

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION  
14 Vogt Drive  
Bridgewater, New Jersey 08807

Regular Meeting  
February 26, 2024

Call to Order

Mr. Lalevee called the meeting to order at 5:00 p.m.

Roll Call of Members

Gregory Lalevee, President  
Adam Beder, Vice President  
Matthew Loper  
Lily Wong  
Roger Jinks

Also Present

Robert Presuto, Superintendent of Schools  
Raelene Sipple, School Business Administrator/Board Secretary  
Hector Montes, High School Principal  
Lisa Fittipaldi, Board Attorney  
Douglas Singleterry, Somerset County Commissioner Liaison

Adequate notice of this meeting was given in accordance with the requirement of the New Jersey Open Public Meeting Act, Ch. 231, P.L. 1975 and published in The Courier News on January 9, 2024.

Pledge of Allegiance

Approval of Minutes

On motion by Mr. Loper, seconded by Ms. Wong, the minutes of the Regular Meeting and Executive Session held on January 22, 2024 were approved. Mr. Lalevee and Mr. Jinks abstained.

Correspondence

- None

Presentations/Recognitions

Student of the Month

- Yvanjalis Romero, Health Occupations, Grade 11

## Presentation of CTE Stellar Students for the 2nd Quarter

CTE Program	Stellar Student Name	Stellar Student Grade
Academy for Health & Medical Sciences	Leisha Malik	9
Agricultural Science	Bryce Gerbounka	11
Auto Body	Nicholas Nastawa	12
Automotive Diesel Technology	Nathaniel Guerrazzi	10
Automotive Diesel Technology	Charles Hague	12
Business Entrepreneurship & Management	Vanshika Pabbathy	9
Carpentry	Logan Russomano	10
Computer Science Technology	Thomas O'Connor	11
Cosmetology	Kelly Gonzalez Lopez	12
Cosmetology	Cickly Velis-Marquez	10
Culinary Arts	Michael Dagostino	11
Dance	Maggie Youngman	10
Electrical Construction	Tyler Hays	12
Graphic Communications	Christian Fodor	12
Health Occupations	Kye Taran	12
Law & Public Safety	David Yacka	10
Mechanics & Repair	Jacob Rivera	11
Mechatronics, Engineering, and Advanced Manufacturing	Jayden Yap	12
Plumbing	Maxwell Hoffman	11
Theater Arts/Acting	Rose Fender	12
Theater Arts/Vocal	William Lawson	12
Welding	Meghan Hanlon	10

## Old or Unfinished Business

- Budget is due on March 7th. Special Meeting needed on March 5th or March 6<sup>th</sup> at 4:30 p.m. in order to submit the budget.

## Construction Projects

- Mr. Heinbach reported that 93 work orders were completed since the last board meeting and the main circulating pump to the Agriculture Science Building was replaced. The kick off meeting with the architects and APS Construction took place on February 8<sup>th</sup>. We took them out to the site and discussed their fencing. The 2<sup>nd</sup> virtual meeting will be held on February 22<sup>nd</sup> and the tentative March 25<sup>th</sup> start date is pending approvals.

## Report of the Attorney

- Ms. Fittipaldi reported that she presented to all staff on the LBQGT policies and procedures at last week's professional development training.

## Committee Reports

- Board of School Estimate – Mr. Lalevee, Mr. Beder – The meeting is scheduled for March 26<sup>th</sup>.
- NJSBA (Delegate) – Mr. Lalevee
- SCSBA (Delegate) –
- SCESC (Representative) – (Alternate) – Mr. Lalevee
- SCJIF – (Commissioner) – Ms. Sipple; (Alternate) – Mr. Beder
- SSRHIF – (Commissioner) – Mr. Beder; (Alternate) – Ms. Sipple

## School Communications Report

- Dr. Wallace presented his report.

## Open to the Public – Action Items Only

Individuals and/or groups are invited to present their comments regarding the following action items to the Board of Education at this time. In accordance with Board policy, members of the public are allotted one opportunity to address the Board for a maximum of three (3) minutes during this period of the meeting.

Please understand that our public forums are not structured as question and answer sessions, but offered as opportunities to share your thoughts with the Board. There may be times when a member of the public makes a comment or asks a question about personnel or hiring decisions. New Jersey Statutes do not permit the Board to discuss personnel issues in Public Session.

- None

## Superintendent's Report

On recommendation of Mr. Presuto and motion by Mr. Beder, seconded by Mr. Jinks and on roll call vote, agenda items A through C as follows:

## A. Resignation

The Board of Education accepted the resignation of Mr. George Byrd, for the purpose of retirement, effective June 30, 2024.

## B. Employment of Part-Time Personnel - 2023-24 School Year

The Board of Education approved the following part-time personnel for the 2023-24 school year:

Performing Arts – Dance Program Auditions (Incoming 2024-25 SY)

Maureen Glennon Clayton	8 hrs	\$ 56.34/hour (11-310-100-101-11-0002)
Mary Lynne McAnally	8.5 hours	\$ 55.16/hour (11-310-100-101-11-0002)
Sheila Sullivan	8.5 hours	\$ 72.59/hour (11-310-100-101-11-0002)

Performing Arts – Theater Program (Acting & Music Vocal) Auditions (Incoming 2024-25 SY)

Alison Mingle	10.5 hours	\$ 61.06/hour (11-310-100-101-11-0002)
Paul O'Connor	10.5 hours	\$ 56.25/hour (11-310-100-101-11-0002)
David Seamon	10.5 hours	\$ 51.54/hour (11-310-100-101-11-0002)

NJ SkillsUSA (September 1, 2023 through August 31, 2024)

Ralph Starace	State Director	\$5,110.50/month + (20-335-200-100-24-0000)
Courtney Nemerofsky	Assistant to State Director*	\$4,013.08/month + (20-335-200-100-24-0000)
Sheila Rick	Assistant to State Director*	\$1,337.66/month + (20-335-200-100-24-0000)
Nzinga Basir	Program Assistant	\$ 490.00/month + (20-335-200-100-24-0000)
Janet Cantore-Watson	Communications Assistant	\$ 490.00/month + (20-335-200-100-24-0000)
Amy Patryn	Financial Assistant	\$ 490.00/month + (20-335-200-100-24-0000)

\*shared position

+amended (amounts to be adjusted retroactive to 9/1/2023)

## C. School Business/Professional Development Travel

The Board of Education approved requests for district staff and Board of Education members to attend school business and professional development travel as they appear on Addendum #1.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Mr. Beder	X	
Mr. Loper	X	
Ms. Wong	X	
Mr. Jinks	abstain	

D. FMLA Request

On recommendation of Mr. Presuto and motion by Mr. Loper, seconded by Mr. Jinks and on roll call vote, the Board of Education approved an FMLA request for Ms. Rachel Glerum beginning on February 26, 2024 through March 8, 2024.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Mr. Beder	X	
Mr. Loper	X	
Ms. Wong	X	
Mr. Jinks	X	

On recommendation of Mr. Presuto and motion by Mr. Jinks, seconded by Mr. Loper and on roll call vote, agenda items E and F as follows:

E. Provisional Teacher Program – 2023-24 School Year

The Board of Education approved the following mentor (pursuant to NJAC 6A:9B-8.4) for the district’s provisional teacher for the 2023-24 school year (payment amount is determined by the NJ Department of Education and satisfied by the mentee) as follows:

<u>Provisional Teacher Candidate (Mentee)</u>	<u>Route</u>	<u>Mentoring Fees</u>	<u>Mentor</u>
Salvatore Sciorta	Alternate	\$450.00 – 20 days \$550.00 – 30 weeks	Erik Fargo

F. Educational Leadership Program Field Experience Internship

The Board of Education approved an educational leadership program field experience as follows:

Foundation for Educational Administration  
 Guillermo Reina (NJEXCEL Educational Leadership Program)  
 Hector Montes – School Mentor/Certified Principal  
 90-hour field experience

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Mr. Beder	X	
Mr. Loper	X	
Ms. Wong	X	
Mr. Jinks	abstain	

G. Field Trips

On recommendation of Mr. Presuto and motion by Mr. Beder, seconded by Mr. Loper and on roll call vote, the Board of Education approved field trips for high school students as they appear on Addendum #2.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Mr. Beder	X	
Mr. Loper	X	
Ms. Wong	X	
Mr. Jinks	X	

#### H. Home Instruction

On recommendation of Mr. Presuto and motion by Mr. Beder, seconded by Mr. Loper and on roll call vote, the Board of Education extended home instruction to student ID# 999006210 for approximately seven (7) weeks. Instruction to be provided for a maximum of ten (10) hours per week.

On recommendation of Mr. Presuto and motion by Mr. Loper and on roll call vote, Board of Education extended the contract with Silvergate Prep, Bridgewater, NJ to provide bedside instruction at \$50.00/hr.

On recommendation of Mr. Presuto and motion by Mr. Beder, seconded by Mr. Loper and on roll call vote, the Board of Education extended home instruction to student ID# 999006425 for approximately four (4) weeks. Instruction to be provided for a maximum of eight (8) hours per week.

Ms. Cristina Perrone, Ms. Alyssa Egner and Ms. Mary Kreiss-Papalski will be the instructors at a rate of \$42.23/hour (shared).

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Mr. Beder	X	
Mr. Loper	X	
Ms. Wong	X	
Mr. Jinks	X	

On recommendation of Mr. Presuto and motion by Mr. Jinks, seconded by Mr. Beder and on roll call vote, agenda items I and J as follows:

#### I. Revised Calendar – 2023-24 School Year

The Board of Education revised the 2023-24 school year calendar as follows:

From:

Friday, April 5, 2024 – Spring Recess (closed)

To:

Friday, April 5, 2024 - School in Session (Emergency closing make-up day)

#### J. Calendar – 2024-25 School Year

The Board of Education adopted the 2024-25 school year calendar as it appears on Addendum #3.

<u>R Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Mr. Beder	X	
Mr. Loper	X	
Ms. Wong	X	
Mr. Jinks	X	

On recommendation of Mr. Presuto and motion by Mr. Beder, seconded by Ms. Wong and on roll call vote, agenda items K through M as follows:

K. Abolish Board Policy

The Board of Education abolished the following policy:

5755 –Equity in Educational Programs and Services

L. Revised Board Policies and Regulations – First Reading

The Board of Education approved the following revised policies and regulations at this first reading as they appear on Addendum #4.

- 1140 – Educational Equity Policies/Affirmative Action
- 1523 – Comprehensive Equity Plan
- 1530 – Equal Employment Opportunities
- R1530 – Equal Employment Opportunity Complaint Procedure
- 1550 – Equal Employment/Anti-Discrimination Practices
- R2200 – Curriculum Content
- 2260 – Equity in School and Classroom Practices
- R2260 – Equity in School and Classroom Practices Complaint Procedure
- 2411 – Guidance Counseling
- 3211 – Code of Ethics
- 5570 – Sportsmanship
- 5750 – Equitable Educational Opportunity
- 5841 – Secret Societies
- 7610/R7610 – Vandalism
- 9323 – Notification of Juvenile Offender Case Disposition

M. Rewritten Board Policies and Regulations – First Reading

The Board of Education approved the following rewritten policies and regulations at this first reading as they appear on Addendum #5.

- 2423/R2423 – Bilingual Education
- 2431.4/R2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Mr. Beder	X	
Mr. Loper	X	
Ms. Wong	X	
Mr. Jinks		abstain

N. Contract Modification – Fiscal Year Ending June 30, 2024

On recommendation of Mr. Presuto and motion by Mr. Beder, seconded by Mr. Loper and on roll call vote, the Board of Education accepted Contract Modification #1 as prepared by the State of New Jersey Department of Children and Families – Contract #CF0138 as follows:

Change to Reimbursable Ceiling from \$346,477.00 to \$395,473.00 (additional funds one-time funding)

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Mr. Beder	X	
Mr. Loper	X	
Ms. Wong	X	
Mr. Jinks	abstain	

O. Harassment, Intimidation or Bullying Investigation Reports

On recommendation of Mr. Presuto and motion by Mr. Beder, seconded by Mr. Loper and on roll call vote, the Board of Education acknowledged receipt of the following HIB Investigation Reports:

Case #0012324

Case #00212624

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Mr. Beder	X	
Mr. Loper	X	
Ms. Wong	X	
Mr. Jinks	abstain	

Superintendent’s Update

- HIB Report – New HIB cases submitted for February review = 2; HIB cases submitted month prior for Board decision in February = 0; Total YTD HIB reports submitted for review = 2
- Student Suspension Report

Incident Number	Grade	Out of School/In School Suspension	Total # Days	Suspension Dates	Reason
12620243	12	Out	3	01/26/2024; 01/29/2024-01/30/2024	Damage to Property
12620242	12	Out	3	01/26/2024; 01/29/2024-01/30/2024	Damage to Property
20220241	10	Out	3	02/02/2024; 02/05/2024-02/06/2024	Damage to Property

Student Enrollment Report

Enrollment Report - February 1, 2024	Grade 9	Grade 10	Grade 11	Grade 12	Totals
Full-Time Students Enrolled	80	87	78	99	344
Shared-Time Students Enrolled	122	80	77	74	353
<b>Totals</b>	<b>202</b>	<b>167</b>	<b>155</b>	<b>173</b>	<b>697</b>

- SSDS (NJDOE Student Safety Data System) Report Period 1 (9/1/2023-12/31/2023) – H. Montes

Report Period 1 (September 1 - December 31, 2023)	
<b>Incidents (Violence, Vandalism, Substances, Weapons and HIB Confirmed)</b>	<b>3</b>
<b>Other Incidents Leading to Removal</b>	<b>2</b>
<b>Restraint/Seclusion</b>	<b>0</b>
<b>HIB Alleged</b>	<b>0</b>
<b>HIB Trainings</b>	<b>4</b>
<b>HIB Programs</b>	<b>1</b>

- Mr. Presuto reported that February is CTE month.

Submission of Bills

On motion by Mr. Loper, seconded by Mr. Beder and on roll call vote, the Board of Education approved the bills list for February 26, 2024 which was included in the Board packet and is attached to the regular meeting minutes.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Mr. Beder	X	
Mr. Loper	X	
Ms. Wong	X	
Mr. Jinks		abstain

Report of the School Business Administrator/Board Secretary

A. Board Secretary Report/Cash Report – January 2024

On motion by Mr. Loper, seconded by Ms. Wong and on roll call vote, the Board of Education adopted the monthly financial statement reports for the School Business Administrator/Board Secretary and the Cash Report for the month of January 2024, after review of the secretary’s monthly financial report (appropriations section), and upon consultation with the appropriate district officials, to the best of our knowledge no major fund has been overextended in violation to N.J.A.C. 6:20-2A.10(b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year. (Addendum #6)

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Mr. Beder	X	
Mr. Loper	X	
Ms. Wong	X	
Mr. Jinks		abstain

B. Budget Transfers - December 2023 and January 2024

On motion by Mr. Beder, seconded by Mr. Loper and on roll call vote, the Board of Education approved budget transfers for the 2023-24 school year as they appear on Addendum #7.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Mr. Beder	X	
Mr. Loper	X	
Ms. Wong	X	
Mr. Jinks		abstain

C. Award Purchases in Excess of Bid Threshold in Compliance with NJSA 18A:18A – 2023-24 School Year

On motion by Mr. Loper, seconded by Ms. Wong and on roll call vote, the Board of Education awarded the following purchases in excess of the bid threshold for the 2023-2024 school year which are year to date amounts and are in compliance with law.

CDW Government	\$153,405.00	Co-Op	District Wide Technology
Eppy’s Tool & Equipment Warehouses, Inc.	\$ 44,335.00	Quote	Auto/Diesel Supplies
Honeywell International, Inc.	\$ 44,730.00	Proprietary	Building Management System



<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Mr. Beder	X	
Mr. Loper	X	
Ms. Wong	X	
Mr. Jinks	abstain	

D. Accept Proposals for Construction Management Services for New CTE Building

On motion by Mr. Beder, seconded by Mr. Loper and on roll call vote, the Board of Education accepted the following proposals for the Construction Management Services for the New CTE Building:

Anser Advisory

Colliers Project Leaders USA

Epic Management, Inc.

Greyhawk Construction Managers & Consultants

Legacy Construction Management, Inc.

M & M Construction

New Road Construction Management Co., Inc.

Pinnacle Consulting & Construction Services

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Mr. Beder	X	
Mr. Loper	X	
Ms. Wong	X	
Mr. Jinks	abstain	

New Business

- Ethics Disclosure Statements are due online no later than April 30, 3024.

Next Meeting

The next regular meeting of the Somerset County Vocational Board of Education be held:

March 25, 2024

5:00 p.m.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

Remarks from the Public - Please understand that our public forums are not structured as question and answer sessions, but offered as opportunities to share your thoughts with the Board. In instances where the Board feels that there is a misunderstanding or inaccuracy, the Board President or Superintendent may address the comment. There may be times when a member of the public makes a comment or asks a question about personnel or hiring decisions. New Jersey Statutes do not permit the Board to discuss personnel issues at Public Session.

- None

BE IT RESOLVED by the Vocational Board of Education of the County of Somerset that:

- A. This Board will go into closed session with the Board Counsel for the purpose of discussing matters within the provisions of 7A(11)c231.
- B. The general nature of matters to be discussed relates to arbitration, litigation, PSA negotiations and student matters. Action may or may not be taken.
- C. Under the provisions of the above stated laws, the public shall be excluded from attendance at the portion of the meeting relating to the above matters.
- D. It is anticipated that the items discussed will be made public when the matters discussed are resolved.

Closed Session

On motion by Mr. Loper, seconded by Ms. Wong and passed, the Board of Education went into closed session at 5:33 p.m.

Open Session

On motion by Mr. Beder, seconded by Mw. Wong and passed, the Board of Education went into open session at 6:30 p.m.

Adjournment

On motion by Mr. Beder, seconded by Ms. Wong and passed, the meeting adjourned at 6:30 p.m.

Raelene Sipple  
Business Administrator/Board Secretary

DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
February 28, 2024	Matthew Dolegiewitz	\$279	\$0	Strengthening Your Students Math Learning	Virtual

February 2024

## Field Trips

<u>Date of Trip</u>	<u>CTE Program/Other</u>	<u>Location</u>	<u>Cost Per Student/Paid by</u>	<u>Transportation Provided/Paid by</u>
*2/7/2024	YTTW Students	Plumbers Local 24 West Caldwell, NJ	\$0.00	Outside Agency/District
*2/23/2024	L&PS	Morris County Correctional Facility Morristown, NJ	\$0.00	Outside Agency/District
2/27/2024	Robotics Club	Passaic County Technical Institute Wayne, NJ	\$0.00	Outside Agency/District
3/9/2024	SkillsUSA Students & Advisors	Hunterdon Polytech Flemington, NJ	\$0.00	District
3/13/2024	Health Occupations	Warrenbrook Senior Center Warrenville, NJ	\$0.00	District
3/20/2024	Health Occupations	Somerset Wellness Center Bridgewater, NJ	\$0.00	District
3/21/2024	Athletics	Woodbridge Community Center Woodbridge, NJ	\$0.00	District
3/21/2024	US History Class	VA Hospital Lyons, NJ	\$0.00	District
3/23/2024	Model UN Students	North Brunswick High School North Brunswick, NJ	\$0.00	Student
3/25/2024	Carpentry	Hillsborough Public Works Hillsborough, NJ	\$0.00	District
4/17/2024	Health Occupations	Somerset Wellness Center Bridgewater, NJ	\$0.00	District
4/19/2024	Cosmetology	Prometric Clark, NJ	\$0.00	Outside Agency/District
4/20/2024	SkillsUSA Students & Advisors	Cumberland Co. Tech Ed. Ctr. Vineland, NJ	\$0.00	Outside Agency/District
5/16/2024	Dance	RVCC Branchburg, NJ	\$0.00	District
6/3/2024	BE&M A & C shop (2 trips)	RVCC Branchburg, NJ	\$0.00	District

\*Prior approval given by Superintendent



# SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

P.O. Box 6350 • 14 Vogt Drive • Bridgewater, NJ 08807-0350 • (908) 526-8900 • www.scvths.org

## 2024-2025 SCHOOL CALENDAR

### September 2024 18

	M	T	W	T	F	
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### October 2024 22

	M	T	W	T	F	
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	★
20	21	22	23	24	25	26
27	28	29	30	31		

### November 2024 17

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					1	2
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17	18	19	20	21	22	23
24	25	26	△	28	29	30

### December 2024 15

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15	16	17	18	19	△	21
22	23	24	25	26	27	28
29	30	31				

### January 2025 21

	M	T	W	T	F	
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### September 2024

- 2 CLOSED.....Labor Day
- 3-4 CLOSED.....Staff In-Service
- 5 OPEN.....First Day of School
- 17 PARENT BACK TO SCHOOL NIGHT
- 18 10 AM DELAYED OPENING NO A-SESSION

### October 2024

- 3 CLOSED.....Rosh Hashanah
- 19 OPEN HOUSE.....Staff Present

### November 2024

- 7-8 CLOSED.....NJEA Convention
- 27 12 NOON DISMISSAL.....Thanksgiving
- 28-29 CLOSED.....Thanksgiving

### December 2024

- 20 12 NOON DISMISSAL.....Holiday Recess
- 23-31 CLOSED.....Holiday Recess

### January 2025

- 1 CLOSED.....Holiday Recess
- 20 CLOSED.....Martin Luther King, Jr. Day

### February 2025

- 13-17 CLOSED.....Mid-Winter Recess
- 18 CLOSED.....Staff In-Service

### April 2025

- 11 12 NOON DISMISSAL.....Spring Recess
- 14-21 CLOSED.....Spring Recess

### May 2025

- 26 CLOSED.....Memorial Day

### June 2025

- 23 LAST DAY OF SCHOOL/GRADUATION

183 School Days  
188 Staff (187 Staff Present + 1 Virtual Learning Moodle Day)

Approved:

**NOTE: IN THE EVENT OF EMERGENCY CLOSING AND SCHOOL IS CLOSED IN EXCESS OF THREE DAYS, ADDITIONAL MAKE-UP DAY WILL BE APRIL 21st (IF NEED IS KNOWN BY MARCH 21st). ANY DAYS LOST BEYOND THAT WILL BE ADDED TO THE END OF THE SCHOOL YEAR. ANY DAYS NOT USED WILL BE TAKEN BACK AT THE END OF THE SCHOOL YEAR. LAST DAY/GRADUATION SUBJECT TO CHANGE.**

- ★ Parent Back to School Night
- Closed      ■ 10 am Delayed Opening
- △ 12 Noon Dismissal for Students & Teachers
- ★ Teachers and HS Office Staff Present
- Staff In-Service

### February 2025 16

	M	T	W	T	F	
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23	24	25	26	27	28	

### March 2025 21

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23	24	25	26	27	28	29
30	31					

### April 2025 16

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20	21	22	23	24	25	26
27	28	29	30			

### May 2025 21

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25	26	27	28	29	30	31

### June 2025 16

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15	16	17	18	19	20	21
22	😊	24	25	26	27	28
29	30					

# POLICY GUIDE

ADMINISTRATION  
1140/page 1 of 3  
**Educational Equity Policies/Affirmative  
Action Program**  
Feb 24  
M

[See POLICY ALERT Nos. 191, 209, and 232]

## 1140 EDUCATIONAL EQUITY POLICIES/AFFIRMATIVE ACTION PROGRAM

The Board of Education shall adopt and implement written educational equality and equity policies in accordance with the provisions of N.J.A.C. 6A:7 – Managing fFor Equality And Equity iIn Education.

The Board's **educational equity policies** ~~affirmative-action program~~ shall recognize and value the diversity of persons and groups within **the community** ~~society~~ and promote the acceptance of persons of diverse backgrounds regardless of **the protected categories listed at N.J.A.C. 6A:7-1.1(a) and pursuant to N.J.A.C. 6A:7-1.4(a)**~~1 race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status. The educational equity policies affirmative-action program will also promote equitable equal educational opportunity and foster a learning environment that is free from all forms of prejudice, discrimination, and harassment based upon the protected categories listed at N.J.A.C. 6A:7-1.1(a) and pursuant to N.J.A.C. 6A:7-1.4(a)~~~~2 race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status in the policies, programs, and practices of the Board of Education.~~

The Board shall inform the school community ~~it serves~~ of these policies in a manner including, but not limited to, the district's customary methods of information dissemination **pursuant to N.J.A.C. 6A:7-1.4(b)**. ~~The Board shall develop a Comprehensive Equity Plan once every three years, which shall identify and correct all discriminatory and inequitable educational and hiring policies, patterns, programs, and practices affecting its facilities, programs, students, and staff.~~

~~The Board shall assess the district's needs for achieving equality and equity in educational programs based on an analysis of student performance data such as: National Assessment of Educational Progress and State assessment results, Pre-Kindergarten through grade twelve promotion/retention data, Pre-Kindergarten through grade twelve completion rates; re-examination and re-evaluation of classification and placement of students in special education programs if there is~~



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## Educational Equity Policies/Affirmative Action Program

~~an overrepresentation within certain groups; staffing practices; student demographic and behavioral data; quality of program data; and stakeholder satisfaction data prior to developing the Comprehensive Equity Plan. The purpose of the needs assessment is to identify and eliminate discriminatory practices and other barriers in achieving equality and equity in educational programs.~~

**Pursuant to N.J.A.C. 6A:7-1.5,** ~~t~~The Board **annually** shall ~~annually~~ designate a member of its staff as the Affirmative Action Officer and form an Affirmative Action Team, ~~of whom the Affirmative Action Officer is a member,~~ to coordinate and implement the requirements of N.J.A.C. 6A:7 – Managing ~~f~~For Equality And Equity in Education. The Board shall **ensure** assure that all stakeholders know who the Affirmative Action Officer is and how to **contact the Affirmative Action Officer** ~~access him or her.~~

The Affirmative Action Officer shall have a New Jersey standard **certificate certification** with an administrative, instructional, or educational services endorsement, pursuant to N.J.A.C. 6A:9B – **State Board of Examiners and Certification** ~~et seq.~~ The Affirmative Action Officer shall: coordinate the required professional development training for **all personnel** ~~certificated and non-certificated staff~~ pursuant to N.J.A.C. 6A:7-1.6; notify all students and employees of ~~the district's~~ grievance procedures for handling discrimination complaints; ~~and~~ ensure the district's grievance procedures, **including** ~~which include~~ investigative responsibilities and reporting information, are followed; **and serve as a member of the Affirmative Action Team. The Affirmative Action Officer may also serve as the school district's Title IX Coordinator.**

**In accordance with N.J.A.C. 6A:7-1.5(a)4,** ~~t~~The Affirmative Action Team shall: **include, to the extent possible, members who represent the diversity of the school district's student population;** develop the Comprehensive Equity Plan (**CEP**) pursuant to N.J.A.C. 6A:7-1.4(c); oversee the implementation of the ~~school district's CEP Comprehensive Equity Plan~~ pursuant to N.J.A.C. 6A:7-1.4(c); collaborate ~~with the Affirmative Action Officer~~ on coordination of the required professional development training for **all personnel** ~~certificated and non-certificated staff~~ pursuant to N.J.A.C. 6A:7-1.6; monitor the implementation of the ~~CEP Comprehensive Equity Plan~~; and conduct the annual district internal monitoring to ensure continuing compliance with State and Federal statutes governing educational ~~equality and equity,~~ pursuant to N.J.A.C. 6A:7-1.4(d).



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## Educational Equity Policies/Affirmative Action Program

**In accordance with N.J.A.C. 6A:7-1.6, t**The Board shall provide, **on a continuing basis**, professional development training **for to all school personnel** ~~certificated and non-certificated school staff members on a continuing basis~~ to identify and resolve problems associated with the student achievement **and opportunity** gaps and other inequities ~~arising from prejudice~~ on the basis of **the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status.~~ **The professional development training shall be differentiated based on staff position type and shall be based on the analysis of data conducted pursuant to N.J.A.C. 6A:7-1.4(c)1.** ~~All new certificated and non-certificated staff members shall be provided with professional development training on educational equality and equity issues within the first year of employment.~~ **The district shall ensure that p**Parents and other community members **are aware of** ~~shall be invited to participate in the professional development training provided to school district personnel regarding topics around equity.~~ **The district shall ensure all new personnel are provided within the first ninety days of employment with professional development training on educational equity issues.**

The Commissioner or his/her designee shall provide technical assistance to local school districts for the development of policy guidelines, procedures, and in-service training for Affirmative Action Officers so as to aid in the elimination of prejudice on the basis of **the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status.~~

N.J.A.C. 6A:7-1.1; 6A:7-1.3; 6A:7-1.4; 6A:7-1.5; 6A:7-1.6

Adopted:





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[See POLICY ALERT Nos. 191, 209, and 232]

## 1523 COMPREHENSIVE EQUITY PLAN

The Board of Education shall **complete** ~~submit~~ a Comprehensive Equity Plan (CEP) ~~based on an assessment of the district's needs for achieving equity in educational programs~~ that includes a cohesive set of policies, programs, and practices that ensure high expectations and positive achievement patterns and **equitable** ~~equal~~ access to educational **opportunities** ~~opportunity~~ for all learners, including students and teachers, **in accordance with the provisions of N.J.A.C. 6A:7-1.8.**

The Board's obligation to be accountable for the requirements in N.J.A.C. 6A:7 is not precluded or alleviated by any rule or regulation of any **recreational** organization, club, athletic association, or other league or **organizing** group.

**Pursuant to N.J.A.C. 6A:7-1.4(c), the district shall develop, once every three years, a CEP that shall identify and correct all discriminatory and inequitable educational policies, patterns, programs, and practices affecting its facilities, programs, students, and staff.**

1. **Prior to developing the CEP, the district shall assess its needs for achieving equity in educational activities and programs pursuant to N.J.A.C. 6A:7-1.4(c)1. The needs assessment shall identify discriminatory practices and other barriers to achieving equity in educational activities and programs, if applicable.**
2. **The CEP shall address:**
  - a. **Professional development, pursuant to N.J.A.C. 6A:7-1.6; and**
  - b. **Equity in school and classroom practices, educational activities, and programs pursuant to N.J.A.C. 6A:7-1.7.**
3. **The CEP shall include measurable and actionable goals, objectives, timelines, and benchmarks for measuring progress.**



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4. **The Board shall submit the CEP to the Executive County Superintendent for confirmation of completion.**
  - a. **If the Executive County Superintendent determines that the CEP is not complete, the Board shall revise the plan in accordance with the Executive County Superintendent's instructions and shall submit to the Executive County Superintendent the revised plan within thirty days of the notification of incompleteness.**

Pursuant to N.J.A.C. 6A:7-1.8(c), ~~t~~**The CEP Comprehensive Equity Plan shall include the following:**

1. An assessment of the school district's needs for achieving equity in educational **activities and** programs. The assessment shall include staffing practices; quality-of-program data; stakeholder-satisfaction data; and student assessment ~~and~~ behavioral data disaggregated by gender; race; ethnicity; **multilingual learner status; homeless status; limited English proficiency;** special education; migrant; date of enrollment; student suspension; expulsion; Child Study Team referrals; preschool through grade twelve promotion/retention data; preschool through grade twelve completion rates; **attendance data;** and re-examination and re-evaluation of classification and placement **process** of students in special education programs if there is **disproportionality overrepresentation** within a certain groups;
2. A description of how other Federal, State, and district policies, programs, and practices are aligned to the **CEP Comprehensive Equity Plan;**
3. Progress targets for closing the achievement **and opportunity** gaps;
4. Professional development targets regarding the knowledge and skills needed to provide a thorough and efficient education as defined by the **New Jersey Student Learning Standards (NJSLS), Core Curriculum Content Standards;** differentiated instruction and formative assessments aligned to **the NJSLS, Core Curriculum Content Standards;** and **professional standards for teachers and school leaders** ~~high expectations for teaching and learning;~~ and



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5. Annual targets **that address** ~~addressing~~ district needs in equity in school and classroom practices **and that** are aligned to professional development targets.

~~The A Comprehensive Equity Plan shall be written every three years and the Board of Education shall~~ **implement** ~~initiate the CEP Comprehensive Equity Plan within sixty days of the Executive County Superintendent's certification of completion its approval and shall implement the plan in accordance with the timelines approved by the New Jersey Department of Education.~~

~~If In the event the Board of Education does not implement the CEP Comprehensive Equity Plan within sixty one hundred eighty days of the Executive County Superintendent's certification of completion its approval date, or fails to report its progress annually, sanctions deemed to be appropriate by the Commissioner of Education or his/her designee shall be imposed, and may include action to suspend, terminate, or refuse to award continued Federal or State financial assistance, pursuant to N.J.S.A. 18A:55-2.~~

N.J.A.C. **6A:7-1.1; 6A:7-1.3; 6A:7-1.4; 6A:7-1.79; 6A:7-1.8**

Adopted:



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[See POLICY ALERT Nos. 191, 209, and 232]

## 1530 EQUAL EMPLOYMENT OPPORTUNITIES

The Board of Education shall, in accordance with law, guarantee equal employment opportunity throughout the district.

The Board shall ensure all persons shall have equal and bias-free access to all categories of employment and equal pay for equal work in this district without **discriminating on the basis of any of** ~~regard to the protected categories listed at N.J.A.C. 6A:7-1.1(a) candidate's race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability, pursuant to N.J.A.C. 6A:7-1.1.~~

The school district's employment applications and pre-employment inquiries **will** conform to the guidelines of the New Jersey Division of Civil Rights.

The Board will use equitable **hiring** practices that **correct** prevent imbalance and isolation based on **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability among the district's certificated and non-certificated staff and within every category of employment, including administration. Promotions and transfers will be monitored to ensure non-discrimination.~~

The Board shall not assign, transfer, promote, or retain staff, or fail to assign, transfer, promote, or retain staff, on the sole basis of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability or socioeconomic status, pursuant to N.J.A.C. 6A:7-1.1.~~

The Board will target underutilized groups in every category of employment. The Board will provide among the faculty of each school role models of diverse racial and cultural backgrounds.



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Equal Employment Opportunities

The Board shall not enter into **or maintain** a contracts with a persons, **agencies** ~~agency~~, or organizations that discriminates in employment ~~practices~~ or in the provision of benefits or services, on the basis of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability~~, either in employment practices or in the provision of benefits or services to students or employees; ~~pursuant to N.J.A.C. 6A:7-1.1.~~

The Superintendent shall promulgate a complaint procedure for the adjudication of disputes alleging violation of the law prohibiting discrimination in employment or this ~~P~~policy.

The Board shall not discriminate against any person for that person's exercise of rights under the laws prohibiting discrimination in employment or this ~~P~~policy.

N.J.S.A. 10:5-4; 10:5-12;

N.J.S.A. 18A:6-5; 18A:6-6; 18A:28-10; 18A:29-2

N.J.A.C. 6A:7-1.1 et seq.; 6A:7-1.3 6A:7-1.8

Adopted:



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[See POLICY ALERT Nos. 191, 209, and 232]

## R 1530 EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT PROCEDURE

### A. Purpose and Application

1. The purpose of this procedure is to give any district employee or candidate for employment the opportunity to appeal an alleged denial of equal employment opportunity in violation of State statutes and administrative codes, and Federal laws and Policy 1530, guaranteeing “equal access to all categories of employment without **discriminating on the basis of** ~~regard to~~ **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~candidate’s race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability.~~”
2. This procedure is intended to facilitate an equitable and just resolution of a dispute at the most immediate level and should be implemented in an informal manner.
3. Every reasonable effort will be made to expedite the process in the interest of a prompt resolution. Time limits may, however, be extended with the consent of all parties.
4. All participants in the procedure will respect the confidentiality that this district accords to information about individual employees.

### B. Definitions

1. “Board of Education” means the Board of Education of **this the** \_\_\_\_\_ **School d**District.
2. “Complaint” means an alleged discriminatory act or practice.



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3. "Complainant" means a staff member who alleges a discriminatory act or practice.
4. "Day" means a working or calendar day as identified.
5. "Discriminatory act or practice" means denial of equal employment opportunity in violation of State statutes and administrative codes and Federal laws and Policy 1530.
6. "School district" means ~~this the~~ \_\_\_\_\_ ~~sSchool dDistrict.~~

## C. Procedure

1. A complainant who believes that ~~they have he/she~~ has been harmed or adversely affected by a discriminatory practice or act prohibited by law and/or policy shall discuss the matter with ~~their his/her~~ immediate supervisor in an attempt to resolve the matter informally.
2. If the matter is not resolved to the satisfaction of the complainant within thirty working days **of the discussion with their supervisor**, the complainant may submit a ~~written~~ complaint to the Affirmative Action Officer. **The complaint may be reported: in person; in writing; verbally by telephone; by mail to the office address; or by electronic mail. The complaint may be reported during business or non-business hours.**
3. The complaint ~~shall will~~ include:
  - a. The complainant's name and address;
  - b. The specific act or practice **of which** ~~that~~ the complainant complains of;
  - c. The school employee, if any, responsible for the allegedly discriminatory act;
  - d. The results of discussions conducted in accordance with paragraph C.1. **above;** and



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- e. The reasons why ~~the these results of the discussions were~~ **are not satisfactory to the complainant.**
43. The Affirmative Action Officer will investigate the matter informally and will respond to the complaint in writing no later than seven working days after receipt of the ~~written~~ complaint **filed in accordance with C.2. above.** A copy of the complaint and the response will be forwarded to the Superintendent.
54. ~~The response of the~~ Affirmative Action Officer's **written response** may be appealed to the Superintendent in writing within three working days after it has been received by the complainant. The appeal will include the original complaint, the response to the complaint, and the complainant's reason for rejecting the response. A copy of the appeal must be given to the staff member alleged to have acted discriminatorily.
65. On **their** ~~his/her~~ timely request (that is, submitted before the expiration of the time within which the Superintendent must render a decision), the complainant will be given an informal hearing before the Superintendent, at a time and place convenient to the parties, but no later than seven working days after the request for a hearing has been submitted. The Superintendent may also require the presence at the hearing of the staff member charged with a discriminatory act and any other person with knowledge of the act ~~complained of.~~
76. The Superintendent will render a written decision in the matter no later than seven working days after the appeal was filed or the hearing was held, whichever occurred later. Copies of the decision will be given to all parties.
87. The complainant may appeal the Superintendent's decision to the Board by filing a written appeal with the Board Secretary no later than three working days after receipt of the Superintendent's decision. The appeal shall include:
- a. The original complaint;;
  - b. The response to the complaint;;

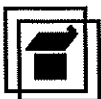




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- c. The Superintendent's decision;
  - d. A transcript of the hearing, if one has been made, or a summary of the hearing to which all parties have consented; and
  - e. The complainant's reason for believing the Superintendent's decision should be changed.
98. A copy of the appeal to the Board must be given to the staff member, if any, charged with a discriminatory act.
109. The Board will review all papers submitted and may render a decision on the basis of the proceedings below. If the complainant so requests, the Board may convene a hearing, at which all parties may be represented by counsel and may present and examine witnesses, who will testify under oath.
1110. The Board will render a written decision no later than forty-five calendar days after the appeal was filed or the hearing held, whichever occurred later. Copies of the decision will be given to all parties.
1211. The complainant will be informed of **their** ~~his/her~~ right to appeal the Board's decision to the:
- a. Commissioner of Education  
New Jersey State Department of Education  
P.O. Box 500  
Trenton, New Jersey 08625-0500 **or the**  
~~Telephone: (877) 900-6960 or the~~
  - b. New Jersey Division on Civil Rights  
**Central Trenton** Regional Office  
Office of the Attorney General  
140 East Front Street – 6<sup>th</sup> Floor  
Trenton, New Jersey 08625-0090  
~~Telephone: (609) 292-4605~~



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## D. Record

1. The records of any complaint processed in accordance with this procedure shall be maintained in a file kept by the Affirmative Action Officer.
2. A copy of the decision rendered at the highest level of appeal **finding a discriminatory act has occurred shall** will be kept in the **personnel file of the employee found to have committed a discriminatory act** ~~employee's personnel file.~~

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Equal Employment/Anti-Discrimination Practices

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[See POLICY ALERT Nos. 191, 209, 215, and 232]

## 1550 EQUAL EMPLOYMENT/ANTI-DISCRIMINATION PRACTICES

The Board of Education shall, in accordance with State statutes and administrative code and Federal law and regulations, strive to overcome the effects of any previous patterns of discrimination in school district employment practices and shall systematically monitor school district procedures to ensure continuing compliance with **current Federal and State** anti-discrimination laws and regulations.

The Board will ensure all persons regardless of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status~~ shall have equal and bias-free access to all categories of employment in the public educational system of New Jersey, pursuant to N.J.A.C. 6A:7-1.1.

The Board will not enter into any contract with a person, agency, or organization that discriminates on the basis of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status~~, either in employment practices or in the provision of benefits or services to students or employees. In addition, the Board will encourage minority businesses, women's business enterprises, and labor surplus area firms to submit bids to be considered for the awarding of contracts.

The Board shall not assign, transfer, promote, or retain staff, or fail to assign, transfer, promote, or retain staff, on the sole basis of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status~~.



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Equal Employment/Anti-Discrimination Practices

The Board shall ensure equal pay for equal work among members of the school district's staff, regardless of **the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status, pursuant to N.J.A.C. 6A:7-1.1.~~

N.J.S.A. 10:5-4; **10:5-12**

N.J.A.C. 6A:7-1.1 et seq.; **6A:7-1.3** ~~6A:7-1.8~~

Adopted:



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[See POLICY ALERT Nos. 209 and 232]

## R 2200 CURRICULUM CONTENT

Courses of study and instructional materials and programs shall be designed to eliminate discrimination **on the basis of any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** and promote understanding and mutual respect between children regardless of race, color, creed, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, ancestry, national origin, socioeconomic status, and/or disability.

**The Superintendent or designee shall develop a procedure to address and eliminate any possible bias in the curriculum.**

In order to eliminate possible bias in the curriculum, staff shall use the following criteria:

- A. ~~When instructional material contains stereotypes or discriminatory statements, staff should help students identify the stereotypes or discriminatory statement(s) and discuss with students the consequences of repeated stereotyping and discriminatory statements.~~
- B. ~~If a particular instructional material is highly objectionable, staff should not use it, such material should be brought to the attention of the Building Principal so that the Affirmative Action Officer can evaluate the objectionable material. Alternatively, the **teaching staff member** teacher might discuss the questionable material instead of eliminating it, depending on the makeup and maturity of the class and the purposes of the instruction.~~
- C. ~~Another recommended technique for handling materials that contain biases or stereotypes is to offset it by using unbiased supplementary materials.~~
- D. ~~Community involvement when developing instructional programs and attendant materials shall be encouraged.~~

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## 2260 EQUITY IN AFFIRMATIVE ACTION PROGRAM FOR SCHOOL AND CLASSROOM PRACTICES

The Board of Education shall provide **all students with equitable** equal and bias-free access ~~for all students~~ to all school facilities, courses, programs, activities, and services, regardless of **the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status,~~ by:

1. Ensuring ~~equal and~~ barrier-free access to all school and classroom facilities;
2. Attaining, **within each school**, minority representation ~~within each school, that which~~ approximates the district's overall minority representation. Exact apportionment is not required, ~~however,~~ the ultimate goal is a reasonable plan achieving the greatest degree of **a representative** racial balance; ~~that which~~ is feasible and consistent with sound educational values and procedures;
3. Utilizing, **on an annual basis**, a State-approved English language proficiency assessment ~~that evaluates a student's English language proficiency on the four domains of listening, speaking, writing, and reading~~ **measure on an annual basis** for determining the **eligibility and placement** ~~special needs~~ of **students who may be identified as multilingual** English language learners and ~~their progress in learning English~~ pursuant to N.J.A.C. 6A:15-1.3(a)~~3.(b)~~;
4. Utilizing bias-free multiple measures for determining the special needs of students with disabilities, pursuant to N.J.A.C. 6A:14-3.4;
5. Ensuring ~~that~~ support services, including intervention and referral services and school health services pursuant to N.J.A.C. 6A:16, are available to all students; and



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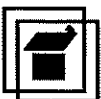
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**Equity in Affirmative Action Program for School  
and Classroom Practices**

6. Ensuring that a student is not discriminated against because of a medical condition. A student shall not be excluded from any education program or activity because of a long-term medical condition unless a physician certifies that such exclusion is necessary. ~~If excluded, the student shall be provided with equivalent and timely instruction that may include home instruction, without prejudice or penalty.~~
  - a. **If excluded, the student shall be provided with equivalent and timely instruction that may include home instruction, without prejudice or penalty.**

**Pursuant to N.J.A.C. 6A:7-1.7(b),** ~~the Board of Education shall ensure that the district's curriculum and instruction are aligned to the New Jersey Student Learning Standards (NJSLs). State's Core Curriculum Content Standards and~~ **The Board also shall ensure its curriculum and instruction** address the elimination of discrimination by narrowing the achievement **and opportunity** gaps, by providing equity in educational **activities and** programs, and by providing opportunities for students to interact positively with others regardless of **the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status,~~ by:

1. Ensuring there are no differential requirements for completion of course offerings or programs of study solely on the basis of **the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status;~~
2. Ensuring courses shall not be offered separately on the basis of **the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status;~~



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## Equity in Affirmative Action Program for School and Classroom Practices

- a. Portions of classes ~~that which~~ deal exclusively with human sexuality may be conducted in separate developmentally appropriate sessions **based on gender identity** ~~for male and female students~~, provided that the course content for such separately conducted sessions is the same.
3. **Increasing and promoting equitable representation** ~~Reducing or preventing the underrepresentation of all minority, female, and male students in all classes and programs including gifted and talented, accelerated, and advanced classes;~~
4. Ensuring ~~that~~ schools demonstrate the inclusion of a multicultural curriculum in its instructional content, materials and methods, and **ensuring** that students understand the basic tenet of multiculturalism;
5. Ensuring **the Amistad Commission Curriculum** ~~that African American history, as well as the history of other cultures, is infused into the curriculum and is taught as part of the history of the United States, pursuant to N.J.S.A. 18A:35-1 and the New Jersey Core Curriculum Content Standards; and~~
6. Ensuring **the Commission** ~~that instruction on the Holocaust Education curriculum and other acts of genocide is included in the curriculum of all elementary and secondary schools, as developmentally appropriate, pursuant to N.J.S.A. 18A:35-28; and;~~
7. **Ensuring all curricular requirements pursuant to N.J.A.C. 6A:8 and the NJSLS are taught, including any curriculum developed concerning any of the protected categories listed at N.J.A.C. 6A:7-1.1(a) or curriculum developed by any commissions constituted for the development of curriculum concerning any of the protected categories listed at N.J.A.C. 6A:7-1.1(a).**

~~The Board of Education shall ensure all students have access to adequate and appropriate counseling services. When informing students about possible careers, professional or vocational opportunities, the Board shall not restrict or limit the options presented to students on the basis of race, creed, color, national origin,~~





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## Equity in Affirmative Action Program for School and Classroom Practices

~~ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status. The district will not use tests, guidance, or counseling materials which are biased or stereotyped on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status.~~

The Board of Education shall ensure that the district's physical education program and its athletic programs are **is in a equitable, co-educational setting that is developmentally appropriate**, and **does** ~~do~~ not discriminate on the basis of **the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status~~, as follows:

1. The district shall provide separate restroom, locker room, and shower facilities on the basis of gender, but such facilities provided for students of each gender shall be comparable;
2. **The A school within the school** district may choose to operate separate teams **based on sex** for both genders in one or more sports or single teams open competitively to members of **all sexes both genders**, as so long as the athletic program as a whole provides equal opportunities for students of **all sexes both genders** to participate in sports at comparable levels of difficulty and competency; and
3. The activities comprising such athletic programs shall receive equitable treatment, including, but not limited to, staff salaries, purchase and maintenance of equipment, quality and availability of facilities, scheduling of practice and game time, length of season, and all other related areas or matters.

N.J.S.A. 18A:36-20

N.J.A.C. **6A:7-1.1; 6A:7-1.3; 6A:7-1.7**

Adopted:





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## **Equity in Affirmative Action Program for School and Classroom Practices Complaint Procedure**

5. “Complaint” means an unresolved problem concerning the interpretation or application by an officer or employee of this school district of law and regulations regarding the Affirmative Action Plan.
6. “Day” means a working or calendar day as identified.
7. “Student” means an individual enrolled in any formal educational program provided by the school district.
8. “School district” means ~~this the~~ \_\_\_\_\_ ~~sSchool d~~District.
9. “Violation” means the failure of a district official or employee to take the positive steps outlined in Policy 2260 and/or included in the Affirmative Action Plan.

### C. Procedure

1. A complainant shall discuss ~~their his/her~~ complaint with the staff member most closely involved in an attempt to resolve the matter informally.
2. If the matter is not resolved to the satisfaction of the complainant within thirty working days **of the discussion with the staff member most closely involved**, the complainant may submit a ~~written~~ complaint to the Affirmative Action Officer. **The complaint may be reported: in person; in writing; verbally by telephone; by mail to the office address; or by electronic mail. The complaint may be reported during business or non-business hours.**
3. The complaint ~~will~~ **shall** include:
  - a. The student’s name and, in the complaint of a person acting on behalf of the student, the name and address of the complainant;;
  - b. The specific failure to act **of which** ~~that~~ the complainant complains of;;



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## Equity in Affirmative Action Program for School and Classroom Practices Complaint Procedure

- c. The school employee, if any, responsible for the alleged violation of the Affirmative Action Plan;
  - d. The results of discussions conducted in accordance with paragraph C.1. **above**; and
  - e. The reasons why ~~the~~ **these results of the discussions were** are not satisfactory **to the complainant**.
43. The Affirmative Action Officer will investigate the matter informally and will respond to the complaint in writing no later than seven working days after receipt of the ~~written~~ **complaint filed in accordance with C.2. above**. A copy of the complaint and the response will be forwarded to the Superintendent.
54. ~~The response of the~~ Affirmative Action Officer's **written response** may be appealed to the Superintendent in writing within three working days after it has been received by the complainant. The appeal will include the original complaint, the response to the complaint, and the complainant's reason for rejecting the response. A copy of the appeal must be given to the staff member alleged to have violated the Affirmative Action Plan.
65. On ~~his/her~~ **their** timely request (that is, submitted before the expiration of the time within which the Superintendent must render a decision), the complainant will be given an informal hearing before the Superintendent, at a time and place convenient to the parties, but no later than seven working days after the request for a hearing has been submitted. The Superintendent may also require the presence at the hearing of the staff member charged with violation of the Affirmative Action Plan and any other person with knowledge of the violation ~~complained of~~.
76. The Superintendent will render a written decision in the matter no later than seven working days after the appeal was filed or the hearing was held, whichever occurred later. Copies of the decision will be given to all parties and to the Board.



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## **Equity in Affirmative Action Program for School and Classroom Practices Complaint Procedure**

87. The complainant may appeal the Superintendent's decision to the Board by filing a written appeal with the Board Secretary no later than three working days after receipt of the Superintendent's decision. The appeal shall include:
- a. The original complaint;;
  - b. The response to the complaint;;
  - c. The Superintendent's decision;;
  - d. A transcript of the hearing, if one has been made, or a summary of the hearing to which all parties have consented;; and
  - e. The complainant's reason for believing the Superintendent's decision should be changed.
98. A copy of the appeal to the Board must be given to the staff member, if any, charged with a violation of the Affirmative Action Plan.
109. The Board will review all papers submitted and may render a decision on the basis of the proceedings below. If the complainant so requests, the Board may convene a hearing, at which all parties may be represented by counsel and may present and examine witnesses, who will testify under oath.
1140. The Board will render a written decision no later than forty-five calendar days after the appeal was filed or the hearing held, whichever occurred later. Copies of the decision will be given to all parties.
1211. The complainant will be informed of **their** ~~his/her~~ right to appeal the Board's decision to the Commissioner of Education or to the New Jersey Division on Civil Rights.



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**Equity in Affirmative Action Program for School  
and Classroom Practices Complaint Procedure**

D. Record

1. The records of any complaint processed in accordance with this procedure shall be maintained in a file separate from the student's cumulative file. A notation shall be made in the student's file of the presence of the record in the separate file.
2. **A copy of the decision rendered at the highest level finding a violation of the Affirmative Action Plan has occurred shall be kept in the personnel file of the employee found to have committed a violation of the Affirmative Action Plan.**

Issued:



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[See POLICY ALERT Nos. 209 and 232]

## 2411 GUIDANCE COUNSELING

The Board of Education requires that a planned program of guidance and counseling be an integral part of the educational program of the schools to assist students in making and implementing informed educational and occupational choices including academic, career, and personal/social development.

A program of guidance and counseling, including developmental career guidance and exploration, shall be offered to all students in this school district and shall

**Choose only one of the following alternatives:**

- be conducted entirely by teaching staff members certified as guidance personnel.
- include the services of teaching staff members certified as guidance personnel and other designated teaching staff members.
- be the responsibility of the classroom teacher, who may draw upon the services of other, more specialized staff members as required.
- involve the coordinated efforts of all teaching staff members under the leadership of certified guidance and counseling personnel.

The Superintendent is directed to implement a guidance program that carries out the purposes of this Policy and:

1. Involves teaching staff members at all appropriate levels;
2. Honors the individuality of each student;
3. Is integrated with the total educational program;
4. Is coordinated with available resources of the community;
5. Provides for cooperation of school staff with parents and shares parents' concern for the development of their children;



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Guidance Counseling

6. Provides for the means of sharing information among appropriate staff members in the student's interest;
7. **Ensures all students have access to adequate and appropriate counseling services, pursuant to N.J.A.C. 6A:7-1.7(c).**
  - a. **When informing students about possible careers or professional or vocational opportunities, the Board shall not restrict or limit the options presented to students on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a).**
  - b. **The Board shall not use tests or guidance or counseling materials that are biased or stereotyped on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a); and**  
  
~~is available equitably to all students and prohibits biased counseling and the use of materials that discriminate among students on the basis of their race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability; and~~
8. Establishes a referral system that utilizes all the aid the schools and community offer, guards the privacy of the student, and monitors the efficacy of such referrals.

N.J.A.C. 6A:19-1.2; 6A:8-2.2

N.J.A.C. **6A:7-1.1; 6A:7-1.3; 6A:7-1.7; 6A:8-3.2**

Adopted:





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[See POLICY ALERT No. 232]

## 3211 CODE OF ETHICS

The Board of Education endorses the code of ethics for professional educators published by the National Education Association (NEA).

### Preamble

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nature of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues;; of students;; of parent(s) ~~or legal guardian(s)~~; and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than one specifically designated by the NEA or its affiliates.

### Principle I -- Commitment to the Student

The educator strives to help each student realize **their** ~~his/her~~ potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:—

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.



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2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not, on the basis of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation,~~ unfairly:—
  - a. Exclude any student from participation in any program;
  - b. Deny benefits to any student; **or**
  - c. Grant any advantage to any student.
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.

## Principle II -- Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards to promote a climate that encourages the exercise of professional judgment, to achieve conditions which attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.



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In fulfillment of the obligation to the profession, the educator:—

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent **their** ~~his~~/her professional qualifications.
3. Shall not assist entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist a non-educator in the unauthorized practice of teaching.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

**N.J.A.C. 6A:7-1.1; 6A:7-1.3**

Adopted:



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Sportsmanship  
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[See POLICY ALERT No. 232]

## 5570 SPORTSMANSHIP

The Board of Education requires that all individuals involved in or attending the athletic and intramural programs sponsored by the Board exhibit sportsmanship when representing the school at any athletic event. Sportsmanship is defined as abiding by the rules of the contest as defined or accepted by the participating teams and ~~the gracious acceptance of victory or defeat~~. In exhibiting sportsmanship all participants shall:

1. **Respect** ~~Understand~~ and follow the rules of the contest;
2. Recognize skilled performance of others regardless of affiliation;
3. Display respect for all individuals participating in the athletic event;
4. Treat opponents in an empathetic manner; and
5. Congratulate opponents in victory or defeat.

**Unsportsmanlike conduct** ~~Failure to exhibit good sportsmanship shall include, but not be limited to, the following conduct:~~

1. Any person (**athletic department, staff member, student athlete, or a fan or spectator associated with the school district**) who strikes or physically abuses an official, coach, player, or spectator;
2. Any person (**athletic department, staff member, student athlete, or a fan or spectator associated with the school district**) who intentionally incites participants or spectators to **violent or abusive** action;
3. Any person (**athletic department, staff member, student athlete, or a fan or spectator associated with the school district**) who uses obscene gestures or **profane or** unduly provocative language or action towards officials, coaches, opponents, or spectators;



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4. ~~Any school or athletic staff member who is publicly critical of a game official or opposing coaches and/or players;~~
45. Any person (athletic department, staff member, student athlete, or a fan or spectator associated with the school district) who engages in **harassing verbal or physical** conduct which exhibits bias based on **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability; and
5. **Any school or athletic staff member who is publicly critical of a game official, opponents, and/or opposing coaches/players;**
6. ~~Schools or school organizations engaging in pre event activities of an intimidating nature, e.g. use of fog machines, blaring sirens, unusual sound effects or lighting, or similar activities.~~

## **Optional**

- 6{7. Other conduct judged by the **Principal or designee** \_\_\_\_\_ to be unsportsmanlike in character; and }  
\_\_\_\_\_

## **Optional**

- 7{8. Any violation of the rules of the New Jersey State Interscholastic Athletic Association.}

**Schools are not permitted to conduct pre-meet/game activities of an intimidating nature, e.g., the use of fog machines, the blaring of sirens or loud music/unusual sound effects, strobe/unusual lighting effects, or similar type activities.**

Failure to exhibit good sportsmanship may **subject the individual to disciplinary action as deemed appropriate by the Board** result in the Board denying the opportunity for any individual to participate in the athletic program or attend athletic events.

**NJSIAA General Information Constitution By-laws Rules and Regulations  
2023-2024 Guidelines  
N.J.A.C. 6A:7-1.1; 6A:7-1.3**

Adopted:



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**Equitable** Equal Educational Opportunity

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**M**

[See POLICY ALERT Nos. 209 and 232]

## 5750 EQUITABLE EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education **will ensure** ~~directs that~~ all students enrolled in the schools of this district shall be afforded **an equitable** equal educational **opportunity** ~~opportunities~~ in strict accordance with law. No student shall be denied access to or benefit from any educational program or activity or from a co-curricular or athletic activity on the basis of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability~~. The Board shall assure that all students are free from harassment, sexual or otherwise.

The Board directs the Superintendent to allocate faculty, administrators, support staff members, curriculum materials, and instructional equipment supplies among and between the schools and classes of this district in a manner that ensures equivalency of educational opportunity throughout this district. The school district's curricula in the following areas will ~~eliminate discrimination~~, promote mutual acceptance and respect among students, and enable students to interact effectively with others, regardless of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability~~:

1. School climate/learning environment;
2. Courses of study, including ~~p~~Physical ~~e~~Education;
3. Instructional materials and strategies;
4. Library materials;
5. Software and audio-visual materials;
6. Guidance and counseling;
7. Extra-curricular programs and activities; **and**
8. Testing and other assessments.



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## Equitable Equal Educational Opportunity

~~The school district's curricula will include Multi-cultural Education content and practices, instruction on African American History in the teaching of U.S. History and instruction on the Holocaust and other acts of genocide.~~

Affirmative action shall be taken to ensure that students are protected from the effects of discrimination, in accordance with Policy 2260. Students who experience less than equal educational opportunities or experience discrimination shall use the procedure established by Regulation 5750 to report and/or appeal any harassment or discriminatory practice.

The conduct of teaching staff members shall exemplify the highest principles of equality and democracy. Conduct and attitudes that display discrimination are contrary to the policies of this Board and, further, are destructive to the self esteem that this Board wishes to encourage in all students. A teaching staff member's act of derision or enmity, in any form, against a person or persons on the basis of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability~~ shall be considered to be conduct unbecoming to a professional staff member of this district and shall be subject to appropriate discipline.

The Superintendent shall develop and promulgate a procedure by which a student or parent may appeal Board policy, district practice, or the act or omission of any district employee that allegedly violates this Ppolicy.

42 U.S.C.A. 12101

N.J.S.A. 10:5-1 et seq.

N.J.S.A. 18A:4A-1 et seq.; 18A:6-5 et seq.; 18A:36-20

N.J.S.A.

N.J.A.C. 6A:7-1.1 et seq.; 6A:7-1.3; 6A:14-1.2

Adopted:



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Secret Societies  
Feb 24

[See POLICY ALERT No. 232]

## 5841 SECRET SOCIETIES

The Board of Education ~~prohibits certain~~ affirms the legislative prohibition of student organizations ~~declared harmful as defined in N.J.S.A. 18A:42-5 and 18A:42-6 with closed membership practices as hostile to the democratic ideals of public education.~~

No ~~student social~~ organization of students will be granted the use of school facilities or permitted the use of the name of the school or this school district unless that organization has first been approved by the **Principal or designee** \_\_\_\_\_. The application for such approval will set forth the purposes, constitution, and bylaws of the organization; its membership qualifications; and the process by which a person becomes a member.

No ~~student~~ organization will be approved if its purposes conflict with the authority and goals of this Board or the best interests of the students of this district; if membership is drawn from outside the currently enrolled student body; if membership qualifications are based on considerations of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, disability or political beliefs,~~ or any other consideration not appropriate to the purpose of the organization; or if any qualifying student who applies may be denied membership.

Nothing in this Policy shall prevent or otherwise deny participation in constitutionally protected prayer consistent with protections of the First Amendment of the United States Constitution.

A student who seeks to form or is a member of a fraternity, sorority, or other secret organization formed in whole or in part of students enrolled in this district may be disciplined by this Board. The Board reserves the right to require that any student attest as to **their** ~~his/her~~ membership in a secret organization.

N.J.S.A. 18A:42-5; 18A:42-6  
**N.J.A.C. 6A:7-1.1; 6A:7-1.3**

Adopted:





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[See POLICY ALERT No. 232]

## 7610 VANDALISM

The Board of Education believes that all school district property should be respected and all persons who use or have access to school district property should respect such property and take pride in the institutions of this community and the schools of this district.

Any person who purposely or knowingly damages school district property or damages school district property recklessly or negligently in the employment of fire, explosives, or another dangerous means listed in accordance with N.J.S.A. 2C:17-2 or purposely or recklessly tampers with the tangible property of the school district so as to endanger school district property shall be reported to the appropriate law enforcement agency. **Pursuant to N.J.S.A. 18A:37-3, the parent(s) of any minor who shall injure any public or nonpublic school property shall be liable for damages for the amount of injury to be collected by the Board or the owner of the premises in any Court of competent jurisdiction, together with costs of suit** ~~Where the damage to district property is more than minimal or has been caused by a student or a minor not a student of this district, the Board will hold liable for the amount of the damage the parent(s) or legal guardian(s) having legal custody and control of the minor responsible for the damage.~~

A person convicted of an offense of **criminal mischief** that involves an act of graffiti **may, in addition to any other penalty imposed by the Court, will be required to pay reimburse the school district monetary restitution in the amount of the pecuniary damage caused by the act of graffiti** ~~the cost of damages and may be required to perform community service, which may include removing the graffiti from the property, in accordance with N.J.S.A. 2C:17-3.c. the law.~~ **If community service is ordered by the Court, it shall be for either not less than twenty days or not less than the number of days necessary to remove the graffiti from the property** ~~In addition, the courts may suspend or postpone driving privileges of any person, at least thirteen and under eighteen years of age, if convicted of an act of graffiti.~~



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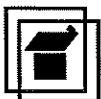
A person who purposely defaces or damages district property with any symbol that exposes persons to violence, contempt, or hatred on the basis of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability~~ **is may have committed guilty** of a crime and shall be reported to the appropriate law enforcement agency **in accordance with Policy and Regulation 8465, N.J.A.C. 6A:16-6.3, and the Memorandum of Agreement with Local Law Enforcement.**

The Board may also report to the appropriate law enforcement agencies any person whose vandalism of school property is serious or chronic.

~~The Superintendent shall develop regulations to implement this policy and to protect textbooks, school equipment, and school facilities from undue wear, damage, or loss.~~

N.J.S.A. 2C:33-10 et seq.  
N.J.S.A. 18A:34-2; 18A:37-3  
**N.J.A.C. 6A:7-1.1; 6A:7-1.3; 6A:16-6.3**

Adopted:



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[See POLICY ALERT No. 232]

## R 7610 VANDALISM

### A. Definitions

1. “Vandalism” means the willful and malicious acts of any person that result in the destruction, defacement, or damage of any property, real or personal, belonging to or entrusted to the Board of **Education**. Vandalism includes arson and ~~acts an~~ act of graffiti.
2. “Arson” means the willful and malicious burning or setting on fire of any building or part of any building owned or operated by the Board, by any person.
3. “Act of graffiti” means the drawing, painting, or making of any mark or inscription on school district real or personal property without the permission of the school district.

### B. Reporting Vandalism

1. Any school employee who has reason to believe ~~that~~ an act of vandalism has occurred shall immediately report that belief or suspicion to the Principal of the affected building or, if the vandalism occurs at a facility other than a school, the supervisor in charge of the facility.
2. The Principal or supervisor shall promptly institute an investigation of the report by taking these steps as appropriate to the extent and seriousness of the vandalism:
  - a. Requesting the reporting employee to file a report of the evidence giving rise to **their** his/her belief or suspicion that vandalism has occurred;
  - b. Visiting the site of the vandalism and examining its extent, taking photographs as necessary;
  - c. Determining and recording the names of witnesses, if any;



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- d. Interviewing witnesses and requesting their written reports of events;
  - e. Assessing the costs of repair and replacement of any parts of the building, furnishings, and/or equipment; and
  - f. Questioning the ~~person or~~ person(s), if any, identified as having caused the vandalism.
3. The Principal will complete and file with the Superintendent a detailed vandalism and property damage report.
4. The Principal will notify **law enforcement** ~~the police~~ **when appropriate and in accordance with applicable laws.** ~~if the vandalism involves:~~
- a. ~~Significant damage, or~~
  - b. ~~Arson, or~~
  - c. ~~Theft or burglary, or~~
  - d. ~~The use of any symbol that exposes persons to violence, contempt, or hatred on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability, or~~
  - e. ~~An act of graffiti.~~
- C. Penalties and Restitution
1. A student who vandalizes school property is subject to discipline, which may include suspension or expulsion, in accordance with **Board Policy, Board Regulation, and law Policy Nos. 5600, 5610, and 5620.**
  2. A student who vandalizes school property will be held liable for any damages caused by the act of vandalism.



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3. The parent(s) ~~or legal guardian(s)~~ of any minor who **shall injure any injures/vandalizes public or nonpublic** school property, ~~whether or not the minor is enrolled in this district,~~ shall be liable for damages ~~for to~~ the amount of the injury **to be collected by the Board or the owner of the premises in any Court of competent jurisdiction,** together with costs of suit **in accordance with** ~~if the Board must resort to legal process to obtain payment of damages.~~ N.J.S.A. 18A:37-3.
  - a. The **Principal or designee** \_\_\_\_\_ shall obtain a professional estimate of the cost of repairs and/or replacements necessitated by the vandalism.
  - b. The **Principal or designee** \_\_\_\_\_ shall present the student's parent(s) ~~or legal guardian(s)~~ with an itemized bill based on the estimated costs.
  - c. If, within **thirty** \_\_\_\_\_ calendar days, the student's parent(s) ~~or legal guardian(s)~~ has not paid the bill or made arrangements with the **Principal or designee** \_\_\_\_\_ for the payment of the bill in periodic installments, the Superintendent shall inform the Board and **may** recommend ~~that~~ the Board Attorney commence civil action for the amount due together with costs.
  - d. No diploma, transcript, transfer card, or report card will be issued to the student until all obligations to the Board have been met.
4. ~~The Principal will recommend to the Superintendent and the Superintendent will recommend to the Board, a student whose vandalism of school property is so serious or chronic as to warrant reporting the student to the police.~~
45. Any person who purposely defaces or damages school property with any symbol that exposes persons to violence, contempt, or hatred on the basis of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or~~



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~~sex, social or economic status, or disability is~~ **may have committed guilty** of a crime and shall be reported to the appropriate law enforcement agency **in accordance with Policy and Regulation 8465; N.J.A.C. 6A:16-6.3; and the Memorandum of Agreement with Local Law Enforcement.**

56. Any person who purposely or knowingly damages school district property recklessly or negligently in the employment of fire, explosives, or another dangerous means listed in accordance with N.J.S.A. 2C:17-2, or purposely or recklessly tampers with the tangible property of the school district so as to endanger school district property, will be reported to the appropriate law enforcement agency.
67. A person convicted of an offense **of criminal mischief** that involves an act of graffiti **may, in addition to any other penalty imposed by the Court,** will be required to **pay reimburse** the school district **monetary restitution in the amount of the pecuniary damage caused by the act of graffiti** ~~the cost of~~ damages and may be required to perform community service, which may include removing the graffiti from the property, in accordance with N.J.S.A. 2C:17-3.c. ~~the law.~~ **If community service is ordered by the Court, it shall be for either not less than twenty days or not less than the number of days necessary to remove the graffiti from the property.** ~~In addition, the courts may suspend or postpone driving privileges of any person, at least thirteen and under eighteen years of age, if convicted of an act of graffiti.~~

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[See POLICY ALERT No. 232]

## 9323 NOTIFICATION OF JUVENILE OFFENDER CASE DISPOSITION

School Principals have a need to receive and have access to juvenile justice proceedings involving juveniles who are registered students in the school building. The school Principal or designee shall have access to information relating to juvenile justice proceedings in accordance with N.J.S.A. 2A:4A-60.

The school Principal or designee, on a confidential basis, may request from law enforcement agencies at the time of charge, adjudication, or disposition, information as to the identity of a juvenile student charged, the offense charged, the adjudication, and the disposition. The school Principal or designee may inform school staff members of this information if the Principal or designee deems it appropriate for maintaining order, safety, or discipline in the school or for planning programs relevant to the juvenile's educational and social development. This information will not become part of the juvenile student's permanent school record and shall not be maintained except as authorized by regulation of the New Jersey Department of Education (NJDOE).

A law enforcement or prosecuting agency shall, at the time of a charge, adjudication, or disposition, send written notice to advise the school Principal or designee of the school where the juvenile is enrolled, of the identity of the juvenile charged, the offense charged, the adjudication, and the disposition if:

1. The offense occurred on school property or a school bus, occurred at a school-sponsored function, or was committed against an employee or official of the school; or
2. The juvenile was taken into custody as a result of information or evidence provided by school officials; or
3. The offense, if committed by an adult, would constitute a crime, and the offense:
  - a. Resulted in death or serious bodily injury or involved an attempt or conspiracy to cause death or serious bodily injury; or



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- b. Involved the unlawful use or possession of a firearm or other weapon; ~~or~~
- c. Involved the unlawful manufacture, distribution, or possession with intent to distribute a controlled dangerous substance or controlled substance analog; ~~or~~
- d. Was committed by a juvenile who acted with a purpose to intimidate an individual or group of individuals because of race, color, ~~creed~~, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, or **ethnicity** social or economic status, or disability; or
- e. Would be a crime of the first, ~~or second~~, or **third** degree.

Information provided to the Principal or designee pursuant to in accordance with N.J.S.A. 2A:4A-60.d. ~~the section above~~ shall be treated as confidential but may be made available to such members of the staff and faculty of the school as ~~the school Principal may inform school staff members of this information if~~ the Principal or designee deems it appropriate for maintaining order, safety, or discipline in the school or for ~~to~~ planning programs relevant to a the juvenile's educational and social development. This information will not become part of the juvenile student's permanent school record and shall not be maintained except as authorized by regulation of the NJDOE Department of Education.

Law enforcement or the prosecuting agency may provide the school Principal or designee with information identifying one or more juvenile students juveniles who are under investigation or who have been taken into custody for the commission of any act that would constitute an offense if committed by an adult when the law enforcement or prosecuting agency determines that the information may be useful to the Principal or designee in maintaining order, safety, or discipline in the school or in planning programs relevant to the juvenile's educational and social development. Information provided in accordance with N.J.S.A. 2A:4A-60.e. ~~the section above~~ shall be treated as confidential, but the school Principal or designee may inform school staff members of this information if the Principal or designee deems it appropriate for maintaining order, safety, or discipline in the school or for planning programs relevant to the juvenile's educational and social development. No information provided pursuant to N.J.S.A. 2A:4A-60 in accordance with this paragraph shall be maintained.





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Notification of Juvenile Offender Case Disposition

The Principal or designee who requests and/or receives information as specified in this Policy shall notify the Superintendent or designee within twenty-four hours of the request being made. In accordance with N.J.S.A. 53:1-20.6, the Principal or designee shall notify the Superintendent or designee of any applicable fees associated with the request.

The school district shall comply with the NJDOE Department of Education rules and regulations concerning the creation, maintenance, and disclosure of student records regarding school Principal or designee notification of juvenile offender case disposition and this Policy.

N.J.S.A. 2A:4A-60 P.L.1982, c.79

N.J.S.A.R.S. 53:1-15; 53:1-20.6

N.J.A.C. 6A:7-1.1; 6A:7-1.3

P.L.1985, c.69

Adopted:



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[See POLICY ALERT Nos. 187, 191, 209, 229, and 232]

## 2423 BILINGUAL AND ESL EDUCATION

The Board of Education will provide programs of bilingual education, English as a second language (ESL), and culturally and linguistically responsive, researched-based, and effective language instruction educational programs (LIEP) to all multilingual learners (ML) as required by law and rules of the New Jersey State Board of Education. MLs are those students whose primary language is not English and who have varying degrees of English language proficiency in any one of the domains of speaking, reading, writing, or listening and is synonymous with limited English-speaking ability pursuant to N.J.S.A. 18A:35-15 through 18A:35-26.1 and N.J.A.C. 6A:15-1.1 et seq.

The school district shall use, at the time of enrollment, the multi-step process to identify MLs enrolled in the district in accordance with N.J.A.C. 6A:15-1.3. The district shall administer to each student enrolled in the district the Statewide home-language survey (HLS) to determine which students in preschool to twelfth-grade have a primary language(s) other than English and, therefore, may be a ML.

The district shall then determine the English language proficiency of all Kindergarten to twelfth-grade students who are found eligible through N.J.A.C. 6A:15-1.3(a)1 or (a)2 and whose primary language is other than English by administering an English language proficiency (ELP) assessment. Students who do not meet the New Jersey Department of Education (Department)-established cut score standard on the ELP assessment shall be considered MLs and shall be offered entry into the district's LIEP. Preschool students who are identified as having a primary language other than English shall be identified as MLs. Prior to the start of their Kindergarten year, the district shall administer an ELP assessment to preschool MLs as part of the screener process to determine the ML's English language proficiency level. The district shall also use age-appropriate methodologies to identify preschool MLs to determine their individual language development needs.

The district shall provide to all preschool to twelfth-grade MLs enrolled in the district pursuant to N.J.S.A. 18A:7F-46 and N.J.S.A. 18A:7F-54 with equal educational opportunities and all educational activities and programs in accordance with the provisions of N.J.A.C. 6A:15-1.4.



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The school district providing a LIEP shall submit a plan every three years to the Department in accordance with the provisions of N.J.A.C. 6A:15-1.5.

Students enrolled in a LIEP shall have equal educational opportunities, including full access to educational opportunities and services available to other students in the school district pursuant to N.J.A.C. 6A:15-1.6.

As part of the district- and school-level plans for professional development requirements pursuant to N.J.A.C. 6A:9C-4.2, the Board shall describe professional learning for bilingual, ESL, and academic content teaching staff members whose classroom instruction is in English; administrators who supervise bilingual/ESL programs; and administrators and any personnel who observe and evaluate teaching staff members of MLs in accordance with the provisions of N.J.A.C. 6A:15-1.7.

All teachers of bilingual programs shall hold a valid New Jersey instructional certificate with an endorsement for the appropriate grade level and/or academic content area and a standard certificate with a bilingual/bicultural education endorsement, pursuant to N.J.S.A. 18A:6-38 et seq., N.J.S.A. 18A:35-15 to 26, and N.J.A.C. 6A:9B-11.5 in accordance with the provisions of N.J.A.C. 6A:15-1.8.

Students identified as MLs shall be assessed annually using English Language Placement (ELP) assessments to measure the progress toward English language proficiency and to determine readiness for exiting the LIEP in accordance with the provisions of N.J.A.C. 6A:15-1.9. Students who meet the criteria for Statewide alternate assessments, pursuant to N.J.A.C. 6A:14-4.10(a)2., shall be assessed annually using an alternate ELP assessment. Every student participating in a bilingual, ESL, or English language services program established pursuant to N.J.S.A. 18A:35-15 et seq. shall be entitled to continue such participation for a period of three years pursuant to N.J.S.A. 18A:35-19.

MLs enrolled in the LIEP shall be placed in a classroom(s) where the primary language of instruction is English when the ML has demonstrated readiness to exit a LIEP first by achieving the Department-established cut score on an ELP or alternate ELP assessment. The student's readiness shall be further assessed by the use of a Department-established English language observation form that considers, at a minimum: classroom performance; the student's reading level in English; the observations of the teaching staff members responsible for the educational program of the student; and performance on achievement tests in English.



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In accordance with the provisions of N.J.S.A. 18A:35-22.1, a parent may remove a student who is enrolled in a bilingual education program at any time; except that during the first three years of a student's participation in a bilingual education program, a parent may only remove the student at the end of each school year.

If a parent wishes to remove the student prior to the end of each school year, the removal shall be approved by the Executive County Superintendent. If the Executive County Superintendent determines the student should remain in the bilingual education program until the end of the school year, the parent may appeal the Executive County Superintendent's decision to the Commissioner of Education or designee pursuant to the provisions of N.J.S.A. 18A:35-19.2.

Newly exited students who are not academically progressing in classes where English is the primary language of instruction may be considered for reentry to a LIEP in accordance with the provisions of N.J.A.C. 6A:15-1.9(g)1 through (g)5.

All MLs shall satisfy requirements for high school graduation pursuant to N.J.A.C. 6A:8-5.1(a) and Policy 5460 in accordance with the provisions of N.J.A.C. 6A:15-1.10.

All Kindergarten through twelfth-grade LIEPs shall be conducted within classrooms within the school district pursuant to N.J.S.A. 18A:35-20 in accordance with the provisions of N.J.A.C. 6A:15-1.11.

The parent of a ML shall be notified in accordance with the provisions of N.J.A.C. 6A:15-1.12 that their child has been identified as eligible for placement in a LIEP. Notice shall be in writing and in the language in which the parent possesses a primary speaking ability, and in English. The notice must also include the provisions detailed at N.J.A.C. 6A:15-1.12(b). Progress reports shall be written in English and in the primary language spoken by the parent of students enrolled in the LIEP.

Pursuant to N.J.A.C. 6A:15-1.13, with approval of the Executive County Superintendent on a case-by-case basis, the Board may join with another district Board to provide a LIEP and an individualized learning opportunity, pursuant to N.J.A.C. 6A:8-5.1(a)2, to a ML who chooses to utilize it to meet the 120-credit graduation requirement, in whole or in part.



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The Superintendent or designee shall provide for the maximum practicable engagement of the parent of MLs in the development and review of program objectives and dissemination of information to and from the Boards and communities served by the LIEP in accordance with the provisions of N.J.A.C. 6A:15-1.14. With the exception of a Board implementing an English language services or ESL program, each Board implementing a LIEP shall establish a parent advisory committee on bilingual education of which the majority membership shall be the parents of MLs.

N.J.S.A. 18A:35-15 through 18A:35-26.1  
N.J.A.C. 6A:14-4.10; 6A:15-1.1 et seq.

Adopted:



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## R 2423 BILINGUAL AND ESL EDUCATION

### A. Definitions – N.J.A.C. 6A:15-1.2

1. “Alternate English language proficiency assessment” (alternate ELP assessment) means a New Jersey Department of Education (Department)-approved assessment for students with the most significant cognitive disabilities that assesses a student’s English language proficiency (ELP) on the four domains of listening, speaking, reading, and writing, and that is aligned with the English Language Development (ELD) standards and the Individuals with Disabilities Education Act (IDEA).
2. “Bilingual education program” means a full-time language instruction educational program (LIEP) in all courses or subjects provided in accordance with N.J.S.A. 18A:35-18. Students in a bilingual education program receive instruction in the primary language of multilingual learners (ML) enrolled in the program and in English, while also receiving English as a second language (ESL) instruction. Educators use the primary language of instruction to enhance literacy in the primary language and as a support in the development of listening, speaking, reading, and writing skills in English. Students also receive instruction in the history and culture of the country, territory, or geographic area that is the native land of the parents and families of MLs enrolled in the program, and in the history and culture of the United States.
3. “Bilingual part-time program” means an instructional program alternative in which students receive their academic content area classes in English language arts (ELA) and mathematics instruction with a certified bilingual teacher who provides instruction in the primary language of the MLs in the program, as well as ESL instruction.
4. “Bilingual resource program” means an instructional program alternative in which students receive instruction and resources that are individualized for each student, daily instruction from a certified bilingual teacher in academic content areas as identified by the school district, as well as ESL instruction.



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5. “Bilingual tutorial program” means an instructional program alternative in which students receive one period of instruction from a certified bilingual teacher in an academic content area required for graduation, a second period of tutoring in another required content area, as well as ESL instruction.
6. “Class period” means the time allocated for instruction in academic content areas as part of the regular school schedule for each day in session as set forth at N.J.A.C. 6A:32-8.3. In a block schedule, weekly instruction is equivalent to one class period for each day of school in a given week.
7. “Cut score” means the same as that term is defined pursuant to N.J.A.C. 6A:8-1.3.
8. “Dual language immersion program” means, for the purpose of meeting the LIEP requirements at N.J.S.A. 18A:35-18 and N.J.A.C. 6A:15, a full-time LIEP that provides students structured English language instruction and instruction in a second language in all academic content areas. MLs in the program receive instruction in their primary language, as well as ESL instruction. A dual language immersion program provides daily instruction in English and a minimum of fifty percent of instruction in the primary language of enrolled MLs. A dual language immersion program that is designed to support MLs is sometimes referred to as a two-way bilingual education program.
9. “Early Language Development Standards” means the preschool English language development standards for preschool students developed by WIDA. The standards correspond to five domains of children’s development and learning: approaches to learning, language and communication development, cognition and general knowledge, physical well-being and motor development, and social and emotional development. The standards incorporated herein by reference, are published by the Board of Regents of the University of Wisconsin System, on behalf of the WIDA Consortium and are available at <https://wida.wisc.edu/teach/early>.
10. “Educational activities and programs” means the same as that term is defined pursuant to N.J.A.C. 6A:7-1.3.



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11. “Educational equity” means the same as that term is defined pursuant to N.J.A.C. 6A:7-1.3.
12. “Educational needs” means the particular educational requirements of MLs; the fulfillment of which will provide them with equal educational opportunities.
13. “English as a second language (ESL) program” means a daily class period of second-language acquisition instruction within a LIEP and based on a student’s English language proficiency that teaches the English language development standards and incorporates the cultural aspects of the students’ experiences in their ESL instruction.
14. “English language development standards” or “ELD standards” means the 2020 Amplification of the English Language Development Standards, Kindergarten – Grade 12 incorporated herein by reference, as amended and supplemented, developed by WIDA. They are the standards and language competencies in listening, speaking, reading, and writing that MLs in preschool programs, and elementary and secondary schools, need to become fully proficient in English and to have unrestricted access to grade-appropriate instruction in challenging academic content areas. The standards are a version of ELA that have been crafted to address the specific developmental stages of students learning English. The standards are published by the Board of Regents of the University of Wisconsin System, on behalf of the WIDA Consortium ([www.wida.us](http://www.wida.us)) and are available for review at <https://wida.wisc.edu/sites/default/files/resource/WIDA-ELD-Standards-Framework-2020.pdf>.
15. “English language proficiency assessment” or “ELP assessment” means a Department-approved assessment that evaluates a student’s English language proficiency on the four domains of listening, speaking, reading, and writing, and that is aligned with the ELD standards.
16. “English language services” means services designed to improve the English language skills of MLs. The services, provided in school districts with less than ten MLs in Kindergarten through twelfth-grade, are part of the regular school program and are designed to develop proficiency in the ELD standards.





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17. “Equal educational opportunity” means the same as that term is defined pursuant to N.J.A.C. 6A:7-1.3.
18. “Exit criteria” means the criteria that must be applied before a student may be exited from a LIEP.
19. “High-intensity ESL program” means an instructional program alternative in which students receive two or more class periods each day in session of ESL instruction. One period is the standard ESL class, and the other period is a tutorial or ESL reading class.
20. “Instructional program alternative” means a LIEP, other than bilingual education and/or dual language immersion, that may be established by the Board of Education in consultation with, and approval of, the New Jersey Department of Education through a waiver request pursuant to N.J.S.A. 18A:35-18. All students in an instructional program alternative receive an ESL class period each day in session.
21. “Language instruction educational program” or “LIEP” means the program of services in which a ML receives instruction and support to develop and attain English language proficiency while meeting or exceeding the New Jersey Student Learning Standards (NJSLS) in academic content areas. MLs in a LIEP develop proficiency in the English language while they develop skills and knowledge within the academic content areas. A LIEP includes the services that all MLs are entitled to receive, pursuant to N.J.S.A. 18A:35-16 and N.J.A.C. 6A:15. LIEP includes “programs of bilingual education,” pursuant to N.J.S.A. 18A:35-16, and “instructional alternative programs,” pursuant to N.J.S.A. 18A:35-18.
22. “Multicultural curriculum” means the same as that term is defined pursuant to N.J.A.C. 6A:7.
23. “Multilingual learner” or “ML” means a student whose primary language is not English, who is identified through the process set forth in N.J.A.C. 6A:15, and who is developing proficiency in multiple languages (e.g., English and a primary language). The term is synonymous with “English learner” or “English language learner”.



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24. “Newcomer” means any student born outside of the United States who has recently arrived in the United States. Newcomer is an umbrella term that includes a heterogenous group of immigrants; some newcomers may also be MLs or students with interrupted formal education (SIFE).
25. “NJSLs” means the New Jersey Student Learning Standards as defined at N.J.A.C. 6A:8-1.3.
26. “Parent(s)” means the natural or adoptive parent, legal guardian, surrogate parent appointed pursuant to N.J.A.C. 6A:14-2.2, or a person acting in the place of a parent (such as a grandparent or stepparent with whom the student lives or a person legally responsible for the student’s welfare). Unless parental rights have been terminated by a court of appropriate jurisdiction, the parent retains all rights pursuant to N.J.A.C. 6A:32. In addition, a resource family parent may act as a parent pursuant to N.J.A.C. 6A:32 if the parent’s authority to make education decisions on the student’s behalf has been terminated by a court of appropriate jurisdiction.
27. “Primary language” means the language or mode of communication in which a ML is most fluent or speaks more regularly than any other language. In the case of a student, the primary language is the language normally used by the student’s parent.
28. “Sheltered English instruction” means an instructional program alternative to make academic instruction in English understandable to MLs. Sheltered English classes are taught by classroom teachers who deliver instruction in English, may not hold a bilingual/ESL endorsement, but have received training on strategies for instructional adaptation, pursuant to N.J.A.C. 6A:8-1.3, to make academic content areas comprehensible for MLs.
29. “State Seal of Biliteracy” means a recognition awarded pursuant to N.J.A.C. 6A:8-5.3.



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30. “Statewide home-language survey” or “Statewide HLS” means a standardized questionnaire developed by the Department for school districts to use to help identify which students are potential MLs and which students will require a record review and an ELP assessment to determine whether they are eligible for placement in a LIEP.
31. “Student with interrupted formal education” or “SIFE” means a ML in grades four to twelve who has experienced disruptions in their formal education that took place outside of the United States.

B. Identification of Eligible Multilingual Learners – N.J.A.C. 6A:15-1.3

1. The school district shall use, at the time of enrollment, the multi-step process set forth at N.J.A.C. 6A:15-1.3(a)1 through (a)3 and B.1.a. through B.1.c. below to identify MLs enrolled in the school district.
  - a. The district shall administer to each student enrolled in the school district the Statewide HLS. The district shall use the Statewide HLS to determine which students in preschool to twelfth-grade have a primary language(s) other than English and, therefore, may be a ML. The Statewide HLS shall be completed, in writing, or by verbal interview by an individual with knowledge of the student, such as a parent(s), trained school district personnel, or a bilingual or ESL teacher;
  - b. Following the administration of the Statewide HLS, the district shall conduct a records review process to determine whether the student is a ML.
    - (1) The records review process may include, but is not limited to, reviewing available information about the student’s overall academic performance from current or prior years; observations of teaching staff members who have worked with the student; interviews with the student or the student’s parent or family in their primary language; and/or additional school records as needed in compliance with State and Federal student privacy laws; and



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- c. The district shall then determine the English language proficiency of all Kindergarten to twelfth-grade students who are found eligible through N.J.A.C. 6A:15-1.3(a)1 or (a)2 and B.1.a. or B.1.b. above and whose primary language is other than English by administering an ELP assessment. Students who do not meet the Department-established cut score on the ELP assessment shall be considered MLs and shall be offered entry into the district's LIEP.
    - (1) Preschool students who are identified, pursuant to the processes set forth at N.J.A.C. 6A:15-1.3(a)1 and (a)2 and B.1.a. and B.1.b. above, as having a primary language other than English shall be identified as MLs. Prior to the start of their Kindergarten year, the district shall administer an ELP assessment to preschool MLs as part of the screener process to determine the ML's English language proficiency level.
    - (2) The district shall also use age-appropriate methodologies to identify preschool MLs to determine their individual language development needs.
  2. The district shall maintain a roster indicating all identified students whose primary language is other than English and who are MLs.
- C. Board Requirements, Including Language Instruction Educational Programs for Multilingual Learners – N.J.A.C. 6A:15-1.4
1. The district shall provide all preschool to twelfth-grade MLs enrolled in the school district pursuant to N.J.S.A. 18A:7F-46 and 18A:7F-54 with equal educational opportunities and all educational activities and programs, including required courses and support services defined at N.J.A.C. 6A:15-1.4(b) through (e) and C.2. through C.5. below to prepare MLs to meet or exceed the NJSLs for high school graduation. The instructional opportunities shall be designed to assist MLs to fully comprehend all subject matter and demonstrate their mastery of all NJSLs academic content areas.



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- a. Instructional opportunities may also include individualized and targeted supports, as needed by MLs.
  - b. The district shall ensure that all educational services, activities, and programs incorporate a linguistically and culturally responsive, multicultural curriculum in accordance with N.J.S.A. 18A:35-4.35, 18A:35-4.36, and 18A:35-4.36a. to ensure educational equity aligned to the Board of Education's Comprehensive Equity Plan, pursuant to N.J.A.C. 6A:7.
2. The Board shall provide all MLs with a LIEP.
- a. The Board shall provide appropriate instructional programs to preschool MLs pursuant to N.J.A.C. 6A:15-1.4(c) and C.3. below.
  - b. Whenever there are twenty or more MLs in Kindergarten through twelfth-grade in any one language classification enrolled in the school district, a LIEP shall include bilingual education or dual language immersion programs pursuant to N.J.A.C. 6A:15-1.4(e) and C.5. below, unless waived pursuant to N.J.A.C. 6A:15-1.15 and N. below.
  - c. Whenever there are ten or more MLs in Kindergarten through twelfth-grade enrolled in the school district, an ESL program shall be provided.
  - d. Whenever there are at least one, but fewer than ten MLs in Kindergarten through twelfth-grade enrolled in the school district, the Board shall provide the MLs with English language services. English language services shall be provided as part of the regular school program.
  - e. Instructional program alternatives may be implemented pursuant to N.J.A.C. 6A:15-1.15 and N. below.
3. The Board shall provide appropriate instructional programs to eligible preschool MLs based on the New Jersey Preschool Program Implementation Guidelines and the New Jersey Preschool Teaching and Learning Standards of Quality, pursuant to N.J.A.C. 6A:13A – Elements of High-Quality Preschool Programs.



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- a. A program that meets the New Jersey Preschool Teaching and Learning Standards of Quality and is approved, pursuant to N.J.A.C. 6A:13A, will be considered a preschool LIEP.
4. The Board shall establish bilingual education or dual language immersion programs whenever there are twenty or more MLs in any one language classification enrolled in the school district in Kindergarten through twelfth-grade, pursuant to N.J.S.A. 18A:35-18. Bilingual education or dual language immersion programs shall:
    - a. Be designed to prepare MLs to acquire sufficient English knowledge and skills to meet the NJSLS. All MLs participating in bilingual and dual language immersion programs shall also receive a class period of ESL instruction each day in session;
    - b. Include a curriculum that is aligned to the NJSLS and the ELD standards and includes primary language instruction delivered to further master literacy in the primary language and as a support in the development of English proficiency;
    - c. Include the full range of required courses and activities offered on the same basis and under the same rules that apply to all students within the school district; and
    - d. Utilize a curriculum for bilingual education programs that is adopted by the Board.
  5. The Board shall provide at least one class period of ESL instruction each day in session based on a student's English language level to all MLs placed in a LIEP.
    - a. The Board shall develop and adopt an ESL curriculum that addresses the ELD standards to address the instructional needs of MLs.
    - b. The ESL curriculum shall be cross-referenced to the school district's bilingual education and academic content area curricula to ensure that ESL instruction is correlated to all academic content areas taught.



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6. The Board may establish dual language immersion programs to meet the requirement at N.J.A.C. 6A:15-1.4(b)2. and C.2.b. above and N.J.S.A. 18A:35-15 through 18A:35-26.
  - a. Dual language immersion programs shall be designed to help students achieve proficiency in English and in a second language while mastering academic content area skills.
  - b. Instruction shall be in all courses or subjects of study that allow students to meet all grade promotion and graduation standards.
  - c. Classes in dual language immersion programs shall be comprised of at least fifty percent MLs.
  - d. The program may be coordinated with the school district's world languages program.
  - e. Dual language immersion programs that are not established to provide the LIEP services required pursuant to N.J.S.A. 18A:35-15 through 18A:35-26 do not have to comply with the requirements of N.J.A.C. 6A:15, Policy 2423, and this Regulation.
7. The Board may establish a newcomer program for a limited duration in time to address the needs of recent immigrant students, particularly SIFEs, before the students transition to a general education classroom. A high-quality newcomer program shall:
  - a. Be age-appropriate;
  - b. Include content that relates to the NJSLS;
  - c. Include social-emotional learning; and
  - d. Include courses that are credit-bearing and count toward graduation pursuant to N.J.A.C. 6A:8, or promotion requirements to allow students to meet grade-level standards within a reasonable period of time.



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8. The Board shall offer sufficient courses and other relevant supplemental instructional opportunities in grades nine through twelve to enable MLs to meet or exceed the NJSLs for graduation. When sufficient numbers of students are not available to form a bilingual class in an academic content area, the Board shall develop, in consultation with and approved by the Department, plans to meet the needs of the students.
9. In addition to N.J.A.C. 6A:15-1.4(a) through (h) and C.1. through C.8. above, the Board shall design additional programs and services to meet the special needs of eligible MLs. The additional programs and services shall include, but not be limited to, individualized and targeted supports through Title I programs; special education; career and technical education programs; gifted and talented education services; supports to help MLs earn a State Seal of Biliteracy pursuant to N.J.A.C. 6A:8-5.3; and individualized learning opportunities pursuant to N.J.A.C. 6A:8-5.1.
10. The Board may establish a program in bilingual education or dual language immersion for any language classification with fewer than twenty students.
11. The Board shall establish a process for how MLs in high school may meet the world language or ELA course graduation requirements, pursuant to N.J.A.C. 6A:8-5.1, by applying credits earned in an ESL course. The Board shall verify on a student's record that the applicable ESL credits meet or exceed the NJSLs at the high school level.

## D. Approval Procedures – N.J.A.C. 6A:15-1.5

1. The school district providing a LIEP shall submit a plan every three years to the Department for approval.
2. The Board of Education's LIEP plan shall demonstrate that:
  - a. For Kindergarten through twelfth-grade, LIEP curricula include or are aligned with:





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- (1) The NJSLS;
  - (2) The ELD standards; and
  - (3) A multicultural curriculum, pursuant to N.J.S.A. 18A:35-4.36a and N.J.A.C. 6A:7.
- b. For preschool, the ML instruction and support meets the language instruction requirements in the New Jersey Preschool Program Implementation Guidelines and the New Jersey Preschool Teaching and Learning Standards of Quality, pursuant to N.J.A.C. 6A:13A and the curricula include or are aligned with:
- (1) The NJSLS;
  - (2) The ELD standards for preschool; and
  - (3) A multicultural curriculum, pursuant to N.J.S.A. 18A:35-4.36a and N.J.A.C. 6A:7.
- c. MLs have equitable access to educational activities and programs in a manner aligned to the Board's Comprehensive Equity Plan, pursuant to N.J.A.C. 6A:7.
- d. School district staff engage in ongoing and continuous program evaluations that shall include regular reviews of student performance data (for example, graduation rates and assessment results) and other measures (for example, absenteeism, disciplinary records, and course enrollment) to evaluate whether MLs in the district have equitable access to educational opportunities, including, but not limited to, gifted and talented programs; advanced coursework and dual enrollment; work-based learning opportunities; extra-curricular activities; and career counseling.
- e. Preschool students participate in instructional activities pursuant to N.J.A.C. 6A:13A.



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- f. Bilingual and dual language immersion programs promote bilingualism, biliteracy, cross-cultural competency, high levels of academic achievement in both languages, and a path, if available, toward attaining the State Seal of Biliteracy.
  3. The Board's LIEP plan submitted to the Department for approval shall include information on the following:
    - a. Identification of MLs in preschool through twelfth-grade;
    - b. LIEP description;
    - c. The number of staff hired for the LIEP by certificate type;
    - d. Bilingual and ESL curriculum;
    - e. Evaluation design;
    - f. Review process for a student's exit from ML status; and
    - g. A budget for all components of the LIEP.
  4. The Department will review the plan to ensure the Board has a system of support for all MLs that is aligned to N.J.A.C. 6A:15, Policy 2423, and this Regulation. The Department may request modifications of the plan, as appropriate, and shall determine whether to approve the Board's plan.
- E. Supportive Services – N.J.A.C. 6A:15-1.6
1. Students enrolled in a LIEP shall have equal educational opportunities, including full access to educational opportunities and services available to other students in the district.



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2. The school district shall provide MLs with linguistically and culturally responsive supportive services, such as academic counseling; tutoring; career guidance; and mental health counseling. Bilingual personnel who are trained in social-emotional learning and are familiar with and knowledgeable about the unique assets and needs of the MLs, including newcomers and SIFEs, and their parents, shall provide the services.

## F. Professional Development – N.J.A.C. 6A:15-1.7

1. As part of the district- and school-level plans for professional development requirements at N.J.A.C. 6A:9C-4.2, the Board of Education shall describe professional learning for bilingual, ESL, and academic content teachers whose classroom instruction is in English; administrators who supervise bilingual/ESL programs; and administrators and any personnel who observe and evaluate teachers of MLs.
2. The district- and school-level professional development plan shall:
  - a. Include instructional adaptational strategies, pursuant to N.J.A.C. 6A:8-3.1, and training on appropriate assessments to help MLs meet the NJSLs and the ELD standards;
  - b. Address the needs of bilingual and ESL teachers, who shall receive training in the use of the ESL curriculum and the ELD standards; and
  - c. Ensure all teachers receive training on the ELD standards and how to provide linguistically and culturally accessible instruction and appropriate modifications and accommodations for MLs.

## G. Certification – N.J.A.C. 6A:15-1.8

1. All teachers of bilingual programs shall hold a valid New Jersey instructional certificate with an endorsement for the appropriate grade level and/or academic content area and a standard certificate with a bilingual/bicultural education endorsement, pursuant to N.J.S.A. 18A:6-38 et seq., N.J.S.A. 18A:35-15 to 26, and N.J.A.C. 6A:9B-11.5.



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2. Dual language immersion programs, for the purpose of meeting the LIEP requirements at N.J.S.A. 18A:35-18; N.J.A.C. 6A:15; Policy 2423; and this Regulation may be taught by one or more teaching staff members. In these dual language immersion programs, the following endorsements to an instructional certificate shall be fulfilled by one or more teaching staff members:
    - a. An endorsement for the appropriate grade level and/or academic content area being taught; and
    - b. An endorsement in bilingual/bicultural education or world languages.
      - (1) A teaching staff member of a language other than English has demonstrated linguistic competence in the language of their instruction, pursuant to N.J.A.C. 6A:9B-10.5 or 11.5(a)2.
  3. All teaching staff members of ESL classes shall hold a valid New Jersey instructional certificate with an ESL endorsement, pursuant to N.J.S.A. 18A:6-38 et seq. and N.J.A.C. 6A:9B-11.6.
  4. All teaching staff members providing English language services shall hold a valid New Jersey instructional certificate.
- H. Language Instruction Educational Program Placement, Assessment, Exit, and Reentry – N.J.A.C. 6A:15-1.9
1. All MLs from Kindergarten through twelfth-grade shall be enrolled in a LIEP established by the Board of Education in accordance with N.J.A.C. 6A:15-1.4(b) through (f) and C.2. through C.6. above, N.J.A.C. 6A:15-1.15(a) and N.1. below, and N.J.S.A. 18A:35-18 and N.J.S.A. 18A:35-22.
  2. Students identified as MLs shall be assessed annually using ELP assessments to measure the progress toward English language proficiency and to determine readiness for exiting the LIEP. Students who meet the criteria for Statewide alternate assessments, pursuant to N.J.A.C. 6A:14-4.10(a)2, shall be assessed annually using an alternate ELP assessment.



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3. A ML enrolled in the LIEP shall be placed in a classroom(s) where the primary language of instruction is English when the ML has demonstrated readiness to exit a LIEP first by achieving the Department-established cut score on an ELP or alternate ELP assessment. The student's readiness shall be further assessed by the use of a Department-established English language observation form that considers, at a minimum: classroom performance; the student's reading level in English; the observations of the teaching staff members responsible for the educational program of the student; and performance on achievement tests in English.
  - a. Pursuant to 34 CFR §200.6(h)(4)(ii), a ML with a disability whose disability makes it impossible for the student to be assessed in a particular domain because there are no appropriate accommodations for assessing the student in that domain may be exited from ML status based on the student meeting the Department-determined cut score on the remaining domains in which the student was assessed.
4. When the review process for exiting a student from a LIEP has been completed, the district shall notify, by written communication, the student's parent of the placement determination. If the parent or a teaching staff member disagrees with the student's placement, the parent or teaching staff member may appeal the placement to the Commissioner of Education, pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3, after exhausting the school district's appeal process.
5. A parent may remove a student who is enrolled in a LIEP pursuant to N.J.S.A. 18A:35-22.1.
  - a. A student who is identified as a ML and whose parent refuses placement in a LIEP shall still access and meet the academic expectations of the NJSLs. Pursuant to N.J.A.C. 6A:8, N.J.A.C. 6A:15-1.6, and E. above, the district shall ensure that students whose parents refuse placement are provided the appropriate instructional adaptations and appropriate assessment modifications and accommodations for Statewide assessments.



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6. The district shall monitor, for a minimum of two years, the academic progress of students who are exited from a LIEP to ensure that the students are continually meeting or exceeding the NJSLS when the curriculum and instruction are delivered in English.
7. Newly exited students who are not academically progressing in classes where English is the primary language of instruction may be considered for reentry to a LIEP as follows:
  - a. After a minimum of one-half an academic year and within two years of exit, the teaching staff member delivering instruction in English may recommend retesting with the approval of the Principal.
  - b. A waiver of the minimum time limitation may be approved by the Executive County Superintendent upon request of the Superintendent if the student is experiencing extreme difficulty in adjusting to classes where English is the primary language of instruction.
  - c. The recommendation for retesting shall be based on the teaching staff member's documented observation of a student's academic performance and data-based determination that the student is experiencing difficulties due to problems in using the English language to communicate effectively with peers and adults; understand directions given by the teaching staff member; and/or comprehend basic verbal and written materials.
  - d. The student shall be tested using a different form of the English language proficiency assessment than the one used to exit the student from the LIEP.
  - e. If the student scores below the Department-determined cut score on the English language proficiency assessment, the student shall be reenrolled into a LIEP.



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I. Graduation Requirements for Multilingual Learners – N.J.A.C. 6A:15-1.10

All MLs shall satisfy requirements for high school graduation pursuant to N.J.A.C. 6A:8-5.1(a).

J. Location – N.J.A.C. 6A:15-1.11

1. All Kindergarten through twelfth-grade LIEPs shall be conducted within classrooms within the school district pursuant to N.J.S.A. 18A:35-20, except under the following circumstances:

- a. A LIEP is conducted in another school district as part of a joint program, pursuant to N.J.A.C. 6A:15-1.13 and L. below; or
- b. A ML's individualized learning opportunity, pursuant to N.J.A.C. 6A:8-5.1(a)2, occurs outside of the school district's classrooms.

K. Notification – N.J.A.C. 6A:15-1.12

1. The district shall notify, by written communication, the parent of a ML of the fact that their child has been identified as eligible for placement in a LIEP.

- a. The district shall issue the notification within thirty calendar days of the start of the school year.
- b. For a student who enrolls after the beginning of the school year, the district shall issue the notification within fourteen calendar days of the student being placed in a LIEP.

2. The notice shall be in writing and in the language in which the parent possesses a primary speaking ability, and in English, and shall include the following information:

- a. Why the student was identified as a ML;



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- b. Why the school district determined the student needs to be placed in a LIEP that will help the student develop and attain English proficiency and meet the NJSLS;
  - c. The student's level of English language proficiency, how the level of English language proficiency was assessed, and the student's performance in academic content areas;
  - d. The method of instruction the school district will use to serve the student, including a description of other instruction methods available and how those methods differ in content, instructional goals, and the use of English and a primary language, if applicable;
  - e. How the program will meet the student's specific needs in attaining English language proficiency and meeting or exceeding the NJSLS;
  - f. The program's exit requirements, the expected amount of time that the ML will need to successfully achieve in classrooms where the language of instruction is English, and, in the case of high school students, the expected rate of graduation;
  - g. How the LIEP will meet the objectives of the individualized education program of a student with a disability; and
  - h. A statement that the parent may decline the child's enrollment in a LIEP, and that the parent shall be given an opportunity to do so or to select a different type of LIEP service available at the child's school.
3. The district shall send progress reports to the parents of students enrolled in a LIEP in the same manner and frequency as progress reports are sent to the parent of other students enrolled in the school district.
  4. Progress reports shall be written in English and in the primary language spoken by the parent of students enrolled in the LIEP.





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5. The district shall notify the parent when the student meets the exit criteria and is placed in a monolingual English program. The notice shall be in English and in the language in which the parent possesses a primary speaking ability.
- L. Joint Programs – N.J.A.C. 6A:15-1.13
1. With approval of the Executive County Superintendent on a case-by-case basis, the Board of Education may join with another district Board to provide:
    - a. A LIEP; and
    - b. An individualized learning opportunity, pursuant to N.J.A.C. 6A:8-5.1(a)2, to a ML who chooses to utilize it to meet the 120-credit graduation requirement, in whole or in part.
- M. Parental and Family Engagement – N.J.A.C. 6A:15-1.14
1. The Superintendent or designee shall provide for the maximum practicable engagement of the parent of MLs in the development and review of program objectives and dissemination of information to and from the Boards of Education and communities served by the LIEP.
    - a. This duty includes ensuring all information regarding a ML’s educational experience is available in the language in which the parent possesses a primary speaking ability, and in English. This information includes, but it not limited to: district- and school-level policies; invitational letters regarding school or district programs; information regarding student discipline policies and procedures; registration and enrollment; report cards; requests for parent permission for student participation in district or school activities; parent-teacher conferences; parent handbooks; and gifted and talented programs.
  2. With the exception of a Board implementing an English language services or ESL program, each Board implementing a LIEP shall establish a parent advisory committee on bilingual education of which the majority membership shall be the parents of MLs.



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## N. Waiver Process Provided by Statute – N.J.A.C. 6A:15-1.15

1. A school district that has twenty or more students eligible for the bilingual education program in Kindergarten through twelfth-grade may request annual approval from the Department to waive the requirement at N.J.A.C. 6A:15-1.4(d) and C.4. above and, instead, to establish an instructional program alternative if the school district is able to demonstrate that it would be impractical to provide a full-time bilingual program due to the age range, grade span, and/or geographic location of eligible students.
  - a. Instructional program alternatives that shall be established include, but are not limited to: the bilingual part-time program; the bilingual resource program; the bilingual tutorial program; the sheltered English instruction program; and the high-intensity ESL program.
  - b. All instructional program alternatives shall be designed to assist MLs to develop English language proficiency while learning the knowledge and skills for academic content areas to meet or exceed the NJSLs.
  - c. Instructional program alternatives shall be developed in consultation with the Department based on student enrollment and achievement data.
  - d. A Board of Education implementing instructional program alternatives annually shall submit to the Department student enrollment and achievement data that demonstrate the continued need for the programs.
  - e. Instructional program alternatives shall be approved annually by the Department based on the Department's review of student enrollment and achievement data.

Issued:



# POLICY GUIDE

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[See POLICY ALERT Nos. 190, 194, 197, and 232]

## 2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES

A concussion is a traumatic brain injury caused by a blow or motion to the head or body that disrupts the normal functioning of the brain and can cause significant and sustained neuropsychological impairments including, but not limited to, problem solving, planning, memory, and behavioral problems. In order to ensure safety, it is imperative that student-athletes participating in a program of athletic competition, coaches, and parents are educated about the nature and treatment of sports-related concussions and other head injuries. Allowing a student-athlete to return to a program of athletic competition before recovering from a concussion increases the chance of a more serious brain injury.

This Policy and Regulation 2431.4 are consistent with the requirements of N.J.S.A. 18A:40-41.1 et seq., the New Jersey Department of Education Model Policy and Guidance for Districts on the Prevention and Treatment of Sports-Related Head Injuries and Concussions, and the recommendations developed by the Center for Disease Control and Prevention (CDC).

For the purpose this Policy and Regulation 2431.4, “program of athletic competition” shall include any competition or practice in high school interscholastic athletic programs, middle school interscholastic athletic programs where school teams or squads play teams or squads from other school districts, intramural athletic programs within a school or among schools in the district, and any cheerleading program or activity in the school district.

For the purpose of this Policy and Regulation 2431.4, “student-athlete” shall mean any student enrolled in a public or nonpublic school in New Jersey who is a participant in a program of athletic competition organized by the school district.

The staff member supervising the program of athletic competition shall take steps to prevent concussions and head injuries; ensure student-athletes have appropriate supervision and safety equipment; and ensure student-athletes avoid unsafe conditions.



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School staff members supervising programs of athletic competition; licensed athletic trainers; nurses; and school/team physicians shall be trained on the possible signs or symptoms of a concussion. Any possible signs or symptoms of a concussion shall be reported by the student-athlete or an observer to the staff member supervising the program of athletic competition; athletic trainer; school/team physician; school nurse; and/or parent.

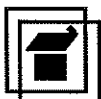
The district will adopt an Interscholastic Head Injury Training Program to be completed by the school/team physician, licensed athletic trainer, coaches, and other appropriate district personnel pursuant to N.J.S.A. 18A:40-41.2.

Pursuant to N.J.S.A. 18A:40-41.4, a student-athlete who participates in a program of athletic competition and who sustains or is suspected of having sustained a concussion or other head injury while engaged in a program of athletic competition shall be immediately removed from the program of athletic competition by the staff member supervising the program or athletic competition. A student-athlete who was removed from a program of athletic competition shall not participate in further programs of athletic competition until the student-athlete: is examined by a physician or other licensed healthcare provider trained in the evaluation and management of concussions; receives written medical clearance from a physician trained in the evaluation and management of concussions to return to a program of athletic competition; and progresses through the steps outlined in the CDC's Six-Step Return to Play Progression. The student-athlete's written medical clearance shall be reviewed and approved by the school physician.

School personnel shall contact the parent of a student-athlete to inform them of a suspected sports-related concussion or head injury as soon as possible after the incident. School personnel shall provide the parent with a checklist or copy of the return to play protocols outlined in this Policy and Regulation 2431.4.

The student-athlete may not begin the CDC's Six-Step Return to Play Progression until the student-athlete receives a medical examination, provides the required written medical clearance, and the medical clearance is approved by the school physician.

Some symptoms may require immediate medical treatment. Emergency medical responders (911) shall be called if the student-athlete is experiencing a deterioration of symptoms; loss of consciousness; direct neck pain associated with the injury; or any other symptom that may require immediate medical treatment.



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The district will provide temporary supports to a student-athlete that has sustained a concussion or other head injury.

The Commissioner of Education and Commissioner of Health educational fact sheet that provides information concerning the use and misuse of opioid drugs in the event a student-athlete is prescribed an opioid for a sports-related injury shall be provided to the parents of student-athletes. The district shall obtain a signed acknowledgement of receipt by the student-athlete and their parent in accordance with the provisions of N.J.S.A. 18A:40-41.10.

The Board shall review this Policy and Regulation 2431.4 annually and update as necessary to ensure it reflects the most current information available on the prevention, risk, and treatment of sports-related concussions and head injuries pursuant to N.J.S.A. 18A:40-41.3.

The district shall provide a copy of this Policy and Regulation 2431.4 to all youth sports team organizations that operate on school grounds. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that operates on school grounds, if the youth sports team organization provides the school district proof of an insurance policy of an amount of not less than \$50,000 per person, per occurrence insuring the youth sports team organization against liability for any bodily injury suffered by a person and a statement of compliance with this Policy and Regulation 2431.4.

Pursuant to N.J.S.A. 18A:40-41.5 and for the purpose of this Policy, a “youth sports team organization” means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

New Jersey Department of Education Model Policy and Guidance for Districts on the Prevention and Treatment of Sports-Related Head Injuries and Concussions – August 2023

N.J.S.A. 18A:40-41.1; 18A:40-41.2; 18A:40-41.2a;  
18A:40-41.3; 18A:40-41.3a; 18A:40-41.4;  
18A:40-41.5

Adopted:



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[See POLICY ALERT Nos. 194, 197, 226, and 232]

## R 2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES

The following procedures shall be followed to implement N.J.S.A. 18A:40-41.1 et seq., the New Jersey Department of Education Model Policy and Guidance for Districts on the Prevention and Treatment of Sports-Related Head Injuries and Concussions, and Policy 2431.4.

### A. Prevention

1. The following steps may be taken to prevent concussions and head injuries and ensure the safety of student-athletes:
  - a. Limit the number of stunts during cheerleading practice.
    - (1) When stunting is performed, spotters shall be used and the surface shall be soft and in good condition; and
    - (2) Safe stunting techniques shall be taught and student-athletes shall not be permitted to attempt new or difficult stunts without proper instruction and a coach on hand.
  - b. Ensure student-athletes have appropriate supervision during practices and a designated safe practice facility in good condition for the activity.
  - c. Ensure the use of appropriate fitted and maintained safety equipment.
  - d. Ensure student-athletes avoid unsafe actions such as:
    - (1) Hitting another student-athlete in the head;
    - (2) Using their head to contact another student-athlete;



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- (3) Making illegal contacts; and
  - (4) Trying to injure or put another student-athlete at risk for injury.
- e. Limit the amount of contact during practices. This may include:
- (1) Limiting the amount of practice time that includes scrimmages or full-speed drills.
- f. Teach student-athletes proper techniques and ways to avoid hits to the head.
- g. Keep a close eye on student-athletes in positions that are at increased risk for concussion to help spot a potential concussion.

## B. Possible Signs or Symptoms of Concussion

1. Some mild traumatic brain injuries and concussion symptoms may appear right away, while others may not appear for hours or days after the injury. These symptoms may be observed by coaches, licensed athletic trainers, school/team physicians, school nurses, teachers, parents, or a teammate. Below are a few examples of possible signs and symptoms of a concussion:
- a. The student-athlete grabs or holds head after a play or hit - “Hands to Head”;
  - b. The student-athlete appears to be “shaking it off”;
  - c. The student-athlete appears dazed or “foggy”;
  - d. The student-athlete forgets plays or demonstrates short term memory difficulty;
  - e. The student-athlete cannot recall injury or events just before or just after the injury;



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Concussions and Head Injuries

- f. The student-athlete answers questions slowly or inaccurately;
  - g. The student-athlete has a headache;
  - h. The student-athlete is nauseous or is vomiting;
  - i. The student-athlete is experiencing balance problems or dizziness;
  - j. The student-athlete is experiencing double vision or changes in vision;
  - k. The student-athlete is experiencing sensitivity to light or sound/noise;
  - l. The student-athlete is feeling sluggish or foggy;
  - m. The student-athlete is having difficulty with concentration and short-term memory;
  - n. The student-athlete is experiencing sleep disturbance; and
  - o. The student-athlete is experiencing irritability and/or mood changes.
2. Any possible signs or symptoms of a concussion shall be reported by the student-athlete participating in a program of athletic competition to the coach(es), athletic trainer, school or team physician, school nurse, and/or parent.
- C. Treatment
1. Pursuant to N.J.S.A. 18A:40-41.4, a student-athlete who participates in a program of athletic competition and who sustains or is suspected of having sustained a concussion or other head injury while engaged in a program of athletic competition shall be immediately removed from the program of athletic competition by the staff member supervising the program of athletic competition.





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2. The staff member supervising the student-athlete during the program of athletic competition shall immediately contact the school physician, athletic trainer, or school nurse to examine the student-athlete.
3. Emergency medical responders (911) shall be called if the student-athlete is experiencing a deterioration of symptoms, loss of consciousness, or direct neck pain associated with the injury pursuant to D. below.
4. A student-athlete who is removed from a program of athletic competition shall not participate in further programs of athletic competition until:
  - a. The student-athlete is evaluated by a physician or other licensed healthcare provider trained in the evaluation and management of concussions and receives written clearance from a physician trained in the evaluation and management of concussions to return to the program of athletic competition; and
    - (1) The student-athlete's written medical clearance from a physician must indicate a medical examination has determined:
      - (a) The student-athlete's injury was not a concussion or other head injury, the student-athlete is asymptomatic at rest, and the student-athlete may return to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities; or
      - (b) The student-athlete's injury was a concussion or other head injury and the student-athlete's physician will monitor the student-athlete to determine when the student-athlete is asymptomatic at rest and when the student-athlete may return to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities.



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- (2) The student-athlete's written medical clearance shall be reviewed and approved by the school physician.
  - (3) A student-athlete who has suffered a concussion or other head injury may not begin the CDC's Six-Step Return to Play Progression as outlined in E. below until the student-athlete receives a medical examination and provides the required written medical clearance to the Principal or designee.
  - (4) A written medical clearance not in compliance with the provisions of C.4.a. above will not be accepted.
- b. A student-athlete who has suffered a concussion or other head injury returns to regular school activities without the need for additional support and is no longer experiencing symptoms of the injury when conducting those activities.
- (1) If school is in session, a student-athlete who has suffered a concussion or other head injury must return to regular school activities without symptoms or need for additional support before returning to a program of athletic competition as part of the CDC's Six-Step Return to Play Progression.
  - (2) If school is not in session, a student-athlete who has suffered a concussion or other head injury must return to their normal daily activities without symptoms as part of the CDC's Six-Step Return to Play Progression.
- D. Symptoms Requiring Immediate Medical Assessment (911/Emergency Evaluation)
1. The following symptoms requiring immediate medical assessment include, but are not limited to:
    - a. The student-athlete loses consciousness;



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Prevention and Treatment of Sports-Related  
Concussions and Head Injuries

- b. The student-athlete has a headache that gets worse and does not go away;
  - c. The student-athlete is experiencing weakness, numbness, decreased coordination, convulsions, or seizure;
  - d. The student-athlete is experiencing repeated vomiting and/or intractable retching;
  - e. The student-athlete is slurring speech or exhibiting unusual behavior (disoriented);
  - f. The student-athlete has one pupil (the black part in the middle of the eye) larger than the other; and
  - g. The student-athlete cannot recognize people or places and/or gets confused, restless, or agitated.
- E. CDC's Six-Step Return to Play Progression for Students Who Have Suffered a Concussion or Other Head Injury
- 1. The return of a student-athlete to a program of athletic competition shall be in accordance with the CDC's Six-Step Return to Play Progression recommendations and any subsequent changes or other updates to those recommendations as developed by the CDC. Recovery is individual.
    - a. As applicable, the student-athlete's treating healthcare provider may guide the student-athlete through the return to play protocol while experiencing mild symptoms as part of the treatment.
    - b. In addition, the student-athlete's treating healthcare provider may adjust the treatment plan prior to Step Six, full return to competition.
    - c. Clearance from a student-athlete's physician trained in the evaluation and management of concussions is required before returning to full competition.



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## 2. Six-Step Return to Play Progression

### a. Step 1: Back to Regular Activities

The student-athlete is back to their regular activities (such as school).

### b. Step 2: Light Aerobic Activity

The student-athlete shall begin with light aerobic exercise only to increase a student-athlete's heart rate. This means about five to ten minutes on an exercise bike, walking, or light jogging. No weightlifting at this point.

### c. Step 3: Moderate Activity

The student-athlete shall continue with activities to increase a student-athlete's heart rate with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, or moderate-intensity weightlifting (less time and/or less weight from their typical routine).

### d. Step 4: Heavy, Non-Contact Activity

The student-athlete shall add heavy, non-contact physical activity, such as sprinting/running, high-intensity stationary biking, regular weightlifting routine, or non-contact sport-specific drills (in three planes of movement).

### e. Step 5: Practice & Full Contact

The student-athlete may return to practice and full contact (if appropriate for the sport) in controlled practice.

### f. Step 6: Competition

The student-athlete may return to competition.



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3. It is important for a student-athlete's parent(s), coach(es), and teachers to watch for concussion symptoms after each day's Six-Step Return to Play Progression activity.
  4. A student-athlete should only move to the next step if they do not exhibit any new symptoms at the current step.
  5. If a student-athlete's symptoms return or if they develop new symptoms, this could be a sign the student-athlete is overexerting. The student-athlete shall stop these activities and the student-athlete's medical provider shall be contacted. After more rest and no concussion symptoms, the student-athlete can start at the previous step.
- F. Temporary Supports for Student-Athletes with Sports-Related Head Injuries or Concussions
1. Initial rest followed by a gradual return to activity during healing is recommended. Accordingly, consideration of the cognitive effects in returning to the classroom is also an important part of the treatment of sports-related concussions and head injuries.
  2. Mental exertion increases the symptoms from concussions and affects recovery. To recover, cognitive rest is just as important as physical rest. Reading, studying, computer usage, texting, even watching movies if a student-athlete is sensitive to light/sound, can slow a student-athlete's recovery. Managing the symptoms through a balance of rest and activity is the key to recovery.
    - a. The district will provide support for student-athletes diagnosed with a concussion.
    - b. The student-athlete's health care provider will handle short-term medical accommodations.
  3. Collaboration between the student-athlete's health care provider and the school may be necessary. If accommodations are needed for an extended time, the district may want to consider implementing accommodations via a formalized 504 plan.



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4. The Principal or designee may address the student-athlete's cognitive needs in the following ways:
  - a. Limit the student-athlete's screen time;
  - b. Have the student-athlete take rest breaks as needed;
  - c. Have the student-athlete spend fewer hours at school;
  - d. Provide the student-athlete more time to take tests or complete assignments. (All courses should be considered);
  - e. Provide the student-athlete help with schoolwork;
  - f. Reduce the student-athlete's time spent on the computer, reading, and writing;
  - g. Provide or grant the student-athlete early passing time to avoid crowded hallways; and/or
  - h. Allow the student-athlete extra time to complete tests or coursework.
5. These supports and/or short-term medical accommodations may be addressed in an individualized healthcare plan for a student-athlete who has suffered a concussion or other head injury.
6. Concussions affect several aspects of brain function, including cognition, balance and coordination, visual tracking and processing, behavior, and others. The symptoms experienced, difficulties faced, and timeline for recovery will vary for each individual.
7. A brief period of relative rest followed by a gradual return to lighter activities is generally considered the best "medicine" for healing concussions or other head injuries. This may include relative rest from both physical and cognitive activities. Each injury, and therefore each treatment plan, is different. School personnel, in collaboration with the student-athlete, parents, and the student-athlete's health care provider, are in the best position to create flexible, temporary supports to meet the needs of each student-athlete.



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## G. Education

1. The CDC offers tips for health professionals and educators on their website. Interscholastic Head Injury Training Programs are available via the CDC website or the National Federation of State High School Associations.
2. This training shall be completed by the school/team physician, licensed athletic trainer, school nurses, coaches, and other relevant school personnel.

## H. Other Considerations

1. Educational information for student-athletes on the prevention of concussions shall be reviewed.
2. The importance of early identification and treatment of concussions to improve recovery shall be reinforced.
3. School personnel shall contact the student-athlete's parent and inform them of the suspected sports-related concussion or head injury before allowing the student-athlete to go home after a program of athletic competition.
4. School personnel shall provide the parent of the student-athlete with a checklist or copy of the return to play protocols including the requirement of written clearance from a physician trained in the evaluation and management of concussions before the student-athlete is able to return to a program of athletic competition.

## I. Interscholastic Head Injury Training Program

1. The district will adopt an Interscholastic Head Injury Training Program to be completed by the school/team physician, licensed athletic trainer, coaches, and other appropriate district personnel pursuant to N.J.S.A. 18A:40-41.2. The training program shall include:



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Concussions and Head Injuries

- a. The recognition of the signs of head and neck injuries, concussions, and second impact syndrome; and
    - (1) Pursuant to N.J.S.A. 18A:40-41.1.d., if a student-athlete sustains a second concussion while still having symptoms of a previous concussion, it can lead to the severe impairment and even the death of the student-athlete, and is referred to as second-impact syndrome.
  - b. The CDC's Six-Step Return to Play Progression or any subsequent changes or other updates developed by the CDC.
- J. "Return to Play Progressions" vs. "Therapeutic Progressions"
1. In many cases, after the initial rest period, concussed individuals may be encouraged to resume limited activities, including light physical and cognitive activities, even in the presence of some continued symptoms. This may be referred to as "therapeutic progressions," and while some of the activities may overlap with the CDC's Six-Step Return to Play Progression, it is different in the goals and intent from "return to play."
    - a. "Return to play" progressions are intended to test the concussed individual's readiness to perform the activity correctly, and to do so with no symptoms.
    - b. "Therapeutic" progressions are intended to help the individual recover and to help them improve their performance and tolerance to those activities. This may take several days, or longer, at any given step.
    - c. "Therapeutic progressions" should be recommended and supervised by a health care provider familiar with the evaluation and management of concussions, and monitored by a team including the student-athlete, parents, health care provider, and school personnel. Adjustments to the program should be in response to the student-athlete's





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overall symptom load and progress. It should be remembered that student-athletes may progress at different rates for various aspects of their injury, such as tolerating light to moderate aerobic activity before tolerating being in the classroom, or tolerating schoolwork done at home before tolerating the classroom and school environment. Of note, progressions in one aspect of the treatment plan can have a positive effect on other areas as the brain is returning to a more typical overall level of function. A successful treatment plan is one that can adapt appropriately for each student-athlete.

K. Educating the Community on the District Sports-Related Concussions and Head Injuries Policy

1. The Board shall review Policy 2431.4 and this Regulation annually, and update as necessary to ensure Policy 2431.4 and this Regulation reflect the most current information available on the prevention, risk, and treatment of sports-related concussions and head injuries.
2. The district may provide regular education and training for staff including administrators, teachers, paraprofessionals, and school counselors regarding concussions and other head injuries as head injuries can happen at any time during the school day or outside of school.
3. The district is in a unique position to promote healthy behaviors. The district can embed education related to the prevention and treatment of concussions and head injuries through the New Jersey Student Learning Standards Comprehensive Health and Physical Education Standard 2.3 – Safety. In addition, N.J.S.A. 18A:6-2 requires education in accident and fire prevention and N.J.S.A. 18A:35-5 requires education in injury or illness emergencies.

Adopted:



2/6 7:43am

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
General Fund - Fund 10  
Interim Balance Sheet  
For 7 Month Period Ending 01/31/2024

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$2,656,621.46
116	Capital Reserve Account		\$802,193.01
117	Maint. Reserve Account		\$611,685.83
121	Tax levy receivable		\$5,328,598.00
	Accounts receivable:		
132	Interfund	\$148,880.83	
141	Intergovernmental - State	\$751,996.41	
143	Intergovernmental - Other	\$46,870.00	
			\$947,747.24

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

301	Estimated Revenues	\$15,278,982.00	
302	Less Revenues	(\$15,192,592.64)	
			\$86,389.36

	Total assets and resources		\$10,433,234.90
			=====

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 General Fund - Fund 10  
 Interim Balance Sheet  
 For 7 Month Period Ending 01/31/2024

=====

LIABILITIES AND FUND EQUITY

=====

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

421	Accounts Payable	\$19,500.00
TOTAL LIABILITIES		\$19,500.00
=====		

F U N D   B A L A N C E

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

753	Reserve for encumbrances - Current Year		\$6,358,385.31
754	Reserve for encumbrance - Prior Year		\$18,127.89
	Reserved fund balance:		
761	Capital reserve account	\$4,689,393.01	
307	Less: Budg w/d from Capital Rsrv Elgbl. Cost	(\$3,887,200.00)	
			\$802,193.01
764	Reserve for Maintenance	\$611,685.83	
			\$611,685.83
760	Reserved Fund Balance		\$748,500.00
601	Appropriations	\$19,615,865.05	
602	Less : Expenditures	\$11,925,940.82	
603	Encumbrances	\$6,376,513.20 (\$18,302,454.02)	
			\$1,313,411.03
	Total Appropriated		\$9,852,303.07

--- U n a p p r o p r i a t e d ---

770	Fund Balance		\$971,931.83
303	Budgeted Fund Balance		(\$410,500.00)

TOTAL FUND BALANCE	\$10,413,734.90
TOTAL LIABILITIES AND FUND EQUITY	\$10,433,234.90
=====	

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
General Fund - Fund 10  
Interim Balance Sheet  
For 7 Month Period Ending 01/31/2024

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	\$19,615,865.05	\$18,302,454.02	\$1,313,411.03
Revenues	(\$15,278,982.00)	(\$15,192,592.64)	(\$86,389.36)
	<u>\$4,336,883.05</u>	<u>\$3,109,861.38</u>	<u>\$1,227,021.67</u>
Change in Capital Reserve account:			
307 Less: Eligible Withdrawal (\$3,887,200.00)			
Less: Adjust for prior year encumb.	(\$39,183.05)	(\$39,183.05)	
	<u>\$4,297,700.00</u>	<u>\$3,070,678.33</u>	<u>\$1,227,021.67</u>
	=====	=====	=====
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	\$4,297,700.00	\$3,070,678.33	\$1,227,021.67
	<u>\$4,297,700.00</u>	<u>\$3,070,678.33</u>	<u>\$1,227,021.67</u>
	=====	=====	=====
TOTAL Budgeted Fund Balance	\$4,297,700.00	\$3,070,678.33	\$1,227,021.67
	=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 7 Month Period Ending 01/31/2024

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
		-----	-----	-----	-----
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$13,850,420.00	\$13,014,030.64		\$836,389.36
3XXX	From State Sources	\$1,428,562.00	\$2,178,562.00		(\$750,000.00)
		-----	-----	-----	-----
TOTAL REVENUE/SOURCES OF FUNDS		\$15,278,982.00	\$15,192,592.64	=====	\$86,389.36
		=====	=====	=====	=====
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
		-----	-----	-----	-----
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$2,073,080.15	\$1,054,286.49	\$938,393.71	\$80,399.95
11-3XX-100-XXX	Voc. Programs - Local - Instruction	\$3,799,342.44	\$1,678,426.64	\$1,761,277.71	\$359,638.09
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$72,373.00	\$21,637.65	\$37,455.20	\$13,280.15
11-402-100-XXX	School-Spons. Athletics - Instruction	\$176,703.25	\$82,805.32	\$91,278.71	\$2,619.22
--- UNDISTRIBUTED EXPENDITURES ---					
11-800-330-XXX	Community Services Programs-				
11-000-211-XXX	Attendance and Social Work Services	\$41,626.75	\$28,299.20	\$13,327.55	.00
11-000-213-XXX	Health Services	\$211,041.74	\$111,432.75	\$105,704.50	(\$6,095.51)
11-000-216-XXX	Speech, OT,PT & Related Svcs	\$5,775.00	.00	.00	\$5,775.00
11-000-218-XXX	Guidance	\$754,222.51	\$392,785.03	\$329,096.86	\$32,340.62
11-000-219-XXX	Child Study Teams	\$232,772.99	\$126,261.07	\$102,822.38	\$3,689.54
11-000-221-XXX	Improvement Of Inst./Other Support Improvement of Inst. Serv.	\$440,206.00	\$254,850.62	\$185,355.38	.00
11-000-222-XXX	Educational Media Serv/School Library	\$52,933.64	\$28,595.22	\$25,641.82	(\$1,303.40)
11-000-223-XXX	Instructional Staff Training Services	\$52,293.00	\$3,946.70	.00	\$48,346.30
11-000-230-XXX	Supp. Serv.-General Administration	\$838,740.36	\$539,012.97	\$278,922.38	\$20,805.01
11-000-240-XXX	Supp. Serv.-School Administration	\$735,047.46	\$430,948.02	\$284,717.88	\$19,381.56
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$895,261.38	\$490,689.89	\$371,399.22	\$33,172.27
11-000-261-XXX	Allowable Maint. for School Facilities	\$867,948.96	\$478,683.30	\$307,004.24	\$82,261.42
11-000-262-XXX	Custodial Services	\$1,039,603.00	\$690,551.41	\$350,622.84	(\$1,571.25)
11-000-263-XXX	Care and Upkeep of Grounds	\$12,500.00	.00	.00	\$12,500.00
11-000-266-XXX	Security	\$147,966.00	\$74,796.95	\$69,669.05	\$3,500.00
11-000-270-XXX	Student Transportation Services	\$102,133.00	\$37,126.48	\$35,159.99	\$29,846.53
11-000-291-XXX	Allocated and Unallocated Benefits	\$3,143,406.42	\$1,697,542.82	\$901,463.78	\$544,399.82
		-----	-----	-----	-----
TOTAL GENERAL CURRENT EXPENSE EXPENDITURES/USES OF FUNDS		\$15,694,977.05	\$8,222,678.53	\$6,189,313.20	\$1,282,985.32
		=====	=====	=====	=====

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10  
 INTERIM STATEMENTS COMPARING  
 BUDGET REVENUE WITH ACTUAL TO DATE AND  
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
 For 7 Month Period Ending 01/31/2024

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	-----	-----	-----	-----
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$13,300.00	\$3,262.29	\$0.00	\$10,037.71
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$3,907,588.00	\$3,700,000.00	\$187,200.00	\$20,388.00
	-----	-----	-----	-----
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$3,920,888.00	\$3,703,262.29	\$187,200.00	\$30,425.71
	=====	=====	=====	=====
TOTAL GENERAL FUND EXPENDITURES	\$19,615,865.05	\$11,925,940.82	\$6,376,513.20	\$1,313,411.03
	=====	=====	=====	=====

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10 (including 16, 17 & 18)  
 SCHEDULE OF REVENUES  
 ACTUAL COMPARED WITH ESTIMATED  
 For 7 Month Period Ending 01/31/2024

	ESTIMATED	ACTUAL	UNREALIZED	
	-----	-----	-----	
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$12,404,110.00	\$12,404,110.00	.00
1310	Tuition- From LEA's	\$560,800.00	\$159,358.76	\$401,441.24
1XXX	Miscellaneous	\$885,510.00	\$450,561.88	\$434,948.12
	TOTAL	\$13,850,420.00	\$13,014,030.64	\$836,389.36
		=====	=====	=====
--- STATE SOURCES ---				
3132	Categorical Special Education Aid	\$389,105.00	\$389,105.00	.00
3176	Equalization	\$175,460.00	\$175,460.00	.00
3177	Categorical Security	\$64,725.00	\$64,725.00	.00
3140	Vocational Expansion Stabilization Aid	\$799,272.00	\$799,272.00	.00
3XXX	Other State Aids	\$0.00	\$750,000.00	(\$750,000.00)
	TOTAL	\$1,428,562.00	\$2,178,562.00	(\$750,000.00)
		=====	=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$15,278,982.00	\$15,192,592.64	\$86,389.36
		=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 7 Month Period Ending 01/31/2024

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- REGULAR PROGRAMS - INSTRUCTION ---				
11-140-100-101 Salaries of Teachers	\$1,814,502.00	\$930,812.21	\$872,689.79	\$11,000.00
11-140-100-106 Other Salaries for Instruction	\$52,526.00	\$26,229.60	\$26,296.40	.00
11-140-100-320 Purchased Prof.-Ed. Services	\$10,250.00	.00	.00	\$10,250.00
11-140-100-500 Other Purchased Services	\$54,521.20	\$22,755.37	\$26,821.92	\$4,943.91
11-140-100-610 General Supplies	\$101,361.95	\$61,933.81	\$1,403.30	\$38,024.84
11-140-100-640 Textbooks	\$20,500.00	\$11,221.50	.00	\$9,278.50
11-140-100-800 Other Objects	\$6,419.00	\$1,334.00	\$1,962.30	\$3,122.70
--- Regular programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$5,000.00	\$0.00	\$5,000.00	\$0.00
11-150-100-320 Purchased Prof.-Ed. Services	\$8,000.00	.00	\$4,220.00	\$3,780.00
TOTAL	\$2,073,080.15	\$1,054,286.49	\$938,393.71	\$80,399.95
--- Regular Vocational Programs - Instruction ---				
11-310-100-101 Salaries of Teachers	\$3,281,256.00	\$1,639,629.20	\$1,617,726.80	\$23,900.00
11-310-100-106 Other Salaries for Instruction	\$53,139.00	\$21,634.57	\$31,504.43	.00
11-310-100-320 Purchased Prof.-Ed. Services	\$143,489.00	(\$110,449.50)	\$28,392.50	\$225,546.00
11-310-100-500 Other Purchased Services	\$78,271.00	\$50,507.31	\$17,123.15	\$10,640.54
11-310-100-610 General Supplies	\$219,924.94	\$70,761.70	\$55,850.61	\$93,312.63
11-310-100-640 Textbooks	\$11,400.00	\$3,445.48	\$4,448.10	\$3,506.42
11-310-100-800 Other Objects	\$11,862.50	\$2,897.88	\$6,232.12	\$2,732.50
Total	\$3,799,342.44	\$1,678,426.64	\$1,761,277.71	\$359,638.09
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$56,173.00	\$19,833.10	\$36,339.90	.00
11-401-100-500 Purchased Services	\$5,000.00	\$186.12	\$210.00	\$4,603.88
11-401-100-600 Supplies and Materials	\$6,200.00	\$1,393.43	\$321.00	\$4,485.57
11-401-100-800 Other Objects	\$5,000.00	\$225.00	\$584.30	\$4,190.70
TOTAL	\$72,373.00	\$21,637.65	\$37,455.20	\$13,280.15
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$91,770.00	\$37,762.78	\$54,007.22	.00
11-402-100-500 Purchased Services	\$43,307.00	\$26,207.00	\$17,100.00	.00
11-402-100-600 Supplies and Materials	\$14,000.00	\$10,817.29	\$563.49	\$2,619.22
11-402-100-800 Other Objects	\$27,626.25	\$8,018.25	\$19,608.00	.00
TOTAL	\$176,703.25	\$82,805.32	\$91,278.71	\$2,619.22



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 7 Month Period Ending 01/31/2024

	Appropriations	Expenditures	Encumbrances	Available Balance
--- UNDISTRIBUTED EXPENDITURES ---				
--- Attendance and social work services ---				
11-000-211-171 Sal. of Drop-Out Prevention Officer/Coordinators				
	\$32,684.00	\$19,356.45	\$13,327.55	.00
11-000-211-300 Purchased Prof. & Tech. Svc.	\$8,942.75	\$8,942.75	.00	.00
TOTAL	\$41,626.75	\$28,299.20	\$13,327.55	\$0.00
--- Health services ---				
11-000-213-100 Salaries	\$183,046.00	\$89,994.13	\$93,260.50	(\$208.63)
11-000-213-199 Unused Vac. Payment to Term/Ret Staff		\$9,758.00	.00	(\$9,758.00)
11-000-213-300 Purchased Prof. & Tech. Svc.	\$20,495.74	\$5,909.26	\$12,444.00	\$2,142.48
11-000-213-600 Supplies and Materials	\$7,000.00	\$5,606.36	.00	\$1,393.64
11-000-213-800 Other Objects	\$500.00	\$165.00	.00	\$335.00
TOTAL	\$211,041.74	\$111,432.75	\$105,704.50	(\$6,095.51)
--- Speech, OT,PT & Related Svcs ---				
11-000-216-320 Purchased Prof. Ed. Services	\$5,775.00	.00	.00	\$5,775.00
TOTAL	\$5,775.00	\$0.00	\$0.00	\$5,775.00
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$412,517.00	\$207,326.18	\$205,190.82	.00
11-000-218-105 Sal Secr. & Clerical Asst.	\$114,360.00	\$65,852.70	\$48,507.30	.00
11-000-218-110 Other Salaries	\$150,952.00	\$82,452.80	\$68,499.20	.00
11-000-218-199 Unused Vac. Payment to Term/Ret Staff	\$584.51	\$224.81	.00	\$359.70
11-000-218-390 Other Purch. Prof. & Tech Svc.	\$36,309.00	\$25,240.90	\$6,378.00	\$4,690.10
11-000-218-500 Other Purchased Services	\$33,000.00	\$8,628.26	\$466.74	\$23,905.00
11-000-218-600 Supplies and Materials	\$6,500.00	\$3,059.38	\$54.80	\$3,385.82
TOTAL	\$754,222.51	\$392,785.03	\$329,096.86	\$32,340.62
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$170,026.00	\$88,448.32	\$81,577.68	.00
11-000-219-105 Sal Secr. & Clerical Asst.	\$50,385.00	\$29,140.30	\$21,244.70	.00
11-000-219-320 Purchased Prof. - Ed. Services	\$2,500.00	.00	.00	\$2,500.00
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$7,693.23	\$6,725.73	.00	\$967.50
11-000-219-500 Other Purchased Services	\$310.00	\$157.96	.00	\$152.04
11-000-219-600 Supplies and Materials	\$1,358.76	\$1,358.76	.00	.00

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 7 Month Period Ending 01/31/2024

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-219-800 Other Objects	\$500.00	\$430.00	.00	\$70.00
TOTAL	\$232,772.99	\$126,261.07	\$102,822.38	\$3,689.54
--- Improvement of instr.serv/other supp serv-inst staff ---				
11-000-221-102 Salaries Superv. of Instr.	\$247,542.00	\$144,216.80	\$103,325.20	.00
11-000-221-104 Salaries Other Prof. Staff	\$128,548.00	\$72,985.58	\$55,562.42	.00
11-000-221-105 Sal Secr. & Clerical Asst.	\$61,666.00	\$35,198.24	\$26,467.76	.00
11-000-221-500 Other Purchased Services	\$2,450.00	\$2,450.00	.00	.00
TOTAL	\$440,206.00	\$254,850.62	\$185,355.38	\$0.00
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$39,508.00	\$19,708.55	\$19,799.45	.00
11-000-222-300 Purchased Prof. & Tech Svc.	\$2,500.00	\$2,465.62	.00	\$34.38
11-000-222-500 Other Purchased Services	\$6,009.42	\$1,790.99	\$4,834.02	(\$615.59)
11-000-222-600 Supplies and Materials	\$4,866.22	\$4,630.06	\$1,008.35	(\$772.19)
11-000-222-800 Other Objects	\$50.00	.00	.00	\$50.00
TOTAL	\$52,933.64	\$28,595.22	\$25,641.82	(\$1,303.40)
--- Instructional Staff Training Services ---				
11-000-223-102 Salaries Superv. of Instruction	\$48,043.00	\$3,441.00	.00	\$44,602.00
11-000-223-390 Other Purch. Prof. & Tech Svc.	\$500.00	\$180.00	.00	\$320.00
11-000-223-500 Other Purchased Services	\$3,750.00	\$325.70	.00	\$3,424.30
TOTAL	\$52,293.00	\$3,946.70	\$0.00	\$48,346.30
--- Support services-general administration ---				
11-000-230-100 Salaries	\$431,746.00	\$256,541.46	\$175,204.54	\$0.00
11-000-230-331 Legal Services	\$69,771.81	\$14,040.42	\$55,731.39	.00
11-000-230-332 Audit Fees	\$40,450.00	\$40,450.00	.00	.00
11-000-230-334 Architectural/Engineering Services	\$3,000.00	.00	.00	\$3,000.00
11-000-230-339 Other Purchased Prof. Svc.	\$14,320.50	\$5,436.50	\$7,984.00	\$900.00
11-000-230-340 Purchased Tech. Services	\$5,000.00	\$4,965.00	.00	\$35.00
11-000-230-530 Communications/Telephone	\$97,128.60	\$43,489.68	\$39,612.92	\$14,026.00
11-000-230-585 BOE Other Purchased Prof. Svc.	\$3,605.00	\$3,605.00	.00	.00
11-000-230-590 Other Purchased Services	\$141,656.52	\$141,607.43	\$0.00	\$49.09
11-000-230-61X General Supplies	\$2,000.00	\$1,137.32	\$224.55	\$638.13
11-000-230-890 Misc. Expenditures	\$22,827.00	\$20,505.23	\$164.98	\$2,156.79
11-000-230-895 BOE Membership Dues and Fees	\$7,234.93	\$7,234.93	.00	.00

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 7 Month Period Ending 01/31/2024

	Appropriations	Expenditures	Encumbrances	Available Balance
<b>TOTAL</b>	<b>\$838,740.36</b>	<b>\$539,012.97</b>	<b>\$278,922.38</b>	<b>\$20,805.01</b>
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$237,295.00	\$138,421.36	\$98,873.64	.00
11-000-240-104 Salaries Other Prof. Staff	\$235,949.26	\$128,757.02	\$91,970.12	\$15,222.12
11-000-240-105 Sal Secr. & Clerical Asst.	\$213,972.00	\$123,943.54	\$90,028.46	.00
11-000-240-199 Unused Vac. Payment to Term/Ret Staff	\$5,149.20	\$5,149.20	.00	.00
11-000-240-500 Other Purchased Services	\$22,532.00	\$21,695.47	\$1,221.35	(\$384.82)
11-000-240-600 Supplies and Materials	\$14,150.00	\$7,582.43	\$2,624.31	\$3,943.26
11-000-240-800 Other Objects	\$6,000.00	\$5,399.00	.00	\$601.00
<b>TOTAL</b>	<b>\$735,047.46</b>	<b>\$430,948.02</b>	<b>\$284,717.88</b>	<b>\$19,381.56</b>
--- Central Services ---				
11-000-251-100 Salaries	\$413,199.00	\$240,448.74	\$172,750.26	.00
11-000-251-330 Purchased Prof. Svcs.	\$31,862.96	\$30,055.91	\$1,807.05	.00
11-000-251-340 Purchased Technical Svcs.	\$5,722.00	\$3,382.00	\$2,340.00	.00
11-000-251-592 Misc Pur Serv(400-500 series )	\$6,289.39	\$6,546.18	\$250.00	(\$506.79)
11-000-251-600 Supplies and Materials	\$3,500.00	\$3,215.11	\$101.99	\$182.90
11-000-251-89X Other Objects	\$3,350.00	\$2,755.00	\$125.00	\$470.00
<b>TOTAL</b>	<b>\$463,923.35</b>	<b>\$286,402.94</b>	<b>\$177,374.30</b>	<b>\$146.11</b>
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$275,750.00	\$149,824.70	\$125,925.30	.00
11-000-252-199 Unused Vac. Payment to Term/Ret Staff	\$12,028.63	\$12,028.63	.00	.00
11-000-252-500 Other Pur Serv. (400-500 series )	\$109,459.40	\$39,737.05	\$66,983.50	\$2,738.85
11-000-252-600 Supplies and Materials	\$34,100.00	\$2,696.57	\$1,116.12	\$30,287.31
<b>TOTAL</b>	<b>\$431,338.03</b>	<b>\$204,286.95</b>	<b>\$194,024.92</b>	<b>\$33,026.16</b>
--- Allowable Maint.for School Facilities ---				
11-000-261-100 Salaries	\$526,406.00	\$291,908.55	\$226,968.59	\$7,528.86
11-000-261-420				
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$248,542.96	\$119,889.14	\$66,383.57	\$62,270.25
11-000-261-610 General Supplies	\$80,000.00	\$56,609.57	\$13,652.08	\$9,738.35
11-000-261-800 Other Objects	\$13,000.00	\$10,276.04	.00	\$2,723.96
<b>TOTAL</b>	<b>\$867,948.96</b>	<b>\$478,683.30</b>	<b>\$307,004.24</b>	<b>\$82,261.42</b>
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$553,789.00	\$317,209.83	\$226,578.40	\$10,000.77
11-000-262-490 Other Purchased Property Svc.	\$65,000.00	\$34,067.84	\$30,916.16	\$16.00
11-000-262-520 Insurance	\$155,814.00	\$167,402.02	.00	(\$11,588.02)

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 7 Month Period Ending 01/31/2024

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-262-621 Energy (Natural Gas)	\$90,000.00	\$47,631.58	\$42,368.42	.00
11-000-262-622 Energy (Electricity)	\$175,000.00	\$124,240.14	\$50,759.86	.00
TOTAL	\$1,039,603.00	\$690,551.41	\$350,622.84	(\$1,571.25)
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$12,500.00	.00	.00	\$12,500.00
TOTAL	\$12,500.00	\$0.00	\$0.00	\$12,500.00
--- Security ---				
11-000-266-100 Salaries	\$144,466.00	\$74,796.95	\$69,669.05	.00
11-000-266-3XX Purchased Prof. & Technical Services	\$500.00	.00	.00	\$500.00
11-000-266-610 General Supplies	\$3,000.00	.00	.00	\$3,000.00
TOTAL	\$147,966.00	\$74,796.95	\$69,669.05	\$3,500.00
--- Student transportation services ---				
11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch)	\$59,983.00	\$28,093.01	\$31,889.99	.00
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$4,000.00	\$5,793.47	.00	(\$1,793.47)
11-000-270-512 Contr Svc(other btw home & sch)-vendors	\$7,000.00	.00	.00	\$7,000.00
11-000-270-517 Contract Svc (reg std) - ESCs	\$29,000.00	\$3,240.00	\$3,270.00	\$22,490.00
11-000-270-593 Misc. Purchased Svc.- Transp.	\$1,500.00	.00	.00	\$1,500.00
11-000-270-610 General Supplies	\$500.00	.00	.00	\$500.00
11-000-270-800 Misc. Expenditures	\$150.00	.00	.00	\$150.00
TOTAL	\$102,133.00	\$37,126.48	\$35,159.99	\$29,846.53
--- Benefits ---				
11-XXX-XXX-210 Group Insurance	\$13,820.00	\$4,231.89	\$5,133.13	\$4,454.98
11-XXX-XXX-220 Social Security Contributions	\$282,200.00	\$122,030.36	\$119,646.64	\$40,523.00
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$423,370.00	\$3,689.17	\$5,313.51	\$414,367.32
11-XXX-XXX-250 Unemployment Compensation	\$33,600.00	\$14,393.88	\$18,106.12	\$1,100.00
11-XXX-XXX-260 Workman's Compensation	\$217,125.00	\$217,124.50	.00	\$0.50
11-XXX-XXX-270 Health Benefits	\$1,979,358.92	\$1,223,358.34	\$689,768.38	\$66,232.20
11-XXX-XXX-280 Tuition Reimbursement	\$80,000.00	\$17,946.44	\$62,053.56	.00
11-XXX-XXX-290 Other Employee Benefits	\$59,000.00	\$27,735.74	\$1,442.44	\$29,821.82
11-XXX-XXX-299 Unused Vac. Payment to Term/Ret Staff	\$54,932.50	\$67,032.50	.00	(\$12,100.00)
TOTAL	\$3,143,406.42	\$1,697,542.82	\$901,463.78	\$544,399.82
Total Undistributed expenditures	\$9,573,478.21	\$5,385,522.43	\$3,360,907.87	\$827,047.91
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$15,694,977.05	\$8,222,678.53	\$6,189,313.20	\$1,282,985.32

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 7 Month Period Ending 01/31/2024

	Appropriations	Expenditures	Encumbrances	Available Balance
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$15,694,977.05	\$8,222,678.53	\$6,189,313.20	\$1,282,985.32
	=====	=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 7 Month Period Ending 01/31/2024

	Appropriations	Expenditures	Encumbrances	Available Balance
	-----	-----	-----	-----
*** C A P I T A L O U T L A Y ***				
Special education - instruction				
12-310-100-730 Regular Voc.programs	\$3,300.00	\$3,262.29	.00	\$37.71
Undistributed expenses				
12-000-100-730 Instruction	\$4,925.00	.00	.00	\$4,925.00
12-000-252-730 Admin. Info. Tech.	\$5,075.00	.00	.00	\$5,075.00
Undistributed exp. - student transportation				
12-XXX-X00-730 Special schools (all programs)	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$13,300.00	\$3,262.29	\$0.00	\$10,037.71
--- Facilities acquisition and construction services ---				
12-000-400-800 Other objects	\$207,588.00	.00	\$187,200.00	\$20,388.00
Facilits. Acqstn. Const. Sevr. -- TOTAL --	\$207,588.00	\$0.00	\$187,200.00	\$20,388.00
12-000-400-931 Capital Reserve -Transfer to Capital Projects	\$3,700,000.00	\$3,700,000.00	.00	.00
TOTAL	\$3,907,588.00	\$3,700,000.00	\$187,200.00	\$20,388.00
TOTAL CAPITAL OUTLAY EXPENDITURES	\$3,920,888.00	\$3,703,262.29	\$187,200.00	\$30,425.71
TOTAL GENERAL FUND EXPENDITURES	\$19,615,865.05	\$11,925,940.82	\$6,376,513.20	\$1,313,411.03

REPORT OF THE SECRETARY CERTIFICATION PAGE  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.

For 7 Month Period Ending 01/31/2024

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

\_\_\_\_\_  
Board Secretary/Business Administrator

1/31/24

\_\_\_\_\_  
Date

Accounts that are not included in Details of the REPORT OF THE SECRETARY

ACCOUNT NUMBER	DESCRIPTION	APPROPRIATION	EXPENDITURE	ENCUMBERANCES	AVAILABLE BALANCE
11-999-999-999- - -	PAYROLL NET PAY ADJ	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 7 Month Period Ending 01/31/24

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ASSETS AND RESOURCES

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

101	Cash in bank		\$136,606.04
	Accounts receivable:		
141	Intergovernmental - State	\$21,540.74	
142	Intergovernmental - Federal	\$77,817.44	
			\$99,358.18
	Other Current Assets		\$0.00

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

301	Estimated Revenues	\$1,512,559.23	
302	Less Revenues	(\$889,247.00)	
			\$623,312.23
	Total assets and resources		\$859,276.45
			=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 7 Month Period Ending 01/31/24

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LIABILITIES AND FUND EQUITY

=====

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

411	Intergovernmental accounts payable - State	\$109,450.14
421	Accounts Payable	\$27,454.02
		\$136,904.16
	TOTAL LIABILITIES	\$136,904.16
		=====

F U N D   B A L A N C E

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

753	Reserve for encumbrances - Current Year	\$383,913.43
601	Appropriations	\$1,512,559.23
602	Less: Expenditures	\$790,186.94
603	Encumbrances	\$383,913.43 (\$1,174,100.37)
		\$338,458.86
	TOTAL FUND BALANCE	\$722,372.29
	TOTAL LIABILITIES AND FUND EQUITY	\$859,276.45
		=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 7 Month Period Ending 01/31/24

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
<b>*** REVENUES/SOURCES OF FUNDS ***</b>				
3XXX From State Sources	\$542,144.00	\$293,972.00		\$248,172.00
4XXX From Federal Sources	\$970,415.23	\$595,275.00		\$375,140.23
<b>TOTAL REVENUE/SOURCES OF FUNDS</b>	<b>\$1,512,559.23</b>	<b>\$889,247.00</b>		<b>\$623,312.23</b>
	=====	=====	=====	=====
<b>*** EXPENDITURES ***</b>				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
<b>STATE PROJECTS:</b>				
Vocational education (331-360)	\$159,759.00	\$61,900.72	\$7,690.71	\$90,167.57
Other State Projects (431-449)	\$346,477.00	\$132,568.77	\$152,970.50	\$60,937.73
SDA Emergent Needs & Capital Maintenance (492)	\$35,908.00	.00	\$24,145.00	\$11,763.00
<b>TOTAL STATE PROJECTS</b>	<b>\$542,144.00</b>	<b>\$194,469.49</b>	<b>\$184,806.21</b>	<b>\$162,868.30</b>
<b>FEDERAL PROJECTS:</b>				
ESSA Title I - Part A/D (231-239)	\$48,921.00	\$38,650.46	.00	\$10,270.54
I.D.E.A. Part B (Handicapped) (250-259)	\$91,879.00	\$42,277.50	\$35,855.00	\$13,746.50
ESSA Title II - Part A/D (270-279)	\$12,095.00	\$7,855.00	\$3,157.53	\$1,082.47
ESSA Title IV (280-289)	\$20,000.00	\$14,500.00	.00	\$5,500.00
Vocational Education (361-389)	\$281,555.00	\$104,434.50	\$98,743.82	\$78,376.68
CRRSA Act-Mental Health Grant Program (485)	\$45,000.00	\$40,500.00	.00	\$4,500.00
ARP - ESSER Grant Program (487)	\$338,503.54	\$236,419.43	\$60,690.00	\$41,394.11
ARP - ESSER Accelerated Learning Coaching (488)	\$43,758.30	\$36,093.52	\$660.87	\$7,003.91
ARP - ESSER Evidence-Based Summer Learning (489)	\$16,774.02	\$9,684.03	.00	\$7,089.99
ARP - ESSER Evidence-Based Comprehensive (490)	\$26,929.37	\$20,303.01	.00	\$6,626.36
ARP - ESSER NJ Tiered System of Supports (491)	\$45,000.00	\$45,000.00	.00	.00
<b>TOTAL FEDERAL PROJECTS</b>	<b>\$970,415.23</b>	<b>\$595,717.45</b>	<b>\$199,107.22</b>	<b>\$175,590.56</b>
<b>*** TOTAL EXPENDITURES ***</b>	<b>\$1,512,559.23</b>	<b>\$790,186.94</b>	<b>\$383,913.43</b>	<b>\$338,458.86</b>
	=====	=====	=====	=====

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 SPECIAL REVENUE - FUND 20  
 SCHEDULE OF REVENUES  
 ACTUAL COMPARED WITH ESTIMATED  
 For 7 Month Period Ending 01/31/24

	ESTIMATED	ACTUAL	UNREALIZED
	-----	-----	-----
--- STATE SOURCES ---			
3257	SDA Emergent Needs & Capital Maintenance	\$35,908.00	\$35,908.00 .00
3290	Recovery High School Access Grant	\$346,477.00	\$230,984.00 \$115,493.00
32XX	Other Restricted Entitlements	\$159,759.00	\$27,080.00 \$132,679.00
		-----	-----
	Total Revenue from State Sources	\$542,144.00	\$293,972.00 \$248,172.00
		=====	=====
--- FEDERAL SOURCES ---			
4411-16	Title I	\$48,921.00	\$22,591.00 \$26,330.00
4451-55	Title II	\$12,095.00	\$5,355.00 \$6,740.00
4471-74	Title IV	\$20,000.00	.00 \$20,000.00
4420-29	I.D.E.A. Part B (Handicapped)	\$91,879.00	\$28,980.00 \$62,899.00
4430	Vocational Education	\$281,555.00	\$102,867.00 \$178,688.00
4536	CRRSA Act - Mental Health Grant	\$45,000.00	\$45,000.00 .00
4540	ARP-ESSER Grant Program	\$338,503.54	\$310,728.00 \$27,775.54
4541	ARP-ESSER Accelerated Learning Coaching	\$43,758.30	\$9,136.00 \$34,622.30
4542	ARP-ESSER Evidence-Based Summer Learning	\$16,774.02	\$5,091.00 \$11,683.02
4543	ARP-ESSER Evidence-Based Comprehensive Beyond the School Day	\$26,929.37	\$20,527.00 \$6,402.37
4544	ARP-ESSER NJ NTiered System of Supports	\$45,000.00	\$45,000.00 .00
		-----	-----
	Total Revenues from Federal Sources	\$970,415.23	\$595,275.00 \$375,140.23
		=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$1,512,559.23	\$889,247.00 \$623,312.23
		=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
STATEMENT OF APPROPRIATIONS - RESTRICTED STATE ENTITLEMENTS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 7 Month Period Ending 01/31/24

	Appropriations	Expenditures	Encumbrances	Available Balance
Local Projects:				
State Projects:				
-- Other State Programs --				
20-331-XXX-XXX to 20-360-XXX-XXX Vocational Programs	\$159,759.00	\$61,900.72	\$7,690.71	\$90,167.57
20-431-XXX-XXX to 20-449-XXX-XXX Other State Projects	\$346,477.00	\$132,568.77	\$152,970.50	\$60,937.73
20-492-XXX-XXX SDA Emergent Needs & Capital Maintenance	\$35,908.00	.00	\$24,145.00	\$11,763.00
-- TOTAL Other State Programs --	\$542,144.00	\$194,469.49	\$184,806.21	\$162,868.30
TOTAL STATE PROJECTS	\$542,144.00	\$194,469.49	\$184,806.21	\$162,868.30
Federal Projects:				
--- CARES Act Educational Stabilization Fund ---				
--- Bridging the Digital Divide Program				
--- Coronavirus Relief Grant Program ---				
--- Other Federal Programs ---				
20-231 to 20-239-XXX-XXX ESSA Title I - Part A/D	\$48,921.00	\$38,650.46	.00	\$10,270.54
20-25X-XXX-XXX I.D.E.A. Part B	\$91,879.00	\$42,277.50	\$35,855.00	\$13,746.50
20-27X-XXX-XXX ESSA Title II - Part A/D	\$12,095.00	\$7,855.00	\$3,157.53	\$1,082.47
20-28X-XXX-XXX ESSA Title IV	\$20,000.00	\$14,500.00	.00	\$5,500.00
20-361 to 20-389-XXX-XXX Vocational Education	\$281,555.00	\$104,434.50	\$98,743.82	\$78,376.68
20-485-XXX-XXX CRRSA Act-Mental Health Grant Program	\$45,000.00	\$40,500.00	.00	\$4,500.00
20-487-XXX-XXX ARP-ESSER Grant Program	\$338,503.54	\$236,419.43	\$60,690.00	\$41,394.11
20-488-XXX-XXX ARP-ESSER Accelerated Learning Coaching	\$43,758.30	\$36,093.52	\$660.87	\$7,003.91
20-489-XXX-XXX ARP-ESSER Evidence-Based Summer Learning	\$16,774.02	\$9,684.03	.00	\$7,089.99
20-490-XXX-XXX ARP-ESSER Evidence-Based Comprehensive	\$26,929.37	\$20,303.01	.00	\$6,626.36
20-491-XXX-XXX ARP-ESSER NJ Tiered System of Supports	\$45,000.00	\$45,000.00	.00	.00
TOTAL Other Federal Programs	\$970,415.23	\$595,717.45	\$199,107.22	\$175,590.56
	=====	=====	=====	=====
TOTAL FEDERAL PROJECTS	\$970,415.23	\$595,717.45	\$199,107.22	\$175,590.56
20-XXX-XXX-XXX All Other State/Fed/Loc Projects	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENDITURES	\$1,512,559.23	\$790,186.94	\$383,913.43	\$338,458.86
	=====	=====	=====	=====

REPORT OF THE SECRETARY CERTIFICATION PAGE  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.

Special Revenue Fund - Fund 20  
For 7 Month Period Ending 01/31/24

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

\_\_\_\_\_  
Board Secretary/Business Administrator

1/31/24

\_\_\_\_\_  
Date

All Accounts in the Expense Account File appear to be included in the details of THE REPORT OF THE SECRETARY

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2/6 7:43am

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Capital Projects Fund - Fund 30  
Interim Balance Sheet  
For 7 Month Period Ending 01/31/24

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ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$3,838,413.72
	Accounts receivable:		
140	Intergovernmental - Accts. Recvble.	\$24,783,830.64	
			\$24,783,830.64

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

301	Estimated Revenues	\$28,540,148.22	
302	Less Revenues	(\$4,580,290.21)	
			\$23,959,858.01
	Total assets and resources		\$52,582,102.37
			=====



REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.

Capital Projects Fund - Fund 30  
 Interim Balance Sheet  
 For 7 Month Period Ending 01/31/24

=====  
 LIABILITIES AND FUND EQUITY  
 =====

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

402	Interfund accounts payable		\$141,880.83
			<hr/>
	TOTAL LIABILITIES		\$141,880.83
			=====

F U N D B A L A N C E

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

753	Reserve for encumbrances - Current Year		\$1,060,174.00
754	Reserve for encumbrances - Prior Year		\$599,621.44
601	Appropriations	\$28,502,081.25	
602	Less : Expenditures	\$820,003.93	
603	Encumbrances	\$1,659,795.44 (\$2,479,799.37)	
		<hr/>	\$26,022,281.88
	Total Appropriated		\$27,682,077.32

--- U n a p p r o p r i a t e d ---

770	Fund balance		\$23,395,125.07
303	Budgeted Fund Balance		\$1,363,019.15
			<hr/>

TOTAL FUND BALANCE \$52,440,221.54

TOTAL LIABILITIES AND FUND EQUITY \$52,582,102.37

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REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.

Capital Projects Fund - Fund 30  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 7 Month Period Ending 01/31/24

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	-----	-----	-----	-----
<b>*** REVENUES/SOURCES OF FUNDS ***</b>				
Other Revenue/Source of Funds	\$28,540,148.22	\$4,580,290.21		\$23,959,858.01
	-----	-----	-----	-----
TOTAL REVENUE/SOURCES OF FUNDS	\$28,540,148.22	\$4,580,290.21		\$23,959,858.01
	=====	=====	=====	=====
	-----	-----	-----	-----
<b>*** EXPENDITURES ***</b>				
	-----	-----	-----	-----
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-390 Other purchased prof. & tech. serv.	\$2,189,111.20	\$725,330.74	\$599,621.44	\$864,159.02
30-000-4XX-450 Construction services	\$26,312,970.05	\$94,673.19	\$1,060,174.00	\$25,158,122.86
	-----	-----	-----	-----
Total fac.acq.and constr. serv.	\$28,502,081.25	\$820,003.93	\$1,659,795.44	\$26,022,281.88
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$28,502,081.25	\$820,003.93	\$1,659,795.44	\$26,022,281.88
	=====	=====	=====	=====
<b>*** TOTAL EXPENDITURES AND TRANSFERS</b>	\$28,502,081.25	\$820,003.93	\$1,659,795.44	\$26,022,281.88
	=====	=====	=====	=====

REPORT OF THE SECRETARY CERTIFICATION PAGE  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.

Capital Projects Fund - Fund 30  
For 7 Month Period Ending 01/31/24

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

1/31/24

\_\_\_\_\_  
Board Secretary/Business Administrator

\_\_\_\_\_  
Date

All Accounts in the Expense Account File appear to be included in the details of THE REPORT OF THE SECRETARY


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# Board of Education

## Somerset County Vocational All Funds For Month Ended: January 2024

### CASH REPORT

Governmental Funds	Beginning Balance	Deposits	Disbursements	Ending Balance
General Fund (10)	\$ 2,929,515.58	\$ 1,518,957.58	\$ (1,791,851.70)	\$ 2,656,621.46
Capital Reserve (10-16)	\$ 802,193.01	\$ -	\$ -	\$ 802,193.01
Maintenance Reserve (10-17)	\$ 611,685.83	\$ -	\$ -	\$ 611,685.83
Special Revenue Fund (20)	\$ 194,404.76	\$ 296,023.00	\$ (353,821.72)	\$ 136,606.04
Capital Project Fund (30)	\$ 3,725,884.10	\$ 265,876.69	\$ (153,347.07)	\$ 3,838,413.72
<b>Total Governmental Funds</b>	<b>\$ 8,263,683.28</b>	<b>\$ 2,080,857.27</b>	<b>\$ (2,299,020.49)</b>	<b>\$ 8,045,520.06</b>
Summer Savings Acct #6028	\$ 95,431.22	\$ 24,596.90	\$ -	\$ 120,028.12
Enterprise Fund (60) Café # 1253	\$ 33,951.21	\$ 14,029.30	\$ -	\$ 47,980.51
Payroll Fund (70) Acct #5868	\$ -	\$ 593,772.06	\$ (593,772.06)	\$ -
Agency Fund (90) Acct #9311	\$ -	\$ 552,509.63	\$ (552,509.63)	\$ -
<b>Total Trust &amp; Agency</b>	<b>\$ 129,382.43</b>	<b>\$ 1,184,907.89</b>	<b>\$ (1,146,281.69)</b>	<b>\$ 168,008.63</b>
<b>Grand Totals</b>	<b>\$ 8,393,065.71</b>	<b>\$ 3,265,765.16</b>	<b>\$ (3,445,302.18)</b>	<b>\$ 8,213,528.69</b>

  
X \_\_\_\_\_  
 Robert Presuto  
 Superintendent

2/6/24  
 \_\_\_\_\_  
 Date

**Bank Reconciliation**  
**Operating Account #1199**  
**January 31, 2024**

**Books**

Beginning Balance	\$ 8,263,683.28
Deposits	\$ 2,080,857.27
Disbursements	\$ (2,299,020.49)
<b>Ending Balance</b>	<b>\$ 8,045,520.06</b>

**Bank**

Ending Balance	\$ 8,168,022.34
Outstanding Checks	(\$122,501.98)
Deposit overstated by .30 28,220.11 S/B 28,219.81	\$ (0.30)
<b>Ending Balance</b>	<b>\$ 8,045,520.06</b>

Outstanding Checks	Year	Month	Check #	Amount
		2023 January	78619	\$30.00
<b>Total</b>		<b>2023 January</b>		<b>\$30.00</b>
		2023 February	78860	\$75.98
		2023 February	78871	\$379.80
<b>Total</b>		<b>2023 February</b>		<b>\$455.78</b>
		2023 March	78886	\$120.00
<b>Total</b>				<b>\$120.00</b>
		2023 April	79085	\$200.00
<b>Total April 2023</b>				<b>\$200.00</b>
		2023 May	79124	\$84.00
		2023 May	79136	\$90.00
<b>Total May 2023</b>				<b>\$174.00</b>
Void		2023 June	79235	
		2023 June	79281	\$50.00
		2023 June	79341	\$35.00
		2023 June	79343	\$35.00
		2023 June	79354	\$340.61
		2023 June	79355	\$97.00
<b>Total June 2023</b>				<b>\$557.61</b>
		2023 July	5383	\$36,805.00
<b>Total July 2023</b>				<b>\$36,805.00</b>

**Bank Reconciliation**  
**Operating Account #1199**  
**January 31, 2024**

	2023 September	79551	\$1,932.97
	2023 September	79590	\$1,254.10
<b>Total September 2023</b>			<b>\$3,187.07</b>
Void	2023 November	79757	\$0.00
Void	2023 November	79773	\$0.00
	2023 November	79807	\$242.54
	2023 November	79820	\$200.00
	2023 November	79826	\$100.00
	2023 November	79839	\$30.37
<b>Total November 2023</b>			<b>\$572.91</b>
	2023 December	79913	\$111.88
	2023 December	79973	\$967.50
<b>Total December 2023</b>			<b>\$1,079.38</b>
	2024 January	5387	\$12,066.02
	2024 January	79993	\$1,039.12
	2024 January	79995	\$225.00
	2024 January	80006	\$462.58
	2024 January	80014	\$69.07
	2024 January	80020	\$270.00
	2024 January	80026	\$15.00
	2024 January	80027	\$955.04
	2024 January	80029	\$125.00
	2024 January	80032	\$250.00
	2024 January	80036	\$556.25
	2024 January	80039	\$520.12
	2024 January	80040	\$2,400.00
	2024 January	80041	\$75.00
	2024 January	80048	\$55.00
	2024 January	80059	\$186.04
	2024 January	80061	\$37.00
	2024 January	80069	\$62.88
	2024 January	80070	\$5,887.20
	2024 January	80072	\$407.50
	2024 January	80076	\$38,710.00
	2024 January	80077	\$4,275.00
	2024 January	80078	\$1,160.00
	2024 January	80079	\$264.00
	2024 January	80082	\$614.98
	2024 January	80086	\$200.00
	2024 January	80094	\$66.00
	2024 January	80096	\$66.00

**Bank Reconciliation**  
**Operating Account #1199**  
**January 31, 2024**

2024 January	80097	\$66.00
2024 January	80098	\$100.00
2024 January	80107	\$100.00
2024 January	80108	\$100.00
2024 January	80111	\$23.07
2024 January	80114	\$1,851.36
2024 January	80119	\$3,582.00
2024 January	80123	\$2,478.00
		<b>\$79,320.23</b>
<b>Jan-24</b>		
<b>Total All Outstanding Checks</b>		<b>\$122,501.98</b>



**Bank Reconciliation**  
**Summer Savings Account # 6028**  
**January 31, 2024**

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**Books**

Beginning Balance	\$	95,431.22
Deposits	\$	24,596.90
Disbursements	\$	-
<b>Ending Balance</b>	<b>\$</b>	<b>120,028.12</b>

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**Bank**

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Ending Balance	\$	120,028.12
Outstanding Checks	\$	-
<b>Ending Balance</b>	<b>\$</b>	<b>-</b>

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**Bank Reconciliation**  
**Cafeteria Account #1253**  
**January 31, 2024**

**Books**

Beginning Balance	\$ 33,951.21
Deposits	\$ 14,029.30
Disbursements	\$ -
<b>Ending Balance</b>	<b>\$ 47,980.51</b>

**Bank**

Ending Balance	\$ 33,951.21
Outstanding Checks	\$ -
<b>Ending Balance</b>	<b>\$ 33,951.21</b>

Outstanding Checks	Year	Month	Check #	Amount
<b>Total</b>				<b>\$ -</b>

**Bank Reconciliation**  
**Payroll Account #5868**  
**January 31, 2024**

<b>Books</b>	
Beginning Balance	\$ -
Deposits	\$ 593,772.06
Disbursements	\$ (593,772.06)
<b>Ending Balance</b>	<b>\$ -</b>
<b>Bank</b>	
Ending Balance	\$ 19,150.47
Outstanding Checks	\$ (19,150.47)
<b>Ending Balance</b>	<b>\$ -</b>

<b>Outstanding Checks</b>	<b>Year</b>	<b>Month</b>	<b>Check #</b>	<b>Amount</b>
	2024	Jan	24311	\$ 172.39
	2024	Jan	24313	\$ 5.20
	2024	Jan	24314	\$ 201.28
	2024	Jan	24321	\$ 7.82
	2024	Jan	24332	\$ 696.80
	2024	Jan	24323	\$ 33.20
	2024	Jan	24324	\$ 518.45
	2024	Jan	24325	\$ 32.55
	2024	Jan	24326	\$ 706.10
	2024	Jan	24327	\$ 37.11
	2024	Jan	24328	\$ 612.11
	2024	Jan	24331	\$ 66.46
	2024	Jan	24332	\$ 609.62
	2024	Jan	24338	\$ 23.98
	2024	Jan	24339	\$ 583.99
	2024	Jan	24340	\$ 608.37
	2024	Jan	24347	\$ 13.23
	2024	Jan	24350	\$ 32.48
	2024	Jan	24351	\$ 682.43
	2024	Jan	24352	\$ 17.84
	2024	Jan	24353	\$ 608.37
	2024	Jan	24358	\$ 50.27
	2024	Jan	24364	\$ 170.12
	2024	Jan	24369	\$ 108.57
	2024	Jan	24374	\$ 12.79
	2024	Jan	24375	\$ 696.69
	2024	Jan	24383	\$ 0.43
	2024	Jan	24384	\$ 694.87
	2024	Jan	24393	\$ 608.37
	2024	Jan	24394	\$ 11.78
	2024	Jan	24406	\$ 110.90
	2024	Jan	24415	\$ 39.58
	2024	Jan	24416	\$ 609.62
	2024	Jan	24417	\$ 16.65
	2024	Jan	22418	\$ 988.56

**Bank Reconciliation**  
**Payroll Account #5868**  
**January 31, 2024**

2024 Jan	24421	\$	17.34
2024 Jan	24422	\$	592.22
2024 Jan	24424	\$	701.02
2024 Jan	24432	\$	49.50
2024 Jan	24433	\$	493.05
2024 Jan	24439	\$	16.75
2024 Jan	24440	\$	127.25
2024 Jan	24442	\$	3.22
2024 Jan	24444	\$	11.00
2024 Jan	24445	\$	700.52
2024 Jan	24446	\$	13.42
2024 Jan	24447	\$	618.97
2024 Jan	24450	\$	700.98
2024 Jan	24458	\$	7.92
2024 Jan	24459	\$	690.53
2024 Jan	24461	\$	24.11
2024 Jan	24462	\$	609.62
2024 Jan	24463	\$	701.02
2024 Jan	24470	\$	608.37
2024 Jan	24474	\$	13.64
2024 Jan	24475	\$	623.05
2024 Jan	24476	\$	583.37
2024 Jan	24479	\$	667.29
2024 Jan	24480	\$	16.38
2024 Jan	24481	\$	170.95
<b>Total</b>		<b>\$</b>	<b>19,150.47</b>

**Bank Reconciliation**  
**Agency Account # 9311**  
**January 31, 2024**

<b>Books</b>	
Beginning Balance	\$ -
Deposits	\$ 552,509.63
Disbursements	\$ (552,509.63)
<b>Ending Balance</b>	<b>\$ -</b>

<b>Bank</b>	
Ending Balance	\$ 6,492.76
Outstanding Checks	\$ (6,492.76)
<b>Ending Balance</b>	<b>\$ -</b>

<b>Outstanding Checks</b>	<b>Month</b>	<b>Check #</b>	<b>Amount</b>
	Jan	20598	1,340.87
	Jan	901262402	3,931.55
	Jan	901262403	1,220.34
<b>Total</b>			<b>\$ 6,492.76</b>

# Somerset County Vocational Board of Ed.

## Expense Account Adjustment Analysis By Account#

ADDENDUM #7

va\_exaa1.082406

12/31/2023

Current Cycle : December

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
<b><i>Current Appropriation Adjustments</i></b>								
11-000-240-104-03-0000-	SALARIES - SUPERVISORS	December Transfers	0039	12/31/2023	RSIPPLE	\$240,002.98	(\$4,053.72)	\$235,949.26
11-000-251-330-08-0001-	ACCOUNT/PAYROLL SOFTWARE	December Transfers	0039	12/31/2023	RSIPPLE	\$24,000.00	\$551.80	\$24,551.80
11-000-252-500-16-0000-	OTHER PURCH SCVS	December Transfers	0037	12/19/2023	RSIPPLE	\$97,259.40	\$8,000.00	\$105,259.40
11-000-291-270-08-0001-	FSA-BENEFITS	December Transfers	0039	12/31/2023	RSIPPLE	\$500.00	\$3,141.92	\$3,641.92
11-140-100-500-16-0000-	SITE LICENSING	December Transfers	0037	12/19/2023	RSIPPLE	\$34,000.00	\$4,000.00	\$38,000.00
11-140-100-610-16-0000-	HIGH SCH TECH SUPPLIES	December Transfers	0037	12/19/2023	RSIPPLE	\$77,047.00	(\$12,000.00)	\$65,047.00
11-310-100-800-10-0000-	OTHER OBJECTS DANCE	December Transfers	0039	12/31/2023	RSIPPLE	\$500.00	\$360.00	\$860.00
<b><i>Total Current Appr.</i></b>							<b><i>\$0.00</i></b>	

# Somerset County Vocational Board of Ed.

## Expense Account Adjustment Analysis By Account#

va\_exaa1.082406

01/31/2024

Current Cycle : January

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
<b>Current Appropriation Adjustments</b>								
11-000-213-100-05-0001-	SUBSTITUTES/O.T.	January Transfers	0040	01/31/2024	RSIPPLE	\$4,000.00	\$500.00	\$4,500.00
11-000-213-199-05-0000-	UNUSED VACATION	January Transfers	0040	01/31/2024	RSIPPLE	\$0.00	\$9,758.00	\$9,758.00
11-000-222-500-08-0000-	COPIER LEASE	January Transfers	0040	01/31/2024	RSIPPLE	\$6,009.42	\$615.59	\$6,625.01
11-000-222-610-03-0000-	AVA MATERIALS - HS	January Transfers	0040	01/31/2024	RSIPPLE	\$4,866.22	\$772.19	\$5,638.41
11-000-240-104-03-0000-	SALARIES - SUPERVISORS	January Transfers	0040	01/31/2024	RSIPPLE	\$235,949.26	(\$15,000.00)	\$220,949.26
11-000-240-500-03-0001-	DISPLAY ADS - HS	January Transfers	0040	01/31/2024	RSIPPLE	\$20,000.00	\$400.00	\$20,400.00
11-000-240-500-03-0002-	OTHER PURCH SERV	January Transfers	0040	01/31/2024	RSIPPLE	\$2,032.00	\$35.74	\$2,067.74
11-000-240-610-05-0000-	SUPPLIES - STUDENT SVS.	January Transfers	0040	01/31/2024	RSIPPLE	\$2,150.00	\$19.02	\$2,169.02
11-000-251-592-08-0000-	BUS OFFICE TRAVEL/COPIER	January Transfers	0040	01/31/2024	RSIPPLE	\$6,289.39	\$506.79	\$6,796.18
11-000-252-500-16-0000-	OTHER PURCH SCVS	January Transfers	0040	01/31/2024	RSIPPLE	\$105,259.40	\$1,461.15	\$106,720.55
11-000-252-610-16-0000-	SUPPLIES AND MATERIALS	January Transfers	0040	01/31/2024	RSIPPLE	\$34,100.00	(\$15,000.00)	\$19,100.00
11-000-262-520-08-0000-	INSURANCE	January Transfers	0040	01/31/2024	RSIPPLE	\$35,000.00	\$11,588.02	\$46,588.02
11-000-270-420-02-0000-	CLEANING, REPAIR & MAINT	January Transfers	0040	01/31/2024	RSIPPLE	\$4,000.00	\$1,793.47	\$5,793.47
11-000-291-299-08-0000-	UNUSED SICK PAY RETIRED	January Transfers	0040	01/31/2024	RSIPPLE	\$54,932.50	\$12,100.00	\$67,032.50
11-140-100-610-16-0000-	HIGH SCH TECH SUPPLIES	January Transfers	0040	01/31/2024	RSIPPLE	\$65,047.00	(\$14,793.37)	\$50,253.63
11-310-100-320-11-0000-	PURCH PROF-ED SERVICES	January Transfers	0040	01/31/2024	RSIPPLE	\$55,388.00	\$99.00	\$55,487.00
11-310-100-500-11-0000-	OTHER PURCHD SERVS	January Transfers	0040	01/31/2024	RSIPPLE	\$36,927.00	\$5,144.40	\$42,071.40
<b>Total Current Appr.</b>								<b>\$0.00</b>

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : All Cycles

03/25/2024  
va\_chkr8.021623

Check Number	Check Date	Vendor No.	Check Vendor Name/Remit to Vendor	Check Amount
<b>POSTED CHECKS</b>				
<b>General Account -Check Series #1</b>				
80118	01/30/2024	10275	DEBORAH GICHAN	\$2,282.00
80119	01/30/2024	10275	HECTOR MONTES	\$3,582.00
80120	01/30/2024	10275	ALYSSA EGNER	\$4,705.44
80121	01/30/2024	10275	GUILLERMON REINA	\$2,421.00
80122	01/30/2024	10275	MARLENE PERCHINSKE	\$2,478.00
80123	01/30/2024	10275	BRENDAN DOWNEY	\$2,478.00
80125	02/06/2024	5557	CENGAGE LEARNING	\$535.15
80126	02/06/2024	11536	GREAT AMERICAN FINANCIAL SERVICES	\$177.00
80127	02/06/2024	11217	GREATER MIDDLESEX CONFERENCE	\$2,080.00
80128	02/06/2024	1666	NJ AMERICAN WATER	\$4,077.01
80129	02/06/2024	10919	SOUTHERN SKYLAND REGIONAL HEALTH INSURAN	\$201,566.00
80130	02/06/2024	7866	VERIZON WIRELESS	\$597.62
80131	02/08/2024	2665	PUBLIC SERVICE ELECTRIC &	\$41,938.81
80132	02/14/2024	9891	ATLANTIC A PROGRAM OF DELAGE SERV	\$1,144.57
80133	02/14/2024	6047	BOWLERO GREEN BROOK	\$419.80
80134	02/14/2024	10351	CABLEVISION LIGHTPATH, INC	\$5,887.20
80135	02/26/2024	8002	ALARM & COMMUNICATIONS TECHNOLOGIES	\$6,311.55
80136	02/26/2024	11731	ALEX SCOLOVENO	\$375.00
80137	02/26/2024	8767	ANTHONY & SONS BAKERY, INC	\$186.50
80138	02/26/2024	8439	ATLANTIC TOMORROW'S OFFICE	\$128.18
80139	02/26/2024	10689	BREAKDOWN PRODUCTS	\$210.00
80140	02/26/2024	1286	BUREAU OF EDUCATION & RESEARCH	\$558.00
80141	02/26/2024	11526	CANDY APPLE COSTUMES	\$186.80
80142	02/26/2024	6376	CDW GOVERNMENT	\$2,669.53
80143	02/26/2024	5557	CENGAGE LEARNING	\$360.00
80144	02/26/2024	5655	CHEMICAL CONSULTANTS, INC	\$1,238.04
80145	02/26/2024	1419	CREST PAPER PRODUCTS	\$1,863.71
80146	02/26/2024	10152	CROWN AWARDS	\$422.16
80147	02/26/2024	8773	DELAWARE VALLEY REGIONAL HS JOINT TRANSPORTATION	\$300.00
80148	02/26/2024	11049	DEMPSEY UNIFORM & LINEN SUPPLY	\$519.52
80149	02/26/2024	9592	E2E EXCHANGE LLC	\$1,675.00
80150	02/26/2024	10937	EDUCATIONAL DATA SERVICES, INC.	\$1,295.00
80151	02/26/2024	10957	EDWARD DON & COMPANY	\$237.28
80152	02/26/2024	10896	F.W.WEBB COMPANY	\$6,883.95
80153	02/26/2024	11368	FBLA-PBL	\$17.00
80154	02/26/2024	10759	FEA	\$2,500.00
80155	02/26/2024	11704	FSS CONTENT SOLUTIONS, TOPCO LP-BOOKS	\$1,109.92
80156	02/26/2024	5875	GRAINGER	\$3,309.21
80157	02/26/2024	7112	INGERSOLL RAND	\$770.00
80158	02/26/2024	4776	JAY HILL REPAIRS	\$1,378.57
80159	02/26/2024	6092	JONES & BARTLETT PUBLISHER	\$1,920.62
80160	02/26/2024	10205	KARL ENVIORNMENTAL GROUP	\$490.00
80161	02/26/2024	11734	LILY WONG	\$79.98
80162	02/26/2024	7629	LOWES HOME CENTERS, INC.	\$3,159.60
80163	02/26/2024	6974	MASCHIO'S FOOD SERVICES	\$135.00
80164	02/26/2024	8816	MITCHELL1	\$1,231.00
80165	02/26/2024	11351	NEW JERSEY FBLA/PBL /KEAN	\$175.00
80166	02/26/2024	6485	NJASBO	\$125.00
80167	02/26/2024	10269	PDQ AUTO SUPPLY	\$3,128.90
80168	02/26/2024	10893	POCONO PRO FOODS	\$2,425.91
80169	02/26/2024	5064	POSITIVE PROMOTIONS, INC	\$284.95



# Somerset County Vocational Board of Ed.

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Posted Checks : All Cycles

03/25/2024  
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Check Number	Check Date	Vendor No.	Check Vendor Name/Remit to Vendor	Check Amount
<b>POSTED CHECKS</b>				
<b>General Account -Check Series #1</b>				
80170	02/26/2024	2622	POST HARDWARE	\$421.21
80171	02/26/2024	11562	RACHEL YOO	\$400.00
80172	02/26/2024	3214	RARITAN VALLEY COMMUNITY COLLEGE	\$27,494.50
80173	02/26/2024	10701	RENAISSANCE LEARNING	\$387.00
80174	02/26/2024	9264	RS PHILLIPS STEEL	\$1,495.56
80175	02/26/2024	6981	RUTGERS BEHAVIORAL HEALTH	\$328.00
80176	02/26/2024	11671	SARGENT WELCH DBA VWR INTERNATIONAL, LLC	\$118.50
80177	02/26/2024	8005	SCVTHS PETTY CASH	\$261.45
80178	02/26/2024	11549	SHARDA PAPER	\$880.80
80179	02/26/2024	3376	SIGNARAMA	\$2,590.00
80180	02/26/2024	10564	SILVERGATE PREP	\$3,000.00
80181	02/26/2024	6586	SOMERSET COUNTY BUSINESS PARTNERSHIP	\$45.00
80182	02/26/2024	11468	SOMERSET COUNTY TREASURER	\$187,200.00
80183	02/26/2024	3441	STAGESTEP	\$3,025.00
80184	02/26/2024	10947	STAHL'S INC.	\$960.68
80185	02/26/2024	10988	STAPLES CONTRACT & COMMERCIAL, INC.	\$603.45
80186	02/26/2024	5828	SYSCO METRO NEW YORK	\$7,029.97
80187	02/26/2024	8063	W.B. MASON	\$646.25
80188	02/26/2024	11546	WEATHERPROOFING TECHNOLOGIES, INC.	\$6,348.91
80189	02/26/2024	10255	ACTIVE DISPOSAL SERVICES, INC	\$1,568.70
80190	02/26/2024	8002	ALARM & COMMUNICATIONS TECHNOLOGIES	\$10,372.10
80191	02/26/2024	7130	AMERICAN WEAR	\$94.00
80192	02/26/2024	9316	AQUA CHILL PARSIPPANY	\$37.00
80193	02/26/2024	5824	AUTOMATIC DATA PROCESSING	\$384.20
80194	02/26/2024	9946	BENEFIT EXPRESS	\$31.44
80195	02/26/2024	10355	CABLEVISIONSYSTEMS CORPORATION	\$149.45
80196	02/26/2024	6215	CHARLES NECHTEM ASSOCIATES, INC.	\$849.63
80197	02/26/2024	11025	CHEM-AQUA INC	\$407.50
80198	02/26/2024	1513	DELTA DENTAL PLAN OF	\$8,830.65
80199	02/26/2024	2092	DIFRANCESCO,BATEMAN P.C.	\$1,111.50
80200	02/26/2024	1850	FAMILY & COMMUNITY SERVICES OF	\$5,541.66
80201	02/26/2024	11577	JAG-ONE PHYSICAL THERAPY	\$4,275.00
80202	02/26/2024	10569	JERSEY IRISH MEDICAL/DBA AFC URGENT CARE	\$850.00
80203	02/26/2024	10732	LINDE GAS & EQUIPMENT INC.	\$1,454.47
80204	02/26/2024	11586	LYNN DRY CLEANERS	\$3,203.40
80205	02/26/2024	11575	MATRIX NEW WORLD ENGINEERING	\$3,248.00
80206	02/26/2024	2318	MIDDLE EARTH	\$3,216.24
80207	02/26/2024	2855	NORTHWESTERN MUTUAL LIFE	\$614.98
80208	02/26/2024	5936	PRITCHARD INDUSTRIES	\$45,315.69
80209	02/26/2024	7156	QUENCH	\$605.00
80210	02/26/2024	11158	RAELENE SIPPLE	\$75.00
80211	02/26/2024	11585	ROBERT PRESUTO	\$279.11
80212	02/26/2024	10256	SAFE SCHOOLS INTEGRATED PEST CONTROL	\$400.00
80213	02/26/2024	2877	SAFETY KLEENSYSTEMS, INC	\$2,027.14
80214	02/26/2024	10060	MICHAEL LILLIS	\$100.00
80215	02/26/2024	10060	WARREN BRYSON	\$66.00
80216	02/26/2024	10060	JOVAN FORD	\$66.00
80217	02/26/2024	10060	MIKE PARISO	\$66.00
80218	02/26/2024	10060	DOUGLAS GILDENBERG	\$100.00
80219	02/26/2024	10060	EMIL FERLICCHI	\$200.00
80220	02/26/2024	10060	LARRY SPENCER	\$100.00
80221	02/26/2024	10060	TOM MEDLER	\$100.00

# Somerset County Vocational Board of Ed.

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<b>POSTED CHECKS</b>				
<b>General Account -Check Series #1</b>				
80222	02/26/2024	10060	CHRIS CONNOLLY	\$100.00
80223	02/26/2024	10060	JAMES RYAN	\$66.00
80224	02/26/2024	10060	DARRYL BROWN	\$66.00
80225	02/26/2024	10060	BRIAN PERONE	\$100.00
80226	02/26/2024	10060	JASON O'NEILL	\$100.00
80227	02/26/2024	10060	LEO YANOGACIO	\$200.00
80228	02/26/2024	10060	JOHN LANEY	\$66.00
80229	02/26/2024	10060	RYAN CURTIS	\$100.00
80230	02/26/2024	10060	NATHANIEL PENNY	\$66.00
80231	02/26/2024	10060	CAESAR BROWN	\$200.00
80232	02/26/2024	10060	JERRY HAYES	\$200.00
80233	02/26/2024	10060	JOE ZICARO	\$100.00
80234	02/26/2024	10060	BOBBIE MUI PIRRO	\$100.00
80235	02/26/2024	10060	JAMES SWINDELL	\$100.00
80236	02/26/2024	10060	BRYANT DAVIS	\$100.00
80237	02/26/2024	10060	BRIAN VANDONGEN	\$66.00
80238	02/26/2024	10060	ROBERT SWITZER	\$200.00
80239	02/26/2024	10060	BRIAN KAPLAN	\$100.00
80240	02/26/2024	10060	DAN MARGOLIS	\$100.00
80241	02/26/2024	10060	MARTIN LILLIS	\$100.00
80242	02/26/2024	10060	TIM LOMBARDO	\$100.00
80243	02/26/2024	10043	GANNETT NEW YORK/ NJ	\$70.96
80244	02/26/2024	10043	NJSCHOOLJOBS.COM	\$50.00
80245	02/26/2024	10079	MICHELLE FRESCO	\$48.00
80246	02/26/2024	10079	RALPH STARACE	\$162.68
80247	02/26/2024	10275	GERALD MAZZETTA	\$4,320.00
80248	02/26/2024	10090	KIM VASATURO	\$200.00
80249	02/26/2024	10090	PHILIP ENG	\$200.00
80250	02/26/2024	10090	MIKE MCCLAIN	\$200.00
80251	02/26/2024	10854	SOMERSET COUNTY TREASURER	\$537.96
80252	02/26/2024	4054	SYSTEMS 3000, INC.	\$813.20
80253	02/26/2024	3174	UNITED PARCEL SERVICE	\$250.00
80254	02/26/2024	6242	USA ARCHITECTS PLANNERS + ID	\$67,335.89
80255	02/26/2024	8515	VERIZON BUSINESS	\$1.54
80256	02/26/2024	3191	VISION SERVICE PLAN INC.	\$4,229.68
80257	02/26/2024	8002	ALARM & COMMUNICATIONS TECHNOLOGIES	\$556.38
80258	02/21/2024	11741	SOMERSET RARITAN VALLEY SEWERAGE AUTHORITY	\$31,836.00

**Total for General Account Check Series #1**

**\$776,148.91**

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : All Cycles

03/25/2024  
va\_chkr8.021623

Check Number	Check Date	Vendor No.	Check Vendor Name/Remit to Vendor	Check Amount
<b>POSTED CHECKS</b>				
<b>Agency Check -Check Series #2</b>				
20597	01/30/2024	10498	NEW JERSEY FAMILY SUPPORT PAYMENT CENTER	\$1,269.50
20598	01/30/2024	9780	PRUDENTIAL INSURANCE	\$1,340.87
20599	02/15/2024	10498	NEW JERSEY FAMILY SUPPORT PAYMENT CENTER	\$1,269.50
<b>Total for Agency Check Check Series #2</b>				<b>\$3,879.87</b>

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : All Cycles

03/25/2024  
va\_chkr8.021623

Check Number	Check Date	Vendor No.	Check Vendor Name/Remit to Vendor	Check Amount
<b>POSTED CHECKS</b>				
<b>Student Activity -Check Series #3</b>				
6773	01/29/2024	10586	EDWARD GRAF	\$23.96
6774	01/30/2024	11736	ALESSANDRA AZCONA	\$39.49
6775	01/30/2024	11366	CENTRICITY/THE E GROUP, INC.	\$2,886.37
6776	01/30/2024	10383	FOREST LODGE	\$5,000.00
6777	01/30/2024	8262	NATIONAL FFA ORGANIZATION	\$580.00
6778	01/30/2024	11737	NAVY LEAGUE OF THE US CENTRAL JERSEY COUNCIL INC	\$300.00
6779	02/09/2024	11366	CENTRICITY/THE E GROUP, INC.	\$1,970.08
6780	02/09/2024	10074	ELAINE HOWE	\$150.00
6781	02/09/2024	10397	FRATTELLOS RISTORANTE & PIZZERIA	\$158.00
6782	02/09/2024	11621	OLD FASHION CANDY CO. INC.	\$1,392.74
* 6784	02/09/2024	11655	SIDEKICK ICS	\$3,667.00
6785	02/09/2024	7388	TREASUER, STATE OF NJ OFFICE	\$377.00
* 6787	02/09/2024	11617	FBLA-PBL STATE OFFICE	\$2,115.00
6788	02/12/2024	11363	IBS NEW YORK 2024/QUESTEX, LLC	\$1,254.00
6789	02/14/2024	10591	ACTION SCREEN PRINTING	\$1,260.00
6790	02/14/2024	10737	AATSP-STORE	\$172.00
6791	02/14/2024	10586	EDWARD GRAF	\$105.58
6792	02/20/2024	11739	CHIEF RIVER NURSERY	\$764.91

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

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03/25/2024  
va\_chkr8.021623

Check Number	Check Date	Vendor No.	Check Vendor Name/Remit to Vendor	Check Amount
<b>POSTED VOIDED CHECK(S)</b>				
<b>Student Activity -Check Series #3</b>				
6783	02/09/2024	11363	QUESTEX, LLC C/O CDS	\$1,254.00
6786	02/09/2024	11233	NJ FBLA-PPL STATE OFFICE	\$2,115.00
				<hr/>
<b>Total Current Cycle Voided Checks</b>				<b>\$3,369.00</b>
				<hr/>
<b>Total for Student Activity Check Series #3</b>				<b>\$22,216.13</b>

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : All Cycles

03/25/2024  
va\_chkr8.021623

Check Number	Check Date	Vendor No.	Check Vendor Name/Remit to Vendor	Check Amount
<b>POSTED CHECKS</b>				
<b>Hand Checks</b>				
1781	02/06/2024	6974	MASCHIO'S FOOD SERVICES	\$12,384.42
1782	02/26/2024	6974	MASCHIO'S FOOD SERVICES	\$13,001.20
5387	01/24/2024	3112	TREASURER, STATE OF NJ	\$12,066.02
10595	01/24/2024	3458	STATE OF NEW JERSEY	\$1,376.60
10596	01/30/2024	9717	PRUDENTIAL INSURANCE	\$51.93
10597	01/30/2024	9773	INTERNAL REVENUE SERVICE	\$32,676.83
10598	02/15/2024	9717	PRUDENTIAL INSURANCE	\$113.61
10599	02/15/2024	9773	INTERNAL REVENUE SERVICE	\$36,604.34
* 12624	01/26/2024	3099	TREASURER SOMERSET COUNTY	\$71,579.59
* 13024	01/30/2024	3099	TREASURER SOMERSET COUNTY	\$471,228.30
* 21524	02/15/2024	3099	TREASURER SOMERSET COUNTY	\$500,467.12
* 901252401	01/25/2024	9774	NJ DIVISION OF REVENUE	\$1,376.60
* 901262401	01/26/2024	9778	PRUDENTIAL RETIREMENT SERVICES	\$102.04
901262402	01/26/2024	9776	NJ DIV OF PENSIONS AND BENEFITS - TPAF	\$3,931.55
901262403	01/26/2024	9777	NJ DIV OF PENSIONS AND BENEFITS - PERS	\$1,220.34
901262404	01/26/2024	9769	PLAN CONNECT-EQUITABLE	\$101.36
901262405	01/26/2024	9773	INTERNAL REVENUE SERVICE	\$12,658.27
901262406	01/26/2024	9774	NJ DIVISION OF REVENUE	\$368.59
901262407	01/26/2024	9774	NJ DIVISION OF REVENUE	\$1,291.95
901262408	01/26/2024	9775	PENNSYLVANIA DEPARTMENT OF REVENUE	\$27.74
* 901302401	01/30/2024	9776	NJ DIV OF PENSIONS AND BENEFITS - TPAF	\$59,043.49
901302402	01/30/2024	9777	NJ DIV OF PENSIONS AND BENEFITS - PERS	\$16,378.82
901302403	01/30/2024	9778	PRUDENTIAL RETIREMENT SERVICES	\$391.32
901302404	01/30/2024	9769	PLAN CONNECT-EQUITABLE	\$35,380.03
901302404	01/30/2024	9770	PLAN CONNECT_VALIC	\$1,291.68
901302404	01/30/2024	9771	PLAN CONNECT-MET LIFE	\$594.85
901302404	01/30/2024	11243	PLAN CONNECT-VANGUARD 403B-PAYROLL	\$3,062.63
901302405	01/30/2024	9772	NEW JERSEY EDUCATION ASSOCIATION	\$10,078.76
901302406	01/30/2024	9768	SOMERSET COUNTY BOARD OF EDUCATION	\$635.00
901302407	01/30/2024	9768	SOMERSET COUNTY BOARD OF EDUCATION	\$51,323.02
901302408	01/30/2024	9761	AFLAC	\$1,422.31
901302409	01/30/2024	9773	INTERNAL REVENUE SERVICE	\$102,262.75
901302410	01/30/2024	9774	NJ DIVISION OF REVENUE	\$2,314.36
901302411	01/30/2024	9774	NJ DIVISION OF REVENUE	\$16,586.56
901302412	01/30/2024	9775	PENNSYLVANIA DEPARTMENT OF REVENUE	\$1,046.90
* 902152401	02/15/2024	9778	PRUDENTIAL RETIREMENT SERVICES	\$798.07
902152402	02/15/2024	9769	PLAN CONNECT-EQUITABLE	\$15,562.99
902152402	02/15/2024	9770	PLAN CONNECT_VALIC	\$1,291.68
902152402	02/15/2024	9771	PLAN CONNECT-MET LIFE	\$594.85
902152402	02/15/2024	11243	PLAN CONNECT-VANGUARD 403B-PAYROLL	\$3,149.10
902152403	02/15/2024	9773	INTERNAL REVENUE SERVICE	\$111,817.23
902152404	02/15/2024	9774	NJ DIVISION OF REVENUE	\$2,577.59
902152405	02/15/2024	9774	NJ DIVISION OF REVENUE	\$17,410.87
902152406	02/15/2024	9775	PENNSYLVANIA DEPARTMENT OF REVENUE	\$375.86
<b>Total for Hand Checks</b>				<b>\$1,628,019.12</b>
<b>Total Posted Checks</b>				<b>\$2,433,633.03</b>

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

**Posted Checks : All Cycles**

### Check Vendor Name/Remit to Vendor

### Fund Summary

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	10		\$8,962.50		\$322,169.54	\$331,132.04
10	11	\$4,301,102.34		\$7,512,491.70		\$11,813,594.04
10	12	\$190,462.29				\$190,462.29
10	P1	\$76,484.13		\$3,657.86		\$80,141.99
Fund 10	TOTAL	\$4,568,048.76	\$8,962.50	\$7,516,149.56	\$322,169.54	\$12,415,330.36
20	20	\$632,063.75	\$26,361.00	\$330,000.86	\$12,066.02	\$1,000,491.63
20	P2	\$5,250.00		\$32,071.18		\$37,321.18
Fund 20	TOTAL	\$637,313.75	\$26,361.00	\$362,072.04	\$12,066.02	\$1,037,812.81
30	30	\$940,648.30		\$36,805.00		\$977,453.30
60	60			\$77,669.07	\$522.19	\$78,191.26
60	P6			\$6,297.28		\$6,297.28
Fund 60	TOTAL			\$83,966.35	\$522.19	\$84,488.54
90	90		\$29,173.48		\$3,529,896.77	\$3,559,070.25
95	95		\$133,579.71		\$2,000.00	\$135,579.71
GRAND	TOTAL	\$6,146,010.81	\$198,076.69	\$7,998,992.95	\$3,866,654.52	\$18,209,734.97

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

Total Checks from selected cycle(s) voided in the selected cycle(s): **\$3,369.00**