

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive  
Bridgewater, New Jersey 08807

Regular Meeting  
August 27, 2018

**Swear in Richard St. Pierre**

I. Call to Order

II. Roll Call of Members

William Hyncik, Jr., President  
Gregory Lalevee  
Richard St. Pierre  
Roger Jinks

Also Present:

Dr. Chrys Harttraft, Superintendent of Schools  
Raelene Catterson, School Business Administrator/Board Secretary  
Diane Ziegler, High School Principal  
Lisa Fittipaldi, Board Attorney  
Brian D. Levine, Somerset County Freeholder Liaison  
Members of the Press: The Courier News, The Star Ledger and the Messenger Gazette  
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 December 30, 2017.

Pledge of Allegiance

III. Approval of Minutes of the Regular Meeting and Executive Session held on July 23, 2018.

A. Corrections

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the minutes of the Regular Meeting and Executive Session held on July 23, 2018 were approved.

IV. Correspondence

A.

V. Presentations/Recognitions

A. Presentation of Student of the Month – None

VI. Old or Unfinished Business

A. Construction Projects

VII. Report of the Attorney

VIII. Committee Reports

- Board of School Estimate –
- Curriculum/Grants –
- NJSBA (Delegate) –
- SCSBA (Delegate) –
- SCESC (Representative) –
- SCJIF – (Commissioner) – Ms. Catterson
- SCIC – (Commissioner) – Mr. Hyncik

IX. School Communications Report

X. Superintendent’s Report

A. Employment of Full-Time Personnel – 2018-19 School Year

The Superintendent recommends that the Board of Education appoint Ms. Devin Quackenbush to the position of Special Education Instructor (67%) (UPC #TCH-HS-INC-FL-06), at a salary of \$37,265.40\*, Step 2-3/A, effective September 1, 2018. (11-310-100-101-05-0000).

\*Based upon 2017-18 salary guide

B. Rescind Employment

The Superintendent recommends that the Board of Education rescind the employment of Mr. Nicholas Pereira, JV Boys’ Soccer Coach. (Notice of rescindment- August 8, 2018.)

C. Employment of Part-Time Hourly Personnel – Summer 2018

The Superintendent recommends that the Board of Education approve employment of the following part-time personnel for Summer 2018:

High School

Samantha Carter	Guidance Counselor (5 days)	\$307.18/diem (11-000-218-104-05-0001)
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REM Summer Bridge Program

Amethyst Milochik	Student Assistant – Culinary Arts (48 hrs)	\$ 8.60/hr (grant acct. codes TBD)
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D. Employment of Part-Time Hourly Personnel – 2018-19 School Year

The Superintendent recommends that the Board of Education approve employment of the following part-time personnel for the 2018-19 school year:

High School

Evangeline Byrd	Personal Aide (12.5 hrs/week)	\$ 28.62/hr (11-310-100-106-05-0000)
Evangeline Byrd	CTE Aide (7.5 hrs/week)	\$ 28.62/hr (11-310-100-106-05-0000)
Maureen Glennon Clayton	Repertory Dance Company Instructor (13 hrs)	\$ 46.52/hr* (11-310-100-101-10-0000)

\*Based upon 2017-18 salary/subject to change upon negotiated agreement

Paid Structured Learning Experience (SLE)

Grace Sellinger	Stage/Lighting/Intern Production Mgmt.	\$ 10.00/hr (11-000-240-110-00-0000)
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Employment of Part-Time Hourly Personnel – 2018-19 School Year (con't)NJ SkillsUSA

Peter Carey	State Director	\$4,853.33/month (20-335-200-100-24-0000)
Sheila Rick	Assistant to State Director	\$4,246.67/month (20-335-200-100-24-0000)
Nzinga Basir	Program Assistant	\$ 416.67/month (20-335-200-100-24-0000)
Janet Cantore-Watson	Communications Assistant	\$ 416.67/month (20-335-200-100-24-0000)
Amy Patryn	Financial Assistant	\$ 416.67/month (20-335-200-100-24-0000)
(pending NJ SkillsUSA grant approval)		

School Based Program

Moysey Averbukh	Bus Driver (27 hrs)	\$ 19.00/hr (20-432-200-110-21-0000)
Anthony Pucci, Jr.	Substitute Bus Driver	\$ 19.00/hr (20-432-200-110-21-0000)
Alejandro Ripalda	Substitute Bus Driver	\$ 19.00/hr (20-432-200-110-21-0000)
Roberta Snead	Substitute Bus Driver	\$ 19.00/hr (20-432-200-110-21-0000)

## E. Extra-Curricular Appointment – 2018-19 School Year

The Superintendent recommends that the Board of Education approve the following for extra-curricular activities for the 2018-19 school year as follows: (Stipend to be determined upon completion of negotiated agreement.)

Brittany McGarry	JV Boys' Soccer Coach	\$2,971.00
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## F. Principal/Supervisors Salaries – 2018-19 School Year

The Superintendent recommends that in accordance with the PSA Memorandum of Agreement previously approved that the Board of Education approve salaries of principal/supervisors for the 2018-19 school year as listed below:

<u>Name</u>	<u>Step</u>	<u>2018-19 Salary</u>
Randee Holz	B-6	\$ 99,292.38
Maria Johnson	A-5	\$122,275.50
Christopher Lemongelli	B-8	\$102,288.57
Teresa Morelli	B-OG	\$107,114.74
Patrick Pelliccia	B-10	\$105,910.51
Mario Peluso	B-OG	\$110,608.24
Diane Ziegler	A-OG	\$141,932.02

G. Stipend Amount Revisions – 2018-19 School Year

The Superintendent recommends, in keeping with recently approved 2018-19 school year salaries, the following revised stipend position amounts:

Teresa Morelli	Affirmative Action Officer	\$409.87/month
Christopher Lemongelli	Child Study Team Case Manager for Social Assessments (School Social Worker) Special Education – IEP’s	\$521.90/assessment

H. Salary Adjustments – 2018-19 School Year

The Superintendent recommends that the Board of Education approve salary adjustments for the 2018-19 school year as follows:

Name	2018-19 Base Salary*	Masters Stipend	Add'l Assignments per Week	% rate	Amount	2018-19 Total Salary
Christopher Miller	\$ 66,885.00	\$ 725.00	10	28.56%	\$ 19,102.36	\$ 86,712.36
Johanna Scholl	\$ 74,005.00	\$ 725.00	10	28.56%	\$ 21,135.83	\$ 95,865.83
Kim Vasaturo	\$ 79,105.00	NA	4	11.424%	\$ 9,036.96	\$ 88,141.96
Robert Carrig	\$ 63,325.00	\$ 725.00	5	14.28%	\$ 9,042.81	\$ 73,092.81
Janeen Sortor	\$ 70,445.00	NA	2	5.71%	\$ 4,023.82	\$ 74,468.82
Deb Gichan	\$ 58,010.00	NA	5	14.28%	\$ 8,283.83	\$ 66,293.83
Joseph Alfieri	\$ 75,345.00	NA	2.5	7.14%	\$ 5,379.63	\$ 80,724.63
Jonathon Ostroff	\$ 79,105.00	NA	2.5	7.14%	\$ 5,648.10	\$ 84,753.10
Rachel Kinlan	\$ 59,765.00	NA	6	17.136%	\$ 10,241.33	\$ 70,006.33
Matthew Poznanski	\$ 60,390.00	NA	6	17.136%	\$ 10,348.43	\$ 70,738.43
John O'Neill	\$ 84,114.63	NA	1	2.856%	\$ 2,402.31	\$ 86,516.94
Maura Gillooly	\$ 59,430.00	NA	6	17.136%	\$ 10,183.92	\$ 69,613.92
*Based upon 2017-18 salary guide						

I. Provisional Teacher Program – 2018-19 School Year

The Superintendent recommends that the Board of Education approve the following mentors (pursuant to NJAC 6A:9B-8.4) for the district’s provisional teachers for the 2018-19 school year (payment amount is determined by the NJ Department of Education and satisfied by the mentee) as follows:

Provisional Teacher

<u>Candidate (Mentee)</u>	<u>Route</u>	<u>Mentoring Fees</u>	<u>Mentor</u>
Wade Cohen	Alternate	\$450.00 - 4 weeks	Michael McClain
		\$550.00 - 30 weeks	Michael McClain
Devin Quackenbush	Alternate	\$450.00 - 6 weeks*	Robert Carrig
		\$550.00 - 42 weeks*	Robert Carrig

\*FTE .67% -Length of time proportionately longer pursuant to Provisional Teacher Program

Motion\_\_\_\_\_ Second\_\_\_\_\_
Discussion
Call the Roll

Table with 3 columns: Roll Call, Yes, No. Rows include Mr. Hyncik, Mr. Lalevee, Mr. Jinks, Mr. St. Pierre.

J. After School Hours Program Fees

The Superintendent recommends that the Board of Education approve the following after school hours program fees for the 2018-19 school year as follows:

Table with 2 columns: Program Name, Fee. Rows include Performing Arts Program Students/Tap Dance Company Fee (\$140.00) and Performing Arts Program Students/Repertory Company Fee (\$120.00).

K. Textbook Approval

The Superintendent recommends that the Board of Education approve the following textbooks:

- Medical Dosage Calculations, 11th Edition 2016 (\$69.90/each x 20 books - \$1,502.85 [includes s&h])
Electrical Motor Controls Textbook, 5th Edition (\$106.50/each x 12 books)
Electrical Motor Controls Application Manual, 5th Edition (\$27.75/each x 24 manuals)
Electrical Motor Controls, 5th Edition On-Line Instructor Resources (\$170.00)
Electrical Motor Controls Workbook, 5th Edition (\$27.75) – (Total order - \$2,248.98 [includes s&h])

L. Affiliation Agreement – Health Occupations Clinical Experience

The Superintendent recommends that the Board of Education approve continuation of the affiliation agreement with Bridgeway Senior Healthcare for the 2018-19 school year.

Motion\_\_\_\_\_ Second\_\_\_\_\_
Discussion
Call the Roll

Table with 3 columns: Roll Call, Yes, No. Rows include Mr. Hyncik, Mr. Lalevee, Mr. St. Pierre, Mr. Jinks.

M. Comprehensive Equity Plan Statement of Assurances

The Superintendent recommends that the Board of Education submit the district’s Comprehensive Equity Plan Statement of Assurances for the 2018-19 school year to the Executive County Superintendent of Schools as required by law.

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	___	___
Mr. Lalevee	___	___
Mr. St. Pierre	___	___
Mr. Jinks	___	___

N. Abolish Regulation 5512 – Harassment, Intimidation, or Bullying Investigation Procedure and Regulation 5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities

The Superintendent recommends that the Board of Education abolish Regulation 5512 – Harassment, Intimidation, or Bullying Investigation Procedure and Regulation 5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities.

O. Suspend the Rules of Bylaw 0131 to Adopt Revised Policy and Regulation 1550 and Policy 5512

The Superintendent recommends that the Board of Education suspend the rules of Bylaw 0131 requiring two Board readings to adopt a Policy and adopt Policy and Regulation 1550 – Equal Employment/Anti-Discrimination Practices and Policy 5512 – Harassment, Intimidation, and Bullying (HIB) as they appear on Addendum #1 with one reading to have these Policies effective for September 1, 2018.

P. Board Policies and Regulation – First Reading

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

2431.8 – Varsity Letters for Interscholastic Extracurricular Activities

1613/R1613 – Disclosure and Review of Applicant’s Employment History

Q. Revised Board Policies and Regulations – First Reading

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

- 2431 – Athletic Competition
- R2431.2 - Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad
- 5350/R5350 – Student Suicide Prevention
- 5533 – Student Smoking
- 5535 – Passive Breath Alcohol Sensor Device
- 8462 – Reporting Potentially Missing or Abused Children

5561 - Use of Physical Restraint and Seclusion Techniques for Students with Disabilities

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	___	___
Mr. Lalevee	___	___
Mr. St. Pierre	___	___
Mr. Jinks	___	___

R. Acceptance of Funds

The Superintendent recommends that the Board of Education adopt the following resolution: The governing body of the Somerset County Vocational and Technical Schools at its August 27, 2018 meeting authorized acceptance of funds for the following:

NJ Department of Education	Carl D. Perkins (FY 2019)	\$277,064.00
	Other Districts	\$258,100.00
	Reserve	\$ 18,964.00

NJ Department of Education	ESEA (FY 2019) (Elementary & Secondary Education Act)	\$ 79,308.00
	Title I Part A Basic	\$ 60,601.00
	Title II Part A	\$ 8,707.00
	Title IV	\$ 10,000.00

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	___	___
Mr. Lalevee	___	___
Mr. St. Pierre	___	___
Mr. Jinks	___	___



S. Resolution – Harassment, Intimidation and Bullying Decisions

Whereas, the Somerset County Vocational Board of Education has received and accepted the HIB Investigation Report at its regularly scheduled meeting held on **July 23, 2018**; 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 case listed in the HIB Investigation Report previously accepted by the Board at its regularly scheduled Board of Education meeting held on July 23, 2018.

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	___	___
Mr. Lalevee	___	___
Mr. St. Pierre	___	___
Mr. Jinks	___	___

T. Superintendent’s Update

- HIB
- Student Suspension Report – None
- Annual Graduation Report - The Superintendent, in accordance with N.J.S.A. 18A:7C-7 and 18A:7E-3, shall report annually to the Board of Education at a public meeting not later than September 30, and to the Commissioner of Education:

1. The total number of students graduated; **79**
2. The number of students graduated under the substitute competency test process; **29**
3. The number of students graduated under the portfolio appeals process; **2**
4. The number of students receiving State-endorsed high school diplomas as a result of meeting any alternative requirements for graduation as specified in their IEP’s; **3**
5. The total number of students denied graduation from the twelfth grade class; and **0**
6. The number of students denied graduation from the twelfth grade class solely because of failure to pass the high school end-of-course PARCC assessments, substitute competency tests, or portfolio appeals process based on the provisions of N.J.A.C. 6A:8. **0**

U. Submission of Bills

It is recommended the Board of Education approve the bills list for August 2018 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. Hyncik	___	___
Mr. Lalevee	___	___
Mr. St. Pierre	___	___
Mr. Jinks	___	___

XI. Report of the School Business Administrator/Board Secretary

A. Reports A148 and A149

It is recommended the Board of Education adopt the monthly financial statement reports for the School Business Administrator/Board Secretary for the month of July 2018 and the Treasurer of School Monies for the month of July 2018, 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. Hyncik	___	___
Mr. Lalevee	___	___
Mr. St. Pierre	___	___
Mr. Jinks	___	___

B. Budget Transfers – 2017-18 School Year (April, May, and June) and 2018-19 School Year (July and August)

It is recommended the Board of Education approve the budget transfers for the 2017-18 and 2018-19 school years as they appear on Addendum #5.

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	___	___
Mr. Lalevee	___	___
Mr. St. Pierre	___	___
Mr. Jinks	___	___

C. Award Purchases in Excess of Bid Threshold in Compliance with NJSA 18A:18A – 2018-19 School Year

It is recommended the Board of Education award the following purchases in excess of the bid threshold which are estimate of year to date purchase and may be adjusted when necessary and in compliance with law.

CDW Government	Technology Equipment	Co-Op	\$87,000.00
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Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	___	___
Mr. Lalevee	___	___
Mr. St. Pierre	___	___
Mr. Jinks	___	___

D. Memorandum of Understanding – Somerset County Prosecutor’s Office and the Public School Districts Located Within Somerset County

It is recommended the Board of Education approve the Memorandum of Understanding between the Somerset County Prosecutor’s Office and the Public School Districts Located within Somerset County as it appears on Addendum #6.

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	___	___
Mr. Lalevee	___	___
Mr. St. Pierre	___	___
Mr. Jinks	___	___

E. Change Order – Ceiling Upgrades Report

Change Order No. 1

**Add \$29,020.00**, Paley Construction will provide all labor, materials and equipment necessary to replace poor piping insulation, raising of HVAC unit and related mechanical work, demolition of existing wall mounted speakers and installation of new gypsum board, tape, spackle and finish and the purchase and installation of new ceiling mounted speakers.

Motion\_\_\_\_\_ Second\_\_\_\_\_
Discussion
Call the Roll

Table with 3 columns: Roll Call, Yes, No. Rows include Mr. Hyncik, Mr. Lalevee, Mr. St. Pierre, and 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:

September 24, 2018
5:00 P.M.
Somerset County Vocational & Technical Schools
14 Vogt Drive
Bridgewater, New Jersey 08807

XIV. Remarks from the Public - 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 potential litigation-chiller system. 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.

# POLICY GUIDE

ADMINISTRATION

1550/page 1 of 2

**Equal Employment/Anti-Discrimination Affirmative  
Action Program for Employment and  
Contract Practices**

Apr 18

M

[See POLICY ALERT Nos. 116, 167, 172, 191, 209 and 215]

1550 **EQUAL EMPLOYMENT/ANTI-DISCRIMINATION AFFIRMATIVE  
ACTION PROGRAM FOR EMPLOYMENT AND  
CONTRACT PRACTICES**

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

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

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

The Board shall not assign, transfer, promote or retain staff, or fail to assign, transfer, promote or retain staff, on the sole basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status.



# POLICY GUIDE

ADMINISTRATION

1550/page 2 of 2

**Equal Employment/Anti-Discrimination Affirmative  
Action Program for Employment and  
Contract Practices**

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

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

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

Adopted:



# REGULATION GUIDE

ADMINISTRATION

R 1550/page 1 of 5

**Equal Employment/Anti-Discrimination  
Affirmative Action Program for Employment  
and Contract Practices Complaint Procedure**

Apr 18

M

[See POLICY ALERT Nos. 116, 167, 191 and 215]

R 1550 **EQUAL EMPLOYMENT/ANTI-DISCRIMINATION  
AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT  
AND CONTRACT PRACTICES COMPLAINT PROCEDURE**

A. Purpose and Application

1. The purpose of this procedure is to give any **school** district employee or candidate for **school** district employment the opportunity to appeal an alleged violation of the **school** district's Affirmative Action Program for employment and contract practices, as set forth in Policy No. 1550 or in a plan formally adopted by the Board of Education and approved by the Commissioner.
2. No qualified handicapped person, shall, on the basis of handicap, be subjected to discrimination in employment and the Board will take positive steps to employ and advance in employment qualified handicapped persons in programs and activities.
3. This procedure is intended to facilitate an equitable and just resolution of a dispute at the most immediate level and should be implemented in an informal manner.
4. Every reasonable effort will be made to expedite the process in the interest of a prompt resolution. Time limits may, however, be extended with the consent of all parties..
5. All participants in the procedure will respect the confidentiality that this **school** district accords to information about individual staff members.

B. Definitions

1. "Board of Education" means the Board of Education of the *Somerset County Vocational and Technical* School District.
2. "Complaint" means an alleged violation of the **school** district's Affirmative Action Plan or Policy.



# REGULATION GUIDE

ADMINISTRATION

R 1550/page 2 of 5

**Equal Employment/Anti-Discrimination  
Affirmative Action Program for Employment  
and Contract Practices Complaint Procedure**

3. "Complainant" means a staff member who alleges a violation of the **school** district's Affirmative Action Plan or Policy No. 1550.
4. "Day" means a **business day** ~~working~~ or calendar day as identified.
5. "School district" or "**district**" means the *Somerset County Vocational and Technical* School District.
6. "Violation" means the failure of a **school** district official or employee to take the positive steps outlined in Policy No. 1550 or the duly approved Affirmative Action Plan to remove impermissible bias or preference from all aspects of **school** district employment or contract practices and/or to correct the results of past discrimination.

## C. Procedure

1. A Complainant who believes that he/she has been harmed or adversely affected by a failure to enforce the **school** district's Affirmative Action Plan for employment and contract practices shall discuss the matter with his/her immediate supervisor in an attempt to resolve the matter informally.
  - a. In the event the Complainant believes their immediate supervisor may be conflicted or if the immediate supervisor is not available, the Complainant may proceed directly to the school district's Affirmative Action Officer as outlined in C.2. below.
  - b. In the event the Complainant believes the school district's Affirmative Action Officer may be conflicted, the Complainant may submit a written complaint to the Superintendent of Schools who will designate a supervisor or administrative staff member to conduct the investigation in accordance with the procedures outlined in this Regulation. The Superintendent will ensure the supervisor or administrative staff member is provided affirmative action training in accordance with State mandates and guidelines.





# REGULATION GUIDE

ADMINISTRATION

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**Equal Employment/Anti-Discrimination  
Affirmative Action Program for Employment  
and Contract Practices Complaint Procedure**

2. If the matter is not resolved to the satisfaction of the Ceomplainant within **ten business** ~~thirty working~~ days, the Ceomplainant may submit a written complaint to the Affirmative Action Officer. The complaint will include:
  - a. The Ceomplainant's name and address,;
  - b. The specific failure to act that the Ceomplainant complains of,;
  - c. The school officer or employee, if any, responsible for the alleged violation of the Affirmative Action Plan,;
  - d. The results of discussions conducted in accordance with paragraph C.1.-,; and
  - e. The reasons why those results are not satisfactory.
3. The Affirmative Action Officer will investigate the matter informally and will respond to the complaint in writing no later than seven **business working** days after receipt of the written complaint. A copy of the complaint and the response will be forwarded to the Superintendent.
4. The response of the Affirmative Action Officer may be appealed to the Superintendent in writing within three **business working** days after it has been received by the Ceomplainant. The appeal will include the original complaint, the response to the complaint, and the Ceomplainant's reason for rejecting the response. A copy of the appeal must be given to the staff member alleged to have violated the Affirmative Action Plan.
5. ~~On his/her timely request (that is, submitted before the expiration of the time within which the Superintendent must render a decision),~~ **Upon request,** the Ceomplainant will be given an informal hearing before the Superintendent, at a time and place convenient to the parties, but no later than seven **business working** days after the request for a hearing has been submitted. The Superintendent may also require the presence at the hearing of the staff member charged with violation of the Affirmative Action Plan and any other person with knowledge of the violation complained of.



# REGULATION GUIDE

ADMINISTRATION

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**Equal Employment/Anti-Discrimination  
Affirmative Action Program for Employment  
and Contract Practices Complaint Procedure**

6. The Superintendent will render a written decision in the matter no later than seven **business working** days after the appeal was filed or the hearing was held, whichever occurred later. Copies of the decision will be given to all parties ~~and to the Board of Education.~~
7. The Ceomplainant may appeal the Superintendent's decision to the Board by filing a written appeal with the Board Secretary no later than three **business working** days after receipt of the Superintendent's decision. The appeal will include:
  - a. The original complaint;
  - b. The response to the complaint;
  - c. The Superintendent's decision;
  - d. A transcript of the hearing, if one has been made, or a summary of the hearing to which all parties have consented;; and
  - e. The Ceomplainant's reason for believing the Superintendent's decision should be changed.
8. A copy of the appeal to the Board must be given to the staff member, if any, charged with a violation of the Affirmative Action Plan.
9. The Board will review all papers submitted and may render a decision on the basis of the proceedings below. If the Ceomplainant so requests, the Board may convene a hearing, at which all parties may be represented by counsel and may present and examine witnesses, who will testify under oath.
10. The Board will render a written decision no later than forty-five calendar days after the appeal was filed or the hearing held, whichever occurred later. Copies of the decision will be given to all parties.



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ADMINISTRATION

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**Equal Employment/Anti-Discrimination  
Affirmative Action Program for Employment  
and Contract Practices Complaint Procedure**

11. The Ceomplainant will be informed of his/her right to appeal the Board's decision to the:

- a. Commissioner of Education  
New Jersey State Department of Education  
P.O. Box 500  
Trenton, New Jersey 08625-0500, or  
Telephone: ~~(877) 900-6960~~ or the
- b. New Jersey Division on Civil Rights  
~~Trenton-Central~~ Regional Office  
~~Office of the Attorney General~~  
140 East Front Street – 6<sup>th</sup> Floor  
Trenton, New Jersey 08625-0090  
Telephone: ~~(609) 292-4605~~

D. Record

1. The records of any complaint processed in accordance with this procedure shall be kept in a file maintained by the Affirmative Action Officer.
2. A copy of the decision rendered at its highest level of appeal will be kept in the Ceomplainant's personnel file.

Issued:



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Jul 18  
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[See POLICY ALERT Nos. 163, 179, 180, 181, 182, 183, 188, 193, 194, 200,  
and 216]

## 5512 HARASSMENT, INTIMIDATION, AND BULLYING

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- A. Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. 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) or adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a student. Where parents are separated or divorced, "parent" means the person or agency which has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.



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## B. Harassment, Intimidation, 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 his/her person or damage to his/her 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.

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).



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“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

The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with 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.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents, school employees, school administrators, school volunteers, 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 it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities 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, 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;



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3. Student rights; and
4. Sanctions and due process for violations of the Code of Student Conduct.

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, students, 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. 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 must develop guidelines for student conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for student conduct will take into consideration 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 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. Students are encouraged to support other students who:

1. Walk away from acts of harassment, intimidation, 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, and bullying to the designated school staff member.





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## D. Consequences and Appropriate Remedial Actions

### Consequences and Appropriate Remedial Actions – Students

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. 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.

**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. ~~consequences and remedial actions are those that are graded according to the severity of the offense(s), consider the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the Code of Student Conduct and N.J.A.C. 6A:16-7.~~**

### 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;
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.



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## 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.

## 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.

### 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.



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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; severity of the offenses; consider the developmental age of the student; offenders and the students' student's history of inappropriate problem behaviors and performance behaviors** 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.

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 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.

## 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 he or she can solve the problem and change behaviors;



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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;
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 his or her 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 he or she does 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.



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## 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.

## 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;



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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;
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.



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## 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.

Sufficient safety measures should be undertaken to ensure the victims' 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. Harassment, Intimidation, and Bullying Reporting Procedure

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging 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 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 report in writing to the Principal within two school days of the verbal report.



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The Principal or **designee** 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 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, 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 violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident.

**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 for violations of the Code of Student Conduct may not be taken solely on the basis of an anonymous report.**

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.

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, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.





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A school administrator who receives a report of harassment, intimidation, and bullying from a district employee, 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.

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, 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. 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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## **[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. The Superintendent or designee may sign-off on the preliminary determination.**

**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 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. An investigation concerning a staff member shall not be conducted by a staff member who is supervised by the staff member being investigated or who is an administrator in the district. The Principal or designee, in consultation with the Superintendent or designee, will appoint a staff member to complete these investigations.**



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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, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, or take or recommend other appropriate action, 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 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.



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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 school 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.

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 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. Range of Responses to an Incident of Harassment, Intimidation, or Bullying

The Board shall establish a range of responses to harassment, intimidation, and bullying 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



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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 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 level or by law enforcement officials.

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) 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 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, the dissemination of information to students and parents explaining acceptable uses of electronic and wireless communication devices, and harassment, intimidation, and bullying prevention curricula or campaigns.



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4. District-wide responses can 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, faith-based organizations), launching harassment, intimidation, and bullying prevention campaigns.

## I. Reprisal or Retaliation Prohibited

The Board 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 Accusation

The Board 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 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 Students and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, 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 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.
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



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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. Harassment, Intimidation, and Bullying Policy Publication and Dissemination

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 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.



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## L. Harassment, Intimidation, 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, 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, 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, and bullying as required in N.J.S.A. 18A:26-8.2.



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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, 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 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, 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, and bullying in accordance with the provisions of N.J.S.A. 18A:37-17 et seq.

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, ~~and the 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).** ~~with input from the schools' Anti-Bullying Specialists, and 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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N. 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, 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.

O. 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.

P. Reports to Law Enforcement

Some acts of harassment, intimidation, and bullying may be bias-related acts and potentially bias crimes and school officials must report to law enforcement officials either serious acts or those which may be part of a larger pattern in accordance with the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

Q. 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 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.



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## R. 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, 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:37-32

N.J.A.C. 6A:16-7.1 et seq.; 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 – 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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[See POLICY ALERT No. 215]

[Required for School Districts with any of the Grades 9-12]

## 2431.8 VARSITY LETTERS FOR INTERSCHOLASTIC EXTRACURRICULAR ACTIVITIES

In accordance with the provisions of N.J.S.A. 18A:42-7, a school district that includes any of the grades nine through twelve shall adopt a policy to provide a student enrolled in those grades who participates in any school-sponsored, interscholastic extracurricular activity that includes competitions in which the student competes against students enrolled in schools outside of the school district may be eligible to earn a varsity letter awarded by the school district.

The Board of Education, upon the recommendation of the Superintendent of Schools, shall approve the school-sponsored, interscholastic extracurricular activities that include competitions in which students compete against other students enrolled in schools outside of the school district. The criteria for a student to earn a varsity letter in the school-sponsored, interscholastic extracurricular activity shall be approved by the Superintendent or designee.

Nothing in N.J.S.A. 18A:42-7 or this Policy shall be construed to require the school district to award varsity letters or to establish any school-sponsored, interscholastic extracurricular activity.

N.J.S.A. 18A:42-7

Adopted:



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[See POLICY ALERT No. 216]

## 1613 DISCLOSURE AND REVIEW OF APPLICANT'S EMPLOYMENT HISTORY

A school district, charter school, nonpublic school, or contracted service provider holding a contract with a school district, charter school, or nonpublic school (hiring entity) shall not employ for pay or contract for the paid services of any person serving in a position which involves regular contact with students unless the hiring entity complies with the requirements of N.J.S.A. 18A:6-7.6 et seq. and as outlined in Policy and Regulation 1613.

An applicant the hiring entity seeks to offer employment to and will fill a position which involves regular contact with students shall be required to provide their employment history pursuant to N.J.S.A. 18A:6-7.7.a.(1). The applicant shall also provide written authorization that consents to and authorizes the disclosure of information regarding the applicant's employment history and the release of related records by the applicant's current or employer(s) regarding child abuse and/or sexual misconduct pursuant to N.J.S.A. 18A:6-7.7.a.(2). The applicant shall also provide a written statement as to whether the applicant has any employment history regarding child abuse or sexual misconduct pursuant to N.J.S.A. 18A:6-7.7.a.(3).

A hiring entity shall review an applicant's employment history as required in N.J.S.A. 18A:6-7.7.b. and if the hiring entity determines to continue the applicant's employment application process, the hiring entity shall contact those employers listed by the applicant and request confirmation of the information provided by the applicant pursuant to N.J.S.A. 18A:6-7.7.a.

Upon the hiring entity receiving and reviewing the information disclosed by the applicant's current and/or former employer(s), and finding an affirmative response to any of the inquiries required in N.J.S.A. 18A:7.7.b.(2), and if the hiring entity determines to continue with the applicant's job application process, the hiring entity shall make further inquiries of the applicant's current or former employer(s) to ascertain additional details regarding the information disclosed.





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The failure of an employer to provide the information requested by the hiring entity pursuant to N.J.S.A. 18A:6-7.7.b. within a twenty-day timeframe may be grounds for the automatic disqualification of an applicant from employment with a hiring entity in accordance with N.J.S.A. 18A:6-7.9.c.

In accordance with the provisions of N.J.S.A. 18A:6-7.9.c., a hiring entity shall not be liable for any claims brought by an applicant who is not offered employment or whose employment is terminated because of any information received or due to the inability to conduct a full review of the applicant's employment history pursuant to N.J.S.A. 18A:6-7.7.

In accordance with the provisions of N.J.S.A. 18A:6-7.9.d., a hiring entity shall have the right to immediately terminate an individual's employment or rescind an offer of employment if the applicant is offered employment or commences employment following June 1, 2018 and information regarding the applicant's history of sexual misconduct or child abuse is subsequently discovered or obtained by the employer that the employer determines disqualifies the applicant or employee from employment under N.J.S.A. 18A:6-7.6 et seq. The termination of employment pursuant to N.J.S.A. 18A:6-7.9 shall not be subject to any grievance or appeals procedures or tenure proceedings pursuant to any collectively bargained or negotiated agreement or any law, rule, or regulation.

A hiring entity may employ or contract with an applicant on a provisional basis for a period not to exceed ninety days pending review of information received pursuant to N.J.S.A. 18A:6-7.7.b. provided the conditions outlined in N.J.S.A. 18A:6-7.10.b. are satisfied.

All requests for information sent to this school district, charter school, or nonpublic school from a hiring entity regarding a current or former employee in accordance N.J.S.A. 18A:6-7.6 et seq. shall be directed to the Superintendent or designee. The Superintendent or designee shall review the request for information and confirm the applicant's employment relationship and ensure the written authorization is in compliance with N.J.S.A. 18A:6-7.7.a.(2) prior to the release of information requested and the release of related records in accordance with N.J.S.A. 18A:6-7.6 et seq.



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On or after June 1, 2018, a hiring entity may not enter into a collectively bargained or negotiated agreement, an employment contract, an agreement for resignation or termination, a severance agreement, or any other contract or agreement or take any action that is prohibited as outlined in N.J.S.A. 18A:6-7.12. Any provision of an employment contract or agreement for resignation or termination or a severance agreement that is executed, amended, or entered into after June 1, 2018 and that is contrary to N.J.S.A. 18A:6-7.6 et seq. shall be void and unenforceable.

Pursuant to N.J.S.A. 18A:6-7.11, information received by a school district, charter school, or nonpublic school under Policy and Regulation 1613 and N.J.S.A. 18A:6-7.6 et seq. shall not be deemed a public record under N.J.S.A. 47:1A-1 et seq. or the common law concerning access to public records. A school district, charter school, or nonpublic school that provides information or records about a current or former employee or applicant shall be immune from criminal and civil liability for the disclosure of the information, unless the information or records provided were knowingly false.

N.J.S.A. 18A:6-7.6; 18A:6-7.7; 18A:6-7.8; 18A:6-7.9;

18A:6-7.10; 18A:6-7.11; 18A:6-7.12; 18A:6-7.13

New Jersey Department of Education Guidance and Resources to Assist with  
Pre-Employment Requirements of P.L. 2018, c.5. - June 25, 2018

Adopted:



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[See POLICY ALERT No. 216]

## R 1613 DISCLOSURE AND REVIEW OF APPLICANT'S EMPLOYMENT HISTORY

A school district, charter school, nonpublic school, or contracted service provider holding a contract with a school district, charter school, or nonpublic school shall not employ for pay or contract for the paid services of any person serving in a position which involves regular contact with students and is offered employment or commences employment following June 1, 2018 unless the school district, charter school, nonpublic school, or contracted service provider complies with the requirements of N.J.S.A. 18A:6-7.6 et seq. as outlined in Policy and Regulation 1613.

### A. Definitions (N.J.S.A. 18A:6-7.6 et seq.)

For the purposes of this Policy and Regulation:

1. "Applicant" means any person considered for employment or offered employment for pay or contract for the paid services of any person serving in a position which involves regular contact with students.
2. "Child abuse" means any conduct that falls under the purview and reporting requirements of N.J.S.A. 9:6-8.8 et seq. and is directed toward or against a child or student, regardless of the age of the child or student.
3. "Disclosure Information Request Form" shall be the State of New Jersey Sexual Misconduct/Child Abuse Disclosure Information Request, P.L. 2018, Chapter 5 or a similar form developed by the hiring entity.
4. "Disclosure Release Form" shall be the State of New Jersey Sexual Misconduct/Child Abuse Disclosure Release, P.L. 2018, Chapter 5 or a similar form developed by the hiring entity.



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5. "Hiring entity" means all school entities including school districts, charter schools, nonpublic schools, or contracted service providers holding a contract with a school district, charter school, or nonpublic school.
6. "Sexual misconduct" means any verbal, nonverbal, written, or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialogue, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature, and any other sexual, indecent, or erotic contact with a student.

B. Hiring Entity Required Application and Review Process  
(N.J.S.A. 18A:6-7.7)

1. A hiring entity shall not employ for pay or contract for the paid services of any person serving in a position which involves regular contact with students unless the hiring entity complies with the provisions of N.J.S.A. 18A:6-7.6 et seq.
  - a. The hiring entity shall require an applicant to provide a Disclosure Release Form which must include the following information:
    - (1) A list, including name, address, telephone number, and other relevant contact information of the applicant's:
      - (a) Current employer;
      - (b) All former employers within the last twenty years that were schools; and
      - (c) All former employers within the last twenty years where the applicant was employed in a position that involved direct contact with children; and



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- (2) A written authorization that consents to and authorizes disclosure of the information requested under b. below pursuant to N.J.S.A. 18A:6-7.7.a.(2) and the release of related records by the applicant's employers listed under B.1.a.(1) above, and that releases those employers from liability that may arise from the disclosure or release of records;
- (3) A written statement as to whether the applicant:
  - (a) Has been the subject of any child abuse or sexual misconduct investigation by any employer, State licensing agency, law enforcement agency, or the Department of Children and Families, unless the investigation resulted in a finding the allegations were false or the alleged incident of child abuse or sexual misconduct was not substantiated;
  - (b) Has ever been disciplined, discharged, nonrenewed, asked to resign from employment, resigned from or otherwise separated from any employment while allegations of child abuse or sexual misconduct were pending or under investigation, or due to an adjudication or finding of child abuse or sexual misconduct; or
  - (c) Has ever had a license, professional license, or certificate suspended, surrendered, or revoked while allegations of child abuse or sexual misconduct were pending or under investigation, or due to an adjudication or finding of child abuse or sexual misconduct.



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- (4) The hiring entity must comply with the requirements of N.J.S.A. 18A:6-7.6 et seq. for every applicant who will be employed by the hiring entity.
  - (a) However, the provisions of N.J.S.A. 18A:6-7.6 et seq. may be required by the hiring entity for any applicant.
- b. The Superintendent or designee of the hiring entity will review the applicant's Disclosure Release Form. Upon determining to continue the application process, the Superintendent or designee shall provide the applicant's Disclosure Release Form to all employers listed by the applicant under the provisions of N.J.S.A. 18A:6-7.7.a.(1) and B.1.a.(1) above and provide all employers listed with the applicant's written authorization that consents to and authorizes disclosure in accordance with N.J.S.A. 18A:6-7.7.a.(2) and B.1.a.(2) and request the following information:
  - (1) The dates of employment of the applicant; and
  - (2) A statement as to whether the applicant:
    - (a) Was the subject of any child abuse or sexual misconduct investigation by any employer, State licensing agency, law enforcement agency, or the Department of Children and Families, unless the investigation resulted in a finding that the allegations were false or the alleged incident of child abuse or sexual misconduct was not substantiated;
    - (b) Was disciplined, discharged, nonrenewed, asked to resign from employment, resigned from or otherwise separated from any employment while allegations of child abuse or sexual misconduct were pending or under investigation, or due to an adjudication or finding of child abuse or sexual misconduct; or





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3. All employment history documentation for each applicant employed by the hiring entity in accordance with N.J.S.A. 18A:6-7.6 et seq. shall be maintained in the employee's personnel file. All employment history documentation for an applicant not hired shall be maintained by the Superintendent or designee and destroyed in accordance with the New Jersey Department of Revenue – Records Management Services Records Retention and Disposition Schedule.
  4. Employment history review pursuant to N.J.S.A. 18A:6-7.6 et seq. is not required for applicants the hiring entity does not wish to employ.
  5. The hiring entity, in accordance with N.J.S.A. 18A:6-7.9.b., in conducting the review of the employment history of an out-of-State applicant, shall make, and document with specificity, diligent efforts to:
    - a. Verify the information provided by the applicant pursuant to N.J.S.A. 18A:6-7.7.a. and B.1.a. above; and
    - b. Obtain from any out-of-State employers listed by the applicant the information requested pursuant to N.J.S.A. 18A:6-7.7.b. and B.1.b. above.
- C. Completing a Disclosure Request from a Hiring Entity Regarding a Current or Former Employee (N.J.S.A. 18A:6-7.9)
1. All requests for information from a hiring entity regarding a current or former employee of this school district, charter school, or nonpublic school in accordance N.J.S.A. 18A:6-7.6 et seq. shall be directed to the Superintendent or designee.
    - a. The Superintendent or designee, upon receiving a request from a hiring entity for information, shall provide the information requested in accordance with N.J.S.A. 18A:6-7.6 et seq. to the hiring entity submitting the request if:





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- (1) The employment relationship is confirmed pursuant to N.J.S.A. 18A:6-7.7.a.(1) and B.1.a.(1) above; and
    - (2) The written authorization is in compliance with N.J.S.A. 18A:6-7.7.a.(2) and B.1.a.(2) above.
  - b. At the discretion of the Superintendent, the requested information may be provided through telephonic, electronic, or written communications, pursuant to N.J.S.A. 18A:6-7.7 and B.1.c. above.
2. In the event a hiring entity requests additional information from this school district, charter school, or nonpublic school beyond a response to the questions as outlined in N.J.S.A. 18A:6-7.7.b. and B.1.b. above, the Superintendent or designee will review the written request and will make a determination as to the additional information and/or documentation to be provided to the hiring entity. Any request for additional information and/or documentation must be submitted by the hiring entity in writing to the Superintendent or designee before providing any additional information and/or documentation.
- a. Upon providing such additional information and/or documentation, the Superintendent or designee will take every measure to ensure privacy and confidentiality, consistent with State and Federal laws and regulations regarding student privacy and the privacy rights of others.
  - b. Any personally identifiable information regarding any student or other individual other than the applicant's personally identifiable information shall be redacted prior to the release of any additional information.
  - c. The requested additional information should be provided to the hiring entity within twenty days, as required by statute.



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3. A copy of all requests for information and any information provided to a hiring entity, in accordance with the provisions of Policy and Regulation 1613 and N.J.S.A. 18A:6-7.6 et seq., shall be maintained by the Superintendent or designee in the applicant's personnel file and shall only be destroyed in accordance with the New Jersey Department of Revenue – Records Management Services Records Retention and Disposition Schedule.

D. Timeline for Current or Prior Employers to Disclose Information  
(N.J.S.A. 18A:6-7.9)

1. No later than twenty days after receiving a request for information under N.J.S.A. 18A:6-7.7.b. and B.1.b. above, an employer that has or had an employment relationship within the last twenty years with the applicant shall disclose the information requested pursuant to N.J.S.A. 18A:6-7.6 et seq.
2. The failure of an employer to provide the information requested pursuant to N.J.S.A. 18A:6-7.7.b. and B.1.b. above within the twenty day timeframe established under N.J.S.A. 18A:6-7.9.a. and D.1. above may be grounds for the automatic disqualification of an applicant from employment with a hiring entity. A hiring entity shall not be liable for any claims brought by an applicant who is not offered employment or whose employment is terminated:
  - a. Because of any information received by the hiring entity from an employer pursuant to N.J.S.A. 18A:6-7.7 and B. above; or
  - b. Due to the inability of the hiring entity to conduct a full review of the applicant's employment history pursuant to N.J.S.A. 18A:6-7.7.b. and B.1.b. above.

E. Provisional Employment (N.J.S.A. 18A:6-7.10)

A hiring entity may employ or contract with an applicant on a provisional basis for a period not to exceed ninety days pending review by the hiring entity of information received pursuant to N.J.S.A. 18A:6-7.7 and B. above, provided that all of the following conditions are satisfied:



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1. The applicant has complied with N.J.S.A. 18A:6-7.7.a. and B.1.a. above;
2. The hiring entity has no knowledge or information pertaining to the applicant that the applicant is required to disclose pursuant to N.J.S.A. 18A:6-7.7.a.(3) and B.1.a.(3); and
3. The hiring entity determines that special or emergent circumstances exist that justify the temporary employment of the applicant.

## F. Penalties to Applicants (N.J.S.A. 18A:6-7.8)

1. An applicant who willfully provides false information or willfully fails to disclose information required in N.J.S.A. 18A:6-7.7.a. and B.1.a. above:
  - a. Shall be subject to discipline up to, and including, termination or denial of employment;
  - b. May be deemed in violation of subsection a. of N.J.S.A. 2C:28-3; and
  - c. May be subject to a civil penalty of not more than \$500 which shall be collected in proceedings in accordance with the "Penalty Enforcement Law of 1999," P.L. 1999, c.274 (N.J.S.A. 2A:58-10 et seq.).
2. A hiring entity shall include a notification of the penalties set forth in N.J.S.A. 18A:6-7.8 and F.1. above on all applications for employment for positions which involve regular contact with students.

## G. Termination (N.J.S.A. 18A:6-7.9.d.)

1. A hiring entity shall have the right to immediately terminate an individual's employment or rescind an offer of employment if:
  - a. The applicant is offered employment or commences employment with the hiring entity following June 1, 2018; and





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- a. Has the effect of suppressing or destroying information relating to an investigation related to a report of suspected child abuse or sexual misconduct by a current or former employee;
  - b. Affects the ability of a school district, charter school, nonpublic school, or contracted service provider to report suspected child abuse or sexual misconduct to the appropriate authorities; or
  - c. Requires the school district, charter school, nonpublic school, or contracted service provider to expunge information about allegations or finding of suspected child abuse or sexual misconduct from any documents maintained by the school district, charter school, nonpublic school, or contracted service provider, unless after investigation the allegations are found to be false or the alleged incident of child abuse or sexual misconduct has not been substantiated.
2. Any provision of an employment contract or agreement for resignation or termination or a severance agreement that is executed, amended, or entered into after June 1, 2018 and that is contrary to N.J.S.A. 18A:6-7.12 shall be void and unenforceable.
- J. Public Awareness Campaign (N.J.S.A. 18A:7.13)
1. The New Jersey Department of Education (NJDOE) shall establish a public awareness campaign to publicize the provisions of N.J.S.A. 18A:6-7.6 et seq. and to ensure applicants and employers are aware of their respective rights and responsibilities under N.J.S.A. 18A:6-7.6 et seq. The NJDOE shall post on its website guidance documents and any other informational materials that may assist applicants and employers in the implementation of and compliance with N.J.S.A. 18A:6-7.6 et seq.



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2. The NJDOE developed forms for applicants and employers may be used to comply with the requirements of Policy and Regulation 1613 and N.J.S.A. 18A:6-7.7, as well as any other forms necessary to carry out the provisions of N.J.S.A. 18A:6-7.6 et seq.

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[See POLICY ALERT Nos. 102, 120, 139, 157, 164, 168, 196,  
198, 208 and 215]

## 2431 ATHLETIC COMPETITION

The Board of Education recognizes the value of a program of athletic competition for both boys and girls as an integral part of the total school experience. Game activities and practice sessions provide opportunities to learn the values of competition and good sportsmanship. ~~Programs of athletic competition, both intrascholastic and interscholastic, offer students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that offered by the class or school or school district alone, and an opportunity for career and educational development.~~

For the purpose of this Policy, programs of athletic competition include all activities relating to competitive sports contests, games, events, or sports exhibitions involving individual students or teams of students when such events occur within or between schools within this district or with any schools outside this district. The programs of athletic competition shall include, but are not limited to, high school interscholastic athletic programs, middle school interscholastic athletic programs where school teams or squads play teams or squads from other school districts, and/or intramural athletic programs within a school or among schools in the district,

~~[Required for school districts with a cheerleading program~~

~~— and any cheerleading program or activity in the school district.]~~

### Eligibility Standards

A student who wishes to participate in a program of athletic competition must submit, on a form provided by the district, the signed consent of his/her parent. The consent of the parent of a student who wishes to participate in a program of athletic competition will include an acknowledgment of the physical hazards that may be encountered in the activity.



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Student participation in a program of athletic competition shall be governed by the following eligibility standards:

## [For School Districts with High School Students and NJSIAA Athletics]

1. To be eligible for participation in the interscholastic athletic program of a New Jersey State Interscholastic Athletic Association (NJSIAA) member school, all high school students must meet, at a minimum, all the eligibility requirements of the Constitution, Bylaws, and Rules and Regulations of the NJSIAA.]

## [Home School Options for High School Students and NJSIAA Athletics]

\_\_\_\_\_ Home schooled children are not eligible to participate in the high school interscholastic athletic program of this district.

Home schooled children are eligible to participate in the high school interscholastic athletic program of this district only if the school district, the parent, and the home schooled child comply with the Guidelines, Constitution, Bylaws, Rules and Regulations of NJSIAA, and the policies and regulations of the Board of Education.]

## [Options for School Districts with Elementary and Middle School Students]

2. \_\_\_\_\_ A student in grades \_\_\_\_\_ through \_\_\_\_\_ is eligible for participation in school district sponsored programs of athletic competition if he/she passed all courses required for promotion or graduation in the preceding \_\_\_\_\_ (semester, marking period, or other).

\_\_\_\_\_ A student in grades \_\_\_\_\_ through \_\_\_\_\_ is eligible for participation in school district sponsored programs of athletic competition if he/she \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





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~~Home schooled children in grades \_\_\_ through \_\_\_ are  
( \_\_\_ eligible \_\_\_ not eligible) to participate in school district  
sponsored programs of athletic competition of this district.]~~

## [Options for All Students

3.  A student in any grade must maintain a satisfactory record of attendance to be eligible for participation in school district sponsored programs of athletic competition. An attendance record is unsatisfactory if the number of unexcused absences exceed 4 school days in the ( \_\_\_ school year  marking period \_\_\_ semester \_\_\_ other \_\_\_\_\_ ) prior to the student commencing participation in school district sponsored programs of athletic competition.

A student who is absent (  with an excused absence \_\_\_ with an unexcused absence) for a school day may not participate in school district sponsored programs of athletic competition the afternoon or evening of that school day.

A student who is serving an ( \_\_\_ in-school \_\_\_ out-of-school  in-school or out-of-school) suspension may not participate in school district sponsored programs of athletic competition while serving the suspension.]

## [Optional *Keep*

4. A student in any grade who fails to observe school rules for student conduct may forfeit his/her eligibility for participation in school district sponsored programs of athletic competition.]

Notice of the school district's eligibility requirements shall be available to students.

Required Examinations – Interscholastic or Intramural Team or Squad

Students enrolled in grades six to twelve must receive a medical examination, in accordance with the provisions of N.J.S.A. 18A:40-41.7, prior to participation on a school-sponsored interscholastic or intramural team or squad

~~[Required for school districts with a cheerleading program~~

~~\_\_\_ and any cheerleading program or activity.]~~



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The examination shall be conducted within 365 days prior to the first day of official practice in an athletic season with examinations being conducted at the medical home of the student. The "medical home" is defined as a health care provider and that provider's practice site chosen by the student's parent for the provision of health care pursuant to N.J.A.C. 6A:16-1.3. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility. The parent may choose either the school physician or their own private physician to provide this medical examination. The medical examination required prior to participation shall be in accordance with the requirements as outlined in N.J.A.C. 6A:16-2.2(h)1 and Regulation 2431.2 and shall be documented using the Preparticipation Physical Evaluation form required by the Department of Education.

**The school district shall distribute the Commissioner of Education developed sudden cardiac arrest pamphlet to a student participating in or desiring to participate in an athletic activity, as defined in N.J.S.A. 18A:40-41.e., and the student's parent(s) shall each year and prior to participation by the student in an athletic activity comply with the requirements of N.J.S.A. 18A:40-41.d.**

**The school district shall annually distribute the Commissioner of Education developed educational fact sheet relative to use and misuse of opioid drugs for sports related injuries to parents of students who participate in athletic activities and comply with the requirements of N.J.S.A. 18A:40-41.10.**

Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq. The health findings of this medical examination shall be maintained as part of the student's health record.

## Emergency Procedures

Athletic coaches shall be trained in first aid to include sports-related concussion and head injuries, the use of a defibrillator, the identification of student-athletes who are injured or disabled in the course of any athletic program or activity, and any other first aid procedures or other health related trainings required by law or the Superintendent.



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The Superintendent shall prepare and present to the Board for its approval procedures for the emergency treatment of injuries and disabilities that occur in the course of any athletic program or activity. Emergency procedures shall be reviewed not less than once in each school year and shall be disseminated to appropriate staff members.

## Interscholastic Standards

The Board shall approve annually a program of interscholastic athletics and shall require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board adopts the Constitution, Bylaws, Rules, and Regulations of the New Jersey State Interscholastic Athletic Association as Board policy and shall review such rules on a regular basis to ascertain they continue to be in conformity with the objectives of this Board.

## **[For School Districts with High School Students and NJSIAA Athletics**

The Superintendent shall annually prepare, approve, and present to the Board for its consideration a program of interscholastic athletics that includes a complete schedule of athletic events.]

**[District may choose one of the following options if above is included:**

and ~~may shall~~ inform the Board of changes in that schedule.

and shall request Board approval of any changes in the schedule.]

N.J.S.A. 2C:21-11

N.J.S.A. 18A:11-3 et seq.; **18A:40-41; 18A:40-41.10**

N.J.A.C. 6A:7-1.7(d); 6A:16-1.34; 6A:16-2.1 et seq.

Adopted:



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Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad

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[See POLICY ALERT Nos. 157, 198, 208 and 215]

## R 2431.2 MEDICAL EXAMINATION PRIOR TO PARTICIPATION ON A SCHOOL-SPONSORED INTERSCHOLASTIC OR INTRAMURAL TEAM OR SQUAD

A. Students are required to receive medical examinations in accordance with the provisions of N.J.S.A. 18A:40-41.7 and N.J.A.C. 6A:16-2.2(f) and (h). Each student medical examination shall be conducted at the medical home of the student. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility.

The school district shall ensure students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and prior to participation on a school-sponsored interscholastic or intramural team or squad for students in grades six through twelve.

### 1A. Required Medical Examination

- a1. The examination shall be conducted within 365 days prior to the first day of official practice in an athletic season and shall be conducted by a licensed physician, advanced practice nurse (APN), or physician assistant (PA).
- b2. The physical examination shall be documented using the Preparticipation Physical Evaluation (PPE) form developed jointly by the American Academy of Family Physicians, American Academy of Pediatrics, American College of Sports Medicine, American Medical Society for Sports Medicine, American Orthopaedic Society for Sports Medicine, and American Osteopathic Academy of Sports Medicine and is available online at, <http://www.state.nj.us/education/students/safety/health/records/athleticphysicalsform.pdf>, in accordance with N.J.S.A. 18A:40-41.7.



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Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad

- (1)a. Prior to performing a preparticipation physical examination, the licensed physician, APN, or PA who performs the student-athlete's physical examination shall complete the Student-Athlete Cardiac Screening professional development module and shall sign the certification statement on the PPE form attesting to the completion, pursuant to N.J.S.A. 18A:40-41.d.
- (a1) If the PPE form is submitted without the signed certification statement and the school district has confirmed that the licensed physician, APN, or PA from the medical home did not complete the module, the student-athlete's parent may obtain a physical examination from a physician who can certify completion of the module or request that the school physician provides the examination.
- (2)b. The medical report shall indicate if a student is allowed or not allowed to participate in the required sports categories and shall be completed and signed by the original examining physician, APN, or PA.
- (3)c. An incomplete form shall be returned to the student's medical home for completion unless the school nurse can provide documentation to the school physician that the missing information is available from screenings completed by the school nurse or physician within the prior 365 days.
- e3. Each student whose medical examination was completed more than ninety days prior to the first day of official practice in an athletic season shall provide a health history update questionnaire completed and signed by the student's parent. The completed health history update questionnaire shall include information listed below as required by N.J.S.A. 18A:40-41.7.b. The completed health history update questionnaire shall be reviewed by the school nurse and, if applicable, the school athletic trainer and shall include information as to whether, in the time period since the date of the student's last preparticipation physical examination, the student has:



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- (1)a. Been advised by a licensed physician, APN, or PA not to participate in a sport;
  - (2)b. Sustained a concussion, been unconscious, or lost memory from a blow to the head;
  - (3)c. Broken a bone or sprained, strained, or dislocated any muscles or joints;
  - (4)d. Fainted or blacked out;
  - (5)e. Experienced chest pains, shortness of breath, or heart racing;
  - (6)f. Had a recent history of fatigue and unusual tiredness;
  - (7)g. Been hospitalized, visited an emergency room, or had a significant medical illness;
  - (8)h. Started or stopped taking any over the counter or prescribed medications; or
  - (9)i. Had a sudden death in the family, or whether any member of the student's family under the age of fifty has had a heart attack or heart trouble.
- d4. The school district shall provide to the parent written notification signed by the school physician stating approval of the student's participation in athletics based upon the medical report or the reasons for the school physician's disapproval of the student's participation.
- e5. The Board of Education will not permit a student enrolled in grades six to twelve to participate on a school-sponsored interscholastic or intramural team or squad unless the student submits a PPE form signed by the licensed physician, APN, or PA who performed the physical examination and, if applicable, a completed health history update questionnaire, pursuant to N.J.S.A. 18A:40-41.7.c.



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Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad

## B. Sudden Cardiac Arrest Pamphlet

~~§~~The school district shall distribute to a **student participating in or desiring to participate in an athletic activity** ~~student-athlete and the student's and his or her parent, each year and prior to participation by the student in an athletic activity,~~ the sudden cardiac arrest pamphlet developed by the Commissioner of Education, ~~in consultation with the Commissioner of Health, the American Heart Association, and the American Academy of Pediatrics,~~ **pursuant to in accordance with the provisions of N.J.S.A. 18A:40-41.**

- ~~(1)~~**1.** A ~~student-athlete~~ and his or her parent ~~annually shall, each year and prior to the participation of the student in an athletic activity, sign and return to the student's school the form developed by the Commissioner-developed form acknowledging the receipt and review of that they received and reviewed the information pamphlet, and shall return it to the student's school pursuant to N.J.S.A. 18A:40-41.d.~~
- ~~(2)~~ **2.** ~~The Commissioner shall update the pamphlet, as necessary, pursuant to N.J.S.A. 18A:40-41.b.~~
- ~~(3)~~**2.** The Commissioner shall distribute the pamphlet, at no charge, to all school districts and nonpublic schools, pursuant to N.J.S.A. 18A:40-41.b.
- 3.** **"Athletic activity" for the purposes of N.J.S.A. 18A:40-41 means: interscholastic athletics; an athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with a school district or nonpublic school, including cheerleading and club-sponsored sports activities; and any practice or interschool practice or scrimmage for those activities.**





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## C. Use and Misuse of Opioid Fact Sheet

**The school district shall annually distribute to the parents of student-athletes participating in an interscholastic sports program or cheerleading program the educational fact sheet developed by the Commissioner of Education concerning the use and misuse of opioid drugs in the event that a student-athlete or cheerleader is prescribed an opioid for a sports-related injury in accordance with the provisions of N.J.S.A. 18A:40-41.10.**

- 1. The district shall distribute the educational fact sheet annually to the parents of student-athletes and cheerleaders and shall obtain a signed acknowledgment of the receipt of the fact sheet by the student-athlete or cheerleader and his or her parent pursuant to N.J.S.A. 18A:40-41.10(b).**
- 2. The fact sheet and sign-off sheet shall be distributed and the sign-off sheet shall be completed and returned to the school annually prior to the student-athlete's or cheerleader's first official practice of the school year.**

Adopted:





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[See POLICY ALERT Nos. 81, 193, 209 and 215]

## 5350 STUDENT SUICIDE PREVENTION

The Board of Education recognizes that depression and self-destruction are problems of increasing severity among ~~students children and adolescents~~. A ~~S~~students under severe stress cannot benefit fully from the educational program and may pose a threat to ~~themselves himself or herself~~ or others.

The Board directs all school ~~district staff members personnel~~ to be alert to a ~~the~~ student who exhibits ~~behavioral~~ warning signs of ~~potential~~ self-destruction or who threatens or attempts suicide. Any such ~~warning~~ signs or the report of such ~~warning~~ signs from another student or staff member ~~shall should~~ be taken with the utmost seriousness and reported immediately to the ~~Building~~ Principal or ~~designee, who shall notify the student's parent and other professional staff members in accordance with administrative regulations.~~

**The Principal or designee shall immediately contact the parent(s) of the A potentially suicidal student exhibiting warning signs of suicide to inform the parent(s) the student will shall be referred to the Child Study Team or a Suicide Intervention Team, appointed by the Superintendent or designee, for a preliminary assessment. Upon completion of the preliminary assessment, the Principal or designee shall meet with the parent(s) to review the assessment. Based on the preliminary assessment, the parent(s) may be required to obtain for appropriate evaluation and/or recommendation for independent medical or psychiatric services for the student. In the event that the parent objects to the recommendation recommended evaluation or indicates an unwillingness to cooperate in the best interests of the student, the Child Study Team Principal or designee will may contact the New Jersey Department of Children and Families, Division of Child Protection and Permanency to request that agency's intervention on the student's behalf.**

**In the event the student is required to obtain medical or psychiatric services, the parent(s) will be required to submit to the Superintendent a written medical clearance from a licensed medical professional, selected by the parent(s) and approved by the Superintendent, indicating the student has received medical services, does not present a risk to themselves or others, and is cleared to return to school. The written medical clearance may be reviewed by a Board of Education healthcare professional before the student is permitted to return to school. The parent(s) shall be required to authorize their healthcare professional(s) to release relevant medical information to the school district's healthcare professional, if requested.**



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Student Suicide Prevention

**Any school district staff member, volunteer, or intern with reasonable cause to suspect or believe that a student has attempted or completed suicide, shall immediately report the information to the Principal or designee or their immediate supervisor who will immediately report it to the Superintendent or designee. The Superintendent or designee shall promptly report it online to the New Jersey Department of Children and Families, or as otherwise required by the Department of Children and Families in accordance with N.J.S.A. 30:9A-24. In accordance with N.J.S.A. 30:9A-24i, any person who reports an attempted or completed suicide shall have immunity from any civil or criminal liability on account of the report, unless the person has acted in bad faith or with malicious purpose.**

## **[Optional**

~~The Superintendent shall, in consultation with appropriate teaching staff members and mental health organizations, develop and implement a stress reduction program for students in grades \_\_\_\_\_ through \_\_\_\_\_ to address the problem of depression, help students toward alternative ways of resolving stressful situations, and encourage students to help one another.]~~

In accordance with the provisions of N.J.S.A. 18A:6-111 and 18A:6-112, as part of the required professional development for teachers as outlined in N.J.A.C. 6A:9C-3 et seq., every teaching staff member must complete at least two hours of instruction in suicide prevention, to be provided by a licensed health care professional with **training and** experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and 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.

The Superintendent shall prepare and disseminate **guidelines to assist school district regulations for the guidance of staff members in recognizing the warning signs of a student who may be contemplates contemplating suicide, to respond to a threat in responding to threatened or attempted suicide, and to prevent in preventing contagion when a student commits suicide.**

N.J.S.A. 18A:6-111; 18A:6-112  
N.J.S.A. 30:9A-23; 30:9A-24  
N.J.A.C. 6A:9C-3 et seq.

Adopted:



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[See **POLICY ALERT Nos. 96, 209 and 215**]

## R 5350 STUDENT SUICIDE PREVENTION

The following are guidelines to assist school district staff members in recognizing the warning signs of a student who may be contemplating suicide, to respond to a threat or attempted suicide, and to prevent contagion when a student commits suicide.

### A. Recognition of Warning Signs of Suicide

All school district staff members shall be alert to any warning signs a student may be contemplating suicide. Such warning signs may include, but are not limited to, a student's:

1. Overt suggestion, regardless of its context, that he/she is considering or has considered suicide or has worked out the details of a suicide attempt;
2. Self-mutilation;
3. Obsession with death or afterlife;
4. Possession of a weapon or possession of other means of suicide or obsession with such means;
5. Sense of hopelessness or unrelieved sadness;
6. Lethargy or despondency, or, conversely, a tendency to become more impulsive or aggressive than usual;
7. Drop in academic achievement, slacking off of energy and effort, or inability to focus on studies;
8. Isolation from others by loss of friends, withdrawal from friends, lack of companionship, or family disintegration;
9. Preoccupation with nonexistent physical illness;



# REGULATION GUIDE

STUDENTS  
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Student Suicide **Prevention**

10. Loss of weight, appetite, and/or sleep;
11. Substance abuse;
12. Volatile mood swings or sudden changes in personality;
13. Prior suicide attempt(s);
14. Anxiety or eating disorder;
15. Involvement in an unhealthy, destructive, or abusive relationship;  
and
16. Depression due to being a victim/target of harassment,  
intimidation, bullying, or mistreatment by others.

## B. Response to the Warning Signs of Suicide

1. Any indication of suicide, whether personally witnessed or received by a report from another, shall be taken seriously and immediately reported to the Principal or designee. Upon receiving such report, the Principal will ensure the student is supervised by a school staff member until a preliminary assessment of the risk is determined.
2. The Principal or designee shall immediately contact the parent(s) of the student exhibiting warning signs of suicide to inform the parent(s) that the student will be referred to the Child Study Team or a Suicide Intervention Team for a preliminary assessment in accordance with C. below.
3. If the threat of suicide is immediate and serious, the Principal will contact local law enforcement and the Superintendent of Schools.

## C. Preliminary Assessment and Recommendation(s)

1. The Principal or designee will designate the Child Study Team or the Suicide Intervention Team to immediately meet with the student to complete a preliminary assessment.



# REGULATION GUIDE

STUDENTS  
R 5350/page 3 of 6  
Student Suicide **Prevention**

2. The Child Study Team or Suicide Intervention Team will make a recommendation(s), based on the preliminary assessment, to the Principal or designee regarding the student's risk of suicide.
3. Upon receiving the recommendation(s), the Principal or designee will immediately meet with the parent(s) to review the findings of the preliminary assessment. Based on the recommendation(s) of the Child Study Team or Suicide Intervention Team, the student may be:
  - a. Permitted to remain in school:
    - (1) If the student remains in school after the preliminary assessment, the Principal or designee will designate a school staff member to follow-up with the student on any recommendations of the Child Study Team or Suicide Intervention Team.
  - b. Referred to the Child Study Team for further evaluation;
  - c. Removed from the school and released to the parent(s) and will be required to obtain medical or psychiatric services before the student may return to school:
    - (1) The parent(s) will be required to submit to the Superintendent a written medical clearance from a licensed medical professional selected by the parent(s) and acceptable to the Superintendent, indicating the student has received medical services, does not present a risk to himself/herself or others, and is cleared to return to school. The Superintendent will not act unreasonably in withholding approval of the medical professional selected by the parent(s). The written medical clearance may be reviewed by a Board of Education healthcare professional before the student is permitted to return to school.





# REGULATION GUIDE

STUDENTS

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Student Suicide **Prevention**

2. A Principal or designee or supervisor who receives a report that a student has committed suicide will immediately report it to the Superintendent or designee, who shall promptly report it online to the New Jersey Department of Children and Families, or as otherwise required by the Department of Children and Families.
3. The Principal of the school the student attended will assemble school staff members as soon as possible, to provide school staff members information, plans for the school day, and guidelines for handling the concerns of students.
4. The Principal of the school the student attended will use a School Crisis Team to assist school staff members in dealing with any issues that arise due to the situation and to assist students in the loss.
5. The School Crisis Team will assist teachers in responding to the needs of students. Students who were close to the victim shall be offered special counseling services and parents will be notified of available community mental health services.
6. School staff members shall be especially alert to warning signs of contemplated suicide among the victim's peers.
7. All Principals in the school district will be promptly informed when a student enrolled in the district commits suicide. The district, with the approval of the Superintendent, may provide support and services to school staff members and students as needed.
8. The Principal of the school the student attended may, with the approval of the Superintendent, provide any additional support and services that will assist school staff members and students in the loss.

## F. Prevention of Suicide Contagion

1. School staff members, under the direction of the Principal or designee, shall attempt to prevent suicide contagion by:



# REGULATION GUIDE

STUDENTS  
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Student Suicide **Prevention**

- a. Avoiding the glorification or romanticization of suicide;
- b. Helping students recognize that suicide is irreversible and permanent and does not truly resolve problems;
- c. Encouraging students to ask questions when a fellow student suggests suicide and report to a school staff member;
- d. Discussing ways of handling depression and anxiety without resorting to self-destruction; and
- e. Implementing any other strategies to prevent suicide contagion.

Issued:





# POLICY GUIDE

STUDENTS  
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Student Smoking  
Apr 18  
M

[See POLICY ALERT Nos. 98, 158, 170, 188, 199 and 215]

## 5533 STUDENT SMOKING

The Board of Education recognizes the use of tobacco presents a health hazard that can have serious implications both for the smoker and the nonsmoker and that smoking habits developed by the young **people** may have lifelong harmful consequences.

For the purpose of this Policy, “smoking” means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, ~~including the use of smokeless tobacco and snuff~~, or the inhaling or exhaling of smoke or vapor from an electronic smoking device **pursuant to N.J.S.A. 26:3D-57. For the purpose of this Policy, “smoking” also includes the use of smokeless tobacco and snuff.**

For the purpose of this Policy, “electronic smoking device” means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipe, **or any cartridge or other component of the device or related product pursuant to N.J.S.A. 2A:170-51.4.**

For the purpose of this Policy, “school buildings” and “school grounds” means and includes land, portions of land, structures, buildings, and vehicles, owned, operated or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and any other central facilities including, but not limited to, kitchens and maintenance shops. “School buildings” and “school grounds” also include athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands **and night field lights**; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. “School buildings” and “school grounds” also include other facilities as defined in N.J.A.C. 6A:26-1.2; playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.



# POLICY GUIDE

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5533/page 2 of 3  
Student Smoking

**N.J.S.A. 2A:170-51.4 prohibits the sale or distribution to any person under twenty-one years old of any cigarettes made of tobacco or any other matter or substance which can be smoked, or any cigarette paper or tobacco in any form, including smokeless tobacco; and any electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, pipe, or any cartridge or other component of the device or related product. Consequences for a student possessing such an item will be in accordance with the Student Code of Conduct.**

The Board prohibits smoking by students at any time in school buildings or ~~and on any school grounds, at school-sponsored events sponsored by the Board away from school, or and on a school bus any transportation vehicle supplied by the Board.~~

The Board also prohibits the possession of any item listed in N.J.S.A. 2A:170-51.4 at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus. Such items will be confiscated and may be returned to the parent, upon request.

## [Optional – Prohibited Items and Controlled Dangerous Substances

✓ If it appears to an educational staff member or other professional, upon confiscating such item(s), that the student may currently be under the influence of alcohol or other drugs, the staff member shall inform the Principal or designee. The Principal or designee will immediately notify the parent and the Superintendent or designee. The Principal or designee will arrange for an immediate medical examination of the student and shall comply with all of the provisions of N.J.A.C. 6A:16-4.3 and Policy and Regulation 5530 – Substance Abuse.

In the event the Principal or designee, after inspection of the confiscated item(s), has reason to believe the item(s) may have contained or may contain a controlled dangerous substance or a controlled dangerous analog pursuant to N.J.S.A. 2C:35-2, the Principal or designee will immediately notify the parent and the Superintendent or designee. The Principal or designee will arrange for an immediate medical examination of the student and shall comply



# POLICY GUIDE

STUDENTS  
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Student Smoking

**with all of the provisions of N.J.A.C. 6A:16-4.3 and Policy and Regulation 5530 – Substance Abuse. Principals and designees will be trained to identify controlled dangerous substances in electronic smoking devices.]**

A sign indicating smoking is prohibited in school buildings and on school grounds will be posted at each public entrance of a school building in accordance with law. The sign shall also indicate violators are subject to a fine.

A sStudents who violates the provisions of this Policy shall be subject to appropriate disciplinary measures in accordance with the district's Student Discipline/Code of Conduct and may be subject to fines in accordance with law. In the event a student is found to have violated this Policy and the law, the Principal or designee may file a complaint with the appropriate Municipal Court or other agency with jurisdiction as defined in N.J.A.C. 8:6-9.1(c).

*(Optional)*

A student found to have violated this Policy and the law may be required to participate in additional educational programs to help the student understand the harmful effects of smoking and to discourage the use of tobacco products. These programs may include, but are not limited to, counseling, smoking information programs, and/or smoking cessation programs sponsored by this school district or available through approved outside agencies.

The Board directs that the health curriculum include instruction in the potential hazards of the use of tobacco. All school staff members shall make every reasonable effort to discourage students from developing the habit of smoking.

The Board of Education will comply with any provisions of a municipal ordinance which provides restrictions on or prohibitions against smoking equivalent to, or greater than, those provided in N.J.S.A. 26:3D-55 through N.J.S.A. 26:3D-63.

**N.J.S.A. 2A:170-51.4**

**N.J.S.A. 2C:35-2**

N.J.S.A. 18A:40A-1

N.J.S.A. 26:3D-55 through 26:3D-63

**N.J.A.C. 6A:16-1.34.3**

N.J.A.C. 8:6-7.2; 8:6-9.1 through 8:6-9.5

Adopted:



# POLICY GUIDE

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Passive Breath Alcohol Sensor Device  
Apr 18

[See POLICY ALERT Nos. 175 and 215]

## 5535 PASSIVE BREATH ALCOHOL SENSOR DEVICE

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that a student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take additional necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances.

In keeping with its commitment to protect all students and the school community from the harm of alcohol use, the Board of Education authorizes the use of a passive breath alcohol sensor device (PBASD) in certain circumstances. A PBASD enables school district staff to check an approximate alcohol level quickly and efficiently without requiring the student's active participation. A PBASD may be used in certain circumstances as defined in this Policy and as determined by the Building Principal or designee or the staff member(s) in charge of a school-related or school-sponsored event or activity. The purpose for using a PBASD is to protect students who may be under the influence of alcohol, other students, staff, and community members attending such events and to deter the use of alcohol by students.

The Board authorizes PBASD screening before, during, and after school activities/events including, but not limited to: dances, athletic events, proms, class trips, drama productions, graduation ceremonies, or school assemblies when the Building Principal or designee has reason to believe the use of alcohol by students may be present. When it is determined a PBASD will be used, a **random number sequence will be selected by the Principal or designee prior to the event to determine which students in line for entrance will be screened.** For example, if the number five is selected every fifth student in line for entrance into the activity/event shall be screened. In the alternative, the Principal or designee may determine to screen every student in line for entrance into the activity/event.

**Written notice indicating the use of a PBASD will be displayed at the point of sale of a ticket for the activity/event or at the entrance of the activity/event if tickets are not required. Upon the purchase of a ticket to gain entry into an activity/event or upon the entry of a student into an activity/event that does**



# POLICY GUIDE

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Passive Breath Alcohol Sensor Device

**not require the purchase of a ticket, a student shall be considered under the supervision of school district staff and shall be subject to the provisions of this Policy. every student or student participating in such event will be screened.**

## **{Optional**

~~or the Building Principal or designee may determine to have students screened on a random basis (i.e. every fourth student entering an event).}~~

If the PBASD screening indicates the presence of alcohol on a student, **additional a-second PBASD** screenings will be conducted. If **additional PBASD the second** screenings **indicates confirm** the presence of alcohol on a student, the matter shall be reported to the Building Principal or designee and the certified or noncertified school nurse, or the school physician according to the reporting, notification, and examination requirements of N.J.S.A. 18A:40A-12, N.J.A.C. 6A:16-4.3, and Policy and Regulation 5530 - Substance Abuse.

~~In addition, a PBASD may be used to screen a student upon a report to the Building Principal or designee, certified or noncertified school nurse, or the school physician if an educational staff member or other professional believes a student may be currently under the influence of alcohol on school property or at a school function provided an adult student and/or the student's parent/legal guardian consents to such screening. Notwithstanding the results of the PBASD screening under these circumstances, the Building Principal or designee must comply with the reporting, notification, and examination procedures of N.J.A.C. 6A:16-4.3 and Policy and Regulation 5530 - Substance Abuse.~~

A PBASD will only be used in accordance with the guidelines of this Policy. The Building Principal or designee shall be responsible for the proper training of school staff members in the use of the PBASD in accordance with the manufacturer's specifications.

N.J.S.A. 18A:40A-12  
N.J.A.C. 6A:16-4.1 et seq.

Adopted:



# POLICY GUIDE

STUDENTS

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Use of Physical Restraint and Seclusion  
Techniques for Students with Disabilities

Jul 18

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[See POLICY ALERT Nos. 192, 215 and 216]

## 5561 USE OF PHYSICAL RESTRAINT AND SECLUSION TECHNIQUES FOR STUDENTS WITH DISABILITIES

[Select Only One Option Below

**The Board of Education does not allow for the use of restraint and seclusion for students with disabilities.**

The Board of Education strives to provide a safe, caring atmosphere that supports all students in the least restrictive environment. On occasion, during an emergency, a situation may arise making it necessary to temporarily restrain or seclude a student with a disability in accordance with N.J.S.A. 18A:46-13.4 through 13.7.]

A school district, an educational services commission, or an approved private school for students with disabilities (APSSD) that utilizes physical restraint on students with disabilities shall ensure that:

1. Physical restraint is used only in an emergency in which the student is exhibiting behavior that places the student or others in immediate physical danger;
2. A student is not restrained in the prone position, unless the student's primary care physician authorizes, in writing, the use of this restraint technique;
3. Staff members who are involved in the restraint of a student receive training in safe techniques for physical restraint from an entity determined by the Board of Education to be qualified to provide such training, and that the training is updated at least annually;
4. The parent of a student is immediately notified when physical restraint is used on the student. This notification may be by telephone or electronic communication. A **post-incident** full written **notification** report of the incident of physical restraint shall be provided to the parent within forty-eight hours of the occurrence of the incident;



# POLICY GUIDE

STUDENTS

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## Use of Physical Restraint and Seclusion Techniques for Students with Disabilities

5. Each incident in which physical restraint is used is carefully and continuously visually monitored to ensure it was used in accordance with established procedures set forth in Policy and Regulation 5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities, developed in conjunction with the entity that trains staff in safe techniques for physical restraint, in order to protect the safety of the child and others; and
6. Each incident in which physical restraint is used is documented in writing in sufficient detail to enable staff to use this information to develop or improve the behavior intervention plan at the next individualized education plan (IEP) meeting.

A school district, an educational services commission, and an APSSD shall attempt to minimize the use of physical restraints through inclusion of positive behavior supports in the student's behavior intervention plans developed by the individualized education plan IEP team.

A school district, an educational services commission, or an APSSD that utilizes seclusion techniques on students with disabilities shall ensure that:

1. A seclusion technique is used on a student with disabilities only in an emergency in which the student is exhibiting behavior that places the student or others in immediate physical danger;
2. Each incident in which a seclusion technique is used is carefully and continuously visually monitored to ensure it was used in accordance with established procedures set forth in Policy and Regulation 5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities, developed in conjunction with the entity that trains staff in safe techniques for physical restraint, in order to protect the safety of the child and others; and
3. Each incident in which a seclusion technique is used is documented in writing in sufficient detail to enable the staff to use this information to develop or improve the behavior intervention plan at the next individualized education plan IEP meeting.



# POLICY GUIDE

STUDENTS

5561/page 3 of 3

Use of Physical Restraint and Seclusion  
Techniques for Students with Disabilities

A school district, an educational services commission, and an APSSD shall attempt to minimize the use of seclusion techniques through inclusion of positive behavior supports in the student's behavior intervention plans developed by the ~~individualized education plan~~ **IEP** team.

The New Jersey Department of Education shall establish guidelines for school districts, educational services commissions, and APSSDs to ensure a review process is in place to examine the use of physical restraints or seclusion techniques in emergency situations, and for the repeated use of these methods for an individual child, within the same classroom, or by a single individual. The review process shall include educational, clinical, and administrative personnel. Pursuant to the review process the student's ~~individualized education plan~~ **IEP** team may, as deemed appropriate, determine to revise the behavior intervention plan or classroom supports, and a school district, educational services commission, or APSSD may determine to revise a staff member's professional development plan pursuant to N.J.S.A. 18A:46-13.7.

**The Superintendent or designee may gather input from school staff members and parents of students with disabilities on this Policy and Regulation. All students with disabilities and their parents shall be afforded the procedural safeguards provided by the Individuals with Disabilities Education Act (IDEA).**

**The Superintendent or designee shall annually inform parents of students with disabilities about the Board's Policy regarding restraint and seclusion.**

N.J.S.A. 18A:46-13.4; 18A:46-13.5; 18A:46-13.6; 18A:46-13.7

**New Jersey Department of Education Restraint and Seclusion Guidance for  
Students with Disabilities – July 10, 2018**

Adopted:





# POLICY GUIDE

OPERATIONS

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Reporting Potentially Missing or Abused Children

Apr 18

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[See POLICY ALERT Nos. 94, 97, 100, 106, 133, 169, 180, 203, 208 and 215]

## 8462 REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN

The Board of Education recognizes early detection of missing, abused, or neglected children is important in protecting the health, safety, and welfare of all children. In recognition of the importance of early detection of missing, abused, or neglected children, the Board of Education adopts this Policy pursuant to the requirements of N.J.S.A. 18A:36-24 and 18A:36-25. The Board provides this Policy for its employees, volunteers, or interns to provide for the early detection of missing, abused, or neglected children through notification of, reporting to, and cooperation with the appropriate law enforcement and child welfare authorities pursuant to N.J.S.A. 18A:36-24 and 18A:36-25 et seq., N.J.A.C. 6A:16-11.1, and N.J.S.A. 9:6-8.10.

Employees, volunteers, or interns working in the school district shall immediately notify designated child welfare authorities of incidents of alleged missing, abused, and/or neglected children. Reports of incidents of alleged missing, abused, or neglected children shall be reported to the New Jersey State Central Registry (SCR) at 1-877 NJ ABUSE or to any other telephone number designated by the appropriate child welfare authorities. If the child is in immediate danger a call shall be placed to 911 as well as to the SCR.

The person having reason to believe that a child may be missing or may have been abused or neglected may inform the Principal or other designated school official(s) prior to notifying designated child welfare authorities if the action will not delay immediate notification. The person notifying designated child welfare authorities shall inform the Principal or other designated school official(s) of the notification, if such had not occurred prior to the notification. Notice to the Principal or other designated school official(s) need not be given when the person believes that such notice would likely endanger the reporter or student involved or when the person believes that such disclosure would likely result in retaliation against the student or in discrimination against the reporter with respect to his or her employment.

The Principal or other designated school official(s) upon being notified by a person having reason to believe that a child may be missing or may have been abused or neglected, must notify appropriate law enforcement authorities. Notification to appropriate law enforcement authorities shall be made for all



# POLICY GUIDE

OPERATIONS

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Reporting Potentially Missing or Abused Children

reports by employees, volunteers, or interns working in the school district. Confirmation by another person is not required for a school district employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation.

School district officials will cooperate with designated child welfare and law enforcement authorities in all investigations of potentially missing, abused, or neglected children in accordance with the provisions of N.J.A.C. 6A:16-11.1(a)5.

The district designates <sup>the</sup> Director of Pupil Services as the school district's liaison to designated child welfare authorities to act as the primary contact person between the school district and child welfare authorities with regard to general information sharing and the development of mutual training and other cooperative efforts. The district designates the Superintendent or designee as the school district's liaison to law enforcement authorities to act as the primary contact person between the school district and law enforcement authorities, pursuant to N.J.A.C. 6A:16-6.2(b)1, consistent with the Memorandum of Agreement, pursuant to N.J.A.C. 6A:16-6.2(b)13.

An employee, volunteer, or intern working in the school district who has been named as a suspect in a notification to child welfare and law enforcement authorities regarding a missing, abused, or neglected child situation shall be entitled to due process rights, including those rights defined in N.J.A.C. 6A:16-11.1(a)9.

The Superintendent or designee shall provide training to school district employees, volunteers, or interns on the district's policy and procedures for reporting allegations of missing, abused, or neglected child situations. All new school district employees, volunteers, or interns working in the district shall receive the required information and training as part of their orientation.

There shall be no reprisal or retaliation against any person who, in good faith, reports or causes a report to be made of a potentially missing, abused, or neglected child situation pursuant to N.J.S.A. 9:6-8.13.



# POLICY GUIDE

OPERATIONS  
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## Reporting Potentially Missing or Abused Children

~~Any employee, volunteer, or intern with reasonable cause to suspect or believe that a student has attempted or completed suicide, shall report the information to the Department of Human Services, Division of Mental Health and Addiction Services, in a form and manner prescribed by the Division of Mental Health and Addiction Services pursuant to N.J.S.A. 30:9A-24.a.~~

N.J.S.A. 18A:36-24; 18A:36-25 et seq.  
N.J.A.C. 6A:16-11.1

Adopted:

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8/6 9:52am

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
General Fund - Fund 10  
Interim Balance Sheet  
For 1 Month Period Ending 07/31/2018

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$3,774,573.57
121	Tax levy receivable		\$10,987,051.00
	Accounts receivable:		
132	Interfund	\$7,000.00	
141	Intergovernmental - State	\$9,922.93	
143	Intergovernmental - Other	\$84,416.82	
			\$101,339.75

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

301	Estimated Revenues	\$14,902,444.00	
302	Less Revenues	(\$11,968,790.50)	
			\$2,933,653.50

	Total assets and resources		\$17,796,617.82
			=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
General Fund - Fund 10  
Interim Balance Sheet  
For 1 Month Period Ending 07/31/2018

=====

LIABILITIES AND FUND EQUITY

=====

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

421	Accounts Payable	\$65,287.32
TOTAL LIABILITIES		\$65,287.32
		=====

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	\$4,006,182.67
754	Reserve for Encumbrance - Prior Year	\$316,435.52
Reserved fund balance:		
760	Reserved Fund Balance	\$2,338,132.43
601	Appropriations	\$16,064,394.47
602	Less : Expenditures	\$868,303.72
603	Encumbrances	\$4,322,618.19    (\$5,190,921.91)
		\$10,873,472.56
Total Appropriated		\$17,534,223.18
--- U n a p p r o p r i a t e d ---		
770	Unreserved Fund Balance -	\$1,037,107.32
303	Budgeted Fund Balance	(\$840,000.00)
TOTAL FUND BALANCE		\$17,731,330.50
TOTAL LIABILITIES AND FUND EQUITY		\$17,796,617.82
		=====

Somerset County Vocational Board of Ed.  
 General Fund - Fund 10  
 Interim Balance Sheet  
 For 1 Month Period Ending 07/31/2018

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
	_____	_____	_____
Appropriations	\$16,064,394.47	\$5,190,921.91	\$10,873,472.56
Revenues	(\$14,902,444.00)	(\$11,968,790.50)	(\$2,933,653.50)
	_____	_____	_____
	\$1,161,950.47	(\$6,777,868.59)	\$7,939,819.06
	_____	_____	_____
Less: Adjust for prior year encumb.	(\$321,950.47)	(\$321,950.47)	
	_____	_____	_____
Budgeted Fund Balance	\$840,000.00	(\$7,099,819.06)	\$7,939,819.06
	=====	=====	=====
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	\$840,000.00	(\$7,099,819.06)	\$7,939,819.06
Fund 18 (Restricted ED JOBS)	\$0.00	\$0.00	\$0.00
Fund 19 (Restricted FEMA Block Grants)	\$0.00	\$0.00	\$0.00
	_____	_____	_____
TOTAL Budgeted Fund Balance	\$840,000.00	(\$7,099,819.06)	\$7,939,819.06
	=====	=====	=====

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 1 Month Period Ending 07/31/2018

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$13,359,433.00	\$11,968,790.50		\$1,390,642.50
3XXX From State Sources	\$1,543,011.00	.00		\$1,543,011.00
TOTAL REVENUE/SOURCES OF FUNDS	\$14,902,444.00	\$11,968,790.50		\$2,933,653.50
=====				
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---				
11-1XX-100-XXX Regular Programs - Instruction	\$1,997,495.00	\$4,906.68	\$108,579.25	\$1,884,009.07
11-3XX-100-XXX Voc. Programs - Local - Instruction	\$3,942,077.65	\$24,730.02	\$77,600.06	\$3,839,747.57
11-401-100-XXX School-Spon. Cocurr. Acti-Instr	\$73,314.00	(\$142.45)	\$568.00	\$72,888.45
11-402-100-XXX School-Spons. Athletics - Instruction	\$156,642.00	\$4,252.86	\$11,682.38	\$140,706.76
--- UNDISTRIBUTED EXPENDITURES ---				
11-000-211-XXX Attendance and Social Work Services	\$35,542.00	\$2,171.68	\$7,679.75	\$25,690.57
11-000-213-XXX Health Services	\$212,213.26	\$8,768.30	\$5,744.05	\$197,700.91
11-000-216-XXX Speech, OT,PT & Related Svcs	\$14,820.00	\$0.00	\$320.00	\$14,500.00
11-000-218-XXX Guidance	\$935,154.00	\$39,724.20	\$47,209.43	\$848,220.37
11-000-219-XXX Child Study Teams	\$207,574.00	\$12,041.34	\$8,685.71	\$186,846.95
11-000-221-XXX Improv of Inst. - Instruc Staff	\$385,452.00	\$31,130.71	\$92,036.41	\$262,284.88
11-000-222-XXX Educational Media Serv/School Library	\$56,182.00	\$0.00	\$2,701.22	\$53,480.78
11-000-223-XXX Instructional Staff Training Services	\$67,925.00	\$1,960.00	\$467.00	\$65,498.00
11-000-230-XXX Supp. Serv.-General Administration	\$787,114.48	\$149,251.89	\$549,353.80	\$88,508.79
11-000-240-XXX Supp. Serv.-School Administration	\$747,073.01	\$59,168.77	\$26,335.38	\$661,568.86
11-000-25X-XXX Central Serv & Admin. Inform. Tech.	\$908,452.00	\$81,817.18	\$375,208.29	\$451,426.53
11-000-261-XXX Require Maint. for School Facilities	\$1,298,531.07	\$88,959.07	\$252,186.98	\$957,385.02
11-000-262-XXX Custodial Services	\$999,130.00	\$51,528.48	\$803,477.17	\$144,124.35
11-000-263-XXX Care and Upkeep of Grounds	\$26,150.00	\$0.00	\$0.00	\$26,150.00
11-000-266-XXX Security	\$135,599.00	\$2,381.24	\$5,756.00	\$127,461.76
11-000-270-XXX Student Transportation Services	\$188,989.00	\$0.00	\$1.00	\$188,988.00
11-XXX-XXX-2XX Allocated and Unallocated Benefits	\$2,633,085.00	\$305,653.75	\$1,801,147.84	\$526,283.41
TOTAL GENERAL CURRENT EXPENSE				
EXPENDITURES/USES OF FUNDS	\$15,808,514.47	\$868,303.72	\$4,176,739.72	\$10,763,471.03
=====				

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 1 Month Period Ending 07/31/2018

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$183,677.00	\$0.00	\$94,063.47	\$89,613.53
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$72,203.00	.00	\$51,815.00	\$20,388.00
	-----	-----	-----	-----
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$255,880.00	\$0.00	\$145,878.47	\$110,001.53
	=====	=====	=====	=====
TOTAL GENERAL FUND EXPENDITURES	\$16,064,394.47	\$868,303.72	\$4,322,618.19	\$10,873,472.56
	=====	=====	=====	=====



REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10  
 SCHEDULE OF REVENUES  
 ACTUAL COMPARED WITH ESTIMATED  
 For 1 Month Period Ending 07/31/2018

		ESTIMATED	ACTUAL	UNREALIZED
		-----	-----	-----
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$11,922,443.00	\$11,922,443.00	.00
1310	Tuition from Individuals	\$1,406,490.00	\$28,890.75	\$1,377,599.25
1XXX	Miscellaneous	\$30,500.00	\$17,456.75	\$13,043.25
	TOTAL	\$13,359,433.00	\$11,968,790.50	\$1,390,642.50
		=====	=====	=====
--- STATE SOURCES ---				
3132	Categorical Special Education Aid	\$389,105.00	.00	\$389,105.00
3176	Equalization	\$580,221.00	.00	\$580,221.00
3177	Categorical Security	\$64,725.00	.00	\$64,725.00
3178	Adjustment Aid	\$508,960.00	.00	\$508,960.00
	TOTAL	\$1,543,011.00	\$0.00	\$1,543,011.00
		=====	=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$14,902,444.00	\$11,968,790.50	\$2,933,653.50
		=====	=====	=====

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 1 Month Period Ending 07/31/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- Regular Programs - Instruction ---				
11-140-100-101 Grades 9-12 - Salaries of Teachers	\$1,743,416.00	\$4,906.68	\$1.00	\$1,738,508.32
11-140-100-500 Other Purch. Serv. (400-500 series)	\$59,500.00	.00	\$6,521.05	\$52,978.95
--- Regular Programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$5,000.00	\$0.00	\$0.00	\$5,000.00
11-150-100-320 Purchased Prof.-Ed. Services	\$8,000.00	.00	.00	\$8,000.00
11-150-100-500 Other Purch. Serv. (400-500 series)	\$150.00	.00	.00	\$150.00
--- Regular Programs - Undistr. Instruction ---				
TOTAL	\$1,816,066.00	\$4,906.68	\$6,522.05	\$1,804,637.27
--- SPECIAL EDUCATION - INSTRUCTION ---				
--- Vocational Programs-Local-Instruction ---				
11-3XX-100-101 Salaries of Teachers	\$3,043,963.00	\$18,376.91	\$0.00	\$3,025,586.09
11-3XX-100-106 Other Sal. For Instruction	\$64,890.00	\$0.00	\$0.00	\$64,890.00
11-3XX-100-320 Purchased Prof.-Ed. Services	\$403,395.00	\$0.00	\$0.00	\$403,395.00
11-3XX-100-500 Other Purchased Serv.(400-500 series)	\$64,365.61	\$186.68	\$4,704.39	\$59,474.54
11-3XX-100-610 General Supplies	\$331,318.04	\$6,166.43	\$61,225.37	\$263,926.24
11-3XX-100-640 Textbooks	\$22,176.00	\$0.00	\$5,539.30	\$16,636.70
11-3XX-100-800 Other Objects	\$11,970.00	\$0.00	\$6,131.00	\$5,839.00
TOTAL	\$3,942,077.65	\$24,730.02	\$77,600.06	\$3,839,747.57
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$47,921.00	.00	.00	\$47,921.00
11-401-100-500 Purchased Services (300-500 series)	\$2,725.00	.00	.00	\$2,725.00
11-401-100-600 Supplies and Materials	\$19,168.00	(\$142.45)	\$168.00	\$19,142.45
11-401-100-800 Other Objects	\$3,500.00	.00	\$400.00	\$3,100.00
TOTAL	\$73,314.00	(\$142.45)	\$568.00	\$72,888.45
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$75,992.00	\$2,102.86	.00	\$73,889.14
11-402-100-500 Purchased Services (300-500 series)	\$41,950.00	.00	\$493.00	\$41,457.00
11-402-100-600 Supplies and Materials	\$16,950.00	.00	\$10,429.38	\$6,520.62
11-402-100-800 Other Objects	\$21,750.00	\$2,150.00	\$760.00	\$18,840.00
TOTAL	\$156,642.00	\$4,252.86	\$11,682.38	\$140,706.76
--- UNDISTRIBUTED EXPENDITURES ---				
--- Attendance and social work services ---				
11-000-211-171 Sal. of Drop-Out Prev. Officer/Coordinators	\$26,842.00	\$2,171.68	.00	\$24,670.32
11-000-211-300 Purchased Prof. & Tech. Svc.	\$7,700.00	.00	\$7,679.75	\$20.25
11-000-211-500 Other Purchd. Serv.(400-500 series)	\$500.00	.00	.00	\$500.00
11-000-211-600 Supplies and Materials	\$500.00	.00	.00	\$500.00
TOTAL	\$35,542.00	\$2,171.68	\$7,679.75	\$25,690.57
--- Health services ---				
11-000-213-100 Salaries	\$175,224.00	\$8,418.30	.00	\$166,805.70
11-000-213-300 Purchased Prof. & Tech. Svc.	\$25,704.26	\$350.00	\$3,854.26	\$21,500.00

Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 1 Month Period Ending 07/31/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-213-500 Other Purchd. Serv.(400-500 series)	\$1,385.00	.00	.00	\$1,385.00
11-000-213-600 Supplies and Materials	\$9,400.00	.00	\$1,889.79	\$7,510.21
11-000-213-800 Other Objects	\$500.00	.00	.00	\$500.00
TOTAL	\$212,213.26	\$8,768.30	\$5,744.05	\$197,700.91
--- Speech, OT,PT & Related Svcs ---				
11-000-216-320 Purchased Prof. Ed. Services	\$14,820.00	.00	\$320.00	\$14,500.00
TOTAL	\$14,820.00	\$0.00	\$320.00	\$14,500.00
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$424,128.00	\$4,958.46	.00	\$419,169.54
11-000-218-105 Sal Secr. & Clerical Asst.	\$115,624.00	\$9,010.82	.00	\$106,613.18
11-000-218-11X Other Salaries	\$315,547.00	\$25,590.04	.00	\$289,956.96
11-000-218-390 Other Purch. Prof. & Tech Svc.	\$42,605.00	.00	\$19,172.75	\$23,432.25
11-000-218-500 Other Purchased Services (400-500 series)	\$28,000.00	.00	\$12,213.00	\$15,787.00
11-000-218-600 Supplies and Materials	\$9,000.00	\$164.88	\$15,823.68	(\$6,988.56)
11-000-218-800 Other Objects	\$250.00	.00	.00	\$250.00
TOTAL	\$935,154.00	\$39,724.20	\$47,209.43	\$848,220.37
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$145,578.00	\$4,958.44	.00	\$140,619.56
11-000-219-105 Sal Secr. & Clerical Asst.	\$45,058.00	\$7,082.90	.00	\$37,975.10
11-000-219-320 Purchased Prof. - Ed. Services	\$2,000.00	.00	.00	\$2,000.00
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$6,733.00	.00	\$6,208.13	\$524.87
11-000-219-592 Misc Purch Ser(400-500 O/than Resid costs)	\$2,555.00	\$0.00	\$0.00	\$2,555.00
11-000-219-600 Supplies and Materials	\$4,650.00	.00	\$2,202.58	\$2,447.42
11-000-219-800 Other Objects	\$1,000.00	.00	\$275.00	\$725.00
TOTAL	\$207,574.00	\$12,041.34	\$8,685.71	\$186,846.95
--- Improv. of instr. Serv. ---				
11-000-221-102 Salaries Superv. of Instr.	\$208,707.00	\$16,885.56	.00	\$191,821.44
11-000-221-104 Salaries Other Prof. Staff	\$113,282.00	\$9,395.20	\$89,872.80	\$14,014.00
11-000-221-105 Sal Secr. & Clerical Asst.	\$57,963.00	\$4,689.58	.00	\$53,273.42
11-000-221-500 Other Purchased Services (400-500 series)	\$3,000.00	\$160.37	\$1,849.07	\$990.56
11-000-221-600 Supplies and Materials	\$1,500.00	.00	\$314.54	\$1,185.46
11-000-221-800 Other Objects	\$1,000.00	.00	.00	\$1,000.00
TOTAL	\$385,452.00	\$31,130.71	\$92,036.41	\$262,284.88
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$33,082.00	.00	\$1.00	\$33,081.00
11-000-222-300 Purchased Prof. & Tech Svc.	\$3,500.00	.00	.00	\$3,500.00
11-000-222-500 Other Purchased Services (400-500 series)	\$4,380.00	.00	.00	\$4,380.00
11-000-222-600 Supplies and Materials	\$15,170.00	.00	\$2,700.22	\$12,469.78
11-000-222-800 Other Objects	\$50.00	.00	.00	\$50.00
TOTAL	\$56,182.00	\$0.00	\$2,701.22	\$53,480.78
--- Instructional Staff Training Services ---				
11-000-223-102 Salaries Superv. of Instruction	\$47,555.00	\$1,960.00	.00	\$45,595.00

Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 1 Month Period Ending 07/31/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-223-390 Other Purch. Prof. & Tech Svc.	\$2,000.00	.00	\$260.00	\$1,740.00
11-000-223-500 Other Purchased Services (400-500 series)	\$17,370.00	.00	\$207.00	\$17,163.00
11-000-223-600 Supplies and Materials	\$1,000.00	.00	.00	\$1,000.00
TOTAL	\$67,925.00	\$1,960.00	\$467.00	\$65,498.00
--- Support services-general administration ---				
11-000-230-100 Salaries	\$333,366.00	\$27,602.42	\$303,627.58	\$2,136.00
11-000-230-331 Legal Services	\$114,694.11	\$3,379.63	\$51,314.48	\$60,000.00
11-000-230-332 Audit Fees	\$36,720.00	.00	\$36,720.00	.00
11-000-230-334 Architectural/Engineering Services	\$29,135.81	\$2,017.20	\$17,118.61	\$10,000.00
11-000-230-339 Other Purchased Prof. Svc.	\$11,948.56	\$299.50	\$649.06	\$11,000.00
11-000-230-340 Purchased Tech. Services	\$8,700.00	.00	.00	\$8,700.00
11-000-230-530 Communications/Telephone	\$71,650.00	\$7,606.13	\$65,401.87	(\$1,358.00)
11-000-230-585 BOE Other Purchased Prof. Svc.	\$3,325.00	.00	\$3,952.00	(\$627.00)
11-000-230-590 Other Purchased Services	\$136,275.00	\$87,452.50	\$66,722.50	(\$17,900.00)
11-000-230-610 General Supplies	\$8,900.00	\$669.83	\$253.63	\$7,976.54
11-000-230-630 BOE In-House Training/Meeting Supplies	\$1,000.00	.00	.00	\$1,000.00
11-000-230-890 Misc. Expenditures	\$24,400.00	\$13,474.93	\$3,594.07	\$7,331.00
11-000-230-895 BOE Membership Dues and Fees	\$7,000.00	\$6,749.75	.00	\$250.25
TOTAL	\$787,114.48	\$149,251.89	\$549,353.80	\$88,508.79
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$142,278.00	\$11,511.10	.00	\$130,766.90
11-000-240-104 Salaries Other Prof. Staff	\$317,787.00	\$25,710.88	.00	\$292,076.12
11-000-240-105 Sal Secr. & Clerical Asst.	\$233,483.00	\$15,323.32	.00	\$218,159.68
11-000-240-1XX Other Salaries	\$5,150.00	\$0.00	\$0.00	\$5,150.00
11-000-240-500 Other Purchased Services	\$30,225.00	\$83.47	\$14,320.00	\$15,821.53
11-000-240-600 Supplies and Materials	\$12,150.01	\$800.00	\$12,015.38	(\$665.37)
11-000-240-800 Other Objects	\$6,000.00	\$5,740.00	.00	\$260.00
TOTAL	\$747,073.01	\$59,168.77	\$26,335.38	\$661,568.86
--- Central Services ---				
11-000-251-100 Salaries	\$357,645.00	\$29,731.38	\$327,045.62	\$868.00
11-000-251-330 Purchased Prof. Services	\$9,000.00	\$318.91	\$6,022.41	\$2,658.68
11-000-251-340 Purchased Technical Services	\$29,000.00	\$12,096.40	\$12,403.60	\$4,500.00
11-000-251-592 Misc Pur Serv (400-500 series )	\$3,000.00	.00	.00	\$3,000.00
11-000-251-600 Supplies and Materials	\$10,000.00	\$133.33	\$981.50	\$8,885.17
11-000-251-89X Other Objects	\$5,000.00	\$1,590.00	\$600.00	\$2,810.00
TOTAL	\$413,645.00	\$43,870.02	\$347,053.13	\$22,721.85
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$411,964.00	\$33,592.16	.00	\$378,371.84
11-000-252-500 Other Pur Serv. (400-500 series )	\$34,881.00	\$4,355.00	\$14,982.44	\$15,543.56
11-000-252-600 Supplies and Materials	\$47,962.00	.00	\$13,172.72	\$34,789.28
TOTAL	\$494,807.00	\$37,947.16	\$28,155.16	\$428,704.68
TOTAL Cent. Svcs. & Admin IT	\$908,452.00	\$81,817.18	\$375,208.29	\$451,426.53

Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 1 Month Period Ending 07/31/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
--- Required Maint.for School Facilities ---				
11-000-261-100 Salaries	\$636,055.00	\$44,864.82	.00	\$591,190.18
11-000-261-420				
11-000-261-420 Cleaning, Repair & Maint. Svc	\$564,031.86	\$37,816.52	\$234,674.74	\$291,540.60
11-000-261-610 General Supplies	\$85,444.21	\$1,618.67	\$15,034.74	\$68,790.80
11-000-261-800 Other Objects	\$13,000.00	\$4,659.06	\$2,477.50	\$5,863.44
TOTAL	\$1,298,531.07	\$88,959.07	\$252,186.98	\$957,385.02
11-000-262-107 Salaries of Non-Instructional Aids	\$6,000.00	.00	.00	\$6,000.00
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$428,683.00	.00	\$423,725.00	\$4,958.00
11-000-262-490 Other Purchased Property Svc.	\$60,000.00	\$3,335.06	\$30,590.94	\$26,074.00
11-000-262-520 Insurance	\$81,398.00	\$41,561.50	\$39,836.50	.00
11-000-262-621 Energy (Natural Gas)	\$85,000.00	.00	\$85,000.00	.00
11-000-262-622 Energy (Electricity)	\$338,049.00	\$6,631.92	\$224,324.73	\$107,092.35
TOTAL	\$999,130.00	\$51,528.48	\$803,477.17	\$144,124.35
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$22,150.00	.00	.00	\$22,150.00
11-000-263-610 General Supplies	\$4,000.00	.00	.00	\$4,000.00
TOTAL	\$26,150.00	\$0.00	\$0.00	\$26,150.00
--- Security ---				
11-000-266-100 Salaries	\$135,599.00	\$2,381.24	.00	\$133,217.76
11-000-266-300 Purchased Prof. & Tech. Svc.			\$5,756.00	(\$5,756.00)
TOTAL	\$135,599.00	\$2,381.24	\$5,756.00	\$127,461.76
TOTAL Oper & Maint of Plant Services	\$2,459,410.07	\$142,868.79	\$1,061,420.15	\$1,255,121.13
--- Student transportation services ---				
11-000-270-162 Sal Pupil Trans.Other than Bet Home & Sch	\$48,489.00	.00	\$1.00	\$48,488.00
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$2,500.00	.00	.00	\$2,500.00
11-000-270-512 Contract Svc (other btw home & sch)-vndrs	\$109,000.00	.00	.00	\$109,000.00
11-000-270-517 Contract Svc (reg std) - ESCs	\$21,000.00	.00	.00	\$21,000.00
11-000-270-593 Misc. Purchased Svc.- Transp.	\$5,000.00	.00	.00	\$5,000.00
11-000-270-610 General Supplies	\$2,000.00	.00	.00	\$2,000.00
11-000-270-800 Misc. Expenditures	\$1,000.00	.00	.00	\$1,000.00
TOTAL	\$188,989.00	\$0.00	\$1.00	\$188,988.00
--- Personal Services-Employee Benefits---				
11-XXX-XXX-210 Group Insurance	\$13,820.00	\$858.62	\$11,370.42	\$1,590.96
11-XXX-XXX-220 Social Security Contributions	\$282,200.00	\$16,447.84	\$241,312.16	\$24,440.00
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$313,618.00	\$10.59	\$5,539.41	\$308,068.00
11-XXX-XXX-250 Unemployment Compensation	\$40,175.00	\$10,902.87	\$23,097.13	\$6,175.00
11-XXX-XXX-260 Workman's Compensation	\$210,829.00	\$105,414.50	\$105,414.50	.00
11-XXX-XXX-270 Health Benefits	\$1,621,343.00	\$170,237.31	\$1,413,814.23	\$37,291.46
11-XXX-XXX-280 Tuition Reimbursement	\$75,000.00	.00	.00	\$75,000.00
11-XXX-XXX-290 Other Employee Benefits	\$71,100.00	\$1,782.02	\$599.99	\$68,717.99
11-XXX-XXX-299 Unused Sick Payment to Term/Ret Staff	\$5,000.00	.00	.00	\$5,000.00

Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 1 Month Period Ending 07/31/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
<b>TOTAL</b>	\$2,633,085.00	\$305,653.75	\$1,801,147.84	\$526,283.41
Total Undistributed Expenditures	\$9,638,985.82	\$834,556.61	\$3,978,310.03	\$4,826,119.18
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$15,627,085.47	\$868,303.72	\$4,074,682.52	\$10,684,099.23
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$15,627,085.47	\$868,303.72	\$4,074,682.52	\$10,684,099.23

Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 1 Month Period Ending 07/31/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
*** CAPITAL OUTLAY ***				
--- EQUIPMENT ---				
Special education - instruction				
12-3XX-100-730 Voc.programs-local-instruction	\$18,000.00	.00	.00	\$18,000.00
Undistributed expenses				
12-000-210-730 Support services-students-reg.	\$7,000.00	\$0.00	\$0.00	\$7,000.00
12-000-252-730 Admin. Info. Tech.	\$76,500.00	.00	\$11,886.47	\$64,613.53
12-000-261-730 Undist. Exp.-Req. Maint. Schl Facilities	\$82,177.00	.00	\$82,177.00	.00
Undist. Exp. - Non-instructional Services				
TOTAL	\$183,677.00	\$0.00	\$94,063.47	\$89,613.53
--- Facilities acquisition and construction services ---				
12-000-400-450 Construction Services	\$51,815.00	.00	\$51,815.00	.00
12-000-400-800 Other objects	\$20,388.00	.00	.00	\$20,388.00
Sub Total	\$72,203.00	\$0.00	\$51,815.00	\$20,388.00
TOTAL	\$72,203.00	\$0.00	\$51,815.00	\$20,388.00
TOTAL CAPITAL OUTLAY EXPENDITURES	\$255,880.00	\$0.00	\$145,878.47	\$110,001.53

Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 1 Month Period Ending 07/31/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
	_____	_____	_____	_____
*** EDUCATION JOBS FUND **				
*** FEMA COMMUNITY DEVELOPMENT BLOCK GRANT ***				
TOTAL GENERAL FUND EXPENDITURES	\$15,882,965.47	\$868,303.72	\$4,220,560.99	\$10,794,100.76



REPORT OF THE SECRETARY CERTIFICATION PAGE  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
General Fund - Fund 10

For 1 Month Period Ending 07/31/2018

I, Raelene Catterson, 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

July 31, 2018

Date

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

ACCOUNT NUMBER	DESCRIPTION	APPROPRIATION	EXPENDITURE	ENCUMBERANCES	AVAILABLE BALANCE
11-140-100-320-03-0000-	PURCHASED PROF ED SE	\$ 6,500.00	\$ 0.00	\$ 0.00	\$ 6,500.00
11-140-100-320-16-0000-	PURCHASED SERVICES	\$ 13,500.00	\$ 0.00	\$ 0.00	\$ 13,500.00
11-140-100-610-03-0000-	SUPPLIES - HS	\$ 25,000.00	\$ 0.00	\$ 0.00	\$ 25,000.00
11-140-100-610-03-0001-	SUPPLIES - PHYSICAL	\$ 5,450.00	\$ 0.00	\$ 5,187.91	\$ 262.09
11-140-100-610-03-0002-	SUPPLIES - SOC. STUD	\$ 5,000.00	\$ 0.00	\$ 1,014.96	\$ 3,985.04
11-140-100-610-03-0003-	SUPPLIES - SCIENCE	\$ 8,360.00	\$ 0.00	\$ 7,990.21	\$ 369.79
11-140-100-610-03-0004-	SUPPLIES - MATH	\$ 1,750.00	\$ 0.00	\$ 987.60	\$ 762.40
11-140-100-610-03-0005-	SUPPLIES - WORLD LAN	\$ 1,500.00	\$ 0.00	\$ 200.93	\$ 1,299.07
11-140-100-610-03-0006-	SUPPLIES - ENGLISH	\$ 3,000.00	\$ 0.00	\$ 2,135.49	\$ 864.51
11-140-100-610-03-0007-	SUPPLIES - HEALTH /	\$ 525.00	\$ 0.00	\$ 0.00	\$ 525.00
11-140-100-610-03-0008-	SUPPLIES - PHOTOGRAP	\$ 10,000.00	\$ 0.00	\$ 700.71	\$ 9,299.29
11-140-100-610-03-0009-	SUPPLIES - ART	\$ 3,000.00	\$ 0.00	\$ 2,996.10	\$ 3.90
11-140-100-610-07-0000-	SUPPLIES - ALT. SCHO	\$ 2,000.00	\$ 0.00	\$ 760.58	\$ 1,239.42
11-140-100-610-16-0000-	HIGH SCH TECH SUPPLI	\$ 48,500.00	\$ 0.00	\$ 52,118.52	\$ -3,618.52
11-140-100-640-03-0000-	TEXTBOOKS - REG INST	\$ 36,250.00	\$ 0.00	\$ 27,964.19	\$ 8,285.81
11-140-100-640-07-0000-	TEXTBOOKS - ALT. SCH	\$ 500.00	\$ 0.00	\$ 0.00	\$ 500.00
11-140-100-800-07-0000-	OTHER OBJECTS	\$ 7,850.00	\$ 0.00	\$ 0.00	\$ 7,850.00
11-140-100-890-03-0000-	OTHER OBJECTS	\$ 2,744.00	\$ 0.00	\$ 0.00	\$ 2,744.00
11-999-999-999- - -	PAYROLL NET PAY ADJ	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

8/6 9:52am

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 1 Month Period Ending 07/31/18

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		(\$110,999.62)
	Accounts receivable:		
141	Intergovernmental - State	\$71,439.06	
		\$71,439.06	\$71,439.06

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

301	Estimated Revenues	\$1,291,276.00	
		\$1,291,276.00	\$1,291,276.00
	Total assets and resources		\$1,251,715.44
			=====

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 Special Revenue Fund - Fund 20  
 Interim Balance Sheet  
 For 1 Month Period Ending 07/31/18

=====

LIABILITIES AND FUND EQUITY

=====

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

411	Intergovernmental accounts payable - State	\$213.52
421	Accounts Payable	\$14,258.08
481	Deferred revenues	\$163.37
TOTAL LIABILITIES		\$14,634.97
		=====

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	\$153,804.58
754	Reserve for encumbrances - Prior Year	\$3,411.09
601	Appropriations	\$1,291,276.00
602	Less: Expenditures	\$57,606.62
603	Encumbrances	\$153,804.58    (\$211,411.20)
		\$1,079,864.80
TOTAL FUND BALANCE		\$1,237,080.47
TOTAL LIABILITIES AND FUND EQUITY		\$1,251,715.44
		=====

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 1 Month Period Ending 07/31/18

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
		-----	-----	-----	-----
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$105,876.00	.00		\$105,876.00
3XXX	From State Sources	\$747,080.00	.00		\$747,080.00
4XXX	From Federal Sources	\$438,320.00	.00		\$438,320.00
		-----	-----	-----	-----
	TOTAL REVENUE/SOURCES OF FUNDS	\$1,291,276.00	\$0.00		\$1,291,276.00
		=====	=====	=====	=====
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
		-----	-----	-----	-----
	LOCAL PROJECTS:	\$105,876.00	\$46,243.66	\$16,319.40	\$43,312.94
	STATE PROJECTS:				
	Vocational education	\$400,603.00	\$892.80	\$587.35	\$399,122.85
	Other State Projects	\$346,477.00	\$10,470.16	\$136,248.83	\$199,758.01
		-----	-----	-----	-----
	TOTAL STATE PROJECTS	\$747,080.00	\$11,362.96	\$136,836.18	\$598,880.86
FEDERAL PROJECTS:					
	NCLB Title I - Part A/D	\$60,601.00	.00	.00	\$60,601.00
	I.D.E.A. Part B (Handicapped)	\$81,948.00	.00	.00	\$81,948.00
	NCLB Title II - Part A/D	\$8,707.00	.00	\$649.00	\$8,058.00
	NCLB Title IV	\$10,000.00	.00	.00	\$10,000.00
	Vocational Education	\$277,064.00	.00	.00	\$277,064.00
		-----	-----	-----	-----
	TOTAL FEDERAL PROJECTS	\$438,320.00	\$0.00	\$649.00	\$437,671.00
		=====	=====	=====	=====
	*** TOTAL EXPENDITURES ***	\$1,291,276.00	\$57,606.62	\$153,804.58	\$1,079,864.80
		=====	=====	=====	=====

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 1 Month Period Ending 07/31/18

	ESTIMATED	ACTUAL	UNREALIZED
	-----	-----	-----
--- LOCAL SOURCES ---			
1XXX Other Revenue from Local Sources	\$105,876.00	\$0.00	\$105,876.00
	-----	-----	-----
Total Revenues from Local Sources	\$105,876.00	\$0.00	\$105,876.00
	=====	=====	=====
--- STATE SOURCES ---			
3290 Recovery High School Access Grant	\$346,477.00	.00	\$346,477.00
32XX Other Restricted Entitlements	\$400,603.00	\$0.00	\$400,603.00
	-----	-----	-----
Total Revenue from State Sources	\$747,080.00	\$0.00	\$747,080.00
	=====	=====	=====
--- FEDERAL SOURCES ---			
4411-16 Title I	\$60,601.00	.00	\$60,601.00
4451-55 Title II	\$8,707.00	.00	\$8,707.00
4471-74 Title IV	\$10,000.00	.00	\$10,000.00
4420-29 I.D.E.A. Part B (Handicapped)	\$81,948.00	.00	\$81,948.00
4430-39 Vocational Education	\$277,064.00	.00	\$277,064.00
	-----	-----	-----
Total Revenues from Federal Sources	\$438,320.00	\$0.00	\$438,320.00
	=====	=====	=====
TOTAL REVENUES/SOURCES OF FUNDS	\$1,291,276.00	\$0.00	\$1,291,276.00
	=====	=====	=====

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 1 Month Period Ending 07/31/18

	Appropriations	Expenditures	Encumbrances	Available Balance
State Projects:				
PRESCHOOL EDUCATION AID				
Other State Projects:				
PRESCHOOL EXPANSION GRANT				
20-XXX-XXX-XXX All Other State/Fed/Loc Projects	\$1,291,276.00	\$57,606.62	\$153,804.58	\$1,079,864.80
T O T A L    E X P E N D I T U R E	\$1,291,276.00	\$57,606.62	\$153,804.58	\$1,079,864.80

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

Special Revenue Fund - Fund 20  
For 1 Month Period Ending 07/31/18

I, Raelene Catterson, 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

July 31, 2018

Date



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

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8/6 9:52am

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 Capital Projects Fund - Fund 30  
 Interim Balance Sheet  
 For 1 Month Period Ending 07/31/18

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$176,958.87
	Accounts receivable:		
140	Intergovernmental - Accts. Recvble.	\$518,257.84	
			\$518,257.84

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

301	Estimated Revenues	\$2,659,540.74	
302	Less Revenues	(\$75,481.49)	
			\$2,584,059.25

		\$3,279,275.96
Total assets and resources		\$3,279,275.96
		=====

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

Capital Projects Fund - Fund 30  
 Interim Balance Sheet  
 For 1 Month Period Ending 07/31/18

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

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year		\$754.66
754	Reserve for encumbrances - Prior Year		\$2,372,981.62
601	Appropriations	\$2,717,315.37	
602	Less : Expenditures	\$75,481.49	
603	Encumbrances	\$2,373,736.28	(\$2,449,217.77)
			<u>\$268,097.60</u>
	Total Appropriated		\$2,641,833.88

--- Unappropriated ---

770	Fund balance		(\$1,753,027.68)
303	Budgeted Fund Balance		\$2,390,469.76
			<u>\$2,390,469.76</u>

TOTAL FUND BALANCE \$3,279,275.96

TOTAL LIABILITIES AND FUND EQUITY \$3,279,275.96

=====

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 1 Month Period Ending 07/31/18

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	-----	-----	-----	-----
<b>*** REVENUES/SOURCES OF FUNDS ***</b>				
Other Revenue/Source of Funds	\$2,659,540.74	\$75,481.49		\$2,584,059.25
	-----	-----	-----	-----
TOTAL REVENUE/SOURCES OF FUNDS	\$2,659,540.74	\$75,481.49		\$2,584,059.25
	=====	=====	=====	=====
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	-----	-----	-----	-----
<b>*** EXPENDITURES ***</b>				
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-390 Other purchased prof. & tech. serv.	\$81,627.11	\$10,534.84	\$33,483.88	\$37,608.39
30-000-4XX-450 Construction services	\$2,635,688.26	\$64,946.65	\$2,340,252.40	\$230,489.21
	-----	-----	-----	-----
Total fac.acq.and constr. serv.	\$2,717,315.37	\$75,481.49	\$2,373,736.28	\$268,097.60
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$2,717,315.37	\$75,481.49	\$2,373,736.28	\$268,097.60
<b>*** TOTAL EXPENDITURES AND TRANSFERS</b>	\$2,717,315.37	\$75,481.49	\$2,373,736.28	\$268,097.60
	=====	=====	=====	=====

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

Capital Projects Fund - Fund 30  
For 1 Month Period Ending 07/31/18

I, Raelene Catterson, 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

July 31 2018

Date

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

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**Report of the Treasurer  
to the Board of Education**

**Somerset County Vocational  
All Funds  
For Month Ended: July 31, 2018**

**CASH REPORT**

<b>Governmental Funds</b>	<b>Beginning Balance</b>	<b>Deposits</b>	<b>Disbursements</b>	<b>Ending Balance</b>
General Fund (10)	\$3,346,062.97	\$1,333,423.57	-\$904,912.97	\$3,774,573.57
Special Revenue Fund (20)	-\$69,764.17	\$35,418.00	-\$76,653.45	-\$110,999.62
Capital Project Fund (30)	\$176,958.87	\$75,481.49	-\$75,481.49	\$176,958.87
Total Governmental Funds	<u>\$3,453,257.67</u>	<u>\$1,444,323.06</u>	<u>-\$1,057,047.91</u>	<u>\$3,840,532.82</u>
Summer Savings	\$148,606.21	\$0.00	-\$74,303.12	\$74,303.09
Enterprise Fund (60) Cafeteria	\$23,701.79	\$2,714.41	-\$7,075.18	\$19,341.02
Payroll Fund (70)	\$0.00	\$306,840.76	-\$306,840.76	\$0.00
Agency Fund (90)	\$0.00	\$165,231.93	-\$165,231.93	\$0.00
Total Trust & Agency	<u>\$172,308.00</u>	<u>\$474,787.10</u>	<u>-\$553,450.99</u>	<u>\$93,644.11</u>
Grand Total for all Funds	<u>\$3,625,565.67</u>	<u>\$1,919,110.16</u>	<u>-\$1,610,498.90</u>	<u>\$3,934,176.93</u> <u>\$3,934,176.93</u>

Prepared and submitted by:

\_\_\_\_\_  
Michelle Fresco, Treasurer of School Monies

8/13/2018

\_\_\_\_\_  
Date

[Back to Top](#)

# Somerset County Vocational Board of Ed.

## Expense Account Adjustment Analysis By Account#

va\_exaa1.082406

04/30/2018

Current Cycle : April

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
<b>Current Appropriation Adjustments</b>								
11-000-211-171-04-0000-	SALARIES-ATTENDANCE OFFI	April Transfers	0042	04/30/2018	RCATTERSON	\$26,060.00	\$0.16	\$26,060.16
11-000-218-104-05-0000-	SAL - GUID. COUNSELORS	April Transfers	0042	04/30/2018	RCATTERSON	\$342,486.46	(\$9,500.00)	\$332,986.46
11-000-218-104-05-0001-	SUMMER WORK	April Transfers	0042	04/30/2018	RCATTERSON	\$7,478.60	\$85.00	\$7,563.60
11-000-218-110-05-0000-	OTHER SALARIES - GUIDANC	April Transfers	0042	04/30/2018	RCATTERSON	\$260,530.76	\$552.19	\$261,082.95
11-000-218-500-05-0000-	PURCH SERVICES	April Transfers	0042	04/30/2018	RCATTERSON	\$17,116.00	\$348.70	\$17,464.70
11-000-218-610-05-0000-	SUPPLIES GUIDANCE	April Transfers	0042	04/30/2018	RCATTERSON	\$5,000.00	\$1,833.95	\$6,833.95
11-000-219-104-05-0001-	SUMMER WORK/EXTRA WORK	April Transfers	0042	04/30/2018	RCATTERSON	\$4,655.15	\$67.90	\$4,723.05
11-000-219-105-05-0001-	SECRETARIES/O.T.-SUMMER	April Transfers	0042	04/30/2018	RCATTERSON	\$1,000.00	\$17.15	\$1,017.15
11-000-219-610-05-0000-	SUPPLIES - CST	April Transfers	0042	04/30/2018	RCATTERSON	\$2,700.00	\$5,980.29	\$8,680.29
11-000-221-105-04-0001-	SAL OF SECR AND CLERICAL	April Transfers	0042	04/30/2018	RCATTERSON	\$0.00	\$255.09	\$255.09
11-000-230-890-08-0000-	MISC EXP	April Transfers	0042	04/30/2018	RCATTERSON	\$13,950.00	(\$10,000.00)	\$3,950.00
11-000-240-105-03-0001-	SUBSTITUTES/O.T.	April Transfers	0042	04/30/2018	RCATTERSON	\$600.00	\$395.67	\$995.67
11-000-240-110-00-0000-	SAL-WORK STUDY STDS, HS	April Transfers	0042	04/30/2018	RCATTERSON	\$5,000.00	(\$5,000.00)	\$0.00
11-000-240-610-03-0000-	OFFICE SUPPLIES - HS	April Transfers	0042	04/30/2018	RCATTERSON	\$30,005.02	\$794.26	\$30,799.28
11-000-251-100-08-0000-	SALARIES-BUSINESS OFFICE	April Transfers	0042	04/30/2018	RCATTERSON	\$347,227.20	\$687.72	\$347,914.92
11-000-252-100-16-0000-	SALARIES-TECHNOLOGY	April Transfers	0042	04/30/2018	RCATTERSON	\$399,964.49	\$439.69	\$400,404.18
11-000-252-610-16-0000-	SUPPLIES AND MATERIALS	April Transfers	0042	04/30/2018	RCATTERSON	\$80,250.00	\$1,303.49	\$81,553.49
11-000-262-490-02-0000-	PUBLIC WATER & SEWER	April Transfers	0042	04/30/2018	RCATTERSON	\$60,000.00	\$2,684.77	\$62,684.77
11-000-262-621-02-0000-	ENERGY - NATURAL GAS	April Transfers	0042	04/30/2018	RCATTERSON	\$85,000.00	\$14,556.34	\$99,556.34
11-000-262-622-02-0000-	ENERGY - ELECTRICITY	April Transfers	0042	04/30/2018	RCATTERSON	\$366,997.00	(\$75,937.62)	\$291,059.38
11-000-266-100-02-0000-	UE S SALS OF SEC G & INV	April Transfers	0042	04/30/2018	RCATTERSON	\$75,160.00	\$4,342.20	\$79,502.20
11-000-291-290-11-0002-	VOC UNIFORM ALLOWANCE	April Transfers	0042	04/30/2018	RCATTERSON	\$3,000.00	\$140.84	\$3,140.84
11-140-100-101-07-0000-	SAL-ALT SCHOOL-REG	April Transfers	0042	04/30/2018	RCATTERSON	\$298,494.60	\$2,324.25	\$300,818.85
11-140-100-610-16-0000-	HIGH SCH TECH SUPPLIES	April Transfers	0042	04/30/2018	RCATTERSON	\$22,918.39	\$951.45	\$23,869.84
11-310-100-101-05-0000-	SALARIES - INSTRUCTION	April Transfers	0042	04/30/2018	RCATTERSON	\$395,692.60	\$5,417.55	\$401,110.15
11-310-100-101-60-0000-	ACADEMY SALARIES-TEACHER	April Transfers	0042	04/30/2018	RCATTERSON	\$309,900.00	\$263.12	\$310,163.12
11-310-100-106-11-0000-	SALARIES - AIDES	April Transfers	0042	04/30/2018	RCATTERSON	\$48,000.00	\$3,988.26	\$51,988.26
11-310-100-500-09-0000-	OTHER PURCH SERV THEATER	April Transfers	0042	04/30/2018	RCATTERSON	\$3,800.00	\$2,898.96	\$6,698.96
11-310-100-610-05-0000-	SUPPL-SPEC ED. RES CTR	April Transfers	0041	04/17/2018	RCATTERSON	\$1,500.00	(\$88.00)	\$1,412.00
11-310-100-610-11-0000-	CAREER TECHNICAL ED	April Transfers	0042	04/30/2018	RCATTERSON	\$65,025.00	\$2,696.68	\$67,721.68



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

va\_exaa1.082406  
 04/30/2018

Current Cycle : April

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
11-310-100-610-16-0000-	SUPPLIES-TECHNOLOGY	April Transfers	0042	04/30/2018	RCATTERSON	\$21,380.27	\$551.15	\$21,931.42
11-310-100-640-05-0000-	TEXTBOOKS - SPEC ED	April Transfers	0041	04/17/2018	RCATTERSON	\$1,000.00	(\$151.00)	\$849.00
11-310-100-800-05-0000-	OTHER OBJECTS SPEC ED	April Transfers	0041	04/17/2018	RCATTERSON	\$0.00	\$239.00	\$239.00
11-401-100-100-03-0000-	SAL - CO-CURRICULAR	April Transfers	0042	04/30/2018	RCATTERSON	\$46,525.00	\$2,315.00	\$48,840.00
11-401-100-800-03-0000-	OTHER OBJECTS	April Transfers	0042	04/30/2018	RCATTERSON	\$4,421.00	\$578.00	\$4,999.00
11-402-100-100-03-0001-	STIPENDS - COACHES	April Transfers	0042	04/30/2018	RCATTERSON	\$47,190.50	\$5,291.50	\$52,482.00
11-402-100-500-03-0000-	ATH. TRAINER SVS	April Transfers	0042	04/30/2018	RCATTERSON	\$39,551.00	\$117.98	\$39,668.98
11-402-100-610-03-0000-	SUPPLIES-ATHLETICS	April Transfers	0042	04/30/2018	RCATTERSON	\$16,244.26	\$675.59	\$16,919.85
12-000-100-730-00-0000-	FURNITURE/EQUIPMENT	April Transfers	0042	04/30/2018	RCATTERSON	\$0.00	\$12,967.72	\$12,967.72
12-000-261-730-02-0000-	EQUIPMENT - FACILITIES	April Transfers	0042	04/30/2018	RCATTERSON	\$14,268.56	\$24,915.00	\$39,183.56
<b>Total Current Appr.</b>								<b>\$0.00</b>

**Somerset County Vocational Board of Ed.**  
**Expense Account Adjustment Analysis By Account#**  
 Current Cycle : May

va\_exaa1.082406  
 05/31/2018

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
<b>Current Appropriation Adjustments</b>								
11-000-218-104-05-0000-	SAL - GUID. COUNSELORS	May Transfers	0044	05/31/2018	RCATTERSON	\$332,986.46	\$801.47	\$333,787.93
11-000-218-390-05-0000-	PURCH. PROF. SVS	May Transfers	0044	05/31/2018	RCATTERSON	\$35,216.18	(\$8,000.00)	\$27,216.18
11-000-218-610-05-0000-	SUPPLIES GUIDANCE	May Transfers	0044	05/31/2018	RCATTERSON	\$6,833.95	\$2,853.71	\$9,687.66
11-000-219-104-05-0001-	SUMMER WORK/EXTRA WORK	May Transfers	0044	05/31/2018	RCATTERSON	\$4,723.05	\$35.00	\$4,758.05
11-000-219-105-05-0000-	SALARIES - SECRETARIES	May Transfers	0044	05/31/2018	RCATTERSON	\$85,550.00	(\$7,000.00)	\$78,550.00
11-000-219-320-05-0000-	INDEPENDENT EVALUATIONS	May Transfers	0044	05/31/2018	RCATTERSON	\$2,000.00	(\$2,000.00)	\$0.00
11-000-219-390-05-0000-	CST OTHER PROF SVS	May Transfers	0044	05/31/2018	RCATTERSON	\$7,400.00	(\$1,000.00)	\$6,400.00
11-000-219-500-05-0000-	CST OTHER PURCH SVS	May Transfers	0044	05/31/2018	RCATTERSON	\$2,500.00	(\$2,500.00)	\$0.00
11-000-221-104-04-0001-	CURRICULUM WRITING	May Transfers	0044	05/31/2018	RCATTERSON	\$18,000.00	\$95.00	\$18,095.00
11-000-221-105-04-0001-	SAL OF SECR AND CLERICAL	May Transfers	0044	05/31/2018	RCATTERSON	\$255.09	\$266.69	\$521.78
11-000-222-300-03-0000-	PUR PROF & TECH SVC	May Transfers	0044	05/31/2018	RCATTERSON	\$3,500.00	(\$2,500.00)	\$1,000.00
11-000-222-610-03-0000-	AVA MATERIALS - HS	May Transfers	0044	05/31/2018	RCATTERSON	\$15,000.00	(\$7,000.00)	\$8,000.00
11-000-223-580-05-0000-	SE TEACH OOD TRAING	May Transfers	0044	05/31/2018	RCATTERSON	\$2,000.00	\$1,286.74	\$3,286.74
11-000-223-580-60-0000-	ACADEMY OOD TRAINING	May Transfers	0044	05/31/2018	RCATTERSON	\$1,500.00	(\$1,500.00)	\$0.00
11-000-223-610-03-0000-	SUPPLIES AND MATERIALS	May Transfers	0044	05/31/2018	RCATTERSON	\$1,000.00	(\$1,000.00)	\$0.00
11-000-230-339-08-0000-	PURCH PROF SVCS	May Transfers	0044	05/31/2018	RCATTERSON	\$17,500.00	(\$9,000.00)	\$8,500.00
11-000-230-340-08-0000-	PURCH TECHNICAL SVCS	May Transfers	0044	05/31/2018	RCATTERSON	\$8,700.00	(\$8,000.00)	\$700.00
11-000-230-530-08-0000-	TELEPHONE - DISTRICT	May Transfers	0044	05/31/2018	RCATTERSON	\$40,650.00	(\$3,000.00)	\$37,650.00
11-000-230-590-08-0001-	TRAVEL - SUPERINTENDENT	May Transfers	0044	05/31/2018	RCATTERSON	\$3,000.00	(\$1,000.00)	\$2,000.00
11-000-230-610-08-0000-	SUPERINTENDENT-SUPPLIES	May Transfers	0044	05/31/2018	RCATTERSON	\$8,675.00	(\$2,000.00)	\$6,675.00
11-000-230-630-08-0000-	IN HOUSE SUPPLIES - BOE	May Transfers	0044	05/31/2018	RCATTERSON	\$1,000.00	(\$1,000.00)	\$0.00
11-000-230-890-08-0000-	MISC EXP	May Transfers	0044	05/31/2018	RCATTERSON	\$3,950.00	(\$1,000.00)	\$2,950.00
11-000-240-104-03-0000-	SALARIES - SUPERVISORS	May Transfers	0044	05/31/2018	RCATTERSON	\$308,530.76	\$887.20	\$309,417.96
11-000-240-500-03-0000-	PRINTING EXPENSE - HS	May Transfers	0044	05/31/2018	RCATTERSON	\$5,000.00	(\$4,500.00)	\$500.00
11-000-240-500-03-0001-	DISPLAY ADS - HS	May Transfers	0044	05/31/2018	RCATTERSON	\$21,800.00	\$976.80	\$22,776.80
11-000-240-500-03-0002-	OTHER PURCH SERV	May Transfers	0044	05/31/2018	RCATTERSON	\$3,000.00	(\$2,000.00)	\$1,000.00
11-000-240-580-03-0000-	TRAVEL - H.S.	May Transfers	0044	05/31/2018	RCATTERSON	\$4,000.00	(\$2,500.00)	\$1,500.00
11-000-240-610-03-0000-	OFFICE SUPPLIES - HS	May Transfers	0044	05/31/2018	RCATTERSON	\$30,799.28	\$1,662.37	\$32,461.65
11-000-240-610-05-0000-	SUPPLIES - STUDENT SVS.	May Transfers	0044	05/31/2018	RCATTERSON	\$1,900.00	(\$1,500.00)	\$400.00
11-000-251-330-08-0000-	PURCH. PROF. SVS. - OTHE	May Transfers	0044	05/31/2018	RCATTERSON	\$11,003.00	(\$3,500.00)	\$7,503.00

# Somerset County Vocational Board of Ed.

## Expense Account Adjustment Analysis By Account#

va\_exaa1.082406

05/31/2018

Current Cycle : May

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance	
11-000-251-340-08-0000-	PURCHASED TECHNICAL SERV	May Transfers	0044	05/31/2018	RCATTERSON	\$9,000.00	(\$4,000.00)	\$5,000.00	
11-000-251-610-08-0000-	SUPPLIES AND MATERIALS	May Transfers	0044	05/31/2018	RCATTERSON	\$9,146.80	(\$2,000.00)	\$7,146.80	
11-000-252-100-16-0000-	SALARIES-TECHNOLOGY	May Transfers	0044	05/31/2018	RCATTERSON	\$400,404.18	\$732.82	\$401,137.00	
11-000-252-580-16-0000-	TRAVEL	May Transfers	0044	05/31/2018	RCATTERSON	\$1,750.00	(\$1,500.00)	\$250.00	
11-000-252-610-16-0000-	SUPPLIES AND MATERIALS	May Transfers	0044	05/31/2018	RCATTERSON	\$81,553.49	\$3,000.21	\$84,553.70	
11-000-261-100-02-0000-	SALARIES - MAINTENANCE	May Transfers	0044	05/31/2018	RCATTERSON	\$584,167.42	(\$20,000.00)	\$564,167.42	
11-000-261-100-02-0001-	SALARY - MAINT. O/T/	May Transfers	0044	05/31/2018	RCATTERSON	\$56,299.80	(\$30,000.00)	\$26,299.80	
11-000-261-420-02-0018-	CONTIN. MAINT REP H.S.	May Transfers	0044	05/31/2018	RCATTERSON	\$76,509.48	\$39,976.73	\$116,486.21	
11-000-262-621-02-0000-	ENERGY - NATURAL GAS	May Transfers	0044	05/31/2018	RCATTERSON	\$99,556.34	\$24,198.92	\$123,755.26	
11-000-270-162-02-0001-	SUBSTITUTES/OT	May Transfers	0044	05/31/2018	RCATTERSON	\$6,999.11	\$1,310.14	\$8,309.25	
11-000-291-220-08-0000-	SOCIAL SECURITY	May Transfers	0044	05/31/2018	RCATTERSON	\$282,200.00	(\$12,105.06)	\$270,094.94	
11-000-291-241-08-0000-	PERS CONTRIBUTION	May Transfers	0044	05/31/2018	RCATTERSON	\$313,930.00	(\$7,030.68)	\$306,899.32	
11-000-291-250-08-0000-	UNEMPLOYMENT	May Transfers	0044	05/31/2018	RCATTERSON	\$40,175.00	(\$7,994.71)	\$32,180.29	
11-000-291-270-08-0001-	FSA-BENEFITS	May Transfers	0044	05/31/2018	RCATTERSON	\$6,500.00	(\$4,848.92)	\$1,651.08	
11-140-100-610-03-0000-	SUPPLIES - HS	May Transfers	0044	05/31/2018	RCATTERSON	\$60,501.11	\$22,497.75	\$82,998.86	
11-140-100-890-03-0000-	OTHER OBJECTS	May Transfers	0044	05/31/2018	RCATTERSON	\$844.00	\$324.00	\$1,168.00	
11-310-100-101-60-0000-	ACADEMY SALARIES-TEACHER	May Transfers	0044	05/31/2018	RCATTERSON	\$310,163.12	\$470.82	\$310,633.94	
11-310-100-106-11-0000-	SALARIES - AIDES	May Transfers	0044	05/31/2018	RCATTERSON	\$51,988.26	\$2,468.76	\$54,457.02	
11-310-100-320-10-0000-	PURCH PROF DANCE	May Transfers	0044	05/31/2018	RCATTERSON	\$2,500.00	\$390.00	\$2,890.00	
11-310-100-610-09-0000-	SUPPLIES - THEATER	May Transfers	0045	05/31/2018	RCATTERSON	\$24,100.00	(\$14,555.00)	\$9,545.00	
11-310-100-610-11-0000-	CAREER TECHNICAL ED	May Transfers	0044	05/31/2018	RCATTERSON	\$67,721.68	\$23,360.62	\$91,082.30	
11-310-100-610-16-0000-	SUPPLIES-TECHNOLOGY	May Transfers	0044	05/31/2018	RCATTERSON	\$21,931.42	\$899.02	\$22,830.44	
11-401-100-100-03-0000-	SAL - CO-CURRICULAR	May Transfers	0044	05/31/2018	RCATTERSON	\$48,840.00	\$990.32	\$49,830.32	
11-401-100-500-03-0000-	PURCHASED SERVICES (300-	May Transfers	0044	05/31/2018	RCATTERSON	\$2,725.00	\$16,704.00	\$19,429.00	
11-401-100-800-03-0000-	OTHER OBJECTS	May Transfers	0044	05/31/2018	RCATTERSON	\$4,999.00	\$587.05	\$5,586.05	
11-402-100-500-03-0000-	ATH. TRAINER SVS	May Transfers	0044	05/31/2018	RCATTERSON	\$39,668.98	\$249.95	\$39,918.93	
12-000-252-730-16-0000-	IT EQUIPMENT	May Transfers	0045	05/31/2018	RCATTERSON	\$45,010.00	(\$28,753.72)	\$16,256.28	
12-000-261-730-02-0000-	EQUIPMENT - FACILITIES	May Transfers	0044	05/31/2018	RCATTERSON	\$39,183.56	\$13,953.28	\$53,136.84	
		May Transfers	0045	05/31/2018	RCATTERSON	\$53,136.84	\$43,308.72	\$96,445.56	
<b>Total For Account # 12-000-261-730-02-0000-</b>								<b>\$57,262.00</b>	

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

va\_exaa1.082406  
05/31/2018

Current Cycle : May

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
<i>Total Current Appr.</i>								<b>\$0.00</b>

# Somerset County Vocational Board of Ed.

## Expense Account Adjustment Analysis By Account#

va\_exaa1.082406

06/30/2018

Current Cycle : June

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
<b>Current Appropriation Adjustments</b>								
11-000-213-100-05-0001-	SUBSTITUTES/O.T.	June Transfers	0050	06/30/2018	RCATTERSON	\$2,160.00	\$641.02	\$2,801.02
11-000-218-110-05-0000-	OTHER SALARIES - GUIDANC	June Transfers	0050	06/30/2018	RCATTERSON	\$261,082.95	\$120.84	\$261,203.79
11-000-219-104-05-0001-	SUMMER WORK/EXTRA WORK	June Transfers	0050	06/30/2018	RCATTERSON	\$4,758.05	\$52.50	\$4,810.55
11-000-221-105-04-0001-	SAL OF SECR AND CLERICAL	June Transfers	0050	06/30/2018	RCATTERSON	\$521.78	\$208.71	\$730.49
11-000-222-100-03-0001-	SUBSTITUTES/O.T.	June Transfers	0050	06/30/2018	RCATTERSON	\$1,000.00	\$72.50	\$1,072.50
11-000-223-580-03-0000-	TEACH OOD TRAIING HS	June Transfers	0050	06/30/2018	RCATTERSON	\$3,200.00	\$533.96	\$3,733.96
11-000-230-334-08-0000-	ARCHITECTURAL FEES	June Transfers	0050	06/30/2018	RCATTERSON	\$15,800.00	\$9,959.59	\$25,759.59
11-000-230-890-08-0001-	MEMBERSHIPS - SUPT.	June Transfers	0050	06/30/2018	RCATTERSON	\$14,350.00	\$14.70	\$14,364.70
11-000-240-105-03-0001-	SUBSTITUTES/O.T.	June Transfers	0050	06/30/2018	RCATTERSON	\$995.67	\$222.48	\$1,218.15
11-000-240-500-03-0001-	DISPLAY ADS - HS	June Transfers	0050	06/30/2018	RCATTERSON	\$22,776.80	\$2,143.02	\$24,919.82
11-000-240-610-03-0000-	OFFICE SUPPLIES - HS	June Transfers	0050	06/30/2018	RCATTERSON	\$32,461.65	\$2,546.60	\$35,008.25
11-000-261-420-02-0017-	MAINT. FLUID CLEAN SYS	June Transfers	0050	06/30/2018	RCATTERSON	\$6,700.00	\$558.39	\$7,258.39
11-000-261-420-02-0018-	CONTIN. MAINT REP H.S.	June Transfers	0050	06/30/2018	RCATTERSON	\$116,486.21	\$8,199.99	\$124,686.20
11-000-262-621-02-0000-	ENERGY - NATURAL GAS	June Transfers	0050	06/30/2018	RCATTERSON	\$123,755.26	\$1,854.16	\$125,609.42
11-000-262-622-02-0000-	ENERGY - ELECTRICITY	June Transfers	0050	06/30/2018	RCATTERSON	\$291,059.38	(\$66,126.84)	\$224,932.54
11-000-270-162-02-0001-	SUBSTITUTES/OT	June Transfers	0050	06/30/2018	RCATTERSON	\$8,309.25	\$1,504.17	\$9,813.42
11-000-291-270-08-0003-	DENTAL INSURANCE	June Transfers	0050	06/30/2018	RCATTERSON	\$113,959.00	\$1,591.58	\$115,550.58
11-000-291-280-08-0000-	TUITION REIMBURSEMENT	June Transfers	0050	06/30/2018	RCATTERSON	\$75,000.00	\$17,450.04	\$92,450.04
11-000-291-290-08-0001-	UNUSED VAC PAY NONRETIRE	June Transfers	0050	06/30/2018	RCATTERSON	\$12,000.00	\$715.13	\$12,715.13
11-140-100-101-03-0001-	SUBSTITUTES	June Transfers	0050	06/30/2018	RCATTERSON	\$29,331.27	\$340.20	\$29,671.47
11-140-100-101-03-0002-	EXTRA HOURS	June Transfers	0050	06/30/2018	RCATTERSON	\$25,000.00	\$3,260.09	\$28,260.09
11-140-100-101-07-0000-	SAL-ALT SCHOOL-REG	June Transfers	0050	06/30/2018	RCATTERSON	\$300,818.85	\$108.75	\$300,927.60
11-140-100-500-16-0000-	SITE LICENSING	June Transfers	0050	06/30/2018	RCATTERSON	\$11,309.16	\$4,702.92	\$16,012.08
11-140-100-610-03-0001-	SUPPLIES - PHYSICAL ED	June Transfers	0050	06/30/2018	RCATTERSON	\$5,537.08	\$993.30	\$6,530.38
11-310-100-101-05-0001-	SUBSTITUTES/OT	June Transfers	0050	06/30/2018	RCATTERSON	\$10,000.00	\$1,278.71	\$11,278.71
11-310-100-101-10-0000-	PERF ARTS P-T SALARY	June Transfers	0050	06/30/2018	RCATTERSON	\$131,721.00	\$6,493.49	\$138,214.49
11-402-100-500-03-0000-	ATH. TRAINER SVS	June Transfers	0050	06/30/2018	RCATTERSON	\$39,918.93	\$560.00	\$40,478.93

**Total Current Appr.**

**\$0.00**

**Somerset County Vocational Board of Ed.**  
**Expense Account Adjustment Analysis By Account#**  
 Current Cycle : July

va\_exaa1.082406  
 07/31/2018

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
<b>Current Appropriation Adjustments</b>								
11-000-230-585-08-0000-	BOE - TRAVEL	July Transfers	0019	07/31/2018	RCATTERSON	\$3,325.00	\$627.00	\$3,952.00
11-000-230-590-08-0000-	OTHER PURCH SERV (400-50	July Transfers	0020	07/31/2018	RCATTERSON	\$133,275.00	\$20,815.00	\$154,090.00
11-000-230-590-08-0001-	TRAVEL - SUPERINTENDENT	July Transfers	0019	07/31/2018	RCATTERSON	\$3,000.00	(\$627.00)	\$2,373.00
11-000-230-610-08-0000-	SUPERINTENDENT-SUPPLIES	July Transfers	0019	07/31/2018	RCATTERSON	\$8,900.00	(\$1,065.37)	\$7,834.63
11-000-240-610-03-0000-	OFFICE SUPPLIES - HS	July Transfers	0019	07/31/2018	RCATTERSON	\$10,211.00	\$2,565.37	\$12,776.37
11-000-240-610-05-0000-	SUPPLIES - STUDENT SVS.	July Transfers	0019	07/31/2018	RCATTERSON	\$1,900.00	(\$1,500.00)	\$400.00
11-000-261-420-02-0000-	COPIER - LEASE	July Transfers	0019	07/31/2018	RCATTERSON	\$18,000.00	\$1,000.00	\$19,000.00
11-000-261-420-02-0006-	HVAC MAINT.	July Transfers	0019	07/31/2018	RCATTERSON	\$24,464.00	\$3,696.00	\$28,160.00
11-000-261-420-02-0015-	MAINT. EMERG. GENERATOR	July Transfers	0019	07/31/2018	RCATTERSON	\$1,250.00	\$50.00	\$1,300.00
11-000-261-420-02-0020-	CONTIN. REPAIR - EQUIP.	July Transfers	0019	07/31/2018	RCATTERSON	\$99,000.00	(\$4,746.00)	\$94,254.00
11-000-262-107-00-0000-	LUNCHROOM DUTY - AIDES	July Transfers	0019	07/31/2018	RCATTERSON	\$6,000.00	(\$5,756.00)	\$244.00
11-000-262-622-02-0000-	ENERGY - ELECTRICITY	July Transfers	0020	07/31/2018	RCATTERSON	\$338,049.00	(\$20,815.00)	\$317,234.00
11-000-266-300-02-0000-	SECURITY SERVICES	July Transfers	0019	07/31/2018	RCATTERSON	\$0.00	\$5,756.00	\$5,756.00
11-310-100-610-11-0000-	CAREER TECHNICAL ED	July Transfers	0019	07/31/2018	RCATTERSON	\$45,000.00	(\$5,000.00)	\$40,000.00
11-310-100-610-16-0000-	SUPPLIES-TECHNOLOGY	July Transfers	0019	07/31/2018	RCATTERSON	\$18,500.00	\$5,000.00	\$23,500.00
<b>Total Current Appr.</b>								<b>\$0.00</b>

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**MEMORANDUM OF UNDERSTANDING BETWEEN  
THE SOMERSET COUNTY PROSECUTOR'S OFFICE AND THE PUBLIC SCHOOL  
DISTRICTS LOCATED WITHIN SOMERSET COUNTY**

**THIS MEMORANDUM OF UNDERSTANDING ("MOU")** is made between the Somerset County Prosecutor's Office ("Prosecutor's Office") and the \_\_\_\_\_ (the "Participant"), an entity with critical infrastructure and/or that provides essential services and located in the County of Somerset, State of New Jersey. (the Prosecutor's Office and the Participant shall be referred to collectively as the "Parties").

**WHEREAS**, the Somerset County Prosecutor is the Chief Law Enforcement Officer for the County of Somerset, and as such is charged with, inter-alia, the responsibility of providing for the safety and welfare of the citizens of Somerset County and does so by ensuring that the law enforcement professionals that serve said citizens are provided with state of the art technology and equipment;

**WHEREAS**, in accordance with those responsibilities the Prosecutor's Office has entered into a contract for the acquisition and implementation of an advanced geospatial mapping software program that utilizes geographic information and intelligence systems to display maps with data overlaid and develop images (the "software program") in order to allow a more efficient and effective response in the event of an emergency;

**WHEREAS**, the Parties recognize that the Prosecutor's Office's use of this software program will provide for more effective emergency scene management, more accurate data and mapping, better coordination and staging of emergency personnel, equipment and resources and will drastically improve the ability of the Prosecutor's Office and emergency personnel to respond to emergencies at schools and other critical locations;

**WHEREAS**, the Parties agree the safety and security of schools, critical infrastructure and other facilities and institutions that are vulnerable or crucial in the event of an emergency and to the operation and continuation of government and essential services is of paramount importance to the current and future welfare and wellbeing of the citizens of Somerset County;

**WHEREAS**, in recognition of the importance and benefits of equipping the Prosecutor's Office and emergency personnel with this software program, the Participant has agreed to make

an annual contribution to cover a pro rata portion among all participants of the maintenance costs of the software program due each year;

**NOW, THEREFORE**, in consideration of the mutual promises and agreements made herein, the Parties hereby agree as follows:

**Purpose.** The Parties acknowledge and agree that the purpose of this MOU is solely to enable the Prosecutor's Office to pay the annual maintenance fee due pursuant to the terms of a contract between the vendor and the Prosecutor's Office. It is understood and agreed that the execution of this MOU shall not be construed as, or to create, any obligation or commitment on the part of the Prosecutor's Office to enter into, renew or continue a contract with the vendor for the purchase or maintenance of the software program. Upon execution of the MOU by the Parties, the Prosecutor's Office shall, in its sole discretion, decide whether or not to proceed with the solicitation or contract for the purchase or maintenance of the software program from the vendor and whether to subsequently renew, continue, cancel or terminate the contract for the same. In the event the Prosecutor's Office elects not to enter into a contract or subsequently elects not to renew, cancel or terminate the contract for which the annual maintenance fee due to the vendor has not accrued prior to such time, any monies paid by the Participant hereunder will be refunded.

**Payment.** In order to assist the Prosecutor's Office with the acquisition and implementation of the software program, the Participant shall make an annual contribution in an amount not to exceed \$2,000.00 to cover a portion of the annual maintenance costs charged under the contract between the Prosecutor's Office and the vendor. The amount of the annual maintenance fee will be adjusted annually based on the number of Participants in the program. As such the amount of the annual maintenance fee may increase or decrease from year-to-year, but shall not exceed \$2,000.00 in any given year. Upon receipt of an annual invoice or bill from the vendor, the Prosecutor's Office will send an invoice to the Participant requesting payment in the amount of the Participant's pro rata share of the annual maintenance costs due. Participant shall promptly tender payment to the Finance Department for the County of Somerset within thirty (30) days of receipt of the invoice and send a copy of proof of payment to the Somerset County Prosecutor's Office, Attention: Administrator, Thomas L. White.



**Implementation.** Upon contracting with the vendor, the Prosecutor's Office will make arrangements with the vendor and the Participant to map the buildings, facilities and other infrastructure at the Participant's respective location(s). The choice of vendor and software program, including any updates or ancillary programs is in the sole discretion of the Prosecutor's Office.

**Use and Access.** The software program shall be utilized solely and exclusively by law enforcement and emergency personnel under the supervision, and at the sole direction and discretion of the Prosecutor's Office and in accordance with the terms and conditions of the contract between the Prosecutor's Office and the vendor. As such, while the acquisition and implementation of this software is intended for the benefit and safety of the Participant and the other program Participants within the County, the adoption of this MOU shall not be construed to provide the Participant with any managerial, property, ownership, intellectual property and/or other right or entitlement to use or access the software program. It is agreed that the sole and express benefit to the Participant under this MOU is the facilitation of the Prosecutor's Office ability to coordinate and provide a more effective and efficient response by law enforcement and emergency personnel in the event of an emergency.

**Good Faith.** In the event of a dispute between the Parties arising out of this MOU, the Parties agree that they will immediately meet and make a good faith effort to resolve such conflict.

**Term.** This MOU shall be reviewed and revised from time to time to coincide with the terms of any contract between the Prosecutor's Office and the vendor or service provider or as the need may arise, but shall otherwise continue indefinitely or until terminated or rescinded by all Parties.

**Withdrawal/Cancellation.** Any Party may withdraw from this MOU by providing one (1) year's written notice of the withdrawal to all Parties specifying the applicable date of withdrawal. In the event of withdrawal by any Party, this MOU will continue in full force and effect, unless and until the nonrenewal or termination of the contract between the Prosecutor's Office and the vendor.

**Modification.** No modification or change of this MOU shall be valid or binding unless made in writing and executed by all Parties hereto.

**Counterparts.** This MOU may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same MOU.

**Entire Agreement.** This MOU represents the entire agreement amongst the Parties and may not be contradicted, explained, supplemented or interpreted by any other understandings, agreements, representations or the like, whether written or oral, not contained herein, unless expressly so stated and set forth in writing and signed by the Parties.

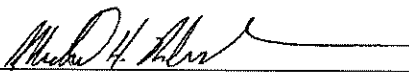
**Partial Invalidity.** If any term, condition or provision of this MOU or the application thereof to any person or circumstances shall, at any time, or to any extent, be invalid or unenforceable, the remainder of this MOU, or the application of such term or provision to persons or circumstances other than those to which this MOU is invalid or unenforceable, shall not be affected thereby, and each term, condition and provision of this MOU shall be valid and enforced to the fullest extent permitted by law.

**Effective Date.** This MOU shall not become effective until execution of the same by all Parties and the Prosecutor's Office subsequent entry into a contract with the software program vendor.

**IN WITNESS WHEREOF,** the Prosecutor's Office and the Participant have executed this Memorandum of Understanding for the purpose and terms specified herein, intending to be legally bound.

**SOMERSET COUNTY PROSECUTOR'S OFFICE**

Date: June 19, 2018

By:   
Michael H. Robertson,  
Somerset County Prosecutor

Date: \_\_\_\_\_

By: \_\_\_\_\_

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