

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive
Bridgewater, New Jersey 08807

Regular Meeting
January 23, 2023

- I. Call to Order
- II. Roll Call of Members

Gregory Lalevee, President
Nadine Wilkins, Vice President
Ayanna Taylor
Adam Beder
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
Others:

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 5, 2023.

Pledge of Allegiance

- III. Approval of Minutes of the Regular Meeting and Executive Session held on December 19, 2022.
 - A. Corrections

On motion of _____, seconded by _____, the minutes of the Regular Meeting and Executive Session held on December 19, 2022 were approved.

IV. Correspondence

V. Presentations/Recognitions

A. Presentation – NJCCVTS Business Partner of the Year – American Tire & Auto Care, Mike Destefano

B. Presentation of Student of the Month – Eden Bingel, AgScience, Grade 9

C. Presentation of CTE Stellar Students for the 2nd Quarter

CTE Program	Stellar Student Name	Stellar Student Grade
Academy for Health & Medical Sciences	Anthony Palacios	Grade 10
Agricultural Science	Madeline Bates	Grade 11
Auto Body	Nicholas Nastawa	Grade 11
Automotive Diesel Technology	Andres Munoz	Grade 10
Automotive Diesel Technology	Kayla Wronski	Grade 11
Carpentry	Steven LaRosa	Grade 11
Computer Science Technology	Shreya Molhotra	Grade 9
Cosmetology	Kassy Alfaro	Grade 12
Cosmetology	Joelle Gozdek	Grade 10
Culinary Arts	Amy J. Hernandez	Grade 10
Dance	Athena Bernaz	Grade 12
Electrical Construction	Jacob Stone	Grade 12
Graphic Communications	Khai Rice	Grade 12
Health Occupations	Isabella Anderer	Grade 12
Law & Public Safety	Harley Long	Grade 10
Mechanics & Repair	Joel Linares	Grade 11
Mechatronics, Engineering, and Advanced Manufacturing	Joshua Atusparia-Urbina	Grade 11
Plumbing	Devon McPartland	Grade 10
Theater Arts/Acting	Sanaia Harrison	Grade 12
Theater Arts/Vocal	Emily Herman	Grade 12
Welding	Brendan Ramsden	Grade 11

D. Announcement – SCVTHS’ Support Person of the Year – Amy Patryn, Administrative Secretary to the Principal

E. Announcement – SCVTHS’ Governor’s Educators of the Year

1. Susan Kiser, School Counselor (Educational Services Professional of the Year)

2. Guillermo Reina, Spanish Instructor (Teacher of the Year)

VI. Old or Unfinished Business

A. Construction Projects

VII. Report of the Attorney

VIII. Committee Reports

- Board of School Estimate – Mr. Lalevee, Dr. Taylor
- NJSBA (Delegate) – Ms. Wilkins
- SCSBA (Delegate) – Ms. Wilkins
- SCESC (Representative) – Dr. Taylor; (Alternate) – Mr. Lalevee
- SCJIF – (Commissioner) – Ms. Sipple; (Alternate) – Ms. Wilkins
- SSRHIF – (Commissioner) – Mr. Beder; (Alternate) – Ms. Sipple

IX. School Communications Report

X. Superintendent’s Report

A. Employment of Substitutes

The Superintendent recommends that the Board of Education approve employment of the following substitutes at a rate of \$120.00/day for the 2022-23 school year:

Gitl Jean Bornstein

Alexander Scoloveno

B. FMLA Request

The Superintendent recommends that the Board of Education approve the request of Ms. Aja Palmer for an FMLA beginning on or about March 1, 2023 through May 24, 2023.

C. Lateral Move – 2022-23 School Year

The Superintendent recommends that the Board of Education approve Ms. Maura Gillooly’s request for a lateral move from Step 9-10/B to Step 9-10/C on the salary guide in the amount of \$70,415.00 (masters stipend added to base), effective February 1, 2023.

D. Salary Adjustments – 2022-23 School

The Superintendent recommends that the Board of Education approve the following salary adjustments for the 2022-23 school year:

Maura Gillooly (3rd qtr. 1/30/23-4/6/23)	\$ 69,690.00	\$ 725.00	11	31.416%	\$ 21,893.81	\$ 92,308.81
Rachel Kinlan (3rd qtr. 1/30/23-4/6/23)	\$ 70,950.00		5	14.28%	\$ 10,131.66	\$ 81,081.66
John O’Neill (3rd qtr. 1/30/23-4/6/23)	\$ 83,110.00	\$ 725.00	6	17.136%	\$ 14,241.73	\$ 98,076.73
Matthew Poznanski (3rd qtr. 1/30/23-4/6/23)	\$ 71,210.00		1	2.856%	\$ 2,033.76	\$ 73,243.76

E. School Business/Professional Development Travel

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

Motion _____ Second _____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	___	___
Ms. Wilkins	___	___
Dr. Taylor	___	___
Mr. Beder	___	___
Mr. Jinks	___	___

F. Field Trips

The Superintendent recommends that the Board of Education approve field trips for high school students as they appear on Addendum #2.

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	___	___
Ms. Wilkins	___	___
Dr. Taylor	___	___
Mr. Beder	___	___
Mr. Jinks	___	___

G. Employee Assistance Program

The Superintendent recommends that the Board of Education renew its agreement with Charles Nechem Associates, Inc. to provide short-term counseling services for the employees of Somerset County Vocational & Technical Schools, effective February 1, 2023 through January 31, 2024.

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	___	___
Ms. Wilkins	___	___
Dr. Taylor	___	___
Mr. Beder	___	___
Mr. Jinks	___	___

H. Waiver of Requirements – Special Education Medicaid Initiative (SEMI) Program

The Superintendent recommends that the Board of Education authorize the Chief School Administrator to submit to the Executive County Superintendent an appropriate waiver of requirements of N.J.A.C. 6A:23A-5.3 for the 2023-24 school year.

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	___	___
Ms. Wilkins	___	___
Dr. Taylor	___	___
Mr. Beder	___	___
Mr. Jinks	___	___

I. Abolish Board Policy

The Superintendent recommends that the Board of Education abolish the following policy:

1648.11 – The Road Forward COVID-19 – Health and Safety

J. Revised Board Policy – Second Reading

The Superintendent recommends that the Board of Education approve and adopt the following revised policy at this second reading.

2418 – Section 504 of the Rehabilitation Act of 1973 – Students

K. Revised Board Policies and Regulations – First Reading

The Superintendent recommends that the Board of Education approve the following revised policies and regulations at this first reading as they appear on Addendum #3.

- 0152 – Board Officers
- 0161 – Call, Adjournment, and Cancellation
- 0162 – Notice of Board Meetings
- 2423/R2423 – Bilingual and ESL Education
- 5200/R5200 – Attendance
- 8140 – Student Enrollments
- R8140 – Enrollment Accounting
- 8330/R8330 – Student Records
- R8420.2 – Bomb Threats
- R8420.7 – Lockdown Procedures
- R8420.10 – Active Shooter

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	___	___
Ms. Wilkins	___	___
Dr. Taylor	___	___
Mr. Beder	___	___
Mr. Jinks	___	___

L. Contract Modification – Fiscal Year Ending June 30, 2023

The Superintendent recommends that the Board of Education accept Contract Modification #1 as prepared by the State of New Jersey Department of Children and Families – Contract #23BATP as follows:

Change to Reimbursable Ceiling from \$346,477.00 to \$359,227.00 (additional funds one-time funding)

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	___	___
Ms. Wilkins	___	___
Dr. Taylor	___	___
Mr. Beder	___	___
Mr. Jinks	___	___

M. Resolution – Harassment, Intimidation or Bullying Decision – Case #2223-007

Whereas, the Somerset County Vocational Board of Education has received and accepted the HIB Investigation Report (Case #2223-007) at its regularly scheduled meeting held on **December 19, 2022**; and

Whereas, the HIB Investigation Report indicated each reported case of Harassment, Intimidation or Bullying and the results of the investigation known as the Superintendent’s decision – including any services provided, training established or discipline imposed; and

Whereas, the parties involved in those cases reported were notified of the results of the investigation, Superintendent’s decision, and the rights of those parties to request a hearing before the Board of Education; and

Whereas, no requests for a hearing before the Board of Education have been received; and

Whereas, the Anti-Bullying Bill of Rights provides the Board of Education the opportunity to affirm, modify or reject the Superintendent’s decisions on reported cases of Harassment, Intimidation or Bullying;

Now, therefore be it resolved, that the Board of Education affirms the Superintendent’s decision in the case (#2223-007) listed in the HIB Investigation Report previously accepted by the Board at its regularly scheduled Board of Education meeting held on December 19, 2022.

Motion_____ Second_____
Discussion
Call the Roll

Table with 3 columns: Name, Yes, No. Rows include Mr. Lalevee, Ms. Wilkins, Dr. Taylor, Mr. Beder, Mr. Jinks.

N. Harassment, Intimidation or Bullying Investigation Report

It is recommended that the Board of Education acknowledge receipt of the following HIB Investigation Report (Case #2223-008).

Motion_____ Second_____
Discussion
Call the Roll

Table with 3 columns: Name, Yes, No. Rows include Mr. Lalevee, Ms. Wilkins, Dr. Taylor, Mr. Beder, Mr. Jinks.

O. Resolution – 2022-23/1-A – School Board Recognition Month in New Jersey

The Superintendent recommends that the Board of Education adopt Resolution 2022-23/1-A as it appears on Addendum #4.

Motion_____ Second_____
Discussion
Call the Roll

Table with 3 columns: Name, Yes, No. Rows include Mr. Lalevee, Ms. Wilkins, Dr. Taylor, Mr. Beder, Mr. Jinks.

P. Superintendent’s Update

- HIB Report – New cases submitted for January Review – 1; HIB Cases Submitted Month Prior for Board Decision in January - 1; Total YTD Reports Submitted for Review - 6

- Student Suspension Report

Incident Number	Grade	Out of School/In School Suspension	Total # Days	Suspension Dates	Reason
111202310	10	Out	3	1/11/2023, 1/12/2023, 1/13/2023	CONFIRMED: Unknown
111202311	10	Out	3	1/11/2023, 1/12/2023, 1/13/2023	Substance Suspected/Refused Exam

- Student Enrollment Report

Enrollment Report - January 1, 2023	Grade 9	Grade 10	Grade 11	Grade 12	Totals
Full-Time Students Enrolled	67	77	97	92	333
Shared-Time Students Enrolled	106	78	95	57	336
Totals	173	155	192	149	669

- Start Strong Assessment Report – Fall 2022 – P. Pelliccia
- National Career & Technical Education Month – February
- Open House – Saturday, February 4, 2023 – 9 a.m. - 12 noon (Snow date – Saturday, February 11th 9 am. – 12 noon)
- Budget Calendar – R. Sipple

Q. Submission of Bills

It is recommended the Board of Education approve the bills list for January 2023 which is included in the Board packet and will be attached to the regular meeting minutes.

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	___	___
Ms. Wilkins	___	___
Dr. Taylor	___	___
Mr. Beder	___	___
Mr. Jinks	___	___

XI. Report of the School Business Administrator/Board Secretary

A. Board Secretary Report/Cash Report

It is recommended the Board of Education adopt the monthly financial statement reports for the School Business Administrator/Board Secretary and the Cash Report for the month of December 2022, after review of the secretary’s monthly financial report (appropriations section), and upon consultation with the appropriate district officials, to the best of our knowledge no major 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 #5)

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	___	___
Ms. Wilkins	___	___
Dr. Taylor	___	___
Mr. Beder	___	___
Mr. Jinks	___	___

B. Budget Transfers – November and December 2022

It is recommended the Board of Education approve budget transfers for the 2022-23 school year as they appear on Addendum #6.

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	___	___
Ms. Wilkins	___	___
Dr. Taylor	___	___
Mr. Beder	___	___
Mr. Jinks	___	___

C. Award Purchases in Excess of Bid Threshold in Compliance with NJSA 18A:18A – 2022-23 School Year

It is recommended the Board of Education award the following purchases in excess of the bid threshold for the 2022-23 school year which are year to date amounts and are in compliance with law.

CDW Government	\$75,100.00	Co-Op	District Wide Technology
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Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	___	___
Ms. Wilkins	___	___
Dr. Taylor	___	___
Mr. Beder	___	___
Mr. Jinks	___	___

D. Receipt of Bids – CNC Plasma Cutting System

It is recommended the Board of Education receive the following bids for the purchase of a CNC Plasma Cutting System.

<u>Contractor</u>	<u>Base Bid Amount</u>
Horizon Technologies, Inc.	\$33,477.73
Techno CNC Systems	\$32,823.00

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	___	___
Ms. Wilkins	___	___
Dr. Taylor	___	___
Mr. Beder	___	___
Mr. Jinks	___	___

E. Reject Bids

It is recommended the Board of Education reject the following bids due to material changes to the specifications.

<u>Contractor</u>	<u>Base Bid Amount</u>
Horizon Technologies, Inc.	\$33,477.73
Techno CNC Systems	\$32,823.00

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	___	___
Ms. Wilkins	___	___
Dr. Taylor	___	___
Mr. Beder	___	___
Mr. Jinks	___	___

XII. New Business –

XIII. Next Meeting

It is recommended the next regular meeting of the Somerset County Vocational Board of Education be held:

February 27, 2023

5:00 P.M.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

XIV. 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 in Public Session.

XV. Resolution

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 SCVTEA negotiations, arbitration, litigation 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.

XVI. On motion of _____, seconded by _____ and passed, the meeting adjourned at _____ P.M.

DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
March 20, 2023	John Heinbach	\$325.00	Mileage - \$79.90 Tolls/Parking - \$20.00	NJ School Buildings & Grounds Conference	Atlantic City, NJ

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January 2023

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>
*1/5/2023	Science Olympiad	NJIT, University Heights, Newark, NJ	\$12.50/District	Parent
2/23/2023	SkillsUSA	Gloucester County Institute of Technology Sewell, NJ	\$0.00	Parent
3/1/2023	Health Occupations	Warrenbrook Senior Wellness Center Warren, NJ	\$0.00	District
3/17/2023	Health Occupations	Senior Wellness Center Bridgewater, NJ	\$0.00	District

*Prior approval received from Superintendent

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Board Officers
Dec 22

[See POLICY ALERT Nos. 181, 205, 219, and 229]

0152 BOARD OFFICERS

The Board of Education shall organize at its first regular meeting by electing one of its members as President and another as Vice President.

Any **Board** member may place a **Board** member's name in nomination for **Board President and Vice President**; a second **on the nomination** is not required. Election for each office will be conducted by a vote when the nominations for that office are closed. ~~The candidate receiving a majority vote of the members of the Board present and constituting a quorum will be elected to office.~~

Select Option 1 or 2 below

[Option 1 – Written Paper Ballot

Voting shall take place by written ballot after nominations are closed for each position, President and Vice President. Each Board member will be provided a paper ballot after nominations are closed for each position. Each Board member shall write the name of one Board member they wish to vote for on the paper ballot. Each Board member must print and sign their name on their paper ballot. The ballots shall be read aloud by the Board Secretary identifying the Board member and their vote. ~~The person with the majority vote of the members of the Board present and constituting a quorum shall be elected. In the event no candidate receives a majority vote of the Board members present and constituting a quorum, the procedure shall be repeated until someone receives a majority vote of those Board members present and constituting a quorum.]~~

[Option 2 – Verbal Roll Call Vote

Yes/

Voting shall take place by verbal roll call vote after nominations are closed. When more than one person has been nominated **for a single position**, the Board will vote on candidates in the order in which they were nominated. ~~In the event no candidate receives a majority vote of the members of the Board present and constituting a quorum, the procedure shall continue until someone receives a majority vote.]~~



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Board Officers

Select Option 1 or 2 below

[Option 1 – Elect Officers With a Majority Vote of all the Board Members Present] Yes

The person with the majority vote of the members of the Board present and constituting a quorum shall be elected. In the event no candidate receives a majority vote of the Board members present and constituting a quorum, the procedure shall be repeated until someone receives a majority vote of those Board members present and constituting a quorum.]

[Option 2 – Elect Officers With a Majority of all the Members of the Board]

The person with the majority vote of all of the members of the Board shall be elected. In the event no candidate receives a majority vote of all of the members of the Board, the procedure shall be repeated until someone receives a majority vote of all of the members of the Board.]

Officers shall serve for one year and until their respective successors are elected and shall qualify, but if the Board shall fail to hold the organization meeting or to elect Board officers as prescribed by N.J.S.A. 18A:15-1, the Executive County Superintendent shall appoint from among the members of the Board a President and/or Vice President.

A President or Vice President who refuses to perform a duty imposed upon **them** ~~him/her~~ by law may be removed by a majority vote of **all of the Board** members ~~of the Board present and constituting a quorum~~. In the event the office of President or Vice President shall become vacant the Board shall, within thirty days thereafter, fill the vacancy for the unexpired term. If the Board fails to fill the vacancy within such time, the Executive County Superintendent shall fill the vacancy for the unexpired term.

N.J.S.A. 18A:15-1; 18A:15-2

Adopted:



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Call, Adjournment, and Cancellation
Dec 22

[See POLICY ALERT No. 229]

0161 CALL, ADJOURNMENT, AND CANCELLATION

All The Board of Education **meetings** shall ~~be meet~~ in public **and each Board shall hold a meeting** session at least once every two months during the period in which the schools **in the district** are in session.

~~All meetings shall be called to commence not later than 8:00 p.m. of the day designated.~~

The Secretary of the Board shall call a special meeting of the Board whenever: requested by the President of the Board; requested by the Superintendent when the Board fails to meet within two months during the period in which the schools in the district are in session; or when presented with a petition signed by a majority of the full membership of the Board requesting the special meeting.

~~A meeting not regularly scheduled may be called by the Board Secretary at the request of the President or upon the presentation to the Board Secretary of a petition requesting a meeting and signed by a majority of the full Board.~~

The Board may at any time recess or adjourn to an adjourned meeting at a time, date, and place announced **at the time of the recess or before** the adjournment ~~takes place~~. The adjourned meeting shall take up ~~its~~ business at the point in the agenda where the motion to adjourn was passed.

When circumstances are such as to prevent the attendance of a majority or all of Board members or to frustrate the purpose of the meeting, a meeting may be canceled by the Board Secretary at the request of the President. Notice of the cancellation shall be given, by expedient means, to all Board members, to the Superintendent, and, whenever possible, to the newspapers in which notice of Board meetings is regularly given. If possible, written notice of the cancellation shall also be posted at the place where the canceled meeting was scheduled to occur. Notice of the cancellation shall include the date, time, and place of the next scheduled meeting. Notice of the cancellation shall be read at the next following Board meeting and shall be duly recorded in the official minute book.

N.J.S.A. 18A:10-6
N.J.A.C. 6A:32-3.1

Adopted:



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Notice of Board Meetings
Dec 22

[See POLICY ALERT No. 229]

0162 NOTICE OF BOARD MEETINGS

The Board of Education will give notice of all meetings in accordance with law.

Adequate Public Notice

The Board Secretary shall provide written advance notice of at least forty-eight hours, giving the time, date, location and, to the extent known, the agenda of any regular, special, or rescheduled meeting, which notice shall accurately state whether formal action may or may not be taken and which shall be prominently posted in at least one public place reserved for such or similar announcements; mailed, telephoned, telegraphed, or hand delivered to at least two newspapers which newspapers shall be designated by the public body to receive such notices because they have the greatest likelihood of informing the public within the area of jurisdiction of the public body of such meetings, one of which shall be the official newspaper, where any such has been designated by the public body or if the public body has failed to so designate, where any has been designated by the governing body of the political subdivision whose geographic boundaries are coextensive with that of the public body; and filed with the clerk of the municipality when the public body's geographic boundaries are coextensive with that of a single municipality, with the clerk of the county when the public body's geographic boundaries are coextensive with that of a single county, and with the Secretary of State if the public body has Statewide jurisdiction. Where annual notice or revisions thereof in compliance with N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act, set forth the location of any meeting, no further notice shall be required for such meeting.

~~The Board Secretary shall notify, in writing and no later than forty-eight hours in advance of the meeting, each Board member and each person who has duly requested such notification of the time, date, location, and, to the extent it is known, the agenda of any regular, special, or rescheduled meeting. Forty-eight hour notice shall also be posted in the _____, delivered to two newspapers designated by the Board, and filed with the clerk of the~~



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Notice of Board Meetings

~~_____ , except that forty eight hour notice is not required where the time, date, and location of the meeting has been published in the annual list of meetings approved by the Board in accordance with law.~~

In accordance with N.J.S.A. 10:4-9, uUpon the affirmative vote of three-quarters of the members present, the Board may **hold a meeting meet notwithstanding the failure to provide adequate notice if:**

- 1. Such meeting is required in order to deal with matters of such urgency and importance that a delay for the purpose of providing adequate notice would be likely to result in substantial harm to the public interest; and**
- 2. The meeting is limited to discussion of and acting with respect to such matters of urgency and importance; and**
- 3. Notice of such meeting is provided as soon as possible following the calling of such meeting by posting written notice of the same in the public place described in N.J.S.A. 10:4.8.d., and also by notifying the two newspapers described in N.J.S.A. 10:4.8.d. by telephone, telegram, or by delivering a written notice of same to such newspapers; and**
- 4. Either the public body could not reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided or although the public body could reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided, it nevertheless failed to do so.**

~~in the absence of adequate notice, provided that discussion and action is limited to specific and unforeseen or unforeseeable matters of such urgency and importance that delay for the provision of notice would be likely to result in substantial harm to the public interest and that notice is given as soon as possible after the call of the meeting in accordance with the provisions of law and this bylaw.~~



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Notice of Board Meetings

Personal Notice of Meeting

~~The Board shall provide personal notice in writing to an adult student, the parent(s) or legal guardian(s) of a minor student, an employee or officer of this district, or a prospective employee whose privacy may be invaded or whose employment may be affected by the Board's deliberations in private session.~~

In accordance with the provisions of N.J.S.A. 10:4-12.b.(8), the Board may exclude the public from that portion of a meeting at which the Board discusses any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of, promotion, or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the Board, unless all the individual employees or appointees whose rights could be adversely affected request in writing that the matter or matters be discussed at a public meeting.

The Board will provide notice to the affected person that ~~Such personal notice~~ will include the date and time of the **closed session** ~~private~~ meeting, the subject or subjects scheduled for discussion at the **closed session** ~~private~~ meeting, and the right of the **affected person** ~~individual given notice~~ to request that the discussions be conducted at a public meeting. **Such Personal** notice will be given no less than **forty-eight hours** _____ ~~(days or hours)~~ in advance of the **closed session** ~~private~~ meeting.

A written request for public discussion must be ~~signed by the person making the request and must be~~ submitted to the Board Secretary prior to the commencement of the meeting. Any such properly submitted request will be granted. In the event that one or more, but fewer than all, of a group of persons whose employment will be discussed request a public meeting, the discussion regarding the person or persons who have submitted the request will be severed from the rest and will be conducted publicly.

A discussion held in public by reason of the written request of an individual will be conducted at a regularly scheduled meeting for which annual notice has been given or at a meeting for which adequate public notice has been given in accordance with law.



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Notice of Board Meetings

Nothing in this ~~B~~bylaw will permit an employee to request or the Board to grant the public discussion of tenure charges or permit the public disclosure of information regarding a ~~disabled~~ student.

N.J.S.A. 10:4-6 et seq.; 10:4-8d; 10:4-9b
N.J.S.A. 18A:6-11; 18A:10-6
N.J.A.C. 6A:32-3.1

Adopted:



POLICY GUIDE

PROGRAM
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Bilingual and ESL Education
Dec 22
M

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

2423 BILINGUAL AND ESL EDUCATION

The Board of Education will provide programs of bilingual education, English as a second language (ESL), and English language services **program** for English language learners (ELLs) as required by law and rules of the **New Jersey State Board of Education**. ELLs are those students whose native language is other than 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. 18:35-15 **through** to 26.1.

Identification of **Eligible** ELLs

The district shall use a multi-step process at the time of enrollment to determine the native language of each ELL. The district shall:

- 1. Maintain a census indicating all identified students whose native language is other than English; and**
- 2. Administer the Statewide home-language survey to determine which students in Kindergarten to grade twelve whose native language is other than English must be screened further to determine English language proficiency. The Statewide home-language survey shall be administered by a bilingual/ESL or other certified teacher and shall be designed to distinguish students who are proficient English speakers and need no further testing.**

The district shall determine the English language proficiency of all Kindergarten to grade twelve students who are not screened out and whose native language is other than English by administering an English language proficiency test, assessing the level of reading in English, reviewing the previous academic performance of students, including their performance on standardized tests in English, and reviewing the input of teaching staff members responsible for the educational program for ELLs. Students who do not meet the New Jersey Department of Education (Department) standard on a language proficiency test and who have at least one other indicator shall be considered ELLs. The district shall also use age-appropriate methodologies to identify preschool ELLs to determine their individual language development needs.



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~~The Board will conduct a screening process to determine the native language of each ELL at the time of enrollment in the school district. A census shall be maintained of all identified students whose native language is other than English. The English language proficiency of each student whose native language is not English shall be determined by a screening process that includes the administration of a New Jersey Department of Education approved English language proficiency test, an assessment of the student's level of reading in English, a review of the student's previous academic performance including their performance on standardized tests in English, and a review of the input of teaching staff members responsible for the educational program for ELLs.~~

Bilingual Programs for ELLs Program Implementation

The district shall provide the following programs:

1. An English language services program **in accordance with N.J.A.C. 6A:15-1.2** ~~to improve the English language proficiency of ELLs whenever there are at least one, but fewer than ten ELLs enrolled in the school district. English language services shall be provided in addition to the regular school program;~~
2. An ESL program **in accordance with N.J.A.C. 6A:15-1.2** ~~that provides at least one period of ESL instruction based on student language proficiency whenever there are ten or more ELLs enrolled in the school district; and~~
3. A bilingual education program **in accordance with N.J.A.C. 6A:15-1.2** ~~whenever there are twenty or more ELLs in any one language classification enrolled in the school district pursuant to N.J.S.A. 18A:35-18. Where the age range, grade span, and/or geographical location of eligible students makes a full time bilingual program impractical, the Board may annually offer an instructional program alternative, provided a waiver for the alternative program has been requested and approval has been granted by the Department of Education. The Board may establish a program in bilingual education for any language classification with fewer than twenty students.~~



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All teachers in these programs shall be appropriately certified in accordance with the requirements as outlined in N.J.A.C. 6A:15-1.9. Every student participating in a bilingual, ESL, or English language services program shall be entitled to continue such participation for a period of three years pursuant to N.J.S.A. 18A:35-19.

Bilingual, English as a Second Language, and English Language Services Program Enrollment, Assessment, Exit, and Re-entry

Students enrolled in ~~the~~ a bilingual, ESL, or English language services program shall be assessed annually using **English Language Placement (ELP) assessments** ~~a New Jersey Department of Education approved English language proficiency test~~ to determine their progress in achieving English language proficiency goals and readiness for exiting the program. **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.**

ELLs enrolled in the bilingual, ESL, or English language services program shall be placed in a monolingual English program when they have demonstrated readiness to ~~exit a bilingual, ESL, or English language services program through a Department-established criteria on an ELP assessment and a Department-established English language observation form.~~ **A function successfully in an English only program. The process to determine the readiness or inability of the individual student to function successfully in the English only program shall be initiated by the student's level of English proficiency as measured by a first achieve the New Jersey Department of Education-established English proficiency standard as measured by an ELP assessment on an English language proficiency test.** The ~~student's~~ **student's** readiness of the student shall be further assessed by ~~on the use basis of a Department-established English language observation form~~ **multiple indicators that considers shall include, at a minimum:** classroom performance; the student's reading level in English; the judgment of the teaching staff member or members responsible for the educational program of the student; and performance on achievement tests in English.

In accordance with 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, the parent may only remove the student at the end of each school year.



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~~If during the first three years of a student's participation in a bilingual education program, a parent wishes to remove the student prior to the end of each school year, the removal shall must be approved by the Executive County Superintendent of Schools.~~ **If the Executive County Superintendent determines the student should remain in the bilingual education program until the end of the school year,** ~~t~~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 progressing in the mainstream English program may be considered for re-entry to bilingual and ESL programs in accordance with the provisions of N.J.A.C. 6A:15-1.10(e)1. through (e)5.

When the review process for exiting a student from a bilingual, ESL, or English language services program has been completed, the student's parent shall be informed by mail of the placement determination. A parent or teaching staff member who disagrees with the proposed placement may appeal the decision in writing to the Superintendent of Schools or designee, who will provide a written explanation for the decision within seven working days. The complainant may appeal this decision in writing to the Board within seven calendar days of receiving the Superintendent's or designee's written explanation of the decision. The Board will review the appeal and respond in writing to the parent within forty-five calendar days of the Board's receipt of the parent's written appeal to the Board. **Upon exhausting an appeal to the Board, the** ~~A complainant not satisfied with the Board's determination of the appeal~~ may appeal to the Commissioner of Education.

Parental Involvement

The parents of ELLs will be notified in accordance with the provisions of N.J.A.C. 6A:15-1.13 that their child has been identified as eligible for enrollment in a bilingual, ESL, or English language services **education** program. Notice shall be in writing and in the language in which the parent(s) possesses a primary speaking ability, and in English. The notice must also include a statement that the parents have the option of declining their child's enrollment in a bilingual program, and shall be given an opportunity to do so if they choose.

The district will notify the parents of ELLs by mail within thirty days of the child's identification.



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Parents shall receive progress reports of students enrolled in bilingual, ESL, or English language services programs in the same manner and frequency as progress reports are sent to parents of other students enrolled in the district.

The Superintendent or designee will provide for the maximum practical involvement of parent(s) of ELLs in the development and review of program objectives and dissemination of information to and from the district Boards of Education and communities served by the bilingual, ESL, or English language services education programs. A school district that implements a bilingual education program shall establish a parent advisory committee on bilingual education of which the majority membership ~~will~~ **shall** be parents of ELLs.

Graduation

ELLs will qualify for graduation from high school in accordance with N.J.A.C. 6A:8-5.1(a) and Policy 5460.

Program Plan

The Superintendent shall prepare and submit a plan for a bilingual, ESL, or English language services program every three years to the Board and the New Jersey Department of Education for approval in accordance with the provisions of N.J.A.C. 6A:15-1.6.

N.J.S.A. 18A:35-15 through 18A:35-~~26.125~~
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-approved assessment for students with the most significant cognitive disabilities that assesses a student’s English language proficiency on the four domains of listening, speaking, reading, and writing, and that is aligned with the State’s academic achievement standards, as permitted under the Every Student Succeeds Act (ESSA) and the Individuals with Disabilities Education Act (IDEA).**

24. **“Bilingual education program” means a full-time program of instruction in all courses or subjects that a child is required by law or rule to receive, given in the native language of English language learners (ELLs) enrolled in the program and also in English; in the aural comprehension, speaking, reading, and writing of the native language of ELLs enrolled in the programs, and in the aural comprehension, speaking, reading, and writing of English; and in the history and culture of the country, territory, or geographic area that is the native land of the parents of ELLs enrolled in the program, and in the history and culture of the United States.**

32. **“Bilingual part-time component” means a program alternative in which students are assigned to mainstream English program classes, but are scheduled daily for their developmental reading and mathematics instruction with a certified bilingual teacher.**

43. **“Bilingual resource program” means a program alternative in which students receive, on an individual basis, daily instruction from a certified bilingual teacher in identified subjects and with specific assignments on an individual student basis.**



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54. “Bilingual tutorial program” means a program alternative in which students ~~receive are provided~~ one period of instruction from a certified bilingual teacher in a content area required for graduation and a second period of tutoring in other required content areas.
65. “Dual-language bilingual education program” means a full-time program of instruction in elementary and secondary schools that provides structured English language instruction and instruction in a second language in all content areas for ELLs ~~students~~ and for native English speaking students enrolled in the program.
76. “Educational needs” means the particular educational requirements of ELLs; the fulfillment of which will provide them with equal educational opportunities.
87. “English as a second language (ESL) program” means a daily developmental second-language program of at least one period of instruction based on student language proficiency ~~that which~~ teaches aural comprehension, speaking, reading, and writing in English using second language teaching techniques, and incorporates the cultural aspects of the student-s’ experiences in their ESL instruction. A period is the time allocated in the school schedule for instruction in core subjects.
98. “English language development standards” means the 2012 Amplification of the English Language Development Standards, Kindergarten - Grade 12, incorporated herein by reference, as amended and supplemented, developed by the World-Class Instructional Design and Assessment (WIDA) Consortium. They are the standards and language competencies ELLs 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 subjects. The standards are published by the Board of Regents of the University of Wisconsin System, on behalf of the WIDA Consortium (www.wida.us) and are available for review at <http://www.wida.us/standards/eld.aspx>.



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109. “English language learner” or “ELL” means a student whose native language is other than English. The term refers to students with 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 as used in N.J.S.A. 18A:35-15 to 26.
1140. “English language proficiency assessment test” (ELP assessment) means a **New Jersey Department of Education-approved assessment that evaluates a student’s test that measures English language proficiency on skills in the four domains areas of listening aural comprehension, speaking, reading, and writing, and that is aligned with the State’s academic achievement standards as permitted under ESSA.**
1244. “English language services” means services designed to improve the English language skills of ELLs. The services, provided in school districts with less than ten ELLs, are in addition to the regular school program and are designed to develop aural comprehension, speaking, reading, and writing skills in English.
1342. “Exit criteria” means the criteria that must be applied before a student may be exited from a bilingual, ESL, or English language services education program.
1443. “High-intensity ESL program” means a program alternative in which students receive two or more class periods a day of ESL instruction. One period is the standard ESL class and the other period is a tutorial or ESL reading class.
1544. “Instructional program alternative” means a part-time program of instruction that may be established by a Board of Education in consultation with and approval of the New Jersey Department of Education (**Department**). All students in an instructional program alternative receive English as a second language.



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1615. “Native language” means the language or mode of communication normally used by a person with a limited ability to speak or understand the English language. In the case of a student, the native language is the language normally used by the student’s parents, except that in all direct contact with a student, including during the evaluation of the child, the native language is the language normally used by the student in the home or in the learning environment ~~first acquired by the student, the language most often spoken by the student, or the language most often spoken in the student’s home regardless of the language spoken by the student.~~
17. “NJSLS” means the New Jersey Student Learning Standards as defined in N.J.A.C. 6A:8-1.3.
1816. “Parent(s)” for the purposes of Policy 2423 and this Regulation 2423 means the natural parent(s) or the legal guardian(s), foster parent(s), surrogate parent(s), or person acting in the place of a parent with whom the student legally resides. When parents are separated or divorced, parent means the person(s) who has legal custody of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.
1917. “Review process” means the process established by the Board of Education to assess ELLs for exit from bilingual, ESL, or English language services programs.
2018. “Sheltered English instruction” means an instructional approach used to make academic instruction in English understandable to ELLs. Sheltered English classes are taught by regular classroom teachers who have received training on strategies to make subject-area content comprehensible for ELLs.
- B. Identification of Eligible English Language Learners (ELLs) (N.J.A.C. 6A:15-1.3)
1. The ~~district Superintendent of Schools will designate a teaching staff member(s) who~~ shall use a multi-step process will ~~determine the native language of each ELL at the time of enrollment to determine the native language of each ELL the student in the school district.~~ The district shall will:



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- a. Maintain a census indicating all **identified** students ~~identified~~ whose native language is other than English; and
 - b. **Administer the Statewide** ~~Develop a screening process, initiated by a home-language survey,~~ to determine which students in Kindergarten to grade twelve, ~~of those~~ whose native language is other than English, must be **screened further** ~~tested~~ to determine English language proficiency. The **Statewide home-language survey** ~~screening~~ shall be **administered** ~~conducted~~ by a bilingual/ESL or other certified teacher; and shall be designed to distinguish students who are proficient English speakers and need no further testing.
2. The district shall determine the English language proficiency of all Kindergarten to grade twelve students who are not screened out and whose native language is other than English, by administering an ~~Department of Education approved~~ English language proficiency test, assessing the level of reading in English, reviewing the previous academic performance of students, including their performance on standardized tests in English, and reviewing the input of teaching staff members responsible for the educational program for ELLs. Students who do not meet the ~~New Jersey Department of Education~~ standard on a ~~Department approved~~ language proficiency test and who have at least one other indicator shall be considered ELLs. The district shall also use age-appropriate methodologies to identify preschool ELLs to determine their individual language development needs.
- C. Bilingual Programs for English Language Learners (ELLs) (N.J.A.C. 6A:15-1.4)
1. **The Board shall provide** ~~a~~All Kindergarten to ~~through~~ grade twelve ELLs enrolled in the district pursuant to N.J.S.A. 18A:7F-46 ~~will be provided~~ with all required courses and support services outlined in N.J.A.C. 6A:15-1.4 (b) through (h) and C.2. ~~a~~ through C.8. ~~g~~ below to prepare ELLs to meet the NJSLs ~~Core Curriculum Content Standards~~ for high school graduation. This may include tutoring, after-school programs, summer programs, and remedial services as needed by ELLs. The district



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shall also provide appropriate instructional programs to eligible pre-school ELLs based on need according to the New Jersey Preschool Program Implementation Guidelines, 2015. The guidelines provide developmentally appropriate recommendations for good practice and are intended for school districts that provide preschool programs.

- 2a. The Board of ~~Education~~ shall establish English language services designed to improve the English language proficiency of ELLs whenever there are at least one, but fewer than, ten ELLs enrolled in the school district. English language services shall be provided in addition to the regular school program.
- 3b. The Board of ~~Education~~ shall establish an ESL program that provides at least one period of ESL instruction based on student language proficiency whenever there are ten or more ELLs enrolled in the school district.
 - a.(1) An ESL curriculum that addresses the WIDA English language development standards shall be developed and adopted by the Board to address the instructional needs of ELLs.
 - b.(2) The ESL curriculum **shall** ~~will~~ be cross-referenced to the district's bilingual education and content area curricula to ensure that ESL instruction is correlated to all the content areas taught.
- 4e. The Board of ~~Education~~ shall establish bilingual education programs whenever there are twenty or more ELLs in any one-language classification enrolled in the school district pursuant to N.J.S.A. 18A:35-18. ~~The B~~bilingual education programs shall:
 - a.(1) Be designed to prepare ELLs to acquire sufficient English skills and content knowledge to meet the **NJSLS Core Curriculum Content Standards**. All ELLs participating in the bilingual programs shall also receive ESL instruction;



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- b.(2) Include a curriculum that addresses the **NJSLS Core Curriculum Content Standards**, the WIDA English language development standards, and the use of two languages. The bilingual education curriculum shall be adopted by the Board; and
- c.(3) Include **the** a 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.
- 5d. ELLs shall be provided with equitable instructional opportunities to participate in all non-academic courses necessary to meet the **NJSLS Core Curriculum Content Standards**, including comprehensive health and physical education, the visual and performing arts, and career awareness programs. The instructional opportunities shall be designed to assist ELLs to fully comprehend all subject matter and demonstrate their mastery of the content matter.
- 6e. The Board of ~~Education~~ shall offer sufficient courses and other relevant supplemental instructional opportunities in grades nine through twelve to enable ELLs to meet the **NJSLS Core Curriculum Content Standards** for graduation. When sufficient numbers of students are not available to form a bilingual class in a subject area, the Board shall develop plans in consultation with and approved by the ~~New Jersey Department of Education~~ to meet the needs of the students.
- 7f. **In addition to N.J.A.C. 6A:15-1.4(a) through (f) and C.1. through C.6. above,** ~~t~~The Board of ~~Education~~ shall design additional programs and services to meet the special needs of eligible ELLs and include, but not be limited to: remedial instruction through Title I programs; special education; school-to-work programs; computer training; and gifted and talented education services.



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- 8g. The Board of ~~Education~~ may establish dual-language bilingual education programs in its schools and may make provisions for the coordination of instruction and services with the school district's world languages program. Dual-language bilingual education programs shall also enroll students whose primary language is English, and shall be designed to help students achieve proficiency in English and in a second language while mastering subject-matter skills. To the extent necessary, instruction shall be in all courses or subjects of study that allow students to meet all grade promotion and graduation standards. Where possible, classes in dual-language bilingual programs shall be comprised of approximately equal numbers of ELLs and of students whose native language is English.
92. The Board of ~~Education~~ may establish a program in bilingual education for any language classification with fewer than twenty students.
- D. Waiver Process Provided by Statute (N.J.A.C. 6A:15-1.5)
- The school district may request a waiver from N.J.A.C. 6A:15-1.4(d) **and C.4. above** to establish annually an instructional program alternative with the approval of the Department of ~~Education~~ when there are twenty or more students eligible for the bilingual education program in **grades** Kindergarten through ~~grade~~ twelve, and the school district is able to demonstrate that it would be impractical to provide a full-time bilingual program due to age range, grade span, and/or geographic location of eligible students.
1. Instructional program alternatives shall be developed in consultation with and approved annually by the Department of ~~Education~~ after review of student enrollment and achievement data. All bilingual instructional program alternatives shall be designed to assist ELLs to develop sufficient English skills and subject-matter skills to meet the **NJSLS Core Curriculum Content Standards**.



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2. The instructional program alternatives that shall be established include, but are not limited to: the bilingual part-time component; the bilingual resource program; the bilingual tutorial program; the sheltered English instruction program; and the high-intensity ESL program.
 3. In the event the district implements program alternatives, the district shall annually submit student enrollment and achievement data that demonstrate the continued need for these programs.
- E. ~~Department of Education Approval Procedures of Bilingual, ESL, or English Language Services Programs (N.J.A.C. 6A:15-1.6)~~
1. ~~If the Each school district provides providing~~ a bilingual program, ESL program, or English language services, **the district** shall submit a plan every three years to the ~~New Jersey Department of Education~~ for approval. At its discretion, the ~~Department of Education~~ may request modifications, as appropriate.
 - a. Plans submitted by the ~~Board school-district~~ for approval shall include information on the following:
 - (1)~~a.~~ Identification of students;
 - (2)~~b.~~ Program description;
 - (3)~~c.~~ **The n**Number of certified staff hired for the program;
 - (4)~~d.~~ Bilingual and ESL curriculum development;
 - (5)~~e.~~ Evaluation design;
 - (6)~~f.~~ Review process for exit; and
 - (7)~~g.~~ A budget for bilingual and ESL programs or English language services.



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~~2. The Department of Education will establish procedures for monitoring and evaluation of school district bilingual/ESL programs by means of its district and school accountability process.~~

F. Supportive Services (N.J.A.C. 6A:15-1.7)

1. Students enrolled in bilingual, ESL, or English language services programs shall have full access to educational services available to other students in the school district.
2. To the extent that it is administratively feasible, supportive services to ELLs, such as counseling, tutoring, and career guidance, should be provided by bilingual personnel who are familiar with and knowledgeable of the unique needs and background of the ELLs and their parents.

G. In-service Training (N.J.A.C. 6A:15-1.8)

1. ~~The Board A plan~~ shall be developed a **plan** for in-service training for bilingual, ESL, and mainstream teachers; administrators who supervise bilingual/ESL programs; and administrators and any personnel who observe and evaluate teachers of ELLs. The plan shall include instructional strategies and appropriate assessments to help ELLs meet the ~~NJSLS Core Curriculum Content Standards~~ and the WIDA English language development standards. All ~~ESL and bilingual~~ **and ESL** teachers shall receive training in the use of the ESL curriculum.
2. The Professional Development Plan of the school district shall include the needs of bilingual and ESL teachers, which shall be addressed through in-service training.

H. Certification of Staff (N.J.A.C. 6A:15-1.9)

~~All teachers in these programs will hold the following certifications:~~

1. **All teachers of bBilingual cClasses shall hold** a valid New Jersey instructional certificate with an endorsement for the appropriate grade level and/or content area, as well as an endorsement in bilingual education, pursuant to N.J.S.A. 18A:6-38 et seq. and 18A:35-15 to 26.1.



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2. **All teachers of ESL classes shall hold** a valid New Jersey instructional certificate in ESL pursuant to N.J.S.A. 18A:6-38 et seq. and N.J.A.C. 6A:9B-10.5.
 3. **All teachers providing** English Language Services **shall hold** a valid New Jersey instructional certificate.
- I. Bilingual, English as a Second Language, and English Language Services Program Enrollment, Assessment, Exit, and Re-entry (N.J.A.C. 6A:15-1.10)
1. All ELLs from Kindergarten through grade twelve shall be enrolled in the bilingual, ESL, or English language services **education** program established by the Board of Education as prescribed in N.J.A.C. 6A:15-1.4(b) through (e) and 1.5(a), **C.2. through C.5. and D. above,** and P.L. 1995, c. 59 and c. 327.
 2. Students enrolled in the bilingual, ESL, or English language services program shall be assessed annually using **ELP assessments** ~~a Department of Education approved English language proficiency test~~ to determine their progress in achieving English language proficiency goals and readiness for exiting the program. **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.**
 3. ELLs enrolled in the bilingual, ESL, or English language services program shall be placed in a monolingual English program when they have demonstrated readiness to **exit a bilingual, ESL, or ELS program through Department-established criteria on an ELP assessment and a Department-established English language observation form.** ~~A function successfully in an English only program. The process to determine the readiness or inability of the individual student to function successfully in the English only program shall be initiated by the student's level of English proficiency as measured by a~~ **first achieve the Department-established English proficiency standard as measured by an ELP assessment on an English language proficiency test.** ~~The student's readiness of the student shall be~~



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further assessed by ~~on~~ the use basis of a **Department-established English language observation form** ~~multiple indicators that considers shall include~~, at a minimum: classroom performance; the student's reading level in English; the judgment of the teaching staff member or members responsible for the educational program of the student; and performance on achievement tests in English.

- a. **Pursuant to C.F.R. §200.6(h)(4)(ii), an ELL 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 ELL status based on the student's score on the remaining domains in which the student was assessed.**
4. A parent may remove a student who is enrolled in a bilingual education program pursuant to provisions in N.J.S.A. 18A:35-22.1.
 5. Newly exited students who are not progressing in the mainstream English program may be considered for reentry to bilingual and ESL programs as follows:
 - a. After a minimum of one-half of an academic year and within two years of exit, the mainstream English classroom teacher 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 the mainstream program.
 - c. The recommendation for retesting shall be based on the teacher's judgment that the student is experiencing difficulties due to problems in using English as evidenced by the student's inability to: communicate effectively with peers and adults; understand directions given by the teacher; and/or comprehend basic verbal and written materials.



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- d. The student shall be tested using a different form of the test or a different language proficiency test than the one used to exit the student.
 - e. If the student scores below the State-established standard on the language proficiency test, the student shall be re-enrolled into the bilingual or ESL program.
6. When the review process for exiting a student from a bilingual, ESL, or English language services program has been completed, the district shall notify by mail the student's parent(s) of the placement determination. If the parent(s) or teaching staff member disagrees with the placement, **they** ~~he/she~~ may appeal the placement decision in writing to the Superintendent or designee, who will provide a written explanation for the decision within seven working days of receiving the written appeal. The complainant may appeal this decision in writing to the Board of Education within seven calendar days of receiving the Superintendent's or designee's written explanation of the decision. The Board will review the appeal and respond in writing to the parent within forty-five calendar days of the Board's receipt of the parent's written appeal to the Board. Upon exhausting an appeal to the Board, the complainant may appeal to the Commissioner of Education pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3.
- J. Graduation Requirements for English Language Learners (N.J.A.C. 6A:15-1.11)
- All ELLs ~~must~~ **shall** satisfy requirements for high school graduation according to N.J.A.C. 6A:8-5.1(a).
- K. Location of Programs (N.J.A.C. 6A:15-1.12)
- All bilingual, ESL, and English language services programs shall be conducted within classrooms within the regular school buildings of the school district pursuant to N.J.S.A. 18A:35-20.



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L. Notification (N.J.A.C. 6A:15-1.13)

1. The school district ~~will~~ **shall** notify by mail the parents of ELLs of the fact that their child has been identified as eligible for enrollment in a bilingual, ESL, or English language services **education** program. The district shall issue the notification within thirty days of the child's identification. Notice shall include a statement that the parents may decline their child's enrollment in a bilingual program, and they shall be given an opportunity to do so if they choose. The notice shall be in writing and in the language in which the parent(s) possesses a primary speaking ability, and in English, and shall include the following information:
 - a. Why the student was identified as an ELL;
 - b. Why the student needs to be placed in a language instructional educational program that will help ~~him~~ **them** ~~or her~~ develop and attain English proficiency and meet ~~the NJSL State academic standards~~;
 - c. The student's level of English proficiency, how the level of English proficiency was assessed, and the student's academic level;
 - 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 native language, if applicable;
 - e. How the program will meet the student's specific needs in attaining English and meeting State standards;
 - f. The program's exit requirements, the expected rate of transition into a classroom not tailored for ELLs and, in the case of high school students, the expected rate of graduation; and



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- g. How the instructional program will meet the objectives of the individualized education program of a student with a disability.
2. The school district shall send progress reports to parent(s) of students enrolled in a bilingual, ESL, or English language services programs in the same manner and frequency as progress reports are sent to parent(s) of other students enrolled in the school district.
 3. Progress reports shall be written in English and in the native language of the parent(s) of students enrolled in the bilingual and ESL program unless the school district can demonstrate and document in the three-year plan required in N.J.A.C. 6A:15-1.6(a) that the requirement would place an unreasonable burden on the district.
 4. The school district shall notify the parent(s) when a 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(s) possesses a primary speaking ability.
- M. Joint Programs (N.J.A.C. 6A:15-1.14)
- With the approval of the Executive County Superintendent of Schools on a case-by-case basis, a school district may join with another Board of Education to provide bilingual, ESL, or English language services programs.
- N. Parental Involvement (N.J.A.C. 6A:15-1.15)
1. The ~~district Superintendent or designee~~ shall will provide for the maximum practicable involvement of parent(s) of ELLs in the development and review of program objectives and dissemination of information to and from the district Boards of Education and communities served by the bilingual, ESL, or English language services education programs.
 2. ~~If the A school district that~~ implements a bilingual education program, ~~the district~~ shall establish a parent advisory committee on bilingual education of which the majority **membership shall** will be parent(s) of ELLs.

Issued:



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[See POLICY ALERT Nos. 176, 203, 205, 220, and 229]

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In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, ~~guardian~~, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State.

For the purpose of this Policy and Regulation 5200, “parent” means the natural parent(s), adoptive parent(s), legal guardian(s), resource family parent(s), or surrogate parent(s) of a student. When parents are separated or divorced, “parent” means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.

Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, “excused” and “unexcused” student absences, for the purpose of expectations and consequences regarding truancy, student conduct, promotion, **retention**, and the award of course credit is a local Board decision outlined in N.J.A.C. 6A:16-7.6 and Policy and Regulation 5200. In accordance with the provisions of N.J.A.C. 6A:16-7.6 and for the purposes of Policy and Regulation 5200, a student’s absence from school will either be excused or unexcused. Unexcused absences will count toward truancy.

A parent or adult student shall provide advance notice to the school prior to the student being absent from school. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student’s absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student’s parent to notify the parent of the absence and determine the reason for the absence.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. In accordance with N.J.S.A. 18A:36-14, a student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete



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for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level

[For districts with secondary school(s)]

or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.]

Students shall be subjected to the school district's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4. and Regulation 5200.

Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of the Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate does not meet the New Jersey Department of Education requirements the Superintendent or designee shall develop a district improvement plan to improve student attendance pursuant to N.J.A.C. 6A:30-5.2.

N.J.S.A. 18A:36-14; 18A:36-25.6; 18A:38-25; **18A:38-25.1;**
18A:38-25.2; 18A:38-26

N.J.S.A. 34:2-21.1 et seq.

N.J.A.C. 6A:16-7.6; 6A:30-5.2; **6A:32-8; 6A:32-13** ~~6A:32-8.3~~

Adopted:



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[See POLICY ALERT Nos. 176, 203, 205, 220, and 229]

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A. ~~Definitions~~

1. ~~For the purposes of school attendance, a "day in session" shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers' institutes, and inclement weather shall not be considered as days in session.~~
2. ~~A "school day" shall consist of not less than four hours, except that one continuous session of two and one half hours may be considered a full day of Kindergarten.~~
3. ~~"A day of attendance" shall be one in which the student is present for a full day under the guidance and direction of a teacher while school is in session.~~
 - a. ~~Whenever over crowded conditions make it necessary to hold two separate sessions with a different group of students in each session, a student attending for all of either session shall be regarded as having attended for the full day. An excused absence for any reason shall not be counted as a day of attendance in the school register.~~
4. ~~A "half day class" shall be considered the equivalent of a full day's attendance only if in session for four hours or more, exclusive of recess periods or lunch periods.~~

AB. Attendance Recording

1. ~~Attendance Recording in the School Register (N.J.A.C. 6A:32-8.1)~~



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- a. The Board of Education shall ~~be required to~~ carefully and accurately track enrollment and attendance of all students in a manual school register format or in an electronic format of the school's **district's** choosing.
- b. The Commissioner **will** ~~shall~~ issue and publish on the Department's website ~~school register~~ guidance for recording student attendance in all public schools of the State operated by district Boards of Education, except adult high schools.
- c. Student attendance shall be recorded in the school register during school hours on each day ~~school is~~ in session, **pursuant to N.J.A.C. 6A:32-8.3. An employee designated by the Superintendent shall keep in the school register, attendance of all students, and shall maintain the attendance records in accordance with N.J.A.C. 6A:32-8 and the guidance at N.J.A.C. 6A:32-8.1(c) and A.1.b. above.**
- ~~d. School registers shall be kept for students attending preschool, Kindergarten, grades one through five, grades six through eight, grades nine through twelve, each preschool class for the disabled, each class for the disabled, shared time classes for regular students, shared time classes for students with disabilities, full time bilingual education programs and vocational day programs, and summer schools operated by the Board of Education.~~
- de. A student who has been placed on home instruction shall have **their** ~~his or her~~ attendance status recorded on the regular register for the program in which the student is enrolled. **The student shall be marked absent for** ~~For~~ the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement, ~~the student shall be marked absent.~~ **No** Absences shall **not** be recorded for the student while on home instruction, **provided** ~~providing~~ the hours of instruction are not less than required by N.J.A.C. 6A:14-4.8 and 4.9 **and 6A:16-10.1 and 10.2.** The number



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of possible days **in membership** ~~of enrollment~~ for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.

(1) **“Days in membership” means the number of school days in session in which a student is enrolled. A student's membership begins on the first possible day of attendance following enrollment during the school year, notwithstanding the actual day the student was recorded as present for the first time.**

2. **Day in Session** ~~Attendance Recording for Board Policy~~ (N.J.A.C. 6A:32-8.3)

a. **A day in session shall be a day on which the school is scheduled to provide instruction and students are under the guidance and direction of a teacher(s) engaged in the teaching process. A day on which school is closed for reasons such as holidays and teachers' institutes, or inclement weather not under conditions set forth at N.J.A.C. 6A:32-13, shall not be considered a day in session.**

b. **A day in session shall consist of not less than four hours, exclusive of recess and lunch periods, except that one continuous session of two and one-half hours may be considered a full day in Kindergarten.**

~~a. A record of the attendance of all students on roll in a school register shall be kept each day that school is in session by a teacher or other authorized person. It shall be the duty of this person to keep the attendance records according to these rules and the specific instructions issued by the Commissioner of Education.~~

~~b. No student shall be recorded as present unless the school is in session and the student so recorded is under the guidance and direction of a teacher in the teaching process.~~



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- ~~e. A student shall be recorded as absent in the school register when not in attendance at a session of the school while a member of the school, except students excused due to religious holidays who shall be recorded as excused.~~
- ~~d. A student shall be recorded as either present, absent, or excused for religious observance, every day the school is in session after the student enters until the date the student is transferred to another school, transferred to an individual home instruction record, or officially leaves the school system.~~
- ~~e. The Commissioner shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis.~~
- ~~f. The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with N.J.A.C. 6A:32-8.3. In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.~~
- ~~g. A student not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.~~

3. Student Attendance (N.J.A.C. 6A:32-8.4)

- a. For all State attendance submissions, a student shall be recorded as present, absent, or excused for a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below, on every day the school is in session after the student enrolls until the date the student is transferred to another school or officially leaves the school district.**



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- b. **A record of attendance of all students shall be kept in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above. The employee designated by the Superintendent shall keep the attendance records according to N.J.A.C. 6A:32-8 and the guidance issued by the Commissioner in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above.**
- c. **A student enrolled in a school shall be recorded in the school register as present if the student participates in instruction or instruction-related activities for at least half a day in session whether the student is physically on school grounds, at an approved off-grounds location, or in a virtual or remote instruction setting, pursuant to N.J.A.C. 6A:32-13.**
- d. **A student enrolled in a school who is not participating in instruction or instruction-related activities pursuant to N.J.A.C. 6A:32-8.4(c) and A.3.c. above shall be recorded in the school register as absent, unless the student is recorded as a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below.**
- e. **State-excused absences shall be as follows:**
 - (1) **Religious observance, pursuant to N.J.S.A. 18A:36-14, 15, and 16.**
 - (a) **The Commissioner, with approval of the State Board of Education, shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis;**
 - (2) **Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;**



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- (3) Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;
 - (4) Take Our Children to Work Day;
 - (5) College visit(s), up to three days per school year for students in grades eleven and twelve; and
 - (6) Closure of a busing school district that prevents a student from having transportation to the receiving school.
- f. For absences that do not meet the criteria at N.J.A.C. 6A:32-8.4(e) and A.3.e. above, the Board may adopt policies that establish locally approved or excused absences consistent with N.J.A.C. 6A:16-7.6 for the purposes of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit. However, an absence designated as excused by the Board pursuant to N.J.A.C. 6A:16-7.6 shall be considered as an absence in the submission to the State for the purpose of chronic absenteeism reporting, as set forth at N.J.A.C. 6A:32-8.6.

4. Average Daily Attendance (N.J.A.C. 6A:32-8.5)

The average daily attendance rate in a district school or program of instruction for a school year shall be the total number of the days present of all enrolled students, divided by the number of days in membership of all enrolled students. The student average daily attendance means the total number of days that a student is present in the school divided by the total possible number of days in session.

5. Absentee and Chronic Absenteeism Rates (N.J.A.C. 6A:32-8.6)

- a. A student's absentee rate shall be determined by subtracting the student's total number of days present from the student's days in membership and dividing the result by the student's days in membership.



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- (1) **State-excused absences shall not be included in a student's days in membership for purposes of calculating a student's absentee rate.**
 - b. **If a student's absentee rate is equal to or greater than ten percent, the student shall be identified as chronically absent.**
 - c. **Each school with ten percent or more of its enrolled students identified as chronically absent shall develop a corrective action plan to improve absenteeism rates. In accordance with N.J.S.A. 18A:38-25.1, the school will annually review and revise the corrective action plan and present the revisions to the Board, until the percentage of students who are chronically absent is less than ten percent.**
- BC. Unexcused Absences That Count Toward Truancy/Excused Absences for Board Policy**
1. Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, "excused" and "unexcused" student absences for the purpose of expectations and consequences regarding truancy, student conduct, promotion, **retention**, and the award of course credit is a Board decision outlined in Policy 5200 and this Regulation.
 2. N.J.A.C. 6A:16-7.6(a)3 requires the Board of Education policies and procedures contain, at a minimum, a definition of unexcused absence that counts toward truancy, **student conduct, promotion, retention, and the award of course credit.**
 - a. "An unexcused absence that counts toward truancy" is a student's absence from school for a full or a portion of a day for any reason that is not an "excused absence" as defined in **B.2.b.** below.



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- b3. "An excused absence" is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:

[Select one or more options below]

- The student's illness
 - supported by a written letter from the parent upon student's return to school;
 - supported by notification to the school by the student's parent;
- The student's required attendance in court;
- Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans;
- The student's suspension from school;
- Family illness or death
 - supported by a written letter from the parent upon the student's return to school;
 - supported by notification to the school by the student's parent;
- College visit(s), up to 3 days per school year for students in grades eleven and twelve ~~Visits to post-secondary educational institutions;~~
- Interviews with a prospective employer or with an admissions officer of an institution of higher education;
- Examination for a driver's license;



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- ✓ Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
- ✓ Take Our Children to Work Day;
- ✓ **Religious observance, pursuant to N.J.S.A. 18A:36-14 through 16;**
- ✓ **Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;**
- ✓ **Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;**
- ✓ **Closure of a busing school district that prevents a student from having transportation to the receiving school;**
- ✓ An absence considered excused by the Commissioner of Education and/or a New Jersey Department of Education rule;
- ✓ An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused absence;

_____;

_____.]



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~~4. For cumulative unexcused absences of ten or more, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25 as determined by the Board's Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any absence not listed in C.3. above shall be an unexcused absence counted toward truancy.~~

[Optional

Yes

35. "Unexcused tardiness" may constitute an unexcused absence that counts toward truancy in accordance with Policy 5240.]

CD. Notice to School of a Student's Absence

1. The parent or adult student shall notify the school office before the school day when the student will not be in school.
2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session shall provide notice to the school office before the start of the afternoon session.
3. The parent of a student or an adult student shall notify the school office of a future absence if the absence is foreseeable.
- ~~4. The parent or adult student who anticipates a future absence or anticipates that an absence will be prolonged shall notify the school office to arrange make-up work.~~
45. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student's absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student's parent to notify the parent of the absence and determine the reason for the absence.



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DE. Readmission to School After an Absence

1. A student returning from an absence of any length of time must provide a written statement **to the Principal or designee** that is dated and signed by the parent or adult student listing the reason for the absence.
- ~~2. A note explaining a student's absence for a noncommunicable illness for a period of more than _____ school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.~~
23. A student who has been absent by reason of having or being suspected of having a communicable disease **may be required to must** present to the school nurse written evidence of being free of a communicable disease, ~~in accordance with Policy 8451.~~
34. The Superintendent of Schools or designee may require a student who has been absent from school due to a suspension or other reason concerning the student's conduct to receive a medical examination by a physician regarding the student's physical and/or mental fitness to return to school.
 - a. The Superintendent or designee will notify the student's parent of the specific requirements of the medical examination prior to the student's return to school.

EF. Instruction

1. Teachers ~~will shall~~ cooperate in the preparation of home assignments for students who anticipate an ~~excused~~ absence of 5 school days duration. ~~The parent or student must request such home assignments.~~
- ~~2. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction.~~
23. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.



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34. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up ~~the missed work~~ **missed**.
45. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.
52. **A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction.**

FG. Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.

[Optional

- yes*
2. A secondary student may be ~~dropped from a course~~ or denied course credit when **the secondary student** ~~he/she~~ has been absent from 16 (number, fraction, or percentage) or more of the class sessions, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences for those excused in accordance with the reporting requirements of the school register, or absences caused by a student's suspension will not count toward the total.]

[Options

- Exceptions to this rule may be made for students who have demonstrated to the teacher through completion of make-up assignments that they have mastered the proficiencies established for the course of study.



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- ~~—~~ A secondary student who has been dropped from a course of study may be assigned to an alternate program.
- ✓ ~~—~~ A secondary student denied course credit after completing the course will be permitted to attend a credit completion session to regain the denied credit, provided the student has not been absent from the class more than 5 times.]

[Optional

3. An elementary student may be retained at grade level, in accordance with Policy 5410, when ~~the student he/she~~ has been absent _____ (number, fraction, or percentage) or more school days, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences for those excused in accordance with the reporting requirements of the school register, and absences due to student's suspension will not count toward the total.]

[Option

- ~~—~~ Exceptions to this rule may be made for students who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the assigned courses of study.]

GH. School District Response To Unexcused Absences During the School Year That Count Toward Truancy (N.J.A.C. 6A:16-7.6(a)4.)

1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent(s);



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- c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
 - d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11~~4~~⁰, if a potentially missing or abused child situation is detected; and
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate;-
2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:
- a. Make a reasonable attempt to notify the student's parent(s) of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent(s);
 - c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and ~~GH~~.1.c. above;
 - d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
 - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
 - (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
 - (3) Consider an alternate educational placement;



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- (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
 - (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and **GH.4.** below;
 - (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11**40**, if a potential missing or abused child situation is detected; and
 - (7) Engage the student's family.
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
3. For ~~ten or more~~ cumulative unexcused absences of **ten or more** that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
 - a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and **GH.4.** below;
 - b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
 - c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 - d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required; **and-**
4. A court referral may be made as follows:



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- a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court;:
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or
- b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part;:
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.
5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's **Individual Education Program (IEP)**, pursuant to 20 U.S.C. §§1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized healthcare plan and individualized emergency healthcare plan, pursuant to N.J.A.C. 6A:16-2.3(b) 35.xii.
6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and **GH.1.** above for each student with up to four cumulative unexcused absences that count toward truancy.
 - a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.



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- (1) The sending school district shall proceed in accordance with the Board of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) ~~and H.5. above~~ and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and ~~GH.2. through GH.45. above~~ **and N.J.A.C. 6A:16-7.6(b) and G.5. above**, as appropriate.

III. Discipline

1. Students may be denied participation in co-curricular activities **and/or athletic competition** if the Board establishes attendance standards for participation.
- ~~2. Students may be denied participation in athletic competition if the Board establishes attendance standards for participation.~~
23. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

II. Recording Attendance

1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.
2. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy 5200 and this Regulation ~~5200~~.
- ~~3. A report card will record the number of times the student was absent and tardy in each marking period.~~
34. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.



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JK. Appeal

1. Students may be subject to appropriate discipline for their school attendance record.
2. A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410.
3. A student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
 - a. The student shall file a written appeal to the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.
 - b. The Principal or designee will respond in writing no later than seven school days after receiving the student's appeal.
 - c. If the student is not satisfied, **the student he/she** may submit a written request to the Principal for consideration by an Attendance Review Committee.
 - d. On a student's request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the student's appeal. The student's parent and teacher(s) may attend the meeting.
 - e. The Attendance Review Committee shall decide the appeal and inform the student in writing within seven school days of the meeting.



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- f. The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education in accordance with Policy 5710; - Student Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

KL. Attendance Records

1. Attendance records for the school district and each school will be maintained and attendance rates will be calculated as required by the New Jersey Department of Education. The school district will comply with all attendance requirements and any improvement plans as required by the Department of Education.

Adopted:



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[See POLICY ALERT No. 229]

8140 STUDENT ENROLLMENTS

The Board of Education recognizes that efficient district operations require an accurate and up to date accounting of the number of students resident in this district and enrolled in district classes and programs.

Student attendance shall be recorded in the school register during school hours on each day the school is in session pursuant to N.J.A.C. 6A:32-8.3. A staff member designated by the Superintendent shall keep in the school register, attendance of all students, and shall maintain the attendance records in accordance with N.J.A.C. 6A:32-8 and N.J.A.C. 6A:32-8.1(c) ~~Separate registers shall be kept for students attending preschool, Kindergarten, grades one through five, grades six through eight, grades nine through twelve, each preschool class for the disabled, each class for the disabled, shared time classes for regular students, shared time classes for students with disabilities, full time bilingual education programs and vocational day programs, summer schools operated by the district, and any other programs as required by the New Jersey Department of Education and N.J.A.C. 6A:32-8.1(d).~~

In accordance with N.J.A.C. 6A:32-8.1(e), a student who has been placed on home instruction shall have **their** ~~his or her~~ attendance status recorded on the regular register attendance pages for the program in which the student is enrolled. **The student shall be marked absent** ~~For the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement, the student shall be marked absent.~~ **Absences shall not** ~~No absences will~~ be recorded for the student while on home instruction, **provided** ~~providing~~ the hours of instruction are no less than required by N.J.A.C. 6A:14-4.8 and 4.9 **and N.J.A.C. 6A:16-10.1 and 10.2.** The number of possible days of **in membership enrollment** for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.

Such records shall be made and maintained as will enable the Board to plan program and facilities development, to make appropriate allocation of district resources, and receive the district's maximum amount of State and Federal aid.



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The Superintendent or designee shall annually and in accordance with the timelines established by the Commissioner, file a report with the Commissioner stating the school district's enrollment.

N.J.S.A. 18A:25-4

N.J.A.C. 6A:14-4.8; 6A:14-4.9; **6A:16-10.1; 6A:16-10.2**; 6A:32-8.1;
6A:32-8.2; **6A:32-8.3**

Adopted:



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[See POLICY ALERT No. 229]

R 8140 ENROLLMENT ACCOUNTING

A. School Enrollment

1. The **school** enrollment in a **program of instruction** class, a school, or the district shall be the total number of original **student** entries **in the school register** plus the number of re-entries, less the number of transfers, withdrawals, or dropouts in any such unit during a school year. The total number of original entries and re-entries, less the number of transfers, withdrawals, or dropouts, in all the **programs of instruction** classes and schools of the district shall constitute the school enrollment for the ~~school~~ district during any school year.
2. A ~~No~~ student attending a school operated by the **Board of Education** ~~this district~~ shall **not** be **concurrently** enrolled in more than one school register in ~~any the school~~ district during a school year **with the exception of shared-time students** ~~All students shall be enrolled as of the first day of attendance for that year.~~
3. A ~~No~~ student shall **not** be enrolled in a school register until the student has reached **over the age of five years in accordance with N.J.S.A. 18A:38-1 - Attendance at School Free of Charge**. ~~The district may enroll students under the following legal school ages:~~
 - a. Kindergarten – ~~older more than four years and younger less than six years;~~
 - b. **State-funded preschool program – at least three years of age and younger than five years; and Day school – more than five years; or**
 - c. **Preschool students with disabilities disabled – at least more than three years of age and younger less than five years.**



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4. Within ten **school** days of the start of the school year, the district shall determine whether **a student who attended the previous year but not the current school year** ~~any re-entering student who has not attended school that year~~ has an excused absence or has transferred, withdrawn, or dropped out of the school district.
5. Any student enrolled in ~~the a school register in a school~~ district who moves to another school district in the same school year shall be **included** ~~enrolled in the school~~ ~~one~~ register in the new school district upon **enrollment** ~~entering school in that school district~~.
6. The average daily enrollment in the district for a school year shall be the sum of the **total days in membership** ~~present and absent~~ of all enrolled students when schools were in session during the year, divided by the number of days ~~schools were actually~~ in session. The average daily enrollment for the **programs of instruction** ~~classes~~ or schools of the district having varying lengths of terms shall be the sum of the average daily enrollments obtained for the individual **programs of instruction** ~~classes~~ or schools.
 - a. **“Days in membership” means the number of school days in session in which a student is enrolled. A student's membership begins on the first possible day of attendance following enrollment during the school year, notwithstanding the actual day the student was recorded as present for the first time.**
- ~~7. The average daily attendance in the district for a school year shall be the sum of the days present of all enrolled students when schools were in session during the year, divided by the number of days schools were actually in session. The average daily attendance for the classes or schools of the district having varying lengths of terms shall be the sum of the average daily attendance obtained for the individual classes or schools.~~

B. Application for State School Aid

Pursuant to the requirements of N.J.S.A. 18A:7F-33, the district shall file with the Commissioner of Education an Application for State School Aid in accordance with the following procedures:



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1. Counting Procedure

- a. Each employee responsible for the maintenance and safe keeping of a school register (and whose name appears on the cover of the register) shall conduct a count of the students entered in the register on the last school day prior to October 16.
- b. The count shall include all students **as required to be reported in accordance with the provisions of N.J.S.A. 18A:7F-33** ~~who have attended school since the beginning of the school year, by original entry or reentry, and shall exclude all students who have been removed from the register by transfer or dropout.~~
- c. The count shall be recorded on a form, and the form shall be submitted to the **School Business Administrator/Board Secretary or designee** _____ no later than October 16.

2. Data Collection

- a. The **Superintendent or designee** _____ shall assign responsibility for the preparation of worksheets to document the compilation of register data.
- b. Completed worksheets shall be submitted to the **School Business Administrator/Board Secretary or designee** _____ who shall compare the data submitted on the worksheets to the register count submitted in accordance with B.1.a.
- c. The **School Business Administrator/Board Secretary or designee** _____ shall reconcile all inconsistencies between worksheet data and register counts and submit final enrollment counts to the **Superintendent of Schools** _____ ~~no later than~~ _____.



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3. Application Submission

The School Business Administrator/Board Secretary or designee, with approval of the Superintendent, shall file with the Commissioner the report required by N.J.S.A. 18A:7F-33
~~_____ shall complete the Application for State School Aid and submit the application to the Superintendent for approval.~~

Issued:



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[See POLICY ALERT Nos. 210, 222, and 229]

8330 STUDENT RECORDS

The Board of Education believes that information about individual students must be compiled and maintained in the interest of the student's educational welfare and advancement. The Board will strive to balance the student's right to privacy against the district's need to collect, retain, and use information about individual students and groups of students. The Board authorizes the establishment and maintenance of student files that include only those records mandated by law, rules of the State Board of Education, authorized administrative directive, and those records permitted by this Board.

The Superintendent shall prepare, present to the Board for approval, and distribute regulations that implement this Policy and conform to applicable State and Federal law and rules of the State Board of Education.

General Considerations

The Board shall compile and maintain student records and regulate access **in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and 34 CFR Part 99**, disclosure, or communication of information contained in **student educational** records in a manner that assures the security of **the such** records in accordance with the provisions of N.J.A.C. 6A:32-7.4 et seq. Student records shall contain only **such** information **that** as is relevant to the education of the student and is objectively based on the personal observations or knowledge of the certified school personnel who originate(s) the record. The ~~school~~ district shall provide annual, written notification to parents, adult students, and emancipated minors of their rights in regard to student records and student participation in educational, occupational, and military recruitment programs. Copies of the applicable State and Federal laws and **Board local** policies shall be made available upon request. The ~~school~~ district shall make every effort to notify parents and adult students in their dominant language.



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Nonadult ~~A non-adult~~ students may assert rights of access only through **their his or her** parent(s). However, nothing in N.J.A.C. 6A:32-7 shall be construed to prohibit certified school personnel from disclosing at their discretion student records to non-adult students or to appropriate persons in connection with an emergency, if **the information contained in the record such knowledge** is necessary to protect the health or safety of the student or other persons.

No liability shall be attached to any member, officer, or employee of the Board permitting access or furnishing student records in accordance with N.J.A.C. 6A:32-7-~~1~~ et seq.

Student Information Directory

A student information directory is a publication of the Board that includes information relating to a student as defined in N.J.A.C. 6A:32-2.1. This information includes: name; grade level; date and place of birth; dates of school attendance; major field of study; participation in officially recognized activities; weight and height relating to athletic team membership; degrees; awards; the most recent educational agency attended by the student; and other similar information. The student information directory shall be used only by authorized ~~school~~ district personnel and for designated official use by judicial, law enforcement, and medical personnel and not for general public consumption.

In the event the ~~school~~ district publishes a student information directory, the Superintendent or designee will provide a parent or adult student a ten-day period to submit to the Superintendent a written statement prohibiting the **inclusion of school district from including** any or all types of information about the student in any student information directory before allowing access to **the such** directory **and school facilities** to educational, occupational, and military recruiters pursuant to N.J.S.A. 18A:36-19.1, P.L. 114-95 §8528, and 20 U.S.C. §8528 - Armed Forces Recruiter Access to Students and Student Recruiting Information of the **Every Student Succeeds Act of 2015** ~~Elementary and Secondary Education Act (ESEA) of 1965~~. In accordance with N.J.S.A. 18A:36-19.1, military recruiters will be provided the same access to a student information directory that is provided to educational and occupational recruiters.



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School Contact Directory for Official Use

A school contact directory for official use is a compilation by the school district that includes the following information for each student: name; address; telephone number; date of birth; and school enrollment. The district shall compile and maintain a school contact directory for official use **in accordance with N.J.A.C. 6A:32-7.2**, that is separate and distinct from the student information directory. The student contact directory may be provided for official use only to judicial and law enforcement personnel, and to medical personnel currently providing services to the student in question. To exclude any information from the school contact directory for official use the parent, adult student, or emancipated minor shall notify the Superintendent or designee in writing.

Mandated and Permitted Student Records

Mandated student records are those records school districts have been directed to compile by State statute, regulations, or authorized administrative directive in accordance with N.J.A.C. 6A:32-7.3.

Permitted student records are those student records not mandated pursuant to N.J.A.C. 6A:32-7.3, but authorized by the Board to promote the student's educational welfare. The Board shall authorize the permitted records to be collected by adopting **this** Policy and Regulation 8330, which will list such permitted records.

Maintenance and Security of Student Records

The Superintendent or designee shall be responsible for the security of student records maintained in the school district **in accordance with the provisions of N.J.A.C. 6A:32-7.4**. **This** Policy and Regulation 8330 assure that access to **student** such records is limited to authorized persons.

Records for each individual student may be stored electronically or in paper format. When student records are stored electronically, proper security and back-up procedures shall be administered.

Student health records, whether stored on paper or electronically, shall be maintained **in accordance with N.J.A.C. 6A:32-7.1(l)** ~~separately from other student records, until such time as graduation or termination, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record.~~ Records shall be accessible during the hours in which the school program is in operation.



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Any district ~~internet~~ website shall not disclose any personally identifiable information about a student ~~without receiving prior written consent from the student's parent~~, in accordance with the provisions of N.J.S.A. 18A:36-35 and **N.J.A.C. 6A:32-2.1** ~~Personally identifiable information means student names; student photos; student addresses; student e-mail addresses; student phone numbers; and locations and times of class trips.~~

Access to Student Records

Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records. Access to student records shall be provided to persons authorized such access under N.J.A.C. 6A:32-7.1 et seq. within ten days of a request, but prior to any review or hearing conducted in accordance with N.J.A.C. 6A.

The district may charge a reasonable fee for reproduction of student records, not to exceed the schedule of costs set forth at N.J.S.A. 47:1A-5, provided that the cost does not effectively prevent parents or adult students from exercising their rights under N.J.A.C. 6A:32-7 or other Federal and State rules and regulations regarding students with disabilities, including N.J.A.C. 6A:14.

The district shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to people permitted by Federal and State statute and regulations in accordance with N.J.A.C. 6A:32-7.5(c).

~~The district may charge a reasonable fee for reproduction of student records, not to exceed the schedule of costs set forth in N.J.S.A. 47:1A-5, provided that the cost does not effectively prevent the parents or adult students from exercising their rights under N.J.A.C. 6A:32-7 or other Federal and State rules and regulations regarding students with disabilities, including N.J.A.C. 6A:14.~~

Access to and disclosure of a student's health record shall meet the requirements of the **FERPA** ~~Family Education Rights and Privacy Act, 34 C.F.R. Part 99 (FERPA).~~

Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records.



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Nothing in N.J.A.C. 6A:32-7.4 et seq. or in **this** Policy and Regulation 8330 shall be construed to prohibit school personnel from disclosing information contained in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons.

In complying with N.J.A.C. 6A:32-7 – Student Records, **the district individuals** shall adhere to requirements pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act (OPRA) and **FERPA** 34 CFR Part 99, ~~the Family Educational Rights and Privacy Act (FERPA).~~

Conditions for Access to Student Records

All authorized organizations, agencies, and persons defined in N.J.A.C. 6A:32-7.4 et seq. shall have access to ~~the records of~~ a student **record**, subject to conditions outlined in N.J.A.C. 6A:32-7.6(a).

Rights of Appeal for Parents and Adult Students

Student records are subject to challenge by parents and adult students on the grounds of inaccuracy, irrelevancy, **impermissible** ~~impermissive~~ disclosure, inclusion of improper information, or denial of access to organizations, agencies, and persons in accordance with N.J.A.C. 6A:32-7.7(a).

To request a change in the **student** record or to request a stay of disclosure pending final determination of the challenged procedure, the parent or adult student shall follow the procedures pursuant to N.J.A.C. 6A:32-7.7(b).

Appeals relating to student records for students with disabilities shall be processed in accordance with the requirements of N.J.A.C. 6A:32-7.7(c**b**).

Regardless of the outcome of any appeal, a parent or adult student shall be permitted to place in the student record a statement commenting upon the information in the student record or setting forth any reasons for **contesting a portion of the student record, including the decision made in the appeal.** ~~disagreement with the decision made in the appeal. Such statements~~ **The parent's or adult student's statement** shall be maintained as part of the student record, as long as the contested portion of the **student** record is maintained. If the contested portion of the record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party.



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Retention and Disposal of Student Records

A student record is considered to be incomplete and not subject to the provisions of the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq., while the student is enrolled in the ~~school~~ district. The **Board** ~~school district~~ shall retain the student health record and the health history and immunization record according to the School District Records Retention Schedule, as determined by the New Jersey State Records Committee.

Student records of currently enrolled students, other than **the records** ~~that~~ described in N.J.A.C. 6A:32-7.8(~~fe~~), may be disposed of after the information is no longer necessary to provide educational services to a student and in accordance with the provisions of N.J.A.C. 6A:32-7.8(~~cb~~).

Upon graduation or permanent departure of a student from the ~~school~~ district, the parent or adult student shall be notified in writing that a copy of the entire student record will be provided to them upon request. Information in student records, other than that described in N.J.A.C. 6A:32-7.8(~~fe~~), may be disposed of, but only in accordance with the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq. Such disposition shall be in accordance with the provisions of N.J.A.C. 6A:32-7.8(c)2.

No additions shall be made to the record after graduation or permanent departure without the prior written consent of the parent or adult student.

In accordance with N.J.A.C. 6A:32-7.8(~~fe~~), the ~~New Jersey public school~~ district of last enrollment, graduation, or permanent departure of the student from the ~~school~~ district shall keep for 100 years, a mandated record of a student's name, date of birth, name of parents, gender, health history and immunization, standardized assessment results, grades, attendance, classes attended, grade level completed, year completed, and years of attendance.

N.J.S.A. 18A:36-19; 18A:36-19.1; 18A:40-4; 18A:40-19
N.J.A.C. 6A:32-7.1; 6A:32-7.2; 6A:32-7.3; 6A:32-7.4; 6A:32-7.5;
6A:32-7.6; 6A:32-7.7; 6A:32-7.8
20 U.S.C. §8528

Adopted:



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[See POLICY ALERT Nos. 210 and 229]

R 8330 STUDENT RECORDS

A. Definitions (N.J.A.C. 6A:32-2.1)

1. "Access" means the right to view, make notes, and/or reproduce a student record.
2. "Adult student" means a person who is at least eighteen years of age, ~~or is attending an institution of postsecondary education,~~ or is an emancipated minor.
3. **"Days in membership" means the number of school days in session in which a student is enrolled. A student's membership begins on the first possible day of attendance following enrollment during the school year, notwithstanding the actual day the student was recorded as present for the first time.**
4. **"Health history" means the record of a person's past health events obtained in writing, completed by the individual or the individual's physician.**
53. "Mandated student records" means student records that school districts compile pursuant to State statute, regulation, or authorized administrative directive.
64. "Parent" means the natural or adoptive parent, legal guardian, surrogate **parent** appointed **pursuant** ~~according~~ to N.J.A.C. 6A:14-2.2, or a person acting in 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** ~~under~~ N.J.A.C. 6A:32. In addition, a **resource family** ~~foster~~ parent may act as a parent **pursuant to** ~~under~~ the provisions of N.J.A.C. 6A:32 if the parent's authority to make educational decisions on the student's behalf has been terminated by a court of appropriate jurisdiction.



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75. "Permitted student records" means records that the Board of Education has authorized, by resolution adopted at a regular public meeting, to be collected to promote the educational welfare of students.
8. **"Personally identifiable information" means, but is not limited to:**
- a. **The student's name;**
 - b. **The name of the student's parent(s) or other family members;**
 - c. **The address of the student or the student's family;**
 - d. **The email address of the student, the student's parent(s), or other family members;**
 - e. **The telephone number of the student, the student's parent(s), or other family members;**
 - f. **A personal identifier, such as the student's Social Security number, student number, or biometric record;**
 - g. **A photo of the student;**
 - h. **The location and times of class trips;**
 - i. **Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;**
 - j. **Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances to identify the student with reasonable certainty; or**
 - k. **Information requested by a person who the district, or private agency that provides educational services by means of public funds, reasonably believes knows the identity of the student to whom the student record relates.**



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9. **“Physical examination” means the assessment of an individual’s health, in accordance with the requirements at N.J.A.C. 6A:16-2.2.**
10. **“School contact directory for official use” means a compilation by a district that includes the following information for each student: name, address, telephone number, date of birth, and school of enrollment. The directory may be provided for official use only to judicial, law enforcement, and medical personnel.**
11. **“Student discipline record” means information regarding all disciplinary actions taken against a student by a school district pursuant to N.J.S.A. 18A:36-25.1.b. and that is maintained in a student’s record.**
127. **“Student information directory” means a publication of the Board of Education that includes information relating to a student. It shall be used only by authorized school district personnel and for designated official use by judicial, law enforcement, and medical personnel and not for general public consumption. The information shall be the student’s: name; grade level; date and place of birth; dates of school attendance; major field of study; participation in officially recognized activities; weight and height relating to athletic team membership; degrees; awards; the most recent educational agency attended by the student; and other similar information.**
136. **“Student record” means information related to an individual student gathered within or outside the school district and maintained within the school district, regardless of the physical form in which it is maintained. Essential in this definition is the idea that any information that is maintained for the purpose of second-party review is considered a student record. Therefore, information recorded by certified school personnel solely as a memory aid and not for the use of a second party is excluded from this definition. In the absence of any “information related to an individual student,” the document(s) no longer meets the definition of “student record.”**



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B. General Considerations (N.J.A.C. 6A:32-7.1)

1. The Board of ~~Education~~ shall compile and maintain student records and regulate access **in accordance with the Federal Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and 34 CFR Part 99**, disclosure, or communication of information contained in **student educational** records in a manner that assures the security of **the such** records in accordance with the provisions of N.J.A.C. 6A:32-7.1-~~et seq.~~
2. Student records shall contain only ~~such~~ information **that** as is relevant to the education of the student and is objectively based on the personal observations or knowledge of the certified school personnel who originate(s) the record.
3. The ~~school~~ district shall provide annual, written notification to parents, adult students, and emancipated minors of their rights in regard to student records and student participation in educational, occupational, and military recruitment programs. Copies of the applicable State and Federal laws and **Board local** policies shall be made available upon request. The **Board school**-district shall make every effort to notify parents and adult students in their dominant language.
4. **Nonadult** ~~A non-adult~~ students may assert rights of access only through **their his or her** parent(s). However, nothing in N.J.A.C. 6A:32-7 ~~et seq.~~ or in Policy 8330 or **this** Regulation 8330 shall be construed to prohibit certified school personnel from disclosing, at their discretion, student records to non-adult students or to appropriate persons in connection with an emergency, if **the information contained in the record such**-knowledge is necessary to protect the health or safety of the student or other persons.
5. The parent or adult student shall have access to **the student's their** own records and have access to, or be specifically informed about, only **the that** portion of another student's record that contains information about **the student his or her own child or himself or herself**.



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6. **All anecdotal information and assessment reports collected on a student shall be dated and signed by the individual who originated the data.**
 76. The Superintendent or designee shall require all ~~permitted~~ student records of currently enrolled students to be reviewed annually by certified school personnel to determine the education relevance of the **information material** contained therein. The reviewer shall cause **information data** no longer descriptive of the student or educational program to be deleted from the records, except that prior notice shall be given for ~~classified~~ students **with disabilities** in accordance with N.J.A.C. 6A:14, Special Education. **The deleted** ~~Such~~ information shall be disposed of and not be recorded elsewhere. No record of any such deletion shall be made.
 87. No liability shall be attached to any member, officer, or employee of the Board of ~~Education~~ permitting access or furnishing student records in accordance with N.J.A.C. 6A:32-7.1 ~~et seq.~~
 98. When the parent's or adult student's dominant language is not English or the parent or adult student is deaf, the ~~school~~ district shall provide interpretation of the student records in the dominant language of the parents or adult student.
 109. Student health records shall be maintained separately from other student records. **Student health records also shall be maintained and handled**, according to the requirements of N.J.A.C. 6A:32-7.1 ~~et seq.~~, until such time as graduation or termination, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record.
- C. School Contact Directory for Official Use (N.J.A.C. 6A:32-7.2)
1. The Board of ~~Education~~ shall compile and maintain a school contact directory for official use that is separate and distinct from the student information directory.



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2. School personnel shall provide information from the school contact directory for official use only to judicial and law enforcement personnel, and to medical personnel currently providing services to the student in question. Upon request from a court, other judicial agency, law enforcement agency, or medical service provider currently providing services to the student in question, school personnel shall promptly verify the enrollment of a student and provide the requester with all information about the student that is contained in the school contact directory for official use.

~~a. School personnel shall provide information from the school contact directory for official use only to judicial and law enforcement personnel, and to medical personnel currently providing services to the student in question.~~

~~b. Upon request from a court, other judicial agency, law enforcement agency, or medical service provider currently providing services to the student in question, school personnel shall promptly verify the enrollment of a student and provide the requester with all information about that student that is contained in the school contact directory for official use.~~

32. ~~A To exclude any information from the school contact directory for official use, the parent, adult student, or emancipated minor shall notify, in writing, the Superintendent or designee of their request to exclude any information from the school contact directory for official use in writing.~~

D. Mandated and Permitted Student Records (N.J.A.C. 6A:32-7.3)

1. Mandated student records shall include the following:

- a. The student's name, address, telephone number, date of birth, name of parent(s), gender, standardized assessment results, grades, **record of daily** attendance, classes attended, grade level completed, year completed, and years of attendance;



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- b. ~~Record of daily attendance;~~
 - be. Descriptions of **the** student's progress according to the **Board's system of student performance data evaluation used in the school district;**
 - cd. History and status of physical health compiled in accordance with State regulations, including **immunizations and** results of any physical examination(s) given by qualified ~~school~~ district employees ~~and immunizations;~~
 - de. Records pursuant to rules and regulations regarding the education of students with disabilities; and
 - ef. All other records required by N.J.A.C. 6A.
2. Permitted student records are those student records not mandated pursuant to N.J.A.C. 6A:32-7.3, but authorized by the Board to promote the student's educational welfare and include the following as authorized by this Board upon adoption of Policy **8330** and **this** Regulation ~~8330~~. These records may include, but are not limited to:
- a. Personally authenticated observations, assessments, ratings, and anecdotal reports recorded by teaching staff members in the performance of their professional responsibilities and intended for review by another person, provided the record is dated and signed by the originator. Information recorded solely as a memory aid for the originator becomes a student's record when it is reviewed by any other person, including a substitute;
 - b. Information, scores, and results obtained from standardized tests or by approved tests conducted by professional personnel;
 - c. Educationally relevant information provided by the parent, **or** adult student, ~~or emancipated minor regarding the student's achievements or school activities;~~



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- d. Any correspondence with the student and/or the student's parents;
- e. Driver education certificate;
- f. Emergency notification form;
- g. New student registration form;
- h. Withdrawal or transfer form;
- i. Change of schedule form;
- ~~j. Records of disciplinary infractions, penalties, and disciplinary hearings;~~
- jk. Records of the student's co-curricular and athletic activities and achievements;
- kl. Class rank;
- lm. Awards and honors;
- mn. Notations of additional records maintained in a separate file;
- no. The statement from a student's parent, adult student, or emancipated minor regarding a contested portion of the record; *and*
- op. Entries indicating review of the file by an authorized person;
- pq. _____;
- qr. _____;
- rs. _____; and
- st. _____.



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E. Maintenance and Security of Student Records (N.J.A.C. 6A:32-7.4)

1. The Superintendent or designee shall be responsible for the security of student records maintained in the ~~school~~ district and shall devise procedures/regulations for assuring that access to ~~student such~~ records is limited to authorized persons.
2. **The Board may store all student records** ~~Records for each individual student may be stored~~ either electronically or in paper format. ~~When student records are stored electronically, proper security and backup procedures shall be administered.~~
 - a. **When student records are stored electronically, proper security and backup procedures shall be administered.**
3. Student health records, whether stored on paper or electronically, shall be maintained **in accordance with N.J.A.C. 6A:32-7.1(l)** ~~separately from other student records, until such time as graduation or termination whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record.~~
4. Records shall be accessible during the hours in which the school program is in operation.
5. Mandated student records required as part of programs established through State-administered entitlement or discretionary funds from the U.S. Department of Education shall be maintained for a period of five years after **a student's graduation, or** termination from the ~~school~~ district, or to age twenty-three, whichever is longer, ~~and~~ **The mandated student records** shall be disposed of in accordance with N.J.S.A. 47:3-15 et seq.
6. Any district **or school** website shall not disclose any personally identifiable information about a student, in accordance with N.J.S.A. 18A:36-35.

F. Access to Student Records (N.J.A.C. 6A:32-7.5)

1. Only authorized organizations, agencies, or persons, as defined in N.J.A.C. 6A:32-7.5, shall have access to student records, including



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student health records. Access to student records shall be provided to persons authorized such access under N.J.A.C. 6A:32-7.1(g) ~~et seq.~~ within ten days of a request, but prior to any review or hearing conducted in accordance with N.J.A.C. 6A.

- ~~2. The school district shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to people permitted by Federal and State statute and regulations or stated in N.J.A.C. 6A:32-7.5(e) and section G. below.~~
23. The school district may charge a reasonable fee for reproduction of student records, not to exceed the schedule of costs set forth ~~at in~~ N.J.S.A. 47:1A-5, provided that the cost does not effectively prevent the parents or adult students from exercising their rights under N.J.A.C. 6A:32-7 or other Federal and State rules and regulations regarding students with disabilities, including N.J.A.C. 6A:14.
3. **The district shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to people permitted by Federal and State statute and regulations or as stated in N.J.A.C. 6A:32-7.5(e) and F.5. below.**
4. Access to, and disclosure of, a student health record shall meet the requirements of ~~the Family Education Rights and Privacy Act FERPA, 20 U.S.C. §1232g, and 34 CFR C.F.R. Part 99 (FERPA).~~
5. **Organizations, agencies, and persons authorized to access student records shall include only the following:**
 - a. **The student who has written permission of a parent and the parent of a student under the age of eighteen, regardless of whether the child resides with the parent, except pursuant to N.J.S.A. 9:2-4;**
 - (1) **The place of residence shall not be disclosed; and**



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- (2) Access shall not be provided if denied by a court;
- b. Students at least sixteen years of age who are terminating their education in the district because they will graduate secondary school at the end of the term or no longer plan to continue their education;
- c. An adult student and/or a parent who has the written permission of an adult student, except that the parent shall have access without the adult student's consent, as long as the adult student is financially dependent on the parent and enrolled in the public school system, or if the adult student has been declared legally incompetent by a court of appropriate jurisdiction. The parent of a financially dependent adult student may not disclose information contained in the adult student's record to a second or third party without the adult student's consent;
- d. Certified school district personnel who are assigned educational responsibility for the student shall have access to the general student record but not to the student health record except under conditions permitted in N.J.A.C. 6A:16-2.4;
- e. Certified educational personnel who have assigned educational responsibility for the student and who are employed by agencies listed below shall have access to the general student record, but not to the student health record, except under conditions permitted at N.J.A.C. 6A:16-2.4:
- (1) An approved private school for students with disabilities;
- (2) A State facility;
- (3) Accredited nonpublic schools in which students with disabilities have been placed pursuant to N.J.S.A. 18A:46-14; or



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- (4) Clinics and agencies approved by the New Jersey Department of Education;
- f. To fulfill its legal responsibility, the Board shall have access through the Superintendent or designee to information contained in the student's record. Information shall be discussed in executive session, unless otherwise requested by the parent or adult student;
 - g. Secretarial and clerical personnel under the direct supervision of certified school personnel shall be permitted access to portions of the record to the extent necessary for the entry and recording of data and the conducting of routine clerical tasks. Access shall be limited only to student files in which such staff are directed to enter or record information, and shall cease when the specific assigned task is completed;
 - h. Accrediting organizations to carry out their accrediting functions;
 - i. The Commissioner of Education and New Jersey Department of Education staff members who are assigned responsibility that necessitates the review of such records;
 - j. Officials of other Boards of Education within the State or other educational agencies or institutions where the student is placed, registered, or seeks to enroll, subject to the following conditions:
 - (1) Original mandated student records that schools have been directed to compile by New Jersey statute, regulation, or authorized administrative directive shall be forwarded to the receiving district, agency, or institution with written notification to the parent or adult student;



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- (2) Original mandated student records that the Board has required shall be forwarded to the receiving district, agency, or institution only with the written consent of the parent or adult student, except where a formal sending-receiving relationship exists between the districts;
 - (3) All records to be forwarded, including disciplinary records as specified at N.J.S.A. 18A:36-19a., shall be sent to the Superintendent of the school district to which the student has transferred, or the Superintendent's designee, within ten school days after the transfer has been verified by the requesting district;
 - (4) The Superintendent or designee shall request, in writing, all student records from the school district of last attendance within two weeks from the date that the student enrolls in the new school district;
 - (5) Upon request, the Superintendent or designee of the school district of last attendance shall provide a parent(s) or an adult student with a copy of the records disclosed to other educational agencies or institutions; and
 - (6) Proper identification, such as a certified copy of the student's birth certificate or other proof of the student's identity pursuant to N.J.S.A. 18A:36-25.1, shall be requested at the time of enrollment in a new school district;
- k. Officials of the United States Department of Education assigned responsibilities that necessitate review of such records;



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- l. Officers and employees of a State agency responsible for protective and investigative services for students pursuant to N.J.S.A. 9:6-8.40. Whenever appropriate, the Board shall ask the State agency for its cooperation in sharing the findings of an investigation;**
 - m. Agency caseworkers or other representatives of a State or local child welfare agency who have the right to access a student's case plan when the agency or organization is legally responsible, in accordance with State law, for the care and protection of the student, consistent with 20 U.S.C. §1232g(b)(1)(L);**
 - n. Organizations, agencies, and persons from outside the school if they have the written consent of the parent or adult student. Organizations, agencies, and persons shall not transfer student record information to a third party without the written consent of the parent or adult student;**
 - o. Organizations, agencies, and individuals outside the school, other than those specified in N.J.A.C. 6A:32-7.5, upon the presentation of a court order; and**
 - p. Bona fide researchers who explain to the Superintendent the nature of the research project and the relevance of the records sought. Prior to the release of records to a researcher, the Superintendent or designee, shall receive from the researcher written assurance that the records will be used under strict conditions of anonymity and confidentiality.**
- 6. Nothing in N.J.A.C. 6A:32-7, Policy 8330, and this Regulation shall be construed to prohibit school personnel from disclosing information contained in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons.**



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7. In complying with N.J.A.C. 6A:32-7, Policy 8330, and this Regulation, the Board shall adhere to the requirements pursuant to the Open Public Records Act (OPRA), N.J.S.A. 47:1A-1 et seq., and FERPA, 20 U.S.C. §1232g; 34 CFR Part 99.

a. When responding to OPRA requests from any party, including parties other than those listed in N.J.A.C. 6A:32-7.5(e) and F.5. above, the Board may release, without consent, records removed of all personally identifiable information, as such documents do not meet the definition of a student record. Before making any release, the Board shall have made a reasonable decision that a student's identity cannot be determined whether through single or multiple releases, or when added to other reasonably available information.

~~G. Authorized Organizations, Agencies, and Persons with Access to Student Records (N.J.A.C. 6A:32-7.5(e))~~

~~Access shall include only the following:~~

~~1. A student who has the written permission of a parent and the parent of a student under the age of eighteen whether the child resides with the parent except per N.J.S.A. 9:2-4:~~

~~a. The place of residence shall not be disclosed; and~~

~~b. Access shall not be provided if denied by a court.~~

~~2. Students at least sixteen years of age who are terminating their education in the school district because they will graduate secondary school at the end of the term or no longer plan to continue their education;~~

~~3. An adult student and parent who has the written permission of an adult student, except that the parent shall have access without consent of the student as long as the student is financially dependent on the parent and enrolled in the public school system or if the student has been declared legally incompetent by a court~~



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- ~~of appropriate jurisdiction. The parent of the financially dependent adult student may not disclose information contained in the adult student's record to a second or third party without the consent of the adult student;~~
- ~~4. Certified school district personnel who are assigned educational responsibility for the student shall have access to the general student record but not to the student health record except under conditions permitted in N.J.A.C. 6A:16-2.4;~~
 - ~~5. Certified educational personnel who have assigned educational responsibility for the student and who are employed by agencies listed below shall have access to the general student record, but not to the student health record except under conditions permitted in N.J.A.C. 6A:16-2.4:
 - ~~a. An approved private school for the disabled;~~
 - ~~b. A State facility;~~
 - ~~c. Accredited nonpublic schools in which students with educational disabilities have been placed according to N.J.S.A. 18A:46-14; or~~
 - ~~d. Clinics and agencies approved by the Department of Education.~~~~
 - ~~6. To fulfill its legal responsibility, the Board of Education shall have access through the Superintendent or designee to information contained in a student's record. Information shall be discussed in executive session unless otherwise requested by the parent or adult student;~~
 - ~~7. Secretarial and clerical personnel under the direct supervision of certified school personnel shall be permitted access to portions of the record to the extent necessary for the entry and recording of data and the conducting of routine clerical tasks. Access shall be limited only to student files in which such staff are directed to enter or record information, and shall cease when the specific assigned task is completed;~~



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- ~~8. Accrediting organizations in order to carry out their accrediting functions;~~
- ~~9. The Commissioner of Education and New Jersey Department of Education staff members who are assigned responsibility that necessitates the review of such records;~~
- ~~10. Officials of other district Boards of Education within the State of New Jersey or other educational agencies or institutions where the student is placed, registered, or seeks to enroll subject to the following conditions:
 - ~~a. Original mandated student records that schools have been directed to compile by New Jersey statute, regulation, or authorized administrative directive shall be forwarded to the receiving school district with written notification to the parent or adult student;~~
 - ~~b. Original mandated student records that a Board of Education has required shall be forwarded to the receiving school district only with the written consent of the parent or adult student, except where a formal sending receiving relationship exists between the school districts;~~
 - ~~c. All records to be forwarded, including disciplinary records as specified in N.J.S.A. 18A:36-19(a), shall be sent to the Superintendent or designee of the school district to which the student has transferred within ten school days after the transfer has been verified by the requesting school district;~~
 - ~~d. The Superintendent or designee shall request in writing all student records from the school district of last attendance within two weeks from the date that the student enrolls in the new school district;~~
 - ~~e. Upon request, the Superintendent or designee of the school district of last attendance shall provide a parent(s) or an adult student with a copy of the records disclosed to other educational agencies or institutions; and~~~~



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- ~~f. Proper identification, such as a certified copy of the student's birth certificate or other proof of the child's identity pursuant to N.J.S.A. 18A:36-25.1, shall be requested at the time of enrollment in a new school district.~~
- ~~11. Officials of the United States Department of Education assigned responsibilities that necessitate review of such records;~~
- ~~12. Officers and employees of a State agency responsible for protective and investigative services for students referred to that agency, pursuant to N.J.S.A. 9:6-8.40. Wherever appropriate, the Board of Education shall ask the State agency for its cooperation in sharing the findings of an investigation;~~
- ~~13. Agency caseworkers or other representatives of a State or local child welfare agency who have the right to access a student's case plan when the agency or organization is legally responsible, in accordance with State law, for the care and protection of the student, consistent with 20 U.S.C. § 1232g(b)(1)(L);~~
- ~~14. Organizations, agencies, and persons from outside the school if they have the written consent of the parent or adult student. Organizations, agencies, and persons shall not transfer student record information to a third party without the written consent of the parent or adult student;~~
- ~~15. Organizations, agencies, and individuals outside the school, other than those specified in N.J.A.C. 6A:32-7.5, upon the presentation of a court order;~~
- ~~16. Bona fide researchers who explain to the Superintendent the nature of the research project and the relevance of the records sought. Researchers shall also satisfy the Superintendent or designee that the records will be used under strict conditions of anonymity and confidentiality. Such assurance shall be received in writing by the Superintendent prior to the release of information to the researcher;~~
- ~~17. Nothing in N.J.A.C. 6A:32-7.1 et seq. and Policy and Regulation 8330 shall be construed to prohibit school personnel from~~



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~~disclosing information contained in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons; and~~

- ~~18. In complying with N.J.A.C. 6A:32-7.1 et seq., individuals shall adhere to requirements pursuant to N.J.S.A. 47:1A-1 et seq. the Open Public Records Act (OPRA) and 20 U.S.C. § 1232g, 34 CFR Part 99 the Family Educational Rights and Privacy Act (FERPA).~~

GH. Conditions for Access to Student Records (N.J.A.C. 6A:32-7.6)

1. All authorized organizations, agencies, and persons defined in N.J.A.C. 6A:32-7.1 et seq. as listed below shall have access to the records of a student **record**, subject to the following conditions:
 - a1. No student record shall be altered or disposed of during the time period between a request to review the record and the actual review of the record.
 - b2. Authorized organizations, agencies, and persons from outside the school whose access requires the consent of parents or adult students shall submit to the Superintendent or designee, the request in writing, together with any required authorization.
 - c3. The Superintendent or designee shall be present during the period of inspection to provide interpretation of the records, where necessary, and to prevent their alteration, damage, or loss. In every instance of inspection of student records by persons other than parents, student(s), or individuals who have assigned educational responsibility for the individual student, an entry shall be made in the student's record of the name(s) of persons granted access, the reason access was granted, the time and circumstances of inspection, the records **inspected** ~~studied~~, and the purposes for which the data will be used.



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d4. Prior to disclosure of student records to organizations, agencies, or persons outside the ~~school~~ district pursuant to a court order, the Superintendent or designee shall give the parent or adult student at least three days' notice of the name of the requesting agency and the specific records requested unless otherwise judicially instructed. **The Such** notification shall be provided in writing, if practicable. Only records related to the specific purpose of the court order shall be disclosed.

(1)~~a~~. Notice to the parent shall not be required when **the parent he or she** is party to a court proceeding involving child abuse and neglect or dependency matters, consistent with 20 U.S.C. §1232g(b)(2)(B).

e5. A record may be withheld from a parent or from an adult student only when the ~~school~~ district obtains a court order or is provided with evidence that there is a court order revoking the right to access. Only that portion of the record designated by the court shall be withheld. When the district has or obtains evidence of such court order, the parent or adult student shall be notified in writing within five days of **the his or her** request that access to the record has been denied and that the person has the right to appeal this decision to the court issuing the order.

III. Rights of Appeal for Parents and Adult Students (N.J.A.C. 6A:32-7.7)

1. Student records are subject to challenge by parents and adult students on grounds of inaccuracy, irrelevancy, **impermissible** ~~impermissible~~ disclosure, inclusion of improper information, or denial of access to organizations, agencies, and persons. The parent or adult student may **request:** ~~seek to: expunge inaccurate, irrelevant, or otherwise improper information from the student record; insert additional data as well as reasonable comments as to the meaning and/or accuracy of the records; and/or request an immediate stay of disclosure pending final determination of the challenge procedure as described in N.J.A.C. 6A:32-7.~~



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- a. **Expungement of inaccurate, irrelevant, or otherwise improper information from the student record;**
 - b. **Insertion of additional data, as well as reasonable comments regarding the meaning and/or accuracy of the student record;**
 - c. **The immediate stay of disclosure pending final determination of the challenged procedure as described in N.J.A.C. 6A:32-7; and/or**
 - d. **Immediate access to student records for organizations, agencies, and persons denied access, pending final determination of the challenged procedure, as described in N.J.A.C. 6A:32-7.**
2. To request a change in the **student** record or to request a stay of disclosure pending final determination of the challenged procedure, **a parent or adult student shall notify, in writing, the Superintendent of the specific issues relating to the student record** the process shall be as follows:
- a. ~~A parent or adult student shall notify in writing the Superintendent of the specific issues relating to the student record.~~
 - ab. Within ten school days of notification, the Superintendent or designee shall notify the parent or adult student of the ~~school~~ district's decision. If the ~~school~~ district disagrees with the request, the Superintendent or designee shall meet with the parent or adult student to resolve the issues set forth in the request.
 - e. ~~If the school district disagrees with the request, the Superintendent or designee shall meet with the parent or adult student to resolve the issues set forth in the appeal.~~
 - bd. If the matter is not satisfactorily resolved, the parent or adult student has ten school days to appeal **the district's** ~~this decision to the Board of Education.~~



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- ce. ~~If an appeal is made to the Board of Education, the Board shall render a decision a decision shall be rendered within twenty school days. The decision of the Board of Education may be appealed to the Commissioner pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3, Controversies and Disputes.~~
 - d. **The decision of the Board may be appealed to the Commissioner pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3, Controversies and Disputes. At all stages of the appeal process, the parent or adult student shall be afforded a full and fair opportunity to present evidence relevant to the issue.**
 - e. **A record of the appeal proceedings and outcome shall be made a part of the student record with copies made available to the parent or adult student.**
 - f. ~~At all stages of the appeal process, the parent or adult student shall be afforded a full and fair opportunity to present evidence relevant to the issue. A record of the appeal proceedings and outcome shall be made a part of the student's record with copies made available to the parent or adult student.~~
3. Appeals relating to student records of students with disabilities shall be processed in accordance with the requirements of **N.J.A.C. 6A:32-7.7(b) and I.2.** above.
4. Regardless of the outcome of any appeal, a parent or adult student shall be permitted to place in the student record a statement commenting upon the information in the student record or setting forth any reasons for **contesting a portion of the student record, including the decision made in the appeal. The parent's or adult student's statement shall be maintained as part of the student record, as long as the contested portion of the student record is maintained. If the contested portion of the student record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party** ~~disagreement with the decision made in the appeal.~~



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Student Records

- a. ~~Such statements shall be maintained as part of the student record as long as the contested portion of the record is maintained. If the contested portion of the record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party.~~

~~I~~. Retention and Disposal of Student Records (N.J.A.C. 6A:32-7.8)

1. A student's record is considered to be incomplete and not subject to the provisions of the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq., while the student is enrolled in the school district.
 - a. The **Board** ~~school district~~ shall retain the student health record and the health history and immunization record according to the School District Records Retention Schedule, as determined by the New Jersey State Records Committee.
2. Student records of currently enrolled students, other than the records ~~that must be maintained for one hundred years as described at in~~ N.J.A.C. 6A:32-7.8~~(e)~~ and I.5. below, may be disposed of after the information is no longer necessary to provide educational services to a student. **The disposition shall be carried out only after the parent or adult student has been notified in writing and written permission has been granted, or after reasonable attempts to notify the parent or adult student and to secure permission have been unsuccessful.**
 - a. ~~Such disposition shall be accomplished only after written parental or adult student notification and written parental or adult student permission has been granted or after reasonable attempts of such notification and reasonable attempts to secure parental or adult student permission have been unsuccessful.~~
3. Upon graduation or permanent departure of a student from the school district:



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Student Records

- a. The parent or adult student shall be notified in writing that a copy of the entire student record will be provided to them upon request.
- b. Information in student records, other than that described at ~~in~~ N.J.A.C. 6A:32-7.8(fe) and I.5. below, may be disposed of, but only in accordance with the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq. **The disposition shall be carried out only after the parent or adult student has been notified in writing and written permission has been granted, or after reasonable attempts to notify the parent or adult student and to secure permission have been unsuccessful and prior written authorization has been obtained from the New Jersey State Records Committee in the New Jersey Department of the Treasury.**
- ~~e. Such disposition shall be accomplished only after written parental or adult student notification and written parental or adult student permission has been granted, or after reasonable attempts at such notification and reasonable attempts to secure parental or adult student permission have been unsuccessful and prior written authorization has been obtained from the New Jersey State Records Committee in the New Jersey Department of State.~~
4. No additions shall be made to the record after graduation or permanent departure without the prior written consent of the parent or adult student.
5. The ~~New Jersey public school~~ district of last enrollment, graduation, or permanent departure of the student from the ~~school~~ district shall keep, for one hundred years, a mandated record of a student's name, date of birth, name of parents, gender, health history and immunization, standardized assessment results, grades, attendance, classes attended, grade level completed, year completed, and years of attendance.

Issued:



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Bomb Threats
Dec 22
M

[See POLICY ALERT Nos. 191 and 229]

R 8420.2 BOMB THREATS

A bomb threat consists of a message regardless of the source or form or truth of the message, that someone has placed or intends to place in the school an explosive device or any material that will cause significant harm to persons in the school or damage to school property. **The procedures to be enacted when a bomb threat is received shall be included in the school district's plans, procedures, and mechanisms for school safety and security in accordance with the provisions of N.J.A.C. 6A:16-5.1 and Policy 8420** ~~The bomb threat message may be a telephone call, written, e-mailed, rumored, graffiti or any other communication method.~~

A. ~~Procedures When a Bomb Threat is Received~~

- ~~1. A bomb threat received by any school employee will be immediately relayed to the Principal or designee.~~
- ~~2. A written bomb threat should be placed in a folder or a folded paper and should be handled as little as possible.~~
- ~~3. If possible, a telephoned bomb threat should be transferred to the Principal or designee.~~
 - ~~a. The Principal or other person who talks to the caller will attempt to keep the caller on the line as long as possible to enhance the chance to identify the telephone caller.~~
 - ~~b. The person talking to the caller should attempt to obtain, by direct questioning and by listening to background clues, and record in writing as much information as possible about:
 - ~~(1) The alleged bomb (e.g., its nature, size, specific location, what will cause detonation, detonation time);~~
 - ~~(2) The caller (e.g., name, address, location, gender, age, background, motive);~~~~



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Bomb Threats

- (3) ~~The identity of the person who placed the bomb, if the caller denies responsibility;~~
- (4) ~~The means by which the bomb was delivered to the site;~~
- (5) ~~The caller's voice (e.g., calm, angry, excited, slow, rapid, loud, slurred, distinct, familiarity); and~~
- (6) ~~Background sounds (e.g. street noises, music, office or factory machinery, animal noises, voices).~~

B. ~~Procedures to be Used After a Bomb Threat is Received~~

- 1. ~~The Principal or designee will immediately call:~~
 - a. ~~The Police Department/local law enforcement;~~
 - b. ~~The Fire Department; and~~
 - e. ~~The Superintendent's office.~~
- 2. ~~If the Principal or designee determines there is reasonable cause to believe an explosive device is present and an immediate evacuation is warranted, the Principal or designee will order the immediate evacuation of the school building. The evacuation will be conducted as follows:~~
 - a. ~~The fire drill alarm may include a building designated code to indicate that a bomb threat has been received;~~
 - b. ~~If the Principal or designee determines that time permits, pupils will empty their lockers and leave them unlocked; and~~
 - c. ~~School staff members and pupils will be evacuated to a waiting place at least 1000 feet from the school building and behind cover or to a predetermined area outside the school building.~~



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Bomb Threats

3. ~~If the Principal or designee determines an immediate evacuation is not warranted the building will not be immediately evacuated until law enforcement officials arrive on the scene and are provided control of the bomb threat situation.~~
4. ~~The Principal or designee will also:~~
 - a. ~~Prohibit the use of any electronic communication devices to include, but not be limited to cellular telephones and walkie talkies;~~
 - b. ~~Ensure any school buses enroute to the school or other vehicles entering the school grounds are redirected to a designated alternative location pending further instructions from law enforcement officials;~~
 - c. ~~Notify and maintain contact with the Superintendent of Schools regarding the communication to be released to parents, community and media; and~~
 - d. ~~Allow law enforcement officials to control the scene upon their arrival.~~
5. ~~School staff members, upon receiving notice the school is being evacuated for a bomb threat, will:~~
 - a. ~~Direct pupils to gather personal belongings in the classroom or within their immediate area;~~
 - b. ~~Instruct pupils to not use any electronic communication device until instructed otherwise;~~
 - c. ~~Conduct a quick visual survey of their classrooms for any suspicious or unfamiliar objects and report such to the Principal or designee;~~
 - d. ~~Leave the windows and doors of their vacated rooms open and do not turn on or turn off any light or electrical switch;~~



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Bomb Threats

- e. ~~Take the pupil roster and the day's attendance;~~
 - f. ~~Lead their class or the pupils under their supervision upon receiving the evacuation notice to the evacuation area;~~
 - g. ~~Take attendance when arriving at the evacuation area and report any additional pupils or missing pupils to the Principal or designee;~~
 - h. ~~Not allow any pupil to re enter the building, leave the evacuation area, or be dismissed from school unless authorized by the Principal or designee or law enforcement officials; and~~
 - i. ~~Not speak to the media or permit media to interview any pupil.~~
6. ~~If law enforcement officials determine the building can be re entered, the Principal or designee will order the building to be re entered. The regular instructional program will be resumed as quickly as possible. If the bomb threat disruption has occurred late in the school day, the Principal may recommend to the Superintendent that the school be closed and pupils dismissed.~~
7. ~~In the event an explosive device is found in the school building or on school grounds threatening the safety of staff and pupils, the Principal or designee will:~~
- a. ~~Work with law enforcement officials to ensure the continued safety of pupils and staff;~~
 - b. ~~Notify school officials at the evacuation assembly locations of the situation that pupils will be released for the day; and~~
 - c. ~~In consultation with the Superintendent of Schools and law enforcement officials, will coordinate pupil dismissal procedures from the evacuation assembly areas and family notification and reunification protocols.~~



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Bomb Threats

8. ~~The school district will provide school district staff and other school district crisis response team members to provide counseling and support as needed.~~
9. ~~All bomb threat procedures will be conducted with seriousness and dispatch. It is the intention of these regulations that the school community be protected against harm without conferring notoriety on the person who threatens harm.~~
10. ~~In the event an explosion occurs while the building is evacuated, the Principal or designee, in consultation with the Superintendent of Schools and law enforcement officials, will coordinate pupil dismissal procedures from the evacuation assembly areas and family notification and reunification protocols.~~
11. ~~The Principal will submit to the Superintendent a written report of each bomb threat received, the steps taken in response, and the outcome of the threat.~~

~~These procedures are recommended for implementation in the event a bomb threat is received. However, based on the circumstance or situation, the Principal or designee or law enforcement officials may modify these procedures if it is determined modification is needed to best protect the building's occupants.~~

~~Critical Incident Response Procedures for School Administrators, Faculty and Staff
The New Jersey Office of Homeland Security and Preparedness and the
New Jersey Department of Education 2010~~

Adopted:



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[See POLICY ALERT Nos. 183, 191, and 229]

R 8420.7 LOCKDOWN PROCEDURES

In the event it is determined by the Principal or designee a circumstance or situation requires the school building's occupants to remain secure within the school building, the Principal or designee may implement lockdown procedures. ~~The following procedures to shall be enacted during a lockdown shall be included in the school district's plans, procedures, and mechanisms for school safety and security in accordance with the provisions of N.J.A.C. 6A:16-5.1 and Policy 8420 which shall begin with notification to the building's occupants that all occupants should commence lockdown procedures. The notification may be a public address announcement or may be a discreet notification depending on the circumstance or situation.~~

~~A. Procedures in the Event it is Determined a Lockdown is Warranted~~

~~1. The Principal and/or designee will immediately:~~

- ~~a. Inform the Superintendent of Schools;~~
- ~~b. Contact local law enforcement;~~
- ~~c. Deactivate fire alarm pull stations without disengaging the fire sensors, if feasible, until law enforcement officials arrive on scene; and~~
- ~~d. Deactivate school bell systems, if feasible, until law enforcement officials arrive on scene.~~

~~2. The Principal and/or designee will also:~~

- ~~a. Communicate to any staff outside the building to stop pedestrians and vehicles, including school buses, from entering the school grounds;~~
- ~~b. Assign a staff member in the main office to maintain communication with classrooms and monitor status and, if needed, designate a staff member to meet and brief local law enforcement upon their arrival;~~



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Lockdown Procedures

- e. ~~Determine, in consultation and with the approval of the Superintendent of Schools, the most appropriate means to communicate information to be released to parents, community, and media; and~~
- d. ~~Will allow local law enforcement officials to control the scene upon their arrival.~~
- 3. ~~School staff members, upon receiving notice the school needs to be in a lockdown situation, will:~~
 - a. ~~Turn off all lights, close blinds/shades and turn off electronic equipment;~~
 - b. ~~Instruct students to be absolutely quiet and discourage the individual use of cellular telephones;~~
 - e. ~~Instruct classroom occupants to get on the floor in a sitting or crouching position and direct students away from doors and windows wherever possible;~~
 - d. ~~Close and lock doors and windows from inside the room, if possible;~~
 - e. ~~Secure all staff, students and visitors, including those from hallways, behind locked doors, restrooms, gymnasiums, and other non-classroom areas without risking their own safety or the safety of others already secure;~~
 - f. ~~Not permit anyone to leave a secured room or area until notified by the Principal or designee or law enforcement officials; and~~
 - g. ~~Ignore bells or alarms unless otherwise notified by the Principal or designee or law enforcement officials.~~



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Lockdown Procedures

4. ~~Any school staff member not supervising students at the time of the lockdown notification should go to the nearest classroom or secure area to assist other staff members with students. These staff members should ensure any students in hallways and other unsecured and open areas are taken to the nearest classroom and/or secured area.~~
5. ~~Teachers shall take student attendance for the students within their secured area and report any additional students in the room and any missing students.~~
6. ~~Office personnel should remain in the general office areas or any other area that can be secured from the inside. All office doors shall be locked and secured to prevent entrance by an outside intruder.~~
7. ~~The building's occupants should remain in lockdown condition until an announcement indicating the lockdown is over.~~
8. ~~Lockdown Procedures for Those in Exposed Areas—Physical education classes using outside facilities shall, under the direction of the teacher, report to the nearest school entrance and upon entering the building locate to a secure classroom or location within the building. If there is reason to believe these students may be at risk re entering the building, the students may be directed to another secure location off school grounds and/or away from the building.~~

B. ~~Procedures After Lockdown Situation is Brought Under Control~~

~~**{Insert below the procedures to be implemented after lockdown situation is brought under control}**~~

1. ~~After the lockdown situation has been brought under control, the Principal or designee or law enforcement officials will communicate to building occupants the lockdown situation has ended.~~



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- ~~2. Evacuation of the building after the lockdown situation has been declared under control shall be under the direction of the Principal or designee and law enforcement officials.~~
- ~~3. The Principal or designee, in consultation and with the approval of the Superintendent of Schools, will coordinate family reuniting procedures.~~
- ~~4. The school district will provide school district staff and other school district crisis response team members to provide counseling and support as needed.~~
- ~~5. The Principal or designee will debrief with local law enforcement and all other agencies involved in the school lockdown situation.~~

~~These lockdown procedures are recommended for implementation in the event it is determined a lockdown is needed. However, based on the circumstance or situation, the Principal or designee or law enforcement officials may modify these procedures if he/she it is determined determines modification is needed to best protect the building's occupants.~~

~~Critical Incident Response Procedures for School Administrators, Faculty and Staff—The New Jersey Office of Homeland Security and Preparedness and the New Jersey Department of Education—2010~~

Adopted:



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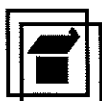
[See POLICY ALERT Nos. 191 and 229]

R 8420.10 ACTIVE SHOOTER

An active shooter or armed assault in a school building or on school grounds involves one or more individuals' intent on causing physical harm to students and school staff. Intruders may possess weapons or other harmful devices. **The procedures to be enacted during an active shooter or armed assault situation shall be included in the school district's plans, procedures, and mechanisms for school safety and security in accordance with the provisions of N.J.A.C. 6A:16-5.1 and Policy 8420** ~~In an active shooter situation, one or more subjects who are believed to be armed has used or threatened to use a weapon to inflict serious bodily injury to another person and/or continues to do so while having unrestricted access to additional victims, their actions have demonstrated their intent to continuously harm others, and their overriding objective appears to be that of mass injury.~~

A. ~~Procedures in the Event of an Active Shooter in the School or on School Grounds~~

1. ~~If the Principal or designee determines there is an active shooter in the school or on school grounds he/she will immediately:~~
 - a. ~~Order a lockdown of the school building. The notification may be a public address announcement or may be a discreet notification depending on the circumstance or situation;~~
 - b. ~~Contact local law enforcement;~~
 - c. ~~Inform the Superintendent of Schools;~~
 - d. ~~Deactivate fire alarm pull stations without disengaging the fire sensors, if feasible, until law enforcement officials arrive on scene;~~
 - e. ~~Deactivate school bell systems, if feasible, until law enforcement officials arrive on scene; and~~



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Active Shooter

- ~~f. Direct staff and students outside the building, if the active shooter is believed to be in the building, to move immediately to a predetermined evacuation assembly location and be prepared to evacuate the school site, if necessary.~~
- ~~2. The Principal and/or designee will also:~~
- ~~a. Communicate to any staff outside the building to stop pedestrians and vehicles, including school buses, from entering the school grounds;~~
 - ~~b. Assign a staff member in the main office to maintain communication with classrooms and monitor status and, if needed, designate a staff member to meet and brief local law enforcement upon their arrival;~~
 - ~~e. Determine, in consultation and with the approval of the Superintendent of Schools, the most appropriate means to communicate information to be released to parents, community, and media; and~~
 - ~~d. Will allow local law enforcement officials to control the scene upon their arrival.~~
- ~~3. School staff members, upon receiving notice there may be an intruder or active shooter in the school building or on school grounds, will:~~
- ~~a. If not already confirmed, upon first indication of an intruder or armed intruder will immediately notify the Principal or designee;~~
 - ~~b. Turn off all lights, close blinds/shades, and turn off electronic equipment;~~
 - ~~e. Instruct students to be absolutely quiet and not to use any individual electronic communication device;~~



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Active Shooter

- d. ~~Instruct classroom occupants to get on the floor in a sitting or crouching position and direct students away from doors and windows wherever possible;~~
 - e. ~~Close and lock doors and windows from inside the room, if possible;~~
 - f. ~~Secure all staff, students, and visitors, including those in the hallways, behind locked doors, restrooms, gymnasiums, and other non-classroom building areas without risking their own safety or the safety of others already secure;~~
 - g. ~~Not permit anyone to leave a secured room or area until notified by the Principal or designee or law enforcement officials; and~~
 - h. ~~Ignore bells or alarms unless otherwise notified by the Principal or designee or law enforcement officials.~~
4. ~~Any school staff member not supervising students at the time of the lockdown notification should go to the nearest classroom or secure area to assist other staff members with students. These staff members should ensure any person in hallways and other unsecured and open areas are taken to the nearest classroom and/or secured area.~~
5. ~~Teachers shall take student attendance for the students within their secured area and report any additional students in the room and any missing students.~~
6. ~~Office personnel should remain in the general office areas or any other area that can be secured. All office doors shall be locked and secured to prevent entrance by an outside intruder.~~
7. ~~The building's occupants should remain in lockdown condition until an announcement indicating the lockdown is over.~~



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Active Shooter

- ~~8. Physical education classes using outside facilities, under the direction and supervision of the teacher, shall report to the nearest school entrance and upon entering the building locate to a secure classroom or location within the building. If there is reason to believe students outside the school building may be at risk re-entering the building, the students may be directed to another secure location off school grounds and/or away from the building.~~
- ~~9. The school may establish a predetermined code word or procedure for a staff member to communicate with the school office or administrative staff in the event an intruder enters a classroom or other secured area.~~
- ~~10. The Principal or designee may establish with local law enforcement officials a notification procedure in the event an active shooter or intruder is believed to be in the school building. The notification procedure would alert law enforcement officials if a classroom or other secured area is safe and secure or if emergency assistance is needed. The procedure may be a color card system placing colored cards inside or outside doors or windows or any other procedure agreed to by the Principal and local law enforcement.~~

~~B. Procedures After Active Shooter Situation is Brought Under Control~~

- ~~1. After the active shooter situation has been brought under control, the Principal or designee or law enforcement officials will communicate to building occupants the active shooter situation has ended.~~
- ~~2. Evacuation of the building after the active shooter situation has been declared under control shall be under the direction of the Principal or designee and law enforcement officials.~~
- ~~3. The Principal or designee, in consultation and with the approval of the Superintendent of Schools, will coordinate family reunification procedures.~~



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Active Shooter

4. ~~The school district will provide school district staff and other crisis response team members to provide counseling and support as needed.~~
5. ~~The Principal or designee will debrief with local law enforcement and all other agencies involved in the active shooter situation.~~
6. ~~The Superintendent of Schools, in consultation with the Principal and law enforcement officials, will determine when school can resume normal activities and will communicate this information to staff, parents, and the community.~~

~~These active shooter procedures are recommended for implementation in the event it is determined an active shooter may be in a school building or on school grounds. However, based on the circumstance or situation, the Principal or designee or law enforcement officials may modify these procedures if he/she determines modification is needed to best protect the building's occupants.~~

~~Critical Incident Response Procedures for School Administrators, Faculty and Staff—The New Jersey Office of Homeland Security and Preparedness and the New Jersey Department of Education—2010~~

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Adopted:



RESOLUTION 2022-23/1-A
School Board Recognition Month in New Jersey

- WHEREAS,** The New Jersey School Boards Association has declared January 2023 to be School Board Recognition Month, a time when all residents can acknowledge the contributions made by our local school board members; and
- WHEREAS,** The Somerset County Vocational Board of Education is one of 21 county vocational school boards in New Jersey that sets policies and oversees operations for vocational and technical school districts; and
- WHEREAS,** The Somerset County Vocational Board of Education embraces the goal of high-quality education for all New Jersey public school students; and
- WHEREAS,** New Jersey’s vocational and technical school boards help determine community goals for the education of students in approximately 443 high schools; and
- WHEREAS,** Somerset County Vocational Board of Education members join New Jersey’s 5,000 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and
- WHEREAS,** School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and
- WHEREAS,** Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public’s expectations for the schools; and
- WHEREAS,** New Jersey can take pride in its schools, which rank among the nation’s best in key achievement indicators such as the National Assessment of Educational progress scores, and the preparation for college through advanced placement offerings and SAT assessments; Now, therefore, be it
- RESOLVED,** That the Somerset County Vocational Board of Education, does hereby recognize the services of school board members throughout New Jersey as we join communities statewide in observing January 2023 as SCHOOL BOARD RECOGNITION MONTH; and be it further
- RESOLVED,** That the Somerset County Vocational Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the advancement of our children’s education.

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1/4 12:52pm

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10
Interim Balance Sheet
For 6 Month Period Ending 12/31/2022

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$7,679,101.30
121	Tax levy receivable		\$6,394,320.00
	Accounts receivable:		
132	Interfund	\$148,880.83	
141	Intergovernmental - State	\$888,723.64	
143	Intergovernmental - Other	\$77,037.22	
			\$1,114,641.69
	Other Current Assets		\$0.00

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

301	Estimated Revenues	\$15,026,854.00	
302	Less Revenues	(\$14,019,356.12)	
			\$1,007,497.88
	Total assets and resources		\$16,195,560.87
			=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10
Interim Balance Sheet
For 6 Month Period Ending 12/31/2022

=====

LIABILITIES AND FUND EQUITY

=====

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

421	Accounts Payable	\$167,156.38
TOTAL LIABILITIES		\$167,156.38
=====		

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	\$6,856,549.86
754	Reserve for encumbrance - Prior Year	\$11,661.16
	Reserved fund balance:	
760	Reserved Fund Balance	\$6,730,104.39
601	Appropriations	\$16,020,854.46
602	Less : Expenditures	\$6,804,456.77
603	Encumbrances	\$6,868,211.02 (\$13,672,667.79)
		\$2,348,186.67
	Total Appropriated	\$15,946,502.08

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

770	Fund Balance	\$925,852.41
303	Budgeted Fund Balance	(\$843,950.00)
	TOTAL FUND BALANCE	\$16,028,404.49
	TOTAL LIABILITIES AND FUND EQUITY	\$16,195,560.87
=====		

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10
Interim Balance Sheet
For 6 Month Period Ending 12/31/2022

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	\$16,020,854.46	\$13,672,667.79	\$2,348,186.67
Revenues	(\$15,026,854.00)	(\$14,019,356.12)	(\$1,007,497.88)
	\$994,000.46	(\$346,688.33)	\$1,340,688.79
Less: Adjust for prior year encumb.	(\$150,050.46)	(\$150,050.46)	
Budgeted Fund Balance	\$843,950.00	(\$496,738.79)	\$1,340,688.79
	=====	=====	=====
 Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	\$843,950.00	(\$496,738.79)	\$1,340,688.79
	\$843,950.00	(\$496,738.79)	\$1,340,688.79
TOTAL Budgeted Fund Balance	\$843,950.00	(\$496,738.79)	\$1,340,688.79
	=====	=====	=====

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 6 Month Period Ending 12/31/2022

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$13,598,292.00	\$12,590,794.12		\$1,007,497.88
3XXX	From State Sources	\$1,428,562.00	\$1,428,562.00		.00
TOTAL REVENUE/SOURCES OF FUNDS		\$15,026,854.00	\$14,019,356.12		\$1,007,497.88
		=====	=====	=====	=====
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$2,054,518.15	\$883,479.21	\$967,542.03	\$203,496.91
11-3XX-100-XXX	Voc. Programs - Local - Instruction	\$3,840,350.63	\$1,444,399.06	\$1,707,842.30	\$688,109.27
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$69,405.00	\$20,929.23	\$36,551.17	\$11,924.60
11-402-100-XXX	School-Spons. Athletics - Instruction	\$162,326.00	\$70,739.23	\$86,990.16	\$4,596.61
--- UNDISTRIBUTED EXPENDITURES ---					
11-800-330-XXX	Community Services Programs-				
11-000-211-XXX	Attendance and Social Work Services	\$39,885.00	\$24,057.52	\$15,827.48	.00
11-000-213-XXX	Health Services	\$234,612.37	\$105,962.81	\$118,955.83	\$9,693.73
11-000-216-XXX	Speech, OT,PT & Related Svcs	\$6,000.00	.00	.00	\$6,000.00
11-000-218-XXX	Guidance	\$786,624.92	\$347,959.45	\$393,338.14	\$45,327.33
11-000-219-XXX	Child Study Teams	\$230,663.00	\$107,475.45	\$111,825.63	\$11,361.92
11-000-221-XXX	Improvement Of Inst./Other Support Improvement of Inst. Serv.	\$414,510.00	\$217,916.12	\$186,729.56	\$9,864.32
11-000-222-XXX	Educational Media Serv/School Library	\$50,733.00	\$22,259.82	\$24,885.14	\$3,588.04
11-000-223-XXX	Instructional Staff Training Services	\$67,331.00	\$33,855.77	\$13,919.08	\$19,556.15
11-000-230-XXX	Supp. Serv.-General Administration	\$784,787.55	\$368,414.99	\$382,394.39	\$33,978.17
11-000-240-XXX	Supp. Serv.-School Administration	\$802,968.54	\$398,855.85	\$386,839.41	\$17,273.28
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$1,012,771.39	\$502,810.85	\$454,959.64	\$55,000.90
11-000-261-XXX	Allowable Maint. for School Facilities	\$852,429.91	\$395,935.06	\$241,642.30	\$214,852.55
11-000-262-XXX	Custodial Services	\$927,348.00	\$439,363.93	\$422,271.64	\$65,712.43
11-000-263-XXX	Care and Upkeep of Grounds	\$15,000.00	\$6,335.22	.00	\$8,664.78
11-000-266-XXX	Security	\$149,505.00	\$61,863.22	\$86,690.28	\$951.50
11-000-270-XXX	Student Transportation Services	\$98,910.00	\$30,183.86	\$28,309.00	\$40,417.14
11-000-291-XXX	Allocated and Unallocated Benefits	\$3,111,437.00	\$1,275,252.63	\$1,184,883.78	\$651,300.59
TOTAL GENERAL CURRENT EXPENSE EXPENDITURES/USES OF FUNDS		\$15,712,116.46	\$6,758,049.28	\$6,852,396.96	\$2,101,670.22
		=====	=====	=====	=====

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 6 Month Period Ending 12/31/2022

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	-----	-----	-----	-----
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$94,400.00	\$46,407.49	\$15,814.06	\$32,178.45
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$214,338.00	.00	.00	\$214,338.00
	-----	-----	-----	-----
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$308,738.00	\$46,407.49	\$15,814.06	\$246,516.45
	=====	=====	=====	=====
TOTAL GENERAL FUND EXPENDITURES	\$16,020,854.46	\$6,804,456.77	\$6,868,211.02	\$2,348,186.67
	=====	=====	=====	=====

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 6 Month Period Ending 12/31/2022

		ESTIMATED	ACTUAL	UNREALIZED
		-----	-----	-----
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$12,160,892.00	\$12,160,892.00	.00
1310	Tuition- From LEA's	\$587,000.00	\$138,343.75	\$448,656.25
1XXX	Miscellaneous	\$850,400.00	\$291,558.37	\$558,841.63
TOTAL		\$13,598,292.00	\$12,590,794.12	\$1,007,497.88
		=====	=====	=====
--- STATE SOURCES ---				
3132	Categorical Special Education Aid	\$389,105.00	\$389,105.00	.00
3176	Equalization	\$261,881.00	\$261,881.00	.00
3177	Categorical Security	\$64,725.00	\$64,725.00	.00
3140	Vocational Expansion Stabilization Aid	\$712,851.00	\$712,851.00	.00
TOTAL		\$1,428,562.00	\$1,428,562.00	\$0.00
		=====	=====	=====
TOTAL REVENUES/SOURCES OF FUNDS		\$15,026,854.00	\$14,019,356.12	\$1,007,497.88
		=====	=====	=====

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 6 Month Period Ending 12/31/2022

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- REGULAR PROGRAMS - INSTRUCTION ---				
11-140-100-101 Salaries of Teachers	\$1,753,874.00	\$725,586.00	\$919,477.78	\$108,810.22
11-140-100-106 Other Salaries for Instruction	\$86,783.00	\$20,348.96	\$30,524.04	\$35,910.00
11-140-100-320 Purchased Prof.-Ed. Services	\$14,000.00	.00	.00	\$14,000.00
11-140-100-500 Other Purchased Services	\$29,036.75	\$16,600.90	\$9,459.00	\$2,976.85
11-140-100-610 General Supplies	\$129,190.40	\$101,622.90	\$7,401.41	\$20,166.09
11-140-100-640 Textbooks	\$21,370.00	\$11,834.67	.00	\$9,535.33
11-140-100-800 Other Objects	\$7,264.00	\$2,182.78	\$679.80	\$4,401.42
--- Regular programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$5,000.00	\$82.00	\$0.00	\$4,918.00
11-150-100-320 Purchased Prof.-Ed. Services	\$8,000.00	\$5,221.00	.00	\$2,779.00
TOTAL	\$2,054,518.15	\$883,479.21	\$967,542.03	\$203,496.91
--- Regular Vocational Programs - Instruction ---				
11-310-100-101 Salaries of Teachers	\$3,237,564.20	\$1,341,257.97	\$1,602,610.93	\$293,695.30
11-310-100-106 Other Salaries for Instruction	\$51,466.00	\$17,666.15	\$33,799.85	.00
11-310-100-320 Purchased Prof.-Ed. Services	\$168,495.00	(\$41,581.00)	\$300.00	\$209,776.00
11-310-100-500 Other Purchased Services	\$86,877.00	\$43,480.88	\$13,328.58	\$30,067.54
11-310-100-610 General Supplies	\$270,756.43	\$75,969.22	\$54,058.56	\$140,728.65
11-310-100-640 Textbooks	\$11,550.00	\$1,012.64	.00	\$10,537.36
11-310-100-800 Other Objects	\$13,642.00	\$6,593.20	\$3,744.38	\$3,304.42
Total	\$3,840,350.63	\$1,444,399.06	\$1,707,842.30	\$688,109.27
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$54,405.00	\$18,938.71	\$35,466.29	.00
11-401-100-500 Purchased Services	\$5,000.00	\$240.00	.00	\$4,760.00
11-401-100-600 Supplies and Materials	\$5,000.00	\$825.52	\$960.88	\$3,213.60
11-401-100-800 Other Objects	\$5,000.00	\$925.00	\$124.00	\$3,951.00
TOTAL	\$69,405.00	\$20,929.23	\$36,551.17	\$11,924.60
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$86,576.00	\$34,548.80	\$52,027.20	.00
11-402-100-500 Purchased Services	\$41,750.00	\$15,912.00	\$23,175.00	\$2,663.00
11-402-100-600 Supplies and Materials	\$14,000.00	\$10,927.18	\$2,151.55	\$921.27
11-402-100-800 Other Objects	\$20,000.00	\$9,351.25	\$9,636.41	\$1,012.34
TOTAL	\$162,326.00	\$70,739.23	\$86,990.16	\$4,596.61

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 6 Month Period Ending 12/31/2022

	Appropriations	Expenditures	Encumbrances	Available Balance
--- UNDISTRIBUTED EXPENDITURES ---				
--- Attendance and social work services ---				
11-000-211-171 Sal. of Drop-Out Prevention Officer/Coordinators	\$31,655.00	\$15,827.52	\$15,827.48	.00
11-000-211-300 Purchased Prof. & Tech. Svc.	\$8,230.00	\$8,230.00	.00	.00
TOTAL	\$39,885.00	\$24,057.52	\$15,827.48	\$0.00
--- Health services ---				
11-000-213-100 Salaries	\$198,128.00	\$93,105.03	\$105,230.72	(\$207.75)
11-000-213-300 Purchased Prof. & Tech. Svc.	\$23,924.37	\$10,149.26	\$13,725.11	\$50.00
11-000-213-500 Other Purchased Services	\$860.00	.00	.00	\$860.00
11-000-213-600 Supplies and Materials	\$10,700.00	\$2,178.52	.00	\$8,521.48
11-000-213-800 Other Objects	\$1,000.00	\$530.00	.00	\$470.00
TOTAL	\$234,612.37	\$105,962.81	\$118,955.83	\$9,693.73
--- Speech, OT,PT & Related Svcs ---				
11-000-216-320 Purchased Prof. Ed. Services	\$6,000.00	.00	.00	\$6,000.00
TOTAL	\$6,000.00	\$0.00	\$0.00	\$6,000.00
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$400,783.00	\$168,721.41	\$226,544.32	\$5,517.27
11-000-218-105 Sal Sec. & Clerical Asst.	\$111,260.00	\$55,379.88	\$55,380.12	\$500.00
11-000-218-110 Other Salaries	\$192,959.92	\$88,902.88	\$104,057.04	.00
11-000-218-390 Other Purch. Prof. & Tech Svc.	\$51,572.00	\$22,140.70	\$4,327.50	\$25,103.80
11-000-218-500 Other Purchased Services	\$18,300.00	\$10,800.00	\$1,050.00	\$6,450.00
11-000-218-600 Supplies and Materials	\$11,500.00	\$2,014.58	\$1,979.16	\$7,506.26
11-000-218-800 Other Objects	\$250.00	.00	.00	\$250.00
TOTAL	\$786,624.92	\$347,959.45	\$393,338.14	\$45,327.33
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$164,998.00	\$75,072.47	\$87,143.36	\$2,782.17
11-000-219-105 Sal Sec. & Clerical Asst.	\$48,815.00	\$24,157.44	\$24,157.56	\$500.00
11-000-219-320 Purchased Prof. - Ed. Services	\$7,000.00	\$600.00	.00	\$6,400.00
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$6,300.00	\$6,256.49	.00	\$43.51
11-000-219-500 Other Purchased Services	\$150.00	\$135.00	.00	\$15.00
11-000-219-600 Supplies and Materials	\$2,800.00	\$834.05	\$524.71	\$1,441.24

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 6 Month Period Ending 12/31/2022

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-219-800 Other Objects	\$600.00	\$420.00	.00	\$180.00
TOTAL	\$230,663.00	\$107,475.45	\$111,825.63	\$11,361.92
--- Improvement of instr.serv/other supp serv-inst staff ---				
11-000-221-102 Salaries Superv. of Instr.	\$226,111.00	\$118,583.84	\$100,941.28	\$6,585.88
11-000-221-104 Salaries Other Prof. Staff	\$124,974.00	\$68,531.52	\$54,987.48	\$1,455.00
11-000-221-105 Sal Secr. & Clerical Asst.	\$59,725.00	\$29,862.48	\$29,862.52	.00
11-000-221-500 Other Purchased Services	\$2,900.00	\$938.28	\$938.28	\$1,023.44
11-000-221-600 Supplies and Materials	\$400.00	.00	.00	\$400.00
11-000-221-800 Other Objects	\$400.00	.00	.00	\$400.00
TOTAL	\$414,510.00	\$217,916.12	\$186,729.56	\$9,864.32
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$39,683.00	\$17,589.96	\$22,610.04	(\$517.00)
11-000-222-300 Purchased Prof. & Tech Svc.	\$2,500.00	.00	\$2,275.10	\$224.90
11-000-222-500 Other Purchased Services	\$500.00	.00	.00	\$500.00
11-000-222-600 Supplies and Materials	\$8,000.00	\$4,669.86	.00	\$3,330.14
11-000-222-800 Other Objects	\$50.00	.00	.00	\$50.00
TOTAL	\$50,733.00	\$22,259.82	\$24,885.14	\$3,588.04
--- Instructional Staff Training Services ---				
11-000-223-102 Salaries Superv. of Instruction	\$46,531.00	\$32,611.92	\$13,919.08	.00
11-000-223-390 Other Purch. Prof. & Tech Svc.	\$10,300.00	\$300.00	.00	\$10,000.00
11-000-223-500 Other Purchased Services	\$10,000.00	\$943.85	.00	\$9,056.15
11-000-223-600 Supplies and Materials	\$500.00	.00	.00	\$500.00
TOTAL	\$67,331.00	\$33,855.77	\$13,919.08	\$19,556.15
--- Support services-general administration ---				
11-000-230-100 Salaries	\$394,752.00	\$211,036.40	\$183,715.60	\$0.00
11-000-230-331 Legal Services	\$68,106.55	\$8,973.44	\$47,660.00	\$11,473.11
11-000-230-332 Audit Fees	\$40,450.00	.00	\$40,450.00	.00
11-000-230-334 Architectural/Engineering Services	\$3,000.00	.00	.00	\$3,000.00
11-000-230-339 Other Purchased Prof. Svc.	\$18,175.00	\$370.50	\$7,629.50	\$10,175.00
11-000-230-340 Purchased Tech. Services	\$5,700.00	.00	.00	\$5,700.00
11-000-230-530 Communications/Telephone	\$67,450.00	\$29,204.00	\$38,077.72	\$168.28
11-000-230-585 BOE Other Purchased Prof. Svc.	\$4,330.00	\$2,976.54	.00	\$1,353.46
11-000-230-590 Other Purchased Services	\$152,026.00	\$86,282.38	\$64,814.41	\$929.21

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 6 Month Period Ending 12/31/2022

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-230-61X General Supplies	\$2,500.00	\$1,571.10	\$47.16	\$881.74
11-000-230-890 Misc. Expenditures	\$21,298.00	\$21,250.88	.00	\$47.12
11-000-230-895 BOE Membership Dues and Fees	\$7,000.00	\$6,749.75	.00	\$250.25
TOTAL	\$784,787.55	\$368,414.99	\$382,394.39	\$33,978.17
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$222,818.00	\$115,191.00	\$107,627.00	.00
11-000-240-104 Salaries Other Prof. Staff	\$325,996.00	\$158,212.56	\$167,783.44	.00
11-000-240-105 Sal Sec. & Clerical Asst.	\$208,025.00	\$102,912.36	\$102,912.36	\$2,200.28
11-000-240-500 Other Purchased Services	\$22,000.00	\$7,869.93	\$4,633.11	\$9,496.96
11-000-240-600 Supplies and Materials	\$18,129.54	\$8,755.00	\$3,883.50	\$5,491.04
11-000-240-800 Other Objects	\$6,000.00	\$5,915.00	.00	\$85.00
TOTAL	\$802,968.54	\$398,855.85	\$386,839.41	\$17,273.28
--- Central Services ---				
11-000-251-100 Salaries	\$400,193.00	\$200,096.04	\$200,096.96	.00
11-000-251-330 Purchased Prof. Svcs.	\$17,515.60	\$2,794.75	\$14,720.85	.00
11-000-251-340 Purchased Technical Svcs.	\$30,157.60	\$27,520.50	\$2,227.10	\$410.00
11-000-251-592 Misc Pur Serv(400-500 series)	\$2,000.00	\$933.63	\$375.00	\$691.37
11-000-251-600 Supplies and Materials	\$5,000.00	\$1,961.23	\$346.00	\$2,692.77
11-000-251-89X Other Objects	\$3,190.00	\$2,955.00	.00	\$235.00
TOTAL	\$458,056.20	\$236,261.15	\$217,765.91	\$4,029.14
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$469,348.00	\$234,673.80	\$234,674.20	.00
11-000-252-500 Other Pur Serv. (400-500 series)	\$39,890.00	\$21,862.25	.00	\$18,027.75
11-000-252-600 Supplies and Materials	\$45,477.19	\$10,013.65	\$2,519.53	\$32,944.01
TOTAL	\$554,715.19	\$266,549.70	\$237,193.73	\$50,971.76
--- Allowable Maint.for School Facilities ---				
11-000-261-100 Salaries	\$493,421.47	\$219,565.98	\$155,215.53	\$118,639.96
11-000-261-420				
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$268,059.00	\$133,539.96	\$66,992.23	\$67,526.81
11-000-261-610 General Supplies	\$75,049.44	\$31,079.59	\$17,838.54	\$26,131.31
11-000-261-800 Other Objects	\$15,900.00	\$11,749.53	\$1,596.00	\$2,554.47
TOTAL	\$852,429.91	\$395,935.06	\$241,642.30	\$214,852.55
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$536,348.00	\$265,385.64	\$268,665.43	\$2,296.93
11-000-262-490 Other Purchased Property Svc.	\$65,000.00	\$21,716.23	\$13,139.77	\$30,144.00

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 6 Month Period Ending 12/31/2022

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-262-520 Insurance	\$96,000.00	\$38,089.00	\$33,926.00	\$23,985.00
11-000-262-621 Energy (Natural Gas)	\$90,000.00	\$20,592.65	\$60,120.85	\$9,286.50
11-000-262-622 Energy (Electricity)	\$140,000.00	\$93,580.41	\$46,419.59	.00
TOTAL	\$927,348.00	\$439,363.93	\$422,271.64	\$65,712.43
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$15,000.00	\$6,335.22	.00	\$8,664.78
TOTAL	\$15,000.00	\$6,335.22	\$0.00	\$8,664.78
--- Security ---				
11-000-266-100 Salaries	\$139,950.00	\$56,453.22	\$83,046.36	\$450.42
11-000-266-300 Purchased Prof. & Technical Services	\$500.00	.00	.00	\$500.00
11-000-266-610 General Supplies	\$9,055.00	\$5,410.00	\$3,643.92	\$1.08
TOTAL	\$149,505.00	\$61,863.22	\$86,690.28	\$951.50
--- Student transportation services ---				
11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch)	\$57,000.00	\$23,222.35	\$28,200.00	\$5,577.65
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$1,000.00	\$2,969.21	.00	(\$1,969.21)
11-000-270-512 Contr Svc(other btw home & sch)-vendors	\$9,000.00	\$1,354.80	.00	\$7,645.20
11-000-270-517 Contract Svc (reg std) - ESCs	\$31,200.00	\$2,637.50	.00	\$28,562.50
11-000-270-593 Misc. Purchased Svc.- Transp.	\$100.00	.00	.00	\$100.00
11-000-270-610 General Supplies	\$500.00	.00	.00	\$500.00
11-000-270-800 Misc. Expenditures	\$110.00	.00	\$109.00	\$1.00
TOTAL	\$98,910.00	\$30,183.86	\$28,309.00	\$40,417.14
--- Benefits ---				
11-XXX-XXX-210 Group Insurance	\$13,820.00	\$4,693.95	\$6,649.89	\$2,476.16
11-XXX-XXX-220 Social Security Contributions	\$282,200.00	\$118,612.68	\$144,487.32	\$19,100.00
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$386,100.00	\$3,057.80	\$4,024.26	\$379,017.94
11-XXX-XXX-250 Unemployment Compensation	\$33,600.00	\$12,605.70	\$18,394.30	\$2,600.00
11-XXX-XXX-260 Workman's Compensation	\$212,000.00	\$106,000.00	\$106,000.00	.00
11-XXX-XXX-270 Health Benefits	\$2,027,717.00	\$1,006,346.20	\$902,527.11	\$118,843.69
11-XXX-XXX-280 Tuition Reimbursement	\$80,000.00	.00	.00	\$80,000.00
11-XXX-XXX-290 Other Employee Benefits	\$66,000.00	\$23,936.30	\$2,800.90	\$39,262.80
11-XXX-XXX-299 Unused Vac. Payment to Term/Ret Staff	\$10,000.00	.00	.00	\$10,000.00
TOTAL	\$3,111,437.00	\$1,275,252.63	\$1,184,883.78	\$651,300.59
Total Undistributed expenditures	\$9,585,516.68	\$4,338,502.55	\$4,053,471.30	\$1,193,542.83

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 6 Month Period Ending 12/31/2022

	Appropriations	Expenditures	Encumbrances	Available Balance
	-----	-----	-----	-----
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$15,712,116.46	\$6,758,049.28	\$6,852,396.96	\$2,101,670.22
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$15,712,116.46	\$6,758,049.28	\$6,852,396.96	\$2,101,670.22
	=====	=====	=====	=====

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 6 Month Period Ending 12/31/2022

	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	\$5,000.00	.00	\$4,930.18	\$69.82
Undistributed expenses				
12-000-100-730 Instruction	\$32,000.00	\$4,007.49	.00	\$27,992.51
12-000-21X-730 Support services-Related & Extraord.	\$11,000.00	.00	\$10,883.88	\$116.12
12-000-252-730 Admin. Info. Tech.	\$46,400.00	\$42,400.00	.00	\$4,000.00
Undistributed exp. - student transportation				
12-XXX-X00-730 Special schools (all programs)	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$94,400.00	\$46,407.49	\$15,814.06	\$32,178.45
--- Facilities acquisition and construction services ---				
12-000-400-800 Other objects	\$214,338.00	.00	.00	\$214,338.00
Facilitis. Acqstn. Const. Sevr. -- TOTAL --	\$214,338.00	\$0.00	\$0.00	\$214,338.00
TOTAL	\$214,338.00	\$0.00	\$0.00	\$214,338.00
TOTAL CAPITAL OUTLAY EXPENDITURES	\$308,738.00	\$46,407.49	\$15,814.06	\$246,516.45
TOTAL GENERAL FUND EXPENDITURES	\$16,020,854.46	\$6,804,456.77	\$6,868,211.02	\$2,348,186.67

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

For 6 Month Period Ending 12/31/2022

I, _____, 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

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

1/4 12:52pm

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 6 Month Period Ending 12/31/22

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		(\$58,603.65)
	Accounts receivable:		
141	Intergovernmental - State	\$1,856.62	
142	Intergovernmental - Federal	\$170,981.80	
			\$172,838.42

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

301	Estimated Revenues	\$1,550,224.77	
302	Less Revenues	(\$385,768.23)	
			\$1,164,456.54

		\$1,278,691.31
Total assets and resources		\$1,278,691.31
		=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 6 Month Period Ending 12/31/22

=====

LIABILITIES AND FUND EQUITY

=====

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

411	Intergovernmental accounts payable - State	\$85,535.54
421	Accounts Payable	\$239.35
481	Deferred revenues	\$4,331.09
TOTAL LIABILITIES		\$90,105.98
		=====

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	\$251,256.96
754	Reserve for encumbrances - Prior Year	\$31,010.00
601	Appropriations	\$1,550,224.77
602	Less: Expenditures	\$392,649.44
603	Encumbrances	\$251,256.96 (\$643,906.40)
		\$906,318.37
TOTAL FUND BALANCE		\$1,188,585.33
TOTAL LIABILITIES AND FUND EQUITY		\$1,278,691.31
		=====

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 6 Month Period Ending 12/31/22

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
3XXX From State Sources	\$504,977.00	\$229,850.74		\$275,126.26
4XXX From Federal Sources	\$1,045,247.77	\$155,917.49		\$889,330.28
TOTAL REVENUE/SOURCES OF FUNDS	\$1,550,224.77	\$385,768.23		\$1,164,456.54
=====				
				AVAILABLE BALANCE
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	BALANCE
STATE PROJECTS:				
Vocational education (331-360)	\$158,500.00	\$50,798.62	.00	\$107,701.38
Other State Projects (431-449)	\$346,477.00	\$153,344.23	\$127,449.14	\$65,683.63
TOTAL STATE PROJECTS	\$504,977.00	\$204,142.85	\$127,449.14	\$173,385.01
FEDERAL PROJECTS:				
ESSA Title I - Part A/D (231-239)	\$50,610.49	\$30,374.90	.00	\$20,235.59
I.D.E.A. Part B (Handicapped) (250-259)	\$87,588.00	\$62,421.00	.00	\$25,167.00
ESSA Title II - Part A/D (270-279)	\$9,877.00	\$2,060.39	\$1,447.99	\$6,368.62
ESSA Title IV (280-289)	\$10,000.00	.00	.00	\$10,000.00
Vocational Education (361-389)	\$259,747.00	\$45,033.90	\$118,600.29	\$96,112.81
CRRSA-ESSER II Grant Program (483)	\$50,942.45	\$20,118.67	\$2,084.35	\$28,739.43
CRRSA Act-Learning Acceleration Grant Program (484)	\$5,918.08	\$4,318.08	.00	\$1,600.00
CRRSA Act-Mental Health Grant Program (485)	\$45,000.00	.00	.00	\$45,000.00
ARP - ESSER Grant Program (487)	\$356,729.75	.00	.00	\$356,729.75
ARP - ESSER Accelerated Learning Coaching (488)	\$49,236.00	\$3,864.23	\$1,675.19	\$43,696.58
ARP - ESSER Evidence-Based Summer Learning (489)	\$37,442.00	\$20,315.42	.00	\$17,126.58
ARP - ESSER Evidence-Based Comprehensive (490)	\$37,157.00	.00	.00	\$37,157.00
ARP - ESSER NJ Tiered System of Supports (491)	\$45,000.00	.00	.00	\$45,000.00
TOTAL FEDERAL PROJECTS	\$1,045,247.77	\$188,506.59	\$123,807.82	\$732,933.36
*** TOTAL EXPENDITURES ***	\$1,550,224.77	\$392,649.44	\$251,256.96	\$906,318.37
=====				

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 6 Month Period Ending 12/31/22

	ESTIMATED	ACTUAL	UNREALIZED	
	-----	-----	-----	
--- STATE SOURCES ---				
3290	Recovery High School Access Grant	\$346,477.00	\$201,284.74	\$145,192.26
32XX	Other Restricted Entitlements	\$158,500.00	\$28,566.00	\$129,934.00
		-----	-----	-----
	Total Revenue from State Sources	\$504,977.00	\$229,850.74	\$275,126.26
		=====	=====	=====
--- FEDERAL SOURCES ---				
4411-16	Title I	\$50,610.49	\$27,774.49	\$22,836.00
4451-55	Title II	\$9,877.00	\$2,060.00	\$7,817.00
4471-74	Title IV	\$10,000.00	.00	\$10,000.00
4420-29	I.D.E.A. Part B (Handicapped)	\$87,588.00	\$54,212.00	\$33,376.00
4430	Vocational Education	\$259,747.00	\$47,434.00	\$212,313.00
4534	CRRSA Act - ESSER II	\$50,942.45	\$20,119.00	\$30,823.45
4535	CRRSA Act - Learning Acceleration Grant	\$5,918.08	\$4,318.00	\$1,600.08
4536	CRRSA Act - Mental Health Grant	\$45,000.00	.00	\$45,000.00
4540	ARP-ESSER Grant Program	\$356,729.75	.00	\$356,729.75
4541	ARP-ESSER Accelerated Learning Coaching	\$49,236.00	.00	\$49,236.00
4542	ARP-ESSER Evidence-Based Summer Learning	\$37,442.00	.00	\$37,442.00
4543	ARP-ESSER Evidence-Based Comprehensive Beyond the School Day	\$37,157.00	.00	\$37,157.00
4544	ARP-ESSER NJ NTiered System of Supports	\$45,000.00	.00	\$45,000.00
		-----	-----	-----
	Total Revenues from Federal Sources	\$1,045,247.77	\$155,917.49	\$889,330.28
		=====	=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$1,550,224.77	\$385,768.23	\$1,164,456.54
		=====	=====	=====

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 6 Month Period Ending 12/31/22

	Appropriations	Expenditures	Encumbrances	Available Balance
Local Projects:				
State Projects:				
-- Other State Programs --				
20-331-XXX-XXX to 20-360-XXX-XXX Vocational Programs	\$158,500.00	\$50,798.62	.00	\$107,701.38
20-431-XXX-XXX to 20-449-XXX-XXX Other State Projects	\$346,477.00	\$153,344.23	\$127,449.14	\$65,683.63
-- TOTAL Other State Programs --	\$504,977.00	\$204,142.85	\$127,449.14	\$173,385.01
TOTAL STATE PROJECTS	\$504,977.00	\$204,142.85	\$127,449.14	\$173,385.01
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	\$50,610.49	\$30,374.90	.00	\$20,235.59
20-25X-XXX-XXX I.D.E.A. Part B	\$87,588.00	\$62,421.00	.00	\$25,167.00
20-27X-XXX-XXX ESSA Title II - Part A/D	\$9,877.00	\$2,060.39	\$1,447.99	\$6,368.62
20-28X-XXX-XXX ESSA Title IV	\$10,000.00	.00	.00	\$10,000.00
20-361 to 20-389-XXX-XXX Vocational Education	\$259,747.00	\$45,033.90	\$118,600.29	\$96,112.81
20-483-XXX-XXX CRRSA-ESSER II Grant Program	\$50,942.45	\$20,118.67	\$2,084.35	\$28,739.43
20-484-XXX-XXX CRRSA Act-Learning Acceleration Grant Program	\$5,918.08	\$4,318.08	.00	\$1,600.00
20-485-XXX-XXX CRRSA Act-Mental Health Grant Program	\$45,000.00	.00	.00	\$45,000.00
20-487-XXX-XXX ARP-ESSER Grant Program	\$356,729.75	.00	.00	\$356,729.75
20-488-XXX-XXX ARP-ESSER Accelerated Learning Coaching	\$49,236.00	\$3,864.23	\$1,675.19	\$43,696.58
20-489-XXX-XXX ARP-ESSER Evidence-Based Summer Learning	\$37,442.00	\$20,315.42	.00	\$17,126.58
20-490-XXX-XXX ARP-ESSER Evidence-Based Comprehensive	\$37,157.00	.00	.00	\$37,157.00
20-491-XXX-XXX ARP-ESSER NJ Tiered System of Supports	\$45,000.00	.00	.00	\$45,000.00
TOTAL Other Federal Programs	\$1,045,247.77	\$188,506.59	\$123,807.82	\$732,933.36
	=====	=====	=====	=====
TOTAL FEDERAL PROJECTS	\$1,045,247.77	\$188,506.59	\$123,807.82	\$732,933.36
20-XXX-XXX-XXX All Other State/Fed/Loc Projects	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENDITURES	\$1,550,224.77	\$392,649.44	\$251,256.96	\$906,318.37
	=====	=====	=====	=====

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

Special Revenue Fund - Fund 20
For 6 Month Period Ending 12/31/22

I, _____, 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

Date

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

1/4 12:52pm

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 Capital Projects Fund - Fund 30
 Interim Balance Sheet
 For 6 Month Period Ending 12/31/22

=====
 ASSETS AND RESOURCES
 =====

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

101	Cash in bank		\$62,786.72
	Accounts receivable:		
140	Intergovernmental - Accts. Recvble.	\$2,021,333.46	
			\$2,021,333.46

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

301	Estimated Revenues	\$24,831,862.87	
			\$24,831,862.87
	Total assets and resources		\$26,915,983.05
			=====

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

Capital Projects Fund - Fund 30
Interim Balance Sheet
For 6 Month Period Ending 12/31/22

=====

LIABILITIES AND FUND EQUITY

=====

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

402	Interfund accounts payable	\$141,880.83
		\$141,880.83
	TOTAL LIABILITIES	\$141,880.83

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	\$1,122,109.28
754	Reserve for encumbrances - Prior Year	\$74,505.00
601	Appropriations	\$24,939,584.07
602	Less : Expenditures	\$15,340.72
603	Encumbrances	\$1,196,614.28 (\$1,211,955.00)
		\$23,727,629.07
	Total Appropriated	\$24,924,243.35

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

770	Fund balance	\$1,883,075.07
303	Budgeted Fund Balance	(\$33,216.20)
		\$1,849,858.87

TOTAL FUND BALANCE \$26,774,102.22

TOTAL LIABILITIES AND FUND EQUITY \$26,915,983.05

=====

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 6 Month Period Ending 12/31/22

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	-----	-----	-----	-----
*** REVENUES/SOURCES OF FUNDS ***				
Other Revenue/Source of Funds	\$24,831,862.87	\$0.00		\$24,831,862.87
	-----	-----	-----	-----
TOTAL REVENUE/SOURCES OF FUNDS	\$24,831,862.87	\$0.00		\$24,831,862.87
	=====	=====	=====	=====
	-----	-----	-----	-----
*** EXPENDITURES ***				
	-----	-----	-----	-----
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-390 Other purchased prof. & tech. serv.	\$1,892,715.09	\$15,340.72	\$1,122,109.28	\$755,265.09
30-000-4XX-450 Construction services	\$23,046,868.98	.00	\$74,505.00	\$22,972,363.98
	-----	-----	-----	-----
Total fac.acq.and constr. serv.	\$24,939,584.07	\$15,340.72	\$1,196,614.28	\$23,727,629.07
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$24,939,584.07	\$15,340.72	\$1,196,614.28	\$23,727,629.07
	=====	=====	=====	=====
*** TOTAL EXPENDITURES AND TRANSFERS	\$24,939,584.07	\$15,340.72	\$1,196,614.28	\$23,727,629.07
	=====	=====	=====	=====

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

Capital Projects Fund - Fund 30
For 6 Month Period Ending 12/31/22

I, _____, 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

Date

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

Board of Education

Somerset County Vocational All Funds For Month Ended: December 2022

CASH REPORT

Governmental Funds	Beginning Balance	Deposits	Disbursements	Ending Balance
General Fund (10)	\$ 8,695,095.00	\$ 429,294.41	\$ (1,445,288.11)	\$ 7,679,101.30
Special Revenue Fund (20)	\$ (18,210.61)	\$ 108,600.74	\$ (148,993.78)	\$ (58,603.65)
Capital Project Fund (30)	\$ 62,786.72	\$ -	\$ -	\$ 62,786.72
Total Governmental Funds	\$ 8,739,671.11	\$ 537,895.15	\$ (1,594,281.89)	\$ 7,683,284.37
Summer Savings Acct #6028	\$ 66,995.24	\$ 22,421.30	\$ -	\$ 89,416.54
Enterprise Fund (60) Café # 1253	\$ 41,769.43	\$ 9,007.66	\$ (14,346.97)	\$ 36,430.12
Payroll Fund (70) Acct #5868	\$ -	\$ 551,845.12	\$ (551,845.12)	\$ -
Agency Fund (90) Acct #9311	\$ -	\$ 449,598.75	\$ (449,598.75)	\$ -
Total Trust & Agency	\$ 108,764.67	\$ 1,032,872.83	\$ (1,015,790.84)	\$ 125,846.66
Grand Totals	\$ 8,848,435.78	\$ 1,570,767.98	\$ (2,610,072.73)	\$ 7,809,131.03

X

Robert Presuto

Robert Presuto
Superintendent

1/5/23

Date

Bank Reconciliation
Operating Account #1199
December 31, 2022

Books	
Beginning Balance	\$ 8,739,671.11
Deposits	\$ 537,895.15
Disbursements	\$ (1,594,281.89)
Ending Balance	\$ 7,683,284.37

Bank	
Ending Balance	\$ 7,815,403.63
DIT Date 1/3/2023 Transfer to Cafeteria	\$ (2,706.50)
Outstanding Checks	-\$129,412.76
Ending Balance	\$ 7,683,284.37

Outstanding Checks	Year	Month	Check #	Amount
		2022 January	77232	\$50.00
Total		2022 January		\$50.00
		2022 February	77428	\$86.00
Total				\$86.00
		2022 March	77510	\$22.98
Total		2022 March		\$22.98
		2022 June	77853	\$650.00
Total		2022 June		\$650.00
		2022 July	77958	\$2,455.88
Total		2022 July		\$2,455.88
		2022 September	78130	\$1,147.50
		2022 September	78157	\$900.00
Total		2022 September		\$2,047.50
		2022 November	78382	\$5.35
		2022 November	78399	\$1,155.80
		2022 November	78410	\$1,795.00
		2022 November	78424	Void
		2022 November	78433	\$3,400.00
		2022 November	78439	\$27.00
		2022 November	78471	\$87.00
Total		2022 November		\$6,470.15

Bank Reconciliation
Operating Account #1199
December 31, 2022

2022 December	\$78.38	
2022 December	\$319.00	
2022 December	\$2,950.00	
2022 December	\$1,500.00	
2022 December	\$1,147.50	
2022 December	\$431.35	
2022 December	\$268.00	
2022 December	\$60.00	
2022 December	\$6,964.10	
2022 December	\$8,099.00	
2022 December	\$2,862.50	
2022 December	\$1,798.00	
2022 December	\$150.00	
2022 December	\$1,500.00	
2022 December	\$149.00	
2022 December	\$352.75	
2022 December	\$50,000.00	
2022 December	\$465.00	
2022 December	\$600.00	
2022 December	\$45.92	
2022 December	\$2,506.67	
2022 December	\$85.00	
2022 December	\$116.01	
2022 December	\$199.96	
2022 December	\$35.50	
2022 December	\$149.94	
2022 December	\$2,710.50	
2022 December	\$9,905.82	
2022 December	\$264.00	
2022 December	\$400.00	
2022 December	\$45.92	
2022 December	\$15.41	
2022 December	\$894.30	
2022 December	\$12,039.00	
2022 December	\$5,536.00	
2022 December	\$200.00	
2022 December	\$1,338.17	
2022 December	\$1,000.00	
2022 December	\$447.55	
Total	2022 December	\$117,630.25
Total All Outstanding Checks	2022 December	\$129,412.76

Bank Reconciliation
Summer Savings Account # 6028
Decemeber 31, 2022

Books	
Beginning Balance	\$ 66,995.24
Deposits	\$ 22,421.30
Disbursements	\$ -
Ending Balance	\$ 89,416.54

Bank	
Ending Balance	\$ 89,416.54
Outstanding Checks	\$ -
Ending Balance	\$ -

Bank Reconciliation
Cafeteria Account #1253
December 31, 2022

Books	
Beginning Balance	\$ 41,769.43
Deposits	\$ 9,007.66
Disbursements	\$ (14,346.97)
Ending Balance	\$ 36,430.12

Bank	
Ending Balance	\$ 33,882.27
DIT Date 1/3/2023	\$ 2,706.50
Outstanding Checks	\$ (158.65)
Ending Balance	\$ 36,430.12

Outstanding Checks	Year	Month	Check #	Amount
	2022		1750	\$ 158.65
Total				\$ 158.65

Bank Reconciliation
Payroll Account #5868
December 31, 2022

Books	
Beginning Balance	\$ -
Deposits	\$ 551,845.12
Disbursements	\$ (551,845.12)
Ending Balance	\$ -

Bank	
Ending Balance	\$ -
Outstanding Checks	\$ -
Ending Balance	\$ -

Outstanding Checks	Month	Check #	Amount
Total			\$ -

Bank Reconciliation
Agency Account # 9311
December 31, 2022

Books	
Beginning Balance	\$ -
Deposits	\$ 449,598.75
Disbursements	\$ (449,598.75)
Ending Balance	\$ -

Bank	
Ending Balance	\$ 74,595.33
Outstanding Checks	\$ (74,595.33)
Ending Balance	\$ -

Outstanding Checks	Month	Check #	Amount
	December	912232201	\$ 56,597.37
	December	912232201	\$ 16,559.38
	December	912232208	\$ 984.74
	December	912232209	\$ 453.84
Total			\$ 74,595.33

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Somerset County Vocational Board of Ed.

Expense Account Adjustment Analysis By Account#

ADDENDUM #6

va_exaa1.082406

11/30/2022

Current Cycle : November

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
11-000-213-100-05-0001-	SUBSTITUTES/O.T.	November Transfers	0024	11/30/2022	RSIPPLE	\$3,200.00	\$200.00	\$3,400.00
11-000-213-300-05-0000-	PHYSICIAN SVS/PHYSICALS	November Transfers	0024	11/30/2022	RSIPPLE	\$14,000.00	\$6,100.00	\$20,100.00
11-000-218-104-05-0000-	SAL - GUID. COUNSELORS	November Transfers	0024	11/30/2022	RSIPPLE	\$397,283.00	(\$5,000.00)	\$392,283.00
11-000-222-100-03-0001-	SUBSTITUTES/O.T.	November Transfers	0024	11/30/2022	RSIPPLE	\$1,000.00	\$1,000.00	\$2,000.00
11-000-230-331-08-0000-	LEGAL SERVICES	November Transfers	0024	11/30/2022	RSIPPLE	\$50,000.00	(\$5,000.00)	\$45,000.00
11-000-230-332-08-0000-	AUDIT FEES	November Transfers	0024	11/30/2022	RSIPPLE	\$39,700.00	\$750.00	\$40,450.00
11-000-230-890-08-0000-	MISC EXP	November Transfers	0024	11/30/2022	RSIPPLE	\$4,205.00	\$100.00	\$4,305.00
11-000-230-890-08-0001-	MEMBERSHIPS - SUPT.	November Transfers	0024	11/30/2022	RSIPPLE	\$16,593.00	\$400.00	\$16,993.00
11-000-261-800-02-0000-	MEMBERSHIPS	November Transfers	0024	11/30/2022	RSIPPLE	\$14,500.00	\$1,400.00	\$15,900.00
11-140-100-101-07-0000-	SAL-ALT SCHOOL-REG	November Transfers	0024	11/30/2022	RSIPPLE	\$211,935.00	(\$2,650.00)	\$209,285.00
11-150-100-320-05-0000-	PURCH. PROF. SVS.- HOME	November Transfers	0024	11/30/2022	RSIPPLE	\$7,400.00	\$600.00	\$8,000.00
11-310-100-320-11-0000-	PURCH PROF-ED SERVICES	November Transfers	0024	11/30/2022	RSIPPLE	\$50,895.00	\$100.00	\$50,995.00
12-000-213-730-05-0000-	UNDIST.EXPEND.-SUPPORT S	November Transfers	0024	11/30/2022	RSIPPLE	\$10,000.00	\$1,000.00	\$11,000.00
12-310-100-730-11-0000-	VOCATIONAL PROGRAM EQUIP	November Transfers	0024	11/30/2022	RSIPPLE	\$4,000.00	\$1,000.00	\$5,000.00
Total Current Appr.								\$0.00

Somerset County Vocational Board of Ed.

Expense Account Adjustment Analysis By Account#

va_exaa1.082406

12/31/2022

Current Cycle : December

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
<i>Current Appropriation Adjustments</i>								
11-000-213-100-05-0001-	SUBSTITUTES/O.T.	December Transfers	0025	12/31/2022	RSIPPLE	\$3,400.00	\$500.00	\$3,900.00
11-000-222-100-03-0001-	SUBSTITUTES/O.T.	December Transfers	0025	12/31/2022	RSIPPLE	\$2,000.00	\$600.00	\$2,600.00
11-000-270-420-02-0000-	CLEANING, REPAIR & MAINT	December Transfers	0025	12/31/2022	RSIPPLE	\$1,000.00	\$2,000.00	\$3,000.00
11-000-270-512-03-0000-	CONTRACT SVCS-ATHLETICS	December Transfers	0025	12/31/2022	RSIPPLE	\$9,000.00	(\$2,000.00)	\$7,000.00
11-000-270-517-03-0000-	CONTRACT. SERV.(REG. STU	December Transfers	0025	12/31/2022	RSIPPLE	\$30,000.00	(\$2,000.00)	\$28,000.00
11-000-291-270-08-0001-	FSA-BENEFITS	December Transfers	0025	12/31/2022	RSIPPLE	\$1,000.00	\$4,700.00	\$5,700.00
11-000-291-270-08-0003-	DENTAL INSURANCE	December Transfers	0025	12/31/2022	RSIPPLE	\$125,000.00	(\$3,000.00)	\$122,000.00
11-000-291-270-08-0004-	VISION	December Transfers	0025	12/31/2022	RSIPPLE	\$30,000.00	(\$3,000.00)	\$27,000.00
11-310-100-610-11-0021-	SUPPLIES-MEAM	December Transfers	0025	12/31/2022	RSIPPLE	\$4,000.00	\$2,200.00	\$6,200.00
60-910-310-610-00-2012-	KITCHEN SUPPLIES	December Transfers	0026	12/31/2022	RSIPPLE	\$0.00	\$66.97	\$66.97
<i>Total Current Appr.</i>								<i>\$66.97</i>

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