement and Release (hereinafter referred to as “Agreement”) between the Board and the Parent of a student ID #6690, whose name is on file in the Superintendent’s office, and which Agreement is located in the student’s file, are hereby adopted and approved by the Board. The Board President and Business Administrator/Board Secretary are hereby authorized and directed to execute the Settlement Agreement and Release, and any other documents necessary to effectuate the settlement, as recommended by the Superintendent.

District Roll Call 8-1-0 (N: M. Leininger)

8. Health and Safety Evaluation of School Buildings Checklist

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the district’s Health and Safety Evaluation of School Buildings checklist for 2023-2024 school year.

WHEREAS, the Mountain Lakes Board of Education and its Chief School Administrator have reviewed the district’s Health and Safety Evaluation of School Buildings checklist for 2023-2024 school year and have determined that all items of the Health and Safety Evaluation of School Buildings checklist have been satisfactorily completed in accordance with applicable requirements;

NOW, THEREFORE, BE IT RESOLVED, that the Mountain Lakes Board of Education hereby affirms the accuracy of the School District’s Statement of Assurance and Health and Safety Evaluation of School Buildings checklist, as recommended by the Superintendent.*

District Roll Call 8-1-0 (N: M. Leininger)

9. Travel / Conferences Expenditures A

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following staff members to attend training and conferences in accordance with Policy 6471, as recommended by the Superintendent:

Name / ID	Location	Date	Event Name	Cost
DISTRICT				
Adams, Sarah	MLHS	10/17/23	Best Practices on Using the Updated 2023 AP Art & Design Rubrics	\$0
Anderson-Urriola, Alexis	MLHS	9/21/23	Refining Your Teaching Strategies for Digital AP Exams	\$0
Baier, Stephanie	MLHS	10/19 - 10/26/23	AP CS Principles Online Workshop	\$150
Banks, Kathleen	MLHS	6/24 - 6/27/23	Searching for ET: Planetary Habitability and Exoplanets	\$100
Ciresi, Ivonne	DW	10/23 - 10/25/23	NJSBA Workshop 2023	\$790
Ciresi, Ivonne	DW	11/1/23	Defining Your Curriculum in Atlas	\$240
Concepcion, Angel	MLHS	1/11 - 1/12/24	World Baseball Coaches Convention	\$333
Doniloski, Jason	MLHS	1/11 - 1/12/24	World Baseball Coaches Convention	\$814
Eklund, Keriann	MLHS	7/24/23	Camp Brave New Teaching (BNT): Summer 2023	\$0
Fetherman, Michael	DW	10/23 - 10/24/23	NJSBA Workshop 2023	\$715
Ferreria, Alex	DW	10/23 - 10/24/23	NJSBA Workshop 2023	\$700
Joy, Melba	DW/CST	10/17/23	Working with Families: The Burdens We Carry	\$7
Moschella, Trina	MLHS	9/20/23	NJSLS Gr. 5 Year 1 - 3 Stages of Learning Math: Number & Operations in Base Ten.	\$0
Moschella, Trina	MLHS	9/27/23	Conquer Math: Algebra 1 NJSLS Yr. 1 3 Stages of Learning & Modeling with Linear Equations & Inequalities	\$0
Moschella, Trina	MLHS	9/29/23	Conquer Math NJSLS - Geometry 3 Stages of Learning; Geometric Constructions & Congruence	\$0
Moschella, Trina	MLHS	9/21/23	Conquer Math: Grade 6 NJSLS - 3 Stages of Learning & The Number System	\$0
Moschella, Trina	MLHS	10/6/23	Northern NJ Math Supervisors Round Table Meeting	\$0
Moschella, Trina	MLHS	11/28/23	Conquer Mathematics - Administrator / Supervisor Workshop	\$180
Petrucelli, Michael	MLHS	10/16 - 10/17/23	Federal AP Day on the Hill	\$0
Rodriguez, Begona	MLHS	12/6/23	Enhancing Spanish Language Instruction: New, Innovative Activities to Strengthen Your Students' Proficiency in Spanish (Grades 6-12)	\$280
Santos, David	DW	9/13 - 6/3/24	MUJC Technology Committee Meeting	\$0
Santos, David	DW	10/4 - 6/3/24	MUJC Cyber Security & Data Privacy Subcommittee Meeting	\$0
Santos, David	DW	9/22 - 6/6/24	NJECC Monthly Member Meeting	\$0
Santos, David	DW	10/13/23	Tech & Learning Regional Summit - Northeast	\$0
Sidhu, Paul	MLHS	11/17/23	Syracuse Project Advance Mandatory Annual Training	\$98

IVY H/BC/WW				
Hussein, Amal	WW	9/20/23	3 Stages of Learning; Number & Operations in Base Ten	\$192
Morris, Jill	WW	11/10/23	NJEA Convention - Virtual	\$0
Posner, Dennis	BC	9/20/23	Explore Marketplace with the Experts	\$0

District Roll Call 8-1-0 (N: M. Leininger)

IVY H/WW/BC Roll call vote 8-1-0 (N: M. Leininger)

10. Bus Evacuation Drill Reports Δ

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the fall School Bus Emergency Evacuation Drills, for the 2023-2024 school year, as recommended by the Superintendent.*

Schools
Mountain Lakes High School
Briarcliff Middle School
Wildwood Elementary School

District Roll Call 8-1-0 (N: M. Leininger)

IVY H/WW/BC Roll call vote 8-1-0 (N: M. Leininger)

11. Food Services Biosecurity Management Plan

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the Food Service Biosecurity Management Plan, for the 2023-2024 school year, as recommended by the Superintendent*.

District Roll Call 8-1-0 (N: M. Leininger)

B. MISCELLANEOUS

12. Long Range Technology Plan

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the Long Range Technology Plan for 2023-2026, as recommended by the Superintendent.*

District Roll Call 8-1-0 (N: M. Leininger)

REPORT AND RECOMMENDATIONS OF THE SUPERINTENDENT**A. PERSONNEL**

- Mr. Fetherman reviewed:
 - Personnel agenda resolutions
 - Revision to motion #25

Motion by Mrs. Parker and seconded by Dr. Driscoll motions #13 - #25

13. Appointments / Amendments/ Resignations / Rescission / Retirements / RIF's 4

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following appointments, amendments, resignations, rescissions, retirements and RIFs, for all regular employees with base pay, be approved, as recommended by the Superintendent:*

Name	Action	UPC	Position	Location	FTE	Degree/Step	Rate of Pay	Start Date	Term Date
IVY H/WW/BC									
Kolek, Judy	Resignation	TCH-BC-MUS-02	Teacher	BC	1.0	BA/Step 8	\$71,670	8/29/18	12/15/23

IVY H/WW/BC Roll call vote 9-0-0

14. Athletics / Extra Curricular Activities (Schedule B Appointments) 4

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following additional compensation, for all extra earnings under the contract, as recommended by the Superintendent:

Name	Action	Position	Location	Degree/Step	Rate of Pay	Start Date	Term Date
DISTRICT							
Cook, Denis	Appointment	Asian American Culture Club	MLSH		N/A	8/28/23	6/30/24
Politano, Christina	Appointment	Debate Team Forensics	MLHS	Step 1	\$3,058 (shared)	10/1/23	6/30/24
Rodriguez, Begona	Appointment	Debate Team Forensics	MLHS	Step 1	\$3,058 (shared)	10/1/23	6/30/24
Suarez, Jennifer	Appointment	Womens' Weightlifting Club	MLHS		N/A	8/28/23	6/30/24
Terzis, Patrick	Appointment	Car Club	MLHS		N/A	8/28/23	6/30/24
White, Kenneth	Appointment	History Club	MLHS		N/A	8/28/23	6/30/24
IVY H/WW/BC							
Paolazzi, Christopher	Appointment	Teacher Leader for School Security	WW		\$1,000	8/30/23	6/30/24

District Roll Call 9-0-0

IVY H/WW/BC Roll call vote 9-0-0

15. Additional Compensation ▴

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following additional compensation, for extra earnings not listed in contract, as recommended by the Superintendent * (For Curriculum Migration to Atlas, please see attached chart #15.):

Name	Action	UPC	Position	Location	FTE	Degree/Step	Rate of Pay	Start Date	Term Date
DISTRICT									
Alfano, Jessica	Appointment	TCH-HS-MATH-08	Additional Compensation/ Extra Class	MLHS	.2	MA/Step 15	\$16,500 (pro-rated)	10/23/23	11/17/23
Ayhan, Aaron	Appointment	TCH-HS-MATH-05	Additional Compensation/ Extra Class	MLHS	.2	MA/Step 15	\$16,500 (pro-rated)	10/23/23	11/17/23
Blood, Dara	Appointment	TCH-HS-MATH-03	Additional Compensation/ Extra Class	MLHS	.2	MA/Step 15	\$16,500 (pro-rated)	10/23/23	11/17/23
Chandra, Mukta	Appointment	TCH-HS-CST-02	Teacher – Learning Strategies	MLHS		MA/Step 9	\$81.25/hr	10/17/23	6/30/24
Cook, Denis	Appointment	TCH-HS-MATH-04	Additional Compensation /Extra Class	MLHS	.2	MA/Step 14	\$16,500 (pro-rated)	10/23/23	11/17/23
Dorney, Bridgett	Appointment	TCH-HS-CST-03	Teacher – Learning Strategies	MLHS		BA/Step 15	\$82.50/hr	10/17/23	6/30/24
Durkin, Dawn	Appointment	TCH-HS-CST-04	Teacher – Learning Strategies	MLHS		MA+30/Step 15	\$82.50/hr	10/17/23	6/30/24
Kemp Hill, Theresa	Appointment	TCH-BC-MUS-01	Evening Events/ Presentation	MLHS			\$100 (not to exceed 2 hrs)	10/5/23	10/5/23
Marcoux, Jenna (OD)	Appointment		Extracurricular Interpreter	DW			Board Approved Rate, (not to exceed 100 hrs.)	8/30/23	6/30/24
Price, Ryan	Appointment	TCH-HS-MUS-01	Evening Events/ Presentation	MLHS			\$100 (Not to exceed 2 hrs.)	10/5/23	10/5/23
Rigby- Krause, Effie	Appointment	TCH-HS-MATH-09	Additional Compensation/ Extra Class	MLHS	.2	MA/Step 15	\$16,500 (pro-rated)	10/23/23	11/17/23
Spence-Reid, Trish	Appointment	SPS-CST-LDTC-02	NJGPA proctor for OOD Student	MLHS			Hourly Rate (not to exceed 8 hrs.)	7/23/23	7/26/23
Vecchio, Christine	Appointment	TCH-HS-CST-09	Teacher – Learning Strategies	MLHS		MA+30/Step 15	\$82.50/hr	10/17/23	6/30/24
IVY H/WW/BC									
Doolittle, Christina	Appointment	TCH-BC-CST-03	PTP Mentor (5633)	BC			\$1,000 (pro-rated)	10/2/23	12/15/23
Vallies, Austin	Appointment	TCH-HS-MUS-03	Winter Concert Accompanist	BC			\$100	12/12/23	12/12/23
Vallies, Austin	Appointment	TCH-HS-MUS-03	Spring Concert Accompanist	BC			\$100	5/15/24	5/15/24

District Roll Call 9-0-0

IVY H/WW/BC Roll call vote 9-0-0

16. Substitutes, Volunteers and Intern Appointments

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following appointments, as recommended by the Superintendent:

Name	Action	Position	Location	Rate of Pay	Start Date	Term Date
DISTRICT						
Arakelian, Christine	Appointment	Volunteer	DW	N/A	8/30/23	6/30/24
Astrup, Marcelle	Appointment	Volunteer	DW	N/A	8/30/23	6/30/24
DeRocco, Claudia	Appointment	Substitute	DW	Board Approved Rate	10/17/23	6/30/24
Duke-Lees, Lisa	Appointment	Volunteer	DW	N/A	8/30/23	6/30/24
Heimbach, Judith	Appointment	Volunteer	DW	N/A	8/30/23	6/30/24
Hession, Fernanda	Appointment	Volunteer	DW	N/A	8/30/23	6/30/24
Johnson, Emily	Appointment	Volunteer	DW	N/A	8/30/23	6/30/24
Levy, Jen	Appointment	Volunteer	DW	N/A	8/30/23	6/30/24
Lucarelli, Jean	Appointment	Volunteer	DW	N/A	8/30/23	6/30/24
Maniar, ErinMarie	Appointment	Volunteer	DW	N/A	8/30/23	6/30/24
McGrady, Jessica	Appointment	Volunteer	DW	N/A	8/30/23	6/30/24
McVeigh, Julia	Appointment	Volunteer	DW	N/A	8/30/23	6/30/24
Nacim, Allison	Appointment	Volunteer	DW	N/A	8/30/23	6/30/24
Sauer, Kim	Appointment	Volunteer	DW	N/A	8/30/23	6/30/24
Savage, Julie	Appointment	Volunteer	DW	N/A	8/30/23	6/30/24
Van Allen, Mia	Appointment	Volunteer	DW	N/A	8/30/23	6/30/24

District Roll Call 9-0-0

17. Field Trips A

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following field trips for the 2022-2023 school year, as recommended by the Superintendent:

School	Destination	Reason	Date
DISTRICT			
MLHS	Newark, NJ	PXL - Museum Visit	10/25/23
MLHS	Mahwah, NJ	The Empathy, Equality, Entrepreneurship Mission (TEEEM) Leadership Symposium	10/16/23
IVY H/WW/BC			
WW	Mountain Lakes, NJ	Visit Public Library	10/9/23
BC	New Providence, NJ	Robotics Robot Revolution League Event 3	12/17/23

BC	Boston, MA	8 th Grade Trip	6/11-6/13/24
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District Roll Call 9-0-0

IVY H/WW/BC Roll call vote 9-0-0

18. Tuition Reimbursement ▲

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following course(s) for tuition reimbursement when the course has been completed and the transcripts received by the Superintendent's office, as recommended by the Superintendent:

Name	Location	College/University	Course Title / #	Credits
DISTRICT				
Doniloski, Jason	MLHS	University of California – San Diego	Education Technology 101/ EDUC41493	5
Doniloski, Jason	MLHS	University of California – San Diego	Character Education for the 21st Century/ EDUC40129	5
Doniloski, Jason	MLHS	University of California – San Diego	Responding To Students' Mental Health Challenges with SEL/ EDUC42428	5
Suarez, Jennifer	MLHS	University of California – San Diego	Character Education for the 21st Century/ EDUC40129	5
Suarez, Jennifer	MLHS	University of California – San Diego	Education Technology 101/ EDUC41493	5
IVY H/WW/BC				
Doolittle, Christina	BC	University of California – San Diego	Building Empathy and Community in Middle and High School/ EDUC4	5
Doolittle, Christina	BC	University of California – San Diego	Instilling A Growth Mindset in Students/EDUC4	5

District Roll Call 9-0-0

IVY H/WW/BC Roll call vote 9-0-0

B. CURRICULUM / SPECIAL SERVICES**19. District Curriculum Δ**

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the revised curriculum for the district, as recommended by the Superintendent:

District Curriculum			
Project Number	Department	Subject/Course/Grade	Level
1	Computer Science	Introduction to Computer Programming	High School
2	Computer Science	Computer Programming 2	High School
3	Computer Science	Graphic Design	High School
4	Consumer Science	Advanced Foods	High School
5	Consumer Science	Fashion and Image	High School
6	Consumer Science	Nutrition	High School
7	Consumer Science	Global Cuisine	High School
8	English	Film Studies	High School
9	English	Public Speaking	High School
10	English	English 10: AP Seminar	High School
11	Fine & Performing Arts	Portfolio Development	High School
12	PE/Health	Health 9	High School
13	PE/Health	Health 11	High School
14	PE/Health	Health 12	High School
15	Science	Astronomy	High School
16	Social Studies	U.S. History 1	High School
17	Social Studies	U.S. History 2	High School
18	World Languages	Spanish 5	High School
		AP Classes (College Board Syllabi)	Level
19	Computer & Technology	AP Computer Science A	High School
20	Computer & Technology	AP Computer Science Principles	High School
21	ELA	AP English Language and Composition	High School
22	ELA	AP English Literature and Composition	High School
23	ELA	AP Seminar	High School
24	ELA	AP Research	High School
25	Mathematics	AP Calculus A/B	High School

26	Mathematics	AP Calculus B/C	High School
27	Mathematics	AP Statistics	High School
28	Science	AP Biology	High School
29	Science	AP Chemistry	High School
30	Science	AP Environmental Science	High School
31	Science	AP Physics 1	High School
32	Science	AP Physics 2	High School
33	Science	AP Physics C	High School
34	Social Studies	AP European History	High School
35	Social Studies	AP U.S. History 2	High School
36	Social Studies	AP World History	High School
37	Social Studies	AP Micro/Macro Economics	High School
38	Social Studies	AP United States Government and Politics	High School
39	Social Studies	AP Art History	High School
40	Visual & Performing Arts	AP Music Theory	High School
41	Visual & Performing Arts	AP Studio Art	High School
42	World Language	AP Spanish Language and Culture	High School
43	World Language	AP French Language and Culture	High School

IVY H/WW/BC Curriculum

Project Number	Department	Subject/Course/Grade	Level
44	Computer Science	Computer Technology K-2	Elementary
45	Computer Science	Computer Technology 3-5	Elementary
46	Computer Science	Allied Computers Grade 6	Middle School
47	Computer Science	Allied Computers Grade 7	Middle School
48	Computer Science	Allied Computers Grade 8	Middle School
49	Computer Science	Computer Programming Elective Grade 6-8	Middle School
50	Enrichment	K-2 Enrichment	Elementary
51	Fine & Performing Arts	Music K-2	Elementary
52	Fine & Performing Arts	Music 3-5	Elementary
53	Library Media	Library Media 3-5	Elementary
54	Library Media	Library Media K-2	Elementary
55	Math	Math Grade 3	Elementary

56	Math	Math Grade 8	Middle School
57	Preschool 3	PreK 3	Elementary
58	Preschool 4	PreK 4	Elementary
59	Social Studies	Social Studies Kindergarten	Elementary
60	Social Studies	Social Studies Grade One	Elementary
61	Social Studies	Social Studies Grade Two	Elementary
62	Social Studies	Social Studies Grade Three	Elementary
63	Social Studies	Social Studies Grade Four	Elementary
64	World Languages	French Grade 7	Middle School
65	World Languages	French Grade 8	Middle School
66	World Languages	Spanish Grade 7	Middle School
67	World Languages	Spanish Grade 8	Middle School

District Roll Call 9-0-0

IVY H/WW/BC Roll call vote 9-0-0

20. Ancillary Classroom Materials and Resources Approval Δ

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following ancillaries, as recommended by the Superintendent:

School	Item	Publisher
DISTRICT		
MLHS	DeltaMath	DeltaMath Solutions
IVY H/WW/BC		
BC	DeltaMath	DeltaMath Solutions
WW	Fountas & Pinnel Leveled Literacy Intervention (LLI)	Heinemann

District Roll Call 9-0-0

IVY H/WW/BC Roll call vote 9-0-0

C. MISCELLANEOUS

21. Harassment, Intimidation and Bullying Incident

BE IT RESOLVED, that the Mountain Lakes Board of Education affirm and adopt the Superintendent's decision and findings for the Harassment, Intimidation and Bullying incident #002-2324-MLHS reported to the Board of Education on October 2, 2023, and discussed in Executive Session, as recommended by the Superintendent.

District Roll Call 9-0-0

22. Harassment, Intimidation and Bullying Incident

BE IT RESOLVED, that the Mountain Lakes Board of Education affirm and adopt the Superintendent's decision and findings for the Harassment, Intimidation and Bullying incident #003-2324-MLHS reported to the Board of Education on October 2, 2023, and discussed in Executive Session, as recommended by the Superintendent.

District Roll Call 9-0-0

23. Nursing Plan

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the 2023-2024 Nursing Plan, as recommended by the Superintendent.*

District Roll Call 9-0-0

IVY H/WW/BC Roll call vote 9-0-0

24. 2023-2024 District Goals

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the 2023-2024 Mountain Lakes District Goals consistent with the Strategic Plan goals, as recommended by the Superintendent:

Goal Area	Goal Statement
Ensuring the Success of All Students	Diversify academic programming that reaches all learners, emphasizing literacy instruction and programming in K-5.
Ensuring the Success of All Staff	Revise the teacher evaluation system by exploring alternative models and engaging with all stakeholders. Building a culture of communication, collaboration, and problem-solving by using resources like Jimmy Casas coaching and peer discussion.
Supporting the Whole Child	Develop a Social Emotional Learning framework for effective behavioral interventions for all students, emphasizing the entrenchment of the Wingman Program across the district.
Finance/Infrastructure/Technology	Update and prioritize the district's Long Range Facilities Plan (LRFP), conduct a demographic study, develop a safety and security plan, as well as design, migrate, build, and launch a new district website.
Strong Family/School/Community Partnerships	Collaborate with community groups for opportunities to support and show appreciation for teachers, staff, coaches, advisors, and others who engage our students throughout the year, emphasizing a process of awarding NJ Governor Educator of the Year recognition.

District Roll Call 9-0-0

25. 2023-2024 Board of Education Goals

WHEREAS, the Mountain Lakes Board of Education conducted a Board of Education retreat and goal setting session on August 21, 2023; and

WHEREAS, the Mountain Lakes Board of Education identified goals for the 2023-2024 school year; and

NOW THEREFORE, BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following goals:

Board Goal	Committee Support
Development of a sustainable comprehensive budget that supports the district's goals/priorities, short and long-term facility needs, strengthens the district's financial position and works to increase revenue and manage costs.	Finance, Facilities
To support and provide for the implementation of the districtwide five-year strategic plan.	Will assign to align with Strategic Plan action steps
To enhance the support, celebration, and recognition of the contributions and accomplishments of district staff and students.	Curriculum, Personnel, Special Services
To enhance the accountability and transparency of the accomplishment of Board goals through the development/monitoring of action plans and a quarterly reporting of progress.	Full Board

District Roll Call 9-0-0

UNFINISHED BUSINESS

- Superintendent Search
 - Personnel Committee to initiate Superintendent Search process to identify important steps and logistics

NEW BUSINESS

- Staffing at Lake Drive

PENDING LEGISLATION - None

COMMENTS AND REQUESTS FROM THE PUBLIC - None

ADJOURNMENT

MOTION to adjourn the meeting at 9:27pm was made by Mrs. Parker and seconded by Mrs. Forman.

District Roll call vote 9-0-0

The motion was approved 9-0-0 and the Board adjourned at 9:27pm.

Respectfully Submitted,

Alex Ferreira

School Business Administrator / Board Secretary

A Indicates matters not relating to MLHS, the Boonton Township district Representative of the Board of Education will refrain from voting on such matters, pursuant to Board Policy 0141.2.

** Indicates a motion/resolution will have supporting documentation*

2022-2023 District Goals

Goal Area	Goal Statement
Ensuring the Success of All Students	Create a learning environment and programs that provide a solid foundation for all and that supports students of all abilities and interests to achieve their potential in whatever learning path suits them best.
Ensuring the Success of All Staff	Develop and maintain an environment that values and empowers all staff which will lead to passionate educators who feel supported in their positions.
Supporting the Whole Child	To create a safe/nurturing, supportive, and healthy environment where collaboration and diversity are encouraged and celebrated for inclusive learning both within and outside the walls of the classroom.
Finance/Infrastructure/ Technology	Increase revenue, decrease/manage costs, and balance the budget by collaborating with stakeholders and local and state resources.
Strong Family/School/ Community Partnerships	To foster meaningful relationships between school, family, and community that promotes a sense of unity, tradition, and shared responsibility for enriching the lives of all community members.

2022-2023 Board Goals

Board Goal	Committee Support
Development of a sustainable comprehensive budget that supports the district's goals/priorities, short and long-term facility needs, and strengthens the district's financial position.	Finance, Facilities
To support and provide for the implementation of the districtwide five-year strategic plan.	Will assign to align with Strategic Plan action steps
To enhance the support, celebration, and recognition of the contributions and accomplishments of district staff and students.	Curriculum, Personnel, Special Services
To enhance the accountability and transparency of the accomplishment of Board goals through the development/monitoring of action plans and a quarterly reporting of progress.	Full Board

Mountain Lakes Board of Education

Check Register By Check Number

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Check # PO #	Invoice Number	Account Number	Vendor No./ Vendor Name/Remit to Vendor	Batch	Check Amount	Check Description or Multi Remit To Check Name	Check Date	Check Type
POSTED CHECKS								
98741 24-0665		20-041-100-500-HS- - -	9238/BEST COLLEGE FIT	65	2,300.00	Inv. 1473	09/29/2023	C
		Total For Check Number 98741			\$2,300.00			
98742 24-0729		11-000-262-441-DW- - -	1291/BOROUGH OF MOUNTAIN LAKES	65	310,000.00	Tennis Courts Reconstruction	09/29/2023	C
		Total For Check Number 98742			\$310,000.00			
98743 24-0651		11-000-262-622-BC-0640B- -	2181/J C P & L	65	1,208.49	8/29-9/28	09/29/2023	C
	24-0651	11-000-262-622-HS-0640B- -	2181/J C P & L	65	3,960.98	8/19-9/19; 8/29-9/28	09/29/2023	C
	24-0651	11-000-262-622-LR-0640B- -	2181/J C P & L	65	1,107.77	8/24-9/22	09/29/2023	C
	24-0651	11-000-262-622-WW-0640B- -	2181/J C P & L	65	3,321.25	8/29-9/28; 8/29-9/28	09/29/2023	C
		Total For Check Number 98743			\$9,598.49			
98744 24-0600		11-000-221-800-CI- - -	2579/NJASA	65	2,207.00	22-23 Membership Dues	09/29/2023	C
		Total For Check Number 98744			\$2,207.00			
98745 24-0483		11-000-251-500-AD- - -	6913/ABLE SHRED BUSINESS PRODUCTS LLC	66	25.00	Inv. 5077	09/29/2023	C
	24-0631	11-190-100-500-LR-0720C- -	6913/ABLE SHRED BUSINESS PRODUCTS LLC	66	125.00	Inv. 4919	09/29/2023	C
		Total For Check Number 98745			\$150.00			
98746 24-0461		11-000-261-420-DW-0750 - -	4813/AC DAUGHTRY, INC	66	175.00	Inv. 3883353	09/29/2023	C
		Total For Check Number 98746			\$175.00			
98747 24-0802		11-000-251-500-AD- - -	6086/ACCESS	66	818.57	Inv. 10478537 Sept.'23	09/29/2023	C
		Total For Check Number 98747			\$818.57			
98748 24-0768		11-190-100-610-HS-0240A-F -	8624/ALBERTSON/SAFEWAY	66	32.51	(3) Sept./Oct.'23 Receipts	09/29/2023	C
		Total For Check Number 98748			\$32.51			
98749 24-0420		11-190-100-610-LR-0730B- -	4572/ADVANCED BIONICS, LLC	66	1,578.00	Inv. 4190698099	09/29/2023	C
		Total For Check Number 98749			\$1,578.00			
98750 24-0743		11-000-261-420-DW-0750 - -	4302/AMC PRECISION GLASS, INC.	66	775.00	Inv. 7369	09/29/2023	C
		Total For Check Number 98750			\$775.00			
98751 24-0459		11-000-261-610-DW-0730B- -	1123/MORRIS COUNTY HARDWARE & PAINT	66	1,716.63	Sept.'23 Invoices	09/29/2023	C
		Total For Check Number 98751			\$1,716.63			
98752 24-0774		11-000-240-610-HS-0250A- -	8836/ANDYMARK INC.	66	514.28	Inv. EC3S4YE	09/29/2023	C
		Total For Check Number 98752			\$514.28			
98753 24-0308		11-000-261-420-DW-0750 - -	5261/ARROW ELEVATOR INC.	66	425.00	Inv. 114050 Oct.'23	09/29/2023	C
		Total For Check Number 98753			\$425.00			
98754 24-0759		11-000-240-500-HS- - -	7882/ATLANTIC COMMUNICATIONS	66	1,748.80	Inv. 21609	09/29/2023	C

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Check #	PO #	Invoice Number	Account Number	Vendor No./ Vendor Name/Remit to Vendor	Batch	Check Amount	Check Description or Multi Remit To Check Name	Check Date	Check Type
POSTED CHECKS									
Total For Check Number 98754						\$1,748.80			
98755	24-0393		11-207-100-610-LR-0240 - -	6282/B&H PHOTO	66	222.45	Inv. 216555584	09/29/2023	C
Total For Check Number 98755						\$222.45			
98756	24-0303		11-000-262-441-DW- - -	6140/BOROUGH OF MOUNTAIN LAKES	66	3,750.00	Oct.'23	09/29/2023	C
Total For Check Number 98756						\$3,750.00			
98757	24-0304		11-000-262-420-DW-0620A- -	1293/BOROUGH MOUNTAIN LAKES	66	8,333.00	Oct.'23	09/29/2023	C
Total For Check Number 98757						\$8,333.00			
98758	24-0719		11-402-100-610-HS-1020A-54-	1342/BSN SPORTS, LLC	66	40.64	Inv. 923016380	09/29/2023	C
	24-0728		11-402-100-610-HS-1020A-54-	1342/BSN SPORTS, LLC	66	136.19	Inv. 922786480	09/29/2023	C
Total For Check Number 98758						\$176.83			
98759	24-0240		11-000-252-500-TD- - -	8659/CANON FINANCIAL SERVICES, INC	66	929.18	Inv. 31319644 9/20-10/19/23	09/29/2023	C
	24-0240		11-190-100-440-TD- - -	8659/CANON FINANCIAL SERVICES, INC	66	2,168.08	Inv. 31319644 9/20-10/19/23	09/29/2023	C
Total For Check Number 98759						\$3,097.26			
98760	24-0301		11-000-291-270-DW-0820C- -	4676/DELTA DENTAL OF N J *	66	17,874.09	Dental Ins Premium Sept.'23	09/29/2023	C
Total For Check Number 98760						\$17,874.09			
98761	24-0644		11-000-222-610-WW-0230A- -	1641/DEMCO INC	66	938.29	Inv. 7364463	09/29/2023	C
Total For Check Number 98761						\$938.29			
98762	24-0614		11-213-100-610-CS-1106A-64-	5655/DISCOUNT SCHOOL SUPPLY	66	831.43	P42429850 101, 102, 103	09/29/2023	C
Total For Check Number 98762						\$831.43			
98763	24-0660		11-000-261-420-DW-0750 - -	1093/NORTHEASTERN TECHNOLOGIES GROUP	66	8,900.00	INV-45463	09/29/2023	C
Total For Check Number 98763						\$8,900.00			
98764	24-0444		11-000-261-610-DW-0730B- -	4312/FERGUSON ENTERPRISES, INC. #501	66	1,722.64	(9) Sept.'23 Invoices	09/29/2023	C
Total For Check Number 98764						\$1,722.64			
98765	24-0290		11-000-222-610-WW-0230B- -	7491/FOLLETT SCHOOL SOLUTIONS, INC.	66	989.74	Inv. 1522372	09/29/2023	C
Total For Check Number 98765						\$989.74			
98766	24-0583		11-000-263-610-DW- - -	1887/FOREST LUMBER & SUPPLY CO	66	59.98	Inv. 4412	09/29/2023	C
Total For Check Number 98766						\$59.98			
98767	24-0423		11-000-213-330-LR-0430A- -	8994/HEATHER LYN BLACKWELL LONG	66	7,926.25	Sept.'23	09/29/2023	C

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Check # PO #	Invoice Number	Account Number	Vendor No./ Vendor Name/Remit to Vendor	Batch	Check Amount	Check Description or Multi Remit To Check Name	Check Date	Check Type
POSTED CHECKS								
Total For Check Number 98767					\$7,926.25			
98768 24-0246		11-190-100-500-TD-0720D- -	8621/INTRADO INTERACTIVE SERVICES CORPORATION	66	4,637.50	Invs #358985, #380323	09/29/2023	C
Total For Check Number 98768					\$4,637.50			
98769 24-0819		11-000-240-500-BC- - -	6251/JOHN SHAVER INSTRUMENTATION	66	76.00	Inv. 9279	09/29/2023	C
24-0825		11-190-100-500-HS- - -	6251/JOHN SHAVER INSTRUMENTATION	66	76.00	Inv. 9279	09/29/2023	C
Total For Check Number 98769					\$152.00			
98770 24-0726		11-190-100-610-BC-0250D-BR-	7854/JOURNEYED.COM, INC.	66	97.60	Inv. 10528719	09/29/2023	C
Total For Check Number 98770					\$97.60			
98771 22-0702		11-000-240-890-HS-0250D-BE-	4788/MAA AMERICAN MATH COMPETITIONS	66	530.00	H167463, H167464	09/29/2023	C
22-0973		11-190-100-610-HS-0240A-B -	4788/MAA AMERICAN MATH COMPETITIONS	66	92.08	J168641	09/29/2023	C
22-0973		11-190-100-610-HS-0240A-M -	4788/MAA AMERICAN MATH COMPETITIONS	66	103.92	J168641	09/29/2023	C
23-0648		11-190-100-890-HS-0250D-BK-	4788/MAA AMERICAN MATH COMPETITIONS	66	298.00	J170491	09/29/2023	C
23-0649		11-190-100-890-HS-0250D-BK-	4788/MAA AMERICAN MATH COMPETITIONS	66	666.00	H169049, H169050	09/29/2023	C
Total For Check Number 98771					\$1,690.00			
98772 24-0564		11-000-213-330-CS-0431A- -	8960/MARILYN A. KUBICHEK, MD, FAAP	66	650.00	7/26 GB	09/29/2023	C
Total For Check Number 98772					\$650.00			
98773 24-0820		11-402-100-890-HS-1020A-21-	9204/MARK BITAR II	66	464.00	Invoice dated 9/20/23	09/29/2023	C
Total For Check Number 98773					\$464.00			
98774 24-0421		11-000-213-330-LR-0430A- -	4428/MARY OSBORNE	66	6,277.50	Inv. 1410 Sept.'23	09/29/2023	C
Total For Check Number 98774					\$6,277.50			
98775 23-1486		P2-511-200-500-DW- - -	9351/MASTER GRINDING & SECURITY, LLC	66	5,263.62	Invs. #23304, #23614	09/29/2023	C
Total For Check Number 98775					\$5,263.62			
98776 24-0736		11-190-100-890-BC-0250A- -	2457/MATHCOUNTS FOUNDATION	66	240.00	Order #WEB-14903	09/29/2023	C
Total For Check Number 98776					\$240.00			
98777 24-0814		11-402-100-890-HS-1020A-21-	9314/MCBSCA	66	150.00	23-24 Dues	09/29/2023	C
Total For Check Number 98777					\$150.00			

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POSTED CHECKS								
98778 24-0667		11-000-263-890-DW-0660A- -	9284/PAUL O. STANZIALE	66	430.00	Reg Fees-R Durkin, G Snowden	09/29/2023	C
		Total For Check Number 98778			\$430.00			
98779 24-0829		11-402-100-890-HS-1020A-21-	9275/MILLBURN BOARD OF EDUCATION	66	300.00	09/23/23 Entry Fee	09/29/2023	C
		Total For Check Number 98779			\$300.00			
98780 24-0307		11-000-263-420-DW-0720A- -	9052/MOORE CONTROL EXTERMINATING CO	66	248.55	Invs. 82873-82876 Oct.'23	09/29/2023	C
		Total For Check Number 98780			\$248.55			
98781 24-0437		11-190-100-640-HS-0220C-HS-	7611/MPS	66	6,344.45	#32301537; #31950701	09/29/2023	C
		Total For Check Number 98781			\$6,344.45			
98782 24-0910		11-000-223-580-HS-0250B- -	7187/N.J. SCIENCE CONVENTION	66	200.00	Inv. dated Oct. 1, 2023	09/29/2023	C
		Total For Check Number 98782			\$200.00			
98783 24-0739		11-000-222-610-HS-0230B- -	1399/THE NEW YORK TIMES	66	1,310.40	Inv. 366679BC2334	09/29/2023	C
		Total For Check Number 98783			\$1,310.40			
98784 24-0384		11-402-100-890-HS-1020A-21-	4919/NJSIAA	66	140.00	0086196-IN, 0086313-IN	09/29/2023	C
		Total For Check Number 98784			\$140.00			
98785 24-0751		11-190-100-500-HS- - -	9307/JONATHAN LASSLETT	66	421.00	Inv. MLHS02	09/29/2023	C
		Total For Check Number 98785			\$421.00			
98786 24-0806		11-190-100-500-LR-0720C- -	1107/PHONAK, INC	66	895.99	Inv. 5139669597	09/29/2023	C
24-0807		11-190-100-610-LR-0730B- -	1107/PHONAK, INC	66	73.99	Inv. 5139698769	09/29/2023	C
24-0413		11-190-100-610-LR-0730B- -	1107/PHONAK, INC	66	9,595.58	Inv. 5139322500	09/29/2023	C
		Total For Check Number 98786			\$10,565.56			
98787 24-0636		11-000-263-610-DW- - -	7545/PIONEER MANUFACTURING COMPANY	66	1,267.97	INV893855	09/29/2023	C
		Total For Check Number 98787			\$1,267.97			
98788 24-0752		20-041-100-610-HS- - -	9389/POLAR ELECTRO, INC	66	5,873.30	Invs. #331692420, #331692336	09/29/2023	C
		Total For Check Number 98788			\$5,873.30			
98789 24-0446		11-000-261-420-DW-0750 - -	5696/R&J CONTROL, INC.	66	350.00	Invs. 0381282, 0381297	09/29/2023	C
		Total For Check Number 98789			\$350.00			
98790 24-0354		11-000-240-500-BC- - -	2881/READY REFRESH BY NESTLE	66	27.98	AC 0015576978 6/3-7/12/23	09/29/2023	C
24-0354		11-000-240-500-BC- - -	2881/READY REFRESH BY NESTLE	66	29.38	AC 0015576978 7/13 - 8/12/23	09/29/2023	C
24-0354		11-000-240-500-BC- - -	2881/READY REFRESH BY NESTLE	66	29.38	AC 0015576978 8/13-9/12/23	09/29/2023	C
		Total For Check Number 98790			\$86.74			
98791 24-0808		11-190-100-610-LR-0730B- -	8302/SCHOOL MATE	66	64.50	Inv. Order #SM68449E23	09/29/2023	C
		Total For Check Number 98791			\$64.50			

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Check #	PO #	Invoice Number	Account Number	Vendor No./ Vendor Name/Remit to Vendor	Batch	Check Amount	Check Description or Multi Remit To Check Name	Check Date	Check Type
POSTED CHECKS									
98792	24-0677		11-402-100-610-HS-1020A-54-	8866/SCHOOL PRIDE LTD	66	36.25	Inv. 93996	09/29/2023	C
Total For Check Number 98792						\$36.25			
98793	24-0201		11-190-100-610-WW-0240A-U -	9170/SCHOOL SPECIALTY, LLC	66	308.96	#308104347388	09/29/2023	C
	24-0203		11-190-100-610-WW-0240A-U -	9170/SCHOOL SPECIALTY, LLC	66	414.40	#308104381289	09/29/2023	C
	24-0204		11-190-100-610-WW-0240A-U -	9170/SCHOOL SPECIALTY, LLC	66	785.82	#208132790230	09/29/2023	C
	24-0207		11-190-100-610-WW-0240A-U -	9170/SCHOOL SPECIALTY, LLC	66	604.96	#308104324681	09/29/2023	C
	24-0211		11-190-100-610-WW-0240A-U -	9170/SCHOOL SPECIALTY, LLC	66	649.06	#308104349099	09/29/2023	C
	24-0218		11-190-100-610-WW-0240A-U -	9170/SCHOOL SPECIALTY, LLC	66	329.44	#308104381295, #208133124885	09/29/2023	C
	24-0265		11-190-100-610-WW-0240A-U -	9170/SCHOOL SPECIALTY, LLC	66	160.06	#208132674973	09/29/2023	C
	24-0283		11-190-100-610-WW-0240A-U -	9170/SCHOOL SPECIALTY, LLC	66	163.08	#308104336040	09/29/2023	C
Total For Check Number 98793						\$3,415.78			
98794	24-0740		11-190-100-610-TD-0730A- -	8712/SHI INTERNATIONAL CORP	66	597.75	Inv. B17423048	09/29/2023	C
	24-0769		11-190-100-610-TD-0730E- -	8712/SHI INTERNATIONAL CORP	66	14,222.52	Invs. B17389847, B17394622	09/29/2023	C
Total For Check Number 98794						\$14,820.27			
98795	24-0803		11-000-263-610-DW- - -	6165/SITEONE LANDSCAPE SUPPLY, LLC	66	2,298.00	Inv. 134435744-001	09/29/2023	C
	24-0586		11-000-263-610-DW- - -	6165/SITEONE LANDSCAPE SUPPLY, LLC	66	82.23	Inv. 133992155-001	09/29/2023	C
Total For Check Number 98795						\$2,380.23			
98796	24-0717		11-190-100-500-CI- - -	9394/SOUNDTRAP US INC	66	818.00	Inv. CIUS100332	09/29/2023	C
Total For Check Number 98796						\$818.00			
98797	24-0339		11-000-219-610-CS-1101A- -	7945/STAPLES BUSINESS CREDIT	66	259.00	Order #7378210115	09/29/2023	C
	24-0565		11-000-219-610-CS-1101A- -	7945/STAPLES BUSINESS CREDIT	66	532.36	Order 7378208684	09/29/2023	C
	24-0612		11-000-219-610-CS-1101A- -	7945/STAPLES BUSINESS CREDIT	66	140.79	Order 7378212018	09/29/2023	C
	24-0653		11-000-219-610-CS-1101A- -	7945/STAPLES BUSINESS CREDIT	66	957.59	Order 7613132976	09/29/2023	C
	24-0815		11-000-219-610-CS-1101A- -	7945/STAPLES BUSINESS CREDIT	66	835.67	Order 7615342296	09/29/2023	C
	24-0816		11-000-219-610-CS-1101A- -	7945/STAPLES BUSINESS CREDIT	66	71.64	Order 7615343468	09/29/2023	C
	24-0765		11-000-240-610-LR-0250E- -	7945/STAPLES BUSINESS CREDIT	66	130.90	Order 7614855540	09/29/2023	C
	24-0708		11-000-240-610-WW-0250A- -	7945/STAPLES BUSINESS CREDIT	66	244.95	Order 7614448123	09/29/2023	C
	24-0795		11-190-100-610-WW-0240A-U -	7945/STAPLES BUSINESS CREDIT	66	737.04	Order 7378464256	09/29/2023	C
	24-0548		11-213-100-610-CS-1106A-64-	7945/STAPLES BUSINESS CREDIT	66	4.87	Order #7613392507	09/29/2023	C
Total For Check Number 98797						\$3,914.81			
98798	24-0237		11-190-100-500-TD-0720C- -	9239/T-MOBILE	66	120.00	AC 977316580 Sept.'23	09/29/2023	C
Total For Check Number 98798						\$120.00			
98799	24-0835		11-000-218-610-HS-0250A-G -	3320/TEACHER	66	126.58	Betsy Sullivan	09/29/2023	C
Total For Check Number 98799						\$126.58			

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Check # PO #	Invoice Number	Account Number	Vendor No./ Vendor Name/Remit to Vendor	Batch	Check Amount	Check Description or Multi Remit To Check Name	Check Date	Check Type
POSTED CHECKS								
98800 24-0296		11-000-222-610-WW-0230B- -	1187/TECH 4 LEARNING, INC	66	2,185.00	Inv. 80557	09/29/2023	C
		Total For Check Number 98800			\$2,185.00			
98801 24-0662		11-000-240-610-BC-0250A- -	8616/DATA MANAGEMENT, INC.	66	2,108.30	Inv. I448087	09/29/2023	C
		Total For Check Number 98801			\$2,108.30			
98802 24-0652		11-000-262-622-HS-0640B- -	8054/TIOGA SOLAR MORRIS COUNTY 1, LLC	66	1,214.05	Sept.'23	09/29/2023	C
		Total For Check Number 98802			\$1,214.05			
98803 24-0818		11-000-213-330-CS-0431A- -	8630/TRINITAS CHILDREN'S THERAPY SERVICES	66	2,148.00	0723	09/29/2023	C
		Total For Check Number 98803			\$2,148.00			
98804 24-0238		11-190-100-500-TD-0720C- -	9144/VERIZON	66	495.79	356-779-984-001-81 10/1-10/31	09/29/2023	C
		Total For Check Number 98804			\$495.79			
98805 24-0725		11-190-100-610-TD-0730E- -	9374/VIVACITY TECH PBC	66	2,297.00	INV1005040	09/29/2023	C
		Total For Check Number 98805			\$2,297.00			
98806 24-0834		11-000-218-610-HS-0250A-G -	6480/W.B. MASON CO., INC.	66	578.70	Inv. 241729984	09/29/2023	C
24-0834		11-000-240-610-HS-0250A- -	6480/W.B. MASON CO., INC.	66	578.70	Inv. 241729984	09/29/2023	C
24-0834		11-190-100-610-HS-0240A-U -	6480/W.B. MASON CO., INC.	66	1,157.40	Inv. 241729984	09/29/2023	C
		Total For Check Number 98806			\$2,314.80			
98807 24-0269		11-190-100-610-HS-0240A-C -	3591/WARD'S NATURAL SCIENCE	66	451.31	#8813818192, #8813827294	09/29/2023	C
		Total For Check Number 98807			\$451.31			
		Total Posted Checks			\$472,932.10			

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Vendor No./ Vendor Name/Remit to Vendor							
Fund Summary	Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
	10	11	\$459,495.18				\$459,495.18
	20	20	\$8,173.30				\$8,173.30
	20	P2	\$5,263.62				\$5,263.62
	Fund 20	TOTAL	\$13,436.92				\$13,436.92
	GRAND	TOTAL	\$472,932.10	\$0.00	\$0.00	\$0.00	\$472,932.10

* Total Prior Cycle Checks Voided in selected cycle(s):	\$0.00
Total Checks from selected cycle(s) voided in the selected cycle(s):	\$0.00

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for Batch 67 and Posted Checks : Current Cycle : September

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Check #	PO #	Invoice Number	Account Number	Vendor No./ Vendor Name/Remit to Vendor	Batch	Check Amount	Check Description or Multi Remit To Check Name	Check Date	Check Type
POSTED CHECKS									
1038733	Non A/P Chk		DB10-141- , CR10-101-	3688/PAYROLL AGENCY ACCOUNT	67	69,389.73	FICA	09/08/2023	H
	24-0004		11-000-291-220-DW-0810B- -	3688/PAYROLL AGENCY ACCOUNT	67	14,899.44	EMP BENEFITS-SS/FICA/MED	09/08/2023	H
	24-0003		11-000-291-249-DW- - -	3688/PAYROLL AGENCY ACCOUNT	67	1,571.51	EMP BENEFITS-DCRP 9/1-9/15	09/08/2023	H
Total For Check Number 1038733						\$85,860.68			
* 1045885	Non A/P Chk		DB10-141- , CR10-101-	3688/PAYROLL AGENCY ACCOUNT	67	185.91	FICA	09/15/2023	H
	24-0004		11-000-291-220-DW-0810B- -	3688/PAYROLL AGENCY ACCOUNT	67	2,855.06	EMP BENEFITS-SS/FICA/MED	09/15/2023	H
	24-0003		11-000-291-249-DW- - -	3688/PAYROLL AGENCY ACCOUNT	67	99.59	EMP BENEFITS-DCRP 9/1-9/15	09/15/2023	H
Total For Check Number 1045885						\$3,140.56			
* 1061400	Non A/P Chk		DB10-141- , CR10-101-	3688/PAYROLL AGENCY ACCOUNT	67	69,386.59	FICA	09/30/2023	H
	24-0004		11-000-291-220-DW-0810B- -	3688/PAYROLL AGENCY ACCOUNT	67	18,755.17	EMP BENEFITS-SS/FICA/MED	09/30/2023	H
	24-0003		11-000-291-249-DW- - -	3688/PAYROLL AGENCY ACCOUNT	67	1,720.71	EMP BENEFITS-DCRP 9/16-9/30	09/30/2023	H
Total For Check Number 1061400						\$89,862.47			
* 9072023	24-0385		11-402-100-890-HS-1020A-85-	9097/VANTAGESPORTZ, LLC	67	3,249.40	Ref Pay 9-7-23	09/07/2023	H
Total For Check Number 9072023						\$3,249.40			
* 9212023	24-0385		11-402-100-890-HS-1020A-85-	9097/VANTAGESPORTZ, LLC	67	3,508.55	Ref Pay 9-21-23	09/21/2023	H
Total For Check Number 9212023						\$3,508.55			
* 9272023	24-0385		11-402-100-890-HS-1020A-85-	9097/VANTAGESPORTZ, LLC	67	-120.00	Ref Pay Adj 9-27-23	09/27/2023	H
Total For Check Number 9272023						\$-120.00			
* 25740188	24-0300		11-000-291-270-DW-0820C- -	8877/NJSHBP	67	437,695.00	Health Ins Premium Sept.'23	09/15/2023	H
Total For Check Number 25740188						\$437,695.00			
Total Posted Checks						\$623,196.66			

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Vendor No./ Vendor Name/Remit to Vendor							
Fund Summary	Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
	10	10				\$138,962.23	\$138,962.23
	10	11			\$484,234.43		\$484,234.43
	Fund 10	TOTAL			\$484,234.43	\$138,962.23	\$623,196.66
	GRAND	TOTAL	\$0.00	\$0.00	\$484,234.43	\$138,962.23	\$623,196.66

* Total Prior Cycle Checks Voided in selected cycle(s):	\$0.00
Total Checks from selected cycle(s) voided in the selected cycle(s):	\$0.00

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for Batch 79 and Posted Checks : Current Cycle : September

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Check #	PO #	Invoice Number	Account Number	Vendor No./ Vendor Name/Remit to Vendor	Batch	Check Amount	Check Description or Multi Remit To Check Name	Check Date	Check Type
POSTED CHECKS									
1038730	24-2324		11-000-211-100-DW- - -	2813/PAYROLL ACCOUNT	79	1,364.58	ATTENDANCE-SAL	09/15/2023	H
	24-2324		11-000-213-104-BC-0410C- -	2813/PAYROLL ACCOUNT	79	4,500.25	HEALTH-SAL	09/15/2023	H
	24-2324		11-000-213-104-HS-0410C- -	2813/PAYROLL ACCOUNT	79	5,709.40	HEALTH-SAL	09/15/2023	H
	24-2324		11-000-213-104-LR-0410 - -	2813/PAYROLL ACCOUNT	79	19,943.15	HEALTH-SAL	09/15/2023	H
	24-2324		11-000-213-104-WW-0410C- -	2813/PAYROLL ACCOUNT	79	4,148.75	HEALTH-SAL	09/15/2023	H
	24-2324		11-000-216-101-CS-1101A-67-	2813/PAYROLL ACCOUNT	79	8,564.10	SPEECH/OT/PT-SAL	09/15/2023	H
	24-2324		11-000-217-100-CS-0216A- -	2813/PAYROLL ACCOUNT	79	15,932.76	EXTRA SRV-SAL	09/15/2023	H
	24-2324		11-000-218-104-BC-0214B- -	2813/PAYROLL ACCOUNT	79	4,905.25	GUIDANCE-SAL	09/15/2023	H
	24-2324		11-000-218-104-HS-0214B- -	2813/PAYROLL ACCOUNT	79	26,744.70	GUIDANCE-SAL	09/15/2023	H
	24-2324		11-000-218-104-LR-0214B- -	2813/PAYROLL ACCOUNT	79	1,015.63	GUIDANCE-SAL	09/15/2023	H
	24-2324		11-000-218-104-WW-0214B- -	2813/PAYROLL ACCOUNT	79	3,718.75	GUIDANCE-SAL	09/15/2023	H
	24-2324		11-000-218-105-HS-0215B- -	2813/PAYROLL ACCOUNT	79	3,067.50	GUIDANCE-SAL CLERICAL	09/15/2023	H
	24-2324		11-000-219-104-CS-0214C- -	2813/PAYROLL ACCOUNT	79	39,516.10	CST-SAL	09/15/2023	H
	24-2324		11-000-219-105-CS-0215C- -	2813/PAYROLL ACCOUNT	79	4,601.93	CST-SAL CLERICAL	09/15/2023	H
	24-2324		11-000-221-102-HS-0212 - -	2813/PAYROLL ACCOUNT	79	25,900.95	IMPROV INSTR-SAL SUPERV	09/15/2023	H
	24-2324		11-000-222-100-BC-0214A- -	2813/PAYROLL ACCOUNT	79	5,221.00	MEDIA-SAL	09/15/2023	H
	24-2324		11-000-222-100-WW-0214A- -	2813/PAYROLL ACCOUNT	79	3,072.72	MEDIA-SAL	09/15/2023	H
	24-2324		11-000-222-110-HS-0215D- -	2813/PAYROLL ACCOUNT	79	2,103.43	MEDIA-SAL OTH	09/15/2023	H
	24-2324		11-000-230-100-AD-0110D- -	2813/PAYROLL ACCOUNT	79	7,129.99	GEN ADMIN-SAL	09/15/2023	H
	24-2324		11-000-230-100-AD-0110E- -	2813/PAYROLL ACCOUNT	79	5,677.27	GEN ADMIN-SAL	09/15/2023	H
	24-2324		11-000-230-100-LR-0000 - -	2813/PAYROLL ACCOUNT	79	1,892.43	GEN ADMIN-SAL	09/15/2023	H
	24-2324		11-000-230-100-LR-0110D- -	2813/PAYROLL ACCOUNT	79	2,376.67	GEN ADMIN-SAL	09/15/2023	H
	24-2324		11-000-240-103-BC-0211 - -	2813/PAYROLL ACCOUNT	79	6,227.54	SCH ADMIN-SAL	09/15/2023	H
	24-2324		11-000-240-103-HS-0211 - -	2813/PAYROLL ACCOUNT	79	13,110.41	SCH ADMIN-SAL	09/15/2023	H
	24-2324		11-000-240-103-LR-0211 - -	2813/PAYROLL ACCOUNT	79	7,754.87	SCH ADMIN-SAL	09/15/2023	H
	24-2324		11-000-240-103-WW-0211 - -	2813/PAYROLL ACCOUNT	79	6,625.00	SCH ADMIN-SAL	09/15/2023	H
	24-2324		11-000-240-104-HS-0212 - -	2813/PAYROLL ACCOUNT	79	5,687.50	SCH ADMIN-SAL OTH PROF	09/15/2023	H
	24-2324		11-000-240-105-BC-0215A- -	2813/PAYROLL ACCOUNT	79	5,784.75	SCH ADMIN-SAL CLERICAL	09/15/2023	H
	24-2324		11-000-240-105-HS-0215A- -	2813/PAYROLL ACCOUNT	79	6,214.16	SCH ADMIN-SAL CLERICAL	09/15/2023	H
	24-2324		11-000-240-105-LR-0215A- -	2813/PAYROLL ACCOUNT	79	2,723.95	SCH ADMIN-SAL CLERICAL	09/15/2023	H
	24-2324		11-000-240-105-WW-0215A- -	2813/PAYROLL ACCOUNT	79	3,088.33	SCH ADMIN-SAL CLERICAL	09/15/2023	H
	24-2324		11-000-251-100-AD-0110A- -	2813/PAYROLL ACCOUNT	79	5,331.56	CENTRAL SERV-SAL	09/15/2023	H
	24-2324		11-000-251-100-AD-0110B- -	2813/PAYROLL ACCOUNT	79	8,264.63	CENTRAL SERV-SAL	09/15/2023	H
	24-2324		11-000-251-100-LR-0110A- -	2813/PAYROLL ACCOUNT	79	4,077.22	CENTRAL SERV-SAL	09/15/2023	H
	24-2324		11-000-252-100-DW- - -	2813/PAYROLL ACCOUNT	79	6,236.66	IT-SAL	09/15/2023	H
	24-2324		11-000-261-100-DW-0710A- -	2813/PAYROLL ACCOUNT	79	11,047.97	REQ MAINT-SAL	09/15/2023	H
	24-2324		11-000-262-100-DW- - -	2813/PAYROLL ACCOUNT	79	44,398.12	CUSTODIAL-SAL	09/15/2023	H

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POSTED CHECKS									
1038730	24-2324		11-000-262-100-DW-00000-A -	2813/PAYROLL ACCOUNT	79	2,157.15	CUSTODIAL-SAL LUNCH AIDE	09/15/2023	H
	24-2324		11-000-263-100-DW- - -	2813/PAYROLL ACCOUNT	79	3,771.79	GROUNDS-SAL	09/15/2023	H
	24-2324		11-105-100-101-AD- - -	2813/PAYROLL ACCOUNT	79	7,095.50	PRESCHOOL-SAL	09/15/2023	H
	24-2324		11-110-100-101-WW-0213D- -	2813/PAYROLL ACCOUNT	79	15,510.20	KINDERG-SAL	09/15/2023	H
	24-2324		11-120-100-101-WW-0213A- -	2813/PAYROLL ACCOUNT	79	130,556.27	GR1-5-SAL	09/15/2023	H
	24-2324		11-120-100-101-WW-0213B-LT-	2813/PAYROLL ACCOUNT	79	3,194.25	GR1-5-SAL	09/15/2023	H
	24-2324		11-130-100-101-BC-0213A- -	2813/PAYROLL ACCOUNT	79	109,381.17	GR6-8-SAL	09/15/2023	H
	24-2324		11-140-100-101-HS-0213A- -	2813/PAYROLL ACCOUNT	79	207,231.05	GR9-12-SAL	09/15/2023	H
	24-2324		11-190-100-106-HS-0216A- -	2813/PAYROLL ACCOUNT	79	765.00	REG PROG UND-SAL OTH INS	09/15/2023	H
	24-2324		11-190-100-106-TD-0216A- -	2813/PAYROLL ACCOUNT	79	8,204.29	REG PROG UND-SAL OTH INS	09/15/2023	H
	24-2324		11-207-100-101-LR-0213A- -	2813/PAYROLL ACCOUNT	79	128,942.38	AUD IMP-SAL	09/15/2023	H
	24-2324		11-207-100-101-LR-0213C- -	2813/PAYROLL ACCOUNT	79	21,593.05	AUD IMP-SAL	09/15/2023	H
	24-2324		11-207-100-101-LR-0214 - -	2813/PAYROLL ACCOUNT	79	9,499.45	AUD IMP-SAL	09/15/2023	H
	24-2324		11-207-100-106-LR-0216A- -	2813/PAYROLL ACCOUNT	79	32,179.31	AUD IMP-SAL OTH INSTR	09/15/2023	H
	24-2324		11-209-100-101-CS- - -	2813/PAYROLL ACCOUNT	79	8,099.50	EMOTIONAL-SAL	09/15/2023	H
	24-2324		11-213-100-101-CS-1101A-64-	2813/PAYROLL ACCOUNT	79	98,744.85	RESOURCE RM-SAL	09/15/2023	H
	24-2324		11-219-100-101-LI-0213 - -	2813/PAYROLL ACCOUNT	79	21,352.15	SP ED HOME INSTR-SAL	09/15/2023	H
	24-2324		11-402-100-100-HS-1010A-20-	2813/PAYROLL ACCOUNT	79	3,067.50	ATHLETICS-SAL	09/15/2023	H
	24-2324		11-402-100-100-HS-1010A-46-	2813/PAYROLL ACCOUNT	79	4,816.00	ATHLETICS-SAL	09/15/2023	H
	24-2324		13-424-100-101-WW- - -	2813/PAYROLL ACCOUNT	79	400.00	BEFORE/AFTER PROG SALARY	09/15/2023	H
Total For Check Number 1038730						\$1,150,240.84			
*	1061396	24-2324	11-000-211-100-DW- - -	2813/PAYROLL ACCOUNT	79	1,364.58	ATTENDANCE-SAL	09/30/2023	H
		24-2324	11-000-213-104-BC-0410C- -	2813/PAYROLL ACCOUNT	79	4,500.25	HEALTH-SAL	09/30/2023	H
		24-2324	11-000-213-104-HS-0410C- -	2813/PAYROLL ACCOUNT	79	5,709.40	HEALTH-SAL	09/30/2023	H
		24-2324	11-000-213-104-LR-0410 - -	2813/PAYROLL ACCOUNT	79	19,943.15	HEALTH-SAL	09/30/2023	H
		24-2324	11-000-213-104-WW-0410C- -	2813/PAYROLL ACCOUNT	79	4,148.75	HEALTH-SAL	09/30/2023	H
		24-2324	11-000-216-101-CS-1101A-67-	2813/PAYROLL ACCOUNT	79	8,564.10	SPEECH/OT/PT-SAL	09/30/2023	H
		24-2324	11-000-217-100-CS-0216A- -	2813/PAYROLL ACCOUNT	79	15,932.76	EXTRA SRV-SAL	09/30/2023	H
		24-2324	11-000-217-106-DW-0219A- -	2813/PAYROLL ACCOUNT	79	300.00	EXTRA SRV-SAL	09/30/2023	H
		24-2324	11-000-218-104-BC-0214B- -	2813/PAYROLL ACCOUNT	79	4,905.25	GUIDANCE-SAL	09/30/2023	H
		24-2324	11-000-218-104-HS-0214B- -	2813/PAYROLL ACCOUNT	79	26,744.70	GUIDANCE-SAL	09/30/2023	H
		24-2324	11-000-218-104-LR-0214B- -	2813/PAYROLL ACCOUNT	79	1,015.63	GUIDANCE-SAL	09/30/2023	H
		24-2324	11-000-218-104-WW-0214B- -	2813/PAYROLL ACCOUNT	79	3,718.75	GUIDANCE-SAL	09/30/2023	H
		24-2324	11-000-218-105-HS-0215B- -	2813/PAYROLL ACCOUNT	79	3,067.50	GUIDANCE-SAL CLERICAL	09/30/2023	H
		24-2324	11-000-219-104-CS-0214C- -	2813/PAYROLL ACCOUNT	79	39,578.60	CST-SAL	09/30/2023	H
		24-2324	11-000-219-105-CS-0215C- -	2813/PAYROLL ACCOUNT	79	4,601.93	CST-SAL CLERICAL	09/30/2023	H
		24-2324	11-000-221-102-HS-0212 - -	2813/PAYROLL ACCOUNT	79	25,900.95	IMPROV INSTR-SAL SUPERV	09/30/2023	H

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Check #	PO #	Invoice Number	Account Number	Vendor No./ Vendor Name/Remit to Vendor	Batch	Check Amount	Check Description or Multi Remit To Check Name	Check Date	Check Type
POSTED CHECKS									
1061396	24-2324		11-000-221-104-DW-0250E-2 -	2813/PAYROLL ACCOUNT	79	18,050.00	IMPROV INSTR-SAL OTH PRO	09/30/2023	H
	24-2324		11-000-222-100-BC-0214A- -	2813/PAYROLL ACCOUNT	79	5,221.00	MEDIA-SAL	09/30/2023	H
	24-2324		11-000-222-100-WW-0214A- -	2813/PAYROLL ACCOUNT	79	3,072.72	MEDIA-SAL	09/30/2023	H
	24-2324		11-000-222-110-HS-0215D- -	2813/PAYROLL ACCOUNT	79	2,103.43	MEDIA-SAL OTH	09/30/2023	H
	24-2324		11-000-230-100-AD-0110C- -	2813/PAYROLL ACCOUNT	79	630.83	GEN ADMIN-SAL	09/30/2023	H
	24-2324		11-000-230-100-AD-0110D- -	2813/PAYROLL ACCOUNT	79	7,129.99	GEN ADMIN-SAL	09/30/2023	H
	24-2324		11-000-230-100-AD-0110E- -	2813/PAYROLL ACCOUNT	79	5,677.27	GEN ADMIN-SAL	09/30/2023	H
	24-2324		11-000-230-100-LR-0000 - -	2813/PAYROLL ACCOUNT	79	1,892.43	GEN ADMIN-SAL	09/30/2023	H
	24-2324		11-000-230-100-LR-0110 - -	2813/PAYROLL ACCOUNT	79	296.86	GEN ADMIN-SAL	09/30/2023	H
	24-2324		11-000-230-100-LR-0110D- -	2813/PAYROLL ACCOUNT	79	2,376.67	GEN ADMIN-SAL	09/30/2023	H
	24-2324		11-000-240-103-BC-0211 - -	2813/PAYROLL ACCOUNT	79	6,227.54	SCH ADMIN-SAL	09/30/2023	H
	24-2324		11-000-240-103-HS-0211 - -	2813/PAYROLL ACCOUNT	79	13,110.41	SCH ADMIN-SAL	09/30/2023	H
	24-2324		11-000-240-103-LR-0211 - -	2813/PAYROLL ACCOUNT	79	7,754.87	SCH ADMIN-SAL	09/30/2023	H
	24-2324		11-000-240-103-WW-0211 - -	2813/PAYROLL ACCOUNT	79	6,625.00	SCH ADMIN-SAL	09/30/2023	H
	24-2324		11-000-240-104-HS-0212 - -	2813/PAYROLL ACCOUNT	79	5,687.50	SCH ADMIN-SAL OTH PROF	09/30/2023	H
	24-2324		11-000-240-105-BC-0215A- -	2813/PAYROLL ACCOUNT	79	5,784.75	SCH ADMIN-SAL CLERICAL	09/30/2023	H
	24-2324		11-000-240-105-DW-0001 - -	2813/PAYROLL ACCOUNT	79	300.00	SCH ADMIN-SAL CLERL NP	09/30/2023	H
	24-2324		11-000-240-105-HS-0215A- -	2813/PAYROLL ACCOUNT	79	6,214.16	SCH ADMIN-SAL CLERICAL	09/30/2023	H
	24-2324		11-000-240-105-LR-0215A- -	2813/PAYROLL ACCOUNT	79	3,833.95	SCH ADMIN-SAL CLERICAL	09/30/2023	H
	24-2324		11-000-240-105-WW-0215A- -	2813/PAYROLL ACCOUNT	79	3,088.33	SCH ADMIN-SAL CLERICAL	09/30/2023	H
	24-2324		11-000-251-100-AD-0110A- -	2813/PAYROLL ACCOUNT	79	5,331.56	CENTRAL SERV-SAL	09/30/2023	H
	24-2324		11-000-251-100-AD-0110B- -	2813/PAYROLL ACCOUNT	79	8,264.63	CENTRAL SERV-SAL	09/30/2023	H
	24-2324		11-000-251-100-LR-0110A- -	2813/PAYROLL ACCOUNT	79	4,077.22	CENTRAL SERV-SAL	09/30/2023	H
	24-2324		11-000-252-100-DW- - -	2813/PAYROLL ACCOUNT	79	6,236.66	IT-SAL	09/30/2023	H
	24-2324		11-000-261-100-DW-0710A- -	2813/PAYROLL ACCOUNT	79	11,085.47	REQ MAINT-SAL	09/30/2023	H
	24-2324		11-000-262-100-DW- - -	2813/PAYROLL ACCOUNT	79	45,008.28	CUSTODIAL-SAL	09/30/2023	H
	24-2324		11-000-262-100-DW-00000-A -	2813/PAYROLL ACCOUNT	79	2,157.15	CUSTODIAL-SAL LUNCH AIDE	09/30/2023	H
	24-2324		11-000-262-100-DW-00000-S -	2813/PAYROLL ACCOUNT	79	1,180.00	CUSTODIAL-SAL SUBS	09/30/2023	H
	24-2324		11-000-263-100-DW- - -	2813/PAYROLL ACCOUNT	79	3,884.29	GROUNDS-SAL	09/30/2023	H
	24-2324		11-105-100-101-AD- - -	2813/PAYROLL ACCOUNT	79	7,095.50	PRESCHOOL-SAL	09/30/2023	H
	24-2324		11-110-100-101-WW-0213D- -	2813/PAYROLL ACCOUNT	79	15,510.20	KINDERG-SAL	09/30/2023	H
	24-2324		11-120-100-101-WW-0213A- -	2813/PAYROLL ACCOUNT	79	132,445.03	GR1-5-SAL	09/30/2023	H
	24-2324		11-120-100-101-WW-0213B- -	2813/PAYROLL ACCOUNT	79	6,600.00	GR1-5-SAL	09/30/2023	H
	24-2324		11-120-100-101-WW-0213B-LT-	2813/PAYROLL ACCOUNT	79	3,194.25	GR1-5-SAL	09/30/2023	H
	24-2324		11-120-100-101-WW-0213C- -	2813/PAYROLL ACCOUNT	79	600.00	GR1-5-SAL	09/30/2023	H
	24-2324		11-130-100-101-BC-0213A- -	2813/PAYROLL ACCOUNT	79	111,864.94	GR6-8-SAL	09/30/2023	H
	24-2324		11-130-100-101-BC-0213B- -	2813/PAYROLL ACCOUNT	79	1,950.00	GR6-8-SAL	09/30/2023	H

Mountain Lakes Board of Education

Check Register By Check Number

for Batch 79 and Posted Checks : Current Cycle : September

1

Check # PO #	Invoice Number	Account Number	Vendor No./ Vendor Name/Remit to Vendor	Batch	Check Amount	Check Description or Multi Remit To Check Name	Check Date	Check Type
POSTED CHECKS								
1061396 24-2324		11-130-100-101-BC-0213C- -	2813/PAYROLL ACCOUNT	79	150.00	GR6-8-SAL	09/30/2023	H
24-2324		11-140-100-101-HS-0213A- -	2813/PAYROLL ACCOUNT	79	218,968.00	GR9-12-SAL	09/30/2023	H
24-2324		11-140-100-101-HS-0213B- -	2813/PAYROLL ACCOUNT	79	2,325.00	GR9-12-SAL	09/30/2023	H
24-2324		11-140-100-101-HS-0213C- -	2813/PAYROLL ACCOUNT	79	550.00	GR9-12-SAL	09/30/2023	H
24-2324		11-190-100-106-TD-0216A- -	2813/PAYROLL ACCOUNT	79	8,204.29	REG PROG UND-SAL OTH INS	09/30/2023	H
24-2324		11-207-100-101-LR-0213A- -	2813/PAYROLL ACCOUNT	79	129,004.88	AUD IMP-SAL	09/30/2023	H
24-2324		11-207-100-101-LR-0213B- -	2813/PAYROLL ACCOUNT	79	1,875.00	AUD IMP-SAL	09/30/2023	H
24-2324		11-207-100-101-LR-0213C- -	2813/PAYROLL ACCOUNT	79	23,946.65	AUD IMP-SAL	09/30/2023	H
24-2324		11-207-100-101-LR-0213E- -	2813/PAYROLL ACCOUNT	79	244.18	AUD IMP-SAL	09/30/2023	H
24-2324		11-207-100-101-LR-0214 - -	2813/PAYROLL ACCOUNT	79	9,499.45	AUD IMP-SAL	09/30/2023	H
24-2324		11-207-100-106-LR-0216A- -	2813/PAYROLL ACCOUNT	79	31,345.97	AUD IMP-SAL OTH INSTR	09/30/2023	H
24-2324		11-209-100-101-CS- - -	2813/PAYROLL ACCOUNT	79	8,099.50	EMOTIONAL-SAL	09/30/2023	H
24-2324		11-213-100-101-CS-1101A-64-	2813/PAYROLL ACCOUNT	79	98,744.85	RESOURCE RM-SAL	09/30/2023	H
24-2324		11-219-100-101-LI-0213 - -	2813/PAYROLL ACCOUNT	79	21,852.15	SP ED HOME INSTR-SAL	09/30/2023	H
24-2324		11-402-100-100-HS-1010A-20-	2813/PAYROLL ACCOUNT	79	3,067.50	ATHLETICS-SAL	09/30/2023	H
24-2324		11-402-100-100-HS-1010A-46-	2813/PAYROLL ACCOUNT	79	4,816.00	ATHLETICS-SAL	09/30/2023	H
24-2324		13-424-100-101-WW- - -	2813/PAYROLL ACCOUNT	79	7,797.61	BEFORE/AFTER PROG SALARY	09/30/2023	H
Total For Check Number 1061396					\$1,212,050.22			
* 10145882 24-2324		11-000-213-104-DW-0001 - -	2813/PAYROLL ACCOUNT	79	8,096.34	HEALTH-SAL NON PENS	09/16/2023	H
24-2324		11-000-218-105-DW- - -	2813/PAYROLL ACCOUNT	79	16,542.80	GUIDANCE-SAL OTHER	09/16/2023	H
24-2324		11-000-219-104-CS-0001 - -	2813/PAYROLL ACCOUNT	79	1,638.28	CST-SAL NON PENS	09/16/2023	H
24-2324		11-000-221-104-DW-0250E-2 -	2813/PAYROLL ACCOUNT	79	939.84	IMPROV INSTR-SAL OTH PRO	09/16/2023	H
24-2324		11-000-240-105-LR-0215A- -	2813/PAYROLL ACCOUNT	79	593.72	SCH ADMIN-SAL CLERICAL	09/16/2023	H
24-2324		11-000-261-100-DW-0710A- -	2813/PAYROLL ACCOUNT	79	37.50	REQ MAINT-SAL	09/16/2023	H
24-2324		11-000-262-100-DW- - -	2813/PAYROLL ACCOUNT	79	150.00	CUSTODIAL-SAL	09/16/2023	H
24-2324		11-000-262-100-DW-00000-O -	2813/PAYROLL ACCOUNT	79	130.95	CUSTODIAL-SAL OTHER	09/16/2023	H
24-2324		11-000-262-100-DW-00000-S -	2813/PAYROLL ACCOUNT	79	800.00	CUSTODIAL-SAL SUBS	09/16/2023	H
24-2324		11-000-263-100-DW- - -	2813/PAYROLL ACCOUNT	79	112.50	GROUNDS-SAL	09/16/2023	H
24-2324		11-120-100-101-WW-0213A- -	2813/PAYROLL ACCOUNT	79	319.64	GR1-5-SAL	09/16/2023	H
24-2324		11-120-100-101-WW-0213B- -	2813/PAYROLL ACCOUNT	79	900.00	GR1-5-SAL	09/16/2023	H
24-2324		11-120-100-101-WW-0213C- -	2813/PAYROLL ACCOUNT	79	1,172.10	GR1-5-SAL	09/16/2023	H
24-2324		11-130-100-101-BC-0213A- -	2813/PAYROLL ACCOUNT	79	914.64	GR6-8-SAL	09/16/2023	H
24-2324		11-130-100-101-BC-0213B- -	2813/PAYROLL ACCOUNT	79	975.00	GR6-8-SAL	09/16/2023	H
24-2324		11-140-100-101-HS-0213A- -	2813/PAYROLL ACCOUNT	79	1,254.95	GR9-12-SAL	09/16/2023	H
24-2324		11-140-100-101-HS-0213B- -	2813/PAYROLL ACCOUNT	79	600.00	GR9-12-SAL	09/16/2023	H
24-2324		11-140-100-101-HS-0213C- -	2813/PAYROLL ACCOUNT	79	150.00	GR9-12-SAL	09/16/2023	H
24-2324		11-150-100-101-CS-1101A-65-	2813/PAYROLL ACCOUNT	79	250.00	HOME INSTR-SAL	09/16/2023	H

va_chkr3.040423
09/01/2023

Mountain Lakes Board of Education

Check Register By Check Number

1

for Batch 79 and Posted Checks : Current Cycle : September

Check #	PO #	Invoice Number	Account Number	Vendor No./ Vendor Name/Remit to Vendor	Ba- tch	Check Amount	Check Description or Multi Remit To Check Name	Check Date	Check Type
POSTED CHECKS									
10145882	24-2324		11-207-100-101-LR-0213B- -	2813/PAYROLL ACCOUNT	79	75.00	AUD IMP-SAL	09/16/2023	H
	24-2324		11-207-100-101-LR-0213E- -	2813/PAYROLL ACCOUNT	79	1,073.60	AUD IMP-SAL	09/16/2023	H
	24-2324		11-402-100-100-HS-1010A-1 -	2813/PAYROLL ACCOUNT	79	3,096.00	ATHLETICS-SAL	09/16/2023	H
Total For Check Number 10145882						\$39,822.86			
Total Posted Checks						\$2,402,113.92			

va_chkr3.040423
09/01/2023

Mountain Lakes Board of Education
Check Register By Check Number
for Batch 79 and Posted Checks : Current Cycle : September

1

Vendor No./ Vendor Name/Remit to Vendor							
Fund Summary	Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
	10	11			\$2,393,916.31		\$2,393,916.31
	10	13			\$8,197.61		\$8,197.61
	Fund 10	TOTAL			\$2,402,113.92		\$2,402,113.92
	GRAND	TOTAL	\$0.00	\$0.00	\$2,402,113.92	\$0.00	\$2,402,113.92

* Total Prior Cycle Checks Voided in selected cycle(s):	\$0.00
Total Checks from selected cycle(s) voided in the selected cycle(s):	\$0.00

Mountain Lakes Board of Education

Monthly Transfer Report

2

va_s1701
08/01/2023

Budget Category	Accounts	Original Budget	Revenues Allowed + Pr Yr Reserve	Orig + Rvnues Allowed + Pr Yr Reserve	Maximum Transfer Out Allowed	YTD Net Transfers	% change of Transfers	Remaining Transfers Out Allowed	Account Balance
INSTRUCTION									
Regular Programs	11-1XX-100-XXX 12-1XX-100-XXX 13-1XX-100-XXX 15-1XX-100-XXX	11,765,582.00	84,423.13	11,850,005.13	1,185,000.51	(599,361.73)	-5.06	585,638.78	1,330,216.90
Special Education, Basic Skills/Remedial and Bilingual Instruction and Speech/OT/PT and Ex	1X-2XX-100-XXX 1X-000-216-XXX 1X-000-217-XXX	6,737,539.00	14,291.15	6,751,830.15	675,183.02	472,737.55	7.00	1,147,920.57	93,294.77
Vocational Programs-Local	1X-3XX-100-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
School-Spon. Co/Extra-Curr. Activities, School Sponsored Athletics, and Other Instructiona	11-4XX-100-XXX 11-4XX-200-XXX 12-4XX-100-XXX 15-4XX-100-XXX 15-4XX-200-XXX	1,120,217.00	17,692.46	1,137,909.46	113,790.95	183,124.00	16.09	296,914.95	1,010,981.63
Community Services Programs/Operations	1X-800-330-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL INSTRUCTIONAL EXPENSE		19,623,338.00	116,406.74	19,739,744.74					2,434,493.30
UNDISTRIBUTED EXPENDITURES									
Tuition	11-000-100-XXX	1,139,810.00	13,187.02	1,152,997.02	115,299.70	0.00	0.00	115,299.70	244,346.29
Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/	1X-000-211-XXX 1X-000-213-XXX 1X-000-218-XXX 1X-000-219-XXX 1X-000-222-XXX	3,151,701.00	6,335.75	3,158,036.75	315,803.68	(171,904.00)	-5.44	143,899.68	157,178.65
Improvement of Instruction Services and Instructional Staff Training Services	1X-000-221-XXX 1X-000-223-XXX	758,114.00	11,694.53	769,808.53	76,980.85	(27,796.00)	-3.61	49,184.85	93,741.42
General Administration	1X-000-230-XXX	834,026.00	10,568.54	844,594.54	84,459.45	5,004.00	0.59	89,463.45	88,573.96
School Administration	1X-000-240-XXX	1,574,569.00	62,028.14	1,636,597.14	163,659.71	(191,957.27)	-11.73	0.00	40,822.62
Central Services & Administrative Information Technology	1X-000-25X-XXX	684,371.00	32,007.28	716,378.28	71,637.83	(47,279.55)	-6.60	24,358.28	30,815.90
Operation and Maintenance of Plant Services	1X-000-26X-XXX	3,557,636.00	47,152.75	3,604,788.75	360,478.88	84,299.00	2.34	444,777.88	708,703.48
Student Transportation Services	1X-000-270-XXX	479,673.00	93,727.09	573,400.09	57,340.01	0.00	0.00	57,340.01	382,888.08
Personal Services-Employee Benefits	1X-XXX-XXX-2XX	6,825,175.00	47,898.68	6,873,073.68	687,307.37	0.00	0.00	687,307.37	2,846,922.24

va_s1701
08/01/2023

Mountain Lakes Board of Education

Monthly Transfer Report

2

Budget Category	Accounts	Original Budget	Revenues Allowed + Pr Yr Reserve	Orig + Rvnues Allowed + Pr Yr Reserve	Maximum Transfer Out Allowed	YTD Net Transfers	% change of Transfers	Remaining Transfers Out Allowed	Account Balance
Food Services	11-000-310-XXX	41,620.00	0.00	41,620.00	4,162.00	0.00	0.00	4,162.00	41,620.00
Transfer Property Sale Proceedes to Debt Service Reserve	11-000-520-934	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer from General Fund Surplus to Debt Service Fund to Repay CDL	11-000-520-936	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL UNDISTRIBUTED EXPENSE		19,046,695.00	324,599.78	19,371,294.78					4,635,612.64
TOTAL GENERAL CURRENT EXPENSE		38,670,033.00	441,006.52	39,111,039.52					7,070,105.94
Equipment	12-XXX-XXX-73X 15-XXX-XXX-73X	201,232.00	19,976.90	221,208.90	22,120.89	38,500.00	17.40	60,620.89	2,096.41
Facilities Acquisition and Construction Services	12-000-4XX-XXX	838,298.00	0.00	838,298.00	0.00	24,008.00	2.86	24,008.00	515,001.69
Capital Reserve-Transfer to Capital Expend. Fund	12-000-4XX-931	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital Reserve-Transfer to Repayment of Debt	12-000-4XX-933	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL EXPENDITURES		1,039,530.00	19,976.90	1,059,506.90					517,098.10
TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX	298,152.00	0.00	298,152.00	29,815.20	230,626.00	77.35	260,441.20	210,461.02
Transfer of Funds to Charter Schools	10-000-100-56X	18,000.00	0.00	18,000.00	1,800.00	0.00	0.00	1,800.00	18,000.00
Transfer of Funds to Renaissance	10-000-100-571	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Fund Contribution to School Based Budgets	10-000-520-930	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OPERATING BUDGET GRAND TOTAL		40,025,715.00	460,983.42	40,486,698.42					7,815,665.06



School Business Administrator Signature


10-13-23

Date

MOUNTAIN LAKES
SCHOOL DISTRICT
Treasurer's Report
ALL FUNDS
Month Ending
AUGUST 31, 2023

FUNDS	OPENING CASH BALANCE 8/1/23	ADJUSTMENTS	CURRENT MONTH RECEIPTS	CURRENT MONTH DISBURSEMENTS	ENDING CASH BALANCE 8/31/23
<u>GOVERNMENTAL FUNDS</u>					
10 GENERAL FUND	\$6,400,966.38	\$0.00	\$2,644,618.18	\$1,295,444.10	\$7,750,140.46
20 SPECIAL REVENUE FUND	\$144,295.22	\$0.00	\$29,246.75	\$62,050.49	\$111,491.48
30 CAPITAL PROJECTS FUND	\$623,101.24	\$0.00	\$4,172.58	\$0.00	\$627,273.82
40 DEBT SERVICE FUND	(\$733,167.09)	\$0.00	\$214,057.17	\$0.00	(\$519,109.92)
	\$6,435,195.75	\$0.00	\$2,892,094.68	\$1,357,494.59	\$7,969,795.84
60 CAFETERIA ACCOUNT	\$132,215.94	\$0.00	\$9,931.36	\$0.00	\$142,147.30
TOTAL GOVERNMENTAL FUNDS:	\$6,567,411.69	\$0.00	\$2,902,026.04	\$1,357,494.59	\$8,111,943.14
<u>TRUST & AGENCY FUNDS</u>					
UNEMPLOYMENT	\$452,219.38	\$0.00	\$1,583.51	\$649.50	\$453,153.39
NET PAYROLL	\$0.00	\$0.00	\$426,133.30	\$426,133.30	\$0.00
PAYROLL AGENCY	\$68,375.39	\$0.00	\$248,963.82	\$251,465.69	\$65,873.52
TOTAL TRUST & AGENCY FUNDS:	\$520,594.77	\$0.00	\$676,680.63	\$678,248.49	\$519,026.91
TOTAL ALL FUNDS:	\$7,088,006.46	\$0.00	\$3,578,706.67	\$2,035,743.08	\$8,630,970.05

PREPARED AND SUBMITTED BY:


TREASURER OF SCHOOL MONIES
LISA PALMIERI

10/12/23

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MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - GENERAL ACCOUNT
AS OF AUGUST 31, 2023

Balance per Books - August 1, 2023	6,435,195.75
Add: Receipts	<u>2,892,094.68</u>
	9,327,290.43
Less: Disbursements	<u>1,357,494.59</u>
Balance per Books - August 31, 2023	<u><u>7,969,795.84</u></u>

Balance per Bank

Lakeland Bank #XXXXX4445 (General Money Market)	1,195,173.42
Lakeland Bank #624611616 (General)	<u>7,310,928.85</u>
	8,506,102.27

Add: Reconciling Items - Deposits in Transit:

Check #89551 cashed difference	0.31	
December Adjustment	141.91	
Over Void check	7.24	
January Adjustment	4.27	
August Adjustment	167.00	
Interest Adjustment	681.26	
October Adjustment	(2.91)	
Degenaars Reimbursement	3,300.00	
Audit Adjustment	7,096.00	
Charge Back item 12/9/21	199.50	
Check #93850 dated 12/28/20 cashed 7/7/23	20.00	
Due from Cafeteria Account 7/31/23 #98480	3,190.00	
Due from Cafeteria Account 7/31/23 #98506	4,960.00	
Due from Cafeteria Account 7/31/23 #98507	12,220.79	
Due from Cafeteria Account 6/30/23 #98396	<u>4,030.95</u>	
		<u>36,016.32</u>
		8,542,118.59

Less: Reconciling Items

November Adjustment	(348.14)	
Fund 20 Adjustment	(4,618.56)	
Fund 20 Adjustment	(745.00)	
March Adjustment	0.45	
Miscellaneous Adjustment	2.20	
January Adjustment	173.60	
Tuition Adjustment	1,377.00	
Outstanding Checks	<u>576,481.20</u>	
		<u>572,322.75</u>
		<u><u>7,969,795.84</u></u>

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MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - GENERAL ACCOUNT
AS OF AUGUST 31, 2023

<u>Date</u> <u>Issued</u>	<u>Check</u> <u>#</u>	<u>Amount</u>	<u>Date</u> <u>Issued</u>	<u>Check</u> <u>#</u>	<u>Amount</u>	<u>Date</u> <u>Issued</u>	<u>Check</u> <u>#</u>	<u>Amount</u>
11/30/22	97178	36.38	7/28/23	98450	200.00	8/30/23	98560	18.75
11/30/22	97181	36.38	7/28/23	98451	200.00	8/30/23	98561	1,795.00
11/30/22	97182	29.75	7/28/23	98452	200.00	8/30/23	98562	137.93
11/30/22	97183	25.38	7/28/23	98453	200.00	8/30/23	98563	81.00
11/30/22	97186	29.75	7/28/23	98461	5,800.00	8/30/23	98564	248.55
11/30/22	97187	36.38	7/28/23	98472	4,200.00	8/30/23	98565	15.14
11/30/22	97190	78.38	7/28/23	98482	504.34	8/30/23	98566	695.00
11/30/22	97206	25.38	7/28/23	98483	234.99	8/30/23	98567	1,952.45
11/30/22	97208	67.38	7/28/23	98489	30.00	8/30/23	98568	2,243.50
11/30/22	97209	25.38	7/28/23	98495	136.50	8/30/23	98569	13,425.69
11/30/22	97224	2,624.00	7/28/23	98498	213.95	8/30/23	98570	319.08
12/21/22	97329	36.25	7/28/23	98499	2,800.00	8/30/23	98571	1,125.00
3/30/23	97864	145.70	7/28/23	98500	500.00	8/30/23	98572	1,638.55
4/18/23	97933	228,434.71	7/28/23	98502	250.00	8/30/23	98573	1,784.20
4/27/23	97999	57,433.53	7/28/23	98504	108.00	8/30/23	98574	63.98
5/18/23	98065	155.95	7/28/23	98506	4,960.00	8/30/23	98575	3,541.00
5/18/23	98066	155.95	7/28/23	98508	107.60	8/30/23	98576	140.30
5/18/23	98077	200.00	7/28/23	98509	254.28	8/30/23	98577	147.39
5/18/23	98088	250.00	7/28/23	98512	2,100.00	8/30/23	98578	17.63
5/24/23	98118	75.00	7/28/23	98523	187.53	8/30/23	98579	3,097.26
6/13/23	98207	326.09	7/28/23	98525	415.00	8/30/23	98580	160.00
6/29/23	98266	700.00	7/28/23	98526	6,030.75	8/30/23	98581	175.00
6/29/23	98284	1,179.70	7/28/23	98536	6,710.00	8/30/23	98582	30,756.20
6/29/23	98291	136.75	7/28/23	98537	1,000.00	8/30/23	98583	600.00
6/29/23	98292	574.25	8/30/23	98541	25.00	8/30/23	98584	327.57
6/29/23	98297	40.00	8/30/23	98542	7,685.00	8/30/23	98585	12,000.00
6/29/23	98305	320.00	8/30/23	98543	420.00	8/30/23	98586	2,821.50
6/29/23	98306	260.38	8/30/23	98544	425.00	8/30/23	98587	360.87
6/29/23	98314	196.00	8/30/23	98545	89.00	8/30/23	98588	77.97
6/30/23	98330	511.00	8/30/23	98546	9,269.98	8/30/23	98589	332.00
6/30/23	98340	511.00	8/30/23	98547	2,539.00	8/30/23	98590	151.75
6/30/23	98390	936.47	8/30/23	98548	3,510.38	8/30/23	98591	16,894.49
6/30/23	98399	80.00	8/30/23	98549	1,500.00	8/30/23	98592	416.26
6/30/23	98400	317.72	8/30/23	98550	9,776.12	8/30/23	98593	183.40
7/28/23	98418	99.00	8/30/23	98551	1,170.00	8/30/23	98594	57.58
7/28/23	98421	353.00	8/30/23	98552	19,976.90	8/30/23	98595	4,979.97
7/28/23	98427	2,938.00	8/30/23	98553	32.19	8/30/23	98596	325.00
7/28/23	98432	100.00	8/30/23	98554	173.79	8/30/23	98597	1,237.61
7/28/23	98438	102.98	8/30/23	98555	989.74	8/30/23	98598	1,547.65
7/28/23	98442	5,247.00	8/30/23	98556	1,274.24	8/30/23	98599	5,574.16
7/28/23	98443	481.51	8/30/23	98557	941.69	8/30/23	98600	678.92
7/28/23	98448	250.00	8/30/23	98558	730.00	8/30/23	98601	315.00
7/28/23	98449	250.00	8/30/23	98559	460.00	8/30/23	98602	320.80
		<u>305,812.48</u>			<u>98,330.97</u>			<u>112,781.10</u>

3

MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - GENERAL ACCOUNT
AS OF AUGUST 31, 2023

<u>Date</u> <u>Issued</u>	<u>Check</u> <u>#</u>	<u>Amount</u>	<u>Date</u> <u>Issued</u>	<u>Check</u> <u>#</u>	<u>Amount</u>	<u>Date</u> <u>Issued</u>	<u>Check</u> <u>#</u>	<u>Amount</u>
8/30/23	98603	5,610.00						
8/30/23	98604	1,215.70						
8/30/23	98605	643.50						
8/30/23	98606	175.78						
8/30/23	98607	49,427.33						
8/30/23	98608	706.80						
8/30/23	98609	1,777.54						

59,556.65

0.00

0.00

ROXBURY TOWNSHIP
BOARD OF EDUCATION
BANK RECONCILIATION - GENERAL ACCOUNT
AS OF AUGUST 31, 2023

3

RECAP:

305,812.48
98,330.97
112,781.10
59,556.65
0.00
0.00

TOTAL 576,481.20 Total outstanding checks as of August 31, 2023

3

MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - CAFETERIA ACCOUNT
AS OF AUGUST 31, 2023

Balance per Books - August 1, 2023	132,215.94
Add: Receipts	<u>9,931.36</u>
	142,147.30
Less: Disbursements	<u>0.00</u>
Balance per Books - August 31, 2023	<u><u>142,147.30</u></u>
Balance per Bank	
Lakeland Bank #624611829 (Cafeteria)	166,549.04
Less: Transfer in Transit Due to General Fund 7/31/23 #98480	(3,190.00)
Less: Transfer in Transit Due to General Fund 7/31/23 #98506	(4,960.00)
Less: Transfer in Transit Due to General Fund 7/31/23 #98507	(12,220.79)
Less: Transfer in Transit Due to General Fund 6/30/23 #98396	<u>(4,030.95)</u>
	<u><u>142,147.30</u></u>

MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - UNEMPLOYMENT ACCOUNT
AS OF AUGUST 31, 2023

3

Balance per Books - August 1, 2023	452,219.38
Add: Receipts	<u>1,583.51</u>
	453,802.89
Less: Disbursements	<u>649.50</u>
Balance per Books - August 31, 2023	<u><u>453,153.39</u></u>
Balance per Bank	
Lakeland Bank #XXXXX1802 (Unemployment)	<u><u>453,153.39</u></u>

MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - NET PAYROLL ACCOUNT
AS OF AUGUST 31, 2023

3

Balance per Books - August 1, 2023		0.00
Add: Receipts		<u>426,133.30</u>
		426,133.30
Less: Disbursements		<u>426,133.30</u>
Balance per Books - August 31, 2023		<u><u>0.00</u></u>
Balance per Bank		
Lakeland Bank #624611691 (Net Payroll)		13,092.74
Less: Interest due to General Fund		
July	184.85	
August	<u>208.42</u>	
		<u>393.27</u>
		12,699.47
Less: Outstanding Checks		<u>12,699.47</u>
		<u><u>0.00</u></u>

MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - NET PAYROLL ACCOUNT
AS OF AUGUST 31, 2023

3

<u>Date</u> <u>Issued</u>	<u>Check</u> <u>#</u>	<u>Amount</u>	<u>Date</u> <u>Issued</u>	<u>Check</u> <u>#</u>	<u>Amount</u>	<u>Date</u> <u>Issued</u>	<u>Check</u> <u>#</u>	<u>Amount</u>
6/28/23	151216	368.37						
6/28/23	151225	227.05						
6/28/23	151233	729.37						
7/15/23	151239	372.06						
7/31/23	151248	702.77						
8/31/23	151260	1,132.96						
8/31/23	151261	198.62						
8/31/23	151277	752.99						
8/31/23	151278	744.10						
8/31/23	151280	1,061.51						
8/31/23	151283	947.25						
8/31/23	151284	814.05						
8/31/23	151287	744.10						
8/31/23	151288	323.82						
8/31/23	151289	1,108.23						
8/31/23	151290	31.33						
8/31/23	151291	81.33						
8/31/23	151292	2,359.56						

<u>12,699.47</u>	<u>0.00</u>	<u>0.00</u>
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RECAP:

12,699.47
0.00
<u>0.00</u>

12,699.47

Total Outstanding Checks as of August 31, 2023

MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - PAYROLL AGENCY ACCOUNT
AS OF AUGUST 31, 2023

3

Balance per Books - August 1, 2023	68,375.39
Add: Receipts	<u>248,963.82</u>
	317,339.21
Less: Disbursements	<u>251,465.69</u>
Balance per Books - August 31, 2023	<u><u>65,873.52</u></u>
Balance per Bank	
Lakeland Bank #624611640 (Payroll Agency)	<u><u>65,873.52</u></u>

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
General Fund - Fund 10
Interim Balance Sheet
For 2 Month Period Ending 08/31/2023

=====

ASSETS AND RESOURCES

=====

--- A S S E T S ---

101	Cash in bank		\$6,406,883.60
102-107	Cash and cash equivalents		\$627.65
116	Capital reserve Account		\$1,343,256.86
121	Tax levy receivable		\$19,807,021.66
	Accounts receivable:		
132	Interfund	\$140,041.17	
141	Intergovernmental - State	\$1,377,894.13	
153,154	Other (net of est uncollectible of \$ _____)	\$11,291,230.73	\$12,809,166.03

--- R E S O U R C E S ---

302	Less Revenues	(\$36,135,333.50)	
		_____	(\$36,135,333.50)

	Total assets and resources		\$4,231,622.30
			=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
General Fund - Fund 10
Interim Balance Sheet
For 2 Month Period Ending 08/31/2023

=====

LIABILITIES AND FUND EQUITY

=====

--- L I A B I L I T I E S ---

402	Interfund Accounts Payable	\$37,453.03
	Other current liabilities including Net Assets	\$265,859.01

TOTAL LIABILITIES

\$303,312.04

FUND BALANCE

--- A p p r o p r i a t e d ---

753	Reserve for Encumbrances - Current Year		\$29,298,377.53
754	Reserve for Encumbrance - Prior Year		\$229,199.33
	Reserved fund balance:		
761	Capital reserve account -	\$1,458,256.86	
604	Add: Increase in capital reserve	\$100.00	
307	Less: Budg w/d from Capital Rsrv Elgbl. Cost	(\$525,000.00)	
			\$933,356.86
765	Reserve for Tuition Payments	\$200,000.00	
311	Less: Withdrawal from Tuition Reserve	(\$100,000.00)	
			\$100,000.00
764	Reserve for Maintenance	\$420,000.00	
			\$420,000.00
760	Reserved Fund Balance		\$96,716.14
601	Appropriations	\$40,486,698.42	
602	Less : Expenditures	\$3,143,456.50	
603	Encumbrances	\$29,527,576.86 (\$32,671,033.36)	
			\$7,815,665.06
	Total Appropriated		\$38,893,314.92
	--- U n a p p r o p r i a t e d ---		
770	Unreserved Fund Balance -		\$5,060,710.34
303	Budgeted Fund Balance		(\$40,025,715.00)

TOTAL FUND BALANCE

\$3,928,310.26

TOTAL LIABILITIES AND FUND EQUITY

\$4,231,622.30

Mountain Lakes Board of Education
General Fund - Fund 10
Interim Balance Sheet
For 2 Month Period Ending 08/31/2023

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	\$40,486,698.42	\$32,671,033.36	\$7,815,665.06
Revenues	\$0.00	(\$36,135,333.50)	\$36,135,333.50
	\$40,486,698.42	(\$3,464,300.14)	\$43,950,998.56
Change in Capital Reserve accounts:			
604 Plus - Increase in reserve	\$100.00		
307 Less: Eligible Withdrawal	(\$525,000.00)		
Change in Tuition Reserve accounts:			
311 Less: w/d from Tuition reserve	(\$100,000.00)		
Subtotal Reserve Adjustments	(\$624,900.00)	(\$624,900.00)	
Less: Adjust for prior year encumb.	(\$460,983.42)	(\$460,983.42)	
Budgeted Fund Balance	\$39,400,815.00	(\$4,550,183.56)	\$43,950,998.56
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	\$39,400,815.00	(\$4,550,183.56)	\$43,950,998.56
TOTAL Budgeted Fund Balance	\$39,400,815.00	(\$4,550,183.56)	\$43,950,998.56

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
GENERAL FUND - FUND 10
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 2 Month Period Ending 08/31/2023

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources		\$34,832,695.50		(\$34,832,695.50)
3XXX From State Sources		\$1,302,638.00		(\$1,302,638.00)
TOTAL REVENUE/SOURCES OF FUNDS	\$0.00	\$36,135,333.50		(\$36,135,333.50)
*** EXPENDITURES ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---				
11-1XX-100-XXX Regular Programs - Instruction	\$11,250,643.40	\$306,922.98	\$9,613,503.52	\$1,330,216.90
11-2XX-100-XXX Special Education - Instruction	\$6,720,161.15	\$6,446.65	\$6,621,033.02	\$92,681.48
11-401-100-XXX School-Spon. Cocurr. Acti-Instr	\$291,983.96	\$16,290.33	\$10,783.88	\$264,909.75
11-402-100-XXX School-Spons. Athletics - Instruction	\$1,029,049.50	\$61,061.85	\$221,915.77	\$746,071.88
--- UNDISTRIBUTED EXPENDITURES ---				
11-000-100-XXX Instruction	\$1,152,997.02	\$49,144.00	\$859,506.73	\$244,346.29
11-000-211-XXX Attendance and Social Work Services	\$4,346.00	\$4,345.66	\$0.00	\$0.34
11-000-213-XXX Health Services	\$991,232.75	\$5,657.63	\$864,855.62	\$120,719.50
11-000-216-XXX Speech, OT,PT & Related Svcs	\$173,993.55	\$391.66	\$172,989.00	\$612.89
11-000-217-XXX Other Support Serv - Students Extra Srvc	\$330,413.00	\$0.00	\$330,412.60	\$0.40
11-000-218-XXX Guidance	\$782,952.00	\$48,405.70	\$720,906.15	\$13,640.15
11-000-219-XXX Child Study Teams	\$956,654.00	\$59,765.42	\$892,912.45	\$3,976.13
11-000-221-XXX Improv of Inst. - Instruc Staff	\$700,108.00	\$112,452.69	\$531,842.05	\$55,813.26
11-000-222-XXX Educational Media Serv/School Library	\$250,948.00	\$3,116.91	\$228,988.56	\$18,842.53
11-000-223-XXX Instructional Staff Training Services	\$41,904.53	\$1,586.81	\$2,389.56	\$37,928.16
11-000-230-XXX Supp. Serv.-General Administration	\$849,598.54	\$90,230.84	\$670,793.74	\$88,573.96
11-000-240-XXX Supp. Serv.-School Administration	\$1,444,639.87	\$276,500.51	\$1,127,316.74	\$40,822.62
11-000-25X-XXX Central Serv & Admin. Inform. Tech.	\$669,098.73	\$154,612.99	\$483,669.84	\$30,815.90
11-000-261-XXX Require Maint. for School Facilities	\$853,911.84	\$135,734.06	\$474,129.93	\$244,047.85
11-000-262-XXX Custodial Services	\$2,496,103.06	\$258,337.67	\$1,959,803.30	\$277,962.09
11-000-263-XXX Care and Upkeep of Grounds	\$327,572.85	\$29,486.23	\$122,893.08	\$175,193.54
11-000-266-XXX Security	\$11,500.00	\$0.00	\$0.00	\$11,500.00
11-000-270-XXX Student Transportation Services	\$573,400.09	\$51,061.48	\$139,450.53	\$382,888.08
11-XXX-XXX-2XX Allocated and Unallocated Benefits	\$6,873,073.68	\$1,088,070.55	\$2,938,080.89	\$2,846,922.24
11-000-310-XXX Food Services	\$41,620.00	.00	.00	\$41,620.00
TOTAL GENERAL CURRENT EXPENSE				
EXPENDITURES/USES OF FUNDS	\$38,817,905.52	\$2,759,622.62	\$28,988,176.96	\$7,070,105.94

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
GENERAL FUND - FUND 10
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 2 Month Period Ending 08/31/2023

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$259,708.90	\$68,486.90	\$189,125.59	\$2,096.41
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$862,306.00	.00	\$347,304.31	\$515,001.69
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$1,122,014.90	\$68,486.90	\$536,429.90	\$517,098.10
	=====	=====	=====	=====
*** SPECIAL SCHOOLS ***				
13-422-100-XXX Summer school -instruction	\$273,423.00	\$273,421.23	.00	\$1.77
13-4XX-100-XXX Other spec. schools-instruction	\$254,555.00	\$41,125.75	\$2,970.00	\$210,459.25
13-4XX-200-XXX Other spec. schools-support serv.	\$800.00	\$800.00	\$0.00	\$0.00
TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	\$528,778.00	\$315,346.98	\$2,970.00	\$210,461.02
	=====	=====	=====	=====
10-000-100-56X Transfer of Funds to Charter Schools	\$18,000.00	.00	.00	\$18,000.00
TOTAL GENERAL FUND EXPENDITURES	\$40,486,698.42	\$3,143,456.50	\$29,527,576.86	\$7,815,665.06
	=====	=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
GENERAL FUND - FUND 10
SCHEDULE OF REVENUES
ACTUAL COMPARED WITH ESTIMATED
For 2 Month Period Ending 08/31/2023

	ESTIMATED	ACTUAL	UNREALIZED
	_____	_____	_____
--- LOCAL SOURCES ---			
1210 Local Tax Levy		\$23,768,426.00	(\$23,768,426.00)
1310 Tuition from Individuals		\$828,192.11	(\$828,192.11)
1320 Tuition from LEAs Within State		\$10,137,160.16	(\$10,137,160.16)
1410 Transp Fees from Individuals		\$2,856.00	(\$2,856.00)
1910 Rents and Royalties		\$750.00	(\$750.00)
1XXX Miscellaneous	\$0.00	\$95,311.23	(\$95,311.23)
	_____	_____	_____
TOTAL LOCAL	\$0.00	\$34,832,695.50	(\$34,832,695.50)
	=====	=====	=====
--- STATE SOURCES ---			
3121 Categorical Transportation Aid		\$78,377.00	(\$78,377.00)
3132 Categorical Special Education Aid		\$1,157,088.00	(\$1,157,088.00)
3177 Categorical Security		\$67,173.00	(\$67,173.00)
	_____	_____	_____
TOTAL	\$0.00	\$1,302,638.00	(\$1,302,638.00)
	=====	=====	=====
TOTAL REVENUES/SOURCES OF FUNDS	\$0.00	\$36,135,333.50	(\$36,135,333.50)
	=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 2 Month Period Ending 08/31/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- Regular Programs - Instruction ---				
11-105-100-101 Preschool - Salaries of Teachers	\$376,808.00	.00	.00	\$376,808.00
11-110-100-101 Kindergarten - Salaries of Teachers	\$345,244.00	.00	\$310,204.00	\$35,040.00
11-120-100-101 Grades 1-5 - Salaries of Teachers	\$2,511,508.00	.00	\$2,511,507.20	\$0.80
11-130-100-101 Grades 6-8 - Salaries of Teachers	\$2,268,114.00	.00	\$2,102,683.60	\$165,430.40
11-140-100-101 Grades 9-12 - Salaries of Teachers	\$4,598,786.00	\$1,550.00	\$4,178,151.20	\$419,084.80
--- Regular Programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$1,300.00	\$1,300.00	\$0.00	\$0.00
11-150-100-320 Purchased Prof.-Ed. Services	\$15,873.16	\$873.16	.00	\$15,000.00
--- Regular Programs - Undistr. Instruction ---				
11-190-100-106 Other Salaries for Instruction	\$230,614.00	\$38,580.79	\$110,862.17	\$81,171.04
11-190-100-500 Other Purch. Serv. (400-500 series)	\$436,229.39	\$200,180.40	\$162,817.70	\$73,231.29
11-190-100-610 General Supplies	\$354,974.40	\$59,701.43	\$170,540.73	\$124,732.24
11-190-100-640 Textbooks	\$87,718.45	\$2,821.50	\$63,154.92	\$21,742.03
11-190-100-800 Other Objects	\$23,474.00	\$1,915.70	\$3,582.00	\$17,976.30
TOTAL	\$11,250,643.40	\$306,922.98	\$9,613,503.52	\$1,330,216.90
--- SPECIAL EDUCATION - INSTRUCTION ---				
Visual Impairments:				
11-206-100-101 Salaries of Teachers	\$855.00	\$855.00	\$0.00	\$0.00
TOTAL	\$855.00	\$855.00	\$0.00	\$0.00
Auditory Impairments:				
11-207-100-101 Salaries of Teachers	\$3,309,006.67	(\$1,519.08)	\$3,310,524.80	\$0.95
11-207-100-106 Other Salaries for Instruction	\$688,921.00	.00	\$688,920.80	\$0.20
11-207-100-610 General Supplies	\$40,539.99	\$2,335.44	\$10,504.26	\$27,700.29
11-207-100-640 Textbooks	\$15,000.00	.00	.00	\$15,000.00
11-207-100-800 Other Objects	\$11,064.00	\$3,541.00	\$7,523.00	.00
TOTAL	\$4,064,531.66	\$4,357.36	\$4,017,472.86	\$42,701.44
Emotional Regulation Impairment:				
11-209-100-101 Salaries of Teachers	\$164,036.00	\$0.00	\$161,990.00	\$2,046.00
TOTAL	\$164,036.00	\$0.00	\$161,990.00	\$2,046.00
Resource Room/Resource Center:				
11-213-100-101 Salaries of Teachers	\$1,921,190.00	\$0.00	\$1,921,189.40	\$0.60
11-213-100-610 General supplies	\$8,780.00	\$706.80	\$2,837.20	\$5,236.00
11-213-100-640 Textbooks	\$1,200.00	.00	.00	\$1,200.00
TOTAL	\$1,931,170.00	\$706.80	\$1,924,026.60	\$6,436.60
Home Instruction:				
11-219-100-101 Salaries of Teachers	\$518,561.00	(\$480.00)	\$517,228.00	\$1,813.00
11-219-100-320 Purchased Prof.-Ed. Services	\$16,007.49	\$1,007.49	.00	\$15,000.00
11-219-100-500 Other Purch. Serv. (400-500 series)	\$22,000.00	.00	\$315.56	\$21,684.44
11-219-100-610 General Supplies	\$3,000.00	.00	.00	\$3,000.00

Mountain Lakes Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 2 Month Period Ending 08/31/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$559,568.49	\$527.49	\$517,543.56	\$41,497.44
TOTAL SPECIAL ED - INSTRUCTION	\$6,720,161.15	\$6,446.65	\$6,621,033.02	\$92,681.48
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$280,215.66	\$15,724.99	\$8,740.66	\$255,750.01
11-401-100-500 Purchased Services (300-500 series)	\$200.00	.00	.00	\$200.00
11-401-100-600 Supplies and Materials	\$5,965.30	\$565.34	\$540.22	\$4,859.74
11-401-100-800 Other Objects	\$5,603.00	.00	\$1,503.00	\$4,100.00
TOTAL	\$291,983.96	\$16,290.33	\$10,783.88	\$264,909.75
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$838,656.00	\$12,270.00	\$158,593.60	\$667,792.40
11-402-100-500 Purchased Services (300-500 series)	\$30,000.00	\$13,840.07	\$7,668.00	\$8,491.93
11-402-100-600 Supplies and Materials	\$83,613.50	\$24,268.83	\$28,138.12	\$31,206.55
11-402-100-800 Other Objects	\$76,780.00	\$10,682.95	\$27,516.05	\$38,581.00
TOTAL	\$1,029,049.50	\$61,061.85	\$221,915.77	\$746,071.88
--- UNDISTRIBUTED EXPENDITURES ---				
--- Instruction ---				
11-000-100-563 Tuition to Co.Voc.School Dist.-reg.	\$251,000.00	.00	\$32,107.00	\$218,893.00
11-000-100-566 Tuition to Priv Sch for Disbl w/i State	\$901,997.02	\$49,144.00	\$827,399.73	\$25,453.29
TOTAL	\$1,152,997.02	\$49,144.00	\$859,506.73	\$244,346.29
--- Attendance and social work services ---				
11-000-211-100 Salaries	\$4,346.00	\$4,345.66	.00	\$0.34
TOTAL	\$4,346.00	\$4,345.66	\$0.00	\$0.34
--- Health services ---				
11-000-213-100 Salaries	\$605,427.00	\$825.00	\$604,601.80	\$0.20
11-000-213-300 Purchased Prof. & Tech. Svc.	\$376,155.75	\$3,330.75	\$258,857.72	\$113,967.28
11-000-213-500 Other Purchd. Serv.(400-500 series)	\$250.00	.00	.00	\$250.00
11-000-213-600 Supplies and Materials	\$9,400.00	\$1,501.88	\$1,396.10	\$6,502.02
TOTAL	\$991,232.75	\$5,657.63	\$864,855.62	\$120,719.50
--- Speech, OT,PT & Related Svcs ---				
11-000-216-100 Salaries	\$173,129.00	.00	\$172,989.00	\$140.00
11-000-216-600 Supplies and Materials	\$864.55	\$391.66	.00	\$472.89
TOTAL	\$173,993.55	\$391.66	\$172,989.00	\$612.89
--- Other support services - Students - Extra Srvc				
11-000-217-100 Salaries	\$330,413.00	.00	\$330,412.60	\$0.40
TOTAL	\$330,413.00	\$0.00	\$330,412.60	\$0.40
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$673,682.00	\$24,333.32	\$649,347.20	\$1.48
11-000-218-105 Sal Secr. & Clerical Asst.	\$80,684.00	\$19,333.68	\$61,350.00	\$0.32
11-000-218-500 Other Purchased Services (400-500 series)	\$2,806.00	.00	.00	\$2,806.00
11-000-218-600 Supplies and Materials	\$16,000.00	\$87.66	\$8,488.95	\$7,423.39
11-000-218-800 Other Objects	\$9,780.00	\$4,651.04	\$1,720.00	\$3,408.96

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Mountain Lakes Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 2 Month Period Ending 08/31/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$782,952.00	\$48,405.70	\$720,906.15	\$13,640.15
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$843,982.00	\$46,075.15	\$797,905.80	\$1.05
11-000-219-105 Sal Secr. & Clerical Asst.	\$104,392.00	\$12,353.32	\$92,038.60	\$0.08
11-000-219-600 Supplies and Materials	\$8,280.00	\$1,336.95	\$2,968.05	\$3,975.00
TOTAL	\$956,654.00	\$59,765.42	\$892,912.45	\$3,976.13
--- Improv. of instr. Serv. ---				
11-000-221-102 Salaries Superv. of Instr.	\$621,623.00	\$105,603.80	\$516,019.00	\$0.20
11-000-221-104 Salaries Other Prof. Staff	\$40,379.00	\$6,378.50	\$7,500.00	\$26,500.50
11-000-221-320 Purchased Prof. - Ed. Services	\$2,500.00	.00	\$2,500.00	.00
11-000-221-500 Other Purchased Services (400-500 series)	\$12,000.00	\$291.39	.00	\$11,708.61
11-000-221-600 Supplies and Materials	\$1,500.00	.00	\$168.05	\$1,331.95
11-000-221-800 Other Objects	\$22,106.00	\$179.00	\$5,655.00	\$16,272.00
TOTAL	\$700,108.00	\$112,452.69	\$531,842.05	\$55,813.26
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$207,944.00	.00	\$207,943.00	\$1.00
11-000-222-600 Supplies and Materials	\$42,154.00	\$3,116.91	\$21,045.56	\$17,991.53
11-000-222-800 Other Objects	\$850.00	.00	.00	\$850.00
TOTAL	\$250,948.00	\$3,116.91	\$228,988.56	\$18,842.53
--- Instructional Staff Training Services ---				
11-000-223-320 Purchased Prof. - Ed. Services	\$10,000.00	\$117.00	.00	\$9,883.00
11-000-223-500 Other Purchased Services (400-500 series)	\$23,795.53	\$1,263.31	\$1,630.56	\$20,901.66
11-000-223-600 Supplies and Materials	\$2,910.00	.00	\$660.00	\$2,250.00
11-000-223-800 Other Objects	\$5,199.00	\$206.50	\$99.00	\$4,893.50
TOTAL	\$41,904.53	\$1,586.81	\$2,389.56	\$37,928.16
--- Support services-general administration ---				
11-000-230-100 Salaries	\$410,057.00	\$68,526.66	\$341,527.20	\$3.14
11-000-230-331 Legal Services	\$77,965.00	.00	\$71,965.00	\$6,000.00
11-000-230-332 Audit Fees	\$40,500.00	.00	.00	\$40,500.00
11-000-230-339 Other Purchased Prof. Svc.	\$21,300.00	\$325.00	\$14,465.00	\$6,510.00
11-000-230-340 Purchased Tech. Services	\$8,800.00	.00	.00	\$8,800.00
11-000-230-530 Communications/Telephone	\$3,820.09	.00	\$1,520.09	\$2,300.00
11-000-230-580 Travel - All Other	\$5,356.21	.00	\$1,156.21	\$4,200.00
11-000-230-585 BOE Other Purchased Prof. Svc.	\$2,400.00	.00	\$2,100.00	\$300.00
11-000-230-590 Misc Purchased Services (400-500)	\$242,210.00	\$1,000.00	\$229,210.00	\$12,000.00
11-000-230-610 General Supplies	\$5,000.00	\$1,010.76	\$2,048.00	\$1,941.24
11-000-230-820 Judgments Against. School District.	\$8,000.00	.00	\$3,950.00	\$4,050.00
11-000-230-890 Misc. Expenditures	\$4,890.24	\$4,038.00	\$852.24	.00
11-000-230-895 BOE Membership Dues and Fees	\$19,300.00	\$15,330.42	\$2,000.00	\$1,969.58
TOTAL	\$849,598.54	\$90,230.84	\$670,793.74	\$88,573.96
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$681,103.00	\$133,246.28	\$547,856.40	\$0.32

Mountain Lakes Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 2 Month Period Ending 08/31/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-240-104 Salaries Other Prof. Staff	\$140,553.00	\$23,750.00	\$112,750.00	\$4,053.00
11-000-240-105 Sal Secr. & Clerical Asst.	\$492,943.00	\$62,030.44	\$430,911.82	\$0.74
11-000-240-199 Unused Vac Payment to Term/Ret Staff	\$44,292.61	\$44,292.61	.00	.00
11-000-240-500 Other Purchased Services (400-500 series)	\$28,493.75	\$7,247.33	\$10,954.95	\$10,291.47
11-000-240-600 Supplies and Materials	\$41,421.78	\$5,933.85	\$18,003.57	\$17,484.36
11-000-240-800 Other Objects	\$15,832.73	.00	\$6,840.00	\$8,992.73
TOTAL	\$1,444,639.87	\$276,500.51	\$1,127,316.74	\$40,822.62
--- Central Services ---				
11-000-251-100 Salaries	\$391,414.00	\$69,580.98	\$321,830.94	\$2.08
11-000-251-199 Unused Vac Payment to Term/Ret Staff	\$29,440.48	\$26,239.54	\$3,200.00	\$0.94
11-000-251-592 Misc Pur Serv (400-500 series)	\$17,157.00	\$25.00	\$10,582.00	\$6,550.00
11-000-251-600 Supplies and Materials	\$3,804.00	\$547.04	\$274.04	\$2,982.92
11-000-251-89X Other Objects	\$6,033.34	.00	\$93.34	\$5,940.00
TOTAL	\$447,848.82	\$96,392.56	\$335,980.32	\$15,475.94
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$150,730.00	\$24,946.64	\$124,733.20	\$1,050.16
11-000-252-340 Purchased Technical Services	\$29,477.00	\$13,505.80	\$12,355.20	\$3,616.00
11-000-252-500 Other Pur Serv. (400-500 series)	\$36,047.91	\$19,072.99	\$10,539.92	\$6,435.00
11-000-252-600 Supplies and Materials	\$3,300.00	.00	\$61.20	\$3,238.80
11-000-252-800 Other Objects	\$1,695.00	\$695.00	.00	\$1,000.00
TOTAL	\$221,249.91	\$58,220.43	\$147,689.52	\$15,339.96
TOTAL Cent. Svcs. & Admin IT	\$669,098.73	\$154,612.99	\$483,669.84	\$30,815.90
--- Required Maint. for School Facilities ---				
11-000-261-100 Salaries	\$270,994.67	\$45,382.65	\$219,610.42	\$6,001.60
11-000-261-420 Cleaning, Repair & Maint. Svc	\$506,199.17	\$84,905.04	\$219,356.84	\$201,937.29
11-000-261-610 General Supplies	\$70,218.00	\$4,396.37	\$29,962.67	\$35,858.96
11-000-261-800 Other Objects	\$6,500.00	\$1,050.00	\$5,200.00	\$250.00
TOTAL	\$853,911.84	\$135,734.06	\$474,129.93	\$244,047.85
--- Custodial Services ---				
11-000-262-1XX Salaries	\$1,151,036.00	\$194,626.57	\$956,408.60	\$0.83
11-000-262-199 Unused Vac Payment to Term/Ret Staff	\$1,832.19	\$1,832.19	.00	.00
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$140,000.00	\$16,666.00	\$35,628.01	\$87,705.99
11-000-262-441 Rental of Land & Bldgs Other Than Lease	\$355,000.00	\$7,500.00	\$347,500.00	.00
11-000-262-444 Lease Purch Paymts - Energy Saving	\$165,000.00	.00	\$82,567.10	\$82,432.90
11-000-262-490 Other Purchased Property Svc.	\$30,000.00	\$4,289.27	\$20,710.73	\$5,000.00
11-000-262-520 Insurance	\$52,744.00	.00	.00	\$52,744.00
11-000-262-610 General Supplies	\$117,908.87	\$9,611.64	\$58,221.37	\$50,075.86
11-000-262-621 Energy (Natural Gas)	\$230,680.00	\$4,979.97	\$225,700.03	.00
11-000-262-622 Energy (Electricity)	\$243,897.00	\$18,672.03	\$225,222.46	\$2.51
11-000-262-8XX Other Objects	\$8,005.00	\$160.00	\$7,845.00	\$0.00
TOTAL	\$2,496,103.06	\$258,337.67	\$1,959,803.30	\$277,962.09
--- Care and Upkeep of Grounds ---				
11-000-263-100 Salaries	\$94,342.00	\$16,277.62	\$72,006.62	\$6,057.76

Mountain Lakes Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 2 Month Period Ending 08/31/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$179,100.00	\$12,144.43	\$33,153.18	\$133,802.39
11-000-263-580 Travel - All Other	\$48.00	.00	\$47.98	\$0.02
11-000-263-610 General Supplies	\$50,508.69	\$831.68	\$16,081.14	\$33,595.87
11-000-263-800 Other Objects	\$3,574.16	\$232.50	\$1,604.16	\$1,737.50
TOTAL	\$327,572.85	\$29,486.23	\$122,893.08	\$175,193.54
--- Security ---				
11-000-266-420 Cleaning, Repair, & Maintenance Serv.	\$4,500.00	.00	.00	\$4,500.00
11-000-266-610 General Supplies	\$7,000.00	.00	.00	\$7,000.00
TOTAL	\$11,500.00	\$0.00	\$0.00	\$11,500.00
TOTAL Oper & Maint of Plant Services	\$3,689,087.75	\$423,557.96	\$2,556,826.31	\$708,703.48
--- Student transportation services ---				
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$15,000.00	.00	\$7,412.92	\$7,587.08
11-000-270-503 Contr Svc-Aid in Lieu Paymnts-Non Pub Sch	\$28,465.61	.00	\$465.61	\$28,000.00
11-000-270-511 Contract Svc (btw Home & Sch.)-vendors	\$98,973.00	.00	\$96,122.00	\$2,851.00
11-000-270-512 Contract Svc (other btw home & sch)-vndrs	\$263,495.00	\$43,295.00	\$35,200.00	\$185,000.00
11-000-270-514 Contract Svc (Sp Ed.)-vendors	\$30,500.00	.00	.00	\$30,500.00
11-000-270-517 Contract Svc (reg std) - ESCs	\$110,000.00	.00	.00	\$110,000.00
11-000-270-593 Misc. Purchased Svc.- Transp.	\$9,650.00	.00	\$250.00	\$9,400.00
11-000-270-615 Transportation Supplies	\$15,766.48	\$7,766.48	.00	\$8,000.00
11-000-270-800 Misc. Expenditures	\$1,550.00	.00	.00	\$1,550.00
TOTAL	\$573,400.09	\$51,061.48	\$139,450.53	\$382,888.08
--- Personal Services-Employee Benefits---				
11-XXX-XXX-220 Social Security Contributions	\$264,297.00	\$74,953.45	\$189,046.55	\$297.00
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$639,150.00	.00	\$639,150.00	.00
11-XXX-XXX-249 Other Retirement Contrb. - Regular	\$32,000.00	\$344.10	\$31,655.90	.00
11-XXX-XXX-260 Workman's Compensation	\$197,336.00	.00	.00	\$197,336.00
11-XXX-XXX-270 Health Benefits	\$5,497,392.00	\$948,995.68	\$2,075,992.08	\$2,472,404.24
11-XXX-XXX-280 Tuition Reimbursement	\$84,188.68	\$12,802.32	\$1,386.36	\$70,000.00
11-XXX-XXX-290 Other Employee Benefits	\$70,000.00	.00	\$850.00	\$69,150.00
11-XXX-XXX-299 Unused Sick Payment to Term/Ret Staff	\$88,710.00	\$50,975.00	.00	\$37,735.00
TOTAL	\$6,873,073.68	\$1,088,070.55	\$2,938,080.89	\$2,846,922.24
--- Food services ---				
11-000-310-93X Transfers to Cover Deficit (Enterprise)	\$41,620.00	.00	.00	\$41,620.00
TOTAL	\$41,620.00	\$0.00	\$0.00	\$41,620.00
Total Undistributed Expenditures	\$19,526,067.51	\$2,368,900.81	\$12,520,940.77	\$4,636,225.93
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$38,817,905.52	\$2,759,622.62	\$28,988,176.96	\$7,070,105.94
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$38,817,905.52	\$2,759,622.62	\$28,988,176.96	\$7,070,105.94

Mountain Lakes Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 2 Month Period Ending 08/31/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
	<hr/>	<hr/>	<hr/>	<hr/>
*** CAPITAL OUTLAY ***				
--- EQUIPMENT ---				
Regular programs-instruction				
12-120-100-730 Grades 1-5	\$45,000.00	\$14,553.00	\$30,000.00	\$447.00
12-130-100-730 Grades 6-8	\$45,000.00	.00	\$44,025.60	\$974.40
12-140-100-730 Grades 9-12	\$50,562.00	\$19,404.00	\$30,930.00	\$228.00
Special education - instruction				
12-207-100-730 Auditory Impairments	\$99,170.00	\$14,553.00	\$84,169.99	\$447.01
12-000-263-730 Undist. Exp.-Care and Upkeep of Grnds	\$19,976.90	\$19,976.90	.00	.00
Undist. Exp. - Non-instructional Services				
TOTAL	\$259,708.90	\$68,486.90	\$189,125.59	\$2,096.41
--- Facilities acquisition and construction services ---				
12-000-400-334 Architectural/Engineering Services	\$24,008.00	.00	\$24,008.00	.00
12-000-400-450 Construction Services	\$790,000.00	.00	\$323,296.31	\$466,703.69
12-000-400-896 Assmt for Debt Service on SDA Funding	\$48,298.00	.00	.00	\$48,298.00
Sub Total	\$862,306.00	\$0.00	\$347,304.31	\$515,001.69
TOTAL	\$862,306.00	\$0.00	\$347,304.31	\$515,001.69
TOTAL CAPITAL OUTLAY EXPENDITURES	\$1,122,014.90	\$68,486.90	\$536,429.90	\$517,098.10
*** SPECIAL SCHOOLS ***				
--- Summer school - Instruction ---				
13-422-100-101 Salaries of Teachers	\$163,002.00	\$163,001.14	\$0.00	\$0.86
13-422-100-106 Other salaries of instruction	\$110,421.00	\$110,420.09	.00	\$0.91
TOTAL	\$273,423.00	\$273,421.23	\$0.00	\$1.77
TOTAL SUMMER SCHOOL	\$273,423.00	\$273,421.23	\$0.00	\$1.77
--- Other special schools - instruction ---				
13-4XX-100-101 Salaries of Teachers	\$204,162.00	\$36,203.00	\$0.00	\$167,959.00
13-4XX-100-610 General supplies	\$50,393.00	\$4,922.75	\$2,970.00	\$42,500.25
TOTAL	\$254,555.00	\$41,125.75	\$2,970.00	\$210,459.25
13-4XX-200-500 Other purchased services	\$800.00	\$800.00	\$0.00	\$0.00
TOTAL	\$800.00	\$800.00	\$0.00	\$0.00
TOTAL OTHER SPECIAL SCHOOLS	\$255,355.00	\$41,925.75	\$2,970.00	\$210,459.25
TOTAL SPECIAL SCHOOLS EXPENDITURES	\$528,778.00	\$315,346.98	\$2,970.00	\$210,461.02

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Mountain Lakes Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 2 Month Period Ending 08/31/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
10-000-100-56X Transfer of Funds to Charter Schls.	\$18,000.00	.00	.00	\$18,000.00
TOTAL GENERAL FUND EXPENDITURES	\$40,486,698.42	\$3,143,456.50	\$29,527,576.86	\$7,815,665.06

REPORT OF THE SECRETARY CERTIFICATION PAGE
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
General Fund - Fund 10

4

For 2 Month Period Ending 08/31/2023

I, Alex Ferreira, Board Secretary/Business Administrator
certify that no line item account has encumbrances and expenditures,
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.



Board Secretary/Business Administrator

10-13-23
Date

4

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 2 Month Period Ending 08/31/23

=====

ASSETS AND RESOURCES

=====

--- A S S E T S ---

101	Cash in bank		\$111,491.48
	Accounts receivable:		
132	Interfund	\$37,453.03	
141	Intergovernmental - State	(\$266,237.85)	
142	Intergovernmental - Federal	\$145,593.23	
153,154	Other (net of estimated uncollectible of \$_____)	\$12,538.20	
			(\$70,653.39)
	Other Current Assets		\$0.00

--- R E S O U R C E S ---

301	Estimated Revenues	\$422,065.00	
302	Less Revenues	(\$20,707.00)	
			\$401,358.00
	Total assets and resources		\$442,196.09

=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 2 Month Period Ending 08/31/23

=====

LIABILITIES AND FUND EQUITY

=====

--- L I A B I L I T I E S ---

411	Intergovernmental accounts payable - State	\$8,056.72
481	Deferred revenues	\$3,732.46
	Other current liabilities	(\$11,426.25)

TOTAL LIABILITIES

=====

\$362.93

=====

FUND BALANCE

--- A p p r o p r i a t e d ---

753	Reserve for encumbrances - Current Year	\$199,812.26
754	Reserve for encumbrances - Prior Year	\$26,817.16

601	Appropriations	\$422,065.00
602	Less: Expenditures	\$7,049.00
603	Encumbrances	\$199,812.26 (\$206,861.26)
		=====
		\$215,203.74

TOTAL FUND BALANCE

=====

\$441,833.16

TOTAL LIABILITIES AND FUND EQUITY

\$442,196.09

=====

4

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
Special Revenue Fund - Fund 20
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 2 Month Period Ending 08/31/23

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$69,298.00	.00		\$69,298.00
3XXX From State Sources		\$20,707.00		(\$20,707.00)
4XXX From Federal Sources	\$352,767.00	.00		\$352,767.00
TOTAL REVENUE/SOURCES OF FUNDS	\$422,065.00	\$20,707.00		\$401,358.00
	=====	=====	=====	=====
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
LOCAL PROJECTS:				
Other Local Projects (001-199)	\$69,298.00	\$7,049.00	\$123,138.18	(\$60,889.18)
TOTAL LOCAL PROJECTS	\$69,298.00	\$7,049.00	\$123,138.18	(\$60,889.18)
FEDERAL PROJECTS:				
ESSA Title I - Part A/D (231-239)	\$21,395.00	.00	.00	\$21,395.00
I.D.E.A. Part B (Handicapped) (250-259)	\$319,580.00	.00	.00	\$319,580.00
ESSA Title II - Part A/D (270-279)	\$11,792.00	.00	\$5,190.08	\$6,601.92
ARP - ESSER Grant Program (487)			\$48,566.00	(\$48,566.00)
ARP - ESSER Accelerated Learning Coaching (488)			\$22,918.00	(\$22,918.00)
TOTAL FEDERAL PROJECTS	\$352,767.00	\$0.00	\$76,674.08	\$276,092.92
*** TOTAL EXPENDITURES ***	\$422,065.00	\$7,049.00	\$199,812.26	\$215,203.74
	=====	=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
SPECIAL REVENUE - FUND 20
SCHEDULE OF REVENUES
ACTUAL COMPARED WITH ESTIMATED
For 2 Month Period Ending 08/31/23

	ESTIMATED	ACTUAL	UNREALIZED
1XXX Other Revenue from Local Sources	\$69,298.00	\$0.00	\$69,298.00
Total Revenues from Local Sources	\$69,298.00	\$0.00	\$69,298.00
=====			
--- STATE SOURCES ---			
32XX Other Restricted Entitlements	\$0.00	\$20,707.00	(\$20,707.00)
Total Revenue from State Sources	\$0.00	\$20,707.00	(\$20,707.00)
=====			
--- FEDERAL SOURCES ---			
4411-16 Title I	\$21,395.00	.00	\$21,395.00
4451-55 Title II	\$11,792.00	.00	\$11,792.00
4420-29 I.D.E.A. Part B (Handicapped)	\$319,580.00	.00	\$319,580.00
Total Revenues from Federal Sources	\$352,767.00	\$0.00	\$352,767.00
=====			
TOTAL REVENUES/SOURCES OF FUNDS	\$422,065.00	\$20,707.00	\$401,358.00
=====			

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
Special Revenue Fund - Fund 20
STATEMENT OF APPROPRIATIONS - RESTRICTED STATE ENTITLEMENTS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 2 Month Period Ending 08/31/23

	Appropriations	Expenditures	Encumbrances	Available Balance
Local Projects:				
20-001-XXX-XXX to 20-199-XXX-XXX Local Projects	\$69,298.00	\$7,049.00	\$123,138.18	(\$60,889.18)
TOTAL LOCAL PROJECTS	\$69,298.00	\$7,049.00	\$123,138.18	(\$60,889.18)
State Projects:				
Federal Projects:				
--- CARES Act Educational Stabilization Fund ---				
--- Bridging the Digital Divide Program				
--- Coronavirus Relief Grant Program ---				
--- Other Federal Programs ---				
20-231 to 20-239-XXX-XXX ESSA Title I - Part A/D	\$21,395.00	.00	.00	\$21,395.00
20-25X-XXX-XXX I.D.E.A. Part B	\$319,580.00	.00	.00	\$319,580.00
20-27X-XXX-XXX ESSA Title II - Part A/D	\$11,792.00	.00	\$5,190.08	\$6,601.92
20-487-XXX-XXX ARP-ESSER Grant Program			\$48,566.00	(\$48,566.00)
20-488-XXX-XXX ARP-ESSER Accelerated Learning Coaching			\$22,918.00	(\$22,918.00)
TOTAL Other Federal Programs	\$352,767.00	\$0.00	\$76,674.08	\$276,092.92
TOTAL FEDERAL PROJECTS	\$352,767.00	\$0.00	\$76,674.08	\$276,092.92
20-XXX-XXX-XXX All Other State/Fed/Loc Projects	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENDITURES	\$422,065.00	\$7,049.00	\$199,812.26	\$215,203.74

REPORT OF THE SECRETARY CERTIFICATION PAGE
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education

Special Revenue Fund - Fund 20
For 2 Month Period Ending 08/31/23

I, Alex Ferreira, Board Secretary/Business Administrator
certify that no line item account has encumbrances and expenditures,
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.


Board Secretary/Business Administrator

10.13.23
Date

10/12 9:46am

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Page 1

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 2 Month Period Ending 08/31/23

=====

ASSETS AND RESOURCES

=====

--- A S S E T S ---

101	Cash in bank	(\$567,899.60)
102-104	Cash on hand, change cash, petty cash	\$1,195,173.42

--- R E S O U R C E S ---

Total assets and resources

\$627,273.82
=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education

Capital Projects Fund - Fund 30
Interim Balance Sheet
For 2 Month Period Ending 08/31/23

LIABILITIES AND FUND EQUITY

--- LIABILITIES ---

Other current liabilities	\$252,070.82
TOTAL LIABILITIES	\$252,070.82

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year	\$18,750.00
754	Reserve for encumbrances - Prior Year	\$2,228.19
601	Appropriations	\$19,259.44
603	Encumbrances	(\$20,978.19)
		(\$1,718.75)
	Total Appropriated	\$19,259.44

--- Unappropriated ---

770	Fund balance	\$355,943.56
-----	--------------	--------------

TOTAL FUND BALANCE	\$375,203.00
---------------------------	---------------------

TOTAL LIABILITIES AND FUND EQUITY	\$627,273.82
--	---------------------

[illegible]

REPORT OF THE SECRETARY CERTIFICATION PAGE
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education

Capital Projects Fund - Fund 30
For 2 Month Period Ending 08/31/23

I, Alex Ferreira, Board Secretary/Business Administrator
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which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.


Board Secretary/BUSINESS Administrator

10-13-23
Date

10/12 9:46am

4
Page 1

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
Debt Service Fund - Fund 40
Interim Balance Sheet
For 2 Month Period Ending 08/31/23

=====

ASSETS AND RESOURCES

=====

--- A S S E T S ---

101	Cash in bank	(\$519,109.92)
121	Tax levy receivable	\$1,378,211.76

--- R E S O U R C E S ---

302	Less Revenues	(\$1,730,089.00)
		<hr/>
		(\$1,730,089.00)
		<hr/>
	Total assets and resources	(\$870,987.16)
		=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education

Debt Service Fund - Fund 40
Interim Balance Sheet
For 2 Month Period Ending 08/31/23

=====

LIABILITIES AND FUND EQUITY

=====

--- LIABILITIES ---

Other current liabilities	\$140,041.17
TOTAL LIABILITIES	\$140,041.17

=====

FUND BALANCE

--- Appropriated ---

Reserved fund balance:

601	Appropriations		\$1,788,743.76	
602	Less : Expenditures	\$1,010,940.63		
			(\$1,010,940.63)	
				\$777,803.13
	Total Appropriated			\$777,803.13
---	Unappropriated ---			
770	Fund Balance			(\$87.70)
303	Budgeted Fund Balance			(\$1,788,743.76)
	TOTAL FUND BALANCE			(\$1,011,028.33)
	TOTAL LIABILITIES AND FUND EQUITY			(\$870,987.16)

=====

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$1,788,743.76	\$1,010,940.63	\$777,803.13
Revenues	\$0.00	(\$1,730,089.00)	\$1,730,089.00
	\$1,788,743.76	(\$719,148.37)	\$2,507,892.13
--- Change in Maint. / Capital reserve account ---			
Subtotal	\$1,788,743.76	(\$719,148.37)	\$2,507,892.13
Less: Adjust for prior year encumb.	\$0.00	\$0.00	
Budgeted Fund Balance	\$1,788,743.76	(\$719,148.37)	\$2,507,892.13

4

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education

Debt Service Fund - Fund 40
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 2 Month Period Ending 08/31/23

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
--- Local Sources ---				
1210 Local tax levy		\$1,653,853.00		(\$1,653,853.00)
	_____	_____	_____	_____
Total Local Sources	\$0.00	\$1,653,853.00		(\$1,653,853.00)
	=====	=====	=====	=====
--- State Sources ---				
3160 Debt service aid Type II		\$76,236.00		(\$76,236.00)
	_____	_____	_____	_____
Total State Sources	\$0.00	\$76,236.00		(\$76,236.00)
	=====	=====	=====	=====
TOTAL REVENUE/SOURCES OF FUNDS	\$0.00	\$1,730,089.00		(\$1,730,089.00)
	=====	=====	=====	=====

4

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education

Debt Service Fund - Fund 40
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 2 Month Period Ending 08/31/23

*** EXPENDITURES ***	APPROPRIATIONS	EXPENDITURES/Enc.	AVAILABLE BALANCE
--- Debt Service - Regular ---			
40-701-510-834 Interest on Bonds	\$488,743.76	\$210,940.63	\$277,803.13
40-701-510-910 Redemption of Principal	\$1,300,000.00	\$800,000.00	\$500,000.00
TOTAL	\$1,788,743.76	\$1,010,940.63	\$777,803.13

REPORT OF THE SECRETARY CERTIFICATION PAGE
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
Debt Service Fund - Fund 40

4

For 2 Month Period Ending 08/31/23

I, Alex Ferreira Board Secretary/Business Administrator
certify that no line item account has encumbrances and expenditures,
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.


Board Secretary/Administrator

10.13.23
Date



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

Health and Safety Evaluation of School Buildings Checklist 2023-2024

County: Morris District Occupying Building: Mountain Lakes

Leased [] or Owned [x] School Building Name: Briarcliff Middle School

Completed By: Ryan P. Dunn Date: 10/9/2023

This form shall be used for the evaluation of school buildings (pursuant to NJAC 6A:26-6.1 and NJAC 6A:26-8.1) Traditional Public School Districts (owned or leased), Approved Private Schools for Students with Disabilities (APSSD), Charter Schools, Renaissance School Projects and any other setting used for instruction.

This evaluation checklist shall be completed annually by appropriate district personnel and kept on file for inspection or other legal issues. These indicators cover regulations issued by NJDOE, NJDCA, NJUCC, POSHA, NFPA.

The emphasis of this evaluation checklist is for the health and safety of students and staff, even in the absence of a specific Statute or Code. The items listed are not mutually exclusive of other findings a monitor/inspector may cite. See "Health and Safety Evaluation of School Buildings Facilities Checklist Instructions & Guidance 2023-2024" document for additional detailed information.

• NOTE: Items denoted with a 6A:26-8.1 reference, cover ALL school buildings but are also included in the Temporary Facilities Code.

• *References: NJDCA- Dept of Community Affairs; UCC – Uniform Construction Code; NJAC – New Jersey Administrative Code; NJSA – New Jersey Statutes; NFPA - National Fire Protection Association; PEOSH - Public Employees Occupational Safety & Health Act.

Section A: 100% Items

(This section must have full compliance with all items)

Current Licenses and Certificates #1 to #10 100% Compliance	Yes	No	N/A	Violation Location
1.A current certificate of compliance with the Uniform Fire Code has been issued by the local or State fire official/inspector within the year and posted in a conspicuous location (or current abatement inspection is available).	x			
2.A current inspection report of the local health official (kitchen, cafeteria, pool, etc.) is available.	x			
3.A 3-year asbestos management plan, as required by A.H.E.R.A., is available including current six-month surveillance update reports. If constructed without asbestos, a letter of certification from the architect is available.	x			
4.An annual inspection report of the Department of Environmental Protection for the operation of a sewage treatment plant, where applicable, is available.			x	

Current Licenses and Certificates #1 to #10 100% Compliance	Yes	No	N/A	Violation Location
5. Current boiler inspection certificate(s) posted at site of boiler(s).	x			
6. Current license(s) for high- and low-pressure boiler operators, as required by code, are properly posted.	x			
7. Current drinking water supply inspection reports are available to comply with the Safe Water Drinking Act. (<u>NJAC 58:12A-1</u>) (<u>NJAC 6A:26-12.4</u>). Also, evidence of testing of water for lead has been provided by the district through annual submittal of the Lead Testing Statement of Assurance.	x			
8. One fire drill and one school security drill are held each month. (See "Checklist Instructions" for Certificate of Assurance). <u>NJSA 18A:41-1</u>	x			
9. Right-To-Know requirements are properly posted and SDS reporting materials on file for review.	x			
10. Janet's Law – District has Automated External Defibrillators (AEDs) identified with appropriate signage and made available in an unlocked location on school property, which are accessible during the school day and any other time in which a school-sponsored athletic event or team practice, in which pupils of the district are participating, is taking place and are within reasonable proximity of the school athletic field or gymnasium, as applicable. (<u>Janet's Law NJSA 18A:40- 41a-41c</u>)	x			
Exits/Exterior #11 to #12 100% Compliance	Yes	No	N/A	Violation location
11. Exterior switches and receptacles are covered by securely fastened weather-proof plates and fixtures are securely mounted with no exposed wires.	x			
12. All exterior exits are in good condition, locked from outside access, are readily accessible and free of obstructions for use in an emergency, including: a. Fire escapes and/or exterior stairs can be safely negotiated. Exterior doors shall not be propped open. b. Panic hardware is provided on exit doors of all spaces with an occupancy load/capacity greater than 50.	x			
Interior #13 to #21 100% Compliance	Yes	No	N/A	Violation Location
13. All electrical outlets, switches, receptacles and junction boxes, electric wires, fuses and/or circuit breaker panels, etc., are properly covered and/or secured and/or protected.	x			
14. Sufficient access and working space are provided and maintained around all electrical systems equipment. Items, especially combustibles, are a minimum of 36 inches from electrical power sources or equipment, i.e., circuit breaker panels, fuse boxes, transformers.	x			

Interior #13 to #21 100% Compliance	Yes	No	N/A	Violation Location
15. Instructional areas are free of all unapproved construction, e.g., walls, partitions, doors and stairs, etc.	x			
16. Doors on any occupied space are free of deadbolts or slide bolts and permit exiting without need of a key or special knowledge. <u>NJAC 6A:26-8.1</u>	x			
17. Unobstructed vision panels with code-approved glass are installed in doors opening into corridors. Interior glazing shall be safety glazing. <u>NJAC 6A:26-8.1</u>	x			
18. Kindergarten and Pre-K toilet requirements are met. N.J.A.C. <u>NJAC 6A:26-6.3(h)4.</u>			x	
19. District requested approvals as needed: Dual Use, Change-of-Use, Alternate (Toilet) Method of Compliance, Temporary sites (Temporary Classroom Units (TCUs) or rented facilities). Required DOE approvals in place.			x	
20. Dangerous chemicals (i.e., liquefied petroleum (LP) gas/propane) and/or explosive materials (i.e., gunpowder, picric acid) are <i>not</i> stored/present in the building. If needed, flammable and combustible materials are properly stored/maintained (i.e., in properly rated cabinets; not in boiler room/high-hazard areas).			x	
21. Carbon Monoxide (CO) Detectors must be in the vicinity of all fuel-burning appliances. a. Gas and oil heating systems: boilers, furnaces, central and unitary equipment. b. Generators: portable and permanent. c. Natural gas and propane appliances: water heaters, ranges, stoves, ovens, laundry washers and dryers d. Fireplaces e. In hallways connected to space with the source <u>NJAC 5:70-4.3(a)</u> , and <u>NJAC 5:70-4.9(d)</u>	x			
Vocational/Laboratories #22 to #25 100% Compliance	Yes	No	N/A	Violation Location
22. Power machinery and equipment, as well as science laboratories, have appropriate safety features in place including, as applicable: a. Appropriate placement on the floor and required point-of-operation guards to protect users from injury due to moving parts. b. Clearly visible and accessible push-type emergency cut-off switches at appropriate locations within shops to de-energize electrical supply to non-portable machinery. c. Non-portable machinery provided with magnetic type switches to prevent automatic restart upon restoration of power after an electrical failure or reactivation of the emergency cut-off switch.			x	

Vocational/Laboratories #22 to #25 100% Compliance	Yes	No	N/A	Violation Location
d.Key-operated electric solenoid shut-off valves on natural gas lines in science laboratories and shops constructed after 1979. On all other gas lines there is an emergency shut-off valve which is clearly marked and accessible.				
23.At a minimum, one #20 ABC-rated fire extinguishers are provided in each laboratory and vocational area.	x			
24.Adequate eye and body protection are provided, including: a.Eye protection devices (glasses, goggles) for students and faculty in each laboratory and shop area, including appropriate provision for their sanitation. b.Emergency eyewash device(s), with 15 minutes continuous flow, where caustic or corrosive materials are used. c. An emergency cold-water shower for chemistry laboratory if constructed after October 1985. <u>NJAC 6A:26-12.5(d)</u>	x			
25.Provision of proper local or general ventilation and/or exhausting of toxic and/or dangerous fumes and/or odors, including for the following activities, as applicable: a.For science activities (i.e., via fume hoods) b.For welding operations c. For paint spraying operations: 1.Automotive: should have a separate exhaust system. 2.Art: proper ventilation for spray paint with fumes d.Art: Designated safe space/room for kilns with proper ventilation e.In dust generating operations, such as wood working, a dust collecting system which should be either single or multi-use vacuum packs or a central dust collection system	x			

	Yes	No	N/A
100% Items Total	20	0	5

Space for Notes

Section B: 80% Items

Must be compliant with 80% of applicable items to pass.

Exits/Exterior #1 to #4 80% Compliance	Yes	No	N/A	Violation Location
1.No evidence of major exterior building structural damage. Example(s) would include: a.Exterior walls appear free of structural cracks, loose masonry and crumbling parapets; lintels appear free of rust and flaking. b.Gutters and downspouts appear to be in good condition and are secured to the building; runoff does not appear to be obstructed or create poor drainage or soil erosion.	x			
2.All exterior receptacles are GFCI-protected in accordance with code.	x			
3.All school grounds, including general purpose play areas and athletic fields, are free of holes, glass, stumps, roots, rocks and other hazardous obstacles. Fences are maintained and are free of holes. The outside physical education area for students shall include, but not be limited to, sufficient space, equipment, and safe surfaces for students and program needs and are protected from hazards or traffic conditions.	x			
4.Playground area and equipment appear to be in safe operating condition and in compliance with code and the district maintains documentation of compliance and regular (annual and/or monthly) inspections.			x	
Interior Items #5 to #26 80% Compliance	Yes	No	N/A	Violation Location
5.All interior exits and corridors are in good condition, readily accessible, and free of obstructions and/or excessive materials that would hinder exiting.	x			
6.Emergency evacuation egress procedures are posted at a visible height and standard location in all areas.	x			
7.Doors leading to interior courtyards are clearly marked: "Not an Exit" and such doors should open into the corridor.			x	
8.Handrails on both sides of interior stairways, guardrails and interior stair treads are free of surface features that may cause injury and/or are properly secured. Interior stair treads do not show evidence of extensive wear and are generally in good repair.	x			
9.Stage curtains need to indicate flame proof or flame retardant and certificates are on file.	x			

Interior Items #5 to #26 80% Compliance	Yes	No	N/A	Violation Location
10. All education spaces shall be equipped with a communication device/system connected to the main office and capable of emergency communication to local authorities or 9-1-1.	x			
11. Electric outlets and/or wiring appear appropriate, including: a. GFI protection for receptacle(s) within 6 feet of water in accordance with code. b. Electrical extension cords and surge protectors used appropriately, with extension cords only used temporarily . c. Sufficient electrical duplex outlets shall be provided to satisfy the program needs as provided in code. <u>NJAC 6A:26-6.3(f)</u>	x			
12. Nurse's Office: Space shall provide the necessary facilities, equipment and supplies for the performance of the duties required under State law and the rules by health services personnel. <u>NJAC 6A:26-6.3(9)</u> and <u>NJAC 6A:26-12.3</u>	x			
13. Individual or central mechanical ventilation unit(s) are operating in all student- and staff-occupied rooms/areas and toilet facilities; air conditioners are operational in windowless interior areas. Heating and ventilation requirements shall be as set forth in code. <u>NJAC 6A:26-6.3(d)</u>	x			
14. Lighting levels in all instructional areas at least 50-foot candles, as measured with a light meter, comply with code and lamps/bulbs are covered with a lens cover or equivalent protection. <u>NJAC 6A:26-6.3(g)</u>	x			
15. Instructional areas have no unauthorized and/or potentially hazardous materials/equipment in rooms. <u>Uniform Fire Code</u> Dangerous touch points in educational spaces, such as hot pipes, radiators, should be covered. <u>NJAC 6A:26-6.3 (e) (5)</u>	x			
16. A chalkboard, whiteboard, and/or electronic display board is/are provided in each instructional space and is/are free of cracks and jagged edges. <u>NJAC 6A:26-8.1.viii.(1)</u>	x			
17. Ceilings, walls and floors are free of holes, sags, and evidence of water damage. The average ceiling height shall be at least 8 feet for instructional spaces in an existing public school, in a district owned facility and in rented or leased buildings not on school district-owned sites. <u>NJAC 6A:26-6.3(6)</u> and <u>NJAC 6A:8.1.d.1.i.(1)</u>	x			
18. Area and floor drains, where provided, appear to be in working order and covered with appropriate plates; unused (abandoned) waste lines (drains) are sealed off/capped.	x			

Interior Items #5 to #26 80% Compliance	Yes	No	N/A	Violation Location
19. Floors throughout the school are clean and free of trash, as well as appear free of slipping, tripping and/or other hazards. Egress through halls and exits are clear and accessible. Concrete floors in all instructional areas, except shops, shall be covered with a resilient floor covering. <u>NJAC 6A:26-d-1, i 5</u>	x			
20. Supplies and materials are neatly and appropriately stored: a. Storage racks/shelving over 6 feet in height are properly secured from tipping. b. There is no storage within 24 inches of a ceiling. In spaces with sprinkler systems, storage is at least a minimum of 18 inches below sprinkler head deflectors. c. Storage is organized to allow safe access within and through space.	x			
21. Provision shall be made for storage of students' clothing in other than a corridor or exit way. Student lockers are usable, i.e., doors, handles and locks are operable. <u>NJAC 6A:26-8.1 (i) (7)</u>	x			
22. Drinking fountains are provided with sufficient water pressure or access to water coolers is readily available. Potable water shall be available and drinking fountains/bubblers shall be provided for students in cafeterias and in preschool and kindergarten programs in accordance with <u>NJAC 6A:26-12.4</u> and <u>NJAC 6A:26-8.1 (d) (1) (v)</u> .	x			
23. Toilet facilities shall meet existing UCC requirements for the E Use Group as determined by the construction official. Toilet facilities shall be available within a reasonable distance not more than one floor away and shall be equipped with an exterior operable window sash or mechanical exhaust ventilation. <u>NJAC 6A:26-8.1</u>	x			
24. Food and non-food items (i.e., cleaning products, etc.) in home economics rooms and cafeteria/kitchen are stored separately.	x			
25. Non-instructional areas are free of all unapproved construction, e.g. walls, partitions, doors and stairs.	x			
26. Furniture and equipment are in good condition and suitable for the age and size of the students and purposes of instruction shall be provided. <u>NJAC 6A:26-8.1</u>	x			
Vocational/Laboratories #27 to #34 80% Compliance	Yes	No	N/A	Violation Location
27. Corrosives, toxic and other hazardous substances are stored in properly rated cabinets and are labeled accordingly.	x			

Vocational/Laboratories #27 to #34 80% Compliance	Yes	No	N/A	Violation Location
28. Required space is available for the safe operation of machinery.			x	
29. Mechanical and hydraulic automotive lifts have locking devices to hold them in the extended (open) position.			x	
30. Floors and aisles in all shops are free of slipping and tripping hazards.			x	
31. "Eye Hazard Area - Wear Your Eye Protection" signs are posted.	x			
32. The following additional safety measures are in place if welding operations are on-going: a. Welding curtains are provided and are painted with a finish of low reflectivity. b. Personal protective equipment (e.g., goggles, aprons, etc.) are provided.			x	
33. Pressurized gas cylinders are secured (chain and eye hooks to welding cart, etc.) and valve protection caps are in place.			x	
34. Oxygen cylinders in storage are separated from fuel gas cylinders (acetylene) or combustible materials a minimum distance of 20 feet.			x	
	Yes	No	N/A	
80% Items Total	26	0	8	

**Violations of 100% items 12, 16 & 17 and 80% item 15 are the MOST egregious.
Please refer to the Guidance Document for details.**

Space for Notes



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

School Facility Score Summary 2023-2024

Scoring Sections	100% Section A	80% Section B
Maximum Number of Compliant Questions:	25	34

100% Section A Compliance	Score	NJQSAC FISCAL DPR (All items are compliant in building)
Number of "NO" responses in section A	0	<p>100% section in Compliance with <u>No Exceptions</u></p> <p>100% section is Non-Compliant with <u>ANY exceptions</u> (Corrective Action Needed)</p>

80% Section B Compliance	Score	NJQSAC FISCAL DPR (At least 80% of items are compliant in building)
A. Number of "Yes" responses	26	<p>The school building passes if the Compliant Line (A) is equal to or greater than Line (D)</p> <p>The school building fails (Non-Compliant) if Line (A) is less than Line (D) - Corrective Action is Needed</p>
B. Number of "No" responses	0	
C. Subtotal [A + B]	26	
D. Multiply [(C) × 80%]	20.8	

LEA Assurance Signatures – Must be signed AND dated

School Facility Name: Briarcliff Middle School

Ryan P. Dunn

CEFM

10/09/2023

Completed by

Title

Date

Certified Educational Facilities Manager (if position used by district)
or Head/Lead Custodian

Date

Chief School Administrator or School Business Administrator

Date

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STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

Health and Safety Evaluation of School Buildings Checklist 2023-2024

County: Morris District Occupying Building: Mountain Lakes

Leased ☐ or Owned ☒ School Building Name: Mountain Lakes High School

Completed By: Ryan P. Dunn Date: 10/09/2023

This form shall be used for the evaluation of school buildings (pursuant to NJAC 6A:26-6.1 and NJAC 6A:26-8.1) Traditional Public School Districts (owned or leased), Approved Private Schools for Students with Disabilities (APSSD), Charter Schools, Renaissance School Projects and any other setting used for instruction.

This evaluation checklist shall be completed annually by appropriate district personnel and kept on file for inspection or other legal issues. These indicators cover regulations issued by NJDOE, NJDCA, NJUCC, POSHA, NFPA.

The emphasis of this evaluation checklist is for the health and safety of students and staff, even in the absence of a specific Statute or Code. The items listed are not mutually exclusive of other findings a monitor/inspector may cite. See "Health and Safety Evaluation of School Buildings Facilities Checklist Instructions & Guidance 2023-2024" document for additional detailed information.

- NOTE: Items denoted with a 6A:26-8.1 reference, cover ALL school buildings but are also included in the Temporary Facilities Code.
- *References: NJDCA- Dept of Community Affairs; UCC – Uniform Construction Code; NJAC – New Jersey Administrative Code; NJSA – New Jersey Statutes; NFPA - National Fire Protection Association; PEOSH - Public Employees Occupational Safety & Health Act.

Section A: 100% Items

(This section must have full compliance with all items)

Current Licenses and Certificates #1 to #10 100% Compliance	Yes	No	N/A	Violation Location
1.A current certificate of compliance with the Uniform Fire Code has been issued by the local or State fire official/inspector within the year and posted in a conspicuous location (or current abatement inspection is available).	x			
2.A current inspection report of the local health official (kitchen, cafeteria, pool, etc.) is available.	x			
3.A 3-year asbestos management plan, as required by A.H.E.R.A., is available including current six-month surveillance update reports. If constructed without asbestos, a letter of certification from the architect is available.	x			
4.An annual inspection report of the Department of Environmental Protection for the operation of a sewage treatment plant, where applicable, is available.			x	

Current Licenses and Certificates #1 to #10 100% Compliance	Yes	No	N/A	Violation Location
5.Current boiler inspection certificate(s) posted at site of boiler(s).	x			
6.Current license(s) for high- and low-pressure boiler operators, as required by code, are properly posted.	x			
7.Current drinking water supply inspection reports are available to comply with the Safe Water Drinking Act. (NJAC 58:12A-1) (NJAC 6A:26-12.4). Also, evidence of testing of water for lead has been provided by the district through annual submittal of the Lead Testing Statement of Assurance.	x			
8.One fire drill and one school security drill are held each month. (See "Checklist Instructions" for Certificate of Assurance). NJSA 18A:41-1	x			
9.Right-To-Know requirements are properly posted and SDS reporting materials on file for review.	x			
10. Janet's Law – District has Automated External Defibrillators (AEDs) identified with appropriate signage and made available in an unlocked location on school property, which are accessible during the school day and any other time in which a school-sponsored athletic event or team practice, in which pupils of the district are participating, is taking place and are within reasonable proximity of the school athletic field or gymnasium, as applicable. (Janet's Law NJSA 18A:40- 41a-41c)	x			
Exits/Exterior #11 to #12 100% Compliance	Yes	No	N/A	Violation location
11.Exterior switches and receptacles are covered by securely fastened weather-proof plates and fixtures are securely mounted with no exposed wires.	x			
12.All exterior exits are in good condition, locked from outside access, are readily accessible and free of obstructions for use in an emergency, including: a.Fire escapes and/or exterior stairs can be safely negotiated. Exterior doors shall not be propped open. b.Panic hardware is provided on exit doors of all spaces with an occupancy load/capacity greater than 50.	x			
Interior #13 to #21 100% Compliance	Yes	No	N/A	Violation Location
13.All electrical outlets, switches, receptacles and junction boxes, electric wires, fuses and/or circuit breaker panels, etc., are properly covered and/or secured and/or protected.	x			
14. Sufficient access and working space are provided and maintained around all electrical systems equipment. Items, especially combustibles, are a minimum of 36 inches from electrical power sources or equipment, i.e., circuit breaker panels, fuse boxes, transformers.	x			

Interior #13 to #21 100% Compliance	Yes	No	N/A	Violation Location
15. Instructional areas are free of all unapproved construction, e.g., walls, partitions, doors and stairs, etc.	x			
16. Doors on any occupied space are free of deadbolts or slide bolts and permit exiting without need of a key or special knowledge. <u>NJAC 6A:26-8.1</u>	x			
17. Unobstructed vision panels with code-approved glass are installed in doors opening into corridors. Interior glazing shall be safety glazing. <u>NJAC 6A:26-8.1</u>	x			
18. Kindergarten and Pre-K toilet requirements are met. N.J.A.C. <u>NJAC 6A:26-6.3(h)4.</u>			x	
19. District requested approvals as needed: Dual Use, Change-of-Use, Alternate (Toilet) Method of Compliance, Temporary sites (Temporary Classroom Units (TCUs) or rented facilities). Required DOE approvals in place.			x	
20. Dangerous chemicals (i.e., liquefied petroleum (LP) gas/propane) and/or explosive materials (i.e., gunpowder, picric acid) are <i>not</i> stored/present in the building. If needed, flammable and combustible materials are properly stored/maintained (i.e., in properly rated cabinets; not in boiler room/high-hazard areas).	x			
21. Carbon Monoxide (CO) Detectors must be in the vicinity of all fuel-burning appliances. a. Gas and oil heating systems: boilers, furnaces, central and unitary equipment. b. Generators: portable and permanent. c. Natural gas and propane appliances: water heaters, ranges, stoves, ovens, laundry washers and dryers d. Fireplaces e. In hallways connected to space with the source <u>NJAC 5:70-4.3(a)</u> , and <u>NJAC 5:70-4.9(d)</u>	x			
Vocational/Laboratories #22 to #25 100% Compliance	Yes	No	N/A	Violation Location
22. Power machinery and equipment, as well as science laboratories, have appropriate safety features in place including, as applicable: a. Appropriate placement on the floor and required point-of-operation guards to protect users from injury due to moving parts. b. Clearly visible and accessible push-type emergency cut-off switches at appropriate locations within shops to de-energize electrical supply to non-portable machinery. c. Non-portable machinery provided with magnetic type switches to prevent automatic restart upon restoration of power after an electrical failure or reactivation of the emergency cut-off switch.	x			

Vocational/Laboratories #22 to #25 100% Compliance	Yes	No	N/A	Violation Location
d. Key-operated electric solenoid shut-off valves on natural gas lines in science laboratories and shops constructed after 1979. On all other gas lines there is an emergency shut-off valve which is clearly marked and accessible.				
23. At a minimum, one #20 ABC-rated fire extinguishers are provided in each laboratory and vocational area.	x			
24. Adequate eye and body protection are provided, including: a. Eye protection devices (glasses, goggles) for students and faculty in each laboratory and shop area, including appropriate provision for their sanitation. b. Emergency eyewash device(s), with 15 minutes continuous flow, where caustic or corrosive materials are used. c. An emergency cold-water shower for chemistry laboratory if constructed after October 1985. <u>NJAC 6A:26-12.5(d)</u>	x			
25. Provision of proper local or general ventilation and/or exhausting of toxic and/or dangerous fumes and/or odors, including for the following activities, as applicable: a. For science activities (i.e., via fume hoods) b. For welding operations c. For paint spraying operations: 1. Automotive: should have a separate exhaust system. 2. Art: proper ventilation for spray paint with fumes d. Art: Designated safe space/room for kilns with proper ventilation e. In dust generating operations, such as wood working, a dust collecting system which should be either single or multi-use vacuum packs or a central dust collection system	x			

	Yes	No	N/A
100% Items Total	22	0	3

Space for Notes

Section B: 80% Items

Must be compliant with 80% of applicable items to pass.

Exits/Exterior #1 to #4 80% Compliance	Yes	No	N/A	Violation Location
1. No evidence of major exterior building structural damage. Example(s) would include: a. Exterior walls appear free of structural cracks, loose masonry and crumbling parapets; lintels appear free of rust and flaking. b. Gutters and downspouts appear to be in good condition and are secured to the building; runoff does not appear to be obstructed or create poor drainage or soil erosion.		x		Front Facade
2. All exterior receptacles are GFCI-protected in accordance with code.	x			
3. All school grounds, including general purpose play areas and athletic fields, are free of holes, glass, stumps, roots, rocks and other hazardous obstacles. Fences are maintained and are free of holes. The outside physical education area for students shall include, but not be limited to, sufficient space, equipment, and safe surfaces for students and program needs and are protected from hazards or traffic conditions.	x			
4. Playground area and equipment appear to be in safe operating condition and in compliance with code and the district maintains documentation of compliance and regular (annual and/or monthly) inspections.			x	
Interior Items #5 to #26 80% Compliance	Yes	No	N/A	Violation Location
5. All interior exits and corridors are in good condition, readily accessible, and free of obstructions and/or excessive materials that would hinder exiting.	x			
6. Emergency evacuation egress procedures are posted at a visible height and standard location in all areas.	x			
7. Doors leading to interior courtyards are clearly marked: "Not an Exit" and such doors should open into the corridor.	x			
8. Handrails on both sides of interior stairways, guardrails and interior stair treads are free of surface features that may cause injury and/or are properly secured. Interior stair treads do not show evidence of extensive wear and are generally in good repair.	x			
9. Stage curtains need to indicate flame proof or flame retardant and certificates are on file.	x			

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Interior Items #5 to #26 80% Compliance	Yes	No	N/A	Violation Location
10. All education spaces shall be equipped with a communication device/system connected to the main office and capable of emergency communication to local authorities or 9-1-1.	x			
11. Electric outlets and/or wiring appear appropriate, including: a. GFI protection for receptacle(s) within 6 feet of water in accordance with code. b. Electrical extension cords and surge protectors used appropriately, with extension cords only used temporarily . c. Sufficient electrical duplex outlets shall be provided to satisfy the program needs as provided in code. <u>NJAC 6A:26-6.3(f)</u>	x			
12. Nurse's Office: Space shall provide the necessary facilities, equipment and supplies for the performance of the duties required under State law and the rules by health services personnel. <u>NJAC 6A:26-6.3(9)</u> and <u>NJAC 6A:26-12.3</u>	x			
13. Individual or central mechanical ventilation unit(s) are operating in all student- and staff-occupied rooms/areas and toilet facilities; air conditioners are operational in windowless interior areas. Heating and ventilation requirements shall be as set forth in code. <u>NJAC 6A:26-6.3(d)</u>	x			
14. Lighting levels in all instructional areas at least 50-foot candles, as measured with a light meter, comply with code and lamps/bulbs are covered with a lens cover or equivalent protection. <u>NJAC 6A:26-6.3(g)</u>	x			
15. Instructional areas have no unauthorized and/or potentially hazardous materials/equipment in rooms. <u>Uniform Fire Code</u> Dangerous touch points in educational spaces, such as hot pipes, radiators, should be covered. <u>NJAC 6A:26-6.3 (e) (5)</u>	x			
16. A chalkboard, whiteboard, and/or electronic display board is/are provided in each instructional space and is/are free of cracks and jagged edges. <u>NJAC 6A:26-8.1.viii.(1)</u>	x			
17. Ceilings, walls and floors are free of holes, sags, and evidence of water damage. The average ceiling height shall be at least 8 feet for instructional spaces in an existing public school, in a district owned facility and in rented or leased buildings not on school district-owned sites. <u>NJAC 6A:26-6.3(6)</u> and <u>NJAC 6A:8.1.d.1.i.(1)</u>	x			
18. Area and floor drains, where provided, appear to be in working order and covered with appropriate plates; unused (abandoned) waste lines (drains) are sealed off/capped.	x			

8

Interior Items #5 to #26 80% Compliance	Yes	No	N/A	Violation Location
19. Floors throughout the school are clean and free of trash, as well as appear free of slipping, tripping and/or other hazards. Egress through halls and exits are clear and accessible. Concrete floors in all instructional areas, except shops, shall be covered with a resilient floor covering. <u>NJAC 6A:26-d-1, i 5</u>	x			
20. Supplies and materials are neatly and appropriately stored: a. Storage racks/shelving over 6 feet in height are properly secured from tipping. b. There is no storage within 24 inches of a ceiling. In spaces with sprinkler systems, storage is at least a minimum of 18 inches below sprinkler head deflectors. c. Storage is organized to allow safe access within and through space.	x			
21. Provision shall be made for storage of students' clothing in other than a corridor or exit way. Student lockers are usable, i.e., doors, handles and locks are operable. <u>NJAC 6A:26-8.1 (i) (7)</u>	x			
22. Drinking fountains are provided with sufficient water pressure or access to water coolers is readily available. Potable water shall be available and drinking fountains/bubblers shall be provided for students in cafeterias and in preschool and kindergarten programs in accordance with <u>NJAC 6A:26-12.4</u> and <u>NJAC 6A:26-8.1 (d) (1) (v)</u> .	x			
23. Toilet facilities shall meet existing UCC requirements for the E Use Group as determined by the construction official. Toilet facilities shall be available within a reasonable distance not more than one floor away and shall be equipped with an exterior operable window sash or mechanical exhaust ventilation. <u>NJAC 6A:26-8.1</u>	x			
24. Food and non-food items (i.e., cleaning products, etc.) in home economics rooms and cafeteria/kitchen are stored separately.	x			
25. Non-instructional areas are free of all unapproved construction, e.g. walls, partitions, doors and stairs.	x			
26. Furniture and equipment are in good condition and suitable for the age and size of the students and purposes of instruction shall be provided. <u>NJAC 6A:26-8.1</u>	x			
Vocational/Laboratories #27 to #34 80% Compliance	Yes	No	N/A	Violation Location
27. Corrosives, toxic and other hazardous substances are stored in properly rated cabinets and are labeled accordingly.	x			

Vocational/Laboratories #27 to #34 80% Compliance	Yes	No	N/A	Violation Location
28. Required space is available for the safe operation of machinery.	x			
29. Mechanical and hydraulic automotive lifts have locking devices to hold them in the extended (open) position.			x	
30. Floors and aisles in all shops are free of slipping and tripping hazards.			x	
31. "Eye Hazard Area - Wear Your Eye Protection" signs are posted.	x			
32. The following additional safety measures are in place if welding operations are on-going: a. Welding curtains are provided and are painted with a finish of low reflectivity. b. Personal protective equipment (e.g., goggles, aprons, etc.) are provided.			x	
33. Pressurized gas cylinders are secured (chain and eye hooks to welding cart, etc.) and valve protection caps are in place.			x	
34. Oxygen cylinders in storage are separated from fuel gas cylinders (acetylene) or combustible materials a minimum distance of 20 feet.			x	
	Yes	No	N/A	
80% Items Total	27	1	6	

**Violations of 100% items 12, 16 & 17 and 80% item 15 are the MOST egregious.
Please refer to the Guidance Document for details.**

Space for Notes



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

Health and Safety Evaluation of School Buildings Checklist 2023-2024

County: Morris District Occupying Building: Mountain Lakes

Leased ☐ or Owned ☒ School Building Name: Lake Drive School

Completed By: Ryan P. Dunn Date: 10/9/2023

This form shall be used for the evaluation of school buildings (pursuant to NJAC 6A:26-6.1 and NJAC 6A:26-8.1) Traditional Public School Districts (owned or leased), Approved Private Schools for Students with Disabilities (APSSD), Charter Schools, Renaissance School Projects and any other setting used for instruction.

This evaluation checklist shall be completed annually by appropriate district personnel and kept on file for inspection or other legal issues. These indicators cover regulations issued by NJDOE, NJDCA, NJUCC, POSHA, NFPA.

The emphasis of this evaluation checklist is for the health and safety of students and staff, even in the absence of a specific Statute or Code. The items listed are not mutually exclusive of other findings a monitor/inspector may cite. See "Health and Safety Evaluation of School Buildings Facilities Checklist Instructions & Guidance 2023-2024" document for additional detailed information.

- NOTE: Items denoted with a 6A:26-8.1 reference, cover ALL school buildings but are also included in the Temporary Facilities Code.
- *References: NJDCA- Dept of Community Affairs; UCC – Uniform Construction Code; NJAC – New Jersey Administrative Code; NJSA – New Jersey Statutes; NFPA - National Fire Protection Association; PEOSH - Public Employees Occupational Safety & Health Act.

Section A: 100% Items

(This section must have full compliance with all items)

Current Licenses and Certificates #1 to #10 100% Compliance	Yes	No	N/A	Violation Location
1.A current certificate of compliance with the Uniform Fire Code has been issued by the local or State fire official/inspector within the year and posted in a conspicuous location (or current abatement inspection is available).	x			
2.A current inspection report of the local health official (kitchen, cafeteria, pool, etc.) is available.			x	
3.A 3-year asbestos management plan, as required by A.H.E.R.A., is available including current six-month surveillance update reports. If constructed without asbestos, a letter of certification from the architect is available.	x			
4.An annual inspection report of the Department of Environmental Protection for the operation of a sewage treatment plant, where applicable, is available.			x	

Current Licenses and Certificates #1 to #10 100% Compliance	Yes	No	N/A	Violation Location
5.Current boiler inspection certificate(s) posted at site of boiler(s).	x			
6.Current license(s) for high- and low-pressure boiler operators, as required by code, are properly posted.	x			
7.Current drinking water supply inspection reports are available to comply with the Safe Water Drinking Act. (NJAC 58:12A-1) (NJAC 6A:26-12.4). Also, evidence of testing of water for lead has been provided by the district through annual submittal of the Lead Testing Statement of Assurance.	x			
8.One fire drill and one school security drill are held each month. (See "Checklist Instructions" for Certificate of Assurance). NJSA 18A:41-1	x			
9.Right-To-Know requirements are properly posted and SDS reporting materials on file for review.	x			
10. Janet's Law – District has Automated External Defibrillators (AEDs) identified with appropriate signage and made available in an unlocked location on school property, which are accessible during the school day and any other time in which a school-sponsored athletic event or team practice, in which pupils of the district are participating, is taking place and are within reasonable proximity of the school athletic field or gymnasium, as applicable. (Janet's Law NJSA 18A:40- 41a-41c)	x			
Exits/Exterior #11 to #12 100% Compliance	Yes	No	N/A	Violation location
11.Exterior switches and receptacles are covered by securely fastened weather-proof plates and fixtures are securely mounted with no exposed wires.	x			
12.All exterior exits are in good condition, locked from outside access, are readily accessible and free of obstructions for use in an emergency, including: a.Fire escapes and/or exterior stairs can be safely negotiated. Exterior doors shall not be propped open. b.Panic hardware is provided on exit doors of all spaces with an occupancy load/capacity greater than 50.	x			
Interior #13 to #21 100% Compliance	Yes	No	N/A	Violation Location
13.All electrical outlets, switches, receptacles and junction boxes, electric wires, fuses and/or circuit breaker panels, etc., are properly covered and/or secured and/or protected.	x			
14. Sufficient access and working space are provided and maintained around all electrical systems equipment. Items, especially combustibles, are a minimum of 36 inches from electrical power sources or equipment, i.e., circuit breaker panels, fuse boxes, transformers.	x			

Interior #13 to #21 100% Compliance	Yes	No	N/A	Violation Location
15. Instructional areas are free of all unapproved construction, e.g., walls, partitions, doors and stairs, etc.	x			
16. Doors on any occupied space are free of deadbolts or slide bolts and permit exiting without need of a key or special knowledge. <u>NJAC 6A:26-8.1</u>	x			
17. Unobstructed vision panels with code-approved glass are installed in doors opening into corridors. Interior glazing shall be safety glazing. <u>NJAC 6A:26-8.1</u>	x			
18. Kindergarten and Pre-K toilet requirements are met. N.J.A.C. <u>NJAC 6A:26-6.3(h)4.</u>	x			
19. District requested approvals as needed: Dual Use, Change-of-Use, Alternate (Toilet) Method of Compliance, Temporary sites (Temporary Classroom Units (TCUs) or rented facilities). Required DOE approvals in place.	x			
20. Dangerous chemicals (i.e., liquefied petroleum (LP) gas/propane) and/or explosive materials (i.e., gunpowder, picric acid) are <i>not</i> stored/present in the building. If needed, flammable and combustible materials are properly stored/maintained (i.e., in properly rated cabinets; not in boiler room/high-hazard areas).			x	
21. Carbon Monoxide (CO) Detectors must be in the vicinity of all fuel-burning appliances. a. Gas and oil heating systems: boilers, furnaces, central and unitary equipment. b. Generators: portable and permanent. c. Natural gas and propane appliances: water heaters, ranges, stoves, ovens, laundry washers and dryers d. Fireplaces e. In hallways connected to space with the source <u>NJAC 5:70-4.3(a)</u> , and <u>NJAC 5:70-4.9(d)</u>	x			
Vocational/Laboratories #22 to #25 100% Compliance	Yes	No	N/A	Violation Location
22. Power machinery and equipment, as well as science laboratories, have appropriate safety features in place including, as applicable: a. Appropriate placement on the floor and required point-of-operation guards to protect users from injury due to moving parts. b. Clearly visible and accessible push-type emergency cut-off switches at appropriate locations within shops to de-energize electrical supply to non-portable machinery. c. Non-portable machinery provided with magnetic type switches to prevent automatic restart upon restoration of power after an electrical failure or reactivation of the emergency cut-off switch.			x	

Vocational/Laboratories #22 to #25 100% Compliance	Yes	No	N/A	Violation Location
d.Key-operated electric solenoid shut-off valves on natural gas lines in science laboratories and shops constructed after 1979. On all other gas lines there is an emergency shut-off valve which is clearly marked and accessible.				
23.At a minimum, one #20 ABC-rated fire extinguishers are provided in each laboratory and vocational area.			x	
24.Adequate eye and body protection are provided, including: a.Eye protection devices (glasses, goggles) for students and faculty in each laboratory and shop area, including appropriate provision for their sanitation. b.Emergency eyewash device(s), with 15 minutes continuous flow, where caustic or corrosive materials are used. c. An emergency cold-water shower for chemistry laboratory if constructed after October 1985. <u>NJAC 6A:26-12.5(d)</u>			x	
25.Provision of proper local or general ventilation and/or exhausting of toxic and/or dangerous fumes and/or odors, including for the following activities, as applicable: a.For science activities (i.e., via fume hoods) b.For welding operations c. For paint spraying operations: 1. Automotive: should have a separate exhaust system. 2. Art: proper ventilation for spray paint with fumes d.Art: Designated safe space/room for kilns with proper ventilation e.In dust generating operations, such as wood working, a dust collecting system which should be either single or multi-use vacuum packs or a central dust collection system			x	
	Yes	No	N/A	
100% Items Total	18	0	7	

Space for Notes

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Section B: 80% Items

Must be compliant with 80% of applicable items to pass.

Exits/Exterior #1 to #4 80% Compliance	Yes	No	N/A	Violation Location
1.No evidence of major exterior building structural damage. Example(s) would include: a.Exterior walls appear free of structural cracks, loose masonry and crumbling parapets; lintels appear free of rust and flaking. b.Gutters and downspouts appear to be in good condition and are secured to the building; runoff does not appear to be obstructed or create poor drainage or soil erosion.	X			
2.All exterior receptacles are GFCI-protected in accordance with code.			X	
3.All school grounds, including general purpose play areas and athletic fields, are free of holes, glass, stumps, roots, rocks and other hazardous obstacles. Fences are maintained and are free of holes. The outside physical education area for students shall include, but not be limited to, sufficient space, equipment, and safe surfaces for students and program needs and are protected from hazards or traffic conditions.	X			
4.Playground area and equipment appear to be in safe operating condition and in compliance with code and the district maintains documentation of compliance and regular (annual and/or monthly) inspections.	X			
Interior Items #5 to #26 80% Compliance	Yes	No	N/A	Violation Location
5.All interior exits and corridors are in good condition, readily accessible, and free of obstructions and/or excessive materials that would hinder exiting.	X			
6.Emergency evacuation egress procedures are posted at a visible height and standard location in all areas.	X			
7.Doors leading to interior courtyards are clearly marked: "Not an Exit" and such doors should open into the corridor.			X	
8.Handrails on both sides of interior stairways, guardrails and interior stair treads are free of surface features that may cause injury and/or are properly secured. Interior stair treads do not show evidence of extensive wear and are generally in good repair.	X			
9.Stage curtains need to indicate flame proof or flame retardant and certificates are on file.	X			

Interior Items #5 to #26 80% Compliance	Yes	No	N/A	Violation Location
10. All education spaces shall be equipped with a communication device/system connected to the main office and capable of emergency communication to local authorities or 9-1-1.	x			
11. Electric outlets and/or wiring appear appropriate, including: a. GFI protection for receptacle(s) within 6 feet of water in accordance with code. b. Electrical extension cords and surge protectors used appropriately, with extension cords only used temporarily . c. Sufficient electrical duplex outlets shall be provided to satisfy the program needs as provided in code. <u>NJAC 6A:26-6.3(f)</u>	x			
12. Nurse's Office: Space shall provide the necessary facilities, equipment and supplies for the performance of the duties required under State law and the rules by health services personnel. <u>NJAC 6A:26-6.3(9)</u> and <u>NJAC 6A:26-12.3</u>	x			
13. Individual or central mechanical ventilation unit(s) are operating in all student- and staff-occupied rooms/areas and toilet facilities; air conditioners are operational in windowless interior areas. Heating and ventilation requirements shall be as set forth in code. <u>NJAC 6A:26-6.3(d)</u>	x			
14. Lighting levels in all instructional areas at least 50-foot candles, as measured with a light meter, comply with code and lamps/bulbs are covered with a lens cover or equivalent protection. <u>NJAC 6A:26-6.3(g)</u>	x			
15. Instructional areas have no unauthorized and/or potentially hazardous materials/equipment in rooms. <u>Uniform Fire Code</u> Dangerous touch points in educational spaces, such as hot pipes, radiators, should be covered. <u>NJAC 6A:26-6.3 (e) (5)</u>	x			
16. A chalkboard, whiteboard, and/or electronic display board is/are provided in each instructional space and is/are free of cracks and jagged edges. <u>NJAC 6A:26-8.1.viii.(1)</u>	x			
17. Ceilings, walls and floors are free of holes, sags, and evidence of water damage. The average ceiling height shall be at least 8 feet for instructional spaces in an existing public school, in a district owned facility and in rented or leased buildings not on school district-owned sites. <u>NJAC 6A:26-6.3(6)</u> and <u>NJAC 6A:8.1.d.1.i.(1)</u>	x			
18. Area and floor drains, where provided, appear to be in working order and covered with appropriate plates; unused (abandoned) waste lines (drains) are sealed off/capped.	x			

Interior Items #5 to #26 80% Compliance	Yes	No	N/A	Violation Location
19. Floors throughout the school are clean and free of trash, as well as appear free of slipping, tripping and/or other hazards. Egress through halls and exits are clear and accessible. Concrete floors in all instructional areas, except shops, shall be covered with a resilient floor covering. <u>NJAC 6A:26-d-1, i 5</u>	x			
20. Supplies and materials are neatly and appropriately stored: a. Storage racks/shelving over 6 feet in height are properly secured from tipping. b. There is no storage within 24 inches of a ceiling. In spaces with sprinkler systems, storage is at least a minimum of 18 inches below sprinkler head deflectors. c. Storage is organized to allow safe access within and through space.	x			
21. Provision shall be made for storage of students' clothing in other than a corridor or exit way. Student lockers are usable, i.e., doors, handles and locks are operable. <u>NJAC 6A:26-8.1 (i) (7)</u>	x			
22. Drinking fountains are provided with sufficient water pressure or access to water coolers is readily available. Potable water shall be available and drinking fountains/bubblers shall be provided for students in cafeterias and in preschool and kindergarten programs in accordance with <u>NJAC 6A:26-12.4</u> and <u>NJAC 6A:26-8.1 (d) (1) (v)</u> .	x			
23. Toilet facilities shall meet existing UCC requirements for the E Use Group as determined by the construction official. Toilet facilities shall be available within a reasonable distance not more than one floor away and shall be equipped with an exterior operable window sash or mechanical exhaust ventilation. <u>NJAC 6A:26-8.1</u>		x		
24. Food and non-food items (i.e., cleaning products, etc.) in home economics rooms and cafeteria/kitchen are stored separately.			x	
25. Non-instructional areas are free of all unapproved construction, e.g. walls, partitions, doors and stairs.	x			
26. Furniture and equipment are in good condition and suitable for the age and size of the students and purposes of instruction shall be provided. <u>NJAC 6A:26-8.1</u>	x			
Vocational/Laboratories #27 to #34 80% Compliance	Yes	No	N/A	Violation Location
27. Corrosives, toxic and other hazardous substances are stored in properly rated cabinets and are labeled accordingly.			x	

Vocational/Laboratories #27 to #34 80% Compliance	Yes	No	N/A	Violation Location
28. Required space is available for the safe operation of machinery.			x	
29. Mechanical and hydraulic automotive lifts have locking devices to hold them in the extended (open) position.			x	
30. Floors and aisles in all shops are free of slipping and tripping hazards.			x	
31. "Eye Hazard Area - Wear Your Eye Protection" signs are posted.			x	
32. The following additional safety measures are in place if welding operations are on-going: a. Welding curtains are provided and are painted with a finish of low reflectivity. b. Personal protective equipment (e.g., goggles, aprons, etc.) are provided.			x	
33. Pressurized gas cylinders are secured (chain and eye hooks to welding cart, etc.) and valve protection caps are in place.			x	
34. Oxygen cylinders in storage are separated from fuel gas cylinders (acetylene) or combustible materials a minimum distance of 20 feet.			x	
	Yes	No	N/A	
80% Items Total	22	1	11	

**Violations of 100% items 12, 16 & 17 and 80% item 15 are the MOST egregious.
Please refer to the Guidance Document for details.**

Space for Notes

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STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

School Facility Score Summary 2023-2024

Scoring Sections	100% Section A	80% Section B
Maximum Number of Compliant Questions:	25	34

100% Section A Compliance	Score	NJQSAC FISCAL DPR (All items are compliant in building)
Number of "NO" responses in section A	0	<p>100% section in Compliance with <u>No Exceptions</u></p> <p>100% section is Non-Compliant with <u>ANY exceptions</u> (Corrective Action Needed)</p>

80% Section B Compliance	Score	NJQSAC FISCAL DPR (At least 80% of items are compliant in building)
A. Number of "Yes" responses	22	<p>The school building passes if the Compliant Line (A) is equal to or greater than Line (D)</p> <p>The school building fails (Non-Compliant) if Line (A) is less than Line (D) - Corrective Action is Needed</p>
B. Number of "No" responses	1	
C. Subtotal [A + B]	23	
D. Multiply [(C) × 80%]	18.4	

LEA Assurance Signatures – Must be signed AND dated

School Facility Name: Lake Drive School

Ryan P. Dunn

CEFM

10/9/2023

Completed by

Title

Date

Certified Educational Facilities Manager (if position used by district)
or Head/Lead Custodian

Date

Chief School Administrator or School Business Administrator

Date



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

8

Health and Safety Evaluation of School Buildings Checklist 2023-2024

County: Morris District Occupying Building: Mountain Lakes

Leased [] or Owned [x] School Building Name: Wildwood Elementary School

Completed By: Ryan P. Dunn Date: 10/9/2023

This form shall be used for the evaluation of school buildings (pursuant to NJAC 6A:26-6.1 and NJAC 6A:26-8.1) Traditional Public School Districts (owned or leased), Approved Private Schools for Students with Disabilities (APSSD), Charter Schools, Renaissance School Projects and any other setting used for instruction.

This evaluation checklist shall be completed annually by appropriate district personnel and kept on file for inspection or other legal issues. These indicators cover regulations issued by NJDOE, NJDCA, NJUCC, POSHA, NFPA.

The emphasis of this evaluation checklist is for the health and safety of students and staff, even in the absence of a specific Statute or Code. The items listed are not mutually exclusive of other findings a monitor/inspector may cite. See "Health and Safety Evaluation of School Buildings Facilities Checklist Instructions & Guidance 2023-2024" document for additional detailed information.

● NOTE: Items denoted with a 6A:26-8.1 reference, cover ALL school buildings but are also included in the Temporary Facilities Code.

● *References: NJDCA- Dept of Community Affairs; UCC – Uniform Construction Code; NJAC – New Jersey Administrative Code; NJSA – New Jersey Statutes; NFPA - National Fire Protection Association; PEOSH - Public Employees Occupational Safety & Health Act.

Section A: 100% Items

(This section must have full compliance with all items)

Current Licenses and Certificates #1 to #10 100% Compliance	Yes	No	N/A	Violation Location
1.A current certificate of compliance with the Uniform Fire Code has been issued by the local or State fire official/inspector within the year and posted in a conspicuous location (or current abatement inspection is available).	x			
2.A current inspection report of the local health official (kitchen, cafeteria, pool, etc.) is available.	x			
3.A 3-year asbestos management plan, as required by A.H.E.R.A., is available including current six-month surveillance update reports. If constructed without asbestos, a letter of certification from the architect is available.	x			
4.An annual inspection report of the Department of Environmental Protection for the operation of a sewage treatment plant, where applicable, is available.			x	

Current Licenses and Certificates #1 to #10 100% Compliance	Yes	No	N/A	Violation Location
5.Current boiler inspection certificate(s) posted at site of boiler(s).	x			
6.Current license(s) for high- and low-pressure boiler operators, as required by code, are properly posted.	x			
7.Current drinking water supply inspection reports are available to comply with the Safe Water Drinking Act. (NJAC 58:12A-1) (NJAC 6A:26-12.4). Also, evidence of testing of water for lead has been provided by the district through annual submittal of the Lead Testing Statement of Assurance.	x			
8.One fire drill and one school security drill are held each month. (See "Checklist Instructions" for Certificate of Assurance). NJSA 18A:41-1	x			
9.Right-To-Know requirements are properly posted and SDS reporting materials on file for review.	x			
10. Janet's Law – District has Automated External Defibrillators (AEDs) identified with appropriate signage and made available in an unlocked location on school property, which are accessible during the school day and any other time in which a school-sponsored athletic event or team practice, in which pupils of the district are participating, is taking place and are within reasonable proximity of the school athletic field or gymnasium, as applicable. (Janet's Law NJSA 18A:40- 41a-41c)	x			
Exits/Exterior #11 to #12 100% Compliance	Yes	No	N/A	Violation location
11.Exterior switches and receptacles are covered by securely fastened weather-proof plates and fixtures are securely mounted with no exposed wires.	x			
12.All exterior exits are in good condition, locked from outside access, are readily accessible and free of obstructions for use in an emergency, including: a.Fire escapes and/or exterior stairs can be safely negotiated. Exterior doors shall not be propped open. b.Panic hardware is provided on exit doors of all spaces with an occupancy load/capacity greater than 50.	x			
Interior #13 to #21 100% Compliance	Yes	No	N/A	Violation Location
13.All electrical outlets, switches, receptacles and junction boxes, electric wires, fuses and/or circuit breaker panels, etc., are properly covered and/or secured and/or protected.	x			
14. Sufficient access and working space are provided and maintained around all electrical systems equipment. Items, especially combustibles, are a minimum of 36 inches from electrical power sources or equipment, i.e., circuit breaker panels, fuse boxes, transformers.	x			

Interior #13 to #21 100% Compliance	Yes	No	N/A	Violation Location
15. Instructional areas are free of all unapproved construction, e.g., walls, partitions, doors and stairs, etc.	x			
16. Doors on any occupied space are free of deadbolts or slide bolts and permit exiting without need of a key or special knowledge. <u>NJAC 6A:26-8.1</u>	x			
17. Unobstructed vision panels with code-approved glass are installed in doors opening into corridors. Interior glazing shall be safety glazing. <u>NJAC 6A:26-8.1</u>	x			
18. Kindergarten and Pre-K toilet requirements are met. N.J.A.C. <u>NJAC 6A:26-6.3(h)4.</u>	x			
19. District requested approvals as needed: Dual Use, Change-of-Use, Alternate (Toilet) Method of Compliance, Temporary sites (Temporary Classroom Units (TCUs) or rented facilities). Required DOE approvals in place.			x	
20. Dangerous chemicals (i.e., liquefied petroleum (LP) gas/propane) and/or explosive materials (i.e., gunpowder, picric acid) are <i>not</i> stored/present in the building. If needed, flammable and combustible materials are properly stored/maintained (i.e., in properly rated cabinets; not in boiler room/high-hazard areas).			x	
21. Carbon Monoxide (CO) Detectors must be in the vicinity of all fuel-burning appliances. a. Gas and oil heating systems: boilers, furnaces, central and unitary equipment. b. Generators: portable and permanent. c. Natural gas and propane appliances: water heaters, ranges, stoves, ovens, laundry washers and dryers d. Fireplaces e. In hallways connected to space with the source <u>NJAC 5:70-4.3(a)</u> , and <u>NJAC 5:70-4.9(d)</u>	x			
Vocational/Laboratories #22 to #25 100% Compliance	Yes	No	N/A	Violation Location
22. Power machinery and equipment, as well as science laboratories, have appropriate safety features in place including, as applicable: a. Appropriate placement on the floor and required point-of-operation guards to protect users from injury due to moving parts. b. Clearly visible and accessible push-type emergency cut-off switches at appropriate locations within shops to de-energize electrical supply to non-portable machinery. c. Non-portable machinery provided with magnetic type switches to prevent automatic restart upon restoration of power after an electrical failure or reactivation of the emergency cut-off switch.			x	

Vocational/Laboratories #22 to #25 100% Compliance	Yes	No	N/A	Violation Location
d.Key-operated electric solenoid shut-off valves on natural gas lines in science laboratories and shops constructed after 1979. On all other gas lines there is an emergency shut-off valve which is clearly marked and accessible.				
23.At a minimum, one #20 ABC-rated fire extinguishers are provided in each laboratory and vocational area.			x	
24.Adequate eye and body protection are provided, including: a.Eye protection devices (glasses, goggles) for students and faculty in each laboratory and shop area, including appropriate provision for their sanitation. b.Emergency eyewash device(s), with 15 minutes continuous flow, where caustic or corrosive materials are used. c. An emergency cold-water shower for chemistry laboratory if constructed after October 1985. <u>NJAC 6A:26-12.5(d)</u>			x	
25.Provision of proper local or general ventilation and/or exhausting of toxic and/or dangerous fumes and/or odors, including for the following activities, as applicable: a.For science activities (i.e., via fume hoods) b.For welding operations c. For paint spraying operations: 1. Automotive: should have a separate exhaust system. 2. Art: proper ventilation for spray paint with fumes d.Art: Designated safe space/room for kilns with proper ventilation e. In dust generating operations, such as wood working, a dust collecting system which should be either single or multi-use vacuum packs or a central dust collection system			x	
	Yes	No	N/A	
100% Items Total	18	0	7	

Space for Notes

Section B: 80% Items

Must be compliant with 80% of applicable items to pass.

Exits/Exterior #1 to #4 80% Compliance	Yes	No	N/A	Violation Location
1. No evidence of major exterior building structural damage. Example(s) would include: a. Exterior walls appear free of structural cracks, loose masonry and crumbling parapets; lintels appear free of rust and flaking. b. Gutters and downspouts appear to be in good condition and are secured to the building; runoff does not appear to be obstructed or create poor drainage or soil erosion.	X			
2. All exterior receptacles are GFCI-protected in accordance with code.			X	
3. All school grounds, including general purpose play areas and athletic fields, are free of holes, glass, stumps, roots, rocks and other hazardous obstacles. Fences are maintained and are free of holes. The outside physical education area for students shall include, but not be limited to, sufficient space, equipment, and safe surfaces for students and program needs and are protected from hazards or traffic conditions.	X			
4. Playground area and equipment appear to be in safe operating condition and in compliance with code and the district maintains documentation of compliance and regular (annual and/or monthly) inspections.	X			
Interior Items #5 to #26 80% Compliance	Yes	No	N/A	Violation Location
5. All interior exits and corridors are in good condition, readily accessible. and free of obstructions and/or excessive materials that would hinder exiting.	X			
6. Emergency evacuation egress procedures are posted at a visible height and standard location in all areas.	X			
7. Doors leading to interior courtyards are clearly marked: "Not an Exit" and such doors should open into the corridor.			X	
8. Handrails on both sides of interior stairways, guardrails and interior stair treads are free of surface features that may cause injury and/or are properly secured. Interior stair treads do not show evidence of extensive wear and are generally in good repair.	X			
9. Stage curtains need to indicate flame proof or flame retardant and certificates are on file.	X			

Interior Items #5 to #26 80% Compliance	Yes	No	N/A	Violation Location
10. All education spaces shall be equipped with a communication device/system connected to the main office and capable of emergency communication to local authorities or 9-1-1.	x			
11. Electric outlets and/or wiring appear appropriate, including: a. GFI protection for receptacle(s) within 6 feet of water in accordance with code. b. Electrical extension cords and surge protectors used appropriately, with extension cords only used temporarily . c. Sufficient electrical duplex outlets shall be provided to satisfy the program needs as provided in code. <u>NJAC 6A:26-6.3(f)</u>	x			
12. Nurse's Office: Space shall provide the necessary facilities, equipment and supplies for the performance of the duties required under State law and the rules by health services personnel. <u>NJAC 6A:26-6.3(9)</u> and <u>NJAC 6A:26-12.3</u>	x			
13. Individual or central mechanical ventilation unit(s) are operating in all student- and staff-occupied rooms/areas and toilet facilities; air conditioners are operational in windowless interior areas. Heating and ventilation requirements shall be as set forth in code. <u>NJAC 6A:26-6.3(d)</u>	x			
14. Lighting levels in all instructional areas at least 50-foot candles, as measured with a light meter, comply with code and lamps/bulbs are covered with a lens cover or equivalent protection. <u>NJAC 6A:26-6.3(g)</u>	x			
15. Instructional areas have no unauthorized and/or potentially hazardous materials/equipment in rooms. <u>Uniform Fire Code</u> Dangerous touch points in educational spaces, such as hot pipes, radiators, should be covered. <u>NJAC 6A:26-6.3 (e) (5)</u>	x			
16. A chalkboard, whiteboard, and/or electronic display board is/are provided in each instructional space and is/are free of cracks and jagged edges. <u>NJAC 6A:26-8.1.viii.(1)</u>	x			
17. Ceilings, walls and floors are free of holes, sags, and evidence of water damage. The average ceiling height shall be at least 8 feet for instructional spaces in an existing public school, in a district owned facility and in rented or leased buildings not on school district-owned sites. <u>NJAC 6A:26-6.3(6)</u> and <u>NJAC 6A:8.1.d.1.i.(1)</u>	x			
18. Area and floor drains, where provided, appear to be in working order and covered with appropriate plates; unused (abandoned) waste lines (drains) are sealed off/capped.	x			

Interior Items #5 to #26 80% Compliance	Yes	No	N/A	Violation Location
19. Floors throughout the school are clean and free of trash, as well as appear free of slipping, tripping and/or other hazards. Egress through halls and exits are clear and accessible. Concrete floors in all instructional areas, except shops, shall be covered with a resilient floor covering. <u>NJAC 6A:26-d-1, i 5</u>	x			
20. Supplies and materials are neatly and appropriately stored: a. Storage racks/shelving over 6 feet in height are properly secured from tipping. b. There is no storage within 24 inches of a ceiling. In spaces with sprinkler systems, storage is at least a minimum of 18 inches below sprinkler head deflectors. c. Storage is organized to allow safe access within and through space.	x			
21. Provision shall be made for storage of students' clothing in other than a corridor or exit way. Student lockers are usable, i.e., doors, handles and locks are operable. <u>NJAC 6A:26-8.1 (i) (7)</u>	x			
22. Drinking fountains are provided with sufficient water pressure or access to water coolers is readily available. Potable water shall be available and drinking fountains/bubblers shall be provided for students in cafeterias and in preschool and kindergarten programs in accordance with <u>NJAC 6A:26-12.4</u> and <u>NJAC 6A:26-8.1 (d) (1) (v).</u>	x			
23. Toilet facilities shall meet existing UCC requirements for the E Use Group as determined by the construction official. Toilet facilities shall be available within a reasonable distance not more than one floor away and shall be equipped with an exterior operable window sash or mechanical exhaust ventilation. <u>NJAC 6A:26-8.1</u>	x			
24. Food and non-food items (i.e., cleaning products, etc.) in home economics rooms and cafeteria/kitchen are stored separately.	x			
25. Non-instructional areas are free of all unapproved construction, e.g. walls, partitions, doors and stairs.	x			
26. Furniture and equipment are in good condition and suitable for the age and size of the students and purposes of instruction shall be provided. <u>NJAC 6A:26-8.1</u>	x			
Vocational/Laboratories #27 to #34 80% Compliance	Yes	No	N/A	Violation Location
27. Corrosives, toxic and other hazardous substances are stored in properly rated cabinets and are labeled accordingly.			x	

Vocational/Laboratories #27 to #34 80% Compliance	Yes	No	N/A	Violation Location
28. Required space is available for the safe operation of machinery.			x	
29. Mechanical and hydraulic automotive lifts have locking devices to hold them in the extended (open) position.			x	
30. Floors and aisles in all shops are free of slipping and tripping hazards.			x	
31. "Eye Hazard Area - Wear Your Eye Protection" signs are posted.			x	
32. The following additional safety measures are in place if welding operations are on-going: a. Welding curtains are provided and are painted with a finish of low reflectivity. b. Personal protective equipment (e.g., goggles, aprons, etc.) are provided.			x	
33. Pressurized gas cylinders are secured (chain and eye hooks to welding cart, etc.) and valve protection caps are in place.			x	
34. Oxygen cylinders in storage are separated from fuel gas cylinders (acetylene) or combustible materials a minimum distance of 20 feet.			x	
	Yes	No	N/A	
80% Items Total	24	0	10	

**Violations of 100% items 12, 16 & 17 and 80% item 15 are the MOST egregious.
Please refer to the Guidance Document for details.**

Space for Notes



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

School Facility Score Summary 2023-2024

Scoring Sections	100% Section A	80% Section B
Maximum Number of Compliant Questions:	25	34

100% Section A Compliance	Score	NJQSAC FISCAL DPR (All items are compliant in building)
Number of "NO" responses in section A	0	100% section in Compliance with <u>No Exceptions</u> 100% section is Non-Compliant with <u>ANY exceptions</u> (Corrective Action Needed)

80% Section B Compliance	Score	NJQSAC FISCAL DPR (At least 80% of items are compliant in building)
A. Number of "Yes" responses	24	The school building passes if the Compliant Line (A) is equal to or greater than Line (D) The school building fails (Non-Compliant) if Line (A) is less than Line (D) - Corrective Action is Needed
B. Number of "No" responses	0	
C. Subtotal [A + B]	24	
D. Multiply [(C) × 80%]	19.2	

LEA Assurance Signatures – Must be signed AND dated

School Facility Name: Wildwood Elementary School

Ryan P. Dunn

CEFM

10/9/2023

Completed by

Title

Date

Certified Educational Facilities Manager (if position used by district)
or Head/Lead Custodian

Date

Chief School Administrator or School Business Administrator

Date

SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).

Emergency evacuation drills and safety education

(a). School administrators shall organize and conduct emergency exit drills at least twice within each school year for all students who are transported to and from school.

1. All other students shall receive school bus evacuation instruction at least once each school year.

(b). The school bus driver and bus aide shall participate in the emergency exit drills.

(c). Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.

(d). Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to the following:

1. Date of the drill;
2. Time of day the drill was conducted;
3. School name;
4. Location of the drill;
5. Route number(s) included in the drill; and
6. Name of school principal, or person(s) assigned, who supervised the drill.

REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: OCTOBER 3, 2023

Time of day the drill was conducted: 7:30 am

School Name: MOUNTAIN LAKES HIGH SCHOOL.

Location of the Emergency Evacuation Drill: MLHS SIDE LOT

96 Powerville Road Mountain Lakes, NJ 07046

Route Number(s): Mountain Lakes Route #1 & 2

Name of the school principal/person(s) overseeing the drill: V.P. LISA CORTESE

Sergeant Gil Benitez SRO

Other information relative to the emergency evacuation drill:

STUDENTS FROM BRIARCLIFF MIDDLE SCHOOL AND
MLHS PARTICIPATED IN THE DRILL.

SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).

Emergency evacuation drills and safety education

(a). School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.

1. All other students shall receive school bus evacuation instruction at least once within the school year.

(b). The school bus driver and bus aide shall participate in the emergency exit drills.

(c). Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.

(d). Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:

1. Date of the drill;
2. Time of day the drill was conducted;
3. School name;
4. Location of the drill;
5. Route number(s) included in the drill; and
6. Name of school principal, or person(s) assigned, who supervised the drill.

REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: 10/5/23

Time of day the drill was conducted: 8:30 AM.

School Name: WILDWOOD SCHOOL

Location of the Emergency Evacuation Drill: AT WILDWOOD SCHOOL ON GLEN RD.

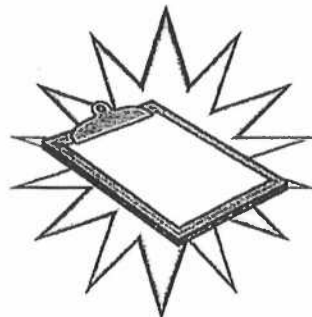
Route Number(s): RT. 3 ML

Name of the school principal/person(s) overseeing the drill: Sgt. GIL B, BUS DRIVER

Other information relative to the emergency evacuation drill: ALL STUDENTS PERFORMED THE DRILL SAFELY EVAN SWEENEY
VICKI ALISON

Mountain Lakes

FOODSERVICE BIOSECURITY MANAGEMENT PLAN



INTRODUCTION

WHAT is “FOOD BIOSECURITY”?

“Food Biosecurity” is the protection of food from bioterrorism or any intentional use of biological and chemical agents for the purpose of causing harm.

HOW DOES “FOOD BIOSECURITY DIFFER FROM “FOOD SAFETY”?

“Food Biosecurity” focuses on ways to limit the opportunity for someone to intentionally contaminate food for the purpose of causing harm or death. “Food Safety” focuses on ways to limit naturally occurring food contaminants and those caused by cross contamination and time/temperature abuse.

WHAT is OUR “FOOD BIOSECURITY MANAGEMENT PLAN”?

Our “Food Biosecurity Management Plan” is our District’s way to prepare for the threat of bioterrorism or a crisis emergency to our foodservice operation.

This “Food Biosecurity Management Plan” contains policies and procedures to minimize the risk of intentional contamination of food and reduce the risk of illness or death in our school community.

Our plan includes strategies for preventing threats and incidents of product tampering and food contamination. It also contains step by step actions to implement if a biosecurity or crisis incident occurs. This manual has been developed as an emergency readiness plan to help protect the lives and health of the children and adults in our school environment.

This plan is in compliance with N.J. A.C. 2:36-1.13 and the USDA’s “Biosecurity Checklist for School Foodservice Programs”.

FOODSERVICE BIOSECURITY MANAGEMENT PLAN

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A-COMMUNICATION

Chain of Command:

Contact the Food Service Director immediately if a biosecurity emergency occurs or if there are any suspicions of a possible biosecurity or crisis. The Food Service Director will then contact the Biosecurity Team Leader and Superintendent. If the Food Service Director is unavailable contact the "Second Food Service Responder". In the event that the Second Responder is unavailable, contact the "Third Food Service Responder".

1-Food Service Director/1 st Contact:	Ronald Gangel
Work Phone	973-335-9179
Cell Phone	973-445-5498
Pager	
Home Phone	973-764-3009
E-Mail	rgangel@mlschools.org
Home Address	37 Meadow Lane Vernon NJ 07462
2- Food Service/ 2 nd Contact:	Le Lam
Work Phone	973-335-9179
Cell Phone	973-879-0314
Pager	
Home Phone	
E-Mail	llam@mlschools.org
Home Address	
3- Food Service/3 rd Contact	Roxanne Redner
Work Phone	
Cell Phone	862-288-8192
Pager	
Home Phone	
E-Mail	roxanneredner@ymail.com
Home Address	
4- Biosecurity Team Leader :	Ronald Gangel
Work Phone	
Cell Phone	973-445-5498
Pager	
Home Phone	973-764-3009
E-Mail	rgangel@mlschools.org
Home Address	
5- Superintendent:	Michael Fetherman
Work Phone	973-334-8280
Cell Phone	
Pager	
Home Phone	
E-Mail	mfetherman@mlschools.org
Home Address	

Form Developed on _____ Form Revised on _____

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A-COMMUNICATION

School Foodservice Biosecurity Management Team Information

School District Name: Mountain Lakes

School District/Address: 96 Powerville Road Mountain lakes NJ 07046

1-Team Leader:	Alex Ferriera
Work/ Office Phone	973-334-8280
Cell Phone	
Home Phone	
Team Responsibilities	Notify Team members, superintendent Coordinate with number 3 notify emergency contacts and assist where needed
2- Alternate Team Leader:	Michael Fetherman
Work/ Office Phone	973-334-8280
Cell Phone	
Home Phone	
Team Responsibilities	Back up and Assist number 1
3- Member:	Ryann Dunn
Work/ Office Phone	
Cell Phone	973-294-0326
Home Phone	
Team Responsibilities	Coordinate with number 1 and notify emergency contacts, organize and direct procedures in building with food service director
4- Member:	Julie Levine
Work/ Office Phone	
Cell Phone	631-335-1531
Home Phone	
Team Responsibilities	Coordinate with superintendent plans for students, contact principals with plan
5- Member:	Julie
Work/ Office Phone	
Cell Phone	631-335-1531
Home Phone	
Team Responsibilities	Media and Power school parent/staff portal

Form Developed on _____ Form Revised on _____

6- Business Administrator:	Alex Ferreira
Work Phone	973-334-8280
Cell Phone	
Home Phone	
E-Mail	aferreira@mlschools.org
Home Address	
7- Principal High School	Richard Mangilli
Work Phone	973-334-8400
Cell Phone	
Home Phone	
E-Mail	rmangilli@mlschools.org
Home Address	
8- Principal Wildwood School	Patrick Higgins
Work Phone	973-334-3609
Cell Phone	973-997-0244
Home Phone	
E-Mail	phiggins@mlschools.org
Home Address	
9- Principal Briarcliff School	Erik Carlson
Work Phone	973-334-0342
Cell Phone	
Home Phone	
E-Mail	ecarlson@mlschools.org
Home Address	
10- Principal Lake Drive School	Julie Lazaration
Work Phone	973-299-0166
Cell Phone	
Home Phone	
E-Mail	jlazaration@mlschools.org
Home Address	
11- Principal /	
Work Phone	
Cell Phone	
Home Phone	
E-Mail	
Home Address	
12- Principal /	
Work Phone	
Cell Phone	
Home Phone	
E-Mail	

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Local & State Agency Emergency Contacts:

[illegible]

A-COMMUNICATION

Master Keys to Foodservice Operation

SCHOOL:	CONTACT:	Work PHONE:		
High School	Ron Gangel	973-335-9179		
	Le Lam	973-335-9179		
Briarcliff Middle School	Roxanne Redner	973-334-0342		
Wildwood Elementary School	Rhonda Presti	973-334-3609		
Lake Drive Elementary School		973-299-0166	No cafeteria at this location	

A-COMMUNICATION

Utility & Community Relief Emergency Contacts:

COMPANY:	PHONE#:	CONTACT:	ADDRESS:
JCPL-Electric Co	800-544-4877		
PSEG-Gas Co	800-436-7734		
Water Department	973-334-1577		
Office of Emergency Management	973-334-1507	Chief Shawn Bennett	<u>sbennett@mtlakes.org</u>

- 7-If the water source is suspected to be contaminated, the local health department and water department will be contacted.
- 8-All schools will have in stock at all time at least one 12 ounce serving of water for all students and staff enrolled in the building.
- 9-All schools will have at least one meal, per student and staff enrolled in the building, which does not require cooking or refrigeration.
Breakfast: Cereal, Canned Juice, Graham Crackers, Non-Fat Dry Milk
Lunch: Peanut Butter/Sunbutter, Jelly, Crackers, Canned Fruit, Canned Juice and Fruit/Grain Bar
- 10-If electrical power is out, schools will use items in refrigerators and freezers that pose no food safety danger. Each building manager will be certified in Sanitation so that they are aware of foods that are safe to serve.
- 11-A "Biosecurity Report Form" will be completed by the Food Service Director or Foodservice Biosecurity Team Leader whenever anyone throughout the District receives a threat or observes or suspects product tampering. "Biosecurity Report" form is attached.
- 12-The HAZMAT unit will be contacted by the Food Service Director or Foodservice Biosecurity Team Leader if there is any suspicion that the airflow is contaminated with biological or other contaminants.

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BIOSECURITY REPORT FORM


Date:	-8-
School:	
Time Report Rec'd:	
How Was Report Rec'd: (E.g.: phone, e-mail, fax...)	
Who Made Report:	
Reporter's Contact Info. Address: Phone Number: E-Mail:	
Describe Report:	
Actions Taken:	
Add'l Comments:	

SIGNATURE VERIFICATION: _____

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DATE: _____

C-CHOOSING SUPPLIERS

- 1-Food and other foodservice supplies will be purchased from reputable dealers.
- 2-A contact list of all foodservice suppliers will be kept by the Food Service Director, Foodservice Biosecurity Team Leader and the 2nd and 3rd Foodservice Contacts. This list is attached. 
- 3-A copy of each supplier's Board of Health Certification or licensing will be kept on file by the Food Service Director.
- 4-All food suppliers will deliver food with a tamper proof seal. Food items will be matched to an invoice by the receiving person.
- 5-If a product is received with a broken seal, it will be rejected and returned.
- 6-Unscheduled deliveries will be rejected or returned unless advance notification is provided.
- 7-Suppliers will provide the school with any HACCP or Biosecurity measures that may be in place.
- 8-All suppliers will sign an agreement that they will comply with our Foodservice Biosecurity Management Plan. Agreement form is attached.
- 9-Tamper-evident packaging will be discussed with, and requested from our vendors that supply our schools with fresh produce.

11

-10-

Biosecurity Agreement Form Foodservice Supplier

As a representative of our entire company, I agree that our company and all our employees will follow all policies and procedures of the *Insert District's Name*

Foodservice Biosecurity Management Plan. I have read the plan and understand all the requirements stipulated for foodservice suppliers.

FOODSERVICE COMPANY NAME: _____

REPRESENTATIVE'S NAME (Print): _____

REPRESENTATIVE'S TITLE (Print): _____

REPRESENTATIVE'S SIGNATURE: _____

DATE: _____

D-RECEIVING/INSPECTION

-11-

- 1-Doors at loading docks will be closed and locked when not in use.
- 2-A Food service employee will be assigned to verify and receive food shipments and supplies.
- 3-During after business hours the head custodian on duty will be the authorized person to verify and receive deliveries.
- 4-Deliveries will be verified against an invoice and/or order sheet.
- 5-All delivery staff will be required to sign in on our "Foodservice Supplier Receiving/Delivery Sign-In Form". Form is attached.
- 6-Suppliers will be required to keep delivery trucks on the school premise locked when not being loaded or unloaded.
- 7-Deliveries from any unknown source will not be accepted.
- 8-Food service personnel will be trained to identify packaging that is unacceptable.
- 9-Any food item or supply that is not delivered in a sealed container will not be accepted and will be returned for credit.
- 10-Any food item delivered that was not part of the original order will be rejected.
- 11-The person inspecting and receiving product will sign his or her name to invoice.

12-Suppliers will be notified of the school's policy for receiving.

13-The Food Service Director and Foodservice Biosecurity Team Leader will be notified immediately if product tampering is suspected in any delivery.

FOODSERVICE SUPPLIER RECEIVING/DELIVERY SIGN-IN FORM

[illegible]

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E-STORAGE AREAS

-13-

- 1-All food storage and supply areas will be locked when food service personnel are not present.
- 2-A list of all personnel who have keys to open food storage and supply areas will be kept on file by the Food Service Director.
- 3-Delivery personnel will be monitored by a food service person during delivery.
- 4-Only food service personnel will be allowed in food storage areas unsupervised.
- 5-All storage facility locks will be checked monthly by the foodservice manager in each building, to insure they are working properly. Results will be kept on the "Storage Lock Security Form". In the event a lock is not securing supplies, the Food Service Director will be notified. The lock will be replaced immediately. "Storage Lock" form is attached.

--	--	--	--	--	--

F-STORING FOOD

-15-

1-Thermometers will be placed visibly in all refrigerators and freezers.

2-Alarms will be maintained in good working order on walk-in refrigerators and freezers.

3-All leftover foods will be labeled with name of product and date.

4-Any foods not labeled or dated will be discarded.

5-Any bulging or leaking cans will be discarded properly.

6-The FIFO (first "In" first "Out") method of inventory will be practiced.

7-All chemicals will be stored away from food and other food related supplies.

G-HAZARDOUS CHEMICALS

-16-

- 1-Hazardous chemicals will be stored away from food storage areas.
- 2-"Material Safety Data Sheets" will be readily available for food service staff.
- 3-Employees will be trained to use chemicals properly.
- 4-Manufacturers' instruction for use of hazardous chemicals will be followed.
- 5-Employees handling hazardous chemicals will be trained to monitor inventory of usage on a daily basis. An inventory of hazardous chemicals will be maintained by the foodservice department monthly. Unusual usage discrepancies will be investigated by the Food Service Director immediately.
- 6-Emergency contact and medical information regarding each food service employee will be kept in the event of chemical exposure.

H-FOOD SERVICE EQUIPMENT

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- 1-Employees will be instructed to look for signs of wear, tear and tampering before operating equipment.
- 2-All equipment will be kept sanitized and clean to sight and touch.
- 3-Food slicers will be sanitized between each specific task.
- 4-An emergency supply of disposable paper goods, sufficient to serve at least one day of District meals, will be in stock at all times. These will be used in emergency cases such as when trays or utensils are contaminated.

FOODSERVICE TRANSPORTATION EQUIPMENT

- 1-A school vehicle will be purchased solely for the use of transporting food and food supplies.
- 2-When not in use, the vehicle will be locked at all times.
- 3-The vehicle will be kept in a locked and secure area during hours of non-operation.
- 4-The driver will be trained to conduct a thorough inspection each day to assure the vehicle has not been tampered with.
- 5-The inside of the vehicle will be periodically sanitized.
- 6-Food items will be transported in sealed units.

I-FOODSERVICE PERSONNEL

1-A daily sign in sheet for all foodservice staff will be maintained.

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2-Food service employees will wear a uniform and nametag/ID that clearly identifies them as school foodservice employees.

3-Food service personnel files will be kept in a secure and confidential area by the Food Service Director and Human Resource Department.

4-Prior to hiring, a background check will be performed on all food service applicants.

5-Food service personnel will be required to have a health check prior to hiring.

6-All personal belongings will be kept in an area separate from the work area.

7-Hands will be washed and gloves will be worn at critical points.

8-A 24- hour camera will monitor food lines at all times.

9-All visitors and any unauthorized person must report to the main office before entering any foodservice area. They must complete a sign-in form and obtain a "School Visitor's Badge". An authorized school representative will accompany them to the appropriate food service site.

J-FOODSERVICE /FOOD PREPARATION AREAS

- 1-Access to central controls for airflow, HVAC, water systems, electricity, and gas within the foodservice area will be restricted to all people except the head of maintenance and head custodian in each building.
- 2-All emergency exits and self-locking doors that can only be opened from the inside will contain alarms.
- 3-All doors, windows, roof openings, vent openings and outside refrigeration/storage units will be locked at all times.
- 4-One authorized employee will be present in the food service area during all operating times.
- 5-All ingredient packages will be inspected prior to use for possible tampering or discoloration of food.
- 6-The foodservice will not permit any outside foods and/or medications from students, school staff or foodservice employees to be stored in the foodservice area.
- 7-The Food Service Director or Foodservice Biosecurity Team Leader will be notified of any suspected contaminated food or foodservice products and will designate an area for storage.
- 8-All schools are completing production records with HACCP, recipe and brand information. Inventory records will also be maintained in each building and updated monthly. Bids for foodservice will

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be kept at the Food Service Director's office. Originals will be filed at the Board of Education in the Business Administrator's office. These procedures will help when tracking food ingredients and consumption.

9-The food service area will not be used for "special events" unless a member of the food service staff is on the food service premise.

10-All foodservice areas including salad bars, condiment stations, receiving docks, outside storage and solid waste disposal areas will be continuously monitored for any signs of suspicious activity or unauthorized entry by all foodservice staff and the Foodservice Biosecurity Management Team.

K-OUTSIDE the SCHOOL BUILDING

- 1-The outside area used for receiving will be well lit. Lights will be on at dusk and also, if ⁻²¹⁻necessary, when foodservice employees arrive for work in the morning.
- 2-School security will monitor school property daily, including the entry of all vehicles on school property.

L-WATER & ICE SUPPLY

- 1-The ice-making equipment will be restricted from non-food service personnel.
- 2-The drains and water lines in the food production areas will be periodically monitored for tampering.
- 3-Bottled water will be kept on the premises at all times as an alternate source of water.
- 4-Procedures for notification of unsafe water have been established with our water supplier. They will contact the Biosecurity Team Leader immediately if our water supply is unsafe to drink or use. Periodic communication will be maintained with our local water supplier to insure that the correct phone numbers and contacts are maintained.

M-GENERAL SECURITY

- 1-All job candidates (permanent and substitutes) must pass a background security check²³ prior to hiring.
- 2-Random inspections of foodservice employees' lockers will be conducted by the Food Service Director and/or the Foodservice Biosecurity Team Leader.
- 3-All foodborne illnesses will be reported on the "Foodborne Illness Incident Report" form located in our HACCP Manual.
- 4-All computer systems are protected with passwords, network firewalls and an effective virus detection system.
- 5-Emergency alert systems will be tested by the main office.
- 6-All visitors and any unauthorized person must report to the main office before entering any foodservice area. They must complete a sign-in form and obtain a "School Visitor's Badge". An authorized school representative will accompany them to the appropriate food service site.
- 7-A list of current employees who have keys or access to keys will be maintained on file, along with a list of what the keys are used for.
- 8-Upon the notification, dismissal or resignation of an employee they will be required to relinquish their identification badge and any keys if applicable. They will be

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required to sign and date a form indicating the items returned to the District.

9-All truck drivers and delivery personnel will be required to show identification at the receiving area. All delivery staff will be required to sign in on our "Foodservice Supplier Receiving/Delivery Sign-In Form".

10-All areas of food service will be monitored for any signs of suspicious activity or unauthorized entry.

N-HANDLING MAIL & MONEY

- 1-All mail for the food service department will be processed through the main office in each building²⁵ and placed in a mailbox marked for "Food Service".
 - 2-All incoming mail from private mail services such as UPS, FedEx, etc. will be delivered to the Board of Education office. It will be sorted and delivered to proper locations.
 - 3-Mail handlers will be trained to recognize and handle suspicious mail prior to delivery.
 - 4-All mail will be opened within the confines of the Food Service Director's office or the Food Service Manager's office. This procedure will eliminate the risk of contaminated mail being opened and contaminating the food or food service area.
 - 5-All money transactions will be handled at the registers.
 - 6-Cashiers will wash hands after handling money and prior to preparing, serving or handling foods service equipment.
 - 7-Deposits of daily money will be counted in the office of the Food Service Director and/or the Food Service Manager. Money will not be counted or handled on the surface of any food preparation area.
-

O-TRAINING

- 1-All food service employees will be trained regarding the Foodservice Biosecurity Management Plan. They will be required to sign an attendance form on the day of the training.
- 2-Each food service employee will receive a copy of the Biosecurity Management Plan.
- 3-Foodservice employees will be trained to:
 - Prevent accidental contamination of food
 - Know and recognize "adulteration"
 - Recognize any sign of possible product tampering, deliberate and intentional product contamination or any other breach in the food security system.
- 4-Food service employees will be trained to properly handle money and mail.
- 5-Food service employees will be trained on the procedure to properly report any situation or incident that violates a breach in the Foodservice Biosecurity Management Plan.
- 6-Food service employees will be trained in food safety and the school's foodservice biosecurity procedures before they start working, so that they can recognize threats to security and respond to a crisis if necessary.

P-PLAN MAINTENANCE

- 1-A "Biosecurity Self-Inspection Checklist" will be implemented. The Foodservice Biosecurity Team²⁷ Leader and the Food Service Director will use this checklist to inspect outside and inside foodservice areas, food production areas, food storage areas, shipping and receiving areas, water and ice supply, mail handling, and personal/locker areas. They will report their findings to the Foodservice Biosecurity Management Team. The "Biosecurity Self-Inspection Checklist" will contain the date, time, name of inspectors and all corrective action recommendations. The inspection will remain on file with our "Foodservice Biosecurity Management Plan". The "team inspectors" will be rotated. "Checklist" form is attached.
- 2-The Foodservice Biosecurity Management Team will summarize items that require follow-up from the "Biosecurity Self-Inspection Checklist" onto the "Monitoring Schedule". The Food Service Director and the Biosecurity Team Leader will be responsible for insuring that the "Monitoring Schedule" is completed by the dates specified. "Monitoring Schedule" form is attached.
- 3-The Foodservice Biosecurity Management Plan will be reviewed and updated annually.

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SAMPLE
Biosecurity Self-Inspection Checklist

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DATE: _____ TIME: _____

INSPECTORS: _____

BIOSECURITY ITEM:	SATISFACTORY:	UN- SATISFACTORY:	RECOMMENDATIONS:
A-1			
B-1			
B-2			
B-3			
B-4			
B-5			
B-6			
B-7			
B-8			
B-9			
B-10			
B-11			
B-12			
C-1			
C-2			
C-3			
C-4			
C-5			
C-6			
C-7			
C-8			
D-1			
D-2			
D-3			
D-4			
D-5			

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D-6			
D-7			
D-8			

MONITORING SCHEDULE

For Biosecurity Checklist Follow-Up Action

Biosecurity Item# To Monitor or Follow-Up:	Planned Date for Completion?	Who is Responsible?	Results of Follow-Up:	Actual Date of Completion:	Check (✓) When Completed

Mountain Lakes School District

Long Range Technology Plan 2023 - 2026

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Acknowledgements

Board Members

Mrs. Joanne Barkauskas	President
Mrs. Jennifer Parker	Vice President
Dr. Aruni Don	Member
Dr. Kevin Driscoll	Member
Ms. Sara Forman	Member
Mrs. Leigh Hermey	Member
Dr. James Hirschfeld	Member
Ms. Meghan Leininger	Member
Dr. Lauren Silva McIntyre	Member
Mrs. Erinn Tucker	Member

District Administrators

Mr. Michael Fetherman	Superintendent of Schools
Ms. Ivonne Ciresi	Assistant Superintendent of Schools
Mr. Alex Ferreira	Business Administrator
Mr. Ray Searles	Director of School Counseling
Ms. Kerry DiGiacinto	Director of Special Services
Mr. David Santos	Director of Technology
Mr. Kevin Wallace	Athletic Director & Supervisor of Health / Physical Education
Mr. Darrell Fusco	Supervisor of Social Studies, World Language
Mr. Paul Henry	Supervisor of ELA, Fine and Performing Arts
Ms. Trina Moschella	Supervisor of Math, Computer Science and Business

School Administrators

Mountain Lakes High School	
Mr. Richard Mangili	Principal
Ms. Lisa Cortese	Assistant Principal & Supervisor of Science
Briarcliff Middle School	
Mr. Erik Carlson	Principal
Wildwood Elementary School	
Mr. Patrick Higgins	Principal
Lake Drive Program	
Ms. Julie Lazeration	Principal

District Information Technology Department

Mr. David Santos	Director of Technology
Mr. Reno Birchenough	Computer Technician
Mr. John Pacifico	Jr. Computer Technician
Mr. Michael Ruth	Jr. Computer Technician

Information Technology Committee

Ms. Ivonne Ciresi	District Office
Ms. David Santos	District Office
Ms. Deanna Perry	Mountain Lakes High School
Mr. Michael Petrucelli	Mountain Lakes High School
Mr. Erik Lih	Briarcliff Middle School
Ms. Susan Miele	Briarcliff Middle School
Ms. Dennis Posner	Briarcliff Middle School/Wildwood Elementary School
Dr. Beth Azar	Wildwood Elementary School
Ms. Gretchen Coleman	Wildwood Elementary School
Ms. Megan McCarthy	Wildwood Elementary School
Ms. Keri Ciasulli	Lake Drive School
Ms. Michele Lawrey	Briarcliff Middle School
Ms. Julie Lazeration	Lake Drive School

District Mission Statement

The Mountain Lakes Public Schools will ensure that all students demonstrate mastery of defined skills and knowledge that will empower them to be productive, responsible, self-directed citizens of the global community. Our district promotes safe and supportive learning environments that challenge and inspire students while cultivating their intellectual curiosity. We are committed to providing adequate resources to maintain the successful educational partnership that exists among staff, family, and community.

Strategic Plan

Goal Area: Finance / Infrastructure / Technology

Increase revenue, decrease /manage costs, and balance the budget by collaborating with stakeholders and local and state resources.

Objectives:

1. Manage available resources and assets efficiently, cost effectively, and equitably to ensure safe, secure, technologically advanced schools.
2. Adapt facilities and infrastructure to meet emerging needs in support of the learning and work environments.
3. Use long-term and systematic processes to ensure organizational capacity to accommodate sustained growth.
4. Investigate and develop a plan to diversify revenue streams to ensure a more financially stable future.

Major Activity #1 Develop, publish and implement a 3-year Technology Plan.

Current District Infrastructure

External Connections
<ul style="list-style-type: none"> • 10GB connection to internet through High School provided by LightPath • 1GB connection to internet through Briarcliff provided by Verizon
Internal Network Connections
<ul style="list-style-type: none"> • Lake Drive, Wildwood, and Briarcliff connected to HS via district owned fiber • Lake Drive, Wildwood, Briarcliff, and High School have Meraki wired/wireless networks
Servers
<ul style="list-style-type: none"> • 6 servers district wide running Server 2012 R2 and 2016 in VMware Virtual environment • 2 servers in High School running VMware Horizon VDI environment
User Devices
<ul style="list-style-type: none"> • Windows 10 EDU computers for staff and labs • Staff and student chromebooks • Mobile Chromebook Carts and Tubs

Technology Inventory

	Classroom Displays		Desktop		Mobile Devices			Printing		
	Interactive Boards	Projectors	PC	Mac	PC	Mac	Chromebook	Printer	MFP	3D
BOE			3		13	1		2	1	
HS	10	34	10	12	78	7	312	10	6	4
BC	20	1		2	35	3	316	3	4	2
WW	8	27	7		42	2	364	4	4	1
LD	4	12	2	5	19	4	46	5	4	
Total	42	74	22	19	187	17	1038	24	19	7

Needs Assessment Summary

The Technology Committee created a needs assessment survey administered through Jotform for all staff with the intention of gathering data to prioritize district goals, objectives, and funding. The survey yielded the results below:

Topic	Technology Needs Assessment
Participation	70 Responses
Demographic	All Staff
Hardware & Software	<ul style="list-style-type: none"> Students with disabilities have appropriate and adequate access to adaptive and assistive devices (Negative: 31%, Positive 29%) 74% indicated the district uses technology effectively in communicating with staff; 56% stated effective communication with families. 44% reported they have sufficient computer hardware while 31% reported they did not.
Instructional Tools	<ul style="list-style-type: none"> 60% of staff reported positively to understanding best practices for implementing blended learning. 56% have the needed tools to analyze student assessments. Sufficient Training on how to use essential technology platforms Almost equal with favorable and unfavorable (Negative 34%, Positive 37%) 50% of unfavorable was Elementary level
Instructional Tools Usage from Teachers	<ul style="list-style-type: none"> Teachers use technology most often to accommodate or differentiate instruction with special learning needs (64% use this daily/weekly)
Professional Development	<ul style="list-style-type: none"> More time to learn to use applications - high importance More time to integrate technology into my curriculum - high importance More support from administration when it comes to my technology needs - high importance More opportunities to collaborate with colleagues on how to use technology - high importance
General Comments	<ul style="list-style-type: none"> Desire for 1:1 computers Equality across the district with technology, hardware available Genesis complaints - not enough training, not user friendly More training - possible staff trained then support others PD requests most for Google Apps, Genesis, various tech tools and classroom display

Technology Related Policies

Policy Number	Policy Title
1511	Board of Education Website Accessibility
2360	Use of Technology
2361	Acceptable Use of Computer Networks/Computers and Resources
2531	Use of Copyrighted Materials
3282	Use of Social Networking Sites
3283	Electronic Communications Between Teaching Staff Members and Students
3321	Acceptable Use of Computer Network(s) / Computers and Resources by Teaching Staff Members
3322	Staff Member's Use of Personal Cellular Telephones / Other Communication Devices
4282	Use of Social Networking Sites
4283	Electronic Communications Between Support Staff Members and Students
4321	Acceptable Use of Computer Network(s) / Computers and Resources by Support Staff Members
4322	Staff Member's Use of Personal Cellular Telephones / Other Communication Devices
5512	Harassment, Intimidation, and Bullying
5516	Use of Electronic Communication and Recording Devices (ECDR)
5516.01	Student Tracking Devices
7522	School District Provided Technology Devices to Staff Members
7523	School District Provided Technology Devices to Students
8311	Managing Electronic Mail
9242	Use of Electronic Signatures

Technology Plan Goals and Objectives

Goal 1: Hardware / Software / Infrastructure and Security

Goal 2: Technology Integration for Curriculum, Instruction, and Assessment

Goal 3: Professional Development for Technology Integration

Goal 4: Parent and Community Engagement

It is essential for the various Mountain Lakes School District stakeholders to collaborate and communicate effectively to develop a technology strategy that prioritizes the goals and objectives set forth in this long-range plan. The persons responsible for the facilitation, implementation, and monitoring of each goal's objectives will be a cooperative process that will be dependent upon the content and purpose. The following roles and departments will be the persons responsible for the implementation of the Long Range Technology Plan:

- Superintendent
- Assistant Superintendent
- Business Administrator
- Director of Technology
- Director of Special Services
- Director of School Counseling
- School Principals
- Supervisors
- Technology Department
- Technology-Related Coordinators

Goals and Objectives

Hardware / Software / Infrastructure and Security	
Goal 1: Upgrade infrastructure and security, including devices and applications, in order to support all aspects of technology used by students and staff while ensuring privacy, safety, and security.	
Objectives:	
1.1	Establish and continue 1:1 device program in grades 9-12. Reduce dependency on Chromebook loaning, lab-based desktop computers, and usage of student owned devices. This will subsequently increase numbers of district owned student devices.
1.2	Maintain the 1:1 device program in grades 3-8 by assessing the condition of devices on an ongoing basis and replacing them as needed.
1.3	Replace existing internal fiber network district wide.
1.4	Replace district telephone system with a modern and reliable phone system, to streamline our internal communication processes.
1.5	Replace district camera security system to enhance the safety and security of our students, staff, and visitors. The new security system will enable us to monitor the district in real-time, detect and respond to potential threats, and assist law enforcement agencies in investigations if necessary.
1.6	Employ an environmental monitor solution to our data center and IT closets to ensure optimal conditions for the performance and longevity of our IT equipment.
1.7	Review and utilize unused Genesis SIS features to enhance the user experience for students, staff, and parents.
1.8	Monitor for obsolete hardware and software (ie. computing devices, document cameras, video/surveillance equipment, server room equipment); repurpose when possible and practical.
1.9	Prioritize replacement of classroom interactive displays, projectors and accessories in all schools.
1.10	Ensure equitable access to technology and connectivity in all instructional settings.
1.11	Prioritize protecting district and user data by implementing appropriate security measures and protocols.
1.12	Develop a Disaster Recovery (DR) and Business Continuity (BC) plan to ensure the

	organization's ability to recover from potential disasters and disruptions, minimize downtime, and maintain essential business operations in the face of unexpected events.
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Technology Integration for Curriculum, Instruction, and Assessment

Goal 2: Develop a technology-rich learning landscape that involves creating an environment that provides access to technology tools, resources, and digital media that support and enhance the student learning experience.

Objectives:

2.1	Investigate, pilot, and implement technology that is interactive, engaging, and provides personalized opportunities of instruction that meets the diverse learning needs of students.
2.2	Incorporate adaptive learning tools and features where students are given customized resources and activities to address their unique learning needs.
2.3	Identify, evaluate, and implement instructional tools, programs, and applications that support district and school educational and instructional goals.
2.4	Provide opportunities for students to develop “information literacy” across all content areas, which includes digital, visual, media, textual, and technological literacy (Link to legislation).
2.5	Revise curriculum to incorporate 2020 NJSLS Computer Science and Design Thinking.
2.6	Take inventory of current programs/platforms used to capture student assessment data across K-12 in the major content areas in an effort to ensure benchmark assessments utilize tech-enhanced features and are coordinated with the timing of state mandated assessments.
2.7	Incorporate digital citizenship education into the curriculum to teach students about responsible and ethical use of technology.

Professional Development for Technology Integration	
Goal 3: Build staff confidence and competence of authentic technology integration into everyday interdisciplinary instruction that will promote authentic student learning experiences, staff collaboration, and enhance teacher effectiveness.	
Objectives:	
3.1	Provide access to tutorials and technology platform resources to new staff at New Employee Orientation and throughout the year for mid-year hires.
3.2	Combine DEAC and Technology Committees two times per year to streamline communication in an effort to plan for technology professional development.
3.3	Explore, research, and develop resources that will support “ <u>informational literacy</u> ” instruction.
3.4	Create and design a teacher cohort model that will support individual Professional Development Plans, in coordination with DEAC (District Evaluation Advisory Committee), and provide opportunities for certificated staff to collaborate on potential applications and platforms.
3.5	Organize and provide support opportunities for staff in regards to professional district subscriptions (ie. turnkey training, vendor provided training and support).
3.6	Provide support and guidance to teachers on how to incorporate digital citizenship expectations into courses / lessons.

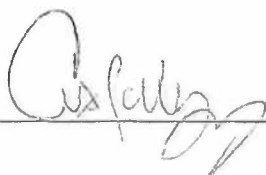
Parent and Community Engagement	
Goal 4: Improve and maintain consistent communication in order to inform the community of district and school programs as well as promote district successes and achievements.	
Objectives:	
4.1	Implement a new district website that organizes district and school information in a clear, user-friendly, accessible format.
4.2	Develop district and school social media branding across Facebook, Twitter, and Instagram.
4.3	Incorporate visual and multimedia elements, such as infographics, images, videos, and interactive content, to make the communication more engaging and appealing through a district wide digital signage system.
4.4	Monitor community engagement and feedback to gauge the effectiveness of communication initiatives. Analyze metrics such as website traffic, social media interactions, and attendance at district events to evaluate the reach and impact of communication efforts.
4.5	Implement an online payment system to improve cash collection processes.
4.6	Encourage and participate in communication with community organizations such as MLEF regarding technology-related purchases via grants for staff members to ensure the appropriateness of requested technology tools/resources.

Additional Compensation - Curriculum Migration to Atlas

Name	Action	Position	Location	Rate of Pay	Start Date	Term Date
DISTRICT						
Suarez, Jennifer	Appointment	Curriculum Migration to Atlas - Driver Education	MLHS	\$300	10/1/23	6/30/24
Suarez, Jennifer	Appointment	Curriculum Migration to Atlas - Physical Education 9-12	MLHS	\$300	10/1/23	6/30/24
IVY H, WW, BC						
Bogucz, Kelly	Appointment	Curriculum Migration to Atlas - Allied Art 6th	BC	\$300	10/1/23	6/30/24
Bogucz, Kelly	Appointment	Curriculum Migration to Atlas - Allied Art 7th	BC	\$300	10/1/23	6/30/24
Bogucz, Kelly	Appointment	Curriculum Migration to Atlas - Allied Art 8th	BC	\$300	10/1/23	6/30/24
Bogucz, Kelly	Appointment	Curriculum Migration to Atlas - Art (Lake Drive)	BC	\$300	10/1/23	6/30/24
Bogucz, Kelly	Appointment	Curriculum Migration to Atlas - Advanced Art	BC	\$300	10/1/23	6/30/24
Bogucz, Kelly	Appointment	Curriculum Migration to Atlas - Film Production	BC	\$300	10/1/23	6/30/24
Ciulla, Kristina	Appointment	Curriculum Migration to Atlas - Reading 4	WW	\$300	10/1/23	6/30/24
Ciulla, Kristina	Appointment	Curriculum Migration to Atlas - Writing & Language 4	WW	\$300	10/1/23	6/30/24
Ciulla, Kristina	Appointment	Curriculum Migration to Atlas - Math 4	WW	\$300	10/1/23	6/30/24
Ciulla, Kristina	Appointment	Curriculum Migration to Atlas - Science 4	WW	\$300	10/1/23	6/30/24
Doolittle, Christina	Appointment	Curriculum Migration to Atlas - Science 8	BC	\$300	10/1/23	6/30/24
Ebersole, Erica	Appointment	Curriculum Migration to Atlas - Gifted and Talented 6-8	BC	\$300	10/1/23	6/30/24
Ebersole, Erica	Appointment	Curriculum Migration to Atlas - Social Studies 7	BC	\$300	10/1/23	6/30/24
Klein, Lauren	Appointment	Curriculum Migration to Atlas - Reading 2	WW	\$300	10/1/23	6/30/24
Klein, Lauren	Appointment	Curriculum Migration to Atlas - Writing 2	WW	\$300	10/1/23	6/30/24
Klein, Lauren	Appointment	Curriculum Migration to Atlas - Spanish 4	WW	\$300	10/1/23	6/30/24
Lih, Erik	Appointment	Curriculum Migration to Atlas - Social Studies 8	BC	\$300	10/1/23	6/30/24
Lombardi, Deidre	Appointment	Curriculum Migration to Atlas - Math 6	BC	\$300	10/1/23	6/30/24
Major, Michelle	Appointment	Curriculum Migration to Atlas - Algebra I	BC	\$300	10/1/23	6/30/24
Major, Michelle	Appointment	Curriculum Migration to Atlas - Geometry	BC	\$300	10/1/23	6/30/24
Murphy, Allison	Appointment	Curriculum Migration to Atlas - Reading 3	WW	\$300	10/1/23	6/30/24
Murphy, Allison	Appointment	Curriculum Migration to Atlas - Writing & Language Grade 3	WW	\$300	10/1/23	6/30/24
Murphy, Allison	Appointment	Curriculum Migration to Atlas - Science 3	WW	\$300	10/1/23	6/30/24
Palazzolo, Lindsay	Appointment	Curriculum Migration to Atlas - Reading 1	WW	\$300	10/1/23	6/30/24
Palazzolo, Lindsay	Appointment	Curriculum Migration to Atlas - Writing 1	WW	\$300	10/1/23	6/30/24
Palazzolo, Lindsay	Appointment	Curriculum Migration to Atlas - Science 1	WW	\$300	10/1/23	6/30/24
Pecarific, Melissa	Appointment	Curriculum Migration to Atlas - Language Arts 8	BC	\$300	10/1/23	6/30/24
Peifly, Jennifer	Appointment	Curriculum Migration to Atlas - Reading 6	BC	\$300	10/1/23	6/30/24
Peterson, Danielle	Appointment	Curriculum Migration to Atlas - Science 7	BC	\$300	10/1/23	6/30/24
Posner, Dennis	Appointment	Curriculum Migration to Atlas - Physical Education 6-8	BC	\$300	10/1/23	6/30/24
Posner, Dennis	Appointment	Curriculum Migration to Atlas - Library Media 6-8	BC	\$300	10/1/23	6/30/24
Shaffer, Dee	Appointment	Curriculum Migration to Atlas - Math 2	WW	\$300	10/1/23	6/30/24
Shaffer, Dee	Appointment	Curriculum Migration to Atlas - Science 2	WW	\$300	10/1/23	6/30/24
Walters, Mark	Appointment	Curriculum Migration to Atlas - Science 6	BC	\$300	10/1/23	6/30/24

School Physician's Review

I have reviewed the attached recommendations for the Nursing Services Plan for the Mountain Lakes School District and approve of this plan.



Medical Inspector

Arnold Pallay, MD
Changebridge Medical Associates
170 Changebridge Road
Suite C3
Montville, NJ 07045

Nursing Services Plan 2023 - 2024

Mountain Lakes School District

The certified school nurses of the Mountain Lakes District have a multitude of roles within their professional scope of practice. In an ongoing effort to insure children remain healthy and ready to learn, the school nurses take on roles of nursing care provider, investigator, communicator, counselor, educator, child advocate, community liaison, recorder and manager.

Nursing Care Provider

Within the role of nursing care provider, the school nurse uses the nursing process, which includes assessing, planning, implementing and evaluating the nursing care in an ongoing manner. The individualized health care plans and emergency plans are developed and carried out by the school nurse for each individual student with acute or chronic health concerns.

Investigator/Data Collector/Researcher

The school nurse seeks information regarding health histories, health practices, environmental concerns, safety issues, communicable disease patterns and current health information relevant to the practice of school nursing. Consultations with parents and guardians, pediatricians, school physicians, specialists, health agencies, administrators, classroom teachers, custodial staff and maintenance staff are conducted in order to gather information.

Communicator

As communicators, the school nurses share information with students, parents, staff members, physicians, health care agencies, administration and governmental agencies. Telephone conferences, personal letters, weekly newsletter, flyers, bulletin board postings, e-mail communications, website updates, personal conferences, departmental meetings, input for Pupil Assistant Committee meetings, 504 Committees, Child Study Team meetings, Safety Committee meetings and Staff Development presentations represent some methods and means by which health information is gathered and/or disseminated.

Health Counselor

The school nurses serve as health counselors to students, parents and staff regarding health issues and personal concerns. Referrals for the child at risk are made to the school psychologist, pupil assistance counselor, administrators, school physicians, private physicians or community health agencies as needed.

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Educator

The school nurses are health educators for students, families and/or staff as they provide information on but not limited to acute or chronic health conditions, sensitive topics such as sexually transmitted disease or head lice, personal hygiene, allergies, conflict resolutions and growth and development. In the Health Office, school nurses teach about health maintenance validating and practicing the "theory" taught in the classroom. School nurses often teach informally on a one-to-one basis in the health office or formally in the classroom supplementing the health curriculum provided by the health teachers.

Child Advocate

As child advocates, school nurses work closely with staff and families to help insure that health needs are identified and accommodations are put into place. Advocacy often includes and extends beyond referrals for health services, counseling, community programs, camps or DYFS, if applicable. Children unable to advocate for themselves sometimes present themselves to the school nurses using avoidance behaviors or symptomatology that masks the underlying problem. As child advocate, school nurses must "see" beyond the immediate problem and use listening skills to "hear" what the child is saying before advocacy strategies can be put into place utilizing district/school or outside resources.

Community Liaison

In the role of community liaison, school nurses work with local groups and organizations such as the American Cancer Society Great Smoke-out, Great American Healthy Lunch, Daffodil Days, Making Strides for Breast Cancer, Project Reach, and various health organizations coordinating presentations for the Wellness Committee.

Record Keeper/Recorder

A time consuming role for school nurses is that of recorder. Legal health records must be maintained for each student including documentation of each incident of nursing care. The entries include the date, time and major complaint, nursing assessment, plan of care, implementation and evaluation. Written communication from parents and health care providers must be incorporated into the student records. Data must be collected for state agencies related to immunizations, tuberculosis, medical waste management and employee injuries. Reports are required to be filed within the state parameters.

Manager

The variety of responsibilities of the school nurses in the Mountain Lakes District meeting the health needs of the students and staff requires the school nurses to be managers of health services. Assisting families as they cope with their children's health problems, which may create barriers to learning, helping them to manage their health conditions and promoting a safe and health environment for all children and staff requires the school nurses to prioritize concerns and advocate for the assignment of health services staff that achieves this goal.

Acuity Levels of Student with Medical Involvement

The assignment of the school nurses in Mountain Lakes School District must not be based solely on student enrollment figures but must also take into consideration the special education enrollment, and the severity and acuity of the students' health conditions and concerns of each building. Severity or acuity levels can be broken down into four levels:

Level I. Nursing Dependent

Nursing dependent students require 24 hours per day, frequently one-to-one, skilled nursing care for survival. Many are dependent on technological devices, for example, a student requiring mechanical ventilator support and/or continuous nursing assessment and intervention. Without the use of the correct medical technology and nursing care, the student will experience irreversible damage or death. Children with *Do Not Resuscitate* Orders are included in this category.

Level II. Medically Fragile

Students with complicated health care needs in this category face each day with the possibility of a life-threatening emergency requiring the skill and judgment of a professional nurse. Examples may include, but are not limited to severe seizure disorder requiring medication, severe asthma, sterile procedures, tracheostomy care and suctioning, unstable or newly diagnosed diabetics with unscheduled blood sugar monitoring and insulin injections, diabetics on insulin pumps requiring monitoring, and asthmatics requiring nebulizer treatments.

Level III. Medically Complex

Students with medically complex concerns require daily treatments or close monitoring by a professional nurse. They may have unstable physical and/or social-emotional conditions and the potential for a life-threatening event may exist. Examples include but are not limited to: ADHD and on medication, anaphylactic event, cancer, immune disorders, moderate to severe asthma (inhaler, peak flow meters), preteen or teenage pregnancy, carefully timed medications, medications with the potential of major side effects, unstable metabolic conditions, continuous or intermittent oxygen and complex mental or emotional disorders.

Level IV. Health Concerns

It the category of health concerns, the student's physical and/or social-emotional condition is currently uncomplicated and predictable. Occasionally, the student requires monitoring, varying from bi-weekly to annually. Examples include but are not limited to dental disease, headaches, migraines, sensory impairments, diabetics self managed by the student, dietary restrictions, eating disorders, encopresis and orthopedic conditions requiring accommodation.

Mountain Lakes School District
Nursing Services Plan
School Year: 2023-2024

Provision of Nursing Services in Emergency Situations

Health or medical emergencies occurring during the school day are assessed, evaluated and treated by the school nurse. The school nurse carries a Walkie-talkie and/or cell phone at all times during the school day so that she can be reached at any time. The school nurse can be considered as the Health Commander in each school. She would delegate tasks to other staff members as the need arises. Emergency medical services are contacted for emergency situations requiring immediate medical care and transport to an emergency room. If any student becomes seriously ill or injured at school, the school nurse notifies a parent or the school nurse delegates an administrator or staff member to contact the parent while she tends to the student in need.

We will continue to fully implement all parts of Janet's Law, effective September 1, 2014.

The certified school nurses are trained in Healthcare Provider CPR/AED Training every two years. Many staff members and all coaches are trained in CPR/AED every two years. There are AED's (Automatic External Defibrillators) in each school. To ensure survival for any cardiac arrest victim, there are AED's now located at six separate outdoor locations where sports are practiced/competed. The school nurse keeps up a current list of all staff members trained in CPR/AED each year at every school. Inside the high school, Narcan is available with every AED.

In order to assure that medical needs will be met in emergency situations, including school trips and after hour school sponsored activities, all professional staff have been given basic training in the assessment and care of a student suffering a life-threatening allergic reaction. Additionally, individual EPI-PEN training is provided for new staff at the high school and in all schools for those who are acting as delegates for specific students. Each student who has a life-threatening allergy has an Emergency Healthcare Plan. Clearly labeled Epinephrine auto-injectors are stored in an unlocked area in each nurse's office. Additionally, there is an emergency auto-injector containing Epinephrine located in each school in a designated accessible location.

For the treatment of asthma in the school setting, each school has a nebulizer for the purpose of administering prescribed medications. Each school nurse has received training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards. Each student with asthma has an Asthma Treatment Plan prepared by the student's healthcare provider. This Asthma Treatment Plan has identified the student's triggers and medications prescribed to treat an acute asthmatic episode. Basic training of students with asthma is provided to all professional staff through annual Safe School Training.

For students with Diabetes, an Individualized Health Care Plan is written based on the student's medical orders written by their healthcare provider (usually the endocrinologist) and the parent's input. This plan is signed by physician, parent and school nurse and implemented. Each student with diabetes has all of his or her necessary tools, snacks, medications stored together in the nurse's office and clearly labeled. All teachers of students with diabetes are informed of the student's condition and are instructed in the identification of symptoms of hypoglycemia and hyperglycemia. Basic training of students with diabetes is provided to all professional staff through annual Safe School Training.

For students with Seizure conditions, an Individualized Health Care Plan is written based on medical orders from healthcare provider, medical and health history, and parent input. This plan is signed by physician, parent and school nurse and implemented. All teachers of students with seizure conditions are informed of the student's condition and basic training of students with seizure conditions is provided to all professional staff through annual Safe School Training.

Universal Precautions Training as well as bloodborne pathogen training is provided annually to all staff through Safe School Training.

The school nurse in each school has a role to play during any evacuation or lockdown procedure, which is specific to the needs of the school where she works. Each nurse has a "Go" bag with necessary first aid supplies, emergency medications and student health emergency cards.

When the school nurse is absent every attempt is made to obtain substitute coverage. If no substitute nurse is available, then the nurses from the other district schools will all share in coverage for the school that doesn't have a nurse on site.

**Mountain Lakes School District
Nursing Services Plan
2023-2024
Wildwood Elementary School
K-5**

Student Population:	443
Staff Population:	80
Total of Students and Staff:	523

Acuity Levels:

Level I: Nursing Dependent:	0
Level II: Medically Fragile:	1
Level III: Medically Complex:	44
Level IV: Health Concerns:	69

Statistics from 2022-2023 school year:

2456 total visits
175 PRN meds given; 228 Daily
271 students sent home for illness or injury
30 reported cases of streptococcus
34 reported cases of conjunctivitis
57 reported cases of influenza
4 reported cases of coxsackie virus
1 reported case of impetigo
1 reported case of scarlet fever
0 cases of pediculosis
COVID-19 cases- 36 students; 10 staff
Incident reports- 3 staff; 9 students

Recommendations:

Due to the high volume of students and staff at Wildwood Elementary School, and according to the NJ School Nurses Association recommendations for certified school nurse to student ratio, I recommend the employment of a full-time certified school nurse for Wildwood School.

Furthermore, the addition of a part-time district float nurse would be a wise consideration. A float nurse would benefit all district certified nurses by assisting with state mandated health screenings, physicals, and lice checks. Given the fact that nearly all NJ schools have problems securing substitute nurses, it would greatly benefit the district to have a float nurse consistently available, to allow the nurses of the district to be able to take an allowed sick day, grievance day, or personal day without the stress of worrying if their position was properly filled. Also, as the district will be having more scheduled field trips, a nurse is needed to attend these off site activities, and a floater nurse would be able to fill this necessity.

On May 11, 2023, the Centers for Disease Control ended the public health declaration of COVID-19. NJ has had low COVID-19 activity. However, there still are cases and the guidelines are the same. Students and staff must be excluded from school days 0-5 of their illness and can return if fever free, on day 6, masked. It is recommended that they wear a mask days 6-10. If antigen testing is available, with two sequential negative tests 48 hours apart, they can end their mask-wearing. Nurses have still been on alert, checking email and receiving calls or texts, outside of normal school hours. If a staff member or student is reported as positive for COVID-19, the case is investigated to ensure those possibly exposed are notified.

Wildwood School has 82 new students for the 2023-2024 school year, including the incoming kindergarten class. There are 71 kindergarten students and 11 upper grade transfers. The nurse must ensure that new students have all immunizations and medical documents required. Accordingly, communication with parents/ guardians is essential, to assist these families with finding medical facilities and to ensure the proper vaccinations were received or will be received. Records from previous schools need to be received and reviewed.

Students' immunization records are audited annually by a public health nurse from Bloomfield Department of Health and Human Services. It is the school nurse's responsibility to make sure all students are in compliance with NJ state minimum immunization requirements. A state report is completed and submitted annually.

Wildwood School currently has 32 students with a bee sting and/or some degree of food or environmental allergy. 18 students require epipens.

Teachers and staff that are in contact with these students are informed of the allergies and how the allergies are managed. EpiPen delegate training is highly encouraged and provided to the staff.

At the beginning of the school year and as new students enroll or new conditions arise, health records are reviewed for all students. Any students with a medical condition that necessitates having medications in school, must have the proper documentation signed by the ordering physician and the parent/ guardian. Staff is made aware of any conditions for their students and the nurse makes sure the teacher has an understanding of the medical condition. The nurse attends 504 meetings and advocates for the students.

There is one student with Type 1 Diabetes at Wildwood. This student has a 1 on 1 aid during gym and recess. The nurse oversees the aid and manages the care of the student.

This school year, there are 5 students with hearing devices in Wildwood School. There is a Lake Drive teacher in the building that manages the care of the hearing devices, however contact with the families is through the nurse.

There are 3 Automated External Defibrillators (AED) at Wildwood School. They are checked monthly and maintained by the nurse. The nurse also annually coordinates an in-service for staff for CPR and AED certification.

TB tests are given to new employees that request it, as it is required for all school employees who have not previously had it. Transfer students from a country that has a high incidence of tuberculosis must also have a TB test. An annual report is then forwarded to local and state board of health.

Mandated health screenings are completed by the school nurse. All students K-5 have blood pressure, height and weight checked. Kindergarten, 2nd and 4th grade also have hearing and vision checked; 1st and 3rd grade have hearing. 5th grade is screened for scoliosis. Screenings are also done when it is requested by a teacher or parent or when the student is being evaluated by special services.

The school nurse does a great deal of individual health and wellness teaching on a daily basis. Later in the school year, a hygiene program is introduced to the 4th grade students and a puberty program is given to the 5th grade students.

In addition to caring for the students of Wildwood School, the nurse also cares for injured or ill staff members. Any student or staff injury/incident warrants an incident report. Staff injuries are submitted to Workman's Compensation.

Attendance is maintained by the school nurse at Wildwood School. There is a designated phone line and email for parents/ guardians to contact the school to communicate absences, tardies and early dismissals. The nurse must contact families of absent students that did not contact us. Having this role helps in knowing the overall wellness of the student body.

At the elementary school, a high level of communication is necessary with parents/ guardians. This is done by phone and email. Notice of communicable diseases is sent through an automated school messenger system. Parents/ Guardians are told of an illness reported in their students' homeroom and are made aware of the symptoms of that illness. By doing so, families can be prepared and students will, in theory, be absent less.

If additional students enter or transfer into Wildwood School that are medically challenged, this Nursing Services Plan would need to be reviewed or revised to insure that it helps provide optimum care to the entire school population. This goal is achieved by having adequate nursing staff to meet these needs.

Nursing Service Plan

Briarcliff Middle School

2023-2024

Grade Levels	6, 7, 8
Student Population	296
Staff Population	45
Total Number of Student and Staff	341
General Education Enrollment	247
Special Education Enrollment	49
Acuity Levels:	
Level I Nursing Dependent	0
Level II Medically Fragile	4
Level III Medically Complex	48
Level IV Health Concerns	40

Recommendations:

This year, considering the acuity and health conditions of students and staff at Briarcliff Middle School, I recommend the employment of a full-time certified nurse for the 2023-2024 school year.

I usually arrive early to begin my day in the health office, so that I am prepared for the students when they arrive. I use Genesis and technology to create and consolidate student information and medical information. I am dependent on

technology working for searches to run smoothly and go about my day in the health office.

This year again, I am required to submit weekly surveillance for Covid-19 reporting purposes. I have registered with the Communicable Disease Reporting and Surveillance System (CDRSS) for this weekly reporting on Tuesdays. I have taken the required webinar to understand how to compile the weekly data.

This weekly surveillance report includes data on all student absences which translates to a more thorough recording of reasons for absences. If parents do not explain their child's absence when they leave a message with the attendance office, then the nurse shall call the parent/guardian to obtain the information. This does pose to be a timely process.

I have also completed registration with the New Jersey Immunization Information System enabling me to track students' current vaccines of those enrolled in the state program. This helps to ensure that more accurate data is reported to the CDRSS.

Each day the nurse continues to address the acuity of medical conditions, along with the special needs of students, staff and community members including health counseling and support staff.

Communication with parents and the need for continued follow-up care for students is vital to ensure their health and safety while in school. In addition to the student's physical needs, their mental health is of paramount importance and concern during these middle school years. As a member of the Intervention and Referral Service Team and the 504 Committee, recommendations of in school academic support and counseling services for students are suggested and monitored throughout the school year. In response to the increasing mental health concerns the school nurse is also a member of the Mental Health Team that meets every two weeks to identify and support students at risk. This year there have been hours spent in meetings with parents crafting medical 504 plans and I&RS plans for students with special needs.

Briarcliff has many reported cases of students with orthopedic needs throughout the school year. These students require special considerations medically, with physical limitations imposed during physical education and recess. These students

also require special considerations during safety drills conducted throughout the school year. These physical considerations need to be communicated to the teachers and staff. There is daily communication between the teaching staff, the nurse, and parents regarding the needs of these students.

In addition to the services noted above, this year we have 19 students at Briarcliff that are part of the Lake Drive program. Several of them have special medical needs that require the attention of the nurse throughout the school day.

EpiPen delegates need to be assigned and trained. The nurse is responsible for designing and facilitating the certification program. This year group instruction was implemented. Instruction for the teaching staff on how to recognize signs and symptoms of anaphylaxis and administration if an epi pen is required. There is a heightened awareness of students with allergies due to new students presenting this year at Briarcliff with more serious life-threatening allergies. The nurse shall ensure that there is at least one EpiPen certified staff member present during the lunch period. EpiPens have been strategically placed throughout the building so that they are easily accessible in case of an emergency. Therefore, on each floor of the building there are three to four EpiPens available. There continues to be many students with serious allergies requiring administration of EpiPens. This year there are 13 students with life threatening allergies.

There are numerous students with asthma requiring use of an inhaler or nebulizer treatments. The nurse needs to check all the health records to ensure that all necessary documentation has been submitted as well as the appropriate medications. This year there are 13 students with asthma.

Sports programs in Briarcliff school include soccer, cross country, basketball, baseball, and softball. These sports require a great amount of attention from the nurse to ensure that all students have submitted the required physical and health forms needed to safely participate. Coordination of services by the district physician is the responsibility of the school nurse for fall, winter, and spring sports. The physician is asked to visit Briarcliff Middle triennially to examine students and clear them for their chosen sport. Each year more and more students and their parents have been taking advantage of this service rather than having their primary physician complete the annual pre-participation sports physical exam. If a student that is not participating in a sport but needs to have a physical exam

completed and is unable to see their personal physical for extenuating circumstances, these students will also be seen by the school physician. Prior to the students being seen by the physician, the school nurse performs health screenings for height, weight, and blood pressure. After the physician's examination, the nurse records the information in the student's permanent health record. The school nurse communicates the physician's medical recommendations and pertinent findings to the student's parent/guardian and monitors the follow up compliance.

To monitor the health and wellness of our students each student undergoes a screening by the school nurse. Vision, hearing, and blood pressure screenings are performed in addition to height, weight, and scoliosis exams for the 7th grade. Abnormal findings are reported to the parents with recommendations to follow up with their child's physician.

To maintain an efficient nursing practice the school nurse must keep abreast of current technology. To educate and communicate with the community, hours are spent designing and maintaining a school nurse website. Keeping in mind the current privacy laws, the compilation of health data can only be done by qualified personnel.

Current legislation mandating vaccines requirements and yearly physical examinations are monitored annually by the school nurse and updated continually. Once again, this year there are immunizations requirements for incoming 6th graders and transfer students. In anticipation of this state mandate, letters and emails are being sent to families to ensure compliance with the state immunization compliance and student eligibility for school enrollment. The number of students not in compliance with the state immunization laws has increased. It is the school nurse's responsibility to send out an initial notification alerting the parents regarding the state law and missing immunization that is required. Then the school nurse needs to follow up with emails and phone calls to ensure compliance and avoid exclusion from school. The district health nurse audits the student's health records annually. It is the school nurse's responsibility to prepare the records for the annual audit.

There are numerous students with life threatening allergies and asthma. Appropriate paperwork needs to be signed by parents and physicians to facilitate

the administration of emergency care and medication. This process needs to be completed each year. Letters sent home to parents and follow up phone calls regarding the completion of this necessary paperwork as well as encouraging the parents to supply the medication, is time consuming. Due to the level of health concerns the school nurse needs to accompany the students on various class trips or send an epi pen delegate or RN to administer medications while on the trip.

In conclusion, I recommend that the district employ another certified school nurse to float between the four schools in the district. The floating nurse would assist in all duties of the school nurse but not be limited to

1. All screenings and sports physical programs
2. Transcribing health information from an A45 to the student's health record on Genesis.
3. Accompanying health risk students on field trips.
4. Registration of new students at entrance levels.
5. Substituting for an absent school nurse in any of the district's four schools as needed.

Lake Drive Program

Nursing Service Plan 2023 - 2024
Lake Drive Pre k 3 – 8th grade

Building Population:

- Average enrollment students:
 - LD 44
 - Mt Lks Ivy Hall Prek 3 and 4 Special Services 4
 - Mt Lks/LD Ivy Hall Prek 3 and 4 LD Oral program 37
 - Total students 85
- Staff population: 50
- Average total: 135

Acuity Level	Number of Students and Staff
Level I: Nursing Dependent Private Duty Nurse <ul style="list-style-type: none"> • 24 hour 1:1 skilled nursing care • for conditions like Tracheostomy/ Feeding tube 	0
Level II: Medically Fragile <ul style="list-style-type: none"> • Possibility of life-threatening emergency requiring assessment from nurse • Asthma, EPI PEN, Diabetic, Seizure, active feeding tube 	6
Level III: Medically Complex <ul style="list-style-type: none"> • Daily treatments and/or monitoring, potential for life-threatening event , asthma • Cardiac, and/or neuromuscular condition, feeding tube inactive 	5
Level IV: Health Concerns <ul style="list-style-type: none"> • Condition uncomplicated and predictable with occasional monitoring • Those whose condition is not necessarily noted above 	74

Role and responsibilities of the Certified School Nurse in Lake Drive Building:

A student with unmet health care needs has been shown to disengage from the learning process and fall behind their peers. Health care services implemented by the nurse directly impact the students' ability to achieve their greatest learning potential while in the school setting.

Because the Mountain Lakes Lake Drive Program educates those students with special needs, hearing loss and general education pre k students who have a variety of health concerns, it is recommended that Lake Drive School employs one full time certified school nurse in the Lake Drive building.

Due to the shortage of district hired substitute nurses, our students and staff's medical needs particularly in an emergency are left unmet. Currently, if the one substitute nurse from town is not available, we must cover each other's buildings. It was suggested that the practice of covering each other's buildings was within the scope of the administrative code and therefore adequate. This is not only dangerous but not within the best practice. As proposed last year, I strongly recommend contracting with a few nursing service agencies to provide school nurses when our town substitute is unavailable.

Maintaining the health and safety of the individual student and staff is critical for the well being of the entire school community. The school nurse must be in contact and liaison with family, physicians, public health, and social service agencies and district case managers to maintain the optimal health and well being of the child, staff and community. The certified school nurse as the in-house expert is able to bridge health management in a school setting and its effect on the education and safety of the students, staff and community. This aspect of the certified school nurse has certainly been thrust front and center during the pandemic and continues with each school year.

The nurses continue to comply with mandated weekly Covid reports to the NJ Department of Health. Attempts to keep our buildings free of a Covid outbreak continue to be a serious challenge for the district nurses. Our struggle to track and follow symptomatic students, encouraging parents to test, tracking those students and staff who are positive needing to wear a mask post covid are time consuming tasks with serious health implications. The nurses continue with our 'typical' required duties: record keeping, screenings, liaison, advisor, health educator, trainer, provider of health services, tending to all medical emergencies, SGO's, PD's, Vector train, and so on.

Additional nursing services planned for the school year include:

- Provides or arranges various PD days for the staff including CPR, EPI PEN training, glucagon administration, building emergency response teams, and playground safety.
- Arranges and assists in 'awareness' days for students and staff including fire prevention, character development, dental health, cancer awareness, heart health, and habits leading to wellness.
- Reviews and updates health forms and health related information posted on the Genesis.
- Participates in weekly team meetings and/or IEP meetings of individual students to collaborate and act as a resource for staff when establishing or evaluating education plans as they pertain to medical conditions.
- Writes an individual health plan (IHP) and/or 504 when a medical condition significantly impacts a student's educational goals.
- Teaches lessons covering Core Curriculum Standards 2.1 and 2.3 P-6 (PGO, EH, HCDM coding) covering health, wellness, hygiene, maturation and aspects of puberty.
- Completes SGOs, PDP, technology PD, and end of year reflection as part of the district's evaluative process assessing previous years outcomes to inform the next year's professional and student growth goals.
- Reviews all students' immunization records to ensure they are in compliance in preparation for the DOH annual audit. Annual TB reports are prepared for the board of education along with an OCHA summary report.
- Maintains several memberships to professional nursing organizations at the national and local level and attend annual conferences at my own expense as there are no budgeted dollars for memberships or conferences. By maintaining active participation in these organizations and attending various workshops for continuing education and professional development, I am able to incorporate best practices into my professional setting and share my experiences with district nurses through our PD days.
- Trains new sub-nurses (when they are available) reviewing specific policy, procedures, and student needs. A substitute binder is maintained and updated

in the nursing office. It contains all Emergency procedures and policies, Emergency Health Plan for the building and instructions on what the substitute's roles are during an emergency.

- Assesses the grounds and the building to ensure important site lines are free of excessive vines, weeds, and overgrown shrubbery and the building has no visual defects. Also, the playground yard is free of divots, sinkholes, animal excrement, and the fencing is in working order. The playground equipment is assessed for safety, breakage, bees/wasps and any other issues.
- Acts as lead on the Lake Drive Safety and Security Committee continually review LD evacuation routes and drills, ensuring safety equipment is in working order and working to resolve any safety concerns.
- Ensures compliance with Janet's Law: The certified school nurse implements an AED protocol for the building, assesses the need, spacing, signage and maintenance of the AED for the Lake Drive building. The nurse arranges for a minimum of 5 CPR/AED trained personnel to be in the building during school hours. The nurse notifies and meets with first responders/police department to review AED placement and emergency plans. AED battery is checked monthly by the school nurse.
- Informs staff of the CPR/AED course at the high school at the beginning/summer of each school year. Those completing the course are added to the building's CPR Certification list. The list is part of the Emergency Health Plan for the building and compliance for Janet's Law.
- Maintains a current CPR/AED for the Healthcare worker Certification every 2 years at my own expense. And orders necessary accessories for the AED as they expire.
- Creates an emergency plan for the Lake Drive building identifying staffs' roles they might perform during an emergency. The emergency plan is to be reviewed, practiced, and updated annually during the fall staff meeting or on a PD day.

Lake Drive Health Office: Recommendations

The AEDs owned in the district are all out of date with their batteries and EKG pads expired and not replaceable because they are no longer manufactured. The district acquired temporary on loan AEDs last school year. While these AEDs are appreciated, they do not offer a live graphic with voice command making them confusing for

someone with a disability to use confidently. The AED committee, superintendent and BA agreed last year that 9 new ADA compatible AED should be purchased to replace the loaners and outdated district AEDS. To date, there has been no movement on replacing the 9 most needed AEDS in the district. I recommend that the district pursue the purchase of the agreed upon AEDS to prevent any liabilities should an cardiac emergency occur in the district.

The limited space and design of the health office poses issues for client privacy (staff and student) during treatment, phone conversation, evaluation, screenings, comfort, and safety. There is no area to offer privacy between an ill child resting on the cot awaiting transport and a well child in for another issue making it difficult to manage isolation of 2 children at the same time. I recommend expanding the nursing office toward the outside sink and counter area. This would create multi-purposed areas that could (with the use of a curtain/screen) offer some relief to the issues of privacy mentioned previously and simultaneous student visits.

I recommend expanding the only classroom with a pre k restroom in the LD 2nd floor main hall to include a more private changing station area.

The on average 50 –60 3 – 6 year olds attending Ivy Hall and LD programs are in need of 2nd floor main hall restrooms. It is recommended that an appropriate Pre k unisex restroom be created on the 2nd floor in the anteroom of 3a /3b with the shared wall water source located in the cloakroom area of room 2 or 2B (social workers office) be converted to a larger multi stall restroom area.

The staff restroom, located on the 3rd floor, is freezing in the winter months. It also only has 2 stalls which often leads to bottle neck over the lunch breaks. It is recommended the shower stall in the ladies' room be converted to a restroom stall creating an extra facility and an electric baseboard heat is installed to supplement the ongoing heat issue in that staff bathroom.

The playground and grass area continues to have problems with pooling water/ lack of appropriate drainage. Several 'mini sinkholes' developed over the summer. This seems to be the result of the County placing an underground drainage pipe from the Boulevard across the blacktop and grass area to the lake. The County repaved the portion of the blacktop sinkhole and Ryan Dunn's team filled in the sinkhole that appeared in the grass area. The pooling water is a persistent problem. It creates a mosquito breeding ground, unsafe muddied areas around the playground, and future 'sinkholes'.

In conclusion, in order to continue to provide an excellent learning environment and the optimal wellness, and the highest health safety standards of the school

community, it is essential to continue to employ at the Lake Drive building a highly qualified certified school nurse to continue to meet the 21st century goals of the district.

**Mountain Lakes High School
School Year: 2023 - 2024
Nursing Services Plan
Grades 9-12**

General Enrollment:	568
Staff Population:	<u>103</u>
Total Number of Staff & Students	671

Students with Medical Involvement

Acuity Levels:

Level I: Nursing Dependent	0
Level II: Medically Fragile	2
Level III: Medically Complex	45
Level IV: Health Concerns	101

Recommendations:

Mountain Lakes High School

For this school year, COVID-19 Protocols are more relaxed. The school nurse will continue to assess/monitor any student or staff who is ill with COVID-19 compatible symptoms which may or may not be COVID related and follow the exclusion criteria. The school nurse should continue to instruct and encourage all students and staff to practice all activities (social distancing, mask wearing, frequent hand washing, proper respiratory hygiene) that reduce the risk of exposure to the virus. Following the NJDOH and DOE Guidelines, the school nurse will continue to monitor the regional COVID-19 Risk Levels and surveillance indicators. The school nurse will continue to report every positive case to the Bloomfield Health Department. The NJ Department of Health will expect accurate record keeping and tracking of COVID, influenza and other key surveillance activity via CDRSS.

In a normal school year, due to the volume of students seen in the Health Office at MLHS (range: 20-30 per day), the acuity of the health conditions identified, and the number of students with special needs, it would be recommended that Mountain Lakes High School employ one full time certified school nurse for the 2023-2024 School Year. During this school year, there are forty-four (44) students with life-threatening allergies. There is one (1) student with Insulin Dependent Diabetes. We usually have approximately 20 students recovering from concussion

every school year. There are many students with ADHD and mental health issues. Approximately 400 students are participating in a fall sport at MLHS and every sport physical is reviewed by the school nurse for completeness and recorded on *Genesis* as well as in student's personal health record. The school nurse also inputs all the ImPACT Testing dates into *Genesis*. There are 43 students who have asthma and at any given time, students in wheelchairs and on crutches recuperating from orthopedic surgery/conditions. Some of these students have complicated health care needs and require close monitoring by a professional school nurse. We have a couple of faculty members with special medical conditions / concerns.

If additional students transferring into MLHS during the 2023-2024 School Year are medically challenged, this Nursing Services Plan will need to be reviewed/revised in order to ensure that it provides the health services and nursing staff to meet the needs of the children whose conditions fall into Acuity Levels I, II, III, or IV above.

Some of the responsibilities of the certified school nurse in the high school are as follows:

- CDRSS weekly reporting for Influenza and COVID Activity
- assists the school physician with physical examinations usually held three times a year in June, November and February
- conducts biennial scoliosis screenings on all students in grades 9 and 11 and refers as needed for abnormal screenings
- conducts audiometric screenings on all 10th graders and refers as needed for abnormal screenings
- performs vision screenings for Motor Vehicle Testing
- conducts vision, height, weight, blood pressure and pulse screenings on all students annually who do not submit a sport physical from their healthcare provider and refers as needed for abnormal screenings
- maintains accurate pupil health records, including the annual review of immunizations

- secures immunization records and updates A-45 from parents, healthcare providers and / or other previously attended school districts as needed
- observes and recommends to the principal the exclusion of pupils who show evidence of communicable disease or who have not submitted acceptable evidence of immunizations
- provides or reviews annual Mantoux (TB testing) for appropriate new students and staff
- trains and supervises the emergency administration of epinephrine via auto-injector to all new professional staff
- performs first aid care of students and staff with illness or injury
- performs a health assessment on students being evaluated for drug testing referral
- assesses and provides referrals for emergency care, social services and nutritional services
- provides care of special needs students which may include blood glucose monitoring, inhalation therapy, or maintenance of tubes and catheters
- completes the health section for all NJ state working papers applications
- maintains valid, current Cardiopulmonary Resuscitation (CPR) and Automatic External Defibrillator (AED) certification
- facilitates and coordinates CPR/AED Training for all coaches/administrators and select teachers and maintains records of certifications
- prepares and teaches Heartsaver Course to coaches, teachers, administrators and students as needed
- orders and manages all CPR Supplies for Heartsaver courses
- monitors district AED spreadsheet for monthly compliance

- tracks and monitors the MLHS four (4) AED's for battery compliance and general inspection guidelines and replaces Narcan with each AED as needed
- reviews and summarizes health and medical information for the Child Study Team referrals
- manages intake of all sport physical related paperwork and creates Medical Eligibility Lists and distributes to all coaches for every sport throughout season
- prepares and teaches the basics about Diabetes, Signs, Symptoms and Treatment of Hypoglycemia and Hyperglycemia and Glucagon Administration to coaches, teachers and bus drivers as requested / needed
- writes and updates the health accommodation plan under Section 504 for any student who requires one
- writes Emergency Healthcare Plans or Individual Health Plans for any student with a special health care need
- provides health instruction for individuals and classes per curriculum and teacher request
- creates educational bulletin boards on health topics of interest for the Nurse's Office
- reviews proposed field trip student lists and arranges for substitute nurse when appropriate
- prepares health records / medications for student overnight field trips
- provides health counseling for students, family members and staff
- administers prescribed daily and as needed medications
- monitors seasonal flu symptoms of students and staff and sends individuals home as per state protocol

- works directly with the Athletic Director and Athletic Trainer to provide baseline ImPACT Concussion Testing to all student athletes and monitors return to play protocol when appropriate
- serves as a member of the MLHS IR&S/504 Committee and CORE Team
- completes an injury/illness report for any student/staff member or visitor as needed and calls in all staff injuries to the Employee Injury First MCL number
- completes Annual OSHA Documents and submits/displays as required
- attends all staff and department meetings at MLHS and regularly attends Morris County School Nurse's Association Meetings
- attends and actively participates in the Mountain Lakes School Nurse Professional Learning Community meetings
- attends Professional Development courses throughout the year as needed to learn how to improve on best practices in school nursing