

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive
Bridgewater, New Jersey 08807

Regular Meeting
November 21, 2022

- 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 6, 2022.

Pledge of Allegiance

- III. Approval of Minutes of the Regular Meeting and Executive Session held on October 24, 2022 and the Reorganization Meeting and Executive Session held on November 1, 2022.
 - A. Corrections

On motion of _____, seconded by _____, the minutes of the Regular Meeting and Executive Session held on October 24, 2022 and the Reorganization Meeting and Executive Session held on November 1, 2022 were approved.

IV. Correspondence

V. Presentations/Recognitions

A. Presentation of Student of the Month – Alessandra Azcona, Graphic Communications, Grade 11

B. Presentation of CTE Stellar Students for the 1st Quarter

CTE Program	Stellar Student Name	Stellar Student Grade
Academy for Health & Medical Sciences	Vaishvik Vidavalapati	Grade 10
Agricultural Science	Matthew Mullins	Grade 11
Auto Body	Alyssa Schuster	Grade 10
Automotive Diesel Technology	Dilan Porras Torres	Grade 9
Automotive Diesel Technology	Matt Wright	Grade 12
Carpentry	Shamar Walton	Grade 11
Computer Science Technology	Mark Casique	Grade 9
Cosmetology	Marianna Gonzales	Grade 11
Cosmetology	Kamryn Smith	Grade 10
Culinary Arts	Nathaly Alvarenga	Grade 12
Dance	Alyson Atkinson	Grade 12
Electrical Construction	Justin Hartman	Grade 12
Graphic Communications	Lauren Kataria	Grade 11
Health Occupations	Chase Craig	Grade 11
Law & Public Safety	Samantha Hanlon	Grade 11
Mechanics & Repair	Cameron Kelly	Grade 12
Mechatronics, Engineering, and Advanced Manufacturing	Matthew Callahan	Grade 10
Plumbing	Jason Granese	Grade 11
Theater Arts/Acting	Rose Fender	Grade 11
Theater Arts/Vocal	Samantha Soybel	Grade 11
Welding	Rowan de Wet	Grade 9

C. SCVTHS SkillsUSA Presentation

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 Full-Time Personnel – 2022-23 School Year

The Superintendent recommends that the Board of Education appoint Mr. Michael Seiffert to the position of Utility Worker (UPC #MNT-BO-MNT-NA-O5), at a salary of \$63,000.00 (prorated), effective at a mutually agreed upon date. (\$550.00 electrical license stipend added to base for a total salary of \$63,550.00.) (11-000-261-100-02-0000)

B. Employment of Part-Time Personnel – Summer 2022* - 2022-23 School Year

The Superintendent recommends that the Board of Education approve employment of the following part-time personnel for the 2022-23 school year:

High School

Mildred Miller-King	Aide – Health Occupations (20 hrs/week)	\$32.99/hr <small>(11-310-100-106-11-0000)</small>
Maria Santiago	Translation services (as needed basis)	\$65.30/hr <small>(20-231-200-100-99-0000)</small>
Edwin Roberts, Jr.	Substitute Security Officer	\$24.83/hr <small>(11-000-266-100-02-0000)</small>
Gerald Mazzetta*	CTE/Cooperative Education (50 hrs. [updates to advisory lists, contacts, etc])	\$35.00/hr <small>(11-310-100-101-11-0002)</small>

C. Stipend Amount Revisions – NJ SkillsUSA

The Superintendent recommends that the Board of Education approve the following revised stipend position amounts effective November 1, 2022 through August 31, 2023:

Ralph Starace	State Director	\$5,474.00/month <small>(20-335-200-100-24-0000)</small>
Sheila Rick	Assistant to State Director	\$2,203.09/month <small>(20-335-200-100-24-0000)</small>

D. Extra-Curricular Appointments – 2022-23 School Year

The Superintendent recommends that the Board of Education approve the following for extra-curricular activities for the 2022-23 school year as follows:

Joseph Fantasia	JV Boys Basketball Coach	\$4,000.00
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E. Resignation – Extra-Curricular Appointment

The Superintendent recommends that the Board of Education accept the resignation of Mr. Daniel McGarry, as the Junior Varsity Girls Softball Coach for the 2022-23 school year.

F. 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:

George Lee	Joseph Fantasia	Sarah Sconda
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J. Home Instruction

The Superintendent recommends that the Board of Education provide home instruction to student ID# 999005764 for approximately five (5) weeks. Instruction to be provided for a maximum of ten (10) hours per week.

The Superintendent recommends that the Board of Education approve the contract with LearnWell Education, Plymouth, MA to provide bedside instruction at \$41.00/hour.

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	___	___

K. Abolish Board Policy

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

1648.13 – School Employee Vaccination Requirements

L. Revised Board Policies – First Reading

The Superintendent recommends that the Board of Education approve the following revised policies at this first reading as they appears on Addendum #2.

2425 – Emergency Virtual or Remote Instruction Program

5512 – Harassment, Intimidation, or Bullying

M. Board Regulation – First Reading

The Superintendent recommends that the Board of Education approve the following regulation at this first reading as it appears on Addendum #3.

R2425 – Emergency Virtual or Remote Instruction Program

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	___	___

N. Renewal of the Memorandum of Agreement Between Education and Law Enforcement Officials

The Superintendent recommends that the Board of Education renew the Memorandum of Agreement Between Education and Law Enforcement Officials (2019/Revisions).

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	___	___

O. Resolution – Harassment, Intimidation and Bullying Decision – Case #2223-002 and Case #2223-003

Whereas, the Somerset County Vocational Board of Education has received and accepted the HIB Investigation Report (Case #2223-002 and Case #2223-003) at its regularly scheduled meeting held on October 24, 2022; and

Whereas, the HIB Investigation Report indicated each reported case of Harassment, Intimidation and 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 and Bullying;

Now, therefore be it resolved, that the Board of Education affirms the Superintendent’s decision in the cases (#2223-002 and #2223-003) listed in the HIB Investigation Report previously accepted by the Board at its regularly scheduled Board of Education meeting held on October 24, 2022.

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	___	___

P. Harassment, Intimidation and Bullying Investigation Reports

It is recommended that the Board of Education acknowledge receipt of the following HIB Investigation Reports:

Case #2223-005
Case #2223-006

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	___	___

Q. Superintendent’s Update

- HIB Report – New HIB Cases Submitted for November Review – 2; HIB Cases Submitted Month prior for Board Decision in November – 2; Total YTD HIB Reports Submitted for Review - 4
- Student Suspension Report

Incident Number	Grade	Out of School/ In School Suspension	Total # Days	Suspension Dates	Reason
102720221	11	Out	2	10/27/2022, 10/28/2022	Disrespectful to staff
102820223	09	Out	3	10/31/2022, 11/01/2022, 11/02/2022	Assault with other weapon
103120222	10	Out	3	11/08/2022, 11/09/2022, 11/14/2022	POSSESSION : Unknown substance
103120227	12	Out	3	11/02/2022, 11/03/2022, 11/04/2022	POSSESSION : Unknown substance
103120226	12	Out	3	11/02/2022, 11/03/2022, 11/04/2022	POSSESSION : Unknown substance
110220222	10	Out	3	11/04/2022, 11/07/2022, 11/08/2022	Assault with other weapon

• Student Enrollment Report

Enrollment Report - November 1, 2022	Grade 9	Grade 10	Grade 11	Grade 12	Totals
Full-Time Students Enrolled	67	77	99	92	335
Shared-Time Students Enrolled	107	78	97	58	340
Totals	174	155	196	150	675

- NJ Graduation Proficiency Assessment – P. Pelliccia

R. Submission of Bills

It is recommended the Board of Education approve the bills list for November 2022 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 October 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 #4)

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 – October 2022

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

C. Accept Professional Services Contract - School Based Mental Healthcare Services

It is recommended the Board of Education accept the following professional services proposals for School-Based Mental Healthcare Services from December 1, 2022 to June 30, 2023:

Rutgers Health University Behavioral Health Care
 Advanced Level Clinician
 December 1, 2022-June 30, 2023
 \$77,600.00

Brett DiNovi & Associates, LLC
 Advanced Level Clinician
 December 1, 2022-June 30, 2023
 \$130,200.00

D. Award Professional Services Contract – School Based Mental Healthcare Services

It is recommended the Board of Education award the following professional services contract for School-Based Mental Healthcare Services from December 1, 2022 to June 30, 2023 to:

Rutgers Health University Behavioral Health Care
 Advanced Level Clinician
 December 1, 2022-June 30, 2023
 \$77,600.00

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. Obsolete Equipment

It is recommended the Board of Education approve the following as obsolete and no longer needed for educational purposes.

<u>Item</u>	<u>Asset #</u>	<u>Date Acquired</u>	<u>Net Book Value</u>
Vulcan Hart Tilt Skillet	03214	January 2001	\$0

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:

December 19, 2022
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, 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
April 20, 2023	Kristen McNerney	\$175	\$5.35/mileage	Writing Lessons I Learned from Hamilton	New Brunswick, NJ
	Maria Johnson	\$500	\$0	Anti-Bullying Specialist Certificate Program	Virtual

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Oct 22

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[See POLICY ALERT Nos. 225 and 229]

2425 EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM

The Board of Education is committed to providing a high quality educational program, virtually or remotely, in the event **the State or local health department determines that it is advisable to close, or mandates closure of, the schools of a school district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure for more than three consecutive school days, the Superintendent shall have the authority to implement the school district's program of virtual or remote instruction, pursuant to N.J.S.A. 18A:7F-9** ~~a school or the schools of the district are required to close for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure. The district's virtual or remote program of instruction shall be in accordance with N.J.S.A. 18A:7F-9.~~ **In addition, pursuant to N.J.S.A. 18A:7F-9.b. the Commissioner of Education shall allow the district to apply to the 180-day requirement established pursuant to N.J.S.A. 18A:7F-9.a., one or more days of virtual or remote instruction provided to students on the day or days the schools of the district were closed if the program of virtual or remote instruction meets such criteria as may be established by the Commissioner.**

The school district's program of virtual or remote instruction shall be in accordance with the provisions of N.J.S.A. 18A:7F-9; N.J.A.C. 6A:32-13.1.; this Policy; and Regulation 2425.

"Remote instruction" means the provision of instruction occurring when the student and the instructor are in different locations due to the closure of the facility(ies) of the Board of Education, charter school, renaissance school project, or approved private school for students with disabilities. The closure of the facility(ies) shall be pursuant to N.J.S.A. 18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.



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“Virtual instruction” means the provision of active instruction when the student and the instructor are in different locations and instruction is facilitated through the internet and computer technologies due to the closure of the facility(ies) of the Board of Education, charter school, renaissance school project, or approved private school for students with disabilities. The closure of the facility(ies) shall be pursuant to N.J.S.A. 18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

~~In the event the school district is required to close a school or the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Commissioner of Education shall allow the district to apply to the 180-day requirement established pursuant to N.J.S.A. 18A:7F-9, one or more days of virtual or remote instruction provided to students on the day or days the schools of the district were closed if the program of virtual or remote instruction meets such criteria as may be established by the Commissioner of Education.~~

The Superintendent of Schools shall submit, with Board approval, the school district’s program of virtual or remote instruction to the Commissioner of Education ~~by no later than October 29, 2021 and, annually thereafter~~ **annually. If the Board is unable to complete and submit a proposed program of virtual or remote instruction to the Commissioner in accordance with the timeline established by the Commissioner and the school district is required to close its schools for a declared state of emergency, declared public-health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Commissioner of Education may retroactively approve the program.**

~~If provided under the district’s A day of virtual or remote instruction, if provided instituted under the district’s Commissioner of Education’s approved program of virtual or remote instruction that has been approved by the Commissioner, of student attendance for a day of virtual or remote instruction, shall be accounted for in accordance with N.J.A.C. 6A:32-8.4 considered the~~



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~~equivalent of a full day of school attendance~~ for the purposes of meeting State and local graduation requirements, the awarding of course credit, and other such matters as determined by the Commissioner of Education **in accordance with the provisions of N.J.A.C. 6A:32-13.1(d).**

Pursuant to N.J.A.C. 6A:32-13.1(b), if implemented by the Superintendent, ~~Any the school district's~~ program of virtual or remote instruction **shall be provided to an enrolled** ~~implemented for the general education~~ students, **whether a general education student in preschool through grade twelve or a student with a disability aged three to twenty-one shall provide the same educational opportunities to students with disabilities. The school district shall provide students with a disability with the same educational opportunities provided to general education students to the extent appropriate and practicable.** ~~Special education and R~~related services, including speech language services, counseling services, physical therapy, occupational therapy, and behavioral services, may be delivered to **general education students and students with a disability** ~~disabilities~~ through the use of electronic communication or a virtual or online platform, **as appropriate and as required by the student's Individualized Education Program (IEP), to the greatest extent practicable.**

In the event the State or local health department determines it is advisable to close or mandates closure of the schools of the district due to a declared state of emergency, declared public-health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Superintendent shall have the authority to implement the school district's program of virtual or remote instruction. The Superintendent shall consult with the Board prior to such decision, if practicable. The Superintendent shall ensure that students, parents, staff, and the Board are informed promptly of the Superintendent's decision.

Nothing in N.J.S.A. 18A:7F-9.b., c., or d.; ~~and this Policy; and Regulation 2425~~ shall be construed to limit, supersede or preempt rights, privileges, compensation, remedies, and procedures afforded to public employees or a collective bargaining unit under Federal or State law or any provision of a collective bargaining agreement entered into by the school district.



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In the event of the closure of a school or the schools of the district due to a declared state of emergency, declared public-health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure for a period longer than three consecutive school days:

1. District employees shall be entitled to compensation, benefits, and emoluments pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(1) and (2).
2. The district shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(3).
3. The district shall be obligated to make payments for benefits, compensation, and emoluments and all payments required pursuant to N.J.S.A. 18A:6-51 et seq., to an educational services commission, county special services school district, and a jointure commission, and under any shared services agreement and cooperative contract entered into with any other public entity pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(4).
4. An educational services commission, county special services school district, and a jointure commission shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider or a shared services agreement in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(4).

The provisions of N.J.S.A. 18A:7F-9.e.(1) through (4) and 1 through 4 above shall not apply to any employee whose weekly hours of work are reduced, and to whom unemployment benefits are provided, pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq. A contracted



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service provider, educational services commission, county special services school district, or jointure commission shall notify the district with which it has entered into a contract to provide services of its intent to reduce the hours of work of its employees pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq.

1. Notwithstanding the provisions of N.J.S.A. 18A:7F-9.e.(3) and 3. above, if a contracted service provider reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the contracted service provider shall be reduced by the same amount.
2. Notwithstanding the provisions of N.J.S.A. 18A:7F-9.e.(4) and 4. above, if an educational services commission, county special services school district, or jointure commission reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the educational services commission, county special services school district, or jointure commission shall be reduced by the same amount.

This Policy may be revised as necessary by the Superintendent in accordance with N.J.S.A. 18A:7F-9. The school district's emergency virtual or remote instruction program shall be **posted prominently** available on the school district's website.

N.J.S.A. 18A:7F-9
N.J.A.C. 6A:32-2.1; 6A:32-8.4; 6A:32-13.1

Adopted:



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Harassment, Intimidation, ~~or and~~ Bullying
Oct 22
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[See POLICY ALERT Nos. 179, 180, 181, 182, 183, 188, 193, 194, 200,
216, 227, and 229]

5512 HARASSMENT, INTIMIDATION, OR AND BULLYING

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- A. **Prohibiting Harassment, Intimidation, or Bullying Policy Statement**

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. **The Board has determined that a** safe and civil environment in school is necessary for students to learn and achieve high academic standards; ~~h~~Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. ~~Harassment, intimidation, or bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance.~~ Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s); adoptive parent(s); legal guardian(s); **resource family** ~~foster~~ parent(s); or parent surrogate(s) of a student. When parents are separated or divorced, "parent" means the



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Harassment, Intimidation, ~~or~~ and Bullying

person or agency which 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.

B. **Definition of Harassment, Intimidation, ~~or~~ and Bullying Definition**

“Harassment, intimidation, or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
 - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to their person or damage to their property; or
 - b. Has the effect of insulting or demeaning any student or group of students; or
 - c. Creates a hostile educational environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.



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Harassment, Intimidation, or and Bullying

The Board recognizes that bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Recognizing “a real or perceived power imbalance” may assist school officials in identifying harassment, intimidation, or bullying within the context and relative positions of the alleged aggressor and target.

“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or remotely activating paging device (N.J.A.C. 6A:16-1.3).

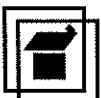
In accordance with the Board of Education’s Code of Student Conduct and this Policy, all acts of harassment, intimidation, or bullying that occur off school grounds, such as “cyber-bullying” (e.g., the use of electronic means to harass, intimidate, or bully) is addressed in this Policy.

~~Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).~~

~~“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.~~

C. Student Expectations Behavior

The Board of Education expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities, with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment, consistent with the Code of Student Conduct.



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Harassment, Intimidation, ~~or~~ and Bullying

The Board believes that standards for student behavior must be set cooperatively through interaction among the ~~students~~, parents **and other community representatives**, school ~~administrators~~ employees, school ~~employees~~ administrators, school volunteers, **and students of the school district** and ~~community~~ representatives, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of students, staff, and community members.

Students are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and **that** it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities **for helping** ~~to help~~ students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.

The Board expects ~~that~~ students will act in accordance with the student behavioral expectations and standards regarding harassment, intimidation, ~~or~~ and bullying, including:

1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property, and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Student rights; and
4. Sanctions and due process for violations of the Code of Student Conduct.



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Harassment, Intimidation, ~~or and~~ Bullying

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, **school employees, volunteers, students, and community representatives** ~~instructional staff, student support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy.~~

~~Pursuant to N.J.A.C. 6A:16-7.1, Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2,~~ the Board **developed** ~~must develop~~ guidelines for student conduct, **taking** ~~pursuant to N.J.A.C. 6A:16-7.1.~~ These guidelines for student conduct will take into consideration **the nature of the behavior; the nature of the student's disability, if any and to the extent relevant;** the developmental ages of students; ~~the severity of the offenses and students' histories of inappropriate behaviors;~~ and the mission and physical facilities of the individual school(s) in the district. This Policy requires all students in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent **shall** ~~must~~ annually provide to students and their parents the rules of the district regarding student conduct. Provisions shall be made for informing parents whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. **The school district will** ~~Students are encouraged to support other students who:~~

1. Walk away from acts of harassment, intimidation, ~~or and~~ bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, ~~or and~~ bullying to the designated school staff member.



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Harassment, Intimidation, or and Bullying

D. Consequences and Appropriate Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct, **and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying.** ~~The following factors, at a minimum, shall be given full consideration by the school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students.~~

In every incident found to be harassment, intimidation, or bullying, the school Principal, in consultation with appropriate school staff, may apply disciplinary consequences and/or remedial actions, such as the provision of counseling, behavioral interventions, or other measures.

Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses; consider the developmental ages of the student offenders; the nature of the student's disability, if any and to the extent relevant; and the students' histories of inappropriate behaviors, per the Code of Student Conduct and N.J.A.C. 6A:16-7.

The following factors, at a minimum, shall be given full consideration by the school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students.

Factors for Determining Consequences

- **Age, disability (if any and to the extent relevant), developmental and maturity levels of the parties involved and their relationship to the school district;**
- **Degrees of harm;**
- **Surrounding circumstances;**
- **Nature and severity of the behaviors;**
- **Incidences of past or continuing patterns of behavior;**
- **Relationships between the parties involved; and**
- **Context in which the alleged incidences occurred.**



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Factors for Determining Remedial Measures

Personal:

- Life skill deficiencies;
- Social relationships;
- Strengths;
- Talents;
- Traits;
- Interests;
- Hobbies;
- Extra-curricular activities;
- Classroom participation;
- Academic performance;
- Relationship to peers; and
- Relationship between student/family and the school district.

Environmental:

- School culture;
- School climate;
- Student-staff relationships and staff behavior toward the student;
- General staff management of classrooms or other educational environments;
- Staff ability to prevent and manage difficult or inflammatory situations;
- Availability of programs to address student behavior;
- Social-emotional and behavioral supports;
- Social relationships;
- Community activities;
- Neighborhood situation; and
- Family situation.

Examples of Consequences and Remedial Measures

The consequences and remedial measures may include, but are not limited to, the examples listed below:



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Harassment, Intimidation, or ~~and~~ Bullying

Examples of Consequences:

- **Admonishment;**
- **Temporary removal from the classroom (any removal of .5 days or more must be reported in the Student Safety Data System);**
- **Deprivation of privileges;**
- **Classroom or administrative detention;**
- **Referral to disciplinarian;**
- **In-school suspension during the school week or the weekend;**
- **Out-of-school suspension (short-term or long-term);**
- **Reports to law enforcement or other legal action;**
- **Expulsion; and**
- **Bans from receiving certain services, participating in school-district-sponsored programs or being in school buildings or on school grounds.**

Examples of Remedial Measures

Personal:

- **Restitution and restoration;**
- **Peer support group;**
- **Recommendations of a student behavior or ethics council;**
- **Corrective instruction or other relevant learning or service experience;**
- **Supportive student interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;**
- **Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;**
- **Behavioral management plan, with benchmarks that are closely monitored;**
- **Assignment of leadership responsibilities (e.g., hallway or bus monitor);**
- **Involvement of school "disciplinarian;"**
- **Student counseling;**



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- **Parent conferences;**
- **Alternative placements (e.g., alternative education programs);**
- **Student treatment; and**
- **Student therapy.**

Environmental (Classroom, School Building, or School District):

- **School and community surveys or other strategies for determining the conditions contributing to HIB;**
- **School culture change and school climate improvement;**
- **Adoption of research-based, systemic bullying prevention programs;**
- **School policy and procedures revisions;**
- **Modifications of schedules;**
- **Adjustments in hallway traffic;**
- **Modifications in student routes or patterns traveling to and from school;**
- **Supervision of student before and after school, including school transportation;**
- **Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);**
- **Teacher aides;**
- **Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;**
- **General professional development programs for certificated and non-certificated staff;**
- **Professional development plans for involved staff;**
- **Disciplinary action for school staff who contributed to the problem;**
- **Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;**
- **Parent conferences;**
- **Family counseling;**
- **Involvement of parent-teacher organizations;**
- **Involvement of community-based organizations;**
- **Development of a general bullying response plan;**
- **Recommendations of a student behavior or ethics council;**



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- **Peer support groups;**
- **Alternative placements (e.g., alternative education programs);**
- **School transfers; and**
- **Law enforcement (e.g., safe schools resource officer, juvenile officer) involvement or other legal action.**

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1.

~~The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students.~~

~~Consequences—Students~~

~~Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are varied and graded according to the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance consistent with the Board's approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.~~

~~Factors for Determining Consequences—Student Considerations~~

- ~~1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;~~
- ~~2. Degrees of harm;~~



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3. — Surrounding circumstances;
4. — Nature and severity of the behavior(s);
5. — Incidences of past or continuing patterns of behavior;
6. — Relationships between the parties involved; and
7. — Context in which the alleged incidents occurred.

Factors for Determining Consequences—School Considerations

1. — School culture, climate, and general staff management of the learning environment;
2. — Social, emotional, and behavioral supports;
3. — Student staff relationships and staff behavior toward the student;
4. — Family, community, and neighborhood situation; and
5. — Alignment with Board policy and regulations/procedures.

Examples of Consequences

1. — Admonishment;
2. — Temporary removal from the classroom;
3. — Deprivation of privileges;
4. — Classroom or administrative detention;
5. — Referral to disciplinarian;
6. — In-school suspension;
7. — Out-of-school suspension (short-term or long-term);
8. — Reports to law enforcement or other legal action; or
9. — Expulsion.

In accordance with N.J.S.A. 18A:37-15.b.(4), the consequences for a student who commits an act of harassment, intimidation, or bullying may vary depending on whether it is the first act of harassment, intimidation, or bullying by a student, the second act, or third or subsequent acts. If it is the third or subsequent act of harassment, intimidation, or bullying by a student, **The Principal, in consultation with appropriate school staff, shall develop an individual student intervention plan when a student is found to be an offender in three harassment, intimidation, or bullying incidents and each subsequent incident occurring within one school year. The student intervention plan may include disciplinary consequences and/or remedial actions and may require the student, accompanied by a parent, to satisfactorily complete a class or training**



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program to reduce harassment, intimidation, or bullying behavior. Each student intervention plan must be approved by the Superintendent which shall be approved by the Superintendent or designee, and may require the student, accompanied by a parent, to complete in a satisfactory manner a class or training program to reduce harassment, intimidation, or bullying behavior.

While the majority of incidents may be addressed solely by school officials, the Superintendent or designee and the Principal shall report a harassment, intimidation, or bullying incident to law enforcement officials if the conduct rises to the level of a mandatory report as outlined in the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials.

~~Appropriate Remedial Actions—Students~~

~~Appropriate remedial action for a student who commits an act of harassment, intimidation, or bullying that takes into account the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance. The appropriate remedial action may also include a behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team as appropriate; and supportive interventions and referral services, including those at N.J.A.C. 6A:16-8.~~

~~Factors for Determining Remedial Measures~~

~~Personal~~

- ~~1. Life skill deficiencies;~~
- ~~2. Social relationships;~~
- ~~3. Strengths;~~
- ~~4. Talents;~~
- ~~5. Interests;~~
- ~~6. Hobbies;~~
- ~~7. Extra-curricular activities;~~
- ~~8. Classroom participation;~~
- ~~9. Academic performance; and~~
- ~~10. Relationship to students and the school district.~~



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~~Environmental~~

- ~~1. School culture;~~
- ~~2. School climate;~~
- ~~3. Student staff relationships and staff behavior toward the student;~~
- ~~4. General staff management of classrooms or other educational environments;~~
- ~~5. Staff ability to prevent and manage difficult or inflammatory situations;~~
- ~~6. Social emotional and behavioral supports;~~
- ~~7. Social relationships;~~
- ~~8. Community activities;~~
- ~~9. Neighborhood situation; and~~
- ~~10. Family situation.~~

~~Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:~~

~~Examples of Remedial Measures~~

~~Personal— Student Exhibiting Bullying Behavior~~

- ~~1. Develop a behavioral contract with the student. Ensure the student has a voice in the outcome and can identify ways they can solve the problem and change behaviors;~~
- ~~2. Meet with parents to develop a family agreement to ensure the parent and the student understand school rules and expectations;~~
- ~~3. Explain the long term negative consequences of harassment, intimidation, and bullying on all involved;~~
- ~~4. Ensure understanding of consequences, if harassment, intimidation, and bullying behavior continues;~~
- ~~5. Meet with school counselor, school social worker, or school psychologist to decipher mental health issues (e.g., what is happening and why?);~~
- ~~6. Develop a learning plan that includes consequences and skill building;~~



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- ~~7. Consider wrap around support services or after school programs or services;~~
- ~~8. Provide social skill training, such as impulse control, anger management, developing empathy, and problem solving;~~
- ~~9. Arrange for an apology, preferably written;~~
- ~~10. Require a reflective essay to ensure the student understands the impact of their actions on others;~~
- ~~11. Have the student research and teach a lesson to the class about bullying, empathy, or a similar topic;~~
- ~~12. Arrange for restitution (i.e., compensation, reimbursement, amends, repayment), particularly when personal items were damaged or stolen;~~
- ~~13. Explore age appropriate restorative (i.e., healing, curative, recuperative) practices; and~~
- ~~14. Schedule a follow up conference with the student.~~

~~Personal Target/Victim~~

- ~~1. Meet with a trusted staff member to explore the student's feelings about the incident;~~
- ~~2. Develop a plan to ensure the student's emotional and physical safety at school;~~
- ~~3. Have the student meet with the school counselor or school social worker to ensure they do not feel responsible for the bullying behavior;~~
- ~~4. Ask students to log behaviors in the future;~~
- ~~5. Help the student develop skills and strategies for resisting bullying; and~~
- ~~6. Schedule a follow up conference with the student.~~

~~Parents, Family, and Community~~

- ~~1. Develop a family agreement;~~
- ~~2. Refer the family for family counseling; and~~
- ~~3. Offer parent education workshops related to bullying and social-emotional learning.~~



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Examples of Remedial Measures—Environmental (Classroom, School Building, or School District)

1. — Analysis of existing data to identify bullying issues and concerns;
2. — Use of findings from school surveys (e.g., school climate surveys);
3. — Focus groups;
4. — Mailings—postal and email;
5. — Cable access television;
6. — School culture change;
7. — School climate improvement;
8. — Increased supervision in “hot spots” (e.g., locker rooms, hallways, playgrounds, cafeterias, school perimeters, buses);
9. — Adoption of evidence based systemic bullying prevention practices and programs;
10. — Training for all certificated and non-certificated staff to teach effective prevention and intervention skills and strategies;
11. — Professional development plans for involved staff;
12. — Participation of parents and other community members and organizations (e.g., Parent Teacher Associations, Parent Teacher Organizations) in the educational program and in problem-solving bullying issues;
13. — Formation of professional learning communities to address bullying problems;
14. — Small or large group presentations for fully addressing the actions and the school’s response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions;
15. — School policy and procedure revisions;
16. — Modifications of schedules;
17. — Adjustments in hallway traffic;
18. — Examination and adoption of educational practices for actively engaging students in the learning process and in bonding students to pro-social institutions and people;
19. — Modifications in student routes or patterns traveling to and from school;
20. — Supervision of student victims before and after school, including school transportation;
21. — Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground; school perimeter, bus);
22. — Targeted use of teacher aides;



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- ~~23. Disciplinary action, including dismissal, for school staff who contributed to the problem;~~
- ~~24. Supportive institutional interventions, including participation in the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;~~
- ~~25. Parent conferences;~~
- ~~26. Family counseling;~~
- ~~27. Development of a general harassment, intimidation, and bullying response plan;~~
- ~~28. Behavioral expectations communicated to students and parents;~~
- ~~29. Participation of the entire student body in problem-solving harassment, intimidation, and bullying issues;~~
- ~~30. Recommendations of a student behavior or ethics council;~~
- ~~31. Participation in peer support groups;~~
- ~~32. School transfers; and~~
- ~~33. Involvement of law enforcement officers, including school resource officers and juvenile officers or other appropriate legal action.~~

Consequences and Appropriate Remedial Actions – Adults

The district will also impose appropriate consequences and remedial actions to an adult who commits an act of harassment, intimidation, or bullying of a student. The consequences may include, but not be limited to: verbal or written reprimand;; increment withholding;; legal action;; disciplinary action;; termination;; and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

Target/Victim Support

~~Districts should identify a range of strategies and resources that will be available to individual victims of harassment, intimidation, and bullying, and respond in a manner that provides relief to victims and does not stigmatize victims or further their sense of persecution. The type, diversity, location, and degree of support are directly related to the student's perception of safety.~~



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~~Sufficient safety measures should be undertaken to ensure the victim's physical and social-emotional well-being and their ability to learn in a safe, supportive, and civil educational environment.~~

~~Examples of support for student victims of harassment, intimidation, and bullying include:~~

- ~~1. Teacher aides;~~
- ~~2. Hallway and playground monitors;~~
- ~~3. Partnering with a school leader;~~
- ~~4. Provision of an adult mentor;~~
- ~~5. Assignment of an adult "shadow" to help protect the student;~~
- ~~6. Seating changes;~~
- ~~7. Schedule changes;~~
- ~~8. School transfers;~~
- ~~9. Before and after school supervision;~~
- ~~10. School transportation supervision;~~
- ~~11. Counseling; and~~
- ~~12. Treatment or therapy.~~

E. **Reporting Harassment, Intimidation, ~~or and~~ Bullying Reporting Procedure**

The Board of Education requires the Principal at each school to be responsible for receiving **all** complaints alleging **harassment, intimidation, or bullying committed by an adult or youth against a student** ~~violations of this Policy~~. All Board members, school employees, and volunteers and contracted service providers who have contact with students, are required to verbally report **alleged acts of harassment, intimidation, or bullying** ~~alleged violations of this Policy~~ to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, ~~and volunteers~~ and contracted service providers who have contact with students, also shall submit a **New Jersey Department of Education-approved HIB 338 Form** ~~report in writing~~ to the Principal within two school days of the verbal report. **Failure to make the required report(s) may result in disciplinary action.** ~~The written report shall be on a numbered form developed by the New Jersey Department of Education in accordance with N.J.S.A. 18A:37-15.b.(5). A copy of the form shall be submitted promptly by the Principal to the~~



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~~Superintendent.~~ **The HIB 338 Form shall be kept on file at the school, but shall not be included in any student record unless the incident results in disciplinary action or is otherwise required to be contained in a student's record under State or Federal Law.**

The district may not fail to initiate an investigation of harassment, intimidation, or bullying solely because written documentation was not provided. Failing to conduct a harassment, intimidation, or bullying investigation solely because a parent or student did not submit written documentation violates the Anti-Bullying Bill of Rights Act and this Policy. If a parent makes a verbal allegation of harassment, intimidation, or bullying to a district staff member, but does not complete and submit the HIB 338 Form, the staff member or a designee must complete and submit the HIB 338 Form.

~~The Principal or designee is required to will inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal or designee shall keep a written record of the date, time, and manner of notification to the parents. Pursuant to N.J.A.C. 6A:16-7.7(a)2.viii.(2), when providing notification to the parents of all students involved, t~~**The Principal or designee shall take into account the circumstances of the incident when providing notification to parents of all students involved in the reported harassment, intimidation, or bullying incident and when conveying the nature of the incident, including the actual or perceived protected category motivating the alleged offense. The Principal or designee shall keep a written record of the date, time, and manner of notification to the parents.**

The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, parents, and visitors are encouraged to report alleged **acts** violations of **harassment, intimidation, or bullying** ~~this Policy~~ to the Principal or designee on the same day when the individual witnessed or received reliable information regarding any such incident. **The school district shall provide a person an online means to complete the HIB**



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338 Form to anonymously report an act of harassment, intimidation, or bullying. Formal action for violations of the Code of Student Conduct may not be taken solely on the basis of an anonymous report.

~~A person may report, verbally or in writing, an act of harassment, intimidation, or bullying committed by an adult or youth against a student anonymously. The Board will not take formal disciplinary action based solely on the anonymous report. The district shall provide a means for a parent to complete an online numbered form developed by the New Jersey Department of Education to confidentially report an incident of harassment, intimidation, or bullying.~~

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The Principal shall promptly submit a copy of each completed HIB 338 Form to the Superintendent.

~~In accordance with the provisions of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.~~

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, **in addition to making the HIB 338 Form available online**, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, ~~or and~~ **bullying or who determines a reported incident or complaint, assuming all facts presented are true, is a report within the scope of N.J.S.A. 18A:37-14** ~~from a district employee~~, and fails to initiate or conduct an investigation, or who should have known of an incident of



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harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action. **The district also should consider procedures and disciplinary action when it is found that someone had information regarding a harassment, intimidation, or bullying incident, but did not make the required report(s).**

F. Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety/School Climate Team(s)

1. The Superintendent shall appoint a district Anti-Bullying Coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position.

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of students;
- b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of students in the district;
- c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of students;
- d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
- e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, ~~or~~ and bullying in the district.



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2. The Principal in each school shall appoint a school Anti-Bullying Specialist. The Anti-Bullying Specialist shall be a guidance counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.

The school Anti-Bullying Specialist shall:

- a. Chair the School Safety/School Climate Team as provided in N.J.S.A. 18A:37-21;
- b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
- c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.

3. A School Safety/School Climate Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going systemic operational procedures and educational practices in the school, and to address issues such as harassment, intimidation, or bullying that affect school climate and culture. Each School Safety/School Climate Team shall meet, at a minimum, two times per school year. The School Safety/School Climate Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a student in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety/School Climate Team.

The School Safety/School Climate Team shall:

- a. Receive records of all complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;



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- b. Receive copies of all reports prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of students in the school;
- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;
- e. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request. The School Safety/School Climate Team shall be provided professional development opportunities that may address effective practices of successful school climate programs or approaches; and
- g. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety/School Climate Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a student, consistent with, at a minimum, the requirements of the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232 and 34 CFR Part 99), N.J.A.C. 6A:32-7, Student Records and N.J.A.C. 6A:14-2.9, Student Records.

G. Investigating Allegations of Harassment, Intimidation, or Bullying ~~Harassment, Intimidation, and Bullying Investigation~~

~~The Board requires a thorough and complete investigation to be conducted for each report of violations and complaints which either identify harassment, intimidation, or bullying or describe behaviors that indicate harassment, intimidation, or bullying.~~



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[Select Option 1 or Option 2]

[Option 1 – Investigate All Reports

NO

The Board of Education requires a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation, or bullying. All details of an alleged incident must be populated into the HIB 338 Form. However, completing the form shall not delay beginning the investigation in accordance with the law.

The HIB 338 Form shall be kept on file at the school and will only be added to a student record if the alleged incident is founded, disciplinary action is imposed or is otherwise required to be contained in a student's record under State or Federal law.

The investigation shall be initiated by the Principal or designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school anti-bullying specialist appointed by the Principal. The Principal may appoint additional personnel who are not school anti-bullying specialists to assist the school anti-bullying specialist in the investigation. Investigations of complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. The anti-bullying specialist may not participate in an investigation regarding their supervisor or staff at a higher administrative level.

The investigation shall be completed, and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the alleged incident of harassment, intimidation, or bullying or from the date of the written notification from the Superintendent to the Principal to initiate an investigation. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school anti-bullying specialist or the Principal shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.



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The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Student Conduct has been implemented and provide intervention services; order counseling; establish training programs to reduce harassment, intimidation, or bullying and enhance school climate; or take or recommend other appropriate action, including seeking further information as necessary.

The Superintendent shall report the results of each investigation to the Board no later than the date of the regularly scheduled Board meeting following the completion of the investigation. The Superintendent's report also shall include information on any consequences imposed under the Code of Student Conduct; intervention services provided; counseling ordered; training established; or other action taken or recommended by the Superintendent.

Parents of students who are parties to the investigation shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board. The district may not divulge personally identifying information or any information that could result in the identification of any student other than the child of the parents being notified.

A parent may request a hearing before the Board after receiving the information. Any request by the parents for a hearing before the Board concerning the written information about a harassment, intimidation, or bullying investigation, pursuant to N.J.S.A.



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18A:37-15b(6)(d), must be filed with the Board Secretary no later than sixty calendar days after the written information is received by the parents. The hearing shall be held within ten business days of the request. Prior to the hearing, the Superintendent shall confidentially share a redacted copy of the HIB 338 Form that removes all student identification information with the Board. The Board shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4.1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school anti-bullying specialist and others, as appropriate, regarding the alleged incident; the findings from the investigation of the alleged incident; recommendations for consequences or services; and any programs instituted to reduce such incidents, prior to rendering a determination.

At the regularly scheduled Board meeting following its receipt of the report or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, no later than ninety days after the issuance of the Board's decision.

A school administrator who receives a report of harassment, intimidation, or bullying, or who determines a reported incident or complaint, assuming all facts presented are true, is a report within the scope of N.J.S.A. 18A:37-14 and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate harassment, intimidation, or bullying, may be subject to disciplinary action.

The Board also requires the thorough investigation of complaints or reports of harassment, intimidation, or bullying, occurring on district school buses, at district school-sponsored functions, and off school grounds involving a student who attends an approved private school for students with disabilities. The investigation will be conducted by the Board's anti-bullying specialist in consultation with the approved private school for students with disabilities.]



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[Option 2 – Principal’s Preliminary Determination

Yes

Prior to initiating an investigation regarding a reported incident or complaint, the Principal or designee, in consultation with the anti-bullying specialist, shall make a preliminary determination as to whether a reported incident or complaint, assuming all facts are presented as true, is a report within the scope of N.J.S.A. 18A:37-14.

Should the Principal or designee, in consultation with the anti-bullying specialist, determine that a reported incident or complaint, assuming all facts presented are true, is not a report within the scope of N.J.S.A. 18A:37-14, the incident will be addressed through the Board’s Code of Student Conduct policy. The HIB 338 Form shall be completed, even if a preliminary determination is made not to conduct an investigation of harassment, intimidation, or bullying because the reported incident or complaint is a report outside the scope of the definition of harassment, intimidation, or bullying, and must be submitted to the Superintendent. The Principal will provide the parents of the alleged offender(s) and victim(s) with formal notice of the decision not to initiate a harassment, intimidation, or bullying investigation.

The HIB 338 Form shall be kept on file at the school and will only be added to a student record if the alleged incident is founded, disciplinary action is imposed or is otherwise required to be contained in a student’s record under State or Federal law.

The Superintendent may require the Principal to conduct a harassment, intimidation, or bullying investigation of the incident if the Superintendent determines that the incident is within the scope of harassment, intimidation, or bullying and shall notify the Principal of this determination in writing. Should the Superintendent require the Principal to conduct a harassment, intimidation, or bullying investigation, the Principal will immediately initiate an investigation of harassment, intimidation, or bullying by referring the matter to the school anti-bullying specialist.



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Additionally, any preliminary determination that finds the incident or complaint is a report outside the scope of N.J.S.A. 18A:37-14 may be appealed to the Board, pursuant to the Board policies and procedures governing student grievances, and thereafter to the Commissioner (N.J.A.C. 6A:16-7.7(a)ix(1) and (a)ix(1)(A)). Should the preliminary determination not to conduct an investigation of harassment, intimidation, or bullying be overturned, the Principal will immediately initiate an investigation of harassment, intimidation, or bullying by referring the matter to the school anti-bullying specialist.

The Board requires a thorough and complete investigation to be conducted for each reported incident or complaint, assuming all facts presented are true, that is determined to be a report within the scope of N.J.S.A. 18A:37-14. The investigation shall be initiated by the Principal or designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school anti-bullying specialist appointed by the Principal. The Principal may appoint additional personnel who are not school anti-bullying specialists to assist the school anti-bullying specialist in the investigation. Investigations of complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. The anti-bullying specialist may not participate in an investigation regarding their supervisor or staff at a higher administrative level.

The investigation shall be completed, and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the alleged incident of harassment, intimidation, or bullying or ten school days from the date of the written notification from the Superintendent to the Principal to initiate an investigation. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school anti-bullying specialist or the Principal shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two



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school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Student Conduct has been implemented and provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, or take or recommend other appropriate action, including seeking further information as necessary.

The Superintendent shall report the results of each investigation to the Board no later than the date of the regularly scheduled Board meeting following the completion of the investigation. The Superintendent's report also shall include information on any consequences imposed under the Code of Student Conduct, intervention services provided, counseling ordered, training established or other action taken or recommended by the Superintendent.

Parents of the students who are parties to the investigation shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board.

A parent may request a hearing before the Board after receiving the information. Any request by the parents for a hearing before the Board concerning the written information about a harassment, intimidation, or bullying investigation, pursuant to N.J.S.A. 18A:37-15(b)(6)(d), must be filed with the Board Secretary no later than sixty calendar days after the written information is received by the parents. The hearing shall be held within ten business days of the request. Prior to the hearing, the Superintendent shall confidentially share a redacted copy of the HIB 338 Form that removes all student identification information with the Board. The Board shall



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conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school anti-bullying specialist and others, as appropriate, regarding the alleged incident; the findings from the investigation of the alleged incident; recommendations for consequences or services; and any programs instituted to reduce such incidents, prior to rendering a determination.

At the regularly scheduled Board meeting following its receipt of the report or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, no later than ninety days after the issuance of the Board's decision.

A school administrator who receives a report of harassment, intimidation, or bullying and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

The Board also requires the thorough investigation of complaints or reports of harassment, intimidation, or bullying, occurring on district school buses, at school-sponsored functions, and off school grounds involving a student who attends an approved private school for students with disabilities. The investigation will be conducted by the Board's anti-bullying specialist in consultation with the approved private school for students with disabilities.]

[Option — Principal's Preliminary Determination

~~However, prior to initiating the investigation, the Principal or designee, in consultation with the Anti-Bullying Specialist, may make a preliminary determination as to whether the reported incident or complaint, assuming all facts presented are true, is a report within the scope of the definition of harassment, intimidation, and bullying under the Anti-Bullying Bill of Rights Act, N.J.S.A. 18A:37-14.~~



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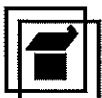
~~The Principal shall report to the Superintendent if a preliminary determination is made that the reported incident or complaint is a report outside the scope of the definition of harassment, intimidation, or bullying. The Superintendent may require the Principal to conduct an investigation of the incident if the Superintendent determines that an investigation is necessary because the incident is within the scope of the definition of harassment, intimidation, and bullying. The Superintendent shall notify the Principal of this determination in writing. An investigation required by the Superintendent must be completed as soon as possible, but not later than ten school days, from the date of the written notification from the Superintendent to the Principal.~~

~~The Principal shall complete the written report form developed by the New Jersey Department of Education, in accordance with N.J.S.A. 18A:37-15.b.(5), even if a preliminary determination is made that the reported incident or complaint is a report outside the scope of the definition of harassment, intimidation, or bullying pursuant to N.J.S.A. 18A:37-14. This written report form shall be kept on file at the school, but shall not be included in any student record unless the incident results in disciplinary action or is otherwise required to be contained in a student's record under State or Federal law.~~

~~The Principal or designee, upon making a preliminary determination the incident or complaint is not within the scope of the definition of harassment, intimidation, and bullying, shall inform the parents of the parties involved, who may appeal the preliminary determination to the Board of Education and thereafter to the Commissioner of Education in accordance with N.J.A.C. 6A:3.~~

~~A Board hearing shall be held within ten business days of receipt of the request for a Board hearing. If the preliminary determination, upon review of the facts presented in the reported incident or complaint, is to continue with the harassment, intimidation, and bullying investigation, the investigation shall be completed in accordance with N.J.S.A. 18A:37-15.b.(6) and this Policy.~~

~~The Superintendent shall provide annually to the Board of Education information on the number of times a preliminary determination was made that an incident or complaint was outside the scope of the definition of harassment, intimidation, or bullying for the purposes of the State's monitoring of the school district pursuant to N.J.S.A. 18A:17-46.}~~



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~~The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti Bullying Specialist in coordination with the Principal. The Principal may appoint additional personnel who are not school Anti Bullying Specialists to assist with the investigation. Investigations or complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. The Superintendent or designee will appoint a staff member to complete investigations involving allegations against a staff member serving in a supervisory or administrative position.~~

~~The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the incident. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.~~

~~The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Student Conduct has been implemented and may decide to provide intervention services, order counseling as a result of the finding of the investigation, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, or take or recommend other appropriate action, including seeking further information, as necessary.~~

~~The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent's report shall include information on any consequences~~



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~~imposed under the Code of Student Conduct, any services provided, training established, or other action taken or recommended by the Superintendent.~~

~~Parents of involved student offenders and targets/victims shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, and whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.~~

~~A parent may request a hearing before the Board of Education after receiving the written information about the investigation. Any request for such a hearing shall be filed with the Board Secretary no later than sixty calendar days after the written information is provided to the parents. The hearing shall be held within ten business days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the incident, the findings from the investigation of the incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination. A redacted copy of the completed written report form developed by the New Jersey Department of Education that removes all student identification information shall be confidentially shared with the Board of Education after the conclusion of the investigation if a hearing with the Board of Education is requested by the parents pursuant to N.J.S.A. 18A:37-15.b.(6)(d).~~

~~At the regularly scheduled Board of Education meeting following its receipt of the Superintendent's report on the results of the investigations to the Board or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the~~



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~~Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision.~~

~~A parent, student, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).~~

H. ~~Responding to Harassment, Intimidation, or Bullying~~ **Range of Responses to an Incident of Harassment, Intimidation, or Bullying**

~~The Board of Education authorizes the Principal of each school to define the range of ways in which school staff will respond once an incident of shall establish a range of responses to harassment, intimidation, or and bullying is confirmed, and the Superintendent shall respond to confirmed harassment, intimidation, or bullying, according to the parameters described below and in this Policy. incidents and the Principal and the Anti-Bullying Specialist shall appropriately apply these responses once an incident of harassment, intimidation, or bullying is confirmed. The Superintendent shall respond to confirmed harassment, intimidation, and bullying, according to the parameters described in this Policy. The range of ways in which school staff will respond shall include an appropriate combination of counseling, support services, intervention services, and other programs. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring that the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district levels or by law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term suspensions, N.J.A.C. 6A:16-7.3, Long-term suspensions, and N.J.A.C. 6A:16-7.4, Expulsions.~~



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In considering whether a response beyond the individual is appropriate, school officials shall consider the nature and circumstances of the act; the degree of harm; the nature and severity of the behavior; past incidences or past or continuing patterns of behavior; and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based harassment, intimidation, or bullying prevention program models, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions, and to the involvement of law enforcement officers, including safe schools resource officers.

This Policy and the Code of Student Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds.

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include ~~consistent and appropriate~~ positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) **and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion, law enforcement report or other legal action)** ~~intended to remediate the problem behaviors.~~
2. Classroom responses can include class discussions about an incident of harassment, intimidation, or bullying, role plays ~~(when implemented with sensitivity to a student's situation or involvement with harassment, intimidation, and bullying),~~ research



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projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.

3. School responses can include theme days, learning station programs, “acts of kindness” programs ~~or awards~~, use of student survey data to plan prevention and intervention programs and activities, social norms campaigns, posters, public service announcements, “natural helper” or peer leadership programs, “upstander” programs, parent programs **and information disseminated to students and parents, such as fact sheets or newsletters** ~~the dissemination of information to students and parents explaining acceptable uses of electronic and wireless communication devices~~ **or strategies for fostering expected student behavior**, and harassment, intimidation, and bullying prevention curricula or campaigns.
4. District-wide responses can **include community involvement in policy review and development; professional development programs; adoption of curricular and school-wide programs, coordination** ~~comprise of adoption of school-wide programs, including enhancing the school climate, involving the community in policy review and development, providing professional development coordinating with community-based organizations (e.g., mental health, health services, health facilities, law enforcement~~ **officials, faith-based organizations); and disseminating information on the core ethical values adopted by the Board’s Code of Student Conduct, per N.J.A.C. 6A:16-7.1(a)2** ~~launching harassment, intimidation, and bullying prevention campaigns.~~

In providing support for victims of harassment, intimidation, or bullying, the district should identify a range of strategies and resources, which may include, but is not limited to, the following actions for individual victims:



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- **Counseling;**
- **Teacher Aides;**
- **Hallway and playground monitors;**
- **Schedule changes;**
- **Before and after school supervision;**
- **School transportation supervision;**
- **School transfers; and**
- **Therapy.**

I. Reprisal or Retaliation ~~Prohibited~~

The Board of Education prohibits a Board member, school employee, contracted service provider who has contact with students, school volunteer, or student from engaging in reprisal, retaliation, or false accusation against a victim, witness, ~~or one with reliable information,~~ or any other person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures. ~~All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances.~~

~~Examples of consequences and remedial measures for students who engage in reprisal or retaliation are listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.~~

~~Examples of consequences for a school employee or a contracted service provider who has contact with students who engage in reprisal or retaliation may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds.~~

~~Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.~~



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~~Examples of consequences for a Board member who engages in reprisal or retaliation may include, but not be limited to: reprimand, legal action, and other action authorized by statute or administrative code. Remedial measures may include, but not be limited to: counseling and professional development.~~

J. ~~Consequences and Appropriate Remedial Action for False Accusations of Harassment, Intimidation, or Bullying~~

The Board of Education prohibits any person from falsely accusing another as a means of ~~retaliation or as a means of~~ harassment, intimidation, or bullying.

1. Students - ~~Consequences and appropriate remedial action for a student could found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils Students and as set forth in N.J.A.C. 6A:16-7.2, Short-term sSuspensions, N.J.A.C. 6A:16-7.3, Long-term sSuspensions, and N.J.A.C. 6A:16-7.4, Expulsions; and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.~~
2. School Employees - ~~Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements; and which may include, but not be limited to: reprimand, suspension, increment withholding, termination, and/or bans from providing services, participating in school district sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out of school counseling, professional development programs, and work environment modifications.~~



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Harassment, Intimidation, ~~or~~ and Bullying

3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer ~~found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation~~ could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services. ~~Remedial measures may include, but not be limited to: in or out of school counseling, professional development programs, and work environment modifications.~~

K. **Additional Policy Requirements** ~~Harassment, Intimidation, and Bullying Policy Publication and Dissemination~~

The Board of Education requires the Superintendent to annually disseminate this Policy to all school employees, contracted service providers who have contact with students, school volunteers, students and parents who have children enrolled in a school in the school district, along with a statement explaining that this Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14, that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.

The Superintendent shall post a link to this Policy that is prominently displayed on the home page of the school district's website. The Superintendent shall ensure that notice of this Policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.

The Superintendent shall post the name, school phone number, school address, and school email address of the district anti-bullying coordinator on the home page of the school district's website. Additionally, the Superintendent shall post the contact information for the School Climate State Coordinator on the school district home page alongside this Policy.



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Harassment, Intimidation, or and Bullying

Each Principal or designee shall post the name, school phone number, school address, and school email address of both the school anti-bullying specialist and the district anti-bullying coordinator on the home page of each school's website.

The Superintendent shall post the New Jersey Department of Education's Guidance for Parents on the Anti-Bullying Bill of Rights Act on the district homepage and on the homepage for each school in the district with a website.

The Superintendent and the Principal(s) shall provide training on the school district's harassment, intimidation, or bullying policies to school employees contracted service providers and volunteers who have significant contact with students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying. The school district's employee training program shall include information regarding the school district policy against harassment, intimidation, or bullying, which shall be provided to full-time and part-time staff, contracted service providers and school volunteers who have significant contact with students.

The Superintendent shall develop and implement a process for annually discussing this Policy on harassment, intimidation, or bullying with students. The Superintendent and the Principal(s) shall annually conduct a re-evaluation, reassessment, and review of this Policy and any report(s) and/or finding(s) of the school safety/school climate team, with input from the school anti-bullying specialists, and recommend revisions and additions to this Policy as well as to harassment, intimidation, or bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.



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Harassment, Intimidation, or and Bullying

~~This Policy will be disseminated annually by the Superintendent to all school employees, contracted service providers who have contact with students, school volunteers, students, and parents who have children enrolled in a school in the district, along with a statement explaining the Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14 that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.~~

~~The Superintendent shall ensure that notice of this Policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.~~

~~The Superintendent or designee shall post a link to the district's Harassment, Intimidation, and Bullying Policy that is prominently displayed on the homepage of the school district's website. The district will notify students and parents this Harassment, Intimidation, and Bullying Policy is available on the school district's website.~~

~~The Superintendent shall post the name, school phone number, school address, and school email address of the district Anti Bullying Coordinator on the home page of the school district's website. Each Principal shall post the name, school phone number, address, and school email address of both the Anti-Bullying Specialist and the district Anti-Bullying Coordinator on the home page of each school's website. The Superintendent or designee shall post the contact information for the New Jersey School Climate State Coordinator on the school district's and on each school's website in the same location as this Policy is posted.~~

~~The Superintendent or designee shall post on the school district's and each school's website the current version of "Guidance for Parents on the Anti-Bullying Bill of Rights Act" developed by the New Jersey Department of Education.~~



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Harassment, Intimidation, ~~or and~~ Bullying

L. Harassment, Intimidation, ~~or and~~ Bullying Training and Prevention Programs

~~The Superintendent and Principal(s) shall provide training on the school district's Harassment, Intimidation, and Bullying Policy to current and new school employees; including administrators, instructors, student support services, administrative/office support, transportation, food service, facilities/maintenance; contracted service providers; and volunteers who have significant contact with students; and persons contracted by the district to provide services to students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying.~~

Each public school teacher and educational services professional shall be required to complete at least two hours of instruction in harassment, intimidation, ~~or and~~ bullying prevention within each five year professional development period as part of the professional development requirement pursuant to N.J.S.A. 18:37-22.d. The required two hours of suicide prevention instruction shall include information on the risk of suicide and incidents of harassment, intimidation, or bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

Each newly elected or appointed Board member must complete, during the first year of the member's first term, a training program on harassment, intimidation, ~~or and~~ bullying in accordance with the provisions of N.J.S.A. 18A:12-33.

~~The school district shall provide time during the usual school schedule for the Anti-Bullying Coordinator and each school Anti-Bullying Specialist to participate in harassment, intimidation, and bullying training programs.~~

A school leader shall complete school leader training that shall include information on the prevention of harassment, intimidation, ~~or and~~ bullying as required in N.J.S.A. 18A:26-8.2.



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Harassment, Intimidation, ~~or and~~ Bullying

The school district shall annually observe a “Week of Respect” beginning with the first Monday in October. In order to recognize the importance of character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, ~~or and~~ bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the district will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the **New Jersey Student Learning Core Curriculum Content Standards**, pursuant to N.J.S.A. 18A:37-29.

The school district and each school in the district will annually establish, implement, document, and assess harassment, intimidation, ~~or and~~ bullying prevention programs or approaches, and other initiatives in consultation with school staff, students, administrators, volunteers, parents, law enforcement, and community members. The programs or approaches and other initiatives shall be designed to create school-wide conditions to prevent and address harassment, intimidation, ~~or and~~ bullying in accordance with the provisions of N.J.S.A. 18A:37-17.

~~M. Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment, and Review~~

~~The Superintendent shall develop and implement a process for annually discussing the school district’s Harassment, Intimidation, and Bullying Policy with students.~~

~~The Superintendent, Principal(s), and the Anti-Bullying Coordinator, with input from the schools’ Anti-Bullying Specialists, shall annually conduct a reevaluation, reassessment, and review of the Harassment, Intimidation, and Bullying Policy, and any report(s) and/or finding(s) of the School Safety/School Climate Team(s). The Superintendent shall recommend to the Board necessary revisions and additions to the Policy consistent with N.J.S.A. 18A:37-15.c., as well as to harassment, intimidation, and bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.~~



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Harassment, Intimidation, ~~or and~~ Bullying

MN. Reports to Board of Education and New Jersey Department of Education

The Superintendent shall report two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public hearing all acts of violence, vandalism, and harassment, intimidation, ~~or and~~ bullying which occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46.

NO. School and District Grading Requirements

Each school and each district shall receive a grade for the purpose of assessing their efforts to implement policies and programs consistent with the provisions of N.J.S.A. 18:37-13 et seq. The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

OP. Reports to Law Enforcement

The Superintendent or designee and the Principal shall consult law enforcement, as appropriate, pursuant to the provisions of the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials, if the student's behavior may constitute a possible violation of the New Jersey Code of Criminal Justice.

Some acts of harassment, intimidation, ~~or and~~ bullying may be bias-related-acts and school officials must report to law enforcement officials any bias related acts, in accordance with N.J.A.C. 6A:16-6.3.(e), and pursuant to the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

PQ. Collective Bargaining Agreements and Individual Contracts

Nothing in N.J.S.A. 18A:37-13.1 et seq. may be construed as affecting the provisions of any collective bargaining agreement or individual contract of



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Harassment, Intimidation, ~~or and~~ Bullying

employment in effect on the Anti-Bullying Bill of Rights Act's effective date (January 5, 2011). N.J.S.A. 18A:37-30.

The Board of Education prohibits the employment of or contracting for school staff positions with individuals whose criminal history record check reveals a record of conviction for a crime of bias intimidation or conspiracy to commit or attempt to commit a crime of bias intimidation.

QR. Students with Disabilities

Nothing contained in N.J.S.A. 18A:37-13.1 et seq. may alter or reduce the rights of a student with a disability with regard to disciplinary actions or to general or special education services and supports. N.J.S.A. 18A:37-32.

S. ~~Approved Private Schools for Students with Disabilities (APSSD)~~

~~In accordance with the provisions of N.J.A.C. 6A:16-7.7(a).2.ix.(2), the Board of Education shall investigate a complaint or report of harassment, intimidation, or bullying, pursuant to N.J.A.C. 6A:16-7.7(a).2.ix. and Section G. of this Policy, occurring on Board of Education school buses, at Board of Education school sponsored functions, and off school grounds involving a student who attends an APSSD. The investigation shall be conducted by a Board of Education Anti-Bullying Specialist, in consultation with the APSSD.~~

The school district shall submit all subsequent amended Harassment, Intimidation, ~~or and~~ Bullying Policies to the Executive County Superintendent of Schools within thirty days of Board adoption.

N.J.S.A. 18A:37-13 through 18A:37-37

N.J.A.C. 6A:16-7.1 ~~through 6A:16-7.9 et seq.~~

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – ~~August 2022~~ April 2011 – New Jersey Department of Education Memorandum – ~~New Jersey Commissioner of Education~~ Guidance for Schools on Implementing the Anti-Bullying Bill of Rights Act – December 16, 2011

Adopted:

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REGULATION GUIDE

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R 2425/ page 1 of 6
Emergency Virtual or Remote
Instruction Program
Oct 22
M

[See POLICY ALERT No. 229]

R 2425 EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM

A. Definitions

1. “Remote instruction” means the provision of instruction occurring when the student and the instructor are in different locations due to the closure of the facility(ies) of the Board of Education, charter school, renaissance school project, or approved private school for students with disabilities. The closure of the facility(ies) shall be pursuant to N.J.S.A. 18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.
2. “Virtual instruction” means the provision of active instruction when the student and the instructor are in different locations and instruction is facilitated through the internet and computer technologies due to the closure of the facility(ies) of the Board of Education, charter school, renaissance school project, or approved private school for students with disabilities. The closure of the facility(ies) shall be pursuant to N.J.S.A. 18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public-health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

- B. Pursuant to N.J.A.C. 6A:32-13.1, if the State or local health department determines that it is advisable to close, or mandates closure of, the schools of a school district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure for more than three consecutive school days, the Superintendent shall have the authority to implement the school district’s program of virtual or remote instruction, pursuant to N.J.S.A. 18A:7F-9.



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Emergency Virtual or Remote
Instruction Program

1. If implemented by the Superintendent, the school district's program of virtual or remote instruction shall be provided to an enrolled student, whether a general education student in preschool through grade twelve or a student with a disability aged three to twenty-one.
 - a. The school district shall provide students with a disability with the same educational opportunities provided to general education students to the extent appropriate and practicable.
 - b. Related services may be delivered to general education students and students with a disability through the use of electronic communication or a virtual or online platform, as appropriate.

2. The Board of Education may apply to the 180-day requirement established pursuant to N.J.S.A. 18A:7F-9.b., one or more days of virtual or remote instruction under the following conditions and in accordance with N.J.A.C. 6A:32-13.1(c)1. through 4. and B.2.a. through d. below:
 - a. Virtual or remote instruction is provided to students on the day(s) that some or all of the programs of instruction of the district were closed to in-person instruction;
 - b. The virtual or remote instruction meets the Commissioner-established criteria for the occurrence of one of the events at N.J.A.C. 6A:32-13.1(b) and B. above;
 - c. The school district's program of virtual or remote instruction:
 - (1) Explains, to the greatest extent possible, the equitable delivery of, and access to, virtual and remote instruction, including descriptions of the following:



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Emergency Virtual or Remote
Instruction Program

- (a) The design of synchronous and/or asynchronous virtual or remote learning plans that will maximize student growth and learning;
 - (b) How the school district will continuously measure student growth and learning in a virtual or remote instruction environment; and
 - (c) The school district's plan for measuring and addressing any ongoing digital divide issue(s), including a lack of access to the internet, network access, or devices;
- (2) Addresses the needs of students with disabilities and includes descriptions of the following:
- (a) The delivery of virtual or remote instruction in order to implement, to the greatest extent possible, students' individualized education programs (IEPs), including material and platform access;
 - (b) The methods used to document IEP implementation, including the tracking of student progress, accommodations, and modifications;
 - (c) How case managers follow up with parents to ensure services are implemented, to the greatest extent possible, in accordance with IEPs; and
 - (d) How the school district plans to conduct IEP meetings, evaluations, and other meetings to identify, evaluate, and/or reevaluate students with disabilities;



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Emergency Virtual or Remote
Instruction Program

- (3) Addresses the needs of English language learners (ELLs) and includes descriptions of the following:
 - (a) How the school district includes an English as a Second Language and/or bilingual education program aligned with State and Federal requirements to meet the needs of ELLs;
 - (b) The process to communicate with parents of ELLs, including providing translation materials, interpretative services, and information available at the parent's literacy level;
 - (c) The use of instructional adaptations, for example, differentiation, sheltered instruction, Universal Design for Learning, access to technology, and strategies to ensure that ELLs access the same standard of education as non-ELL peers; and
 - (d) The training for teachers, administrators, and counselors to learn strategies related to culturally responsive teaching and learning, social-emotional learning, and trauma-informed teaching for students affected by forced migration from their home country;
- (4) Accounts for student attendance in accordance with N.J.A.C. 6A:32-13.1(d) and B.3. below and include the following:
 - (a) A description or copy of the school district's attendance policies, including how the school district will determine whether a student is present or absent during virtual or



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Emergency Virtual or Remote
Instruction Program

remote instruction, and how a student's attendance will factor into promotion, retention, graduation, discipline, and any other decisions that will reflect the student's performance;

- (5) Describes how the school district is communicating with the parents when a student is not participating in virtual or remote instruction and/or submitting assignments;
 - (6) Includes a plan for the continued safe delivery of meals to eligible students;
 - (7) Includes an outline of how buildings will be maintained throughout an extended period of closure; and
 - (8) Includes district-specific factors, including, but not limited to, considerations for Title I extended learning programs, 21st Century Community Learning Center Programs, credit recovery, other extended student learning opportunities, accelerated learning, and social and emotional health of staff and students, transportation, extra-curricular programs, childcare, and community programming; and
- d. The Board of Education submitted a proposed program of virtual or remote instruction to the Commissioner annually.
- (1) If the Board is unable to complete and submit a proposed program annually in accordance with the timeline established by the Commissioner, and the school district is required to close its schools for a declared state of emergency, declared public-health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Commissioner may retroactively approve the program.



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3. If provided under the Board's program that has been approved by the Commissioner, student attendance for a day of virtual or remote instruction shall be accounted for in accordance with N.J.A.C. 6A:32-8.4 for the purpose of meeting State and local graduation requirements, the awarding of course credit, and other matters as determined by the Commissioner.

Adopted:

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11/2 9:36am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10
Interim Balance Sheet
For 4 Month Period Ending 10/31/2022

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$7,982,373.96
121	Tax levy receivable		\$8,316,512.00
	Accounts receivable:		
132	Interfund	\$148,880.83	
141	Intergovernmental - State	\$1,170,458.42	
143	Intergovernmental - Other	\$170,204.98	
			\$1,489,544.23

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

301	Estimated Revenues	\$15,026,854.00	
302	Less Revenues	(\$13,723,315.60)	
			\$1,303,538.40

Total assets and resources

\$19,091,968.59

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REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10
Interim Balance Sheet
For 4 Month Period Ending 10/31/2022

=====

LIABILITIES AND FUND EQUITY

=====

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

421	Accounts Payable	\$182,720.03
TOTAL LIABILITIES		\$182,720.03
=====		

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	\$9,451,721.55
754	Reserve for encumbrance - Prior Year	\$82,408.84
Reserved fund balance:		
760	Reserved Fund Balance	\$6,730,104.39
601	Appropriations	\$16,020,854.46
602	Less : Expenditures	\$3,920,514.89
603	Encumbrances	\$9,534,130.39 (\$13,454,645.28)
		\$2,566,209.18
Total Appropriated		\$18,830,443.96

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

770	Fund Balance	\$922,754.60
303	Budgeted Fund Balance	(\$843,950.00)
TOTAL FUND BALANCE		\$18,909,248.56
TOTAL LIABILITIES AND FUND EQUITY		\$19,091,968.59
=====		

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10
Interim Balance Sheet
For 4 Month Period Ending 10/31/2022

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
	-----	-----	-----
Appropriations	\$16,020,854.46	\$13,454,645.28	\$2,566,209.18
Revenues	(\$15,026,854.00)	(\$13,723,315.60)	(\$1,303,538.40)
	-----	-----	-----
	\$994,000.46	(\$268,670.32)	\$1,262,670.78
Less: Adjust for prior year encumb.	(\$150,050.46)	(\$150,050.46)	
	-----	-----	-----
Budgeted Fund Balance	\$843,950.00	(\$418,720.78)	\$1,262,670.78
	=====	=====	=====
 Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	\$843,950.00	(\$418,720.78)	\$1,262,670.78
	-----	-----	-----
TOTAL Budgeted Fund Balance	\$843,950.00	(\$418,720.78)	\$1,262,670.78
	=====	=====	=====

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 4 Month Period Ending 10/31/2022

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$13,598,292.00	\$12,294,753.60		\$1,303,538.40
3XXX	From State Sources	\$1,428,562.00	\$1,428,562.00		.00
TOTAL REVENUE/SOURCES OF FUNDS		\$15,026,854.00	\$13,723,315.60		\$1,303,538.40
		=====	=====	=====	=====
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$2,071,734.15	\$405,497.02	\$1,424,422.45	\$241,814.68
11-3XX-100-XXX	Voc. Programs - Local - Instruction	\$3,836,940.63	\$462,140.46	\$2,596,617.28	\$778,182.89
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$69,405.00	\$606.48	\$55,883.99	\$12,914.53
11-402-100-XXX	School-Spons. Athletics - Instruction	\$162,326.00	\$31,903.64	\$125,668.09	\$4,754.27
--- UNDISTRIBUTED EXPENDITURES ---					
11-800-330-XXX	Community Services Programs-				
11-000-211-XXX	Attendance and Social Work Services	\$39,885.00	\$18,781.68	\$21,103.32	.00
11-000-213-XXX	Health Services	\$228,312.37	\$61,817.37	\$143,913.54	\$22,581.46
11-000-216-XXX	Speech, OT,PT & Related Svcs	\$6,000.00	.00	.00	\$6,000.00
11-000-218-XXX	Guidance	\$791,624.92	\$215,971.15	\$524,105.70	\$51,548.07
11-000-219-XXX	Child Study Teams	\$230,663.00	\$68,592.94	\$150,301.95	\$11,768.11
11-000-221-XXX	Improvement Of Inst./Other Support Improvement of Inst. Serv.	\$414,510.00	\$147,501.80	\$256,443.88	\$10,564.32
11-000-222-XXX	Educational Media Serv/School Library	\$49,333.00	\$10,756.46	\$33,138.01	\$5,438.53
11-000-223-XXX	Instructional Staff Training Services	\$67,331.00	\$34,495.96	\$23,225.04	\$9,610.00
11-000-230-XXX	Supp. Serv.-General Administration	\$788,436.55	\$276,322.79	\$399,672.30	\$112,441.46
11-000-240-XXX	Supp. Serv.-School Administration	\$802,968.54	\$259,572.17	\$519,856.86	\$23,539.51
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$1,012,771.39	\$339,934.82	\$613,374.51	\$59,462.06
11-000-261-XXX	Allowable Maint. for School Facilities	\$849,529.91	\$261,568.74	\$330,647.54	\$257,313.63
11-000-262-XXX	Custodial Services	\$922,148.00	\$281,107.26	\$606,789.31	\$34,251.43
11-000-263-XXX	Care and Upkeep of Grounds	\$15,000.00	\$4,809.87	.00	\$10,190.13
11-000-266-XXX	Security	\$148,860.00	\$35,662.06	\$112,658.94	\$539.00
11-000-270-XXX	Student Transportation Services	\$98,900.00	\$14,663.98	\$38,115.25	\$46,120.77
11-000-291-XXX	Allocated and Unallocated Benefits	\$3,111,437.00	\$942,400.75	\$1,554,257.25	\$614,779.00
TOTAL GENERAL CURRENT EXPENSE					
EXPENDITURES/USES OF FUNDS		\$15,718,116.46	\$3,874,107.40	\$9,530,195.21	\$2,313,813.85
		=====	=====	=====	=====

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 4 Month Period Ending 10/31/2022

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	-----	-----	-----	-----
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$88,400.00	\$46,407.49	\$3,935.18	\$38,057.33
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$214,338.00	.00	.00	\$214,338.00
	-----	-----	-----	-----
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$302,738.00	\$46,407.49	\$3,935.18	\$252,395.33
	=====	=====	=====	=====
TOTAL GENERAL FUND EXPENDITURES	\$16,020,854.46	\$3,920,514.89	\$9,534,130.39	\$2,566,209.18
	=====	=====	=====	=====

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 4 Month Period Ending 10/31/2022

		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	\$43,200.00	\$543,800.00
1XXX	Miscellaneous	\$850,400.00	\$90,661.60	\$759,738.40
	TOTAL	\$13,598,292.00	\$12,294,753.60	\$1,303,538.40
		=====	=====	=====
--- 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	\$13,723,315.60	\$1,303,538.40
		=====	=====	=====

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 4 Month Period Ending 10/31/2022

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- REGULAR PROGRAMS - INSTRUCTION ---				
11-140-100-101 Salaries of Teachers	\$1,767,524.00	\$354,589.52	\$1,268,279.22	\$144,655.26
11-140-100-106 Other Salaries for Instruction	\$97,549.00	\$10,174.48	\$40,698.52	\$46,676.00
11-140-100-320 Purchased Prof.-Ed. Services	\$14,000.00	.00	.00	\$14,000.00
11-140-100-500 Other Purchased Services	\$28,736.75	\$16,600.90	\$9,459.00	\$2,676.85
11-140-100-610 General Supplies	\$128,890.40	\$12,982.45	\$95,564.11	\$20,343.84
11-140-100-640 Textbooks	\$21,370.00	\$9,189.67	\$2,645.00	\$9,535.33
11-140-100-800 Other Objects	\$7,264.00	\$820.00	\$1,704.60	\$4,739.40
--- 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	\$1,400.00	\$1,058.00	\$6,072.00	(\$5,730.00)
TOTAL	\$2,071,734.15	\$405,497.02	\$1,424,422.45	\$241,814.68
--- Regular Vocational Programs - Instruction ---				
11-310-100-101 Salaries of Teachers	\$3,237,564.20	\$675,073.62	\$2,255,174.54	\$307,316.04
11-310-100-106 Other Salaries for Instruction	\$51,466.00	\$8,148.53	\$43,317.47	.00
11-310-100-320 Purchased Prof.-Ed. Services	\$168,395.00	(\$263,051.00)	\$169,772.00	\$261,674.00
11-310-100-500 Other Purchased Services	\$86,877.00	\$6,145.13	\$43,589.54	\$37,142.33
11-310-100-610 General Supplies	\$270,756.43	\$29,151.69	\$80,086.00	\$161,518.74
11-310-100-640 Textbooks	\$11,550.00	\$1,012.64	.00	\$10,537.36
11-310-100-800 Other Objects	\$10,332.00	\$5,659.85	\$4,677.73	(\$5.58)
Total	\$3,836,940.63	\$462,140.46	\$2,596,617.28	\$778,182.89
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$54,405.00	.00	\$54,405.00	.00
11-401-100-500 Purchased Services	\$5,000.00	.00	.00	\$5,000.00
11-401-100-600 Supplies and Materials	\$5,000.00	\$381.48	\$1,354.99	\$3,263.53
11-401-100-800 Other Objects	\$5,000.00	\$225.00	\$124.00	\$4,651.00
TOTAL	\$69,405.00	\$606.48	\$55,883.99	\$12,914.53
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$86,576.00	\$8,600.64	\$77,975.36	.00
11-402-100-500 Purchased Services	\$41,750.00	\$7,725.00	\$31,362.00	\$2,663.00
11-402-100-600 Supplies and Materials	\$14,000.00	\$6,922.75	\$6,178.32	\$898.93
11-402-100-800 Other Objects	\$20,000.00	\$8,655.25	\$10,152.41	\$1,192.34
TOTAL	\$162,326.00	\$31,903.64	\$125,668.09	\$4,754.27

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 4 Month Period Ending 10/31/2022

	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	\$10,551.68	\$21,103.32	.00
11-000-211-300 Purchased Prof. & Tech. Svc.	\$8,230.00	\$8,230.00	.00	.00
TOTAL	\$39,885.00	\$18,781.68	\$21,103.32	\$0.00
--- Health services ---				
11-000-213-100 Salaries	\$197,928.00	\$57,611.96	\$140,307.48	\$8.56
11-000-213-300 Purchased Prof. & Tech. Svc.	\$17,824.37	\$2,549.63	\$2,454.74	\$12,820.00
11-000-213-500 Other Purchased Services	\$860.00	.00	.00	\$860.00
11-000-213-600 Supplies and Materials	\$10,700.00	\$1,125.78	\$1,151.32	\$8,422.90
11-000-213-800 Other Objects	\$1,000.00	\$530.00	.00	\$470.00
TOTAL	\$228,312.37	\$61,817.37	\$143,913.54	\$22,581.46
--- 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	\$405,783.00	\$91,875.01	\$303,390.72	\$10,517.27
11-000-218-105 Sal Sec. & Clerical Asst.	\$111,260.00	\$36,919.92	\$73,840.08	\$500.00
11-000-218-110 Other Salaries	\$192,959.92	\$53,267.92	\$139,692.00	.00
11-000-218-390 Other Purch. Prof. & Tech Svc.	\$51,572.00	\$22,140.70	\$2,797.50	\$26,633.80
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	\$967.60	\$3,335.40	\$7,197.00
11-000-218-800 Other Objects	\$250.00	.00	.00	\$250.00
TOTAL	\$791,624.92	\$215,971.15	\$524,105.70	\$51,548.07
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$164,998.00	\$44,693.11	\$117,522.72	\$2,782.17
11-000-219-105 Sal Sec. & Clerical Asst.	\$48,815.00	\$16,104.96	\$32,210.04	\$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	\$383.38	\$569.19	\$1,847.43

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 4 Month Period Ending 10/31/2022

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-219-800 Other Objects	\$600.00	\$420.00	.00	\$180.00
TOTAL	\$230,663.00	\$68,592.94	\$150,301.95	\$11,768.11
--- Improvement of instr.serv/other supp serv-inst staff ---				
11-000-221-102 Salaries Superv. of Instr.	\$226,111.00	\$77,465.28	\$142,059.84	\$6,585.88
11-000-221-104 Salaries Other Prof. Staff	\$124,974.00	\$49,502.68	\$73,316.32	\$2,155.00
11-000-221-105 Sal Secr. & Clerical Asst.	\$59,725.00	\$19,908.32	\$39,816.68	.00
11-000-221-500 Other Purchased Services	\$2,900.00	\$625.52	\$1,251.04	\$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	\$147,501.80	\$256,443.88	\$10,564.32
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$38,283.00	\$8,517.48	\$30,146.52	(\$381.00)
11-000-222-300 Purchased Prof. & Tech Svc.	\$2,500.00	.00	.00	\$2,500.00
11-000-222-500 Other Purchased Services	\$500.00	.00	.00	\$500.00
11-000-222-600 Supplies and Materials	\$8,000.00	\$2,238.98	\$2,991.49	\$2,769.53
11-000-222-800 Other Objects	\$50.00	.00	.00	\$50.00
TOTAL	\$49,333.00	\$10,756.46	\$33,138.01	\$5,438.53
--- Instructional Staff Training Services ---				
11-000-223-102 Salaries Superv. of Instruction	\$46,531.00	\$23,305.96	\$23,225.04	.00
11-000-223-390 Other Purch. Prof. & Tech Svc.	\$10,300.00	\$10,300.00	.00	.00
11-000-223-500 Other Purchased Services	\$10,000.00	\$890.00	.00	\$9,110.00
11-000-223-600 Supplies and Materials	\$500.00	.00	.00	\$500.00
TOTAL	\$67,331.00	\$34,495.96	\$23,225.04	\$9,610.00
--- Support services-general administration ---				
11-000-230-100 Salaries	\$394,752.00	\$139,626.44	\$255,125.56	\$0.00
11-000-230-331 Legal Services	\$73,106.55	\$2,690.50	\$20,416.05	\$50,000.00
11-000-230-332 Audit Fees	\$39,700.00	.00	.00	\$39,700.00
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	.00	\$7,175.00	\$11,000.00
11-000-230-340 Purchased Tech. Services	\$5,700.00	.00	.00	\$5,700.00
11-000-230-530 Communications/Telephone	\$67,450.00	\$15,866.24	\$51,415.48	\$168.28
11-000-230-585 BOE Other Purchased Prof. Svc.	\$4,330.00	\$4,330.00	.00	.00
11-000-230-590 Other Purchased Services	\$152,026.00	\$85,944.53	\$65,168.44	\$913.03

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 4 Month Period Ending 10/31/2022

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-230-61X General Supplies	\$2,500.00	\$436.33	\$303.27	\$1,760.40
11-000-230-890 Misc. Expenditures	\$20,697.00	\$20,679.00	\$68.50	(\$50.50)
11-000-230-895 BOE Membership Dues and Fees	\$7,000.00	\$6,749.75	.00	\$250.25
TOTAL	\$788,436.55	\$276,322.79	\$399,672.30	\$112,441.46
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$222,818.00	\$72,109.12	\$150,708.88	.00
11-000-240-104 Salaries Other Prof. Staff	\$325,996.00	\$99,224.28	\$226,771.72	.00
11-000-240-105 Sal Sec. & Clerical Asst.	\$208,025.00	\$68,608.24	\$137,216.48	\$2,200.28
11-000-240-500 Other Purchased Services	\$22,000.00	\$7,720.29	\$2,587.25	\$11,692.46
11-000-240-600 Supplies and Materials	\$18,129.54	\$5,995.24	\$2,572.53	\$9,561.77
11-000-240-800 Other Objects	\$6,000.00	\$5,915.00	.00	\$85.00
TOTAL	\$802,968.54	\$259,572.17	\$519,856.86	\$23,539.51
--- Central Services ---				
11-000-251-100 Salaries	\$400,193.00	\$133,397.36	\$266,795.64	.00
11-000-251-330 Purchased Prof. Svcs.	\$17,515.60	\$2,047.25	\$15,468.35	.00
11-000-251-340 Purchased Technical Svcs.	\$30,157.60	\$14,334.00	\$15,413.60	\$410.00
11-000-251-592 Misc Pur Serv(400-500 series)	\$2,000.00	\$551.00	\$250.00	\$1,199.00
11-000-251-600 Supplies and Materials	\$5,000.00	\$1,206.57	\$11.66	\$3,781.77
11-000-251-89X Other Objects	\$3,190.00	\$2,610.00	.00	\$580.00
TOTAL	\$458,056.20	\$154,146.18	\$297,939.25	\$5,970.77
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$469,348.00	\$156,449.20	\$312,898.80	.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	\$7,477.19	\$2,536.46	\$35,463.54
TOTAL	\$554,715.19	\$185,788.64	\$315,435.26	\$53,491.29
--- Allowable Maint.for School Facilities ---				
11-000-261-100 Salaries	\$493,421.47	\$142,006.41	\$229,494.06	\$121,921.00
11-000-261-420				
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$268,059.00	\$90,198.97	\$90,191.49	\$87,668.54
11-000-261-610 General Supplies	\$75,049.44	\$19,448.33	\$6,389.53	\$49,211.58
11-000-261-800 Other Objects	\$13,000.00	\$9,915.03	\$4,572.46	(\$1,487.49)
TOTAL	\$849,529.91	\$261,568.74	\$330,647.54	\$257,313.63
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$531,148.00	\$130,746.47	\$405,580.60	(\$5,179.07)
11-000-262-490 Other Purchased Property Svc.	\$65,000.00	\$10,432.96	\$24,423.04	\$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 4 Month Period Ending 10/31/2022

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-262-520 Insurance	\$96,000.00	\$62,074.00	\$33,926.00	.00
11-000-262-621 Energy (Natural Gas)	\$90,000.00	\$4,657.73	\$76,055.77	\$9,286.50
11-000-262-622 Energy (Electricity)	\$140,000.00	\$73,196.10	\$66,803.90	.00
TOTAL	\$922,148.00	\$281,107.26	\$606,789.31	\$34,251.43
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$15,000.00	\$4,809.87	.00	\$10,190.13
TOTAL	\$15,000.00	\$4,809.87	\$0.00	\$10,190.13
--- Security ---				
11-000-266-100 Salaries	\$139,950.00	\$30,252.06	\$109,015.02	\$682.92
11-000-266-300 Purchased Prof. & Technical Services	\$500.00	.00	.00	\$500.00
11-000-266-610 General Supplies	\$8,410.00	\$5,410.00	\$3,643.92	(\$643.92)
TOTAL	\$148,860.00	\$35,662.06	\$112,658.94	\$539.00
--- Student transportation services ---				
11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch)	\$57,000.00	\$12,563.98	\$37,600.00	\$6,836.02
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$1,000.00	.00	.00	\$1,000.00
11-000-270-512 Contr Svc(other btw home & sch)-vendors	\$9,000.00	\$900.00	\$406.25	\$7,693.75
11-000-270-517 Contract Svc (reg std) - ESCs	\$31,200.00	\$1,200.00	.00	\$30,000.00
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	\$100.00	.00	\$109.00	(\$9.00)
TOTAL	\$98,900.00	\$14,663.98	\$38,115.25	\$46,120.77
--- Benefits ---				
11-XXX-XXX-210 Group Insurance	\$13,820.00	\$2,953.54	\$7,215.46	\$3,651.00
11-XXX-XXX-220 Social Security Contributions	\$282,200.00	\$72,295.25	\$190,804.75	\$19,100.00
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$386,100.00	\$1,908.88	\$5,173.18	\$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	\$733,533.58	\$1,223,269.56	\$70,913.86
11-XXX-XXX-280 Tuition Reimbursement	\$80,000.00	.00	.00	\$80,000.00
11-XXX-XXX-290 Other Employee Benefits	\$66,000.00	\$13,103.80	\$3,400.00	\$49,496.20
11-XXX-XXX-299 Unused Vac. Payment to Term/Ret Staff	\$10,000.00	.00	.00	\$10,000.00
TOTAL	\$3,111,437.00	\$942,400.75	\$1,554,257.25	\$614,779.00
Total Undistributed expenditures	\$9,577,710.68	\$2,973,959.80	\$5,327,603.40	\$1,276,147.48

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 4 Month Period Ending 10/31/2022

	Appropriations	Expenditures	Encumbrances	Available Balance
	-----	-----	-----	-----
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$15,718,116.46	\$3,874,107.40	\$9,530,195.21	\$2,313,813.85
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$15,718,116.46	\$3,874,107.40	\$9,530,195.21	\$2,313,813.85
	=====	=====	=====	=====

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 4 Month Period Ending 10/31/2022

	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			\$3,935.18	(\$3,935.18)
 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.	\$10,000.00	.00	.00	\$10,000.00
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	\$88,400.00	\$46,407.49	\$3,935.18	\$38,057.33
 --- 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	\$302,738.00	\$46,407.49	\$3,935.18	\$252,395.33
TOTAL GENERAL FUND EXPENDITURES	\$16,020,854.46	\$3,920,514.89	\$9,534,130.39	\$2,566,209.18

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

For 4 Month Period Ending 10/31/2022

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

11/2 9:36am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 4 Month Period Ending 10/31/22

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		(\$60,033.33)
	Accounts receivable:		
141	Intergovernmental - State	\$1,856.62	
142	Intergovernmental - Federal	\$170,981.80	
			\$172,838.42
	Other Current Assets		\$0.00

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

301	Estimated Revenues	\$1,550,224.77	
302	Less Revenues	(\$144,709.49)	
			\$1,405,515.28
	Total assets and resources		\$1,518,320.37
			=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 4 Month Period Ending 10/31/22

=====

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	\$4,631.76
481	Deferred revenues	\$327.80
		\$90,495.10
	TOTAL LIABILITIES	\$90,495.10
		=====

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	\$236,755.70
754	Reserve for encumbrances - Prior Year	\$43,405.65
601	Appropriations	\$1,550,224.77
602	Less: Expenditures	\$165,805.15
603	Encumbrances	\$236,755.70 (\$402,560.85)
		\$1,147,663.92
	TOTAL FUND BALANCE	\$1,427,825.27
	TOTAL LIABILITIES AND FUND EQUITY	\$1,518,320.37
		=====

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 4 Month Period Ending 10/31/22

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
3XXX From State Sources	\$504,977.00	\$141,850.00		\$363,127.00
4XXX From Federal Sources	\$1,045,247.77	\$2,859.49		\$1,042,388.28
	-----	-----	-----	-----
TOTAL REVENUE/SOURCES OF FUNDS	\$1,550,224.77	\$144,709.49		\$1,405,515.28
	=====	=====	=====	=====
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
STATE PROJECTS:				
Vocational education (331-360)	\$158,500.00	\$11,178.67	\$2,500.00	\$144,821.33
Other State Projects (431-449)	\$346,477.00	\$87,956.39	\$132,697.09	\$125,823.52
	-----	-----	-----	-----
TOTAL STATE PROJECTS	\$504,977.00	\$99,135.06	\$135,197.09	\$270,644.85
FEDERAL PROJECTS:				
ESSA Title I - Part A/D (231-239)	\$50,610.49	\$17,068.11	.00	\$33,542.38
I.D.E.A. Part B (Handicapped) (250-259)	\$87,588.00	\$16,419.00	.00	\$71,169.00
ESSA Title II - Part A/D (270-279)	\$9,877.00	\$125.39	\$1,935.00	\$7,816.61
ESSA Title IV (280-289)	\$10,000.00	.00	.00	\$10,000.00
Vocational Education (361-389)	\$259,747.00	.00	\$84,867.32	\$174,879.68
CRRSA-ESSER II Grant Program (483)	\$50,942.45	\$9,117.17	\$8,257.35	\$33,567.93
CRRSA Act-Learning Acceleration Grant Program (484)	\$5,918.08	\$3,000.00	\$1,318.08	\$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	\$625.00	\$5,180.86	\$43,430.14
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	\$66,670.09	\$101,558.61	\$877,019.07
	=====	=====	=====	=====
*** TOTAL EXPENDITURES ***	\$1,550,224.77	\$165,805.15	\$236,755.70	\$1,147,663.92
	=====	=====	=====	=====

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 4 Month Period Ending 10/31/22

	ESTIMATED	ACTUAL	UNREALIZED	
	-----	-----	-----	
--- STATE SOURCES ---				
3290	Recovery High School Access Grant	\$346,477.00	\$141,850.00	\$204,627.00
32XX	Other Restricted Entitlements	\$158,500.00	\$0.00	\$158,500.00
		-----	-----	-----
	Total Revenue from State Sources	\$504,977.00	\$141,850.00	\$363,127.00
		=====	=====	=====
--- FEDERAL SOURCES ---				
4411-16	Title I	\$50,610.49	\$2,859.49	\$47,751.00
4451-55	Title II	\$9,877.00	.00	\$9,877.00
4471-74	Title IV	\$10,000.00	.00	\$10,000.00
4420-29	I.D.E.A. Part B (Handicapped)	\$87,588.00	.00	\$87,588.00
4430	Vocational Education	\$259,747.00	.00	\$259,747.00
4534	CRRSA Act - ESSER II	\$50,942.45	.00	\$50,942.45
4535	CRRSA Act - Learning Acceleration Grant	\$5,918.08	.00	\$5,918.08
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	\$2,859.49	\$1,042,388.28
		=====	=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$1,550,224.77	\$144,709.49	\$1,405,515.28
		=====	=====	=====

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 4 Month Period Ending 10/31/22

	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	\$11,178.67	\$2,500.00	\$144,821.33
20-431-XXX-XXX to 20-449-XXX-XXX Other State Projects	\$346,477.00	\$87,956.39	\$132,697.09	\$125,823.52
-- TOTAL Other State Programs --	\$504,977.00	\$99,135.06	\$135,197.09	\$270,644.85
TOTAL STATE PROJECTS	\$504,977.00	\$99,135.06	\$135,197.09	\$270,644.85
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	\$17,068.11	.00	\$33,542.38
20-25X-XXX-XXX I.D.E.A. Part B	\$87,588.00	\$16,419.00	.00	\$71,169.00
20-27X-XXX-XXX ESSA Title II - Part A/D	\$9,877.00	\$125.39	\$1,935.00	\$7,816.61
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	.00	\$84,867.32	\$174,879.68
20-483-XXX-XXX CRRSA-ESSER II Grant Program	\$50,942.45	\$9,117.17	\$8,257.35	\$33,567.93
20-484-XXX-XXX CRRSA Act-Learning Acceleration Grant Program	\$5,918.08	\$3,000.00	\$1,318.08	\$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	\$625.00	\$5,180.86	\$43,430.14
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	\$66,670.09	\$101,558.61	\$877,019.07
	=====	=====	=====	=====
TOTAL FEDERAL PROJECTS	\$1,045,247.77	\$66,670.09	\$101,558.61	\$877,019.07
20-XXX-XXX-XXX All Other State/Fed/Loc Projects	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENDITURES	\$1,550,224.77	\$165,805.15	\$236,755.70	\$1,147,663.92
	=====	=====	=====	=====

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

Special Revenue Fund - Fund 20
For 4 Month Period Ending 10/31/22

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

11/2 9:36am

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 Capital Projects Fund - Fund 30
 Interim Balance Sheet
 For 4 Month Period Ending 10/31/22

=====

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 4 Month Period Ending 10/31/22

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

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

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

F U N D B A L A N C E

--- 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)
		<hr/>	<hr/>
	Total Appropriated		\$23,727,629.07
			<hr/>
			\$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)
			<hr/>

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 4 Month Period Ending 10/31/22

	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 4 Month Period Ending 10/31/22

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: October 2022**

CASH REPORT

Governmental Funds	Beginning Balance	Deposits	Disbursements	Ending Balance
General Fund (10)	\$ 7,990,111.46	\$ 1,395,189.39	\$ (1,402,926.89)	\$ 7,982,373.96
Special Revenue Fund (20)	\$ (33,094.46)	\$ 28,370.00	\$ (55,308.87)	\$ (60,033.33)
Capital Project Fund (30)	\$ 68,807.44	\$ -	\$ (6,020.72)	\$ 62,786.72
Total Governmental Funds	\$ 8,025,824.44	\$ 1,423,559.39	\$ (1,464,256.48)	\$ 7,985,127.35
Summer Savings Acct #6028	\$ 22,421.30	\$ 22,297.30	\$ -	\$ 44,718.60
Enterprise Fund (60) Café # 1253	\$ 29,419.55	\$ 11,215.28	\$ -	\$ 40,634.83
Payroll Fund (70) Acct #5868	\$ -	\$ 533,739.24	\$ (533,739.24)	\$ -
Agency Fund (90) Acct #9311	\$ -	\$ 528,262.66	\$ (528,262.66)	\$ -
Total Trust & Agency	\$ 51,840.85	\$ 1,095,514.48	\$ (1,062,001.90)	\$ 85,353.43
Grand Totals	\$ 8,077,665.29	\$ 2,519,073.87	\$ (2,526,258.38)	\$ 8,070,480.78

X *Robert Presuto*

Robert Presuto
Superintendent

11/3/22

Date

Bank Reconciliation
Operating Account #1199
October 31, 2022

Books	
Beginning Balance	\$ 8,025,824.44
Deposits	\$ 1,423,559.39
Disbursements	\$ (1,464,256.48)
Ending Balance	\$ 7,985,127.35

Bank	
Ending Balance	\$ 8,081,416.10
Outstanding Checks	-\$96,288.75
Ending Balance	\$ 7,985,127.35

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 May	77727	\$100.87
Total		2022 May		\$100.87
		2022 June	77853	\$650.00
Total		2022 June		\$650.00
		2022 July	77958	\$2,455.88
Total		2022 July		\$2,455.88
		2022 August	78069	\$7,700.00
Total		2022 August		\$7,700.00
		2022 September	78130	\$1,147.50
		2022 September	78153	\$18.72
		2022 September	78157	\$900.00
		2022 September	78169	\$200.00
		2022 September	78173	\$87.00
Total		2022 September		\$2,353.22
		2022 October	78240	\$138.00

Bank Reconciliation
Operating Account #1199
October 31, 2022

2022 October	78241	\$438.40
2022 October	78242	\$6,716.13
2022 October	78243	\$223.04
2022 October	78244	\$396.00
2022 October	78245	\$600.00
2022 October	78248	\$16,542.65
2022 October	78250	\$743.14
2022 October	78253	\$417.68
2022 October	78259	\$131.29
2022 October	78260	\$306.00
2022 October	78261	\$6,180.00
2022 October	78262	\$3,862.50
2022 October	78265	\$1,058.00
2022 October	78266	\$260.83
2022 October	78267	\$25.46
2022 October	78268	\$50.73
2022 October	78269	\$890.00
2022 October	78270	\$575.00
2022 October	78271	\$300.00
2022 October	78273	\$460.00
2022 October	78276	\$652.47
2022 October	78277	\$41.91
2022 October	78278	\$58.99
2022 October	78279	\$125.39
2022 October	78282	\$341.16
2022 October	78286	\$69.33
2022 October	78287	\$600.00
2022 October	78290	\$600.00
2022 October	78292	\$134.47
2022 October	78293	\$1,148.84
2022 October	78297	\$824.00
2022 October	78299	\$5,261.39
2022 October	78302	\$35.50
2022 October	78305	\$29.26
2022 October	78306	\$149.94
2022 October	78307	\$374.08
2022 October	78308	\$18,315.59
2022 October	78310	\$9,905.82
2022 October	78312	\$700.00
2022 October	78313	\$259.60
2022 October	78316	\$669.17
2022 October	78320	\$87.00
2022 October	78322	\$87.00
2022 October	78323	\$87.00
2022 October	78324	\$87.00

Bank Reconciliation
Operating Account #1199
October 31, 2022

	2022 October	78325	\$87.00
	2022 October	78326	\$174.00
	2022 October	78328	\$174.00
	2022 October	78330	\$87.00
	2022 October	78331	\$87.00
	2022 October	78332	\$87.00
	2022 October	78334	\$87.00
	2022 October	78335	\$170.00
	2022 October	78340	\$100.00
	2022 October	78346	\$857.04
Total	2022 October		\$82,869.80
<hr/>			
Total All Outstanding Checks			\$96,288.75
<hr/>			

Bank Reconciliation
Summer Savings Account # 6028
October 31, 2022

Books

Beginning Balance	\$	24,421.30
Deposits	\$	22,297.30
Disbursements	\$	-
Ending Balance	\$	46,718.60

Bank

Ending Balance	\$	46,718.60
Outstanding Checks	\$	-
Ending Balance	\$	-

Bank Reconciliation
Cafeteria Account #1253
October 31, 2022

Books	
Beginning Balance	\$ 29,419.55
Deposits	\$ 11,215.28
Disbursements	\$ -
Ending Balance	\$ 40,634.83
Bank	
Ending Balance	\$ 40,793.48
Outstanding Checks	\$ (158.65)
Ending Balance	\$ 40,634.83

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

Bank Reconciliation
Payroll Account #5868
October 31, 2022

Books	
Beginning Balance	\$ -
Deposits	\$ 533,739.24
Disbursements	\$ (533,739.24)
Ending Balance	\$ -

Bank	
Ending Balance	\$ 284.39
Outstanding Checks	\$ (284.39)
Ending Balance	\$ -

Outstanding Checks	Month	Check #	Amount
24209	September	24209	\$ 284.39
Total			\$ 284.39

Bank Reconciliation
Agency Account # 9311
October 31, 2022

Books	
Beginning Balance	\$ -
Deposits	\$ 528,262.66
Disbursements	\$ (528,262.66)
Ending Balance	\$ -

Bank	
Ending Balance	\$ 88,166.97
Outstanding Checks	\$ (88,166.97)
Ending Balance	\$ -

Outstanding Checks	Month	Check #	Amount
	October	20552	\$ 1,269.50
	October	20553	\$ 1,217.94
	October	910282201	\$ 57,419.33
	October	910282202	\$ 16,546.94
	October	910282205	\$ 10,274.68
	October	910282208	\$ 984.74
	October	910282209	\$ 453.84
Total			\$ 88,166.97

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Somerset County Vocational Board of Ed.
Expense Account Adjustment Analysis By Account#

ADDENDUM #5

va_exaa1.082406

10/31/2022

Current Cycle : October

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
11-000-222-100-03-0001-	SUBSTITUTES/O.T.	October Transfer	0023	10/31/2022	RSIPPLE	\$600.00	\$400.00	\$1,000.00
11-000-230-890-08-0000-	MISC EXP	October Transfer	0023	10/31/2022	RSIPPLE	\$4,104.00	\$101.00	\$4,205.00
11-000-261-800-02-0000-	MEMBERSHIPS	October Transfer	0023	10/31/2022	RSIPPLE	\$13,000.00	\$1,500.00	\$14,500.00
11-000-262-420-02-0001-	WASTE REMOVAL	October Transfer	0023	10/31/2022	RSIPPLE	\$10,000.00	\$5,200.00	\$15,200.00
11-000-266-610-02-0000-	UE S GENERAL SUPPLIES	October Transfer	0023	10/31/2022	RSIPPLE	\$3,000.00	\$645.00	\$3,645.00
11-000-270-800-02-0000-	PERMITS & FEES	October Transfer	0023	10/31/2022	RSIPPLE	\$100.00	\$10.00	\$110.00
11-140-100-101-03-0001-	SUBSTITUTES	October Transfer	0023	10/31/2022	RSIPPLE	\$20,000.00	(\$1,000.00)	\$19,000.00
11-140-100-101-07-0000-	SAL-ALT SCHOOL-REG	October Transfer	0023	10/31/2022	RSIPPLE	\$221,935.00	(\$10,000.00)	\$211,935.00
11-140-100-106-03-0000-	SALARIES - AIDES	October Transfer	0023	10/31/2022	RSIPPLE	\$46,676.00	(\$10,766.00)	\$35,910.00
11-140-100-500-03-0000-	OTH PURC SVCS-TRAVEL HS	October Transfer	0023	10/31/2022	RSIPPLE	\$4,586.75	\$300.00	\$4,886.75
11-140-100-610-03-0003-	SUPPLIES - SCIENCE	October Transfer	0023	10/31/2022	RSIPPLE	\$8,385.46	\$300.00	\$8,685.46
11-150-100-320-05-0000-	PURCH. PROF. SVS.- HOME	October Transfer	0023	10/31/2022	RSIPPLE	\$1,400.00	\$6,000.00	\$7,400.00
11-310-100-800-11-0000-	OTHER OBJECTS - VOC	October Transfer	0023	10/31/2022	RSIPPLE	\$6,682.00	\$3,310.00	\$9,992.00
12-310-100-730-11-0000-	VOCATIONAL PROGRAM EQUIP	October Transfer	0023	10/31/2022	RSIPPLE	\$0.00	\$4,000.00	\$4,000.00
Total Current Appr.								\$0.00

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