

# Mountain Lakes Board of Education

## Check Register By Check Number

for Batches 61,62 and UnPosted Checks : Check Date is from 11/01/2023 to 11/30/2023

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
<b>UNPOSTED CHECKS</b>									
99109	24-0969		11-000-251-890-AD-0130L- -	6346/MCASBO	61	325.00	23-24 Membership Dues	11/29/2023	C
			<b>Total For Check Number 99109</b>			<b>\$325.00</b>			
99110	24-1042		11-000-251-500-AD- - -	9408/QUADIENT LEASING USA, INC	61	434.97	Cust#01489572 10/13/23-1/12/24	11/29/2023	C
			<b>Total For Check Number 99110</b>			<b>\$434.97</b>			
99111	24-1043		11-000-251-500-AD- - -	9409/QUADIENT FINANCE USA, INC	61	800.00	AC# 7900 0440 8120 8831	11/29/2023	C
			<b>Total For Check Number 99111</b>			<b>\$800.00</b>			
99112	24-0341		11-000-240-500-BC- - -	6913/ABLE SHRED BUSINESS PRODUCTS LLC	62	25.00	Inv. 5167	11/30/2023	C
	24-0442		11-190-100-500-HS- - -	6913/ABLE SHRED BUSINESS PRODUCTS LLC	62	95.00	Inv. 5196	11/30/2023	C
			<b>Total For Check Number 99112</b>			<b>\$120.00</b>			
99113	24-0812		11-000-261-420-DW-0750 - -	4221/AC & R INC.	62	349.53	Inv 32294 Trainer's Room	11/30/2023	C
	24-0943		60-910-310-500-DW- - -	4221/AC & R INC.	62	212.50	Inv. 32490	11/30/2023	C
	24-1130		60-910-310-500-DW- - -	4221/AC & R INC.	62	57.80	Inv. 32615	11/30/2023	C
			<b>Total For Check Number 99113</b>			<b>\$619.83</b>			
99114	24-0802		11-000-251-500-AD- - -	6086/ACCESS	62	995.02	Inv. 10626388 Nov.'23	11/30/2023	C
			<b>Total For Check Number 99114</b>			<b>\$995.02</b>			
99115	24-0681		11-190-100-610-BC-0730A- -	1073/AMERICAN TIME & SIGNAL COMPANY	62	898.82	Inv. 871524	11/30/2023	C
			<b>Total For Check Number 99115</b>			<b>\$898.82</b>			
99116	24-0308		11-000-261-420-DW-0750 - -	5261/ARROW ELEVATOR INC.	62	425.00	Inv. 114935 Dec.'23	11/30/2023	C
			<b>Total For Check Number 99116</b>			<b>\$425.00</b>			
99117	24-1025		11-000-240-500-BC- - -	7882/ATLANTIC COMMUNICATIONS	62	152.00	Inv. 21753	11/30/2023	C
			<b>Total For Check Number 99117</b>			<b>\$152.00</b>			
99118	24-0911		11-190-100-610-TD-0730A- -	6282/B&H PHOTO	62	143.40	Inv. 217731943	11/30/2023	C
	24-1051		11-190-100-610-TD-0730E- -	6282/B&H PHOTO	62	1,866.66	Inv. 218494879	11/30/2023	C
			<b>Total For Check Number 99118</b>			<b>\$2,010.06</b>			
99119	24-0303		11-000-262-441-DW- - -	6140/BOROUGH OF MOUNTAIN LAKES	62	3,750.00	Dec.'23	11/30/2023	C
			<b>Total For Check Number 99119</b>			<b>\$3,750.00</b>			
99120	24-1037		11-402-100-500-HS- - -	1292/BOROUGH MOUNTAIN LAKES	62	633.54	Inv. 99	11/30/2023	C
	24-1018		11-402-100-500-HS- - -	1292/BOROUGH MOUNTAIN LAKES	62	316.77	Inv. 98	11/30/2023	C
			<b>Total For Check Number 99120</b>			<b>\$950.31</b>			
99121	24-0304		11-000-262-420-DW-0620A- -	1293/BOROUGH MOUNTAIN LAKES	62	8,335.00	Dec.'23	11/30/2023	C
			<b>Total For Check Number 99121</b>			<b>\$8,335.00</b>			

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<b>UNPOSTED CHECKS</b>								
99122 24-0975		11-402-100-610-HS-1020A-54-	1342/BSN SPORTS, LLC	62	1,855.16	Inv. 923870200	11/30/2023	C
		<b>Total For Check Number 99122</b>			<b>\$1,855.16</b>			
99123 24-0240		11-000-252-500-TD- - -	8659/CANON FINANCIAL SERVICES, INC	62	929.18	#31659200 11/20-12/19/23	11/30/2023	C
24-0240		11-190-100-440-TD- - -	8659/CANON FINANCIAL SERVICES, INC	62	2,168.08	#31659200 11/20-12/19/23	11/30/2023	C
		<b>Total For Check Number 99123</b>			<b>\$3,097.26</b>			
99124 24-1053		11-190-100-610-TD-0730E- -	5750/CDW GOVERNMENT, INC.	62	1,223.77	Invs. NF81273, NF83893	11/30/2023	C
		<b>Total For Check Number 99124</b>			<b>\$1,223.77</b>			
99125 24-0322		11-000-100-566-CS-0870F- -	8377/CELEBRATE THE CHILDREN	62	2,800.00	#2412064 Dec.'23	11/30/2023	C
24-0369		11-000-100-566-CS-0870F- -	8377/CELEBRATE THE CHILDREN	62	2,800.00	#2412065 Dec.'23	11/30/2023	C
24-0322		20-250-100-560-CS-1411T- -	8377/CELEBRATE THE CHILDREN	62	6,852.00	#2412064 Dec.'23	11/30/2023	C
24-0369		20-250-100-560-CS-1411T- -	8377/CELEBRATE THE CHILDREN	62	6,852.00	#2412065 Dec.'23	11/30/2023	C
		<b>Total For Check Number 99125</b>			<b>\$19,304.00</b>			
99126 24-0989		11-207-100-610-LR-0240 - -	5476/CENTRAL INST. FOR THE DEAF	62	260.00	Inv. 22423	11/30/2023	C
		<b>Total For Check Number 99126</b>			<b>\$260.00</b>			
99127 24-0885		11-000-213-300-DW- - -	9194/CHANGEBRIDGE MEDICAL ASSOCIATES PA	62	1,666.67	Nov.'23	11/30/2023	C
		<b>Total For Check Number 99127</b>			<b>\$1,666.67</b>			
99128 24-0921		11-000-223-580-HS-0250B- -	1385/COLLEGE BOARD	62	150.00	Inv. CV-7172-003-003	11/30/2023	C
		<b>Total For Check Number 99128</b>			<b>\$150.00</b>			
99129 24-0325		11-000-261-420-DW-0750 - -	5011/COMBUSTION SERVICE CORP.	62	19,495.00	Inv. 9501	11/30/2023	C
24-0994		11-000-261-420-DW-0750 - -	5011/COMBUSTION SERVICE CORP.	62	2,330.00	Inv. 9381	11/30/2023	C
		<b>Total For Check Number 99129</b>			<b>\$21,825.00</b>			
99130 24-0951		11-000-261-890-DW-0660A-13-	5357/COMMISSIONER OF LWD	62	160.00	Renewl LP-616305 - CA	11/30/2023	C
24-0963		11-000-262-890-DW-0660A-14-	5357/COMMISSIONER OF LWD	62	160.00	Renewal LP-162467 DR	11/30/2023	C
		<b>Total For Check Number 99130</b>			<b>\$320.00</b>			
99131 24-0319		11-000-100-566-CS-0870F- -	8376/CORNERSTONE DAY SCHOOL, LLC	62	7,343.68	#1034058 Dec.'23	11/30/2023	C
		<b>Total For Check Number 99131</b>			<b>\$7,343.68</b>			
99132 24-1019		11-000-261-420-DW-0750 - -	1612/CY DRAKE LOCKSMITHS, INC.	62	197.00	Inv. 260649	11/30/2023	C
		<b>Total For Check Number 99132</b>			<b>\$197.00</b>			
99133 24-0979		11-000-251-890-AD-0130L- -	5595/DAILY RECORD - NJ PRESS MEDIA SOLUTIONS	62	45.92	Order #0005798933	11/30/2023	C
		<b>Total For Check Number 99133</b>			<b>\$45.92</b>			
99134 24-0997		11-000-263-420-DW-0720A- -	6394/DAVE'S TIRE LLC	62	368.80	Inv. 116772	11/30/2023	C

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<b>UNPOSTED CHECKS</b>								
99134 24-0948		11-000-263-420-DW-0720A- -	6394/DAVE'S TIRE LLC	62	347.50	Inv. 116599	11/30/2023	C
		<b>Total For Check Number 99134</b>			<b>\$716.30</b>			
99135 24-0709		11-190-100-610-HS-0240A-U -	8497/DAWN SIGN PRESS	62	612.00	Inv. 842550	11/30/2023	C
		<b>Total For Check Number 99135</b>			<b>\$612.00</b>			
99136 24-1034		11-000-240-610-HS-0250A- -	9395/SANDY HOOK PROMISE FOUNDATION INC	62	280.00	Inv. DWC310	11/30/2023	C
		<b>Total For Check Number 99136</b>			<b>\$280.00</b>			
99137 24-0991		11-000-222-610-HS-0230D- -	1927/GATES FLAG & BANNER CO., INC.	62	84.06	Inv. 216398	11/30/2023	C
		<b>Total For Check Number 99137</b>			<b>\$84.06</b>			
99138 24-0440		11-402-100-610-HS-1020A-54-	7532/GILL ATHLETICS	62	7,645.00	Inv. 641671	11/30/2023	C
		<b>Total For Check Number 99138</b>			<b>\$7,645.00</b>			
99139 24-0745		60-910-310-500-DW- - -	8134/GLANDER ELECTRIC CO. INC.	62	4,047.09	Invs. 13926, 13927	11/30/2023	C
		<b>Total For Check Number 99139</b>			<b>\$4,047.09</b>			
99140 24-0317		20-250-100-560-CS-1411T- -	9175/GLENVIEW ACADEMY	62	6,876.96	GL30652 Dec.'23	11/30/2023	C
		<b>Total For Check Number 99140</b>			<b>\$6,876.96</b>			
99141 24-0946		11-190-100-610-HS-0240A-I -	1968/GOPHER SPORTS EQUIPMENT	62	26.70	IN325147	11/30/2023	C
24-0946		11-190-100-610-HS-0240A-W -	1968/GOPHER SPORTS EQUIPMENT	62	2,500.00	IN325147	11/30/2023	C
24-0779		11-401-100-610-BC-1020A-A -	1968/GOPHER SPORTS EQUIPMENT	62	200.48	IN318859	11/30/2023	C
		<b>Total For Check Number 99141</b>			<b>\$2,727.18</b>			
99142 24-0423		11-000-213-330-LR-0430A- -	8994/HEATHER LYN BLACKWELL LONG	62	5,333.75	Nov.'23	11/30/2023	C
		<b>Total For Check Number 99142</b>			<b>\$5,333.75</b>			
99143 24-1026		11-000-261-420-DW-0750 - -	8764/HONEYWELL INTERNATIONAL INC	62	29,596.50	Inv. 5264633061	11/30/2023	C
		<b>Total For Check Number 99143</b>			<b>\$29,596.50</b>			
99144 24-0968		11-402-100-890-HS-1020A-21-	8926/JOEL STEIN	62	700.00	Inv. 0064	11/30/2023	C
		<b>Total For Check Number 99144</b>			<b>\$700.00</b>			
99145 23-0819		11-000-261-420-DW-0750 - -	5039/JOHNSON CONTROLS FIRE PROTECTION LP	62	7,279.42	Inv. 89867515	11/30/2023	C
		<b>Total For Check Number 99145</b>			<b>\$7,279.42</b>			
99146 24-1048		11-000-240-610-HS-0250D-BA-	2203/JOSTEN'S	62	1,244.52	Inv32115536; Statement CR	11/30/2023	C
		<b>Total For Check Number 99146</b>			<b>\$1,244.52</b>			
99147 24-0487		11-402-100-610-HS-1020A-54-	8965/KENNEDY INDUSTRIES FULFILLMENT, LLC	62	171.64	Inv. 343322	11/30/2023	C

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<b>UNPOSTED CHECKS</b>									
<b>Total For Check Number 99147</b>						<b>\$171.64</b>			
99148	24-1027		11-190-100-610-WW-0240A-U -	9403/CENTRAL TECHNOLOGY INC	62	516.00	Inv. 28488	11/30/2023	C
<b>Total For Check Number 99148</b>						<b>\$516.00</b>			
99149	24-0940		11-402-100-890-HS-1020A-21-	8854/LINDA TURNBULL	62	200.00	Inv. 2023-25	11/30/2023	C
<b>Total For Check Number 99149</b>						<b>\$200.00</b>			
99150	24-0884		11-190-100-890-HS-0250D-BK-	4788/MAA AMERICAN MATH COMPETITIONS	62	704.00	Invs H171769,H171770	11/30/2023	C
<b>Total For Check Number 99150</b>						<b>\$704.00</b>			
99151	24-0421		11-000-213-330-LR-0430A- -	4428/MARY OSBORNE	62	6,682.50	Inv. 1411 Oct.'23	11/30/2023	C
	24-0421		11-000-213-330-LR-0430A- -	4428/MARY OSBORNE	62	5,805.00	Inv. 1412 Nov.'23	11/30/2023	C
<b>Total For Check Number 99151</b>						<b>\$12,487.50</b>			
99152	24-0727		11-000-240-890-CS-0250D-BE-	8217/MCASE	62	350.00	23-24 Membership Dues	11/30/2023	C
	24-0727		11-000-240-890-CS-0250D-BE-	8217/MCASE	62	350.00	22-23 Membership Dues	11/30/2023	C
<b>Total For Check Number 99152</b>						<b>\$700.00</b>			
99153	24-0881		11-000-218-890-HS-0250D-BI-	8533/MCPCA	62	180.00	Inv. 7 23-24 Memberships	11/30/2023	C
<b>Total For Check Number 99153</b>						<b>\$180.00</b>			
99154	24-0837		11-000-100-566-CS-0870F- -	8891/MONTVILLE TWP BOARD OF EDUCATION	62	3,808.20	Dec.'23	11/30/2023	C
<b>Total For Check Number 99154</b>						<b>\$3,808.20</b>			
99155	24-0333		11-000-240-610-HS-0250D-BA-	7019/MOUNTAIN LAKES BD-CAFE ACCT	62	2,954.00	Invs 574-4492, 574-4500	11/30/2023	C
	24-1059		13-424-100-610-WW- - -	7019/MOUNTAIN LAKES BD-CAFE ACCT	62	705.10	Inv. 574-4525	11/30/2023	C
<b>Total For Check Number 99155</b>						<b>\$3,659.10</b>			
99156	24-0926		11-190-100-500-HS- - -	2563/THE MUSIC SHOP, LLC	62	258.00	Invs. 184012, 184013	11/30/2023	C
	24-1045		11-190-100-500-HS- - -	2563/THE MUSIC SHOP, LLC	62	715.99	Invs 185202, 185203, 185204	11/30/2023	C
	24-0863		11-190-100-610-BC-0240A- -	2563/THE MUSIC SHOP, LLC	62	147.55	Inv. 12880709	11/30/2023	C
<b>Total For Check Number 99156</b>						<b>\$1,121.54</b>			
99157	24-0804		11-190-100-610-WW-0240A-U -	9392/MYBINDING, LLC	62	101.98	Inv. SI2804826	11/30/2023	C
<b>Total For Check Number 99157</b>						<b>\$101.98</b>			
99158	24-0650		11-000-262-621-BC-0640C- -	2592/N.J. NATURAL GAS CO.	62	3,506.02	10/7-11/6	11/30/2023	C
	24-0650		11-000-262-621-HS-0630 - -	2592/N.J. NATURAL GAS CO.	62	5,313.20	10/11-11/3, 10/11-11/3	11/30/2023	C
	24-0650		11-000-262-621-LR-0640C- -	2592/N.J. NATURAL GAS CO.	62	1,103.68	10/7-11/2	11/30/2023	C
	24-0650		11-000-262-621-WW-0640C- -	2592/N.J. NATURAL GAS CO.	62	3,298.06	10/10-11/9	11/30/2023	C
<b>Total For Check Number 99158</b>						<b>\$13,220.96</b>			
99159	24-0957		11-000-223-890-HS-0250D- -	9400/NATIONAL ART EDUCATION	62	180.00	Order #1305550, #1305570	11/30/2023	C

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<b>UNPOSTED CHECKS</b>									
99159				ASSOCIATION					
<b>Total For Check Number 99159</b>						<b>\$180.00</b>			
99160	24-0980		11-000-251-890-AD-0130L- -	9327/NEW JERSEY HILLS MEDIA GROUP, INC	62	52.69	Inv. 344377	11/30/2023	C
<b>Total For Check Number 99160</b>						<b>\$52.69</b>			
99161	24-0970		11-000-251-890-AD-0130L- -	2712/NJASBO	62	1,250.00	Inv. 300005903	11/30/2023	C
<b>Total For Check Number 99161</b>						<b>\$1,250.00</b>			
99162	24-0384		11-402-100-890-HS-1020A-21-	4919/NJSIAA	62	180.00	0087798-IN, 0087593-IN	11/30/2023	C
<b>Total For Check Number 99162</b>						<b>\$180.00</b>			
99163	24-1035		11-000-213-330-LR-0430A- -	9290/PATRICIA FILIACI	62	700.00	2324-2	11/30/2023	C
<b>Total For Check Number 99163</b>						<b>\$700.00</b>			
99164	24-1095		11-000-230-339-AD-0120D- -	8453/PHOENIX ADVISORS, LLC	62	1,350.00	Inv. 13,401	11/30/2023	C
<b>Total For Check Number 99164</b>						<b>\$1,350.00</b>			
99165	24-0887		11-000-221-600-CI- - -	9328/PIONEER VALLEY EDUCATIONAL PRESS, INC	62	4.50	Inv. I259366	11/30/2023	C
	24-0887		20-043-100-610-WW- - -	9328/PIONEER VALLEY EDUCATIONAL PRESS, INC	62	5,328.00	Inv. I259366	11/30/2023	C
<b>Total For Check Number 99165</b>						<b>\$5,332.50</b>			
99166	24-0550		11-402-100-610-HS-1020A-54-	9381/PHILLIP L. & KAREN A. HENNING	62	23.95	Inv. 23035	11/30/2023	C
<b>Total For Check Number 99166</b>						<b>\$23.95</b>			
99167	24-0978		11-000-240-580-BC-0130 - -	2798/PRINCIPALS/SUPERVISORS/DI RECTORS	62	164.82	Erik Carlson	11/30/2023	C
<b>Total For Check Number 99167</b>						<b>\$164.82</b>			
99168	24-1046		11-401-100-890-HS-1020A-05-	2798/PRINCIPALS/SUPERVISORS/DI RECTORS	62	100.00	Trina Moschella	11/30/2023	C
<b>Total For Check Number 99168</b>						<b>\$100.00</b>			
99169	24-1076		20-042-100-610-LD- - -	2798/PRINCIPALS/SUPERVISORS/DI RECTORS	62	959.92	Julie Lazeration	11/30/2023	C
<b>Total For Check Number 99169</b>						<b>\$959.92</b>			
99170	24-1128		11-000-218-610-HS-0250A-G -	2798/PRINCIPALS/SUPERVISORS/DI RECTORS	62	35.98	Raymond Searles	11/30/2023	C
<b>Total For Check Number 99170</b>						<b>\$35.98</b>			
99171	24-0828		11-000-222-610-HS-0230B- -	6576/PROQUEST LLC	62	1,427.48	Inv. 70808915	11/30/2023	C
<b>Total For Check Number 99171</b>						<b>\$1,427.48</b>			
99172	24-0737		11-000-218-600-HS-0250E-6 -	9326/COLLEGE BOARD	62	6,274.78	Invs. P2310083021, P2310083031	11/30/2023	C

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<b>UNPOSTED CHECKS</b>									
<b>Total For Check Number 99172</b>						<b>\$6,274.78</b>			
99173	24-0909		11-000-261-420-DW-0750 - -	9414/GENSERVE, LLC	62	2,549.80	Inv. 0391063-IN	11/30/2023	C
<b>Total For Check Number 99173</b>						<b>\$2,549.80</b>			
99174	24-0892		11-000-270-512-DW-0520E- -	9306/RAJAK LLC	62	7,175.00	INV026	11/30/2023	C
<b>Total For Check Number 99174</b>						<b>\$7,175.00</b>			
99175	24-1044		11-213-100-610-CS-1106A-64-	9410/READ NATURALLY INC	62	203.00	Inv. 265484	11/30/2023	C
<b>Total For Check Number 99175</b>						<b>\$203.00</b>			
99176	24-0318		11-000-100-566-CS-0870F- -	9298/REED ACADEMY	62	9,816.80	INV7357 Dec.'23	11/30/2023	C
<b>Total For Check Number 99176</b>						<b>\$9,816.80</b>			
99177	24-0986		20-041-100-610-HS- - -	9402/ONLINE RETAIL SALES	62	3,480.00	INV-0963	11/30/2023	C
<b>Total For Check Number 99177</b>						<b>\$3,480.00</b>			
99178	24-1028		11-000-240-610-HS-0250D-BA-	4735/RYDIN DECAL	62	614.51	PS-INV113544	11/30/2023	C
<b>Total For Check Number 99178</b>						<b>\$614.51</b>			
99179	24-0316		11-000-100-566-CS-0870F- -	9005/SAGE ALLIANCE	62	6,369.28	INV75301 Dec.'23	11/30/2023	C
<b>Total For Check Number 99179</b>						<b>\$6,369.28</b>			
99180	24-0914		11-190-100-610-HS-0240A-L -	9170/SCHOOL SPECIALTY, LLC	62	739.64	#308104442756	11/30/2023	C
	24-0935		11-190-100-610-WW-0240A-U -	9170/SCHOOL SPECIALTY, LLC	62	13.32	#208133375433	11/30/2023	C
<b>Total For Check Number 99180</b>						<b>\$752.96</b>			
99181	24-1100		11-000-261-420-DW-0750 - -	9412/NJEMC DL, LLC	62	11,213.42	Inv. 1370	11/30/2023	C
<b>Total For Check Number 99181</b>						<b>\$11,213.42</b>			
99182	24-0977		11-000-230-590-AD-0130B- -	8972/STAINLESS PRODUCTIONS LLC	62	580.00	Inv. 0720	11/30/2023	C
<b>Total For Check Number 99182</b>						<b>\$580.00</b>			
99183	24-1074		11-000-240-610-LR-0250E- -	7945/STAPLES BUSINESS CREDIT	62	562.62	Inv. 8072321957	11/30/2023	C
<b>Total For Check Number 99183</b>						<b>\$562.62</b>			
99184	24-0905		20-042-100-610-LD- - -	3297/SUPER DUPER PUBLICATIONS, CORP	62	938.64	Inv. 2857929A	11/30/2023	C
<b>Total For Check Number 99184</b>						<b>\$938.64</b>			
99185	24-0890		11-000-270-512-DW-0520E- -	7680/SUSSEX COUNTY REGIONAL COOPERATIVE	62	4,529.74	T05-000301	11/30/2023	C
	24-0890		11-000-270-512-DW-0520E- -	7680/SUSSEX COUNTY REGIONAL COOPERATIVE	62	12,601.07	T05-000300	11/30/2023	C
<b>Total For Check Number 99185</b>						<b>\$17,130.81</b>			
99186	24-0273		11-000-252-340-TD- - -	3872/SYSTEMS 3000, INC.	62	11,152.00	Inv. S-26023850 1/1-6/30/24	11/30/2023	C
<b>Total For Check Number 99186</b>						<b>\$11,152.00</b>			

# Mountain Lakes Board of Education

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## Check Register By Check Number

for Batches 61,62 and UnPosted Checks : Check Date is from 11/01/2023 to 11/30/2023

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
<b>UNPOSTED CHECKS</b>								
99187 24-1023		11-219-100-580-LI-0250 - -	3320/TEACHER	62	217.89	Meredith Perkins	11/30/2023	C
		<b>Total For Check Number 99187</b>			<b>\$217.89</b>			
99188 24-1088		11-219-100-580-LI-0250 - -	3320/TEACHER	62	126.90	Jobi Schwartz	11/30/2023	C
		<b>Total For Check Number 99188</b>			<b>\$126.90</b>			
99189 24-1108		11-219-100-530-LI-0641 - -	3320/TEACHER	62	40.00	Meredith Perkins	11/30/2023	C
		<b>Total For Check Number 99189</b>			<b>\$40.00</b>			
99190 24-1111		11-219-100-580-LI-0250 - -	3320/TEACHER	62	298.92	Alana Polanco	11/30/2023	C
		<b>Total For Check Number 99190</b>			<b>\$298.92</b>			
99191 24-1112		11-219-100-530-LI-0641 - -	3320/TEACHER	62	40.00	Alana Polanco	11/30/2023	C
		<b>Total For Check Number 99191</b>			<b>\$40.00</b>			
99192 24-1113		11-219-100-580-LI-0250 - -	3320/TEACHER	62	288.58	Kelly Oravec	11/30/2023	C
		<b>Total For Check Number 99192</b>			<b>\$288.58</b>			
99193 24-1114		11-219-100-580-LI-0250 - -	3320/TEACHER	62	169.67	Jennifer Becht	11/30/2023	C
		<b>Total For Check Number 99193</b>			<b>\$169.67</b>			
99194 24-1115		11-219-100-580-LI-0250 - -	3320/TEACHER	62	160.41	Maria Gonzalez	11/30/2023	C
		<b>Total For Check Number 99194</b>			<b>\$160.41</b>			
99195 24-1116		11-219-100-580-LI-0250 - -	3320/TEACHER	62	166.62	Maria Gonzalez	11/30/2023	C
		<b>Total For Check Number 99195</b>			<b>\$166.62</b>			
99196 24-1117		11-219-100-580-LI-0250 - -	3320/TEACHER	62	155.62	Maria Gonzalez	11/30/2023	C
		<b>Total For Check Number 99196</b>			<b>\$155.62</b>			
99197 24-1118		11-219-100-530-LI-0641 - -	3320/TEACHER	62	40.00	Jennifer Becht	11/30/2023	C
		<b>Total For Check Number 99197</b>			<b>\$40.00</b>			
99198 24-1120		11-219-100-580-LI-0250 - -	3320/TEACHER	62	172.26	Meredith Perkins	11/30/2023	C
		<b>Total For Check Number 99198</b>			<b>\$172.26</b>			
99199 24-1121		11-219-100-530-LI-0641 - -	3320/TEACHER	62	40.00	Kelly Oravec	11/30/2023	C
		<b>Total For Check Number 99199</b>			<b>\$40.00</b>			
99200 24-1125		11-219-100-580-LI-0250 - -	3320/TEACHER	62	347.80	Catherine Crimmins	11/30/2023	C
		<b>Total For Check Number 99200</b>			<b>\$347.80</b>			
99201 24-1126		11-219-100-580-LI-0250 - -	3320/TEACHER	62	380.00	Catherine Crimmins	11/30/2023	C
		<b>Total For Check Number 99201</b>			<b>\$380.00</b>			
99202 24-1127		11-219-100-580-LI-0250 - -	3320/TEACHER	62	361.43	Catherine Crimmins	11/30/2023	C
		<b>Total For Check Number 99202</b>			<b>\$361.43</b>			
99203 24-0962		11-213-100-610-CS-1106A-64-	3320/TEACHER	62	143.15	Christine Vecchio	11/30/2023	C
		<b>Total For Check Number 99203</b>			<b>\$143.15</b>			
99204 24-1022		11-190-100-610-HS-0240A-F -	3320/TEACHER	62	125.09	Teresa Fiorina	11/30/2023	C



# Mountain Lakes Board of Education

## Check Register By Check Number

for Batches 61,62 and UnPosted Checks : Check Date is from 11/01/2023 to 11/30/2023

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
<b>UNPOSTED CHECKS</b>								
		<b>Total For Check Number 99204</b>			<b>\$125.09</b>			
99205 24-1033		11-000-223-580-HS-0250B- -	3320/TEACHER	62	867.85	David Sica	11/30/2023	C
		<b>Total For Check Number 99205</b>			<b>\$867.85</b>			
99206 24-1039		11-213-100-610-CS-1106A-64-	3320/TEACHER	62	22.99	Elizabeth Gonzalez	11/30/2023	C
		<b>Total For Check Number 99206</b>			<b>\$22.99</b>			
99207 24-1060		11-000-223-890-BC-0130B- -	3320/TEACHER	62	40.00	James Mendello	11/30/2023	C
		<b>Total For Check Number 99207</b>			<b>\$40.00</b>			
99208 24-1083		11-000-223-580-HS-0250B- -	3320/TEACHER	62	114.60	Paul Sidhu	11/30/2023	C
		<b>Total For Check Number 99208</b>			<b>\$114.60</b>			
99209 24-1091		11-190-100-610-HS-0240A-F -	3320/TEACHER	62	92.43	Teresa Fiorina	11/30/2023	C
		<b>Total For Check Number 99209</b>			<b>\$92.43</b>			
99210 24-1122		11-000-223-580-HS-0250B- -	3320/TEACHER	62	72.96	David Sica	11/30/2023	C
		<b>Total For Check Number 99210</b>			<b>\$72.96</b>			
99211 24-1131		11-190-100-500-BC- - -	3320/TEACHER	62	144.00	Bethany DeWalt	11/30/2023	C
		<b>Total For Check Number 99211</b>			<b>\$144.00</b>			
99212 24-0995		11-402-100-890-HS-1020A-21-	8856/TONY MALDONADO	62	275.00	2023 Assignor Fee	11/30/2023	C
		<b>Total For Check Number 99212</b>			<b>\$275.00</b>			
99213 24-0438		11-000-263-420-DW-0720A- -	9369/TRUGREEN LIMITED PARTNERSHIP	62	413.34	#186091172	11/30/2023	C
24-0438		11-000-263-420-DW-0720A- -	9369/TRUGREEN LIMITED PARTNERSHIP	62	137.78	#186093683	11/30/2023	C
24-0438		11-000-263-420-DW-0720A- -	9369/TRUGREEN LIMITED PARTNERSHIP	62	275.56	#186091550	11/30/2023	C
		<b>Total For Check Number 99213</b>			<b>\$826.68</b>			
99214 24-0832		11-190-100-610-HS-0240A-A -	6601/TURNITIN, LLC	62	3,400.00	IN-TII-24908, IN-TII-29367	11/30/2023	C
24-0832		11-190-100-610-HS-0240A-U -	6601/TURNITIN, LLC	62	2,005.00	IN-TII-24908, IN-TII-29367	11/30/2023	C
		<b>Total For Check Number 99214</b>			<b>\$5,405.00</b>			
99215 24-1052		11-190-100-610-TD-0730A- -	9374/VIVACITY TECH PBC	62	179.90	INV1012926	11/30/2023	C
		<b>Total For Check Number 99215</b>			<b>\$179.90</b>			
99216 24-0952		11-000-263-610-DW- - -	5838/WEST CHESTER MACHINERY	62	878.62	Inv. 01-61593	11/30/2023	C
		<b>Total For Check Number 99216</b>			<b>\$878.62</b>			
99217 24-1021		11-190-100-610-WW-0240A-O -	3644/ZANER-BLOSER, INC	62	1,159.13	INVZB39255	11/30/2023	C
		<b>Total For Check Number 99217</b>			<b>\$1,159.13</b>			
		<b>Total Unposted Checks</b>			<b>\$285,042.63</b>			



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# Mountain Lakes Board of Education

## Check Register By Check Number

for Batches 61,62 and UnPosted Checks : Check Date is from 11/01/2023 to 11/30/2023

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	\$248,732.62				\$248,732.62
	10	13	\$705.10				\$705.10
	Fund 10	TOTAL	\$249,437.72				\$249,437.72
	20	20	\$31,287.52				\$31,287.52
	60	60	\$4,317.39				\$4,317.39
	GRAND	TOTAL	\$285,042.63	\$0.00	\$0.00	\$0.00	\$285,042.63

* 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

**LETTER OF AGREEMENT (LOA)  
BETWEEN  
THE NEW JERSEY DEPARTMENT OF HEALTH  
EARLY INTERVENTION PROGRAM  
AND**

**LOA Award No.**

**INTRODUCTION**

Under the provisions of N.J.S.A. 26:1A-36.7, the New Jersey Department of Health (DOH) is the lead Agency for the implementation of the Federal Part C, Individuals with Disabilities Education Act (IDEA). DOH, in conjunction with the U.S. Department of Education, is responsible for creating a statewide system of coordinated, comprehensive, multidisciplinary interagency programs for the provision of early intervention services for eligible infants and toddlers, birth to age three, with developmental delays or disabilities, and their families. The New Jersey Early Intervention System (NJEIS) partners include but are not limited to: Regional Early Intervention Collaboratives (REICs), County Service Coordination Units, and Early Intervention Program (EIP) provider agencies.

This Letter of Agreement (hereinafter "Agreement") is between the New Jersey Department of Health (hereinafter "the Department") and the undersigned Early Intervention Provider Agency (hereinafter "the EIP"). The EIP agency is responsible for providing appropriate services identified in an Individualized Family Service Plan (IFSP) to address the developmental needs of eligible children and their families.

**PURPOSE OF AGREEMENT**

The purpose of this Agreement is to establish the duties and responsibilities required of the EIP in providing early intervention services to eligible children and their families who reside in New Jersey. Following the evaluation and assessment, an IFSP is developed to address the needs of eligible children and their families. The IFSP describes the services that are needed by the child and family and how the services will be implemented. The IFSP is based on the needs of the child and family as identified by the IFSP team, including the family and professionals who assisted in the evaluation and assessment, the practitioners providing IFSP services, and when appropriate, representation from the EIP.

Early intervention services must be provided in accordance with the implementing regulations of Part C of the Individuals with Disabilities Education Act (IDEA), 20 U. S.C. Ch. 33, and the New Jersey Early Intervention regulations, N.J.A.C. 8:17-1.1 et. seq.

**I. GENERAL TERMS AND CONDITIONS OF THE AGREEMENT**

**A. Effective Dates of the Agreement.**

The Agreement is effective on the date of execution by the Department.

**B. Modification of the Agreement.**

The Department reserves the right to modify the Agreement at any time, with 30 days prior written notification to the EIP.

**C. Severability.**

If any provision of this Agreement, or any portion thereof, is held to be invalid and unenforceable, then the remainder of this Agreement shall nevertheless remain in full force and effect.

**D. Termination of this Agreement.**

The Agreement shall remain in effect until:

1. Either party terminates the Agreement by providing 60 days prior written notification by certified mail; or
2. The Agreement becomes null and void if the EIP:
  - a. changes its entity's name or formerly known as (FKA), also known as (AKA), or doing business as (DBA)name(s); or
  - b. changes its federal tax identification number; or
  - c. changes the composition of its principals, such as by transfer of ownership, whichever occurs first.
3. If exercising the right of termination pursuant to D.1. above, the EIP shall send written notice to: Early Intervention Director, New Jersey Department of Health, 55 North Willow Street, 4<sup>th</sup> Floor, Trenton, NJ 08625.

**E. Provisions for Termination.**

The Department may terminate this Agreement for:

1. Any breach of any provision of this Agreement by the EIP, or
2. Any actions by the EIP, EIP administrator, principals, officers, and/or agents which are inconsistent with applicable federal or State laws, regulations, or policies/procedures.

Termination of this Agreement will result in:

1. Cessation of payment,
2. Disqualification of the EIP as a service provider, and
3. Any other enforcement actions as provided for by law.

**F. Entire understanding.**

This Agreement and any attachments incorporated by reference constitute the sole and entire Agreement between the parties. All prior agreements, understandings, and/or representations, whether written or oral, are hereby terminated and canceled in their entirety and are of no further force and effect.

**G. Unenforceability of Provisions.**

Failure by either party to exercise any right or demand performance of any obligation under this Agreement shall not be deemed a waiver of such right or obligation.

**H. Waiver.**

Waiver by one party hereto of breach of any provision of this Agreement by the other shall not operate as a precedent or be construed as a continuing waiver.

**I. Assignment.**

The EIP shall not assign any rights under this Agreement or delegate the performance of any of the duties hereunder to a third party, including but not limited to a subcontractor.

**J. Choice of Law.**

The laws of the State of New Jersey shall govern the validity of this Agreement, the construction of its terms and the interpretation of the rights and duties of the parties hereto.

**K. Appeals.**

The EIP has the right to appeal any action it feels is inconsistent with the terms of this Agreement within 30 calendar days of the action which prompted the request for appeal to the Office of Administrative Law located at 9 Quakerbridge Plaza Mercerville (Hamilton Twp.), New Jersey 08619.

**L. Headings.**

Section headings are not to be considered a part of this Agreement and are not intended to be a full and accurate description of the contents hereof.

**M. Compliance.**

The EIP shall comply with:

1. All current and revised NJEIS policies and procedures, available at: [Department of Health | Early Intervention | Provider Standards \(nj.gov\)](#)
2. New Jersey Early Intervention regulations, available at: <https://www.state.nj.us/health/fhs/eis/documents/njac817.pdf>
3. The federal implementing regulations of Part C, available at <https://www.ecfr.gov/cgi-bin/text-dx?node=pt34.2.303>
4. The Individuals with Disabilities Education Act (IDEA), available at: <https://sites.ed.gov/idea/statute-chapter-33> and
5. State, federal, and municipal laws applicable to the activities, by whomever performed, in which the EIP agency is engaged in the performance of this Agreement.

**N. Assurances.**

The EIP, by execution of this Agreement, assures that it will adhere to and adopt internal policies and procedures consistent with the following:

1. The Part C implementing regulations under the Individuals with Disabilities Education Act 2004, 34 CFR Part 303;
2. Nondiscrimination on the Basis of Handicap, 34 CFR Part 104;
3. The Hatch Act, 5 U.S.C. 1501-1508, and the Intergovernmental Personnel Act of 1970 as amended by Title VI of the Civil Service Reform Act, P.L. 95-454;
4. Law Against Discrimination N.J.S.A. 10:5 -1 et. seq;
5. Federal civil rights statutes related to age (42 U.S.C. 6101 et. seq.); race (42 U.S.C. 2000d); disability (29 U.S.C. 794);
6. Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat. 328 (1990);
7. Federal Executive Order 12549 on Debarment and Suspension, State Executive Order 34/1976;
8. Drug -free workplace, 34 CFR 84.635
9. Federal False Claims Act, 31 U.S.C. § 3729 – § 3733;
10. Federal Program Fraud Civil Remedies Act, 31 U.S.C. § 3801 – § 3812;
11. New Jersey Medical Assistance and Health Services Act – N.J.S.A. 30:4D-17 Penalty;
12. New Jersey Health Care Claims Fraud Act, N.J.S.A. 2C:21-4.3;
13. New Jersey Conscientious Employee Protection Act, N.J.S.A. 34:19-1 et seq.;
14. New Jersey False Claims Act, N.J.S.A. 2A:32C-1 et seq.;
15. New Jersey Insurance Fraud Prevention Act, N.J.S.A 17:33A-1 et seq.;
16. Education Department General Administration Regulations (EDGAR) 2 CFR Part 200;
17. Trafficking in Persons, 2 CFR Part 175;
18. All other Federal and State laws pertaining to the NJEIS, and any amendments, repeals, or reauthorizations thereto; annually, affirm or reaffirm those assurances and certifications,

certifying that no circumstances affecting the validity of these assurances have changed as of the date of the signature below with respect to NJEIS and the EIP.

These written policies shall be made available to the Department upon request.

**O. Record Retention.**

The EIP shall retain a child's early intervention records for a period of seven (7) years from the date of a child's initial service date which includes but is not limited to:

1. Service Encounter Verification logs;
2. Progress notes and summaries;
3. Evaluation and assessment reports; and,
4. Correspondence including written and electronic messages.

The EIP agrees to provide parents or their authorized representatives with copies of the child's record at required times and within applicable timelines specified in the State early intervention regulations, policies and procedures, the federal implementing regulations of Part C of the IDEA, and as requested by the Department.

**P. Confidentiality.**

The EIP shall safeguard the child's personally identifiable information and the child's family's information in ways to protect their confidentiality, such that the information regarding any child and the child's family will only be released or shared in accordance with the applicable provisions of the NJEIS regulations and implementing regulations of Part C of the IDEA and the applicable FERPA provisions codified in 20 U.S.C. § 1232g and 34 CFR Part 99.1.

The EIP further agrees to ensure that all information collected about the child/family is used solely for the purpose of providing early intervention services to the child/family.

**Q. Sanctions.**

The EIP agrees that the Department reserves the right to impose any financial sanction or otherwise for any violation of any state early intervention regulation, policy, procedure, guidelines, the federal implementing regulations of Part C, IDEA, and the Family Educational Rights Privacy Act (FERPA).

**R. Liability Insurance.**

The EIP shall ensure that the agency and its practitioners, independent contractors, and agents, maintain liability insurance (general and professional, including for errors and omissions coverage).

**S. Indemnification.**

The EIP agrees to indemnify its practitioners, employees, independent contractors, agents, the State of New Jersey, the Department, or any employee thereof, from and against all claims, suits, or actions arising from negligent acts or omissions of the EIP, its employees or agents, while performing under the terms of this Agreement; and to hold the State of New Jersey harmless from any expenses connected with the defense, settlement, payment, or monetary judgment from such claims, suits or actions, in connection with this Agreement.

**T. Subrogation.**

The EIP agrees to waive all rights of subrogation against the State, its officers, officials, agents, and employees for losses arising from the work performed by the EIP, its employees, independent contractors, and agents.

**U. State licensure and Certifications.**



The EIP shall verify that individuals providing direct early intervention services to eligible children and families meet all applicable state licensure and certification standards and requirements and the EIP shall require these individuals to submit initial and ongoing updates of license renewals and certifications to the Department or its designee for verification and auditing purposes as described in the Personnel Standards found at N.J.A.C. 8:17-15.1 through N.J.A.C. 8:17-15.4.

**V. Background Checks.**

The EIP shall perform background checks as stipulated by the New Jersey regulations and corresponding New Jersey policies and procedures of all their practitioners, employees, independent contractors, and agents and verify that the individuals have successfully passed the background checks to ensure the safety of the public receiving early intervention services.

**W. Enrollment Procedures.**

The EIP shall submit a completed Agency Enrollment form and Practitioner Enrollment forms, and all additional documents as provided by the Department required for the processing of this Agreement to the Department or to its contracted designee within 30 days of receiving written notice of approval to serve as an EIP. Failure to submit the documentation timely will result in a discontinuation of the processing of this Agreement and will disallow EIP agency and practitioner enrollment and participation in the NJEIS.

**X. Timely Disenrollment of Practitioners.**

Within 14 days of their termination with the agency, the EIP shall disenroll a terminated practitioner from any data system(s) the practitioner has been granted permission to use on behalf of the NJEIS.

**Y. Personnel Records.**

The EIP shall maintain a personnel file for each practitioner, employee, independent contractor, and/or agent which includes, but is not limited to:

1. Updated documentation related to the completion of a criminal background check;
2. Licensure/certification status, as applicable;
3. Trainings attended/completed; and
4. Performance appraisals.

These records shall be maintained at the EIP's office address which is on file with the Department.

The EIP shall produce these records to the Department upon request.

**Z. Incident/Accident Reports.**

The EIP shall document any incidents or accidents pertaining to services rendered to eligible children and families and notify the Department immediately and place the report in the applicable person's personnel record.

**AA. Professional Development.**

The EIP shall ensure that all practitioners, employees, independent contractors, and agents, receive all initial and ongoing trainings within timelines identified by the Department to ensure compliance with all current policies, procedures, guidelines, state, and federal regulations related to early intervention services.

**BB. Staffing Hours.**

The EIP agrees to maintain staff to provide eligible child/family with services during the normal business hours of 8 a.m. to 6 p.m., Monday through Friday. In addition, the EIP agrees to use best efforts to

accommodate individuals with special circumstances who require services to be provided during off business hours, including evenings, Saturdays and Sundays.

**CC. Calendars.**

The EIP agrees to provide each family for which services have been accepted with a list of its scheduled closings due to holidays, vacations, and/or training sessions and agrees to provide regularly scheduled services to the family with a minimum of disruptions and in accordance with the child's IFSP.

The EIP shall provide services to assigned children/families year-round (at least 51 weeks), with no more than a one-week closing at any time during the calendar year. The EIP agrees that closures shall not exceed major federal, state, and religious holidays.

**II. PROVISIONS RELATED TO FUNDING**

**A. NJEIS Rates.**

The EIP agrees to accept the NJEIS rates and any rate adjustments as published by the Department.

**B. Continuation of Funding.**

The EIP agrees that its receipt of continued funding for each fiscal year, beginning July 1 and ending June 30 of each year, is expressly dependent upon the availability of annual federal or State funds. The EIP shall hold the Department harmless for any breach of this Agreement resulting from the absence of or delay in funding appropriations to the NJEIS.

**C. Billing.**

The EIP agrees to bill for services in accordance with the following parameters:

1. Provision of services only as identified on a child's active IFSP and in compliance with the agreed upon service type, length, and duration.
2. The EIP is responsible to verify the services outlined in the IFSP are correctly entered and authorized in the NJEIS Case Management and Billing system prior to the provision of any service.
3. Provision of services that have not been authorized cannot be billed or claimed by the EIP.

**D. Payment for Services Rendered.**

The EIP agrees to accept the NJEIS rate as full and final payment for all rendered services and will not seek or accept further payment from the eligible child/family or outside sources for service(s) for which the Department has provided reimbursement.

**E. Adjustment of Payments.**

The EIP agrees to the adjustment of future payments by the Department or its designated agent, or the repayment of funds to the Department when an investigation or audit finds that the EIP received an overpayment for services, the EIP provided services contrary to the IFSP, or the EIP received funds for services which were not provided

**F. Claims Submissions.**

The EIP agrees to submit timely claims for early intervention services within sixty (60) days of services being rendered through the designated billing vendor as contracted by the Department, and consistent with the child's current, authorized IFSP.

Failure to adhere to the specified procedure and timelines for submission of claims may result in non-payment for services.



G. **Good Standing.**

The EIP must be in good-standing and agree to certify on an annual basis that the EIP is in good financial standing and is not delinquent on any Federal or State debt. Failure to timely provide such certification may result in the temporary suspension of the EIP's ability to provide early intervention services as determined by the Department. An EIP contesting a suspension may file an appeal within 30 calendar days of the action which prompted the request for appeal to the Office of Administrative Law located at 9 Quakerbridge Plaza Mercerville (Hamilton Twp.), New Jersey 08619.

H. **Independent Audit.**

The EIP agrees to have independent audit(s) performed in accordance with OMB Circular No. A-133 Audits of States, Local Governments, and Non-Profit Organizations, the "Federal Single Audit Act and the New Jersey Single Audit Policy OMB Circular No. 15-08.

The EIP agrees to submit a copy of its audit report (single audit, program specific audit, or financial audit) to the Department within nine months of the end of the EIP's fiscal year.

Failure to submit this report to the Department may result in the following actions:

1. Suspension of payment;
2. Termination or suspension of this Agreement; and/or,
3. The EIP may be precluded from consideration for any future funding.

Questions may be directed to: New Jersey Department of Health, Office of Financial Services, Audit Program, P. O. Box 360, Trenton, N.J. 08625-0360.

I. **Fiscal Responsibility.**

The EIP agrees to implement a programmatic and financial review of all state and federal funds received through this Agreement to ensure that adequate fiscal controls are in place to ensure compliance with the terms and conditions of this Agreement.

### **III. EARLY INTERVENTION SERVICES**

A. **Designated Service Areas.**

The EIP agrees to provide timely early intervention services within the entirety of its designated delivery area as specified in Rider C of this Agreement. If the EIP fails to provide services in the areas specified in Rider C, incorporated herein by reference, the Department reserves the right to revise the EIP's service area at any time or authorize the withholding of service assignments to the EIP.

B. **Services Outside Designated Areas.**

The EIP agrees to use best efforts to provide timely services outside its designated service area on a temporary basis upon request.

C. **Assignment of Practitioners.**

The EIP agrees to timely accept early intervention service assignments of any child/family without regard to race, ethnicity, primary language, religion, sexual orientation, socio-economic status, and/or culture and to provide for the timely assignment of practitioners for the provision of services.

D. **IFSP Development.**

The EIP agrees to ensure that all IFSP service decisions and recommendations determined by practitioners, employees, independent contractors, agents, and fellow IFSP team members and the

parent(s) are based on the needs of the child/family as determined by the use of appropriate evaluation/assessment tools and sound clinical opinion as dictated by the State early intervention regulations, policies, and procedures and the federal implementing regulations of Part C of the IDEA.

**E. Implementation of the IFSP.**

The EIP agrees to ensure that all IFSP services are provided in accordance with the IFSP's documented frequency and intensity, method, length, and duration and that all early intervention services shall meet State standards and be consistent with Part C of the IDEA.

**F. Conflict of Interest.**

The EIP agrees to ensure that the agency, agency employees, and independent contractors adhere to the NJEIS Code of Conduct found at: <https://hus.pcgus.com/NJEISBilling/Public/Portal.aspx> and avoid a conflict of interest or the appearance of a conflict of interest, including, but not limited to, the abstention from verbal or written solicitation of families enrolled in NJEIS for personal business or personal economic gain, including, but not limited to, early intervention services to be provided privately or through NJEIS.

**G. Service Coordination.**

The EIP agrees that the agency, agency employees, and independent contractors will work in concert with the assigned ongoing service coordinator to address the service concerns and inquiries of a child/family which includes, but is not limited to, evaluations/assessments, transitions, and resources.

**H. Documentation of Services.**

The EIP agrees to maintain documentation associated with all early intervention services provided to an eligible child/family for a period of seven years which shall include, but not be limited to, the Individualized Family Service Plan, Service Encounter Verification logs/forms, evaluation and assessment reports, progress notes, progress summary reports, and all communications regarding services.

#### **IV. GENERAL SUPERVISION AND QUALITY IMPROVEMENT**

**A. Evidence-Based General Supervision Plan.**

The EIP agrees to develop and implement a general supervision plan that is evidence-based and designed to ensure implementation of NJEIS requirements. The plan shall identify opportunities to prevent problems, detect deficiencies, ensure correction in a timely manner, and enhance direct service performance and achievement of outcomes for children and families.

Self-evaluation of the agency's general supervision plan shall occur yearly and be provided to the Department as demonstration of the implementation of the NJEIS requirements. regularly scheduled basis to ensure : The General Supervision plan must minimally be:

1. Informed by current and relevant data;
2. Linked to other components as well as to outcomes for children and families;
3. Sufficiently detailed to inform the various levels of the early intervention provider agency;
4. Successfully utilized for operations and/or strategic planning; and
5. Ensuring effective and efficient improvements as appropriate.

**B. Data Collection.**

The EIP agrees to participate and cooperate with the Department's data collection activities, which include, but are not limited to, data analysis and reporting activities, completing surveys, improvement planning, governmental reviews, monitoring, inspections, and observations within the timelines specified by the Department.

**C. Improvement Plans.**

The EIP agrees to develop, implement, and maintain a continuous improvement plan to identify and address administrative and programmatic issues relating to early intervention services which include, but are not limited to:

1. Correcting identified deficiencies within the timelines specified by the Department;
2. Preventing and detecting agency or practitioner fraud, waste, and abuse;
3. Reviewing of claims, time and activity logs, Service Encounter Verification logs, and Corresponding progress notes for accuracy and completeness.

The EIP agrees to document stakeholder feedback and data regarding the effectiveness of the improvement plan and to maintain such documentation for the duration of this Agreement.

**D. Early Intervention Case Management System and Forms.**

The EIP agrees to use the Department's identified electronic Case Management System & Billing Portal to record all pertinent events related to a child's participation in the NJEIS. Additionally, the EIP agrees to use all other early intervention forms required by the Department.

**E. Clinical Supervision.**

The EIP agrees to ensure that all practitioners providing direct services to an eligible child/family will have the appropriate clinical supervision by designating at least one clinical supervisor, and by supporting the following supervisory functions:

1. Direct observations of service delivery;
2. Review of child/family records;
3. Performance appraisals of practitioners; and,
4. Training/technical assistance to practitioners and other applicable staff to include a review of NJEIS and agency specific policies and procedures.

**F. Cooperation.**

The EIP agrees to cooperate fully with the Department and their designated agents in all daily interactions, on-site monitoring visits, audits, requests for information/records, and corrective action plans. The EIP further agrees that failure to cooperate may result in possible termination of this Letter of Agreement, cessation of payment, disqualification as an EIP, or any other enforcement actions as provided by law. Cooperation is defined as the EIP working in good faith to respond to the Department's request for information/records, returning of phone calls, responding to correspondence within time frames stipulated by the Department and promoting a cooperative working relationship.

**G. Dispute Resolution.**

The EIP agrees to be solely responsible for any partial or full payment of services resulting from any formal dispute resolution proceeding through complaints, mediation, and administrative hearings, or informal complaints where the EIP agency has been found in part or in whole responsible for any damages sustained by the party filing the formal or informal dispute resolution request.

**V. INCORPORATION BY REFERENCE**

The schedules and riders listed below and attached hereto are incorporated herein by reference and made a part hereof.

# Early Intervention Program Provider Agreement List of Schedules and Riders

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## Item

Schedule D  
Schedule G  
Schedule H  
Rider C

## Title

Officers and Directors List  
Debarment and Suspension  
Certification Regarding Lobbying  
Agency Type and Service Delivery Area

## VI. ACCEPTANCE OF THE AGREEMENT

A return copy of this Letter of Agreement for Early Intervention Services with the original signature of the EIP's authorized representative denotes acceptance of this Agreement and certifies that to the best of his/her knowledge and belief all information supplied in the enrollment package and any other attachments is true and correct and that the Agreement has been duly authorized by the governing body of the enrolled umbrella agency, if applicable, or the independent EIP.

The undersigned, being the EIP or having the specific authority to bind the EIP to the terms of this Agreement, having read this Agreement and understanding it in its entirety, does hereby agree, both individually and on behalf of the EIP as a business entity or its governing body, to abide by and comply with all stipulations, conditions, and terms set forth herein.

For the Provider Agency:

Kayley Mayer, Program CoordinatorSound Start Babies Program for Deaf and H

Name and Title (print or type only) Provider Agency

Signature

Date of Signature

10 Lake Drive

Mailing Address-Street

City

State

Zip Code

Telephone, including area code and extension: \_\_\_\_\_

For the Department of Health:

Name and Title (print or type only) Department of Health

Signature

Date of Execution

Mailing Address-Street

City

State

Zip Code

Telephone, including area code and extension- \_\_\_\_\_



## Schedule H

### Certification Regarding Lobbying

This certification is required by the federal regulations implementing 31 U.S.C. 1352, "Limitation on use of appropriated funds to influence certain federal contracting and financial transactions."

#### Certification Regarding Lobbying

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

☒ \* By Checking this box you certify that the above information is correct to the best of your knowledge and that you are authorized to sign this certification on behalf of the applicant.

Name of Official certifying for Agency

Kayley Mayer \*

Title

Program Coordinator \*

SCHEDULE G

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

In accordance with Federal Executive Order 12549, "Debarment and Suspension", the undersigned certifies, to the best of his or her knowledge that as an applicant, this agency or its key employees:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any Federal Department or agency, or by the State of New Jersey;
- b. Have not within a 3-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense, in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transportation; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- c. Are not presently indicted or for otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any offenses enumerated in paragraph (b) of this certification; and
- d. Have not within 3-year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause or default.

The applicant agrees that by submitting this application, it will obtain from all its subgrantees a certification that includes without modification paragraphs a., b., c., d., of this certification in accordance with Federal Executive Order 12549.

☒ \* By Checking this box you certify that the above information is correct to the best of your knowledge and that you are authorized to sign this certification on behalf of the applicant.

Name of Official certifying for Agency

Kayley Mayer \*

Title

Program Coordinator \*

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**Schedule D**  
**Agency Officers and Directors**

EIP AGENCY NAME: Sound Start Babies Program for Deaf and Hard of Hearing Childr			DATE SUBMITTED:	
<b>OFFICERS AND DIRECTORS;</b> Include the most senior directors responsible for the operations of the Early Intervention Provider agency and any senior officials of a parent organization, if applicable. An organizational chart indicating the the Early Intervention Program within the Organization is also required.				
NAME	TITLE	ADDRESS	PHONE NUMBERS	E-MAIL
Kayley Mayer	ogram Coordinat	Drive, Mountain Lakes, N	97-0009973-650	er@soundstartbabies
Lorraine Solimine	nt Program Coor	Drive, Mountain Lakes, N	97-0009914-261	ine@soundstartbabie
Laura McKirdy	nd Start Babies I	Drive, Mountain Lakes, N	973-493-2322	ly@soundstartbabies
Rita Mozer	Start Babies Pro	Drive, Mountain Lakes, N	908-229-4087	heritamozer@comcas
Ann Gowen	Administrator/Bc	Drive, Mountain Lakes, N	973-738-4874	@soundstartbabiespr
Michael Fetherman	ident, Mountain	Road, Suite 1, Mountain La	973-334-8280	etherman@mlschools.
Alex Ferreira	inistrator, Mount	Road, Suite 1, Mountain La		ferreira@mlschools.or

\* Organizational chart attached



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**RIDER C****Early Intervention Provider Agency Service Area Designation(s)**

<b>Agency Name</b>	<b>Effective Date</b>
Sound Start Babies Program for Deaf and Hard of Hearing Children	1/1/24

The above named agency is approved to provide early intervention services in the entire county as indicated below. DOH does not recognize catchment areas or local arrangements, therefore by accepting a County Service area on this Rider C, the EIP is ensuring coverage in the entire County.

<b>County Service Area</b>	<b>Comprehensive IFSP Services<sup>1</sup></b>
<b>Atlantic County</b>	OD, ST, OT, PT and AuD/FT services via
<b>Bergen County</b>	OD, ST, OT, PT and AuD/FT services via
<b>Burlington County</b>	OD, ST, OT, PT and AuD/FT services via
<b>Camden County</b>	OD, ST, OT, PT and AuD/FT services via
<b>Cape May County</b>	OD, ST, OT, PT and AuD/FT services via
<b>Cumberland County</b>	OD, ST, OT, PT and AuD/FT services via
<b>Essex County</b>	; OT, PT and AuD/FT services in person
<b>Gloucester County</b>	OD, ST, OT, PT and AuD/FT services via
<b>Hudson County</b>	; OT, PT and AuD/FT services in person
<b>Hunterdon County</b>	OD, ST, OT, PT and AuD/FT services via
<b>Mercer County</b>	OD, ST, OT, PT and AuD/FT services via
<b>Middlesex County</b>	OD, ST, OT, PT and AuD/FT services via
<b>Monmouth County</b>	OD, ST, OT, PT and AuD/FT services via

<sup>1</sup> Comprehensive Services include all services that may be identified on an Individualized Family Service Plan and as allowed under Part C of IDEA (34 CFR 303.34). Provider agencies agree to provide services in entire County(ies) indicated above. Services locations may be home, community settings including childcare, at a service provider location or via Telehealth.

<b>Morris County</b>	Specialty TOD, ST, OT, PT and AuD/FT
<b>Ocean County</b>	Specialty TOD, ST, OT, PT and AuD/FT
<b>Passaic County</b>	Specialty TOD, ST, OT, PT and AuD/FT
<b>Salem County</b>	Specialty TOD, ST, OT, PT and AuD/FT
<b>Somerset County</b>	Specialty TOD, ST, OT, PT and AuD/FT
<b>Sussex County</b>	Specialty TOD, ST, OT, PT and AuD/FT
<b>Union County</b>	Specialty TOD, ST, OT, PT and AuD/FT
<b>Warren County</b>	Specialty TOD, ST, OT, PT and AuD/FT

<b>County Service Area</b>	<b>Targeted Evaluation Primary<sup>2</sup></b>	<b>Targeted Evaluation Exit Evaluation<sup>3</sup></b>	<b>Targeted Evaluation Back-up<sup>4</sup></b>
<b>Atlantic County</b>	ty Assessments via te		
<b>Bergen County</b>	lehealth assessments		
<b>Burlington County</b>	ty Assessments via te		
<b>Camden County</b>	ty Assessments via te		
<b>Cape May County</b>	ty Assessments via te		
<b>Cumberland County</b>	ty Assessments via te		
<b>Essex County</b>	lehealth assessments		
<b>Gloucester County</b>	ty Assessments via te		
<b>Hudson County</b>	lehealth assessments		
<b>Hunterdon County</b>	Specialty Assessments (TH)		

<sup>2</sup> Primary TET has the responsibility for the provision of initial, annual and on-going evaluation and assessment services for the entire designated County.

<sup>3</sup> The Exit TET has responsibility for the provision of evaluations to children exiting the NJEIS per the policies and procedures for Exiting Evaluations in the entire County.

<sup>4</sup> The Back-up TET is responsible to assist the both the Primary and Exit TET in conducting evaluations and assessments in the specified County in support of required timelines and capacity needs.

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<b>County Service Area</b>	<b>Targeted Evaluation Primary<sup>2</sup></b>	<b>Targeted Evaluation Exit Evaluation<sup>3</sup></b>	<b>Targeted Evaluation Back-up<sup>4</sup></b>
<b>Mercer County</b>	Specialty Assessments (TH)		
<b>Middlesex County</b>	ty Assessments via tel		
<b>Monmouth County</b>	ty Assessments via tel		
<b>Morris County</b>	Specialty TET		
<b>Ocean County</b>	ty Assessments via tel		
<b>Passaic County</b>	lehealth assessments		
<b>Salem County</b>	ty Assessments via tel		
<b>Somerset County</b>	ty Assessments via tel		
<b>Sussex County</b>	lehealth assessments		
<b>Union County</b>	ty Assessments via tel		
<b>Warren County</b>	lehealth assessments		

\* Please see attached document regarding specialized services for children with hearing loss



Sound Start Babies Program for Deaf and Hard of Hearing Children employs a team of professionals who are uniquely qualified to provide early intervention services to infants and toddlers with hearing loss and their families. There is a nationwide shortage of individuals who possess this expertise, and the Sound Start Team has worked to attract and maintain a such a staff. Telehealth has allowed us to expand our care into underserved regions.

Therefore, we have listed our willingness to provide service in all counties in NJ with the proviso that services can be provided as described county by county in the LOA. We recently (2023) began to provide telehealth services to the southern region of the state with positive and appreciative feedback from families and service coordinators. New staff were onboarded in September of 2023 to meet this need and continue to expand support regions.

In addition, we have a current agreement that allows for the administration of hearing assessments via telehealth in counties outside Morris (our physical location) when traveling in person is not possible.

We hope that an exception can be made to allow us to expand our care into additional underserved regions where we are eager to help.



## Organization Chart



## NJ Single Accountability Continuum (NJQSAC) District Performance Review - School Year 2023-24

### District Information and Score Summary

<b>District Name and CDS #</b>	Mountain Lakes 27-3460
<b>County Name</b>	Morris
<b>District Superintendent Name</b>	Michael Fetherman
<b>District Mailing Address</b>	96 Powerville Road, Suite, Mountain Lakes, NJ 07046
<b>Superintendent Email Address</b>	mfetherman@mlschools.org

<b>DPR Area</b>	<b>District Score</b>	<b>County Score</b>
<b>Instruction and Program</b>	40%	0%
<b>Fiscal Management</b>	96%	0%
<b>Governance</b>	94%	0%
<b>Operations</b>	100%	0%
<b>Personnel</b>	95%	0%



# Declaration Page

## Mountain Lakes School District 27-3460

Type or print the name of the individuals in the district who were members of the NJQSAC Committee and who assisted in the completion of this District Performance Review. (Use additional page if needed.)

Position	Name	Signature
Chief School Administrator	Michael Fetherman	
District Administrative Staff	Rick Mangili	
Teacher	Michael Alves	
School Business Administrator	Alex Ferreira	
Curriculum and Instruction Representative	Ivonne Ciresi	
Local Collective Bargaining Representative	Rose Dunn	
District Board of Education Member	Joanne Barkauskas	
By signing below, the Chief School Administrator and Board President are affirming the accuracy of this document.		
Chief School Administrator		
Board of Education President		
Board Resolution Date:	December 11, 2023	



**Instruction and Program****Mountain Lakes School District 27-3460****Achievement Score Indicators**

Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
1. The school district's ELA achievement score. The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district; • Subgroup performance: The proficiency rate of all student subgroups; (Assessment data provided by NJDOE)	K – 8	10	0.0	0.0	
	K – 12	7.5	0.0	0.0	
	9 – 12	15	0.0	0.0	
2. The school district's mathematics achievement score. The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district; • Subgroup performance: The proficiency rate of all student subgroups. (Assessment data provided by NJDOE)	K – 8	10	0.0	0.0	
	K – 12	7.5	0.0	0.0	
	9 – 12	15	0.0	0.0	
3. The school district's science achievement score: The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district; • Subgroup performance: The proficiency rate of all student subgroups. (Assessment data provided by NJDOE)	K – 8	10	0.0	0.0	
	K – 12	5	0.0	0.0	
	9 – 12	0	0.0	0.0	
4. The school district's ELA academic progress. • Academic progress is calculated to include subgroup performance by averaging the mSGP of all students with the average of all subgroups' mSGPs. (Assessment data provided by NJDOE)	K – 8	10	0.0	0.0	
	K – 12	7.5	0.0	0.0	
	9 – 12	0	0.0	0.0	
5. The school district's mathematics academic progress. • Academic progress is calculated to include subgroup performance by averaging the mSGP of all students with the average of all subgroups' mSGPs. (Assessment data provided by NJDOE)	K – 8	10	0.0	0.0	
	K – 12	7.5	0.0	0.0	
	9 – 12	0	0.0	0.0	
6. The school district's graduation rate (average of four-year and five-year adjusted cohort graduation rates). • Graduation rate is calculated to include subgroup performance by averaging the combined graduation rate (i.e. the average of the four-year and five-year graduation rates) of all students with the average of all subgroups' combined graduation rates. (Assessment data provided by NJDOE)	K – 8	0	0.0	0.0	
	K – 12	15	0.0	0.0	

## NJQSAC District Performance Review - School Year 2021-22

	9 – 12	20	0.0	0.0	
7. The school district's measure(s) for school quality and student success is calculated to account for subgroup performance by averaging the rates for all students with the average of all subgroups' rates. (Assessment data provided by NJDOE)	K – 8	10	0.0	0.0	
	K – 12	10	0.0	0.0	
	9 – 12	10	0.0	0.0	
<b>Summary of Achievement Score Indicators</b>	K – 8	60	0.0	0.0	
	K – 12	60.0	0.0	0.0	
	9 – 12	60	0.0	0.0	

**Curriculum and Policy Indicators**

<b>Indicator</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
8. The chief school administrator (CSA) reports participation and performance results of annual Statewide assessments to the district board of education within 60 days of receipt of the finalized information from the Department. The reports include aggregated and disaggregated subgroup data, as well as trend and comparative analyses and appropriate intervention strategies. (N.J.A.C. 6A:8-4.3)	6	1	0	
9. English language arts curriculum and instruction are aligned to the New Jersey Student Learning Standards (NJSLS) in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8) a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJSLS 9; h. Integration of technology through the NJSLS; and i. Career education.	4	1	0	

<p>10. Mathematics curriculum and instruction are aligned to the NJSL in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)</p> <p>a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements;</p> <p>b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans;</p> <p>c. Assessments, including formative, summative, benchmark, and alternative assessments;</p> <p>d. List of core instructional and supplemental materials, including various levels of texts at each grade level;</p> <p>e. Pacing guide;</p> <p>f. Interdisciplinary connections;</p> <p>g. Integration of 21st century skills through NJSL 9;</p> <p>h. Integration of technology through the NJSL; and</p> <p>i. Career education.</p>	4	1	0	
<p>11. Science curriculum and instruction are aligned to the NJSL in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)</p> <p>a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements;</p> <p>b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans;</p> <p>c. Assessments, including formative, summative, benchmark, and alternative assessments;</p> <p>d. List of core instructional and supplemental materials, including various levels of texts at each grade level;</p> <p>e. Pacing guide;</p> <p>f. Interdisciplinary connections;</p> <p>g. Integration of 21st century skills through NJSL 9;</p> <p>h. Integration of technology through the NJSL; and</p> <p>i. Career education.</p>	4	1	0	

## NJQSAC District Performance Review - School Year 2021-22

<p>12. Social Studies curriculum and instruction are aligned to the NJSL in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)</p> <p>a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements;</p> <p>b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans;</p> <p>c. Assessments, including formative, summative, benchmark, and alternative assessments;</p> <p>d. List of core instructional and supplemental materials, including various levels of texts at each grade level;</p> <p>e. Pacing guide;</p> <p>f. Interdisciplinary connections;</p> <p>g. Integration of 21st century skills through NJSL 9;</p> <p>h. Integration of technology through the NJSL;</p> <p>i. Career education.</p> <p>j. Amistad Commission mandates* that curricula in kindergarten through grade 12 include the teaching of the African slave trade, slavery in America, the vestiges of slavery in this country, and the contributions of African Americans to this country; and</p> <p>k. Holocaust Commission mandates* that curricula in kindergarten through grade 12 address issues of bias, prejudice, and bigotry, including bullying, through the teaching of the Holocaust and genocide.</p> <p><i>* Mandates can be met in content areas other than Social Studies. Being out of compliance with either mandate results in the loss of all points for Social Studies.</i></p>	4	1	0	
<p>13. World languages curricula and instruction are aligned to the NJSL in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)</p> <p>a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements;</p> <p>b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans;</p> <p>c. Assessments, including formative, summative, benchmark, and alternative assessments;</p> <p>d. List of core instructional and supplemental materials, including various levels of texts at each grade level;</p> <p>e. Pacing guide;</p> <p>f. Interdisciplinary connections;</p> <p>g. Integration of 21st century skills through NJSL 9;</p> <p>h. Integration of technology through the NJSL; and</p> <p>i. Career education.</p>	4	1	0	
<p>14. Comprehensive health and physical education curricula and instruction are aligned to the NJSL in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)</p> <p>a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements;</p> <p>b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans;</p> <p>c. Assessments, including formative, summative, benchmark, and alternative assessments;</p> <p>d. List of core instructional and supplemental materials, including various levels of texts at each grade level;</p> <p>e. Pacing guide;</p> <p>f. Interdisciplinary connections;</p> <p>g. Integration of 21st century skills through NJSL 9;</p> <p>h. Integration of technology through the NJSL; and</p> <p>i. Career education.</p>	4	1	0	

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<p>15. Visual and performing arts curricula and instruction are aligned to the NJSLS in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)</p> <p>a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements;</p> <p>b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans;</p> <p>c. Assessments, including formative, summative, benchmark, and alternative assessments;</p> <p>d. List of core instructional and supplemental materials, including various levels of texts at each grade level;</p> <p>e. Pacing guide;</p> <p>f. Interdisciplinary connections;</p> <p>g. Integration of 21st century skills through NJSLS 9;</p> <p>h. Integration of technology through the NJSLS; and</p> <p>i. Career education.</p>	4	1	0	
<p>16. Policies and procedures exist to ensure a coordinated system for planning, delivering, measurement, and modification of intervention and referral services is implemented in each school by a multidisciplinary team to address the learning, behavioral, and health needs of all students. (N.J.A.C. 6A:16-8) This requirement may be fulfilled through implementation of the New Jersey Tiered System of Support (NJTSS) or other models such as Response to Intervention (RTI) and Multi-Tiered Systems of Support (MTSS). The system includes:</p> <p>a. A continuum of supports and interventions available in each school to support learning, behavior, and health needs;</p> <p>b. Action plans for interventions based on student data and desired outcomes;</p> <p>c. Professional development for multidisciplinary teams and staff who provide interventions; and</p> <p>d. Review and assessment of effectiveness of interventions (e.g., progress monitoring).</p>	6	1	0	

**Totals**

Totals	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
Achievement Score Total	60	0	0	
Curriculum and Policy Total	40	40	0	
Instruction and Program Total	100	40	0	

**Fiscal Management****Mountain Lakes School District 27-3460****Indicators 1 through 3**

<b>Indicator</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
1. Monthly district board of education secretary's reports are completed and reconciled without exceptions and submitted to the district board of education within 60 days of the month's end for approval, pursuant to N.J.S.A. 18A:17-9.	<b>6</b>	<b>1</b>	<b>0</b>	<u>BOE minutes</u>
2. A standard operating procedures (SOP) manual for business functions is maintained, updated and implemented pursuant to N.J.A.C. 6A:23A-6.6. The SOP manual includes a system of internal controls in accordance with N.J.A.C. 6A:23A-6.4 to prevent the over-expenditure of line item accounts and to safeguard assets from theft and fraud and includes a section that details purchasing procedures.	<b>8</b>	<b>1</b>	<b>0</b>	
3. The annual audit of its Comprehensive Annual Financial Report (CAFR) and other supporting forms and collections (Auditor's Management Report (AMR), Federal Data Collection Form, and Audit Summary) have been filed by the due date set forth in N.J.S.A. 18A:23-1.	<b>4</b>	<b>1</b>	<b>0</b>	

**Indicator 4**

<b>4.The school district:</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
a. Implements a corrective action plan (CAP) that addresses all audit recommendations and is acceptable to the Department (as required);	<b>4</b>	<b>0</b>	<b>0</b>	COI implemented and approved by BOE prior to deadline, but not remitted to DOE prior to deadline
b. Reports no repeat audit findings of a substantive nature in the CAFR or AMR.	<b>4</b>	<b>1</b>	<b>0</b>	
c. Reports no material weaknesses or significant deficiencies in the CAFR or AMR.	<b>4</b>	<b>1</b>	<b>0</b>	

d. Ends the year with no deficit balances and no line item over-expenditures in the general fund, (on the budgetary basis of accounting) special revenue fund, capital projects fund, or debt service fund (other than permitted under State law and GAAP).	4	1	0	
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## Indicator 5

5. Entitlement and discretionary grants are managed and overseen as required.

5. Specifically, the school district	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
a. Submits initial applications, revisions, and final reports for all entitlement and discretionary grants by published due dates and expends Federal funds consistent with the approved indirect cost rate and grant application.	2	1	0	
b. Budgets grant funds according to the approved application and spends grant funds as budgeted. Amendments and budget modifications are completed for charges that exceed the applicable threshold of 10 percent or for modifications that require opening new budget lines.	2	1	0	
c. Shows evidence of required consultations with nonpublic schools for each required State- and federally funded program and expends nonpublic school allocations as required. If funds are not expended for nonpublic school services, the school district specifies the reason the funds were not spent and provides evidence of consulting with nonpublic schools regarding the use of unexpended funds.	2	1	0	
d. Approves salaries funded by Federal grants as documented in district board of education minutes and maintains the required time and activity reports.	2	1	0	<u>BOE minutes</u>

## Indicator 6

6. Proper oversight and accounting of capital projects accounted for in Fund 30 are provided.

6. Specifically, the school district:	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
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a. Maintains separate accounting by project.	4	1	0	
b. Monitors the detailed accounts regularly and oversees change orders to ensure/certify funds are available.	4	1	0	
c. Spends within the authorized amount, unless proper approvals have been received to raise additional funds to augment the authorized amount.	4	1	0	
d. Conducts the proper fiscal close-out of completed projects, including proper transfer of interest earned annually to the debt service and/or general fund.	4	1	0	

## Indicators 7 and 8

Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
7. Projects consistent with the approved long-range facilities plan are implemented, reviewed, and revised, pursuant to N.J.A.C. 6A:26-2.	2	1	0	
8. County office approval has been granted for emergent projects, pursuant to N.J.A.C. 6A:26-3.14.	2	1	0	

## Indicator 9

9. Annual health and safety reviews:	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
a. Have been conducted once per year in each building using the Annual Facilities Checklist -- Health and Safety Evaluation of School Buildings. (N.J.A.C. 6A:26-6.1, 6.2, 6.3, and 12 and 6A:19-6)	5	1	0	
b. Meet the "100% item" section in the Annual Facilities Checklist -- Health and Safety Evaluation of School Buildings, which means all items are in compliance in all buildings.	5	1	0	
c. Meet the "80% item" section Annual Facilities Checklist -- Health and Safety Evaluation of School Buildings, which means at least 80 percent of items are in compliance in all buildings.	2	1	0	

**Indicators 10 through 15**

<b>Indicator</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
10. A budget calendar that is developed and shared with the district board of education annually and that reflects all applicable legal and management requirements, pursuant to N.J.S.A. 18A:22-7, is followed. This development timeline includes input from all relevant programmatic staff for requirements and materials needed for teaching and student learning.	6	1	0	
11. All persons employed as a buildings and grounds supervisor, as defined in N.J.S.A. 18A:17-49, possess a valid authorization from the Department to serve as a certified educational facilities manager.	4	1	0	
12. The transfer of funds during the budget year is made in accordance with N.J.S.A. 18A:22-8.1 and 8.2 and complies with all budgetary control provisions, pursuant to N.J.A.C. 6A:23A-16.10.	4	1	0	
13. Fiscal-year cash flow management for all funds is prepared and analyzed on a regular basis to ensure payments can be made on a prompt basis.	4	1	0	
14. Reimbursement requests for Federal grant awards are submitted in a timely manner for the actual amount of incurred expenditures.	4	1	0	
15. The district board of education approves purchase orders approved by only the purchasing agent and issued in advance of goods received or services rendered and encumbered for the full contractual amount. There are no confirming orders.	4	1	0	
<b>Total</b>				
Total	Point value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
<b>Fiscal Management Total</b>	<b>25</b>	<b>96</b>	<b>0</b>	

**Governance****Mountain Lakes School District 27-3460****Indicator 1**

<b>Indicator</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
1. At least annually, and more frequently if required by changes in case law, regulation, or statute, the district board of education or the advisory board, reviews, updates, and adopts, by resolution, policies, procedures, and by-laws reflective of current statutory and regulatory authority. (N.J.S.A. 18A:11)	8	1	0	<u>MLSD Policy Manual</u>

**Indicator 2**

<b>2. The district board of education:</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
a. Establishes a policy and a contract with the CSA to annually evaluate him or her based on the adoption of goals and performance measurements that reflect the highest priority is given to student achievement and attention is given to subgroup achievement and each new member has received training on CSA evaluation. N.J.S.A. 18A:17-20.3.	7	1	0	
b. Completes the CSA evaluation by July 1 in accordance with N.J.A.C. 6A:10-8.1(g).	6	1	0	

**Indicators 3 through 5**

<b>Indicator</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
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3. All new, renegotiated, amended, altered, or extended contracts for CSAs, deputy superintendents, assistant superintendents, and school business administrators are submitted to the executive county superintendent (ECS) for review and approval. The district board of education takes no formal action to approve or implement such contracts prior to ECS review and approval. (N.J.S.A. 18A:7-8 and N.J.A.C. 6A:23A-3.1)	6	1	0	
4. The district board of education approves appointments and transfers, and removes or renews certificated and non-certificated officers and employees, only by a roll call majority vote of the district board of education's full membership upon the CSA's recommendation. (N.J.S.A. 18A:27-4.1 and N.J.A.C. 6A:32-4.1 and 4.7)	6	1	0	
5. The district board of education-approved corrective action plans are submitted for any finding or recommendation for all compliance-related reports, consolidated monitoring reports, financial audits, special education reports, etc. The school district has no outstanding monitoring or complaint investigation findings that exceed the required timelines for correction. There is no evidence of the school district not implementing the plan.	7	1	0	

### Indicator 6

6. The budgeting process and allocation of resources, including grant funding, are aligned with instructional priorities and student needs to provide for a thorough and efficient education as demonstrated by: (N.J.S.A. 18A:7F-6 and 46 and N.J.A.C. 6A:23A-8.1)

6	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
a. Adoption and implementation of written policies and procedures for the budget and financial planning process that are integrated and aligned with school district priorities and planning objectives based on Statewide assessments and applicable strategic plans.	8	1	0	
b. Annually align fiscal goals and budget objectives with curricula that comply with the NJSLS.	8	1	0	

### Indicators 7 through 14

Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
7. The district board of education follows the budget process by: a. Conducting a public hearing on the proposed budget; b. Adopting the budget at a public meeting; c. Providing ongoing information on the budget's status and any revision(s) or emergent conditions; and d. Making the budget available for public notice and inspection. (N.J.S.A. 18A:22-7 and N.J.A.C. 6A:23A-8.1 and 8.2)	8	1	0	<u>Business Office Financials Page</u>
8. The district board of education ensures compliance with all stakeholder engagement requirements pursuant to the Federal grant programs for which the school district receives funds, which shall include but not be limited to grant programs under the Elementary and Secondary Act, the Individuals with Disabilities Education Act, and the Carl D. Perkins Career and Technical Education Act.	6	0	0	Stakeholder meetings yet to take place
9. The district board of education has established programs and services for all English language learners (ELLs), pursuant to N.J.A.C. 6A:15.	7	1	0	
10. The district board of education implements the Open Public Meetings Act and there have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.S.A. 10:4-6 et seq.)	3	1	0	<u>Board of Education Meeting Dates</u>
11. The district board of education approves the monthly district board of education secretary's and treasurer's reports within 60 days of month's end and, in its minutes, certifies that major funds (general fund, special revenue, and capital projects fund) have not been over-expended. (N.J.A.C. 6A:23A-16.10(c))	6	1	0	<u>Board of Education Minutes</u>
12. Minutes of all meetings, including executive sessions, reflect all district board of education actions and are publicly available within two weeks or by the next district board of education meeting. (N.J.S.A.18A:17-7)	6	1	0	<u>Board of Education Minutes</u>

13. District board of education members and school administrators annually file a timely and properly completed financial and personal/relative disclosure statement. The district board of education annually discusses the School Ethics Act and no district board of education member or administrator has been found in violation of the School Ethics Act. (N.J.S.A. 18A:12-22 and 26)	5	1	0	
14. The district board of education ensures that all students have access to library media services that are connected to classroom studies in each school building including access to computers; school district-approved instructional software; appropriate books, including novels, anthologies, and other reference materials; and supplemental materials that motivate students to read in and out of school and to conduct research. (N.J.A.C. 6A:13-2.1(h))	3	1	0	<a href="#">Link to Wildwood MC.</a> <a href="#">Link to Briarcliff MC</a> <a href="#">Link to MLHS MC</a>
<b>Total</b>				
<b>Total</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
<b>Governance Total</b>	<b>100</b>	<b>94</b>	<b>0</b>	

## Operations

### Mountain Lakes School District 27-3460

#### Indicator 1

1. The school district's NJSMART and educator evaluation data files:

Indicator 1	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 02	Comments
a. Have been certified by established deadlines and provide complete data; and	2	1	0	
b. Have an error rate of less than 1.5 percent for each file—inclusive of student sync errors.	3	1	0	

#### Indicator 2

2. The school district's County District School (CDS) Information System data:

Indicator 2	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 02	Comments
a. Have been submitted by established deadlines and no evidence of changes not approved by the Department was reported since the last NJQSAC monitoring; and	1	1	0	
b. Have accurately maintained the required school contacts throughout the year and the school district has submitted to the Department for approval any change requiring district board of education action within five business days of the action.	3	1	0	

#### Indicator 3

3. The school district has a data management process that includes:

Indicator 3	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 02	Comments

a. Identification of a school district data coordinator, school district contacts for all Department data submission applications, and an internal communication/information dissemination procedure;	2	1	0	
b. Submission of data collection applications via the Department's website by the established deadlines.	3	1	0	

## Indicators 4 through 18

Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
4. The school district has policies and procedures that require the use of multiple sources of data to monitor student achievement and progress and to evaluate the effectiveness of programs, initiatives, and strategies.	3	1	0	<a href="#">Link to ML G&amp;T website</a>
5. The district board education adopts and annually distributes to staff, parents, and students, policies and procedures to address the equitable application of a code of student conduct that establishes expectations for academic achievement, behavior, and attendance. The policy provides comprehensive tiered behavioral supports and responses to violations that include positive disciplinary practices that minimize exclusionary practices, such as suspension and expulsion; and details students' due process rights. (N.J.A.C. 6A:16-7.1)	5	1	0	
6. Twice per year, the CSA presents to the district board of education a summary of violence, vandalism, substance abuse, and harassment, intimidation and bullying (HIB) incidents submitted on the Department's incident reporting system. The CSA or designee submits the final data verification to the Department by July 15. (N.J.A.C. 6A:16-5.3)	5	1	0	
7. The school district implements a process to ensure the school safety/school climate team in each school, with support from the CSA: (1) reviews and takes action to strengthen school climate policies; (2) educates the community, including students, teachers, staff, and parents, to prevent HIB; (3) provides professional development opportunities that address effective practices of successful school climate programs or approaches; and (4) completes the HIB self-assessment. The CSA submits to the Department the statement of assurance and the district board of education approval date for the HIB self-assessment for each school in the school district by September 30. (N.J.S.A. 18A:17-46 and 18A:37-14 through 18 and N.J.A.C. 6A:16-7.7)	7	1	0	



8. The Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (MOA) has been signed within the past year. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-6.2)	6	1	0	
9. The comprehensive alcohol, tobacco, and other drug abuse program includes policies and procedures for the prevention, assessment, intervention, referral for evaluation, referral for treatment, discipline for students using alcohol or other drugs, and continuity of care and supports. (N.J.S.A. 18A:40A and N.J.A.C. 6A:16-3 and 4)	6	1	0	
10. Policies and procedures are established to review and resolve transportation incidents and ensure the safety of students by meeting Motor Vehicle Commission requirements for inspections by bus drivers and evacuation drills. The CSA presents to the district board of education evidence of completion of emergency exit drills. (N.J.A.C. 6A:27-11.1, 11.2, and 12)	6	1	0	
11. Policies and procedures are established to report potentially missing, abused, or neglected children to law enforcement and child welfare authorities; to appoint a school district liaison to law enforcement authorities; and to provide training to school district employees, volunteers, and interns on policies and procedures. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-11)	6	1	0	
12. Comprehensive record of immunizations, required physical examinations and health screenings are maintained to identify the need for medical services for public and nonpublic school students. Health records are kept separately from other student records. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-2.1(a)8, 2.2, and 2.5 and 6A:32-7.4(c))	4	1	0	
13. At least one certified school nurse is employed by the school district (not through a third-party contract). For medically fragile students who require one-to-one clinical nursing services, the school district uses a provider of clinical nursing services who appears on the New Jersey Department of Human Services' directory of private-duty nursing. The district board of education annually adopts a nursing services plan for each school that addresses sufficient nursing requirements and the needs of all students, including nonpublic school students. (N.J.A.C. 6A:16-2.1(b) and 2.5(j)6)	8	1	0	

14. Students removed for disciplinary reasons (e.g., suspension or expulsion) or for chronic or temporary illness have received educational services from a certified instructor who has completed the Department's criminal history record check within five days of a student's removal for disciplinary reasons or within five days after receipt of the school physician's verification of the need for home instruction due to chronic or temporary illness (e.g., home instruction/temporary hospital setting). (N.J.S.A. 18A:6-4.13 and 7.1 and N.J.A.C. 6A:16-7.2, 7.3, and 10.1)	6	1	0	
15. Safety and security plans, procedures, and mechanisms are annually reviewed and revised in consultation with law enforcement, health, social service, and emergency management agencies and other community members, including parents. The CSA has verified in writing that the process has occurred. (N.J.A.C. 6A:16-5.1)	6	1	0	
16. A security drill statement of assurance that accurately represents the monthly security drills were conducted is submitted no later June 30 each year to the Department. (N.J.S.A. 18A:41)	4	1	0	
17. The school district has a comprehensive equity plan (CEP) designed to eliminate discrimination according to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender, religion, disability socioeconomic status, pregnancy, or parenthood that is approved by the Department. Additionally, the school district submits to the Department the annual CEP statement of assurance. (N.J.A.C. 6A:7-1.4)	6	1	0	
18. The district board of education has adopted policies and procedures that require regular attendance of students, expectations of timely arrival, daily attendance when school is in session, and responses to unexcused absences and lateness, and attempt to determine the cause and to provide tiered supports in maintaining regular attendance for all students. (N.J.A.C. 6A:16-7.6)	8	1	0	

## Total

Total	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 02	Comments
<b>Operations Total</b>	100	100	0	

**Personnel****Mountain Lakes School District 27-3460****Indicator 1**

1. An audit of staff personnel files and other relevant school district records demonstrates that evaluation and staff development processes have occurred in accordance with N.J.A.C. 6A:9C and 6A:10 in the following categories:

Indicator 1	Percentage of Audited Files	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
a. Teacher evaluation processes result in complete summative scores, measures of teacher practice, and measures of student growth (SGO and mSGP) (N.J.A.C. 6A:10- 2.4, 4.1, 4.2, 4.3, and 4.4);	100 percent of audited files meets indicators	8	1	0	
	95 to 99 percent of audited files meets indicators	4	0	0	
	Less than 95 percent of audited files meets indicators	0	0	0	
b. School leader evaluation processes result in complete summative scores, measures of principal practice, and measures of student growth (SGO, mSGP, administrator goals) (N.J.A.C. 6A:10- 2.4, 5.1, 5.2, 5.3, and 5.4);	100 percent of audited files meets indicators	6	1	0	
	95 to 99 percent of audited files meets indicators	3	0	0	
	Less than 95 percent of audited files meets indicators	0	0	0	
c. Evaluations of other certificated staff according to regulations (N.J.A.C. 6A:10-2.2, 2.4, 2.5, 6.1, and 6.2);	100 percent of audited files meets indicators	4	1	0	
	95 to 99 percent of audited files meets indicators	2	0	0	
	Less than 95 percent of audited files meets indicators	0	0	0	
d. Evaluation processes for all certificated staff have occurred, including evaluation training and evaluation conferences. (N.J.A.C. 6A:10-2.2)	n/a	4	1	0	
e. School improvement panels have been established in each school and are functioning in accordance with the TEACHNJ Act (N.J.S.A. 18A:6-120) and regulations (N.J.A.C. 6A:9C-5.3 and 6A:10-2.3, 2.5, 3.1, and 3.2); and	n/a	4	1	0	

f. Other evaluation structures and processes, including tenure charge proceedings conducted according to the TEACHNJ Act (N.J.S.A. 18A:6-11 and 17.3).	n/a	2	1	0	
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## Indicator 2

2. The school district demonstrates supportive conditions for high-quality professional learning and development for teachers, educational services staff, and administrators, aligned to the components of professional development and the New Jersey standards for professional learning and as indicated by the following (N.J.A.C. 6A:9C and 6A:13-2);

Indicator 2	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
a. An audit of personnel files indicates that required individual professional development plans (PDPs) or corrective action plans (CAPs) are aligned to the professional standards for school leaders or teachers and have been completed for administrators and teachers and are linked to (1) school district, school, team, and/or individual goals, and (2) results from individual performance evaluations. (N.J.A.C. 6A:9C and 6A:10-2.5);	5	0	0	Principals completed but not by Oct. 31.
b. School schedules that include adequate and consistent time for teachers to work together in and across content areas and grade levels to examine student results and to collaborate on addressing student learning needs, such as through professional learning community (PLC) time (N.J.A.C. 6A:9C-3.2 and 3-3 and 6A:13-2.1).	5	1	0	
c. The school district-level PDP: <ul style="list-style-type: none"> <li>• Details districtwide and school-level professional learning for active staff holding instructional teaching, educational services, and administrative certificates;</li> <li>• Incorporates professional learning that is sustained and job-embedded not exclusively one-time workshops; and</li> <li>• Addresses the NJSLs and the professional standards for teachers and school leaders (N.J.A.C. 6A:8 and 6A:9) and is based on a variety of sources and types of student, educator, and system evidence, including educator evaluation data and school-level PDPs. (N.J.A.C. 6A:9C-4.2)</li> </ul>	5	1	0	

d. The school district allocates resources for educator professional learning and development (e.g., people, time, technology, money) that align to the school district's professional development needs, as stated in the PDP and mentoring plan, beyond the resources designated toward completion of State-mandated professional development topics.	5	1	0	
e. The district mentoring plan: (N.J.A.C. 6A:9C-5) • Details support for all non-tenured teachers in their first year of employment through, at minimum, an introduction to school district curricula, student assessment policies, and training on the school district's evaluation rubric; • Describes the process for selecting and assigning one-to-one mentors who meet State eligibility requirements to work with provisional teachers; • Describes how mentors are trained; and • Describes the process by which the administrative office oversees mentor payments.	3	1	0	
f. Documentation that verifies staff have completed professional development on State-mandated topics required for their assignments. (N.J.S.A. 18A and N.J.A.C. 6A)	2	1	0	

### Indicator 3

3. The district board of education has ensured the following staffing practices are followed for all staff requiring provisional certification:

Indicator 3	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
a. Any administrator or educational services staff employed under a certificate of eligibility with advanced standing (CEAS) or a certificate of eligibility (CE) has been registered in the appropriate residency program for his or her endorsement and the school district has applied to the Department's certification office for a provisional certificate before the residency period began. Any teacher with a CEAS or a CE or serving as a long-term substitute (for greater than 60 days) has been registered in the provisional teacher process within 60 days of beginning employment; (N.J.A.C. 6A:9B)	3	1	0	

b. Provisional staff are assigned a mentor, required mentor hours and/or residency hours are tracked, and evaluation is conducted; and (N.J.A.C. 6A:9B-8.4, 6A:9C-5, and 6A:10)	3	1	0	
c. Provisional staff seeking the standard license for teacher of students with disabilities and/or teacher of bilingual education submit annual transcripts from their educator preparation programs (EPPs) to allow school districts to track staff progress toward completion of required coursework. (N.J.A.C. 6A:9A and 6A:9B)	3	1	0	
d. All school district-provided information required for a professional staff member to obtain a standard certificate is submitted to the Department within 30 days of the staff member becoming eligible for a standard license. (N.J.A.C. 6A:9B)	2	1	0	

**Indicator 4**

4. The district board of education has ensured the following staffing practices are followed:

Indicator 4	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
a. New employees have a successful criminal history record check prior to employment and are not disqualified for employment; (N.J.S.A. 18A:6-7.1 and 18A:39-19.1)	2	1	0	
b. Candidates for employment and employees, when applicable, receive a physical examination and the resulting medical records are maintained in a secure location separate from personnel files; (N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.2 and 6.3)	2	1	0	
c. Approved job descriptions are maintained for every certificated staff member. Certificated staff are appropriately certified for their assignment (N.J.A.C. 6A:9B); and	5	1	0	
d. Accurate staff attendance records are maintained at school district and school levels. The records include the type and date of absence and an analysis of attendance patterns. Any issue(s) identified through the analysis of staff attendance has been addressed in accordance with the district board of education's staff attendance policies.	5	1	0	
e. The length of service for substitute teachers is tracked and placement of substitutes is appropriate. (N.J.A.C. 6A:9B-7)	2	1	0	



**Indicator 5**

5. The position control roster: (N.J.A.C. 6A:23A-6.8)

Indicator 5	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
a. Contains the employee name; date of hire; a permanent position tracking number for each employee; a control number for substitute teachers; a control number for overtime; a control number for extra pay; the status of the position (filled, vacant, abolished, etc.); an indication, when available, of whether an employee is retiring in the budget year or not being renewed, including associated costs such as contractual buyouts, severance pay, paid vacation, or sick days, etc.; base salary; step; longevity; guide; stipends by type; overtime; other extra compensation; the benefits paid by the school district, net of employee reimbursements or co-pays, by type of benefit and for FICA and Medicare; the position's full-time equivalent value by location; the date the position was filled; and the date the position was originally created by the district board of education (if the date the position was originally created is not available, the date the person currently filling that position was approved by the district board of education);	6	1	0	
b. Is accurate and up to date; and	5	1	0	
c. Reconciles with the budget.	4	1	0	

**Indicator 6**

Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
6. Documentation and evaluation of administrator practices, as well as an audit of personnel files, including observation reports, indicates that supervision processes are occurring in accordance with N.J.A.C. 6A:10 and result in: a. Professional practices aligned with goal-setting procedures (N.J.A.C. 6A:10-4.2 and 5.2); and b. Supervisory feedback that is timely, targeted, and actionable (N.J.A.C. 6A:10-2.4, 2.5 and 4.4 and 5.4).	5	1	0	

**Total**

Total	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
<b>Personnel Total</b>	<b>100</b>	<b>95</b>	<b>0</b>	