SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS
14 Vogt Drive
Bridgewater, New Jersey 08807

Regular Meeting
October 22, 2012

Call to Order
Mr. William Hyncik, Jr. called the meeting to order at 5:00 p.m. with the following members present:
William Hyncik, Jr., President
William Dudeck, Vice President
Dr. Alan P. Braun
Theodore Smith
Dr. Kathleen Serafino, absent

Also Present
Dr. Chrys Harttraft, Superintendent of Schools
Diane Strober, Assistant Superintendent for Business/Board Secretary
Diane Ziegler, High School Principal
Lisa Fittipaldi, Board Attorney
Mark Caliguire, Somerset County Freeholder Liaison, arrived at 5:05 p.m.
Others: Duane Wallace, Supervisor of Learning the Technology; Carene Jegou, Administrative Assistant to the Superintendent; Teresa Morelli, Supervisor of Academics; Patrick Pelliccia, Supervisor of Curriculum and Instruction; Maria Johnson, Supervisor of Academics; Christopher Lemongelli, Supervisor of Alternative School Education; Dr. Joseph Petrosino, Director of Pupil Services; Andrew Coslit, Mathematics Teacher; Samantha Schnitzer, Student of the Month; and family.

Adequate notice of this meeting has been provided specifying time and place.

Pledge of Allegiance

Approval of Minutes

On motion by Dr. Braun, seconded by Mr. Dudeck, the minutes of the Regular Meeting and Executive Session held on September 24, 2012 were approved.

Correspondence

- None

Old or Unfinished Business
Student of the Month

- Samantha Schnitzer, a full time senior in the Graphic Communications Program, has been selected as the Student of the Month. Samantha is involved in both the National Technical Honor Society and National Honor Society clubs. Additionally, Samantha is currently taking part in Raritan Valley Community College's Color Theory course two days per week during her Graphic Communications class period. Samantha was honored by having her artwork displayed during the Teen Arts Festival. During holiday and summer vacations, Samantha spends her time working at a daycare center. In her spare time, Samantha likes to volunteer at her church and attend mission trips. After graduating from SCVTHS, Samantha plans on continuing her education at Raritan Valley Community College to study Psychology.

Construction Projects – Update

- Somerset County Renewable Energy - Mrs. Strober updated the board on the construction projects. The contractor for the Somerset County renewable energy project has installed the panels and are now wiring; the steel erection is almost complete on the canopy; invertor panels are installed and will be wired once the canopy is complete.
- Building A Bathroom Renovation – The contract to award this project is on this agenda; Ms. Fittipaldi has reviewed the bids for legal compliance and has prepared the contract.
- 2013 Capital Projects – The capital requests are included in the board packet and will be submitted in compliance per the timeline of the budget. The capital projects have been identified in the district's Long Range Facility Plan and reviewed by the director of buildings and grounds and the district's architect on record.

Report of the Attorney

- Ms. Fittipaldi reported that we are in the discovery phase of the litigation case; there is a resolution to approve the Principals and Supervisors Association Contract on this agenda; and the Building A Bathroom Renovation contract has been prepared.

Committee Reports

- Board of School Estimate (Dr. Braun and Mr. Dudeck) - None
- Curriculum/Grants (Mr. Smith) - None
- NJSBA, Delegate, State Convention Legislative Committee (Mr. Dudeck) – Mr. Dudeck attended the delegate meeting and reported that a "Teach NJ" presentation is scheduled for the next NJSBA meeting.
- SCSBA Delegate (Mr. Dudeck) - None
- SCESC Representative (Mr. Smith) – Mr. Smith reported that Mr. Dunsavage will be at the New Jersey School Boards Convention in Atlantic City at Booth #562.
- SCJIF (Dr. Braun) – Dr. Braun anticipates an approximate $25,000 dividend because of the safe practices of the district.
- Foundation (Mr. Hyncik) – Mr. Hyncik reported that Maryjane Salvato, Joni Krieg, Scott Kafka and Michael Maddaluna attended the executive meeting at which Dr. Harttraft reported decisions are made (not at the regular meetings). Dr. Harttraft also reported that even though there were financial transactions during this time, no written treasurer's report was provided to the Foundation members. She also reported on the fundraiser held on October 20th. More information on such fundraising activities will be forthcoming.

School Communications Report

- Duane Wallace provided the Communications Report highlighted by the November Issue of the *Jaguar Nation Newsletter*. Mr. Wallace discussed the Horticulture Technology Program's implementation of the Curriculum for Agriculture Science Education (CASE). This change was initiated by Instructor Erik Fargo and will allow students the opportunity to integrate high-tech, science elements into their learning. Mr. Wallace also commented on Cosmetology Instructor, Julie Strober's efforts in organizing the most successful Cut-a-thon in school history. The event raised $1,300.00 for Cure Search for Childhood Cancer Research in memory of Ms. Strober' s niece, Mackenzie Wright. Other communications notes include both the boys and girls soccer teams capping successful seasons by making the playoffs and upcoming events such as the annual food and clothing drives and the inaugural Haunted Halls activity.

Superintendent's Report

On recommendation of Dr. Harttraft and motion by Mr. Dudeck, seconded by Dr. Braun and on roll call vote, agenda items A through D as follows:

A. Employment of Full-Time Personnel – 2012-13 School Year
The Board of Education appointed Ms. Rebecca Hovey to the position of Educational Media Specialist (1/2 time) (UPC# LIB-HS-MEDA-FL-01) at a salary of $27,457.50* (masters stipend added to base), Step 4-5B, effective October 23, 2012.

The Board of Education authorized the secretary to file Forms 801 and 802 requesting an Emergency Certificate, Educational Media Specialist for Ms. Rebecca Hovey.

B. Position Changes
The Board of Education appointed Mr. Benjamin Pokrywa to the position of Cooperative Education Coordinator (UPC# GUI-HS-CIE-FL-01), effective on or about January 2, 2013.

The Board of Education also appointed Mr. Jaime Morales to the position of Non-Supervisory Coordinator of Student Discipline and Activities (UPC# GUI-HS-DISC-FL-01), effective on or about January 2, 2013.

C. Employment of Part-Time Hourly Personnel – 2012-13 School Year
The Board of Education approved employment of the following part-time hourly personnel for the 2012-2013 school year:

High School		
Helen Bolha	Basic Skills Language Arts Literacy (Title I-$2,250.00/not to exceed)	$42.05/hour
Christopher Miller	Basic Skills Language Arts Literacy (Title I-$2,250.00/not to exceed)	$42.05/hour
Performing Arts – Dance (Dance Performance/Dance Education)		
Jared Forsythe	Technical Director (100 hours)	$30.00/hour
Performing Arts – Theater Arts (Acting/Music Vocal)		
Jared Forsythe	Technical Director (450 hours)	$30.00/hour

D. Volunteer
The Board of Education approved Ms. Cynthia Dailey as a volunteer in the Graphic Communications program.

Roll Call	Yes	No
Mr. Smith	X	
Dr. Braun	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

On recommendation of Dr. Harttraft and motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, agenda items E and F as follows:

E. PSA Contract – 2012-13, 2013-14 and 2014-15 School Years
The Board of Education approved the Principals and Supervisors Association (PSA) Contract for the 2012-13, 2013-14 and 2014-15 school years.

F. Principal/Supervisors Salaries – 2012-13 School Year
In accordance with the PSA Contract Agreement previously approved the Board of Education approved salaries of principal/supervisors for the 2012-13 school year as listed below:

Name	Step	2012-13 Base Salary	Step
Robert Campanella	Supervisor of Technology	$ 83,544	C/10
Maria Johnson	Supervisor of Academics	$ 90,533	B/4
Christopher Lemongelli	Supervisor of Alternative Education Program	$ 88,000	B/2
Teresa Morelli	Supervisor of Academics	$ 90,533	B/4
Patrick Pelliccia	Supervisor of Curriculum and Instruction	$ 89,200	B3
Joseph Petrosino	Director of Pupil Services	$113,163	B/Off Guide
		$ 2,000*	
Duane Wallace	Supervisor of Learning and Technology	$ 73,794	C/4
Diane Ziegler	High School Principal	$122,168	A/9

*Doctorate will be added to base salary.

Roll Call	Yes	No
Mr. Smith	X	
Dr. Braun	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

On recommendation of Dr. Harttraft and motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, agenda items G through J as follows:

G. Field Trips
The Board of Education approved field trips for high school students as they appear on Addendum #1.

H. Renewal – Memorandum of Agreement Between Education and Law Enforcement Officials
The Board of Education renewed the Amendment to the Memorandum of Agreement Between Education and Law Enforcement Officials (2011/Revisions).

I. District Nursing Services Plan – 2012-13 School Year
The Board of Education adopted the district's Nursing Services Plan for the 2012-13 school year pursuant to NJAC 6A:16-2.1(f)3 and NJAC 6:2.1(a)10.

J. Acceptance of Funds
The Board of Education adopted the following resolution: The governing body of the Somerset County Vocational & Technical Schools at its October 22, 2012 meeting authorized acceptance of funds for the following:

EmpoWER Somerset	Building a Coordinated School Health System in NJ (9/1/12-6/30/13)	$ 5,000.00
SCVTS Foundation	Summer & School Year Twilight Program	$ 2,000.00
SC Probation Department Innovations	Summer Twilight	$20,400.00

Roll Call	Yes	No
Mr. Smith	X	
Dr. Braun	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

K. New Jersey Quality Single Accountability Continuum (NJQSAC)
On recommendation of Dr. Harttraft and motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education approved submission of the NJQSAC District Performance Review (DPR) and the District's Statement of Assurance (SOA) to the New Jersey Department of Education, Office of the Executive County Superintendent of Schools.

Roll Call	Yes	No
Mr. Smith	X	
Dr. Braun	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

On recommendation of Dr. Harttraft and motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, agenda items L through N as follows:

L. Board Policies – First Reading
The Board of Education approved the following board policies at this first reading as they appear on Addendum #2.

3282	Use of Social Networking Sites
4282	Use of Social Networking Sites
6164	Advertising on School Buses

M. Revised Board Policies and Regulations – First Reading
The Board of Education approved the following revised board policies and regulations at this first reading as they appear on Addendum #3.

0151	Organization Meeting
0153	Annual Appointments
0167	Public Participation in Board Meetings
2361/R2361	Acceptable Use of Computer Networks/Computers and Resources
2431.4/R2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries
2622	Pupil Assessment
6470/R6470	Payment of Claims
6620	Petty Cash

N. Professional Seminars/Workshops
The Board of Education approved requests for district staff and Board of Education members to attend professional seminars, workshops, etc. as they appear on Addendum #4.

Mr. Smith expressed his concerns over policy #6164, advertising on school busses. Dr. Harttraft reported that we have one bus and do not expect to advertise on it and this is merely a recommended policy from Strauss Esmay Associates. Mr. Smith reported the Somerset County Educational Services Commission will be forming a committee to discuss "advertising on busses".

Roll Call	Yes	No
Mr. Smith	X	
Dr. Braun	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

O. Superintendent's Update

- Harassment/Intimidation and Bullying Report - Dr. Harttraft reported there were 0 HIB cases and two conflict, student management cases for October.
- Violence and Vandalism Report - Ms. Ziegler reported on the 2011-2012 school year incidents as follows: 11violence; 2 vandalism; 1 weapon; and 5 substance abuse. Actions taken included: 1 police notification (complaint filed for the weapon incident); and 18 out of school suspensions (instructional programs were maintained for all students). Of the 46 investigated cases, there were 4 cases of HIB reported which all were of a verbal nature and resulted in 2 out of school suspensions and 4 referrals for counseling.
- October 15th Enrollment Count - Dr. Harttraft reported that as of September 6, 2012 there were 790 students and as of September 15, 2012 there were 748 students.
- Dr. Harttraft reported Freeholder Liaison Mark Caliguire recently visited our facilities.
- Plans of Action 2012-13 School Year - Dr. Petrosino reported on the school climate and culture, Mr. Pelliccia reported on professional development, curriculum assessments, new teacher evaluation system; and Dr. Harttraft reported on the CTE new program curriculum in terms of higher education dual enrollment and work experiences. Dr. Harttraft noted the efforts of the administration in completing these

goals. Mr. Hyncik expressed the board's appreciation of those taking on not only additional job responsibilities but also the cooperation and dedication of these professionals.

Submission of Bills

On motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education approved the bills list for October 2012 which was included in the board packet and is attached to the regular meeting minutes.

Fund 10	$1,152,690.21
Fund 20	$ 61,182.35
Fund 60	$ 26,598.43
Fund 90	$ 363,291.64
Fund 95	$ 3,879.75
Total	$1,607,642.38

Roll Call	Yes	No
Mr. Smith	X	
Dr. Braun	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

New Business

- The Requests for Qualifications for professional services have been received. The appointment of professional services will be on the November 1, 2012 annual reorganization meeting agenda for board approval.

Report of the Assistant Superintendent for Business/Board Secretary

A. Reports A-148 and A-149

On motion by Mr. Dudeck, seconded by Dr. Braun and on roll call vote, the Board of Education adopted the monthly financial statement reports for the Assistant Superintendent for Business/Board Secretary for the month of September 2012 and the Treasurer of School Monies for the month of September 2012, after review of the secretary's monthly financial report (appropriations section), and upon consultation with the appropriate district officials, to the best of our knowledge no major fund has been overextended in violation to N.J.A.C. 6:20-2A.10(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. (Addendum #5)

Roll Call	Yes	No
Mr. Smith	X	
Dr. Braun	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

On motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, agenda items B through G as follows:

B. Contract Award – Building A Bathroom Renovations

The Board of Education awarded the contract for the Building A Bathroom Renovations project to Aero Plumbing of Great Meadows, New Jersey in the amount of $220,928.00 as recommended by the architect and reviewed by the board attorney (Contract to be prepared by the board attorney.)

C. Budget Transfers – 2012-13 School Year

The Board of Education approved the following budget transfers for the 2012-13 school year:

From: 20-008-100-610-21-0000 (Twilight/Supplies)	($ 320.00)	To: 20-008-100-800-21-0000 (Twilight/Miscellaneous)	$ 320.00
From: 20-450-200-610-01-0000 (WIA/Supplies)	($5,032.95)	To: 20-450-200-500-01-0000 (WIA/Other Purchase Services)	$5,032.95

D. Proposed Budget – 2013-14 School Year
The Board of Education approved and authorized submission of the proposed 2013-14 Somerset County Vocational & Technical School District operating budget in the amount of $14,837,330.00 to the Board of Chosen Freeholders as requested by the County Finance Officer which includes County tax levy of $11,452,905.00. (This budget is contingent upon the amount of state aid funding and therefore is subject to change. State aid figures are released to districts by the NJDOE in late February. The budgeted expenditures have not increased from prior fiscal year; the county tax levy has not increased from prior calendar year.)

E. Capital Request – 2013
The Board of Education approved and authorized the submission of the 2013 Somerset County Vocational & Technical School District capital project requests in the amount of $2,250,000.00 to the Board of Chosen Freeholders as requested by the County Finance Officer as it appears on Addendum #6.

F. Three-Year Comprehensive Maintenance Plan
The Board of Education approved submission of the Three-Year Comprehensive Maintenance Plan as required by the NJDOE as it appears on Addendum #7.

G. High School Tuition Rates – 2013-2014 School Year
The Board of Education approved high school tuition rates for the 2013-14 school year as follows:

Academy for Health and Medical Sciences (Parent Paid) School Year Student Enters Program (2013-2014)	Freshman	Sophomore	Junior	Senior
	$ 200	$600	$ 900	$1,100

	Tuition (In County)		Tuition (Out of County)	
	Full Time	Shared Time	Full Time	Shared Time
Academy for Health and Medical Sciences (District Paid)	$ 2,650	N/A	$ 3,150	N/A
Alternative School	$22,800	N/A	$22,800	N/A
Special Education	$ 0	$ 0	$13,000	$6,500
Vocational Programs	$ 0	$ 0	$10,000	$5,000

Roll Call	Yes	No
Mr. Smith	X	
Dr. Braun	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

Reorganization Meeting
The reorganization meeting of the Somerset County Vocational Board of Education will be held:
November 1, 2012
4:00 p.m.
Somerset County Vocational & Technical Schools
14 Vogt Drive
Bridgewater, New Jersey 08807

November Meeting

The next regular meeting of the Somerset County Vocational Board of Education will be held:
November 19, 2012
5:00 p.m.
Somerset County Vocational & Technical Schools
14 Vogt Drive
Bridgewater, New Jersey 08807

Remarks from the Public

- None

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

A. This Board will go into closed session with the Board Counsel for the purpose of discussing matters within the provisions of 7A(11)c231.
B. The general nature of matters to be discussed relates to SCVTEA negotiations.
C. Under the provisions of the above stated laws, the public shall be excluded from attendance at the portion of the meeting relating to the above matters.
D. It is anticipated that the items discussed will be made public when the matters discussed are resolved.

Closed Session

On motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education went into closed session at 6:12 p.m.

Roll Call	Yes	No
Mr. Smith	X	
Dr. Braun	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

Open Session

On motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education went into open session at 6:40 p.m.

Roll Call	Yes	No
Mr. Smith	X	
Dr. Braun	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

Adjournment

On motion by Dr. Braun, seconded by Mr. Smith and passed, the meeting adjourned at 6:43 p.m.

Diane Strober
Assistant Superintendent for Business/Board Secretary

Date of Trip	CTE Program	Location	Approx. Cost Per Student	Transportation
10/26/2012	SkillsUSA	Fall Leadership Conference Jamesburg, NJ	$.000 each /student paid	Bd. of Ed.
10/27/2012	Middle Earth/Linkages	Schaefer Farms Whithouse Station, NJ	$5.00 each /student paid admission	School Based Grant Paid
10/28/2012	Health Occ./HOSA	NJ Expo Center Edison, NJ	$0.00 each/student paid	Bd. of Ed.
10/29/2012	Rotary Interact/HOSA	Mt. Allamuchy Scout Reservation Stanhope, NJ	$12.00 each/student paid admission	Bd. of Ed.
Nov. 2012: 5, 6,12,13,19,20,26,27 Dec 2012: 3,4,7,10,11,	Health Occ/Juniors & Seniors	Robert Wood Johnson Hospital New Brunswick, NJ	$0.00 each/student paid	Bd. of Ed.
11/15/2012	FFA Chapter Students	Rutgers University New Brunswick, NJ	$0.00 each/student paid	Bd. of Ed.
11/16/2012	Junior and Senior Students	HBCU College Fair @ RVCC Branchburg, NJ	$0.00 each/student paid	Bd. of Ed.
11/20/2012	P.A./The Tap Company	Franklin Twnshp. Senior Center Somerset, NJ	$0.00 each/student paid	Bd. of Ed.
11/29/2012	P.A./The Tap Company	Stellar Academy Hillsborough, NJ	$0.00 each/student paid	Bd. of Ed.
12/4/2012	P.A./Dance Students	Mason Gross School of the Arts (College Dance Day)	$0.00 each/student paid	Bd. of Ed.
12/12/2012	P.A./The Tap Company	Crème de la Crème Bridgewater, NJ	$0.00 each/student paid	Bd. of Ed.
12/13/2012	P.A./The Tap Company	Kangaroo Kids Branchburg, NJ	$0.00 each/student paid	Bd. of Ed.
12/18/2012	P.A./The Tap Company	Bridgewater Senior Center Bridgewater, NJ	$0.00 each/student paid	Bd. of Ed.
01/11-01/12, 2013	P.A./Theater Arts Students	Double Tree Guest Suites New York City, NY	$400.00 each/hotel $40.00 each/busing	Student Paid
January 2013: 11, 18	Health Occ/ Level II	Matheny Medical Center Peapack, NJ	$0.00 each/student paid	Bd. of Ed.
March 2013: 11,12,18,19 April 2013: 2,3,8,9,15,16	Health Occupations	JJ Child Development Center Raritan, NJ	$0.00 each/student paid	Bd. of Ed.
5/8/2013	English/10 grade	Morristown Theatre Morristown, NJ	$10.00 each/student paid admission $5-10.00 each/busing	Student Paid
6/6/2013	Health Occ/Seniors	UMDNJ Scotch Plains, NJ	$0.00 each/student paid	Bd. of Ed.

A UNIFORM STATE MEMORANDUM OF AGREEMENT BETWEEN EDUCATION AND LAW ENFORCEMENT OFFICIALS

2011 Revisions*

Approved by the New Jersey Department of Law & Public Safety and the New Jersey Department of Education

*This document is a revision of the 1988, 1992, 1999 and 2007, versions of the State Memorandum of Agreement approved by the Attorney General and the Commissioner of Education and which is required in N.J.A.C. 6A:16-6.2(b)13 through 15.

*The regulations at N.J.A.C. 6A:16, Programs to Support Student Development are under review. All related statutory language preempts any conflicts or inconsistencies with these regulations.

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Law Enforcement Activities Occurring on School Grounds and the Reporting of Suspected Drug and Other Offenses by School Officials to Law Enforcement

Article 1. Preamble; Statement of Policy, Findings, and Objectives.

1.1. The Predecessor Agreements.

In 1988, the Department of Law & Public Safety and the Department of Education issued a model agreement for use by local law enforcement and education officials. These agreements were eventually signed in communities across the state and documented the commitment by both professional communities to work together as co-equal partners to address the state's alcohol and other drug problems as they relate to school-age children. Regulations promulgated by the State Board of Education and codified at N.J.A.C. 6A:16-6.2(b)13 through 15 establish uniform statewide policies and procedures for ensuring cooperation between education officials and law enforcement agencies; these policies and procedures are consistent with and complementary to the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials approved by the Attorney General and the Commissioner of Education. The Memorandum of Agreement was revised by the Commissioner of Education and the Attorney General in 1992 and again in 1999 to account for new developments with respect to the scope and nature of the State's evolving alcohol and other drug problem and to address the problem of firearms and other weapons brought on to school grounds. The 2007 revisions, for the first time, addressed school safety and security, harassment, intimidation and bullying, hazing, gang reporting, computer crimes, station house adjustments, school law enforcement units, School Violence Awareness Week and other current issues of concern and provide clarification on issues such as child abuse reporting. The 2011 revisions have been made in response to the Anti-Bullying Bill of Rights Act (P.L.2010, c.122) and to address the assistance provided to attendance officers handling truancy matters.

1.2. Nature of the Problem.

The 1988, 1992, 1999 and 2007 issues of the Memoranda of Agreement have been designed to ensure cooperation between law enforcement and education officials and ultimately to protect the educational environment. The undersigned parties hereby recognize the need to update the Memorandum of Agreement and to reaffirm the commitment to work together as equal partners in addressing evolving problems and emergencies of mutual concern. Recent events in New Jersey and throughout the nation have made clear that while schools are generally safe places for students and staff members, a wide range of offenses are occasionally committed on school grounds,[1] including on school buses or at school-sponsored functions. These offenses against persons or property may involve the actual or threatened infliction of bodily injury, the unlawful use or possession of firearms or other dangerous weapons, arson or fire-setting activities, sexual assault and criminal sexual contact, bias crimes, illegal gambling, vandalism, and theft. It is understood and agreed that the commission of these types of offenses on school grounds, whether directed at students, school employees, or school grounds, not only undermines the educational environment, but can directly endanger the safety and well-being of members of the school community and thus requires an appropriate and decisive response. It is further understood and agreed that there is a demonstrable need for law enforcement and education officials to cooperate and to share information, as appropriate, to address acts of violence or potential acts of violence by students that may occur off school grounds or at times other than during regular school hours, and that may involve victims or potential victims that are not members of the school community. Experience has shown that violent acts committed by children off school grounds can have serious deleterious effects upon the school community, just as acts of violence committed on school grounds can lead to further violence or retaliation at other places.

1.3. Reasons for Special Concern.

The parties to this Memorandum of Agreement are aware of and remain concerned by recent events that have occurred throughout the nation involving violence committed by youth and violence committed on youth by outsiders. The parties further recognize that no school is immune from the disruptive influence of alcohol and other drug abuse and distribution, vandalism, and violence. It is not our intention to cause undue alarm or to overstate the nature or

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[1] *Pursuant to N.J.A.C. 6A:16-1.3, "School grounds" means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider and structures that support these buildings, such as school district wastewater treatment facilities, generating facilities, and other central service facilities including, but not limited to, kitchens and maintenance shops. School grounds also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and 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.*

magnitude of the problem. Nor is it our intention in any way to jeopardize the rights of students. To the contrary, we wish to emphasize that our goal is to safeguard the essential right of all students and school employees to enjoy the benefits of a school environment which is conducive to education and which is free of the disruptive influence of crime, violence, intimidation and fear. Accordingly, the parties to this Agreement recognize the need to have in place policies and procedures to appropriately and decisively manage these inherently dangerous and disruptive situations. It is our hope and expectation that by developing and publicizing the existence of clear policies, we can discourage the commission of serious offenses on school grounds and thereby protect the safety and welfare of all members of the school community. In developing these policies and procedures, it is understood that it is a crime for any person to knowingly have in his or her possession any firearm on school grounds without the written authorization of the governing officer of the institution, See N.J.S.A. 2C:39-5e and N.J.A.C. 6A:16-5.5(j) and 5.6(j). It is agreed and understood that this statute and these regulations are designed to protect children and the educational environment, and that violations are especially serious matters that warrant a prompt referral to, and response by, law enforcement authorities. Finally, it is understood that it is a crime for any person to dispose of any such weapon, or any firearm unless he or she is licensed or registered to do so. See N.J.S.A. 2C:39-9d.

1.4. Benefit of Referrals to Law Enforcement Authorities.

It is understood that law enforcement officials have access to confidential information that may document that a juvenile offender has previously committed acts of delinquency outside of school grounds and about which school officials may therefore be unaware. These confidential law enforcement records may concern prior juvenile arrests, adjudications, dispositions, referrals to juvenile conference committees and station house adjustments. For this reason, the failure by school officials to refer a suspected offense to law enforcement authorities may unwittingly prevent the professional actors within the juvenile justice system, including law enforcement and family court officials, from identifying and dealing appropriately with juvenile offenders, and may thus prevent these actors from taking the steps that are necessary and appropriate to intervene, to address the juvenile's problems in a timely fashion and to protect the public safety. In order to enable school officials to make a more informed decision regarding whether to refer a suspected act of delinquency to law enforcement authorities, the parties to this Agreement understand the need for, and benefit of, establishing procedures by which law enforcement officials can explain the workings of the juvenile justice system and the options, services and resources that are available through that system to respond to juveniles' needs. It is expected that such ongoing dialogue will enable school officials to understand the likely consequences of a referral involving a given offense. It also is hoped that in this way, law enforcement and school officials can work to dispel many of the myths about the juvenile justice system, and to develop a better understanding of the resources available to address the needs of juveniles who enter into this system or who are at risk of entering the system.

1.5. Anabolic Steroids, "Jimson" Weed, and “Date Rape” Drugs.

The parties to this Agreement understand that in 1991, the New Jersey Commissioner of Health promulgated rules and regulations which classify anabolic steroids as Schedule III controlled dangerous substances. The parties to this Agreement recognize that the problem of the unlawful use of anabolic steroids by school-age children is a particularly serious one, and that this problem is not limited to student athletes, but also involves students who use these especially dangerous substances with the intent to enhance their physical appearance. The parties to this Agreement recognize that these substances often have profound, long-term adverse side effects, and that their unlawful use by children cannot be tolerated. The parties to this Agreement also understand that it is illegal in New Jersey to use, possess, or distribute any stramonium preparation, commonly referred to as "Jimson" weed (see N.J.S.A. 2A:170-77.8 and 2A:170-77.15), and that it also is illegal for any person to distribute or possess substances sometimes referred to as “date rape” drugs, including gamma hydroxybutyrate (GHB), Rohypnol (“roofies”), and flunitrazepam. (See N.J.S.A. 2C:35-5.2 and 5.3., effective August 8, 1997.)

1.6. Alcohol Consumption.

The parties to this Agreement recognize that public attention has been focused on the problem of alcohol consumption on school grounds. Surveys of New Jersey's high school students consistently report that alcohol continues to be by far the most commonly used chemical substance by school-age children. The parties to this Agreement recognize and reaffirm that alcohol remains an illicit substance for underage persons, and that alcohol offenses, especially those occurring on school grounds, including on school buses or at school-sponsored functions, are serious matters that warrant a decisive and predictable response.

1.7. Prosecution of Drug Offenses.

On May 14, 1998, the Attorney General issued Directive 1998-1 to establish uniform standards and criteria for prosecuting cases under the Comprehensive Drug Reform Act. The Attorney General Directive recognizes that reports of studies indicate that the high rates of drug use by school-age children remain a serious concern. In order to reverse this disturbing trend, the Attorney General Directive made clear that it is a prosecutor’s responsibility to deter drug offenses by sending the strongest possible message that there are serious legal consequences for engaging in this form of criminal behavior, and that the law enforcement community is committed to making certain that juvenile drug offenders will be held accountable through the imposition of the mandatory non-incarcerative sanctions prescribed in the Comprehensive Drug Reform Act, including the suspension or postponement of driving privileges, the payment of mandatory Drug Enforcement and Demand Reduction cash penalties based upon the degree of the offense involved, and the requirement that juvenile drug offenders perform at least 100 hours of community service if the offense occurred on or within a drug-free school zone. Attorney General Directive 1998-1 further recognizes that the general and special deterrent effect of these

non-incarcerative sanctions would be seriously eroded if juveniles taken into custody for provable drug offenses were to report to their classmates and friends that these sanctions were not imposed. Moreover, the Directive establishes that it is contrary to public policy and the clearly-expressed intention of the Legislature to foster the appearance that a juvenile is entitled to one "free" drug offense before the statutorily-mandated non-incarcerative sanctions will actually be imposed. Accordingly, the Directive requires prosecutors to seek imposition of these sanctions in all cases, including those that are diverted to a Juvenile Conference Committee, an Intake Services Conference, a Juvenile Family-Crisis Intervention Unit, or any other diversion program.

1.8. Liaisons to School Districts and Law Enforcement Agencies.

It is recognized and agreed that without ongoing active communication and cooperation among school and law enforcement officials the goals of this Agreement cannot be achieved. For this reason, Article 2 of this Agreement requires that law enforcement agencies and school districts designate one or more liaisons.

1.9. Training Requirements.

School districts and law enforcement agencies will comply with the training requirements of P.L. 2005, c. 276, (N.J.S.A. 52:17B-71.8; N.J.S.A. 18A:17-43.1) for safe schools resource officers and for school liaisons to law enforcement, as soon as practicable.

1.10. School-based Community Service Programs.

The Education-Law Enforcement Working Group, in consultation with the Administrative Office of the Courts, also has developed a model program whereby schools can serve as community service sites where students can fulfill their court-ordered community service obligations while on school grounds and under the supervision of school staff. By participating in this voluntary program, schools can help to give Family Part judges more disposition options and "intermediate" sanctions to address certain types of delinquent behavior. It is understood and agreed that schools wishing to participate in this voluntary program should contact their county's Probation Division in order to be registered as an approved site.

Article 2. Liaisons; Law Enforcement Units.

2.1. Liaisons.

We, **Geoffrey Soriano, Somerset County Prosecutor** and **Richard Borden, Chief of Bridgewater Township Police Department** shall each designate one or more persons to serve as a liaison to appropriate local and county school officials.

Kathleen Serafino, the Executive Somerset County Superintendent of Schools and **Chrys Harttraft, the Superintendent of the Somerset County Vocational and Technical School District,** pursuant to N.J.A.C. 6A:16-6.2(b)1, shall similarly designate one or more persons to serve as a liaison to the county prosecutor's office and to the respective local law enforcement agency. The roles and functions of these liaisons are to:

- facilitate communication and cooperation;
- identify issues or problems that arise in the implementation of this Agreement and facilitate the resolution of any such problems;
- act as the primary contact person between the schools and the affected law enforcement agencies;
- act together in developing joint training and other cooperative efforts, including information exchanges and joint speaking engagements;
- coordinate drug and alcohol abuse and violence intervention and prevention efforts; and
- consult on the review of school safety and security plans, per N.J.A.C. 6A:15-5.1, and the review of approved model policies of the School Security Task Force.

2.2. Creation of Law Enforcement Units as Authorized by the Family Educational Rights and Privacy Act (FERPA).

Each school district shall consider designating one or more law enforcement units for the district, as provided under FERPA (Family Education Rights Privacy Act), pursuant to 20 U.S.C. 1232g(a)(4)(ii) and 34 C.F.R. 99.8. The term "law enforcement unit" means any individual, office, department, division or other component of an educational agency or institution, such as a school administrator or a unit of commissioned police officers or non-commissioned security guards, that is officially authorized or designated by that agency or institution to enforce any local, State or Federal law, or refer to appropriate authorities a matter for enforcement of any local, State or Federal law against any individual or organization other than the agency or institution itself; or maintain the physical security and safety of the agency or institution. [34

C.F.R. 99.8(a)(1)]. The law enforcement unit may be only one person, and does not have to be a law enforcement officer. All school security equipment shall be the responsibility of the law enforcement unit. All school security records, including but not limited to, school security campus or school bus videotapes, records relating to weapons screening devices, visitor logs, and any records of interviews relating to potential violations of the law are created and maintained by the designated law enforcement unit. These records are not deemed to be student records or educational records [20 U.S.C. 1232g(a)(4)(ii)]. See also Article 4.3.3 of this Agreement.

2.3. Inquiries Regarding Law Enforcement Operations.

All inquiries or complaints received by school personnel regarding interviews, investigations, arrests or other operations conducted by sworn law enforcement officers shall be directed to the appropriate law enforcement agency. This shall apply to inquiries from parents, guardians, the press or any other sources. A school official receiving such an inquiry or complaint shall also notify the appropriate law enforcement agency of the nature of the inquiry or complaint, and that the matter has been referred to the law enforcement agency.

2.4. Stationhouse Adjustments.

Certain minor juvenile delinquency offenses may be resolved by police departments through the means of stationhouse adjustments. This is a voluntary process that, if successful, diverts the case from formal processing, and avoids the creation of a juvenile delinquency record for the juvenile. Since no charge is filed, the school need not be provided notice of a stationhouse adjustment and need not be involved in the process. However, when the school district is a victim of a minor juvenile offense, such as a minor theft or offense involving trespass or the destruction of school grounds, the school shall be notified and should be included in the stationhouse adjustment process, in the same manner as any other victim. Schools are not precluded from providing community service opportunities or other programs for stationhouse adjustment programs.

Article 3. Law Enforcement Operations.

3.1. Definitions

As used in this Agreement:

"Controlled Dangerous Substance" shall mean a drug, substance or immediate precursor as defined at N.J.S.A. 2C:35-2, and shall include controlled substance analogs. Pursuant to regulations adopted by the Department of Health, the term includes anabolic steroids, and shall also be deemed to include "Jimson" weed (stramonium preparation; N.J.S.A. 2A:170-77.8) and gamma hydroxybutyrate (GHB), Rohypnol ("roofies"), and flunitrazepam. (See N.J.S.A. 2C:35-5.2 and 5.3.)

"*Deadly weapon*" means any weapon or device within the meaning of N.J.S.A. 2C:39-1r or 2C:39-3. and includes any device readily capable of lethal use or of inflicting serious bodily injury, including, but not limited to, gravity knives, switchblade knives, daggers, dirks, stilettos, or other dangerous knives, blackjacks, bludgeons, metal knuckles, cesti or similar leather bands studded with metal filings or razor blades embedded in wood and any weapon or other device which projects, releases or emits tear gas or any other substance intended to produce temporary physical, discomfort or permanent injury through being vaporized or otherwise dispensed in the air (i.e., "mace," "pepper spray," "paintball" guns). "Deadly weapon also means any ammunition for a firearm.

"*Firearm*" means any firearm within the meaning of N.J.S.A. 2C:39-1f, and includes any handgun, rifle, shotgun, machine gun or automatic or semiautomatic rifle regardless of whether such firearm is operable or loaded with ammunition. The term includes "BB" and "air" guns.

"*Operating School Hours*" shall include the time in which a school is in session or when students are engaged in school related activities under the supervision of professional school staff.

"Planned Arrest" shall mean an arrest or taking into custody based upon probable cause which was known to a law enforcement officer sufficiently in advance of the time of the actual arrest, whether as a result of an undercover school operation, planned surveillance, or otherwise, so that there was sufficient opportunity for the arresting officer or any other law enforcement officer to apply for and obtain an arrest warrant, even though an arrest warrant may not have been sought or issued. The term shall also include arrests made pursuant to a "clean sweep" (e.g., multiple arrest) operation.

"*Planned Surveillance"* shall mean a planned operation wherein a law enforcement officer(s) enters onto school grounds, including school buildings and school buses, in plainclothes during operating school hours for the purpose of observing or participating in activities associated with the use, possession or distribution of any controlled dangerous substance, alcoholic beverages or firearms or dangerous weapons. This term shall not include observations made by a law enforcement officer, whether in uniform or in plainclothes, from any place or property not owned or used by a school or school board.

"Routine Patrol" shall mean activities undertaken by a law enforcement officer whether in uniform or in plainclothes and whether on foot or in a marked or unmarked vehicle, to patrol areas within a drug-free school zone (see N.J.S.A. 2C:35-7) for the purposes of observing or deterring any criminal violation or civil disturbance.

"Serious Bodily Injury" shall have the same meaning as that term is used in N.J.S.A. 2C:11-1b and means bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or the protracted loss or impairment of the function of any bodily member.

"Significant bodily injury" shall have the same meaning as that term is used in N.J.S.A. 2C:11-1d, and means bodily injury which creates a temporary loss of the function of any bodily member or organ or temporary loss of any one of the five senses.

"Spontaneous Arrest," in distinction to a planned arrest, shall mean an arrest or taking into custody based upon probable cause to believe that an offense is being committed in the arresting officer's presence under circumstances where the officer could not have foreseen with certainty that the specific offense would occur and thus where the arresting officer had no reasonable opportunity to apply for an arrest warrant. The term shall also include any arrest or taking into custody in response to a request by a school official pursuant to Article 7.1 of this Agreement.

"Undercover School Operation" shall mean a planned operation undertaken by a law enforcement agency wherein a law enforcement officer(s) is placed in a school community and poses as a member of the school community for the purpose of identifying and eventually apprehending persons engaged in the illegal distribution of controlled dangerous substances, alcoholic beverages or the unlawful use, possession or distribution of firearms or dangerous weapons. The procedures for planning and approving an undercover school operation are set forth in Addendum 1 to this Agreement.

3.2. Undercover School Operations.

Undercover school operations are designed to disrupt ongoing drug-distribution activities. These operations are difficult to implement and require extensive planning, cooperation, and secrecy. Attorney General Executive Directive 1988-1 imposes strict limitations on the use of this investigative tactic. The Attorney General Directive is designed to protect the educational environment of a school and to minimize the risk of injury to students and undercover officers. Rules and regulations promulgated by the State Board of Education and codified at N.J.A.C. 6A:16-6.2(b)7 require local district boards of education to adopt and implement policies and procedures to ensure cooperation between school staff and law enforcement authorities in all matters relating to undercover school operations. Accordingly, the rules and procedures for approving and implementing an undercover school operation are set out in detail in Addendum 1 to this Agreement, which Addendum is made part of this Agreement as if set out fully herein.

3.3. Planned Surveillance.

3.3.1. Notice and Consultation.

In the absence of compelling or exigent circumstances, as shall be determined by the county prosecutor or the Attorney General or his designee, no planned narcotics surveillance operation as defined in this Agreement will be conducted during operating school hours without first consulting with the building principal or local chief school administrator of the school involved.

3.3.2. Limitations; Targeted Subjects.

Nothing in this Agreement shall be construed to prevent any law enforcement officer from making any observations from any place or property not owned or used by a school or school board, except that a planned narcotics surveillance or any other form of observation should, wherever possible, be limited to observing 1) those specific individuals or groups of individuals who are believed to be involved in drug trafficking or weapons-related activities, or 2) those specific areas or places on school grounds, including school buildings and school buses, where drug use or trafficking or weapons-related activity is believed to occur frequently.

3.4. Routine Patrols.

3.4.1. Visible Enforcement Plans.

The **Bridgewater Township Police Department** shall maintain at appropriate times a visible police presence within all drug-free school zones, and shall file and periodically update a confidential report with the **Somerset County Prosecutor's Office** detailing how these zones are to be patrolled.

3.4.2. Notice to School Officials.

Where a patrol plan requires an officer periodically to enter onto school grounds, including school buildings and school buses, **the Bridgewater Township Police Department** shall advise **Diane Ziegler, Principal of the Somerset County Vocational and Technical High School and Chrys Harttraft, Superintendent of the Somerset County Vocational and Technical Schools**. It is understood and agreed that any portion of a patrol plan disclosed to school officials in accordance with this subsection shall be kept strictly confidential.

3.4.3. On-Site Reporting.

Except when responding to an emergency, no on-duty police officer will enter any school building without first complying with the procedures established by the school for the reporting of visitors. It shall be the responsibility of each police department or agency with patrol responsibilities to make certain that all officers are familiar and comply with the reporting policies established by each school within the law enforcement agency's jurisdiction.

3.5 Police Presence at Extra-Curricular Events.

It is our agreed upon policy that **Richard Borden, Chief of Police of the Bridgewater Township Police Department**, working in conjunction with appropriate school officials, should, whenever possible, provide for the presence of uniformed police officer(s) at any event at which the chief school administrator believes it would be in the interest of public safety. In the absence of compelling reasons as may be determined by **Geoffrey Soriano, Somerset County Prosecutor or Richard Borden, Chief of Police of the Bridgewater Township Police Department** it is understood and agreed that uniformed police officers shall not be assigned to school functions, and especially those functions occurring within school buildings, except with the approval of the building principal or local chief school administrator. All requests by school officials for law enforcement agencies to provide for a uniformed presence at any school event should be made in accordance with N.J.A.C. 6A:16-6.2(b)10 and directed to Bridgewater Township Chief of Police.

3.6 Truancy; Assistance Provided to Attendance Officers

The sheriff and his officers and all police officers and constables are required to assist school attendance officers in the performance of their duties. (N.J.S.A. 18A:38-30.) Assistance shall when practicable include accompanying attendance officers to the homes of students in circumstances where attendance officers may have concerns for their safety. However, attendance officers are not law enforcement officers and law enforcement officers should not provide assistance of a type that would not be available to other civilian investigators. For example, law enforcement officers should not use law enforcement computer systems to run motor vehicle checks or criminal background checks for attendance officers. Law enforcement officers should also keep in mind that when accompanying an attendance officer to a home, they have no additional authority to demand entry to the home if the occupants do not consent and there is no emergency that would justify entry into the home.

Article 4. Obligation to Report Offenses and Preserve Evidence: Controlled Dangerous Substances, Firearms, Planned or Threatened Violence, Child Abuse and Other Offenses.

4.1 Requirement to Report Offenses Involving Controlled Substances.

Subject to the provisions of Articles 4.2 and 4.3 of this Agreement and N.J.A.C. 6A:16-6.2(b)9 and 6.3(a), school officials shall promptly notify the **Bridgewater Township Police Department and/or the Somerset County Prosecutor's Office** whenever any school employee has reason to believe a violation of the Comprehensive Drug Reform Act has occurred, except when, pursuant to N.J.A.C. 6A:16-6.3(a)3, a student has voluntarily and on his or her own initiative sought treatment or counseling for a substance abuse problem, provided the student was not involved in drug distribution activities and further provided the student participates in an appropriate treatment or counseling program. For the purposes of this Agreement and pursuant to N.J.A.C. 6A:16-6.3(a)3i, an admission by a student of a violation of the Comprehensive Drug Reform Act which is in response to questioning initiated by a law enforcement officer or school employee shall not constitute a voluntary, self-initiated request for counseling and treatment.

Pursuant to N.J.A.C. 6A:16-4.3(a)3 and 6.3(a)4, school officials may, but need not, disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol or other drugs. Pursuant to N.J.A.C. 6A:16-4.3(a)3i, however, school officials shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances. In each instance of a report to law enforcement authorities of a student suspected of being under the influence of alcohol or other drugs, pursuant to N.J.S.A. 18A:40A-12(a) and N.J.A.C. 6A:16-4.3(a), or of a student suspected of using of anabolic steroids, pursuant to N.J.S.A. 18A:40A-12(b) and N.J.A.C. 6A:16-4.3(b), the student must receive the required medical examination, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3(a)2 et seq. or (b)2 et seq., as appropriate.

4.2 Non-Applicability to Treatment Program Records and Information.

Nothing in this Agreement or in N.J.A.C. 6A:16-6.5 shall be construed in any way to authorize or require a referral or transmittal of any information or records in the possession of a substance abuse counseling or treatment program in violation of any state or federal confidentiality law or regulation, and such information or records shall be strictly safeguarded in accordance with applicable state and federal laws and regulations.

4.3 Confidentiality Laws.

4.3.1. Substance Abuse Confidentiality Laws.

The New Jersey Legislature on January 12, 1998 adopted P.L. 1997, c. 362, in accordance with the Governor's conditional veto recommendations. The law, codified at N.J.S.A.18A:40A-7.1 et seq., and the supportive regulations at N.J.A.C. 6A:16-3.2(a)2 and 6.5, afford confidentiality protections to a public or private secondary school pupil who is participating in a school-based drug or alcohol abuse counseling program where that pupil provides information during the course of the counseling session that indicates that the pupil's

parent or guardian or other person residing in the pupil's household is dependent upon or illegally using a controlled dangerous substance. The New Jersey confidentiality statute is broader than the federal confidentiality statute and regulations (42 C.F.R. Part 2) in that it applies to any student who is participating in a school-based alcohol or drug abuse counseling program, even if the student is not personally abusing substances, but rather is seeking counseling to deal with the problems related to the substance abuse of another. The federal law, in contrast, only provides confidentiality protections to persons who are "patients," that is, persons who are receiving counseling for their own substance abuse problem. The state confidentiality law nonetheless features an important exception to the general rule of preserving confidentiality. Specifically, the State law is expressly subject to the provisions of N.J.S.A. 9:6-8.10, and thus does not prevent school officials from disclosing information to the Division of Youth and Family Services (DYFS) or to a law enforcement agency "if the information would cause a person to reasonably suspect that the secondary school pupil or another child may be an abused or neglected child." Accordingly, it is understood and agreed that the new confidentiality statute in no way relieves the duty established pursuant to N.J.S.A. 9:6-8.10, which requires any citizen, including a school administrator, teacher, counselor, school nurse and substance awareness coordinator, to inform both DYFS and a law enforcement agency immediately when there is reasonable cause to believe that a child is or has been abused or neglected.

4.3.2. Clarification Regarding Confidentiality of Contents of Student records.

It is understood and agreed that federal and state laws pertaining to the confidentiality of student records, pursuant to 42 C.F.R. Part 2, N.J.S.A. 18A:40A-7.1 and 7.2 and N.J.A.C. 6A:32-7, only prohibit the disclosure of the contents of such records; these laws do not extend to other sources of information concerning the same events or transactions that happen to be memorialized in the student records. Thus, for example, a teacher, counselor, administrator, or other school staff member who is a witness to criminal activity may be required to testify in a court or grand jury or may be required to report information to law enforcement authorities pursuant to this Agreement based upon personal knowledge and memory notwithstanding that the criminal activity reported or testified about has been recorded in a student record that is subject to state or federal confidentiality laws. In other words, the act by a school official of memorializing an incident, event, or observation in a student record in no way precludes that school official or any other material witness from reporting or testifying from personal knowledge as to the documented incident, event, or observation, provided, however, that nothing in this Agreement shall be construed to authorize or require a school employee to divulge information or records in violation of the confidentiality requirements of 42 C.F.R. Part 2, or any other applicable state or federal regulation, law or rule of evidence concerning confidential and privileged communications. Furthermore, the records of a designated "law enforcement unit" do not constitute student records [20 U.S.C. 1232g(a)(4)(ii)].

4.3.3. Records of Law Enforcement Units.

Records of a "law enforcement Unit" designated pursuant to Article 2.2 of this Agreement do not constitute student records. This comports with the requirements of the Family Educational Rights and Privacy Act (FERPA), which was amended in 1992 to exempt such

records from the definition of "education records" [20 U.S.C. 1232g(a)(4)(ii)]. Law enforcement records are records, files, documents and other materials created by a law enforcement unit for a law enforcement purpose and maintained by the law enforcement unit [34 C.F.R. 99.8(b)(1)]. In the preamble to the FERPA regulations published in the Federal Register on January 17, 1995, the United States Department of Education stated: "…where a law enforcement unit also performs non-law enforcement functions, the records created and maintained by that unit are considered law enforcement unit records, even when those records were created for dual purposes (e.g., for both law enforcement and student conduct purposes). Only records that were created and maintained by the unit exclusively for a non-law enforcement purpose will not be considered records of a law enforcement unit" (60 F.R. 3467). When one or more law enforcement units have been established by the school district, the school district agrees to disclose to the appropriate law enforcement agency, or the Department of Children and Families, as appropriate, any records, files, documents and other materials of the law enforcement unit pertaining to the investigation of a violation of the law. The disclosure of these records to a law enforcement agency does not prohibit the use of these records for educational purposes, such as violations of the code of student conduct.

4.4. Securing Controlled Substances and Paraphernalia.

Whenever a school employee seizes or comes upon any substance believed to be a controlled dangerous substance or drug paraphernalia, school officials *shall immediately* advise the **Bridgewater Township Police Department** and shall secure the substance or item pending the response by the **Bridgewater Township Police Department** to retrieve and take custody of the substance or paraphernalia, pursuant to N.J.A.C. 6A:16-6.2(b)8 and 6.4. School employees having custody of the substance or item shall take reasonable precautions, per local board of education procedures, to prevent its theft, destruction or use by any person. In accordance with the requirements of law, see N.J.S.A. 2C:35-10c., it is understood that under no circumstances may any person destroy or otherwise dispose of any controlled dangerous substance or drug paraphernalia except by turning over such substance or item to the responding law enforcement officer.

4.5. Prompt Response to Controlled Substance Referrals; Preserving Chain of Custody.

The **Bridgewater Township Police Department** shall dispatch an officer as promptly as possible to take custody and secure the controlled dangerous substance or drug paraphernalia. School officials shall provide to the responding law enforcement officer information necessary to establish the chain of custody and the circumstances of the seizure, including the identity of any person(s) from whom the substance or item was obtained, except that school officials need not provide information concerning the identity of a student from whom the controlled dangerous substance or item was obtained where the substance or item was turned over by a student to a substance awareness coordinator or other individual who holds either a school nurse, school

nurse/non-instructional, school psychologist, school counselor, school social worker or student personnel service endorsement on the Educational Services Certificate in the course of, or as a result of, school-based intervention, assessment, referral for evaluation, evaluation or referral for treatment, as those terms are defined in N.J.A.C. 6A:16-1.3 and delineated in N.J.A.C. 6A:16-3(a) or participation in a community-based substance abuse treatment program where: 1) the student voluntarily and on his or her own initiative turned over the substance to a school employee; and 2) there is no reason to believe that the student was involved in distribution activities; and 3) the student participates in an appropriate school-based alcohol or other drug abuse intervention, referral for evaluation, referral for treatment or continuity of care program, pursuant to N.J.A.C. 6A:16-3(a) or community-based alcohol or other drug abuse treatment program. Nothing in this paragraph shall be construed in any way to authorize or require a referral or transmittal of any information or records in the possession of a school-based alcohol or other drug abuse intervention, referral for evaluation, referral for treatment or continuity of care program or a community-based substance abuse treatment program where such referral or transmittal would constitute a violation of state or federal confidentiality laws or regulations, and such information or records shall be strictly safeguarded in accordance with applicable state and federal laws and regulations.

4.6. Requirement to Report Incidents Involving Firearms.

Subject only to the provisions of Articles 4.2 and 4.3 of this Agreement, it is agreed that **Chrys Harttraft, Superintendent of the Somerset County Vocational and Technical Schools** shall immediately notify the **Bridgewater Township Police Department** whenever any school employee in the course of his or her employment, pursuant to N.J.A.C. 6A:16-5.5 and 6.3(b), develops reason to believe that a firearm has unlawfully been brought onto school grounds, or that any student or other person is in unlawful possession of a firearm, whether on or off school grounds, or that any student or other person has committed an offense with, or while in possession of, a firearm, whether or not such offense was committed on school grounds.

4.7. Securing Firearms, Ammunition and Dangerous Weapons.

Whenever a school employee seizes or comes upon any firearm or dangerous weapon, school officials may in the case of a dangerous weapon other than a firearm, and *shall* in the case of (1) a firearm, (2) ammunition for a firearm, or (3) a non-firearm weapon that was actually used or threatened to be used in committing an offense, *immediately* advise the Bridgewater Township Police Department and secure the firearm, ammunition or weapon pending the response by the Bridgewater Township Police Department to retrieve and take custody of the firearm, ammunition or dangerous weapon, pursuant to N.J.A.C. 6A:16-6.2(b)8 and 6.4. School employees having custody of a firearm, ammunition or dangerous weapon shall take reasonable precautions, per local board of education procedures, to prevent its theft, destruction or unlawful use by any person. It is understood and agreed that under no circumstances shall any person destroy or otherwise dispose of any seized or discovered firearm, ammunition or non-firearm

weapon except by turning over such firearm, ammunition or non-firearm weapon to the responding police officer.

4.8. Law Enforcement Response to Mandatory Referrals.

The Bridgewater Township Police Department receiving information about the existence of an unlawful firearm on school grounds or the actual or threatened use of a non-firearm deadly weapon pursuant to Article 4.7 of this Agreement *shall immediately* dispatch an officer to take custody and secure the firearm or other weapon. Except as may be specifically provided in Articles 4.2 and 4.3 of this Agreement, school officials shall provide to the responding law enforcement officer information necessary to establish the chain of custody and the circumstances of the seizure or discovery of the firearm or other weapon, including the identity of any person(s) from whom the firearm or other weapon was obtained.

4.9. Interdiction of Weapons.

It is understood and agreed that the **Bridgewater Township Police Department** shall make every reasonable effort to affect the arrest of any student believed to be in the unlawful possession of a firearm or other dangerous weapon while the student is not on school grounds, to prevent whenever possible the bringing of such firearm or weapon onto school grounds. When this is not feasible, the **Bridgewater Township Police Department** shall scrupulously comply with the notification requirements for planned arrests as set forth in Article 7.4 of this Agreement.

4.10. Requirement to Report Incidents Involving Planned or Threatened Violence.

Notwithstanding any other provision of this Agreement, it is agreed that **Chrys Harttraft, Superintendent of the Somerset County Vocational and Technical Schools** *shall immediately notify* the **Bridgewater Township Police Department** whenever any school employee in the course of his or her employment develops reason to believe that anyone has threatened, is planning, or otherwise intends to cause death, serious bodily injury, or significant bodily injury to another person under circumstances in which a reasonable person would believe that the person genuinely intends at some time in the future to commit the violent act or to carry out the threat, pursuant to N.J.A.C. 6A:16-6.3(c) through (e). In making these determinations, the school official should reference the risk management and assessment tools explained in the NJDOE publication titled *School Safety and Security Manual: Best Practices Guidelines*. The school official shall provide to the responding law enforcement agency all known information relevant to the threat, including but not limited to any historical or background information concerning the person's behavior or state of mind. For the purposes of this reporting requirement, the threatened or planned act of violence need not be imminent, and the intended victim of the violent act need not be aware of the threat. Nor shall it be relevant for the purposes of this reporting requirement that the intended victim is not a student or member of the school

community, or that the violent act is not intended to be committed on school grounds. The parties to this Agreement understand and agree that students who make a credible threat of harm to themselves or others should be taken seriously. Accordingly, the provisions of this paragraph shall be liberally construed with a view toward preventing future acts of violence.

4.11. Violence Intervention.

The Bridgewater Township Police Department receiving information about a threatened, planned, or intended act of violence pursuant to Article 4.10 of this Agreement agrees to promptly dispatch an officer, or immediately dispatch an officer where the circumstances so warrant, to undertake an investigation and to take such actions as may be appropriate and necessary to prevent the threatened, planned, or intended act of violence from occurring.

4.12. Requirement to Report Sexual Offenses.

Subject only to the provisions of Article 4.2 and 4.3 of this Agreement, it is agreed that **Chrys Harttraft, Superintendent of the Somerset County Vocational and Technical Schools** *shall immediately notify* the **Bridgewater Township Police Department** whenever any school employee in the course of his or her employment develops reason to believe that a crime involving sexual penetration or criminal sexual contact has been committed on school grounds, pursuant to N.J.A.C. 6A:16-6.3(d).

4.13. Reporting Other Offenses.

Subject to the provisions of Articles 4.2 and 4.3 of this Agreement, it is agreed that **Chrys Harttraft, Superintendent of the Somerset County Vocational and Technical Schools** should notify **Richard Borden, Bridgewater Township Chief of Police** whenever any school employee develops reason to believe that a criminal offense has been committed on or against school grounds, including on school buses or at school-sponsored functions. In deciding whether to refer the matter to the designated law enforcement agency, the principal of the school or his or her designee should consider the nature and seriousness of the offense and the risk that the offense posed to the health or safety of other students, school employees, or the general public and shall be mindful that offenses committed on school grounds by or against students may lead to an escalation of violence or retaliation that may occur on school grounds or at other locations. Under no circumstances shall any school employee prevent or discourage the victim of an offense from reporting the offense to a law enforcement agency.

In deciding whether to report the presence or seizure of a non-firearm weapon that was not actually used or threatened to be used in committing an assault or other offense, **Chrys Harttraft, Superintendent of the Somerset County Vocational and Technical Schools** shall

consider the nature of the weapon and any lawful purposes that it might have, the age of the student, and the student's intent. While it is generally not necessary to report the seizure of small pen knives or Swiss-Army style knives, it is understood and agreed that law enforcement shall be notified of the seizure of any switchblade, gravity, or ballistic knife, stun gun, or metal knuckles. It is further understood and agreed that school officials shall report the seizure of a utility or "box-cutter" knife where the unlawful use of such knives as weapons is a serious problem in the school and where the student has no explainable lawful purpose for possessing such an instrument.

4.14. Law Enforcement Response to Voluntary Referrals.

The **Bridgewater Township Police Department** receiving information about the commission of an offense pursuant to Article 4.6 of this Agreement shall respond promptly and, when there is probable cause to believe that an offense has been committed, shall handle the matter in accordance with the provisions of the Attorney General's Executive Directive 1990-1 Concerning the Handling of Juvenile Matters by Police and Prosecutors. Except as may be specifically provided in Articles 4.2 and 4.3 of this Agreement, school officials should, in the absence of compelling reasons, provide the responding law enforcement officer information necessary to establish the chain of custody and the circumstances of the seizure or discovery of any dangerous weapon or item, other than a firearm or other weapon dealt with in Article 4.8 of this Agreement or a controlled dangerous substance or drug paraphernalia dealt with in Article 4.5 of this Agreement, which was or may have been unlawfully possessed or used in connection with or derived from criminal activity. Nothing in this paragraph shall be construed in any way to authorize or require a referral or transmittal of any information or records in the possession of a school-based substance abuse counseling or treatment program and obtained in the course of providing diagnosis or treatment where such referral or transmittal would constitute a violation of federal or state confidentiality laws or regulations, and such information and/or records shall be strictly safeguarded in accordance with such applicable federal and state laws and regulations.

4.15. Arrest Protocols Following Voluntary Referrals.

It is understood and agreed that the arrest protocols set forth in Article 7 of this Agreement, which are designed to minimize the disruption of the school environment, shall be followed whenever a student is to be arrested on school grounds for any offense, including offenses which do not involve controlled dangerous substances or drug paraphernalia. Similarly, it is understood and agreed that the notification procedures set forth in Article 6 of this Agreement shall be followed whenever a student or non-student is arrested on school grounds, or whenever a student is arrested off school grounds during operating school hours for a violation of any criminal statute, including an offense which does not involve controlled dangerous substances or drug paraphernalia. It also is understood and agreed that the **Bridgewater Township Police Department** shall at all times comply with the patrol notification and on-site reporting procedures set forth in Articles 3.4.2 and 3.4.3 of this Agreement, whether the purpose

of the law enforcement entry onto school grounds, including school buildings or school buses, is to enforce the Comprehensive Drug Reform Act or any other criminal statute.

4.16. Advice on Juvenile Justice System Practices and Procedures.

Richard Borden, Bridgewater Township Chief of Police and **Geoffrey Soriano, Somerset County Prosecutor** shall be available on an ongoing basis to explain to school officials the practices and procedures of the juvenile justice system with respect to the handling of juveniles suspected of, or formally charged with, acts of delinquency. **Richard Borden**, **Bridgewater Township Chief of Police** and **Geoffrey Soriano, Somerset County Prosecutor** also shall provide, on an ongoing basis, information concerning the services and resources available through the Juvenile Justice System to deal with delinquent or at-risk youth and families in crisis, including stationhouse adjustments, referrals to Juvenile Conference Committees, Juvenile-Family Crisis Intervention Units, and other pre-adjudication diversion programs, intervention services, and post-adjudication disposition options that are available in the county.

4.17. Advice on Weapons.

It is understood that new weapons have evolved and proliferated that are readily concealable and easily disguised. For example, dangerous knives can be disguised as belt buckles and other seemingly innocuous items. Accordingly, **Richard Borden, Bridgewater Township Chief of Police** and **Geoffrey Soriano, Somerset County Prosecutor** shall be available on an ongoing basis to provide school officials with information and advice about such weapons and their prevalence in the district or in the county so that they may be readily identified by school officials.

4.18. Possession or Consumption of Alcoholic Beverages.

It is understood that it is unlawful for a person under the age of 21 to purchase or knowingly consume an alcoholic beverage on school grounds, including on school buses or at school-sponsored functions. See e.g., N.J.S.A. 2C:33-15 and N.J.A.C. 6A:16-4 et seq. So too, it is an offense for an adult to bring or possess an alcoholic beverage on school grounds without the express written permission of the school board, chief school administrator or building principal. See N.J.S.A. 2C:35-16. It is agreed and understood that these statutes are designed to protect children and the educational environment and that violations of these statutes should be deemed to be serious matters and may be reported to law enforcement, and shall warrant immediate response by law enforcement authorities in accordance with the provisions of this Agreement. Where appropriate, the law enforcement agency or the county prosecutor may elect to forego formal charging prosecution in favor of pursuing school disciplinary proceedings, pursuant to

N.J.A.C. 6A:16-7, or other appropriate juvenile justice alternatives, including, but not limited to, a "stationhouse adjustment."

4.19. Reports of Child Abuse or Neglect; Potential Missing or Abused Children.

New Jersey statutes (N.J.S.A. 18A:36-25 and 9:6-8.10) require reporting by school officials of a potential missing or abused child to **both** law enforcement officials and the Division of Youth and Family Services (DYFS), New Jersey Department of Children and Families (DCF), as set forth below.

4.19.1 Reports of Child Abuse or Neglect to DYFS.

Any person having reasonable cause to believe that a student has been subjected to child abuse or neglect must immediately report the matter to DYFS by telephone or otherwise, pursuant to N.J.S.A.9:6-8.10 and N.J.A.C. 6A:16-11.1(a)2. The DYFS Child Abuse Hotline is to be contacted at 1-877-NJABUSE.

4.19.2. Notification to Law Enforcement.

Notification of a potential missing or abused or neglected student also must be made to law enforcement officials by the person who is designated to report child abuse cases on behalf of the school district, such as the chief school administrator, principal, assistant principal or other designated school official, in accordance with N.J.S.A. 18A:36-25 and N.J.A.C. 6A:16-11.1(a)3. Each school district may establish individual procedures for the notification. It is not necessary for the same person to contact law enforcement and DYFS. It is only required that both notifications are made.

4.19.3. Notification of DYFS by Law Enforcement.

Pursuant to the *DCF/Law Enforcement Model Coordinated Response Protocol* promulgated February 2007 by the Attorney General and the Commissioner of the Department of Children and Families, a law enforcement agency receiving a report of child abuse from the designated school official, need not notify the DYFS Hotline when the school official confirms that the DYFS Hotline has been contacted by school staff.

4.19.4. Law Enforcement Response.

The law enforcement agency receiving a report of child abuse or a potential missing child shall respond in accordance with the policies established by their County Prosecutor's Office.

4.19.5. Notification of Parents or Guardians.

Notification to the student's parents or guardians shall **not** be made by school officials when it is suspected that either parent or guardian is responsible for the suspected abuse. Law enforcement officials do not need the permission of a parent or guardian to speak to any student who is not the target of an investigation. It is the sole responsibility of law enforcement officials to determine when or whether a parent of any student shall be contacted. Failure to follow this procedure may compromise the integrity of an investigation and place the child at risk.

4.19.6 Anonymity.

Individuals who report abuse may or may not be entitled to anonymity. While DYFS allows anonymous child abuse reporting for the general public, school staff may not be entitled to anonymity for these reports. Furthermore, there is no anonymity when incidents are reported to law enforcement authorities.

4.19.7. Custody Disputes and Potentially Missing Children.

It is recognized by all parties to this agreement that custody disputes between parents often have a detrimental effect upon the children. Sudden requests for school records accompanied by suspicious absences should result in a heightened scrutiny within the school. Therefore, to the extent that a referral to law enforcement will not violate student record confidentiality, if it comes to the attention of a school administrator that the absence of a child from school may be due to a parental kidnapping or custodial interference, the school administrator shall immediately contact law enforcement authorities. Concerns that a child may be unlawfully removed from the jurisdiction should be immediately brought to the attention of local law enforcement officials.

4.20 Offenses Involving Computers, the Internet and Technology.

4.20.1. Purpose.

Computerized devices such as cell phones, digital cameras, PDAs, lap-top computers and desk-top computers have become a part of our daily lives. The growth of the Internet and local computer networks makes information and communication immediately accessible. However, access to this technology and information potentially can be used for harmful purposes that can cause great disruption in a school. In 2003, a series of laws were passed allowing for the prosecution of new crimes, such as unauthorized computer access and damage which such access may cause. In addition, digital cameras, digital photos, digital videos, cell phones, e-mail and the Internet are increasingly used to commit crimes. The purpose of this section of the Memorandum is to recognize some of the areas where law enforcement and educational professionals should cooperate to ensure a unified response to the illicit and harmful use of technology by students, teachers, administrators and other school staff. These areas include:

1) Unauthorized access to school networks.

2) Harassment and threats via electronic media.
3) Use of technology to facilitate other crimes.
4) Blogging (free speech).
5) Limitation of electronic devices, such as cell phones, pagers and cameras, on school grounds.

4.20.2. Unauthorized Access to School Networks, Harassment and Threats via Electronic Media, and the Use of Technology to Facilitate other Crimes.

Existing criminal statutes address all three of these issues. Unauthorized access to school networks is a prosecutable offense under N.J.S.A. 2C:20-23 et seq. Any damage to the network may result in more severe penalties. School officials may consider unauthorized accessing of a school network to be an internal matter and not advise law enforcement authorities. However, law enforcement personnel are specially trained in forensic computer analysis. The ability to accurately assess the level of intrusion into a computer system is best handled by law enforcement professionals. Often the significance of an attack on the integrity of a school computer network can extend into the community. The ability of law enforcement to quantify any unauthorized use or access can bring peace of mind to concerned citizens in the community. Accordingly, notification should be made to law enforcement immediately upon learning of unauthorized access.

In addition to accessing computer systems, it has unfortunately become commonplace for juveniles to utilize electronic forms of communication to harass and threaten other students or individuals. The mere fact that the communication is in electronic form, rather than oral or written form is irrelevant. School personnel should be guided by the reporting obligations elsewhere in this agreement. School personnel should be mindful of the fact that forensic computer analysis of an individual computer or network can result in valuable evidence for an investigation. Therefore, when notification to law enforcement is appropriate, the entirety of the investigation should be conducted by law enforcement so as not to compromise the integrity of potential evidence.

Finally, computers and other forms of current and emerging technology may be used to facilitate other criminal activity. Financial information, identifying information and illicit images may all be contained on a suspect's computer. Therefore, it is vital that law enforcement be notified immediately when a school learns that a juvenile may be using a computer to violate the law. Similarly, cell phones, PDAs and other electronic communication technology should be turned over to the police, not parents, when the school comes into possession of items which they suspect may contain evidence of criminal behavior.

4.20.3. Blogging and Free Speech Issues.

The creation of a "web-log" or "blog" is a current trend for many individuals using the Internet. A blog is personal space on the world-wide-web devoted to a particular topic. Often a single individual authors a blog, or as is becoming more common, access to the blog is 'open' and anyone may post an entry. Blogging is not limited to text, and information which can be

stored electronically may be placed in a blog; music, photos and videos, for example, all can become part of a blog.

There are many free blog sites available for use by anyone with Internet access. Registration requirements are often loose and potentially ineffective. Blogs have become a public forum for many people, including students, to post a variety of personal information, including biographical information, opinion, media, and insulting or harassing speech.

Law enforcement officials, while vigilant in the pursuit of criminal activity, is often faced with the issue of "Free Speech" under the Federal and New Jersey Constitutions. Prosecution of individuals who harass or threaten specific groups or individuals is commonplace. However, law enforcement is unable to prosecute those who merely publish an opinion or a photograph. School personnel as well as students often are the target of information contained in blogs. Whenever a school administrator learns of blogging information which rises to the level of threats or harassment, the school official shall immediately notify law enforcement. Law enforcement authorities have the ability to preserve evidence before the author has an opportunity to alter it. If such information is brought to the attention of law enforcement, a legal determination will be made on whether the information contained in the blog is constitutionally protected and whether it is criminal in nature.

Article 5. School Access to Law Enforcement Information.

5.1. Statutory Authority to Disclose Information.

New Jersey's juvenile confidentiality laws were amended by P.L. 1994, c. 56 to make it easier for law enforcement agencies to share information with schools. The revised law provides for three categories of disclosure to schools as follows: (1) permissive disclosure during an investigation (N.J.S.A. 2A:4A-60e); (2) disclosure following a charge at the principal's request (N.J.S.A. 2A:4A-60c(3)); and (3) required disclosure following a charge in certain circumstances (N.J.S.A. 2A:4A-60d). In addition, a law enforcement agency is authorized to disclose certain information to the victim of an offense committed by a juvenile. Pursuant to N.J.A.C. 6A:16-5.4, the Board of Education confirms its obligation to adopt and implement policies and procedures protecting the access to information related to juvenile justice proceedings, according to the requirements of N.J.S.A. 2A:4A:60.

The revised law permits law enforcement or prosecuting agencies to disclose information regarding juveniles who are under investigation when that information may be useful in maintaining order, safety, or discipline in the school or in planning programs relevant to the juvenile's educational and social development. This information may then be shared by the principal with appropriate school staff, provided, however, that where the information relates only to an investigation, and where no formal charges have been filed against the student, the statute prohibits this pre-charge information from being maintained by school officials.

Accordingly, this information should be provided orally by law enforcement officers, rather than in writing, so as to avoid inadvertent retention or disclosure of such information.

The revised law further contains a provision that authorizes a principal to request information concerning juvenile delinquency charges that have been filed against a student enrolled in the school. These requests may either be made on a case-by-case basis or in accordance with procedures that could be agreed to as part of this Memorandum of Agreement. ***[Optional: Pursuant to § 5.2 of this Agreement, the* Bridgewater Township Police Department *hereby agrees automatically to disclose to the principal this information regarding any juvenile delinquency charge filed against any student enrolled in the school.[2]]***

Law enforcement and prosecuting agencies are *required* to advise the principal of the school where the student is enrolled when:

- the offense occurred on school grounds, including on school buses or at school-sponsored functions, or was committed against an employee or official of the school;

- the juvenile was taken into custody as a result of information or evidence provided by school officials, whether or not on school grounds;

- the offense:

  - resulted in death or serious bodily injury, or involved an attempt or conspiracy to cause death or serious bodily injury;
  - involved the unlawful use or possession of a firearm or other weapon;
  - involved the unlawful manufacture, distribution, or possession with intent to distribute a controlled dangerous substance or controlled substance analog;
  - involved the intimidation of an individual or group of individuals because of race, color, religion, gender, disability, sexual orientation, or ethnicity; or
  - constitutes a crime of the first or second degree.

5.2. Agreement to Disclose Information Following a Charge.

Where a juvenile has been charged with an act of delinquency that if committed by an adult would constitute a crime or offense, it is requested and agreed pursuant to the authority of N.J.S.A. 2A:4A-60c(1) and (3) that the **Bridgewater Township Police Department** or the **Somerset County Prosecutor's Office** shall promptly provide information as to the identity of the juvenile, the offense charged, the adjudication and the disposition to (1) the principal of any school that is the victim of the offense; (2) the principal of any school that employs the victim of the offense; and (3) the principal of any school where the juvenile is enrolled.

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[2]*This provision is optional. The parties to the Agreement may delete this sentence or may modify it to limit the "blanket" request to specified delinquency charges.*

5.3. Agreement to Disclose Information During an Investigation.

Pursuant to the authority of N.J.S.A. 2A:4A-60e, the **Bridgewater Township Police Department** and/or the Somerset County Prosecutor's Office agree(s) to notify verbally the principal of the school at which the juvenile is enrolled where the juvenile is under investigation or has been taken into custody but has not been formally charged with the commission of any act that would constitute an offense if committed by an adult, provided that the **Bridgewater Township Police Department** or the Somerset County Prosecutor's Office determines that the information may be useful in maintaining order, safety, or discipline in the school or in planning programs relevant to the juvenile's educational and social development, and further provided that the sharing of information will not interfere with or jeopardize an ongoing investigation or prosecution of any person. It is understood and agreed that the information provided pursuant to this paragraph shall be provided orally rather than in writing, will be kept confidential, shall not be maintained by the school as part of the juvenile's student records, and shall be used only in accordance with the provisions of N.J.S.A. 2A:4A-60e to maintain order, safety, or discipline in the school or in planning programs relevant to the juvenile's educational and social development. Nothing herein shall be construed to preclude school officials from using such information in a suspension, expulsion, or other school conduct proceeding, pursuant to N.J.A.C. 6A:16-7, whether occurring on or away from school grounds, pursuant to N.J.A.C. 6A:16-7.6.

5.4. Specificity of Disclosed Information.

It is understood and agreed that where the **Bridgewater Township Police Department** and/or the Somerset County Prosecutor's Office is authorized pursuant to law and the provisions of this Agreement to disclose information concerning charged or suspected acts of delinquency, the law enforcement agency may provide the principal with specific information concerning the offense or investigation, as appropriate, that may be useful in maintaining order, safety, or discipline in the school or in planning programs relevant to the juvenile's educational and social development. Such information may include but need not be limited to: (1) the specific type of drug found as determined by field tests and/or laboratory analysis; (2) the amount, purity, and value of the drug found; (3) how the drug was packaged; (4) whether cash was found or whether there were indications that the drug was intended to be sold or distributed; (5) where precisely the drug or other contraband was found; (6) what type of weapon was found; (7) whether a seized firearm was operable or loaded; or 8) whether the suspected offense involved or was directed at another enrolled student. It is understood and agreed that it is especially important for law enforcement agencies to promptly share information as may be authorized by law concerning the identity of a victim who is enrolled at the same school as the juvenile charged with or suspected of committing the offense so that school officials can take appropriate steps to protect the victim from further attack, to enforce a restraining order or condition of probation or pre-trial release that the juvenile have no contact with the victim, or to prevent retaliation or an escalation of violence.

5.5. Disclosure of Adult Student Information.

Where a student who has been arrested or is under investigation is eighteen years old or older, or otherwise is being treated as an adult by the criminal justice system, the **Bridgewater Township Police Department** and/or the Somerset County Prosecutor's Office agrees to provide to the principal of the school at which the student is enrolled all information that would otherwise be provided pursuant to the provisions of Articles 5.1, 5.2, 5.3, and 5.4 of this Agreement.

5.6. Law Enforcement Testimony at School Student Conduct Hearings; Required Notice to the County Prosecutor.

The Bridgewater Township Police Department agrees, upon the request of **Chrys Harttraft, Superintendent of the Somerset County Vocational and Technical Schools**, to make available officer(s) to testify as appropriate in any suspension or expulsion hearing before the Board of Education, pursuant to N.J.S.A. 18A:37.1 et seq. and N.J.A.C. 6A:16-7, or other appropriate school authority as may be necessary to satisfy the due process rights of a student subject to school discipline, provided, however, that it is understood and agreed that any information provided by means of such testimony shall not be made public but rather shall be kept confidential in accordance with the requirements of N.J.S.A. 2A:4A-60, and further provided that the County Prosecutor's Office shall be given prior notification and a right to preclude the giving of such testimony where the testimony may interfere with or jeopardize any ongoing investigation or prosecution of any person.

5.7. Parallel School Student Conduct Proceedings.

It is understood and agreed that school officials have an independent right and responsibility to initiate and pursue student conduct proceedings, pursuant to N.J.S.A. 18A:37.1 et seq. and N.J.A.C. 6A:16-7, or to remove a student from school under certain circumstances including, but not limited to, those specified in the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 through 12 and N.J.A.C. 6A:16-5.5, 5.6, 5.7 and 7. It is further understood and agreed that all school-based student conduct proceedings are separate and distinct from any juvenile or adult criminal prosecution; that law enforcement agencies shall not require or request school officials to undertake a student conduct action against a student; and that the imposition of sanctions by both schools and by the juvenile justice system based upon a single infraction or event in no way constitutes "double jeopardy."

5.8. Notification of Arrests or Charges Filed Against School Personnel.

The parties acknowledge that procedures already are in place that require prosecutors to provide notifications of indictments or convictions of public employees to the Division of Criminal Justice, which are then transmitted to the appropriate public agency. However, no notifications are required during the period between the filing of a complaint and an indictment, creating a period of time during which school administrators may be unaware of charges pending against school personnel, which may have an impact on their fitness for carrying out official duties. Therefore, it is agreed that whenever a law enforcement agency files a complaint or summons for one of the offenses listed in Article 5.8.3 below against a person that they know to be employed by a school district, or who works as a school bus driver or other outside employee in a school district, the law enforcement agency shall provide notice and a copy of the complaint to the school district no later than the next business day.

5.8.1. Applicability Not Limited to Local Jurisdiction.

The requirement to notify a school district of such complaints is not limited to the school district in which the law enforcement agency is located. Notice shall be given to any school district or nonpublic school within the state of New Jersey where the accused is employed.

5.8.2. Employment Information.

This requirement does not create an obligation to investigate or verify the employment of every person arrested or charged with an offense. It is intended only to require the notification in circumstances where the accused admits to employment in a school district or nonpublic school, or such information is otherwise available to the law enforcement agency.

5.8.3 Offenses Requiring Notification.

Notification is required for all indictable offenses, all driving while intoxicated (DWI) offenses and any disorderly persons offenses or petty disorderly persons offenses**.**

5.8.4 Notification of Emergencies.

Whenever local law enforcement is aware of an emergency affecting the safety of children during school hours, the Chief of Police or Station Commander or designee shall notify the principal of the school affected as soon as practicable. Law enforcement will provide all appropriate non-confidential information so that the principal can take necessary steps for the protection of students, staff and notification to parents. The Chief of Police or Station Commander shall attempt to provide, as practicable, the school principal and County Superintendent, or his or her designee, with updated information throughout the duration of the emergency, and will provide notification when the emergency is over.

5.9 Notification to County Superintendent.

The Chief of Police or Station Commander will, at his or her discretion, notify the County Superintendent of Schools, or his or her designee. This notification will contain a recommendation on which additional schools should be notified by the County Superintendent's office. The County Superintendent shall decide which, if any, additional schools to notify, and shall make the appropriate notifications.

Article 6. Notice of Arrests.

6.1. Arrests of Students on School Grounds.

Whenever a student has been arrested on school grounds, the law enforcement officer or agency involved shall, as soon as practicable, notify the building principal. Whenever possible, such notice shall be given before the student has been taken off school grounds. Where the student is a juvenile, all information concerning the circumstances of the arrest shall be provided to the building principal on a confidential basis and in accordance with the provisions of N.J.S.A. 2A:4A-60c. See Article 5.1 of this Agreement for a synopsis of those laws.

6.2. Arrests of Non-Students on School Grounds.

Where a person other than an enrolled student is arrested on school grounds, the building principal shall be advised as to the circumstances of the offense and the identity of the offender, provided that where the person arrested is a juvenile, it is understood that the law enforcement agency or officer involved is not permitted to divulge any information that would violate the laws governing the disclosure of juvenile information. See Article 5.1 of this Agreement for a synopsis of those laws.

6.3. Arrests of Students Off School Grounds During Operating School Hours.

When a student is arrested off school grounds during operating school hours, or under circumstances that would lead the arresting officer to believe that a school official was responsible for the care and custody of the student at the time of the arrest, or where the arresting officer reasonably believes that the student was in transit between school and his home at the time of arrest, the arresting officer shall as soon as is practicable notify the building principal of the school in which the student is enrolled. All information concerning the basis and circumstances of the arrest shall be provided to the building principal on a confidential basis and in accordance with the provisions of N.J.S.A. 2A:4A-60, as summarized in Article 5.1 of this Agreement.

6.4. Parental Notification.

When the building principal is advised of a student's arrest, pursuant to the provisions of this Agreement, the principal or his or her designee will, as soon as practicable, and in accordance with N.J.A.C. 6A:16-6.2(b)4 and 11 and the associated board of education policies and procedures regarding parental notification, contact a parent or guardian of the student. It is understood that the law enforcement agency making the arrest also is required to attempt to contact the student's parent or guardian pursuant to N.J.S.A. 2A:4A-33.

It is agreed that **Chrys Harttraft, Superintendent of the Somerset County Vocational and Technical Schools** shall at the request of the **Bridgewater Township Police Department** and/or the Somerset County Prosecutor's Office provide information concerning the efforts by the principal or school staff to contact and notify the student's parent(s) or guardian.

Article 7. Arrest Protocols.

For the purpose of this Agreement, the term "arrest" shall include the taking into custody of a juvenile for any offense which if committed by an adult would constitute a crime or disorderly persons offense.

7.1. Requests by School Officials.

All requests by any school official to summon a law enforcement officer for the purpose of making an arrest on school grounds, pursuant to N.J.A.C. 6A:16-6.2(b)2 and 9, whether for a suspected violation of the Comprehensive Drug Reform Act or for a suspected violation of any other criminal statute, should be directed to (*the designated police liaison or to the chief of the department having patrol jurisdiction*). Nothing herein shall be construed in any way to preclude or discourage any person from dialing "9-1-1" to report an emergency.

7.2. Minimizing Disruption of the Educational Process.

It shall be the general policy of the **Bridgewater Township Police Department** when making any arrest on school grounds to minimize the disruption of the school environment to the greatest extent possible, consistent with the requirements of public safety. Accordingly, substantial weight shall be given by the law enforcement officer assigned to make the arrest to the specific recommendations of the building principal or local chief school administrator as to the time, place, and manner for effecting the arrest.

7.2.1. Arrests to be Conducted in Private.

So as to minimize any disruption of the educational environment, every reasonable effort should be made to effect the arrest in the building principal's office, or in some other designated area away from the general student population.

7.2.2. Preferred Use of Plainclothes Officers to Effect Arrest.

Where feasible, the responding law enforcement officer(s) should be in plainclothes, use unmarked police vehicle(s) and refrain from using a siren or flashing overhead lights. In addition, the number of responding officers should be kept to a minimum, consistent with the requirements of public safety.

7.2.3 Cooperation with Arrests on School Property.

It is understood and agreed that school officials shall cooperate with law enforcement officials and shall not provide sanctuary from arrest to any person, and that school officials shall not interfere with or impede any law enforcement officer in the performance of his or her duties.

7.3. Other Spontaneous Arrests.

7.3.1. Notice to Building Principal.

In cases in which a law enforcement agency responds during operating school hours to a suspected offense reported by someone other than the building principal or local chief school administrator, or where a law enforcement officer observes the occurrence of an offense on school grounds during operating school hours which would justify a warrantless arrest, or where a person subject to arrest retreats onto school grounds during operating school hours, the arresting law enforcement officer shall notify the building principal as soon as it is practical to do so. Where the arrest involves a student enrolled in the school, the building principal shall, wherever feasible, be notified before the student is taken from school grounds.

7.3.2. Minimizing Disruption.

When effecting any spontaneous arrest on school grounds during operating school hours, every reasonable precaution shall be taken to minimize the disruption of the school environment to the greatest extent possible, consistent with the requirements of public safety.

7.4. Planned Arrests.

Whenever a planned arrest is to occur on school grounds, the building principal or local chief school administrator shall be advised and consulted before the arrest occurs.

Article 8. School Safety and Security.

8.1. Development of School Safety and Security Plans.

Recent tragic events in the nation's schools highlight the need for developing and maintaining up-to-date school-based safety and security plans for responding to crisis situations involving all-hazards, such as natural, technological, man made, biological and student culture and climate. The school safety and security plans should include procedures for quickly communicating to faculty members that a crisis situation exists, and procedures for minimizing the risk of physical harm to students and faculty by reducing their exposure to all hazards. Just as it is necessary to establish protocols and to conduct periodic "drills" for responding to emergencies that require prompt and orderly evacuation, such as fires (see N.J.S.A. 18A:41-1), so too it is appropriate to develop and rehearse plans and procedures for "locking down" classrooms and buildings to restrict the movement of children and staff and to minimize their exposure to hazardous situations. It is understood and agreed that the parties to this Agreement shall, during the course of the conference convened pursuant to Article 13, discuss issues and concerns regarding school safety and security plans, pursuant to N.J.A.C. 6A:16-5.1 and Article 13.3 of this Agreement.

8.1.1. Critical Incident Planning.

The parties to this Agreement understand that it is important for school officials and local police departments and county prosecutors to work together to adopt and implement policies for dealing with disruptive and potentially catastrophic crisis situations for all hazards, recognizing that it is essential to consider the most appropriate response to these kinds of situations before a crisis develops. The comprehensive school safety and security plans, procedures and mechanisms established by school officials, pursuant to N.J.A.C. 6A:16-5.1 and Article 13 of this Agreement, shall be developed in consultation with law enforcement agencies, emergency management planners, health and social services provider agencies and school and other community resources, as appropriate. Pursuant to N.J.A.C. 6A:16-5.1(b), the plans, procedures and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education (e.g., the Department of Education confidential publication titled *School Safety and Security Manual: Best Practices Guidelines*), and shall be reviewed annually and updated, as appropriate.

Additionally, procedures for school lockdown, active shooter, emergency evacuation, bomb threat, risk and violence assessments, and public information sharing shall be based on the SOPs developed by the School Security Task Force and issued by the Attorney General. The model S.O.P. follows other nationally-recognized standards.

8.1.2. Consultation in Development of School Safety and Security Plans (SSSPs).

It is understood and agreed that, pursuant to Article 13.3 and N.J.A.C. 6A:16-5.1(b), the chief school administrator shall consult with the chief of police and other representatives of law enforcement agencies, emergency management planners, fire officials, local chief school administrator, all school building principals, representatives of health and social services provider agencies and other school staff (e.g., counselors, psychologists, social workers, nurses, security, maintenance, facilities, grounds, school resource officers, food services) and community resources, as appropriate, in the development and maintenance of the school district's plans, procedures and mechanisms for school safety and security to fulfill the requirements of N.J.A.C. 6A:16-5, School Safety and Security.

8.1.3. Format and Contents of SSSPs.

The school safety and security plans, procedures and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education. The parties agree that all school safety and security plans shall include defined communication and decision-making protocols (e.g., Incident Command System) and the minimum requirements for the format and contents of the plans, as determined by the Commissioner of Education and the Domestic Security Preparedness Task force.

8.1.4. Annual Review of SSSPs.

The chief school administrator shall consult with law enforcement agencies, health and social service provider agencies, emergency management planners and school and other community resources, as appropriate, in the review and updating the school district's school safety and security plans, procedures and mechanisms, pursuant to N.J.A.C. 6A:16-5.1. It is understood and agreed that law enforcement officials shall, at a minimum, annually review and, where necessary, provide written comments to the chief school administrator concerning the required school safety and security plans, pursuant to N.J.A.C. 6A:16-5.1. It is understood and agreed that the chief school administrator shall, at a minimum, annually submit a copy of the school district's school safety and security plans or any important revisions to the plans to law enforcement officials as agreed. The chief school administrator agrees to supply law enforcement officials with current copies of blueprints and maps of all schools and school grounds. If at anytime there are changes to the blueprints or maps, the chief school administrator agrees to forward revised copies to law enforcement officials as soon as practicable.

8.1.5. School Staff In-service Training on SSSPs.

School officials shall annually consult with law enforcement personnel regarding the in-service training program required for all district board of education employees, pursuant to N.J.A.C. 6A:16-5.1(d), to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crises, consistent with the school district's plans, procedures and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5, School Safety and Security.

8.2. Implementation of Approved School Security Task Force Recommendations.

The parties agree to work together to implement the approved recommendations of the Governor's School Security Task Force. The parties recognize that joint planning, training and consultation are needed to effectively implement these recommendations. Any Executive Orders or Directives that are issued as a result of these approved recommendations are hereby incorporated into this Agreement.

8.2.1. Sharing of Model School Security Policies (MSSP).

The Model School Security Policies for law enforcement agencies issued pursuant to the Attorney General's Law Enforcement Directive No. 2007-1 on the topics of bomb threats, active shooter response, school lockdowns, school evacuations and public information policies shall serve as templates for the development of local law enforcement policies. Local law enforcement officials shall discuss the policies which they adopt on these topics with school administrators from the school district or districts within their jurisdiction. It is further understood that school administrators shall share their procedures for critical incidents, developed in accordance with the policies issued by the Commissioner of Education, with local law enforcement officials. These procedures shall remain confidential and shall not be shared with the public.

8.2.2. Joint Training.

Law enforcement and school personnel may participate in joint training on law enforcement and education school security policies, as needed. Joint training exercises may include, but are not limited to, natural disasters, bomb threats, lockdown procedures and active shooters.

8.3. Gang Threat and Recruiting Information.

Law enforcement and school officials agree to engage in ongoing discussions and training in gang prevention and intervention, as appropriate, regarding gangs that are thought to be active in the area, gang recruiting and signs of gang activity or recruiting. School officials shall inform law enforcement officials of any signs of gang activity or recruiting observed on school grounds.

8.4. "Bias" Crimes and "Bias-Related" Acts.

Acts predicated upon prejudices, including race color, ethnicity, national origin, ancestry, religion, gender, sexual orientation, gender identity or expression, mental, physical or sensory disability, or by any other distinguishing characteristic tear at the fabric of our society, pose grave risks to the physical and emotional well being of children, and can quickly lead to retaliation and an escalation of violence both on and off school grounds. In 1993 the Department of Law and Public Safety and the Department of Education developed a sample "Memorandum of Understanding Concerning Suspected Bias Crimes or Bias Incidents Occurring on School Grounds or Involving Students." The sample Memorandum of Understanding, which explains when school officials should report suspected bias crimes or bias-related acts to law enforcement authorities, was signed by local education and law enforcement officials in many jurisdictions.

In January2011, the Anti-Bullying Bill of Rights Act (N.J.S.A. 18A:37-13 et seq.) was signed into law, amending the previous law adopted in 2002 and amended in 2007 and 2008. Under the new law, the Department of Education was required to aide schools in complying with the statute by revising its model policy and guidance, which is titled *Model Policy and Guidance for Prohibiting Harassment, Intimidation and Bullying on School Property, at School-Sponsored Functions and on School Buses*, and can be found at: http://www.state.nj.us/njded/parents/bully.htm. In 2005, the State Board of Education adopted regulations at N.J.A.C. 6A:16-7.1 regarding codes of student conduct. Pursuant to N.J.A.C. 6A:16-7.1(c)7, the code of student conduct must include or be consistent with the board of education's harassment, intimidation and bullying policy.

8.4.1 Reporting of "Bias" Crimes and "Bias-Related" Acts.

The school district agrees to report all suspected "bias" crimes and "bias-related" acts to law enforcement officials. Law enforcement officials will determine whether they have jurisdiction over the matter and the appropriate law enforcement response.

8.5. Hazing.

Hazing is a separate offense under N.J.S.A. 2C:40-3. Hazing is a disorderly persons offense when the conduct, other than competitive athletic events, may place another person in danger of bodily injury. When serious bodily injury results, the offense is aggravated hazing, which is a crime of the fourth degree. The consent of the person hazed is not a defense. N.J.S.A. 2C:40-4. Any other criminal conduct under the New Jersey Code of Criminal Justice also may be charged. N.J.S.A. 2C:40-5.

Hazing may be considered to be bullying. While bullying is not a separately defined offense under the New Jersey Code of Criminal Justice, the conduct that constitutes bullying frequently constitutes one or more criminal or disorderly persons offenses. Common bullying offenses include assault, harassment, threats, robbery and sexual offenses

8.5.1. Definition.

Hazing is a process, based on tradition that is used by groups to maintain a hierarchy (i.e., a pecking order) within the group. Regardless of consent, the rituals require individuals to engage in activities that are physically and psychologically stressful. These activities can be humiliating, demeaning, intimidating and exhausting, all of which results in physical or emotional discomfort. Hazing is about group dynamics and proving one's worthiness to become a member of a specific group. The newcomer, or victim, is hazed. Once accepted by the group, the victim becomes a bystander and watches others get hazed. Eventually the bystander typically achieves senior status and power, and becomes a perpetrator.

8.5.2 Reporting of Hazing.

The school district agrees to report to law enforcement officials any hazing incident that involves a criminal offense. School officials should be aware that hazing which involves the participation of a coach or a teacher may constitute child abuse in some circumstances.

8.6 Harassment, Intimidation and Bullying

School harassment, intimidation and bullying (HIB) has a potentially devastating effect, on the individual victims, the offenders and the entire educational community. On January 5, 2011, New Jersey enacted the "Anti Bullying Bill of Rights Act." (P.L.2010, c.122.) This act sets forth standards for preventing, reporting, investigating and responding to incidents of HIB of students on school grounds, at any school-sponsored function, on a school bus and off school grounds. Although the act primarily addresses the obligations of schools and school districts and does not create any new criminal offenses, it is important to provide for the coordination of efforts between law enforcement and schools in HIB cases (see Article 13.6), particularly when

the HIB involves conduct that may constitute a crime or a disorderly persons offense under the New Jersey Code of Criminal Justice.

8.6.1 Differing Terminology and Approaches

It is important to clarify the differing terminology and approaches used by education and law enforcement in order to avoid confusion. First, although harassment, intimidation and bullying (HIB) is defined in the "Anti-Bullying Bill of Rights Act," there is no such definition in the New Jersey Code of Criminal Justice, and there is no criminal offense of "bullying" that can be charged or prosecuted as juvenile delinquency. In order for a law enforcement agency to investigate or prosecute a course of conduct that constitutes "bullying" there must be conduct that violates one or more provisions of the Code of Criminal Justice. Common bullying offenses include assault, harassment, threats, robbery and sexual offenses. However, HIB can exist without conduct that rises to the level of a violation of the Code of Criminal Justice. Furthermore, in investigating HIB under the "Anti-Bullying Bill of Rights Act" schools are not bound by the "beyond a reasonable doubt" standard of proof that is required in criminal or juvenile delinquency proceedings. Law enforcement investigations must focus on determining whether conduct violates one or more sections of the Code of Criminal Justice. School investigations of HIB must determine whether conduct meets the definition of HIB that is set forth in the "Anti-Bullying Bill of Rights Act." (N.J.S.A. 18A:37-14.)

8.6.2 Definition of Harassment, Intimidation or Bullying

The "Anti-Bullying Bill of Rights Act" sets forth the definition to be used by schools:

> "Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by 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, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L.2010, c.122 (C.18A:37-15.3), that 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, 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 person or damage to his property;
>
> 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. (N.J.S.A. 18A:37-14.)

8.6.3 Consultations Regarding Adoption of Policy

The "Anti-Bullying Bill of Rights Act" requires each school district to adopt a policy prohibiting harassment, intimidation or bullying on school property, at a school-sponsored function, on a school bus and off school grounds under certain circumstances. (N.J.S.A. 18A:37-15a and 15.3.) The act further requires that the policy be adopted through a process that includes representation of parents or guardians, school employees, volunteers, students, administrators and community representatives. (N.J.S.A. 18A:37-15a.) Upon request by a school district, law enforcement agencies shall make available a representative to participate in this process (see Article 13.6).

8.6.4 Information Sharing; Obligation to Report Offenses and Preserve Evidence

8.6.4.1 Disclosing Reports of Bullying to Schools

In addition to the obligations to share law enforcement information with schools set forth in Article 5 of this Agreement, the law enforcement agency agrees to notify the principal of the school at which a student is enrolled when a student or a student's parent or guardian reports to the law enforcement agency that a student is the victim of harassment, intimidation or bullying, as defined in the "Anti-Bullying Bill of Rights Act." (N.J.S.A. 18A:37-14; see Article 8.6.2.)

Such reports are permissible pursuant to the authority of N.J.S.A. 2A:4A-60c, where a juvenile who is a student has been charged with an offense, or pursuant to N.J.S.A. 2A:4A-60e, which permits a law enforcement agency to verbally notify the principal of the school at which the juvenile is enrolled where the juvenile is under investigation or has been taken into custody but has not been formally charged with the commission of any act that would constitute an offense if committed by an adult, provided that the information may be useful in maintaining order, safety, or discipline in the school or in planning programs relevant to the juvenile's educational and social development. Such notification also shall be provided when the alleged offending student is an adult. (See Article 5.5 of this Agreement.)

8.6.4.2 Reporting Harassment, Intimidation or Bullying to Law Enforcement

Since "bullying" is not a criminal offense, there is no obligation on the part of school personnel to report all "bullying" investigations to a law enforcement agency. However, since the conduct that may constitute harassment, intimidation or bullying (HIB) may include an offense under the Code of Criminal Justice, such offenses must be reported to law enforcement when the conduct constitutes offenses that qualify as mandatory referrals under Article 4 of this

Agreement. Other offenses may be reported to law enforcement pursuant to the voluntary referral provisions of Article 4.13 of this Agreement. When making mandated or voluntary reports, school officials agree to indicate any suspicions or evidence that the conduct was bias-related or gang-related.

Victims of HIB also should be informed that they may report an alleged offense to the appropriate law enforcement agency; however, school officials should avoid expressing any opinion to victims as to whether the alleged conduct constitutes an offense under the Code of Criminal Justice. Under no circumstances shall any school employee prevent or discourage the victim of an offense from reporting the offense to a law enforcement agency.

8.6.4.3 Preservation of Evidence; Chain of Custody

Whenever a school employee seizes a document, an electronic device or other item, which school officials may believe contains evidence of harassment, intimidation or bullying, school employees having custody of the document, electronic device or other item shall take reasonable precautions to prevent its theft, destruction or unlawful use by any person. It is understood and agreed that under no circumstances shall any person alter, destroy or otherwise dispose of any such evidence. Such evidence shall be maintained in a locked and secure location and the handling of such evidence shall be documented in order to provide a record that no one has had an opportunity to tamper with the evidence.

8.6.5 Coordination of Investigations

It has been the usual practice that when a criminal investigation is being conducted, schools suspend any disciplinary investigations arising out of the same incident in order to avoid hampering the ongoing criminal investigation. However, the "Anti-Bullying Bill of Rights Act" provides mandatory time frames for the completion of school investigations and hearings, and contains no provisions suspending those requirements while a criminal investigation is pending. (N.J.S.A. 18A:37.15.)

In order to accommodate the needs of both school districts and law enforcement agencies, the parties acknowledge that harassment, intimidation or bullying (HIB) investigations must be completed by schools within the statutory 10-school-day time frame. (N.J.S.A. 18A:37-14a.) However, the purposes of school and law enforcement investigations are different, and efforts can and must be coordinated in order to avoid hampering the efforts of either party. Law enforcement investigations focus on whether there has been a violation of the Code of Criminal Justice. School investigations must determine whether HIB has occurred pursuant to the definition contained in the "Anti-Bullying Bill of Rights Act." (N.J.S.A. 18A:37-14.) This definition does not require that a school district establish whether or not the conduct also violates the Code of Criminal Justice.

To better coordinate these investigations, school and law enforcement officials should jointly review these matters as they plan or proceed with their respective investigations. In keeping with these differing obligations, law enforcement agencies may request that schools not interview certain witnesses or not seek to obtain certain evidence in order to avoid interfering with an ongoing criminal investigation. Law enforcement agencies also may request that a victim or witnesses not provide statements to school investigators when such statements may be detrimental to an ongoing criminal investigation. The school shall complete its investigation using the information that is available within the statutory 10-school-day period. In the event that additional information is forthcoming upon the completion of a criminal investigation, the "Anti-Bullying Bill of Rights Act" permits the school anti-bullying specialist to amend the original report of the results of the investigation to reflect the information. (N.J.S.A. 18A:37-14a.) School officials agree to share information from the investigation with law enforcement agencies, as appropriate.

8.6.6. Law Enforcement Testimony at School Student Conduct Hearings; Required Notices to the County Prosecutor.

The law enforcement agency agrees, upon the request of **Chrys Harttraft, the Superintendent of the Somerset County Vocational and Technical Schools**, to make available officer(s) to testify, as appropriate, in any suspension or expulsion hearing before the Board of Education, pursuant to N.J.S.A. 18A:37.1 et seq. or a hearing regarding harassment, intimidation or bullying pursuant to N.J.S.A. 18A:37.15d, or other appropriate school authority as may be necessary to satisfy the due process rights of a student subject to school discipline, provided, however, that it is understood and agreed that any information provided by means of such testimony shall not be made public, but rather shall be kept confidential in accordance with the requirements of N.J.S.A. 2A:4A-60, and further provided that the County Prosecutor's Office shall be given prior notification and a right to preclude the giving of such testimony where the testimony may interfere with or jeopardize any ongoing investigation or prosecution of any person. (See also Article 5.6 of this Agreement.)

For any school hearing pursuant to the "Anti-Bullying Bill of Rights Act," if the principal has been notified by law enforcement officials that juvenile delinquency or criminal charges are pending against one or more of the alleged offenders, the school district shall notify the County Prosecutor of the proposed list of witnesses at least 5 days prior to the hearing.

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Article 9. School Searches.

9.1. Searches Conducted Independently by School Officials.

No law enforcement officer shall direct, solicit, encourage or otherwise actively participate in any specific search conducted by a school official unless such search could be lawfully conducted by the law enforcement officer acting on his or her own authority in accordance with the rules and procedures governing law enforcement searches. Nothing in this Agreement shall be construed to preclude a law enforcement officer from taking custody of any item or substance seized by any school employee, pursuant to N.J.A.C. 6A:16-6.2(b)5iv.

9.2. Notice to Law Enforcement of Seizure of Contraband.

School officials shall immediately notify law enforcement officers whenever a school employee comes into possession, whether as a result of a search or otherwise, of any substance or item believed to be a controlled dangerous substance, drug paraphernalia, firearm, or non-firearm weapon used or threatened to be used in committing an offense.

9.3. Law Enforcement Assumption of Responsibility.

School officials shall permit law enforcement officers upon their arrival to the scene to assume responsibility for conducting any search, in which event the standards governing searches conducted by law enforcement officers shall prospectively apply.

9.4. Legal Questions During Conduct of Law Enforcement Search.

Any questions by school officials concerning the legality of any contemplated or ongoing arrest, search or seizure conducted by a law enforcement officer on school grounds should be directed to Geoffrey Soriano, Somerset County Prosecutor pursuant to N.J.A.C. 6A:16-6.2(b)5ii, or in the case of an arrest, search or seizure undertaken by a member of the Statewide Narcotics Task Force, to the Assistant Attorney General in charge, pursuant to N.J.A.C. 6A:16-6.2(b)5vii.

9.5. Agreement Does Not Constitute a Request to Conduct Searches.

Nothing in this Agreement shall be construed in any way to require any school official to actively participate in any search or seizure conducted or supervised by a law enforcement officer; nor shall this Agreement be construed to direct, solicit or encourage any school official to conduct any search or seizure on behalf of law enforcement, or for the sole purpose of

ultimately turning evidence of a crime over to a law enforcement agency. Rather, it is understood that any search or seizure conducted by school officials shall be based on the school officials' independent authority to conduct reasonable investigations as provided in New Jersey v. T.L.O and pursuant to N.J.A.C. 6A:16-6.2(b)5.

9.6. Search and Seizure Legal Advice to School Officials.

Any question by a school official concerning the law governing searches conducted by school officials may be addressed to Geoffrey Soriano, Somerset County Prosecutor. Pursuant to the provisions of Chapter 14.6 of the *"New Jersey School Search Policy Manual,"* a school official is encouraged also to seek legal advice from the school district's attorney. The manual can be found at http://www.state.nj.us/lps/dcj/school.

9.7. Requests to Use Drug-Detection Canines.

It is understood and agreed that all inspections of lockers, desks, or other objects or property on school grounds involving the use of law enforcement drug-detection canines shall be conducted in accordance with the policies and procedures established in the New Jersey School Search Policy Manual (1998); shall comply with the "Special Rules and Procedures Governing the Use of Law Enforcement Canines to Conduct Suspicionless Examinations" set forth in Chapter 4.5 F of that manual; and shall conform to N.J.A.C. 6A:16-6.2(b)5vi. No such operation shall be undertaken without the express permission of the county prosecutor or the Director of the Division of Criminal Justice. It is further understood and agreed that **Chrys Harttraft, the Superintendent of the Somerset County Vocational and Technical Schools** shall not invite or approve the use of a privately-owned drug-detection canine without first providing notice of the intention to use any such private service to the **Bridgewater Township Police Department** and the Somerset County Prosecutor, and it is further understood and agreed that if any such private drug-detection canine alerts to the presence of a controlled dangerous substance, any substance, paraphernalia, or other evidence of an offense seized by any person pursuant to such alert shall be turned over to the **Bridgewater Township Police Department** or the Somerset County Prosecutor's Office in accordance with the provisions of Articles 4.1 and 4.4 of this Agreement.

Article 10. Interrogations and Interviews.

No law enforcement officer shall direct, solicit, encourage, attend or otherwise participate in the questioning of any juvenile by school officials unless such questioning could be lawfully conducted by the law enforcement officer acting on his or her own authority in accordance with the rules and procedures governing law enforcement interrogations and interviews. All information obtained by school employees concerning the commission of an offense, whether obtained as a result of the questioning of a student or otherwise, shall be referred to the appropriate law enforcement agency, provided however, that nothing in this Agreement shall be construed to authorize or require a school employee to divulge information or records in

violation of the confidentiality requirements of 42 C.F.R. Part 2, or any other applicable state or federal regulation, law or rule of evidence concerning confidential and privileged communications. The procedures for and responsibilities of staff, with regard to interviews of students suspected of possessing or distributing a controlled dangerous substance, including anabolic steroids, drug paraphernalia or a firearm or other deadly weapon shall be in accordance with N.J.A.C. N.J.A.C. 6A:16-6.1 et seq. and the associated board policies and procedures. Notification of parents in instances of law enforcement interviews involving their children will be made by school staff in accordance with N.J.A.C. 6A:16-6.2(b) and the associated board policies and procedures. It is understood that law enforcement officials need not contact parents to interview a minor student when the student is not the target of an investigation. However, law enforcement officials must contact parents to interview a minor student when the student is a target of an investigation.

Article 11. "Tiplines" and Crime Prevention Programs.

Any "tiplines" that may be established for the reporting of suspicious activity occurring on school grounds, including on school buses or at school–sponsored functions, or within Drug-Free School Zones, or for the reporting of any other crimes or planned or threatened acts of violence, shall be staffed by law enforcement officers, and it is understood that the role of school officials with respect to the operation of such tiplines is limited to publicizing to members of the school community the existence and purpose of these tiplines. **Chrys Harttraft, the Superintendent of the Somerset County Vocational and Technical Schools** hereby agrees to post notice of any such law enforcement tiplines on bulletin boards and/or other appropriate places to alert students to the existence of this means of reporting suspected or future crimes on an anonymous and confidential basis.

The County Prosecutor's Office and the **Bridgewater Township Police Department** will assist school officials who wish to develop and implement student-oriented crime prevention and awareness programs.

Article 12. Law Enforcement Participation in Educational Programs.

12.1. Law Enforcement's Contribution to Substance Abuse Education and Demand Reduction.

The parties to this Agreement understand and accept that the only viable, long-term solution to the nation's drug epidemic is to reduce the public's demand for illicit substances, and that education emerges as one of the most promising means available by which to provide a generation of students with information, skills and incentives to resist the temptation to experiment with and use chemical substances. The parties further understand that the contributions of the law enforcement community to the goal of a drug-free New Jersey need not and should not be limited merely to disrupting the supply of illicit drugs; rather the law enforcement community can help to reduce the demand for drugs, not only by holding drug users

accountable for their unlawful conduct, but also by actively participating in public awareness and prevention programs and educational initiatives. To this end, a number of programs have been developed by numerous organizations in which specially trained police officers participate directly in school-based educational programs. These programs are designed to teach students about the nature and dangers of substance abuse, methods to enhance students' self-esteem, and proven techniques and skills for resisting peer pressure to experiment with drugs or engage in other dangerous activities and should support the Core Curriculum Content Standards, pursuant to N.J.A.C. 6A:8-2.

12.2. Approval and Supervision of Educational Curricula.

It is understood and agreed that education officials are at all times ultimately responsible for approving, supervising, monitoring, evaluating and otherwise ensuring the consistent high quality of all educational curricula and instructional programs provided to students, whether the instruction is provided by certified school employees or by specially trained law enforcement officers invited into the schools pursuant to Article 12.1 of this Agreement. It also is understood and agreed that local school officials remain ultimately responsible for making certain that all substance awareness instructional programs are developed and provided in a manner which is consistent with the requirements of N.J.S.A. 18A:40A-1 et seq., N.J.A.C. 6A:16-3, Comprehensive Alcohol, Tobacco and Other Drug Abuse Programs, the New Jersey Department of Education's Core Curriculum Content Standards in Comprehensive Health and Physical Education, pursuant to N.J.A.C. 6A:8, specifically, the indicators under Standards 2.1 (Wellness – health promotion concepts and skills), 2.2 (Integrated Skills – health enhancing personal, interpersonal and life skills, 2.3 (Drugs and Medicines – medicines, alcohol, tobacco, and other drugs and dependency/addiction and treatment, 2.4 (Human Relationships and Sexuality – physical, emotional and social aspects of human relationships and sexuality) and Standard 9.2 (Consumer, Family and Life Skills – addressing significant related areas, such as critical thinking, self-management, interpersonal communication, character development, ethics and safety) and the subjects of conflict management, problem solving, personal responsibility and cooperation under each of these strands, and any and all applicable rules, regulations and policies adopted by the State Board of Education or the Commissioner of Education concerning the development, review, monitoring, approval and implementation of K-12 alcohol, tobacco and other drug prevention education curricula and related courses of instruction.

12.3. Procedures for Inviting, Soliciting or Promoting Police Participation in Educational Programs.

It is understood and agreed that no law enforcement officer shall be permitted to provide a course of instruction to students unless the officer has been invited or requested to provide such course of instruction by the appropriate school official. In order to enhance cooperation between law enforcement and education authorities, it is agreed that all requests by school officials for information concerning the nature and availability of law enforcement instructional programs

should be directed to **Richard Borden, Bridgewater Township Chief of Police** with notice of the request provided to the county prosecutor. All requests by a law enforcement agency seeking an invitation to provide an instructional program, or seeking to demonstrate the desirability of providing such an instructional program, should be directed to **Chrys Harttraft, the Superintendent of the Somerset County Vocational and Technical Schools** with notice given to the county prosecutor working in cooperation with the county superintendent of schools, who will be responsible for coordinating all such invitations or requests for invitations to participate in law enforcement instructional programs. The county prosecutor further agrees to serve on an ongoing basis as an information clearinghouse to provide school officials with information concerning the availability and benefits of such law enforcement instructional programs.

Article 13. Joint Consultation.

13.1. Consultation and Information Sharing.

So as to foster and institutionalize the spirit of communication and cooperation underlying this Agreement, **Chrys Harttraft, Superintendent of the Somerset County Vocational and Technical Schools** and the **Bridgewater Township Police Department** agree to participate in ongoing joint consultations. It is understood that the consultations shall include discussions of:

a. The rules and regulations promulgated by the State Board of Education and codified at N.J.A.C. 6A:16-6, Law Enforcement Operations for Alcohol, Other Drugs, Weapons and Safety and N.J.A.C. 6A:16-5, School Safety and Security, as appropriate;

b. The Comprehensive Drug Reform Act, focusing especially on those provisions affecting juveniles or that are designed to protect children and to displace drug trafficking activities from areas adjacent to schools;

c. The United States Supreme Court decision in New Jersey v. T.L.O. and the *"New Jersey School Search Policy Manual"*;

d. Federal and state laws and regulations on the confidentiality of alcohol and drug counseling and treatment;

e. The warning signs of which school staff members should be aware that indicate a student may be abusing chemical substances or is at risk of committing an act of violence involving firearms or other deadly weapons;

f. The scope and nature of the problem concerning firearms and other dangerous weapons on school grounds; and

g. Training needs to support school safety and security and the effective implementation of the Agreement, including the exchange of information regarding the practices of the education and law enforcement agencies, pursuant to N.J.A.C. 6A:16-6.2(b)12.

13.2. School Violence Awareness Week.

School officials shall invite law enforcement officials to join school staff in the student discussions organized to observe School Violence Awareness Week, which occurs the week beginning with the third Monday in October of each year, pursuant to N.J.S.A. 18A:36-5.1 and N.J.A.C. 6A:16-5.2. Upon invitation and as appropriate to the district's plans, law enforcement officials may assist with the student discussions required during School Violence Awareness Week.

13.3. School Safety and Security Consultations.

School officials shall consult with law enforcement officials, as appropriate, in planning the required school safety and security in-service training program for school staff, pursuant to N.J.A.C. 6A:16-5.1(d) and stipulated in Articles 8.1.5 and 8.2.2. of this agreement. Examples of school safety and security training that could involve law enforcement officials include providing guidance on the approved model policies of the School Security Task Force; reviewing scenarios for school safety and security drills; addressing internet safety, cyber-bullying and gangs; and reviewing the ten key findings reported by the United States Secret Service in the publication titled *Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates*. Law enforcement officials shall identify school safety and security issues and concerns and advise the county prosecutor and chief school administrator, as appropriate.

13.4. School Safety and Security Planning.

It is further understood and agreed that, pursuant to Article 13.3, Article 8 and N.J.A.C. 6A:16-5.1(b), the conferees, including the chief of police and other representatives of law enforcement agencies, emergency management planners, fire officials, local chief school administrator, all school building principals, representatives of health and social services provider agencies and other school staff (e.g., counselors, psychologists, social workers, nurses, security, maintenance, facilities, grounds, school resource officers, food services) and community resources, as appropriate, shall provide consultation to school officials, at a minimum annually, in the development of the school district's plans, procedures and mechanisms for school safety and security to fulfill the requirements of N.J.A.C. 6A:16-5, School Safety and Security. It is understood and agreed that law enforcement officials shall review and, where necessary, provide written comments to the chief school administrator concerning the required school safety and security plans pursuant to N.J.A.C. 6A:16-5.1. It is understood and agreed that the chief school administrator shall annually submit a copy of the school district's school safety and security plan and promptly submit any important revisions to the plan or school grounds to law enforcement officials. The chief school administrator agrees to supply law enforcement officials with current copies of blueprints and maps of all schools and school grounds. If at any time there are changes to the blueprints or maps of any school or school

grounds, the chief school administrator shall forward revised copies to law enforcement officials as soon as practicable. It also is understood and agreed that pursuant to Article 13.5 the conferees shall discuss the feasibility and desirability of implementing a Safe Schools Resource Officer program.

13.5. Safe Schools Resource Officers.

The Attorney General's Education-Law Enforcement Working Group has developed resource material for a Safe Schools Resource Officer Program, recognizing that the presence of a police officer can be a deterrent in fighting drug use and sales and other forms of criminal behavior in schools. Besides enhancing school safety and security and facilitating the handling of delinquency complaints, the assignment of a safe schools resource officer on a full or part-time basis can help to enhance the working relationship between education and law enforcement officials. Most importantly, a Safe Schools Resource Officer Program provides these specially trained officers an opportunity to interact with children in positive and constructive ways. It is understood and agreed that the parties to this Agreement shall, during the course of the annual conference convened pursuant to Article 16 of this Agreement, discuss the feasibility and desirability of implementing this form of community policing.

13.6. Harassment, Intimidation and Bullying Policies.

It also is understood that, pursuant to N.J.A.C. 6A:16-7.9(a)1, the harassment, intimidation and bullying policies required pursuant to N.J.S.A. 18A:37-13 et seq. and N.J.A.C. 6A:16-7.9, shall be developed by school officials in consultation with law enforcement officials, in addition to parents and other community members, including appropriate community-based social and health provider agencies and other school employees. It is agreed that law enforcement officials shall consult with school officials in the development of the policies and the annual review of the policies, the training needs of school employees and the extent and characteristics of harassment, intimidation and bullying behavior in the school buildings of the school district, pursuant to N.J.A.C. 6A:16-7.9(d). It also is understood that the county superintendent of schools shall maintain a current file copy of the harassment, intimidation and bullying policies for review by both education and law enforcement officials, upon request.

Article 14. Dispute Resolution Procedures.

It is understood and agreed that any dispute or objection to any proposed or ongoing law enforcement operation or activity on school grounds will be consistent with N.J.A.C. 6A:16-6.2(b)14, and shall be directed by the appropriate school official to the chief executive officer of the law enforcement agency involved. Where the chief executive officer of the agency is for any reason unable to satisfactorily resolve the dispute or objection, the matter shall be referred to **Geoffrey Soriano, Somerset County Prosecutor** who is hereby authorized to work in conjunction with **Chrys Harttraft, the Superintendent of the Somerset County Vocational**

and Technical Schools and, where appropriate, the Division of Criminal Justice, to take appropriate steps to resolve the matter. Any dispute that cannot be resolved at the county level shall be resolved by the Attorney General whose decision shall be binding.

Article 15. Maintenance of the Agreement.

15.1 Agreement to Remain in Effect.

This Agreement shall remain in full force and effect until such time as it may be modified. Modification of this Agreement shall be effected only with the mutual consent of the **Somerset County Vocational and Technical School District, Chrys Harttraft, the Superintendent of the Somerset County Vocational and Technical Schools**, the **Bridgewater Township Police Department** and **Geoffrey Soriano, Somerset County Prosecutor**. Pursuant to N.J.A.C. 6A:16-6.2(b)15ii, all revisions shall be only in addition to, and shall not conflict with, the format and content established by the Attorney General and the Commissioner of Education and shall be in addition to and shall not conflict with the policies and procedures established pursuant to N.J.A.C. 6A:16-6. Modifications required by a change in state or federal law, rules or regulations or applicable guidelines or executive directives shall be made on the effective date of such revisions of law, regulations, guidelines or directives. All parties to this Agreement shall notify the other parties immediately regarding any such legal or regulatory changes.

15.2 Ongoing Communication.

The parties to this Agreement recognize the value of cooperation and communication with respect to drug, weapons, violence and school security problems as they relate to students and school grounds, and believe that entering into this Agreement will help them to be more effective in managing these problems and in making certain that schools are safe havens for law abiding children, and not convenient marketplaces or resorts for drug dealers and users. It is the intent of the parties to this Agreement to take all steps as may be appropriate and lawful to fulfill the applicable regulations at N.J.A.C. 6A:16, Programs to Support Student Development and the mission of the New Jersey State Board of Education, in collaboration with the New Jersey Department of Education, to establish policy and provide leadership in the development of exceptional learning opportunities for New Jersey's public school students for the purpose of enabling them to obtain a superior education.

15.3 Distribution.

Copies of this agreement shall be provided to the County Prosecutor's Office, the County Superintendent of Schools, the Chief School Administrator, the Law Enforcement Chief Executive of the Police Department or State Police Unit, and each Principal in the school district.

Article 16. Annual Review and Revisions of Agreement.

It is understood that Geoffrey Soriano, Somerset County Prosecutor working in conjunction with **Chrys Harttraft, the Superintendent of the Somerset County Vocational and Technical Schools**, pursuant to N.J.A.C. 6A:16-6.2(b)15, shall not less than once each calendar year, organize and conduct a meeting of representatives from the law enforcement and educational communities to discuss the implementation of and compliance with the provisions of this Agreement, pursuant to N.J.A.C. 6A:16-6.2(b)13, throughout the county, to discuss any other matters of mutual concern, and to recommend revisions to this Agreement, insofar as, pursuant to N.J.A.C. 6A:16-6.2(b)15ii, the revisions are in addition to and do not conflict with the format and content established by the Attorney General and the Commissioner of Education and that are in addition to and do not conflict with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.

It is understood that every chief of police, school building principal and local chief school administrator shall be invited to attend, along with any other persons or representatives of organization who could contribute to or benefit from the proceedings. Following each conference, Geoffrey Soriano, Somerset County Prosecutor, shall provide a copy of the revised MOA, or the revised section of the MOA, to all participants.

16.1 Affirmation.

As an expression of our mutual concern and commitment to students, and to the level of cooperation and understanding described in this Agreement, the undersigned parties do hereby affirm and agree to abide by the standards, procedures, principles and policies set forth in this document.

On this day of _____in the Year of _____

_____

Chief School Administrator Chief, Police Department or Station Commander

_____

President, District Board of Education

_____

County Superintendent of Schools County Prosecutor

[3]ADDENDUM 1 - UNDERCOVER SCHOOL OPERATIONS

1. Requests to Conduct Operations.

a. All requests by school officials to undertake an undercover school operation in a particular school or school district will be directed to the local chief of police or, where appropriate, to the Superintendent of State Police. However, it is understood that the ultimate approval of all undercover school operations can only be granted by **Chrys Harttraft, the Superintendent of the Somerset County Vocational and Technical Schools** and **Geoffrey Soriano, Somerset County Prosecutor**, or, where appropriate, the Attorney General or his designee.

b. A request to undertake an undercover school operation will not be made public by either the requesting school official or the law enforcement agency receiving the request.

c. The county prosecutor or the Attorney General or his designee will make a good faith effort to comply with all reasonable requests to initiate an undercover operation, considering the scope and nature of the substance abuse or weapons-related problem in the school or district and the availability of law enforcement resources.

d. Where the county prosecutor or the Statewide Narcotics Task Force is for any reason unable to comply with a request to undertake an undercover school operation, the county prosecutor or the Attorney General or his designee will promptly notify the requesting school officials.

e. The decision to decline a request to undertake an undercover school operation shall not be made public by either the requesting school officials or the law enforcement agency receiving the request.

f. Nothing herein shall be construed to preclude law enforcement officials from initiating a request to conduct an undercover school operation pursuant to Section 2 of this Addendum.

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[3]*The term "undercover school operation," as defined in Article 3.1 of the attached Agreement, means a planned operation undertaken by a law enforcement agency wherein a law enforcement officer(s) is placed in a school community and poses as a member of the school community for the purpose of identifying and eventually apprehending persons engaged in the illegal distribution of controlled dangerous substances or the unlawful use, possession, or distribution of firearms or dangerous weapons.*

2. Consultation and Cooperation.

a. As a practical matter, a successful undercover school operation cannot take place without the assent and continuing cooperation of the building principal and local chief school administrator and, except as may be expressly provided herein, none shall be attempted without such assent and continuing cooperation. Accordingly, prior to the placement of any undercover officer in a school, the school building principal and the local chief school administrator will be consulted unless there are compelling reasons not to consult with either of these officials. Where the Attorney General determines that compelling reasons, exist, an alternative school official or officials will be designated who will be consulted in lieu of the building principal or local chief school administrator prior to the placement of an undercover officer in a school and throughout the course of the operation.

b. In any case where the undercover school operation has not been requested by an appropriate school official, the law enforcement agency proposing the operation will advise the building principal and local chief school administrator of the nature of the proposed operation and will, to the greatest extent possible, explain the reasons why the operation is necessary and appropriate. This explanation should include a description of the extent and nature of the suspected drug trafficking or weapons-related activities occurring within the school environment that would justify the operation. It is understood and agreed that law enforcement officials will not be required or permitted to divulge any information received in confidence, whether from an informant or otherwise, or that would violate the laws or court rules governing the disclosure of juvenile offender information, grand jury information, or information derived from electronic surveillance.

c. It is understood and agreed that undercover school operations should not necessarily be limited to schools falling within any particular region or demographic setting e.g., rural, suburban, urban center, or any particular district factoring group (i.e., a composite measure of socioeconomic status within a geographic area). Rather, subject to the availability of resources, undercover school operations should be proposed and conducted in any district or school where the designated law enforcement and school officials determine that such operations would be beneficial.

d. Information provided by law enforcement to the building principal or local chief school administrator will be kept strictly confidential and will not be divulged by the building principal or local chief school administrator to any other person without the express approval of the county prosecutor or, where appropriate, the Attorney General or his designee.

e. No law enforcement officer will disclose the fact that an undercover school operation has been proposed, requested, or is being or has been considered with respect to any particular school or school district.

f. The building principal and the local chief school administrator will be afforded the opportunity to offer specific concerns regarding the conduct of any proposed undercover school operation, and will also be given the opportunity to make general or specific recommendations as to how to minimize the impact of the proposed operation on the educational environment, existing substance abuse counseling programs, and the relationship between school authorities, the law enforcement community, and the student population. In developing an undercover school operation plan, and throughout the course of the operation, the law enforcement agency conducting the operation will give due consideration to the concerns and recommendations offered by the building principal and local chief school administrator. Furthermore, these school officials will be advised whenever the law enforcement agency conducting the undercover school operation is for any reason unable or unwilling to follow any proposed recommendation. However, it is understood that the law enforcement agency responsible for conducting the undercover operation shall maintain control of the logistics of any operation once begun.

g. The law enforcement agency conducting the undercover school operation will provide to the building principal and local chief school administrator a detailed briefing concerning the logistical and record keeping requirements associated with successfully placing an officer undercover. The building principal and local chief school administrator may contact the designated liaison who will be available on a 24 hour basis to respond to any problems or inquiries.

3. Security; Limited Disclosure Agreements; Early Termination.

a. The building principal and local chief school administrator will be informed as to the identity of any person assigned to an undercover investigation unless there are compelling reasons, as shall be determined by the Attorney General, not to inform either of these officials. The building principal and local chief school administrator, and any other school officials or employees who may be informed as to the identity of the undercover officer, will safeguard the identity of that officer and will not disclose the existence of a contemplated or ongoing undercover school operation to any person.

b. In the event that the building principal, local chief school administrator or any other school official or employee who may have been informed as to the existence of the operation subsequently learns of any information that suggests that the true identity of the undercover officer has been revealed, or that any person has questioned the identity or status of the undercover officer as a bona fide member of the school community, or that the integrity of the operation has been in any other way compromised, such information will be immediately communicated to the law enforcement agency conducting the operation or to the county prosecutor.

c. The school principal and local chief school administrator will be advised whenever an undercover school operation has been suspended or terminated or whenever the undercover officer is permanently removed from the school environment.

4. Use of Undercover Officers as School Employees.

It is understood that no undercover school operation may be conducted that entails the placement of an undercover officer as a certified member of the school community without prior written approval of the Attorney General with notice given to the Commissioner of Education, or in the case of non-public schools, the chief school officer. It is understood that the Attorney General will base his approval upon a finding that 1) other law enforcement methods would not be effective, and 2) there is a reasonable articulable suspicion that adult school employees or other non-student member(s) of the school community are engaged in drug trafficking or unlawful weapons-related activities. In that event, and upon such findings, the underlying purpose of the operation would not be to identify or to apprehend student offenders, but rather to identify and to apprehend suspected adult or non-student offenders. Furthermore, the law enforcement agency involved will develop, in consultation with the building principal and local chief school administrator, those steps that will be taken to minimize the undercover officer's contact with, and impact upon, the student population. It is understood that no undercover officer will be permitted to teach a formal class of instruction without the approval of the Attorney General and local chief school administrator, and that in no event will an undercover officer posing as a non-student member of the school community be permitted to establish or to simulate any confidential, trust or counselor relationship with any student.

5. Limitations on Undercover Officer Conduct.

a. *Code of Student Conduct Infractions*. It is understood that an undercover officer cannot be expected to pose as a model student. Nonetheless, no undercover officer will engage in any activities that unduly disrupt the educational environment, or that amount to code of student conduct infractions of such a nature and magnitude so as to prevent other students from enjoying the full benefits of that educational environment. An undercover officer will at all times respect the rights of teachers and other students.

b. *Confidentiality of Treatment Records*. Federal regulations and state policies concerning the confidentiality of treatment and substance abuse counseling program records and information will be strictly safeguarded. No law enforcement activity will be permitted in any way to interfere with, intrude upon, or compromise the integrity of any substance abuse counseling or treatment program.

c. *Entrapment.* No undercover officer will encourage or counsel any student to purchase or use alcohol or any controlled dangerous substance.

d. *Firearms Policy*. It is understood that undercover work concerning drug trafficking activities is inherently dangerous. Accordingly, it is understood and agreed that law enforcement will take all measures that are necessary and appropriate to protect the undercover officer, as well as to protect all students with whom the undercover officer may come in contact, and to avoid potentially violent confrontations whenever possible. In general, an undercover

officer will not carry a firearm or otherwise bring onto, or maintain, a firearm on school grounds. An exemption from the general rule prohibiting the carrying or bringing onto school grounds of a firearm will only be granted with the express approval of the officer's immediate superior, unless otherwise specified in the plan approval process for good cause shown. Any firearm brought onto school grounds will ordinarily be contained in a closed and fastened case locked in the trunk of an automobile operated by the undercover officer. It is assumed, moreover, that any exemption from the general weapons carrying policy agreed to herein will only be rarely sought, and approval to carry a firearm onto school grounds will only be granted where alternative means of providing adequate security or support are not feasible.

e. *Non-Participation in Treatment*. No undercover officer will in any way participate in or attend any drug or alcohol abuse treatment or counseling program. In the event that an undercover officer is referred to, or recommended to participate in, a counseling or treatment program by a teacher or school staff member, the undercover officer will report the circumstances of that referral or recommendation to his superiors and will decline such referral or recommendation.

f. *Preservation of Teacher Trust Relationships*. No undercover officer will engage in any activity or conversation that would require any teacher or school official to violate or compromise a trust relationship with any student.

g. *Romantic Involvement*. No undercover officer will encourage or participate in any romantic relationship with any student during the course of an undercover operation.

h. *Treatment*. No undercover officer will discourage any student from seeking drug or alcohol abuse treatment or counseling, or from reporting his or her own alcohol or substance abuse problem or dependency.

i. *Use and Distribution Prohibition*. No undercover officer will ingest or inhale (other than passive inhalation) any controlled dangerous substance; nor will any undercover officer be permitted to distribute or dispense any controlled dangerous substance without the express approval of the county prosecutor or, where appropriate, the Attorney General or his designee. Under no circumstances will an undercover officer sell or transfer a firearm on school grounds or to a student without the express prior approval of the county prosecutor, or, where appropriate, the Attorney General or his designee.

6. Post-Operation Report.

It is understood that following the termination of every undercover school operation, the county prosecutor or the Assistant Attorney General in charge of the Statewide Narcotics Task Force will prepare a post-operation report that will be transmitted to the Attorney General. The report will discuss the results and impact of the operation and any logistical or policy problems which were encountered. The report will also include recommendations for improved procedures in dealing with potentially recurring problems. The county prosecutor or the Assistant Attorney General in charge of the Statewide Narcotics Task Force will solicit the comments and recommendations of the building principal and local chief school administrator, and these comments and recommendations will be included in the post-operation report. The contents of a post-operation report will be publicly disclosed, and a copy will be provided to the building principal, the local chief school administrator, the county superintendent and the Commissioner of Education.

7. Post-Operation Seminars.

To maximize the deterrent impact of an undercover school operation, the law enforcement agency conducting the operation will make available officers to participate in seminars which, upon the invitation of appropriate school officials, may be held in the school in which the operation was conducted. The purpose of these seminars will be to discuss with teachers, parents and/or students the nature of the completed operation, the steps taken to minimize the intrusion into the educational environment, and to discuss the substance abuse or weapons-related problem from a law enforcement perspective. It is the agreed upon policy of the parties to the attached Agreement to promote the frank and open discussion of issues concerning the need for such operations, and to solicit opinions and recommendations from teachers, parents, students and members of the community-at-large.

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS
P.O. Box 6350 • 14 Vogt Drive • Bridgewater, NJ 08807-0350 • (908) 526-8900 • Fax: (908) 526-9212 • www.scvths.org

Diane M. Ziegler
Principal

Chrys Harttraft, Ed.D.
Superintendent of Schools

Nursing Services Plan
Somerset County Vocational Technical High School
2012-2013

I. Basic Nursing Service

NJAC 6A 16-1.4
NJAC and NJSA, Federal Law and NJ Sanitation Code

6A:16-1.4 District Policies and Procedures: Each district board of education shall develop and adopt written policies, procedures, mechanisms or programs governing the following school functions:

(a)
1. The nurses provide services to students coming into the Health Office **who become ill or injured** while at school or during participation in school-sponsored activities.
2. Transportation and supervision of students requiring immediate medical care.
3. Communicable disease isolation, exclusion and readmission of students and staff.
4. The nurses **maintain and update health records, assess and recommend exclusion of students for inadequate immunizations.** The school nurses work with the Somerset County Health Department and Visiting Nurses Association, and refer students with no medical home who require state mandated immunizations. The school nurse will administer **medication, treat asthma,** provide services for **emergency medical situations.**
5. Annual **Nursing Service Plan** will be completed.
6. Follow **medication orders** as provided by school physician or medical home.
7. Emergency medications such as **Benadryl and Epi-pens** are administered to students/staff as necessary, per standing orders from the school physician or medical home.
8. The school nurses will schedule and coordinate **physicals for athletes** and work study students who do not have a **medical home** with our school physician. Records for all athletes who have been medically cleared are maintained and updated. Athletic **exclusions** based upon the findings of required medical exam and health history. **Working papers** are signed based on physicals.
9. Provision of nursing services to **non-public schools** not applicable.
10. The nurses are responsible for evaluating, screening and referring students who are under suspicion of **substance abuse**, students who present with suicidal ideation and/or severe depression who are sent to the school base clinician, or referred to the psychiatric emergency room for assessment.
11. Confidentiality information pertaining to **HIV/AIDS, drug/alcohol and criminal justice.**
12. School **safety plan.**

(b)
1. Exclusion of students who do not meet **immunization** requirements.
2. **Exclusion** of persons with **uncovered weeping skin lesions.**

3. Provisions for **sanitation and hygiene** when handling blood and body fluids, implementation of **universal precautions,** and participation and attendance at school by individuals with **HIV/AIDS.**
4. Provision of **all** school services to students with **HIV/AIDS.**
5. Creation of **wellness policies, school nutrition.**
6. NJ Family Care information available to students without medical insurance.

6A: 16-2.1
(a) Each BOE shall develop and adopt the following written policies, procedures and mechanisms for the provision of health, safety and medical emergency servies and ensure staff are informed as appropriate:
1. Review of **immunization records.**
2. Administration of medication by school nurse, school physician, substitute school nurse, student parent, student self-administration with orders, and other school staff **trained and designated** by school nurse to **administer epinephrine**.
3. Review of **DNR** orders received by parent or medical home.
4. Provision of health services in **emergency situations** for epinephrine, students who become ill or injured, transportation, and **notification of parents** of students who require immediate medical care.
5. Treatment of **asthma:**
- **i.** use of **nebulizer**
- **ii.** school nurse **training in airway management**
- **iii.** completion of annual **Asthma Action Plan** by student medical home and parent.

6. Diabetic students: Annual physician orders and parent permission to self-test and self - administer insulin. Individual **care plans** are developed. **Delegates** of staff volunteers who volunteer are trained in **glucagon administration.**

6A: 16-2.2
(c) Perform **tuberculosis tests** on student on specific student populations.

6A: 16-2.2: 1.i
1: i. sports physicals will be within conducted within **365 days** of 1st day of sports practice.
ii. health history will be completed by the parent 60 days prior to 1st practice.

6A: 16-2.2 2(k)
(k) 1-6. Annual health screenings (height, weight, blood pressure, vision, hearing and scoliosis). If a student is found to have an abnormal health screening, referrals are made as appropriate. **Health teaching** are done during office visits.

6A:16-2.4
(a) Student Health Records, including health histories, immunizations, medical examinations and screenings are maintained.

(c) 1-5: Records are maintained separately from other student records in a secure location, in the school complex, available to authorized individuals during school hours, and retained according to the time frame mandated by code.
(d) 1-5: A45"s will be maintained and transferred according to code.
(f) FERPA requirements are followed.
(g) Medical record access guidelines are followed according to code.

6A:16-2.5 school health services to nonpublic schools not applicable.

II. Summary of Nursing Services Required to Address Specific Health Care Needs of Individual Students NJAC 6A: 16-2.1 (b) 2(iii)

Grade Levels: 9th to 12th

General Population: Full time: 339 Shared time: 410 Total: 749

Special Needs: Full time: 49 Shared time: 102 Total: 151

504 Accommodations: 21

ADD/ADHD: 68
Allergies: 139
Anxiety Attacks: 18
Arthritis: 3
Asthma: 94
Autism: 4
Auto Immune: 2
Cardiac Minor: 16
Cardiac Major: 2
Cerebral Palsy: 0
Cholesterol & Blood Pressure: 5
Diabetes Type-1: 3
Diabetes Type 2: 1
Epi-Pen: 26
Eye Disorders: 11
Female Disorders: 3
Gastrointestinal: 17
Hearing Loss: 8
Hematology Disorders: 8

Hypoglycemia: 1
Medication Implication: 142
Migraines: 22
Miscellaneous Chronic Illness: 2
Neurological: 3
Nose Bleeds: 4
Organ Issues: 1
Orthopedic: 10
Pregnancy: 1
Psychological Disorders/Depression: 9
Religious Exempt: 3
Scoliosis: 23
Seizures: 9
Skin: 17
Thyroid: 4
Tourette's: 3
Urinary Disorders: 3
Vision/Glasses: 325

III. Description of Nursing Services to Be Provided In Emergency Situations
NJAC 6A 16-2.1 (b) 2 (iii)

A. In the event of an emergency and/or disaster situation, the principal or designated administer will call **911** and the direct line to the Bridgewater Chief of Police who will contact the appropriate facilities for assistance. The school nurses will assist in the triage and first aid of the injured and other health related activities as needed.
B. The responsibilities of the school nurses will include: coordinating all emergency first aid activities, such as establishing and setting up **first aid stations and triage areas** and gathering appropriate supplies **"go bag"**. The school nurses will assess physical and psychological needs (counseling may be provided by the school nurses, school psychologist, social workers and/or guidance counselors) of those arriving and providing appropriate treatment, including identifying persons who require skilled medical care, providing first aid to the injured and administering to the critically injured first. When possible, first aid/triage areas will be located at safety zones (**areas of refuge**) as identified in the School's Crisis Management Plan. The school nurses will also assist with evacuating injured or disabled students, staff, faculty and visitors as well as supervising continuing first aid treatment until outside medical assistance arrives.

C. The Somerset County Vocational Education School System includes four buildings with communication via school phone, walkie-talkie, fax and computer with e-mail capability. When both school nurses are absent, a substitute school nurse is provided. The school nurses are responsible to service four buildings. The school nurses are of **CSN** status and are **CPR/AED** certified.

IV. Nursing Assignment to Provide Health Services
6A: 16-2.3

The school physician and the nurses in the district operate under the powers and limitations of their professional medical and nursing licenses when they function as healthcare providers in the context of an educational institution. The school physician develops and signs **standing orders** that clearly delineate procedures that are to be followed when school nurses provide care. These orders are maintained in the nurse's office and are updated annually.

The district board of education reappointed Dr. Harold Ehrlich and two certified school nurses as being the required coverage for Somerset County Technical and Vocational School based upon the nursing service plan.

V. Additional Nursing Requirements

1. Students who have **financial concerns** are referred to the food bank network of Somerset County, where vision exams and eyeglasses are provided free of charge. The Zarephath Health Center and Plainfield Health Center is also available to students with no health insurance and can be free of charge or on a sliding scale. Information is provided to students and their families in regards to using the John G. Locke D.D. S Pediatric Dental Program, along with Union Avenue Pharmacy for reduced prescriptions.
2. The nurses provide **healthcare services to all staff**, maintain AED's on a monthly basis, and conducts In-Service Training for delegates for epi-pen and glucagon administration for staff members who volunteer throughout the school year.
3. Pregnant teens are provided assistance and guidance by the school nurses and Health educator from Women's Health and Counseling. The high school participates in the Somerset Teen Education in Pregnancy program (STEP).
4. The school nurses maintain a **Medical Conditions list** with names of students who have acute and chronic medical conditions and illnesses. This list is shared with faculty members as appropriate.

5. Students with medical conditions have **IHP's** (Individual Healthcare Plans), which are initiated, updated and revised on a yearly basis by the school nurses. Nurses will be a part of the **504 and IEP** process.
6. The school nurses are in contact with the school physician as necessary regarding nursing and health issues. The nurses are health care provider **CPR and AED certified**, with updates as required.
7. The nurses are involved on the Health and Safety Committee, Crisis Management Team, and Child Study Team as needed. Blood Borne Pathogens, Asthma, Diabetes, Concussion Training and Seizure disorder **In Services** - are provided as per state mandate.
8. Accident reports for students are completed and a copy is provided to the staff member filling out the document. Staff accident reports are reported and the required paperwork is forwarded to the staff member's supervisor and the business office to document the extent of the injury and the follow-up care that was provided. Assistance in work related injuries, involving worker's compensation, is coordinated through the school nurses as well.

Nursing Service Plan Review by:

_____ _____
Dr. Harold Ehrlich: **Date:**

SCVTHS School Doctor

NJ QSAC Single Accountability Continuum (NJQSAC) District Performance Review - School Year 2012-2013

District Information and Score Summary

District	Somerset
County	Somerset
District Superintendent	Chrys Harttraft
District Address	14 Vogt Drive, Bridgewater, NJ 08807

DPR Area	District Score	County Score
Instruction and Program	59%	0%
Fiscal Management	100%	0%
Governance	100%	0%
Operations	100%	0%
Personnel	100%	0%

NJQSAC District Performance Review
School Year 2012-2013

Instruction and Program

Indicator	Documentation	Point Value	District Score (Type "1" for Yes, "0" for No)	County Score ("1" for Yes, "0" for No)	Comments
1. The district meets the Annual Measurable Objective (AMO) in language arts literacy (LAL) for the district's total population.	DPR Assessment Worksheet provided by NJDOE	3	0	0	
2. The district meets the Annual Measurable Objective (AMO) in mathematics for the district's total population.	DPR Assessment Worksheet provided by NJDOE	3	0	0	
Directions for indicator A3a through A3h: Each district may only receive credit for one indicator depending on the percentage of proficiency of the total student population or the progress made by the total student population. The maximum number of points that a district may receive for A3a through A3d is 10.					
3. Language Arts Literacy (LAL) State assessment data for the district's total student population shows **one** of the following:					
a. At least 95% of the total student population achieved proficiency (proficient plus advanced proficient) in the most recent year assessed (NJDOE goal); or	DPR Assessment Worksheet provided by NJDOE	10	0	0	
b. At least 85%-94.9% of the total student population achieved proficiency (proficient plus advanced proficient) in the most recent year assessed; or	DPR Assessment Worksheet provided by NJDOE	8	0	0	
c. At least 75%-84.9% of the total student population achieved proficiency (proficient plus advanced proficient) in the most recent year assessed; or	DPR Assessment Worksheet provided by NJDOE	6	0	0	
d. At least a 5% decrease in the achievement gap or difference between the NJDOE goal (95%) and the district's prior year's proficiency percentage of the total student population; or	DPR Assessment Worksheet provided by NJDOE	5	0	0	

Instruction and Program

Indicator	Documentation	Point Value	District Score (Type "1" for Yes, "0" for No)	County Score ("1" for Yes, "0" for No)	Comments
e. At least a 4% decrease in the achievement gap or difference between the NJDOE goal (95%) and the district's prior year's proficiency percentage of the total student population; or	DPR Assessment Worksheet provided by NJDOE	4	0	0	
f. At least a 3% decrease in the difference between the NJDOE goal (95%) and the district's prior year's proficiency percentage of the total student population; or	DPR Assessment Worksheet provided by NJDOE	3	0	0	
g. At least a 2% decrease in the difference between the NJDOE goal (95%) and the district's prior year's proficiency percentage of the total student population; or	DPR Assessment Worksheet provided by NJDOE	2	0	0	
h. At least a 1% decrease in the achievement gap or difference between the NJDOE goal (95%) and the district's prior year's proficiency percentage of the total student population.	DPR Assessment Worksheet provided by NJDOE	1	0	0	
	Subtotal		0	0	

Instruction and Program

Indicator	Documentation	Point Value	District Score (Type "1" for Yes, "0" for No)	County Score ("1" for Yes, "0" for No)	Comments
Directions for indicator 4a through 4d: Each district may only receive credit for one indicator depending on the percentage of proficiency of the total student population or the progress made by the total student population. The maximum number of points that a district may receive for 4a through 4h is 10.					
4. Mathematics assessment data for the district's total student population shows one of the following:					
a. At least 95% of the total student population achieved proficiency (proficient plus advanced proficient) in the most recent year assessed (NJDOE goal); or	DPR Assessment Worksheet provided by NJDOE	10	0	0	
b. At least 85%-94.9% of the total student population achieved proficiency (proficient plus advanced proficient) in the most recent year assessed; or	DPR Assessment Worksheet provided by NJDOE	8	0	0	
c. At least 75%-84.9% of the total student population achieved proficiency (proficient plus advanced proficient) in the most recent year assessed; or	DPR Assessment Worksheet provided by NJDOE	6	0	0	
d. At least a 5% decrease in the achievement gap or difference between the NJDOE goal (95%) and the district's prior year's proficiency percentage of the total student population; or	DPR Assessment Worksheet provided by NJDOE	5	0	0	
e. At least a 4% decrease in the achievement gap or difference between the NJDOE goal (95%) and the district's prior year's proficiency percentage of the total student population; or	DPR Assessment Worksheet provided by NJDOE	4	0	0	

Instruction and Program

Indicator	Documentation	Point Value	District Score (Type "1" for Yes, "0" for No)	County Score ("1" for Yes, "0" for No)	Comments
f. At least a 3% decrease in the achievement gap or difference between the NJDOE goal (95%) and the district's prior year's proficiency percentage of the total student population; or	DPR Assessment Worksheet provided by NJDOE	3	0	0	
g. At least a 2% decrease in the achievement gap or difference between the NJDOE goal (95%) and the district's prior year's proficiency percentage of the total student population; or	DPR Assessment Worksheet provided by NJDOE	2	0	0	
h. At least a 1% decrease in the achievement gap or difference between the NJDOE goal (95%) and the district's prior year's proficiency percentage of the total student population.	DPR Assessment Worksheet provided by NJDOE	1	0	0	
	Subtotal		0	0	
5a. The district has no priority schools as designated by the NJDOE	Priority, Focus and reward School list provided by NJDOE	2	0	0	
5b. The district has reward schools as designated by the NJDOE.	Priority, Focus and reward School list provided by NJDOE	2	0	0	
6. At least 70% of the district's total student population, across all grades tested in science, achieved proficient or advanced proficient status on the most recent state science assessments.	DPR Assessment Worksheet provided by NJDOE	4	0	0	

Instruction and Program

Indicator	Documentation	Point Value	District Score (Type "1" for Yes, "0" for No)	County Score ("1" for Yes, "0" for No)	Comments
Directions for indicator 7A through 7d: Each district may only receive credit for one indicator depending on the percentage of students who graduated from high school by way of the High School Proficiency Assessment (HSPA) in the last academic year. The maximum number of points that a district may receive for 7a through 7d is 4.					
7. The percentage of students who graduated from high school by way of the High School Proficiency Assessment (HSPA) in the last academic year is:					
a. at least 95%, according to the most recent NJDOE-published high school graduation rate (*N.J.S.A. 18A:7E-3*); or		4	0	0	
b. at least 90%, according to the most recent NJDOE-published high school graduation rate (*N.J.S.A. 18A:7E-3*); or	District calculation of graduation rate	3	0	0	
c. at least 85%, according to the most recent NJDOE-published high school graduation rate (*N.J.S.A. 18A:7E-3*); or	District calculation of graduation rate	2	0	0	
d. at least 80%, according to the most recent NJDOE-published high school graduation rate (*N.J.S.A. 18A:7E-3*).	District calculation of graduation rate	1	1	0	
Subtotal			1	0	
8. The district analyzes student achievement data by comparing each grade level across all schools within the district, similar DFGs and against state averages. The district provides the analysis to each principal and verifies that the data analysis drives instruction and professional development.	District analysis Summary of assessment results by content Explanation of how district prepared analysis	3	1	0	

Instruction and Program

Indicator	Documentation	Point Value	District Score (Type "1" for Yes, "0" for No)	County Score ("1" for Yes, "0" for No)	Comments
9. Based on state assessment data, the achievement of all subgroup populations is analyzed at the district and school levels. For those populations not meeting AMO targets or showing a stagnant or declining trend, the district investigates and identifies possible causes, including but not limited to those below: Lack of curriculum that is aligned to the New Jersey Core Curriculum Content Standards (NJCCCS) and Common Core State Standards (CCSS) Lack of consistent focus on academic work using data Insufficient exposure to the NJCCCS and CCSS Use of unaligned instructional materials Inadequate support and/or professional development for teachers for new content and materials Teacher vacancy/substitute teacher Student absence or mobility Failure to meet the annual measurable achievement objective (AMAO) for the percentage of students making progress in learning English. Failure to meet the AMAO for the percentage of students attaining English proficiency. Other	District analysis by total population, subgroup, concentration Minutes from curriculum meetings Review of information, issues, and status District action plan to correct areas of concern Letter of achievement of AMAO	4	1	0	

Instruction and Program

Indicator	Documentation	Point Value	District Score (Type "1" for Yes, "0" for No)	County Score ("1" for Yes, "0" for No)	Comments
10. For those subgroup populations at the district and school levels that have shown improvement or growth, the district investigates and identifies factors that may have contributed to improvement, including but not limited to those below: Curriculum aligned to the NJCCCS and CCSS Consistent focus on academic work Appropriate use of aligned assessments, both formative and summative Increased exposure to the NJCCCS and CCSS Adoption and implementation of aligned instructional materials Targeted professional development for teachers based on needs assessment and data analysis Employment of full-time, highly qualified teachers Improved student attendance Additional learning support (tutoring, after school, summer school, etc.) Increased parent involvement Met the annual measurable achievement objective (AMAO) for the percentage of students making progress in learning English. Met the AMAO for the percentage of students attaining English proficiency. Other	District analysis by total population and subgroup(s) Minutes from curriculum meetings Review of information, issues, and status District action plan to correct areas of concern New/revised curriculum New/revised assessments	4	1	0	

Instruction and Program

Indicator	Documentation	Point Value	District Score (Type "1" for Yes, "0" for No)	County Score ("1" for Yes, "0" for No)	Comments
11. The district implements strategies to support progress or to address deficiencies identified in indicators 1-10 above. The strategies must explicitly link changes in instruction, curriculum, materials, staffing, professional development and support, or other areas to address any and all hypothesized causes through the use of data. The strategies also specify a timeline for implementation with expected outcomes and target dates for resolution.	Analysis and related plan New/revised curriculum, teacher hires or other charges identified in the analysis District/school improvement plans	4	1	0	
12. The district assesses the progress of each student in mastering the New Jersey Core Curriculum Content Standards (NJCCCS) and Common Core State Standards (CCSS) at least two times each year, including content areas not included on statewide assessments. Data from rigorous assessments at the district, school and classroom level is used to evaluate, adjust and improve instruction.	Assessment schedule for district, schools, and classrooms Samples of tests Assessment reports Meeting agendas that show review of test scores Test contracts	4	0	0	
13. The district uses a monitoring process to continually improve curriculum implementation for each NJCCCS and CCSS area.	Class schedules Lesson plans Assessment data Data analysis Observation	3	1	0	
14. The curriculum specifies the content to be mastered for each grade and includes clear grade level benchmarks and interim assessments.	Curriculum in each content area Curriculum audit or map Interim assessments	3	1	0	

Instruction and Program

Indicator	Documentation	Point Value	District Score (Type "1" for Yes, "0" for No)	County Score ("1" for Yes, "0" for No)	Comments
15. The curriculum and information about student strengths and needs are horizontally and vertically articulated among all grades, content areas, schools, and at all specific transition points.	Curriculum in each content area Curriculum audit or map Agendas Sign-in sheets Formative and benchmark Data analysis Interventions	3	1	0	
16. The high school graduation requirements have been implemented for all students based on the implementation schedule in N.J.A.C. 6A:6-5.1.	Board of education resolution, minutes, district/student policy manual Meeting schedules, agendas, curriculum Education Proficiency Plan (EPP)	2	1	0	
17. For each content area:					
a. supervisory practices are implemented to ensure that the curriculum is taught in every classroom; these practices focus on classroom instruction as evidenced by teacher-principal/supervisor discussions and meetings, teacher evaluations and observations, lesson planning, student performance data and walk-throughs.	District policies and procedures Teacher evaluation schedules Lesson plans Professional improvement plans Assessment data	6	1	0	
b. lesson plans are aligned with the curriculum, the NJCCCS and the CCSS, integrate technology and are reviewed at least monthly by principals/supervisors. Each teacher is provided with feedback on lesson planning and implementation.	Teacher observations and evaluation schedules Lessons plans and feedback loop Meeting agendas Board approved curriculum	6	1	0	

Instruction and Program

Indicator	Documentation	Point Value	District Score (Type "1" for Yes, "0" for No)	County Score ("1" for Yes, "0" for No)	Comments
18. The district requires and verifies that instruction for all students is based on the district's curriculum, instructional materials, media and school library resources and includes instructional strategies, activities and content that meet individual students needs including Individual Education Programs (IEP). "All students" include those students with disabilities, English language learners, gifted and talented students and students in alternative education programs.	Library Skills/Information Literacy/Library Media curriculum Lesson plans Assessment data and analysis Classroom visits Test contracts Recommendation forms Program description Student roster District technology plan	6	1	0	
19. The district promotes regular attendance of students by adopting and implementing policies and procedures that include expectations and consequences regarding timely arrival and attendance and district responses to unexcused absences. (*N.J.A.C. 6A:16-7.8*)	District policies and procedures regarding attendance and on-time arrivals (refer to *District Review of Checklist for Board-Approved Student Attendance Policies and Procedures*). District procedures for responding to unexcused absences and excused absences Records indicating actions taken to prevent and intervene in the cases of absences and truancy that include contacts with parents regarding absences	2	1	0	
20. The district's average daily attendance (ADA) rate averages 90% or higher as calculated for the three years prior to completion of the DPR. (*N.J.A.C. 6A:32-13.1*)	ADA report provided by the NJDOE	2	1	0	

Instruction and Program

Indicator	Documentation	Point Value	District Score (Type "1" for Yes, "0" for No)	County Score ("1" for Yes, "0" for No)	Comments
Directions for indicator 21a through 21f: Each district may only receive credit for one indicator depending on the number of "yes and/or "N/A" responses on the Instruction and Program section of the Statement of Assurance document. The maximum number of points that a district may receive for indicator 21 is 10.					
21. The board has annually approved, by resolution, the district Statement of Assurance document as reflected in the minutes.					
a. Compliance with 5 items	Completed and signed NJDOE Statement of Assurance document	10	1	0	
b. Compliance with 4 items	Completed and signed NJDOE Statement of Assurance document	8	0	0	
c. Compliance with 3 items	Completed and signed NJDOE Statement of Assurance document	6	0	0	
d. Compliance with 2 items	Completed and signed NJDOE Statement of Assurance document	4	0	0	
e. Compliance with 1 items	Completed and signed NJDOE Statement of Assurance document	2	0	0	
f. Compliance with 0 items	Completed and signed NJDOE Statement of Assurance document	0	0	0	
Subtotal			10	0	
Instruction and Program District Performance Review		100	59	0	

Fiscal Management

Indicator	Documentation	Point Value	District Score (Type "1" for Yes, "0" for No)	County Score ("1" for Yes, "0" for No)	Comments
1. The monthly Board Secretary's report is completed and reconciled without exceptions (e.g.: unbalanced/inaccurate balance sheet, unauthorized transfers) and is completed within 30 days of the month's end, reconciled with the Treasurer's report or equivalent report within 45 days of the month's end and submitted to the board within 60 days of the month's end for approval (*N.J.A.C. 6A:23A-6.10*). The report contains a budget status report, which includes for each required line item account, the original budget, transfers, adjusted budget, expenditures, encumbrances and available balance.	Comprehensive Annual Financial Report (CAFR) Auditors Management Report (AMR) Monthly board secretary's and treasurer's report or equivalent report Board minutes	2	1	0	
2. The district follows a standard operating procedures manual for business functions (*N.J.A.C. 6A:23A-6.6*), which includes a system of internal controls (*N.J.A.C. 6A:23-A-6.4*) to prevent the over-expenditure of line item accounts and to safeguard assets from theft and fraud.	Budget status reports Monthly transfer reports Adopted board policies Organizational chart and duties AMR Listing of PO numbers and invoice dates Cash receipts journal Listing of manual checks issued Fixed asset inventory CAFR Interim and Final Expenditure Reports Position Control Roster Standard Operating Procedures Manual Date of BOE adoption Review of software capabilities	2	1	0	

Fiscal Management

Indicator	Documentation	Point Value	District Score (Type "1" for Yes, "0" for No)	County Score ("1" for Yes, "0" for No)	Comments
3. At least monthly, the district prepares and analyzes fiscal year cash flow management for all funds to ensure that payments can be made on a prompt basis and to ensure that reimbursement requests for federal grant awards are submitted in a timely manner for the actual amount of incurred expenditures.	PO listing Contract files Annual purchasing plan (aggregation) CAFR AMR Cash Management Plan Cash-flow documentation Board secretary report Treasurer or equivalent report	2	1	0	
4. The district has filed the annual audit of its Comprehensive Annual Financial Report (CAFR) and filed other supporting forms and collections (Auditor's Management Report, Federal Data Collection Form) by the due date. (*N.J.S.A. 18A:23-1*)	CAFR AMR Audit Synopsis Federal data collection form AUDSUM submission	2	1	0	
5. The district received an unqualified opinion on the annual audit and satisfies the all of the following:					
a. if required, has implemented a corrective action plan (CAP) acceptable to the Executive County Superintendent, which addresses all audit recommendations.	Corrective Action Plan (CAP) adopted by board of education Document of CAP acceptable to Executive County Superintendent Certification of CAP implementation CAFR AMR Unqualified opinion for 5a	3	1	0	
b. Has no repeat audit findings of a substantive nature.	CAFR AMR	3	1	0	

Fiscal Management

Indicator	Documentation	Point Value	District Score (Type "1" for Yes, "0" for No)	County Score ("1" for Yes, "0" for No)	Comments
c. has no material weaknesses in the findings.	CAFR AMR	3	1	0	
d. ends the year with no deficit balances and no line item over-expenditures in the general fund, special revenue fund, capital projects fund or debt service fund (other than permitted under state law and GAAP).	CAFR AMR	2	1	0	
6. The district manages and oversees NCLB, IDEA, ARRA and other entitlement and discretionary grants as required. Specifically, the district:					
a. complies with demonstration of comparability, maintenance of effort, supplement not supplant and other federal grant fiscal requirements.	CAFR AMR Grant application submission and approval dates Carryover reports Transfer approvals MOE and comparability reports Interim and Final Expenditure Reports Project files Board meeting minutes Accounting system/reports by capital project	1	1	0	
b. spends grant funds as budgeted. Amendments and budget modifications are completed for charges that exceed the applicable threshold (entitlement grants - lesser of 10% or $50,000; discretionary grants - lesser of 10% or $10,000).	CAFR AMR Grant application submission and approval dates Carryover reports transfer approvals; MOE and comparability reports	1	1	0	

Fiscal Management

Indicator	Documentation	Point Value	District Score (Type "1" for Yes, "0" for No)	County Score ("1" for Yes, "0" for No)	Comments
c. spends federal and state grants funds as required and distributes non-public allocations as required. The district shows evidence of contact with non-public schools. If the district has returned funds in excess of $1,000 to NJDOE: list the name of the grant and dollar amount refunded in the Comments column. If the returned funds were for nonpublic school services, specify the date the services began and the reason the funds were not spent.	CAFR Interim and Final Expenditure Reports Accounting system/report by capital project Project files Voter or other requisite approval to spend above authorized amount Board meeting minutes	1	1	0	
d. approves salaries funded by federal grants as documented in the board minutes and maintains the required time and activity reports.	CAFR Interim and Final Expenditure Reports Board meeting minutes	1	1	0	
7. The district provide proper oversight and accounting of capital projects and Referendum and other Fund 30 capital projects. Specifically the district:					
a. maintains a separate accounting by project.	CAFR AMR Accounting system/reports by capital project Project files Voter or other requisite approval to spend above authorized amount Report of available balances Board minutes	2	1	0	

Fiscal Management

Indicator	Documentation	Point Value	District Score (Type "1" for Yes, "0" for No)	County Score ("1" for Yes, "0" for No)	Comments
b. monitors the detailed accounts regularly and oversees change orders to ensure/certify funds are available.	CAFR AMR Accounting system/reports by capital project Project files Voter or other requisite approval to spend above authorized amount Report of available balances Board minutes	2	1	0	
c. spends within the authorized amount, unless proper approvals have been received to raise additional funds to augment the authorized amount.	CAFR AMR Accounting system/reports by capital project Project files Voter or other requisite approval to spend above authorized amount Report of available balances Board minutes	2	1	0	
d. conducts the proper fiscal close-out of completed projects. This includes proper transfer of interest earned annually to the debt service and/or general fund.	CAFR AMR Accounting system/reports by capital project Project files Voter or other requisite approval to spend above authorized amount Report of available balances Board minutes	2	1	0	

Fiscal Management

Indicator	Documentation	Point Value	District Score (Type "1" for Yes, "0" for No)	County Score ("1" for Yes, "0" for No)	Comments
8. The district implements, reviews and revises as needed, projects that are consistent with the approved Long Range Facilities Plan and has received county office approval for emergent projects *(N.J.A.C. 6A:23A-3.16)*.	Project approval County office approval for emergent projects Board minutes List of participants Revisions approved by NJDOE	1	1	0	
9a. Annual health and safety reviews have been conducted in each building using the *Evaluation of School Buildings Checklist Report* (*N.J.A.C. 6A:19-6.1 et seq.*).	Signed Checklist	2	1	0	
b. "100% compliance" section - all items are in compliance in all buildings.	Signed Checklist	4	1	0	
c. "80% compliance" section - at least 80% of items are in compliance in all buildings.	Signed Checklist	2	1	0	
Directions for indicator 10a through 10k: Each district may only receive credit for one indicator depending on the number of "yes and/or "N/A" responses on the Fiscal section of the Statement of Assurance document. The maximum number of points that a district may receive for indicator 10 is 10.					
10. The board has annually approved by resolution, the district Statement of Assurance document as reflected in the minutes.					
a. Compliance with 10 items	Completed and signed NJDOE Statement of Assurance document	10	1	0	
b. Compliance with 9 items	Completed and signed NJDOE Statement of Assurance document	9	0	0	
c. Compliance with 8 items	Completed and signed NJDOE Statement of Assurance document	8	0	0	
d. Compliance with 7 items	Completed and signed NJDOE Statement of Assurance document	7	0	0	
e. Compliance with 6 items	Completed and signed NJDOE Statement of Assurance document	6	0	0	
f. Compliance with 5 items	Completed and signed NJDOE Statement of Assurance document	5	0	0	

Fiscal Management

Indicator	Documentation	Point Value	District Score (Type "1" for Yes, "0" for No)	County Score ("1" for Yes, "0" for No)	Comments
g. Compliance with 4 items	Completed and signed NJDOE Statement of Assurance document	4	0	0	
h. Compliance with 3 items	Completed and signed NJDOE Statement of Assurance document	3	0	0	
i. Compliance with 2 items	Completed and signed NJDOE Statement of Assurance document	2	0	0	
j. Compliance with 1 item	Completed and signed NJDOE Statement of Assurance document	1	0	0	
k. Compliance with 0 items	Completed and signed NJDOE Statement of Assurance document	0	0	0	
SUBTOTAL			10	0	
Fiscal Management District Performance Review		50	50	0	

NJQSAC District Performance Review
School Year 2012-2013

Governance

Indicator	Documentation	Point Value	District Score (Type "1" for Yes, "0" for No)	County Score ("1" for Yes, "0" for No)	Comments
1. At least annually, and more frequently if required by changes in law or statute, the district board of education or advisory board reviews, updated and, by resolution, adopts policies, procedures and by-laws reflective of current statutory authority (*N.J.S.A. 18A:11-1*).	Mandatory policies Non-mandatory policies Adopting resolution for each policy District procedures manual attachments Board agendas	8	1	0	
2. The board of education has a policy and a contract with the Chief School Administrator (CSA) to annually evaluate the CSA based on the adoption of goals and performance measures, which reflect that highest priority is given to student achievement and attention to subgroup achievement. The board annually reviews and revises, as necessary, the evaluative instrument based on district goals and objectives. In the event that the certificate of the CSA is revoked, the contract is null and void as of the date of the revocation (*N.J.S.A. 18A:17-15* and *N.J.A.C. 18A:17-20.3*).	Board policy Evaluation instrument Adopted goals Board minutes School district newsletters	7	1	0	

Governance

Indicator	Documentation	Point Value	District Score (Type "1" for Yes, "0" for No)	County Score ("1" for Yes, "0" for No)	Comments
3. The district's budgeting process and its allocation of resources are aligned with instructional priorities and student needs to provide for a thorough and efficient (T&E) education (*N.J.A.C. 6A:16-8.1*).					
a. The district has developed written policies and procedures for the budget and financial planning process that ensure the process is integrated and aligned with district priorities and planning objectives based on statewide assessments and applicable strategic plans such as school improvement plans, curriculum plans, a textbook replacement plan, a long-range facilities plan and maintenance plans.	Board minutes/agendas and minutes from goal setting meetings QSAC District Improvement Plans, if applicable Strategic plans NCLB needs assessment Curriculum plans Professional Development Plans CAPA plan(s), if applicable Long Range Facilities Plan Maintenance Plan Textbook replacement plan	6	1	0	
b. The district annually aligns fiscal goals and budget objectives to ensure that instructional resources are sufficient to address the needs of students and student subgroup performance as measured under NCLB. The district develops curricula and ensures professional development for all staff.	Budget calendar Budget supporting document Other budget support/tools updated annually Description of how the district's planning and budgeting processes link	6	1	0	
c. The board's adopted budget includes sufficient resources to address all board-approved corrective measures, as applicable, in response to annual audits and other programmatic and fiscal monitoring reports.	Advertisements and notice(s) for budget hearing Minutes of budget hearing	6	1	0	

NJQSAC District Performance Review
School Year 2012-2013

Governance

Indicator	Documentation	Point Value	District Score (Type "1" for Yes, "0" for No)	County Score ("1" for Yes, "0" for No)	Comments
4. The board has reviewed all audit recommendations and, if required, approved and submitted an acceptable corrective action plan for any audit finding and recommendation, or other compliance-related report according to N.J.S.A. 18A:23-5 and N.J.A.C.6A:23A-4.3 (e.g. Title I audits, special education monitoring reports).	Annual Audit and recommendations	7	1	0	
Directions for indicator 5a through 5k: Each district may only receive credit for one indicator depending on the number of "yes and/or "N/A" responses on the Governance section of the Statement of Assurance document. The maximum number of points that a district may receive for indicator 10 is 10.					
5. The board has annually approved, by resolution, the district Statement of Assurance document as reflected in the minutes.					
a. Compliance with 10 items	Completed and signed NJDOE Statement of Assurance document	10	1	0	
b. Compliance with 9 items	Completed and signed NJDOE Statement of Assurance document	9	0	0	
c. Compliance with 8 items	Completed and signed NJDOE Statement of Assurance document	8	0	0	
d. Compliance with 7 items	Completed and signed NJDOE Statement of Assurance document	7	0	0	
e. Compliance with 6 items	Completed and signed NJDOE Statement of Assurance document	6	0	0	
f. Compliance with 5 items	Completed and signed NJDOE Statement of Assurance document	5	0	0	
g. Compliance with 4 items	Completed and signed NJDOE Statement of Assurance document	4	0	0	

Governance

Indicator	Documentation	Point Value	District Score (Type "1" for Yes, "0" for No)	County Score ("1" for Yes, "0" for No)	Comments
h. Compliance with 3 items	Completed and signed NJDOE Statement of Assurance document	3	0	0	
i. Compliance with 2 items	Completed and signed NJDOE Statement of Assurance document	2	0	0	
j. Compliance with 1 item	Completed and signed NJDOE Statement of Assurance document	1	0	0	
k. Compliance with 0 items	Completed and signed NJDOE Statement of Assurance document	0	0	0	
	SUBTOTAL		10	0	
Governance District Performance Review		50	50	0	

NJQSAC District Performance Review
School Year 2012-2013

Personnel

Indicator	Documentation	Point Value	District Score (Type "1" for Yes, "0" for No)	County Score ("1" for Yes, "0" for No)	Comments
Directions for indicator 1a through 1f: Each district may only receive credit for one indicator depending on the number of "yes and/or "N/A" responses on the Personnel section of the Statement of Assurance document. The maximum number of points that a district may receive for indicator 1 is 10.					
The board has annually approved, by resolution, the district Statement of Assurance document as reflected in the minutes.					
a. Compliance with 5 items	Completed and signed NJDOE Statement of Assurance document	10	1	0	
b. Compliance with 4 items	Completed and signed NJDOE Statement of Assurance document	8	0	0	
c. Compliance with 3 items	Completed and signed NJDOE Statement of Assurance document	6	0	0	
d. Compliance with 2 items	Completed and signed NJDOE Statement of Assurance document	4	0	0	
e. Compliance with 1 items	Completed and signed NJDOE Statement of Assurance document	2	0	0	
f. Compliance with 0 items	Completed and signed NJDOE Statement of Assurance document	0	0	0	
Personnel District Performance Review			10	0	

NJQSAC District Performance Review
School Year 2012-2013

Operations

Indicator	Documentation	Point Value	District Score (Type "1" for Yes, "0" for No)	County Score ("1" for Yes, "0" for No)	Comments
Directions for indicator 1a through 1u: Each district may only receive credit for one indicator depending on the number of "yes and/or "N/A" responses on the Operations section of the Statement of Assurance document. The maximum number of points that a district may receive for indicator 1 is 10.					
The board has annually approved, by resolution, the district Statement of Assurance document as reflected in the minutes.					
a. Compliance with 20 items	Completed and signed NJDOE Statement of Assurance document	10	1	0	
b. Compliance with 19 items	Completed and signed NJDOE Statement of Assurance document	9.5	0	0	
c. Compliance with 18 items	Completed and signed NJDOE Statement of Assurance document	9	0	0	
d. Compliance with 17 items	Completed and signed NJDOE Statement of Assurance document	8.5	0	0	
e. Compliance with 16 items	Completed and signed NJDOE Statement of Assurance document	8	0	0	
f. Compliance with 15 items	Completed and signed NJDOE Statement of Assurance document	7.5	0	0	
g. Compliance with 14 items	Completed and signed NJDOE Statement of Assurance document	7	0	0	
h. Compliance with 13 items	Completed and signed NJDOE Statement of Assurance document	6.5	0	0	
i. Compliance with 12 items	Completed and signed NJDOE Statement of Assurance document	6	0	0	
j. Compliance with 11 item	Completed and signed NJDOE Statement of Assurance document	5.5	0	0	
k. Compliance with 10 items	Completed and signed NJDOE Statement of Assurance document	5	0	0	
l. Compliance with 9 items	Completed and signed NJDOE Statement of Assurance document	4.5	0	0	

Operations

Indicator	Documentation	Point Value	District Score (Type "1" for Yes, "0" for No)	County Score ("1" for Yes, "0" for No)	Comments
m. Compliance with 8 items	Completed and signed NJDOE Statement of Assurance document	4	0	0	
n. Compliance with 7 items	Completed and signed NJDOE Statement of Assurance document	3.5	0	0	
o. Compliance with 6 items	Completed and signed NJDOE Statement of Assurance document	3	0	0	
p. Compliance with 5 items	Completed and signed NJDOE Statement of Assurance document	2.5	0	0	
q. Compliance with 4 items	Completed and signed NJDOE Statement of Assurance document	2	0	0	
r. Compliance with 3 items	Completed and signed NJDOE Statement of Assurance document	1.5	0	0	
s. Compliance with 2 items	Completed and signed NJDOE Statement of Assurance document	1	0	0	
t. Compliance with 1 item	Completed and signed NJDOE Statement of Assurance document	0.5	0	0	
u. Compliance with 0 items	Completed and signed NJDOE Statement of Assurance document	0	0	0	
Operations District Performance Review			**10**	**0**	

NJ Quality Single Accountability Continuum (QSAC)
Statement of Assurance - School Year 2012-13
District Information and Score Summary Page

District	**Somerset**
County	**Somerset**
District Superintendent	**Chrys Harttraft**
District Address	**14 Vogt Drive, Bridgewater, NJ 08807**

SOA Area	Score # of Yes Responses	Score % of Yes Responses
Instruction and Program	**5**	**100%**
Fiscal Management	**10**	**100%**
Governance	**10**	**100%**
Personnel	**5**	**100%**
Operations	**20**	**100%**

POLICY GUIDE

[See POLICY ALERT No. 197]

3282 USE OF SOCIAL NETWORKING SITES

The Board of Education has a strong commitment to quality education and the well-being of all pupils, as well as the preservation of the school district's reputation. The Board believes staff members must establish and maintain public trust and confidence and be committed to protecting all pupils attending the school district. In support of the Board's strong commitment to the public's trust and confidence, the Board holds all staff members to the highest level of professional responsibility.

The Commissioner of Education has determined inappropriate conduct outside a staff member's professional responsibilities may determine them as unfit to discharge the duties and functions of their position. Staff members should be advised communications, publications, photographs, and other information appearing on social networking sites deemed inappropriate by the Board could be cause for dismissal of a non-tenured staff member or to certify tenure charges against a tenured staff member to the Commissioner of Education.

Staff members are advised to be concerned and aware such conduct deemed inappropriate may include, but is not limited to, communications and/or publications using e-mails, text-messaging, social networking sites, or any other form of electronic communication that is directed and/or available to pupils or for public display or publication.

While the Board respects the right of staff members to use social networking sites, staff members should recognize they are held to a higher standard than the general public with regard to standards of conduct and ethics. It is important that a staff member's use of these sites does not damage the reputation of the school district, employees, pupils, or their families. Staff members who utilize, post or publish images, photographs, or comments on social networking sites, blogs, or other forms of electronic communication outside their professional responsibilities shall ensure their use, postings, or publications are done with an appropriate level of professionalism and are appropriate conduct for a school staff member. Staff members should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public even without their knowledge or consent.

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The school district strongly encourages all staff members to carefully review the privacy settings on social networking sites they use and exercise care and good judgment when posting content and information on such sites. Staff members should adhere to the following guidelines, which are consistent with the district's workplace standards on harassment, pupil relationships, conduct, professional communication, and confidentiality.

When using personal social networking sites, school staff members:

1. Should not make statements that would violate any of the district's policies, including its policies concerning discrimination or harassment;

2. Must uphold the district's value of respect for the individual and avoid making defamatory statements about the school district, employees, pupils, or their families;

3. May not disclose any confidential information about the school district or confidential information obtained during the course of his/her employment, about any individual(s) or organization, including pupils and/or their families;

4. Shall not use social networking sites to post any materials of a sexually graphic nature;

5. Shall not use social networking sites to post any materials which promote violence;

6. Shall not use social networking sites which would be detrimental to the mission and function of the district;

7. Are prohibited from using their school district title as well as adding references to the district in any correspondence including, but not limited to, e-mails, postings, blogs, and social networking sites unless the communication is of an official nature and is serving the mission of the district. This prohibition also includes signature lines and personal e-mail accounts;

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8. Shall not post updates to their status on any social networking sites during normal working hours including posting of statements or comments on the social networking sites of others during school time unless it involves a school project. Employees must seek approval from the Superintendent of Schools for such use; and

9. Shall not post or publish any information the Commissioner of Education would deem to be inappropriate conduct by a school staff member.

The Policy of this district is to maintain a level of professionalism both during and after the school day. Any publication through any means of electronic communication which is potentially adverse to the operation, morale, or efficiency of the district, will be deemed a violation of this Policy. If the Board or Superintendent believes that a staff member's activity on any social networking site violates the district's policies, the Board or Superintendent may request that the employee cease such activity. Depending on the severity of the incident, the staff member may be subject to disciplinary action.

This Policy has been developed and adopted by this Board to provide guidance and direction to staff members on how to avoid actual and/or the appearance of inappropriate conduct toward pupils and/or the community while using social networking sites.

Adopted:

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POLICY GUIDE

[See POLICY ALERT No. 197]

4282 USE OF SOCIAL NETWORKING SITES

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POLICY GUIDE

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6. May not disclose any confidential information about the school district or confidential information obtained during the course of his/her employment, about any individual(s) or organization, including pupils and/or their families;

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7. Are prohibited from using their school district title as well as adding references to the district in any correspondence including, but not limited to, e-mails, postings, blogs, and social networking sites unless the communication is of an official nature and is serving the mission of the district. This prohibition also includes signature lines and personal e-mail accounts;

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This Policy has been developed and adopted by this Board to provide guidance and direction to staff members on how to avoid actual and/or the appearance of inappropriate conduct toward pupils and/or the community while using social networking sites.

Adopted:

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POLICY GUIDE

[See POLICY ALERT No. 197]

6164 ADVERTISING ON SCHOOL BUSES

The Board of Education authorizes the sale of advertising space on the exterior of school buses that are owned or leased by the Board in accordance with the provisions of N.J.S.A. 18A:39-31 and N.J.A.C. 6A:27-7.10, 7.11, and 7.12.

The Public School Contracts Law, N.J.S.A. 18A:18A-1 et seq., shall apply to any contract or agreement entered into by the Board for the purpose of placing advertisements on school buses.

All advertisements shall require the prior approval of the Board of Education. The advertiser will be considered an independent contractor and shall not be deemed to be an agent, servant, employee, or representative of the Board. In the event the advertiser fails to provide service in accordance with the bid specifications and contract for advertisements, the advertiser shall be considered in breach of contract. Cancellation of the advertisement and/or enforcement of advertiser's performance bond may result.

The Board of Education reserves the right, at its discretion and at any time, to reject any advertising copy, whether or not it has previously acknowledged and/or advertised the exact or similar copy. No advertising space may be used or re-sold by the advertiser for the promotion, either directly or indirectly, of any business, organization, or enterprise other than the one defined in the original contract for advertisement. The advertiser will protect, defend, and save harmless the Board of Education from any suits or actions of every nature and description brought against it by reason of the advertisement.

Fifty percent of the funds generated from the placement of advertisements on the outside of school buses shall be used to offset fuel costs associated with the provision of pupil transportation services and fifty percent shall be used to support any programs or services deemed appropriate by the Board.

The Board of Education will approve the specifications for advertisements on school buses that will include: advertisement material, including paint, decals, or magnetic material; approved advertisement colors; advertisement mounting procedures, if applicable; location of advertisements on school buses; advertisement size(s); duration of advertisement contracts; and any other

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specifications for advertisements the Board deems appropriate. All advertisements shall be in accordance with New Jersey Motor Vehicle Commission (NJMVC) regulations and shall not prevent the school bus from passing the NJMVC required inspections for school buses.

In accordance with the provisions of N.J.A.C. 6A:27-7.11, the Board will not accept advertisements to be displayed or maintained on school buses if the advertisement or information contained in the advertisement:

1. Is false, misleading, deceptive, disrespectful, fraudulent, or libelous;

2. Contains material or language that is obscene, profane, vulgar, offensive, or reasonably determined not to be in good taste;

3. Promotes unlawful or illegal goods, services, or activities;

4. Promotes gambling, the sale or use of tobacco or tobacco-related products, or the sale or use of alcoholic beverages;

5. Promotes the sale or use of products designed for use in connection with sexual activity;

6. Depicts or glamorizes violent or antisocial behavior, or sexual conduct;

7. Resembles a traffic control device;

8. Declares or implies an endorsement by the Board of Education; or

9. Is political, religious, issue-related, controversial in nature, or not age appropriate.

The Board of Education will not allow any of its school buses to become a public forum for dissemination, debate, or discussion of public issues. The Board has the authority to reject any and all advertising that it deems to be inappropriate or not in the best interest of the Board of Education, the school district, or pupils.

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POLICY GUIDE

A Board of Education that permits advertisements on school buses shall submit a report to the Commissioner of Education no later than June 30 each year. The report shall include the number of district-owned school buses upon which advertising has been placed, the length of time the advertisements have been on the school buses; and the total revenue earned by the school district as a result of the advertisements.

N.J.S.A. 18A:39-31
N.J.A.C. 6A:27-7.10; 6A:27-7.11; 6A:27-7.12

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POLICY GUIDE

[See POLICY ALERT Nos. 94 and 197]

0151 ORGANIZATION MEETING

The Board of Education shall organize annually at a regular meeting held ~~for that purpose~~

Choose only one of the following ~~alternatives~~ options:

~~___ on any day of the first or second week following the annual school election. (Type II district only)~~

___ in all Type II school districts with an April school election, on any day during the first or second week following the April school election or with a November school election, on any day of the first week in January.

___ in all Type I school districts, on May 16 or, **on the following day if that day** ~~if May 16~~ is a Sunday.~~, on May 17. (Type I district only)~~

✓ **in county vocational school districts, on November 1 unless November 1 falls on Sunday, in which case the Board shall organize on the following day.**

___ in county special services school districts, on any day, except Sunday, during the first two weeks of July.

If the organization meeting cannot take place on the date(s) above by reason of lack of quorum or for any other reason, said meeting shall be held within three days thereafter.

The meeting shall be called to order by the Board Secretary, who shall serve as presiding officer pro tempore until the election of a President.

Optional

[and Vice President.] NO

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POLICY GUIDE

The Board Secretary shall administer the oath of office to new Board members.

N.J.S.A. 18A:10-3; 18A:10-5
N.J.S.A. 41:1-1; 41:1-3
N.J.S.A. 18A:13-12 et seq. **[regional districts]**
N.J.S.A. 18A:54-18 et seq. **[vocational districts]**
N.J.S.A. 18A:46-37 [county special services school districts]

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POLICY GUIDE

[See POLICY ALERT No. 197]

0153 ANNUAL APPOINTMENTS

The Board of Education may **annually** appoint **the following positions** ~~at the organizational meeting, but shall appoint before July 1 of the year in which the Board organizes~~:

~~1. A Board Secretary,~~
N.J.S.A. 18A:17-2, 17-5;
N.J.S.A. 8A:54-20 **[vocational district]**
N.J.S.A. 18A:13-13 **[regional district]**

~~2. A Treasurer of School Moneys,~~
~~N.J.S.A. 18A:17-31;~~
~~N.J.S.A. 18A:13-14 **[regional district]**~~
~~N.J.S.A. 18A:54-20c **[vocational district]**~~

2~~3~~. A public school accountant,
N.J.S.A. 18A:23-1;

34. A medical inspector,
N.J.S.A. 18A:40-1;

4~~5~~. A psychological examiner,
N.J.S.A. 18A:46-11;

5~~6~~. A member to serve as delegate to the New Jersey School Boards Association,
N.J.S.A. 18A:6-46;

6~~7~~. An attendance officer**(s)**,
N.J.S.A. 18A:38-32;

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POLICY GUIDE

Optional

Choose one or more of the following:

[___ **A Treasurer of School Moneys,**
N.J.S.A. 18A:17-31;
N.J.S.A. 18A:13-14 [regional district]
N.J.S.A. 18A:54-20e [vocational district]

___ ~~An assistant Board Secretary,~~
N.J.S.A. 18A:17-13;

___ ~~An assistant Treasurer;~~

✓ A member to serve as delegate to the Somerset County School Boards Association;

✓ An attorney;

___ A school dentist,
N.J.S.A. 44:6-2;

___ An insurance **broker(s)/agent(s)** ~~advisor~~.]

Optional yes

For districts with Board of School Estimate:

[The Board shall appoint annually in January two of its members to serve on the Board of School Estimate and shall thereafter fill any vacancies immediately.]

N.J.S.A. 18A:9-2; 18A:22-1 **[Type I district]**
N.J.S.A. 18A:54-27 **[vocational district]**

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POLICY GUIDE

[See POLICY ALERT Nos. 181 and 197]

0167 PUBLIC PARTICIPATION IN BOARD MEETINGS

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

In order to permit the fair and orderly expression of such comment, the Board shall **set aside a portion of** ~~provide a period for public comment at~~ **every Board meeting, the length of the portion to be determined by the Board, for public comment on any school or school district issue that a member of the public feels may be of concern to the residents of the school district.**

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

~~___ every public meeting.~~

~~___ every regularly scheduled meeting of the Board.~~

~~Public participation shall be permitted~~

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

~~___ only as indicated on the order of business in Board Bylaw No. 0164.~~

~~___ before the Board takes official action on any issue of substance.~~

~~___ at the discretion of the presiding officer.~~

~~Public participation shall be extended to residents of this district, persons having a legitimate interest in the actions of this Board, persons representing groups in the community or school district, representatives of firms eligible to bid on materials or services solicited by the Board, and employees and pupils of this district, except when the issue addressed by the participant is subject to remediation by an alternate method provided for in policies or contracts of the Board.~~

Public participation shall be governed by the following rules:

1. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, place of residence, and group affiliation, if appropriate;

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POLICY GUIDE

[Option – select one option for 2.

___ 2. In the event it appears the public comment portion of the meeting may exceed _____ minutes, the presiding officer may limit each Sstatement made by a participant to _____ minutes' duration;

or

X 2. Each Sstatement made by a participant shall be limited to ___3___ minutes' duration;]

3. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;

4. All Sstatements shall be directed to the presiding officer; no participant may address or question Board members individually;

5. The presiding officer may:

   a. Interrupt, warn, or terminate a participant's Sstatement when the Sstatement is too lengthy, abusive, obscene, or irrelevant;

   b. Request any individual to leave the meeting when that person does not observe reasonable decorum;

   c. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;

   d. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and

   e. Waive these rules when necessary for the protection of privacy or the efficient administration of the Board's business.

N.J.S.A. 2C:33-8
N.J.S.A. 10:4-12

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POLICY GUIDE

[See POLICY ALERT Nos. 137, 157 and 197]

2361 ACCEPTABLE USE OF COMPUTER NETWORKS/ COMPUTERS AND RESOURCES

The Board of Education recognizes ~~that~~ as ~~telecommunications and other~~ new technologies shift the manner in which information is accessed, communicated, and transferred; **these** ~~that those~~ changes will alter the nature of teaching and learning. Access to ~~telecommunications~~ **technology** will allow pupils to explore databases, libraries, Internet sites, **and** bulletin boards ~~and the like~~ while exchanging information with individuals throughout the world. The Board supports access by pupils to **these** information sources but reserves the right to limit in-school use to materials appropriate **for** ~~to~~ educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes ~~that telecommunications~~ **technology** ~~will~~ allows pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable, or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, and/or instituting legal action.

The Board provides access to computer networks/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to ~~the~~ computer networks/computers at any time, for any reason. **School** ~~The Board retains the right to have~~ district personnel **will** monitor networks **and online** activity~~, in any form necessary,~~ to maintain the integrity of the networks**,** ~~and~~ ensure **their** ~~its~~ proper use**, and ensure compliance with Federal and State laws that regulate Internet safety**.

Standards for Use of Computer Networks

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

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A. Using the computer network~~(s)~~/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the networks. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.

B. Using the computer network~~(s)~~/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.

C. Using the computer network~~(s)~~ in a manner that:

1. Intentionally disrupts network traffic or crashes the network;

2. Degrades or disrupts equipment or system performance;

3. Uses the computing resources of the school district for commercial purposes, financial gain, or fraud;

4. Steals data or other intellectual property;

5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another **person** ~~user~~;

6. Gains or seeks unauthorized access to resources or entities;

7. Forges electronic mail messages or uses an account owned by others;

8. Invades privacy of others;

9. Posts anonymous messages;

10. Possesses any data which is a violation of this **P**~~p~~olicy; and/or

11. Engages in other activities that do not advance the educational purposes for which computer networks/computers are provided.

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Internet Safety Protection

As a condition for receipt of certain Federal funding, ~~t~~The school district **shall be** ~~is~~ in compliance with the Children's Internet Protection Act**, the Neighborhood Children's Internet Protection Act,** and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries.~~,~~ **The technology protection must** ~~that~~ block and/or filter **material and** visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of ~~Title 18, United States Code; are harmful to minors including any pictures,~~ images, graphic image file or other **material or** visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

~~The school district will certify on an annual basis, that the schools, including media centers/libraries, in the district are in compliance with the Children's Internet Protection Act and the school district enforces the requirements of this policy.~~

This Policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children's Internet Protection Act. Policy 2361 addresses access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including "hacking" and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding blocking and/or filtering the **material and** visual depictions prohibited in the Children's Internet Protection Act **and the Neighborhood Children's Internet Protection Act**, the Board shall determine other Internet material that is inappropriate for minors.

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In accordance with the provisions of the Children's Internet Protection Act, the Superintendent of Schools or designee will develop and ensure education is provided to every pupil regarding appropriate online behavior, including pupils interacting with other individuals on social networking sites and/or chat rooms, and cyberbullying awareness and response.

The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly **B**~~b~~oard meeting or during a designated special Bboard meeting to address and receive public community input on the Internet safety policy - Policy and Regulation 2361. **Any changes in Policy and Regulation 2361 since the previous year's annual public hearing will also be discussed at a meeting following the annual public hearing.**

The school district will certify on an annual basis, that the schools, including media centers/libraries in the district, are in compliance with the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act and the school district enforces the requirements of these Acts and this Policy.

Consent Requirement

No pupil shall be allowed to use the **school districts'** computer networks**/computers** and the Internet unless they ~~shall~~ have filed with **the** Principal's office **(individual or office)** a consent form signed by the pupil and his/her parent(s) or legal guardian(s).

Violations

Individuals violating this **P**~~p~~olicy shall be subject to the consequences as indicated in Regulation ~~No.~~ 2361 and other appropriate discipline, which includes but are not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;

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5. Revocation of computer privileges;

6. Suspension from school;

7. Expulsion from school; and/or

8. Legal action and prosecution by the authorities.

~~N.J.S.A. 2A:38A-3~~
Federal Communications Commission: Children's Internet Protection Act~~.~~
Federal Communications Commission: Neighborhood Children's Internet Protection Act

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REGULATION GUIDE

[See POLICY ALERT Nos. 137, 157 and 197]

R 2361 ACCEPTABLE USE OF COMPUTER NETWORKS/ COMPUTERS AND RESOURCES

The school district provides computer equipment, computer services, and Internet access to its pupils and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination and the use of global communication resources.

For the purpose of this Policy and Regulation, "computer networks/computers" includes, but is not limited to, the school district's computer networks, computer servers, computers, other computer hardware and software, Internet equipment and access, and any other computer related equipment.

For the purpose of this Policy and Regulation, "school district personnel" shall be the person(s) designated by the Superintendent of Schools to oversee and coordinate the school district's computer networks/computer systems. School district personnel will ~~The "system administrators" referred to herein as employees of the school district who administer the school district computer network/computers and the system administrators reserve the right to~~ monitor **networks and online activity, in any form necessary, to maintain the integrity of the networks, ensure proper use, and to be in compliance with Federal and State laws that regulate Internet safety** ~~all activity on network/computer facilities/computers~~.

Due to ~~Because of~~ the complex association between ~~so many~~ government agencies and computer networks/computers **and the requirements of Federal and State laws**, the end user of ~~these~~ **the school district's** computer networks/computers must adhere to strict regulations. Regulations are provided ~~here~~ **to assure** ~~so that~~ staff, community, ~~and~~ pupils, ~~users~~ and ~~the~~ parent(s) or legal guardian(s) of pupils are aware of their responsibilities. The school district may modify these regulations at any time ~~by publishing modified regulations on the network and elsewhere~~. The signatures of the pupil and his/her parent(s) or legal guardian(s) on **a** ~~the~~ district-approved **C**~~c~~onsent and **W**~~w~~aiver **A**~~a~~greement are legally binding and indicate ~~that~~ the parties have read the terms and conditions carefully, understand their significance, and agree to abide by the rules **and regulations** established under Policy and Regulation ~~No.~~ 2361.

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Pupils are responsible for **acceptable and appropriate** ~~good~~ behavior **and conduct** on **school district** computer networks/computers ~~just as they are in a classroom or a school hallway~~. Communications on the computer networks/computers are often public in nature **and**~~.~~ **p**~~P~~olicies and **r**~~R~~egulations governing **appropriate** behavior and communications apply. The school district's networks, Internet access, and computers are provided for pupils to conduct research**, complete school assignments,** and communicate with others. Access to computer networks ~~services~~/computers is given to pupils who agree to act in a considerate**, appropriate,** and responsible manner. Parent**(s) or legal guardian(s)** ~~permission is required~~ **for a pupil to access the school district's computer networks/computers**. ~~Access is a privilege - not a right.~~ Access entails responsibility **and**~~.~~ **i**~~I~~ndividual users of the district computer networks/computers are responsible for their behavior and communications over the computer networks/computers. It is presumed ~~that~~ users will comply with district standards and will honor the agreements they have signed **and the permission they have been granted**. Beyond the clarification of such standards, the district is not responsible for the actions of individuals utilizing the computer networks/computers who violate the policies and regulations of the Board.

Computer networks/computer storage areas shall be treated in the same manner as other school storage facilities. **School district personnel** ~~Computer network/computer administrators~~ may review files and communications to maintain system integrity**,** ~~and ensure that~~ **confirm** users are using the system responsibly**, and ensure compliance with Federal and State laws that regulate Internet safety**. **Therefore,** ~~Users~~ **no person** should ~~not~~ expect ~~that~~ files stored on district servers will ~~always~~ be private **or confidential**.

~~Within reason, freedom of speech and access to information will be honored. During school, teachers of younger pupils will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media. As outlined in Board policy and procedures on pupil rights and responsibilities, copies of these are available in school offices.~~ **The following prohibited b**~~B~~ehavior **and/or conduct using the school district's networks/computers,** includes~~ing~~ but **is** not limited to, the following ~~are prohibited~~:

1. Sending or displaying offensive messages or pictures;

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2. Using obscene language and/or accessing **material or** visual depictions that are obscene as defined in section 1460 of Title 18, United States Code;

3. Using or accessing **material or** visual depictions that are child pornography, as defined in section 2256 of Title 18, United States Code;

4. Using or accessing **material or** visual depictions that are harmful to minors including any pictures, images, graphic image files or other **material or** visual depictions that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; ~~or~~

5. Depict**ing**, describe~~s~~**ing**, or represent**ing** in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors~~.~~;

6. **Cyberbullying;**

7. **Inappropriate online behavior, including inappropriate interaction with other individuals on social networking sites and in chat rooms;**

8~~6~~. Harassing, insulting, or attacking others;

9~~7~~. Damaging computers, computer systems, or computer networks/computers;

10~~8~~. Violating copyright laws;

11~~9~~. Using another's password;

12~~10~~. Trespassing in another's folders, work or files;

13~~11~~. Intentionally wasting limited resources;

14~~12~~. Employing the computer networks/computers for commercial purposes; and/or

15~~13~~. Engaging in other activities that do not advance the educational purposes for which computer networks/computers are provided.

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INTERNET SAFETY

Compliance with Children's Internet Protection Act

As a condition for receipt of certain Federal funding, t~~T~~he school district has technology protection measures for all computers in the school district, including computers in media centers/libraries, that block and/or filter **material or** visual depictions that are obscene, child pornography and harmful to minors as defined in 2, 3, ~~and~~ 4**, 5, 6, and** 7 above and in the Children's Internet Protection Act. The school district will certify the schools in the district, including media centers/libraries are in compliance with the Children's Internet Protection Act and the district **complies with and** enforces Policy **and Regulation** 2361.

Compliance with Neighborhood Children's Internet Protection Act

Policy 2361 and this Regulation establishes an Internet safety **protection** policy and procedures to address:

1. Access by minors to inappropriate matter on the Internet and World Wide Web;

2. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;

3. Unauthorized access, including "hacking" and other unlawful activities by minors online;

4. Cyberbullying;

5. Inappropriate online behavior, including inappropriate interaction with other individuals on social networking sites and in chat rooms;

~~6~~4. Unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and

~~7~~5. Measures designed to restrict minors' access to materials harmful to minors.

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Notwithstanding the **material or** visual depictions defined in the Children's Internet Protection **Act and the Neighborhood Children's Internet Protection Act** ~~and as defined in 2, 3, and 4 above~~, the Board shall determine Internet material that is inappropriate for minors.

The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly Board meeting or during a designated special Board meeting to address and receive public community input on the Internet safety **protection** policy - Policy and Regulation 2361. **Any changes in Policy and Regulation 2361 since the previous year's annual public hearing will also be discussed at a meeting following the annual public hearing.**

Optional

[Notice of the annual public hearing will be advertised in the designated school newspaper.]

Information Content and Uses of the System

Pupils may ~~Users agree~~ not ~~to~~ publish on or over the system any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane, or sexually offensive to ~~an~~ **reasonable** ~~average~~ person, or which, without the approval of the **Superintendent of Schools or designated school district personnel** ~~system administrators~~, contains any advertising or any solicitation ~~of other members~~ to use goods or services. **A pupil cannot** ~~The user~~ ~~agrees not to~~ use the facilities and capabilities of the system to conduct any business or solicit the performance of any activity~~,~~ which is prohibited by law.

Because the school district provides, through connection to the Internet, access to other computer systems around the world, pupils and their parent(s) or legal guardian(s) **should be advised** ~~understand that~~ the Board and ~~system administrators~~ **school district personnel** have no control over content. While most of the content available on the Internet is ~~innocuous~~ **not offensive** and much of it **is** a valuable educational resource, some objectionable material exists. **Even though t**~~T~~he Board ~~will~~ provides pupils access to Internet resources **through the district's computer networks/computers with installed appropriate technology protection measures, parents and pupils must be advised** ~~only in supervised environments and has taken steps to lock out objectionable areas to the extent possible, but~~ potential dangers remain **and offensive material may be accessed notwithstanding the technology protection measures taken by the school district**.

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Pupils and their parent(s) or legal guardian(s) are advised ~~that~~ some systems **and Internet sites** may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal **or offensive** material. The Board and ~~the~~ **school district personnel** ~~system administrators~~ do not condone the use of such materials and do not permit usage of such materials in the school environment. Parent(s) or legal guardian(s) having **Internet access available to their children at home** ~~accounts on the system~~ should be aware of the existence of such materials and monitor **their child's access to the school district system at** home ~~usage of the school district computer network~~. Pupils ~~knowingly bringing such materials~~ **prohibited by Policy and Regulation 2361** into the school environment will be disciplined in accordance with Board policies and regulations and such activities may result in termination of such pupils' accounts **or access** on the **school district's** computer networks and their independent use of computers.

On-line Conduct

Any action by a pupil or other user of the school district's computer networks/computers that is determined by **school district personnel** ~~a system administrator~~ to constitute an inappropriate use of **the district's** computer networks/computers ~~resources~~ or to improperly restrict or inhibit other **persons** ~~members~~ from using and enjoying those resources is strictly prohibited and may result in limitation on or termination of an offending **person's** ~~member's~~ **access** ~~account~~ and other **consequences** ~~action~~ in compliance with ~~the~~ Board policy and regulation. The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal **or offensive** material; nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information or software in violation of any local, State or Federal law is also prohibited and is a breach of the Consent and Waiver Agreement.

Pupils ~~Users~~ and their parent(s) or legal guardian(s) specifically agree to indemnify the _____ **s**~~S~~chool **d**~~D~~istrict and **school district personnel** ~~the system administrators~~ for any losses, costs, or damages, including reasonable attorneys' fees incurred by the Board relating to, or arising out of any breach of this section by the **pupil** ~~user~~.

Computer networks/computer resources are to be used by the **pupil** ~~user~~ for his/her educational use only; commercial uses are strictly prohibited.

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Software Libraries on the Network

Software libraries on **or through** the **school district's** networks are provided to pupils as an educational resource. No pupil may install, upload, or download software without the expressed consent of **appropriate school district personnel** ~~the system administrator~~. Any software having the purpose of damaging **another person's** ~~other members'~~ accounts **or information** on the school district computer networks/computers (e.g., computer viruses) is specifically prohibited. **School district personnel** ~~The system administrators, at their sole discretion, reserve the rights to refuse posting of files and to remove files.~~ **School district personnel** ~~The system administrators, at their sole discretion,~~ further reserve the right to immediately limit usage or terminate the **pupil's access** ~~account~~ or take other action consistent with the Board's policies and regulations of a **pupil** ~~member~~ who misuses the software libraries.

Copyrighted Material

Copyrighted material must not be placed on any system connected to the computer networks/computers without **authorization** ~~the author's specific written permission~~. ~~Only the owner(s) or persons they specifically authorize may upload copyrighted material to the system.~~ **Pupils** ~~Members~~ may download copyrighted material for their own use in accordance with Policy and Regulation ~~Nos.~~ 2531~~,~~ **Use of** ~~Copying~~ Copyrighted Materials. ~~Any~~ **pupil** ~~member~~ may **only** ~~also noncommercially~~ redistribute a copyrighted program with the expressed written permission of the owner or authorized person. Permission must be specified in the document, on the system, or must be obtained directly from the author **or authorized source**.

Public Posting Areas (Message Boards,~~/Usenet Groups~~ **Blogs, Etc.**)

~~Usenet~~ **M**~~m~~essages are posted from systems connected to the Internet around the world and ~~the~~ school district **personnel** ~~system administrators~~ have no control of the content of messages posted from these other systems. To best utilize system resources, **school district personnel** ~~the system administrators~~ will determine **message boards, blogs, etc.** ~~which Usenet groups~~ **that** are most applicable to the educational needs of the school district and will **permit access to** ~~carry~~ these ~~groups~~ **sites through** ~~on~~ the school district computer networks. **School district personnel** ~~The system administrators, at their sole discretion,~~ may remove messages ~~posted locally~~ that are deemed to be unacceptable or in violation of ~~the~~

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Board policies and regulations. **School district personnel** ~~The system administrators, at their sole discretion,~~ further reserve the right to immediately terminate the **access** ~~account~~ of a **pupil** ~~member~~ who misuses these **public posting areas** ~~message boards or Usenet groups~~.

Real-time, Interactive, Communication Areas

School district personnel ~~The system administrators, at their sole discretion,~~ reserve the right to monitor and immediately limit the use of the computer networks/computers or terminate the **access** ~~account~~ of a **pupil** ~~member~~ who misuses real-time conference features (talk/chat/Internet relay chat).

Electronic Mail

Electronic mail ("e~~E~~-mail") is an electronic message sent by or to a **person** ~~member~~ in correspondence with another person having Internet mail access. **The school district may or may not establish pupil email accounts. In the event the district provides email accounts, a**~~A~~ll messages sent and received on the school district computer networks**/computers** must have an educational purpose and are subject to review. Messages received by **a district-provided email account** ~~the system~~ are retained on the system until deleted by the **pupil** ~~recipient~~ or for a **period of time determined by the district** ~~maximum of fifteen days~~. A canceled account will not retain its e~~E~~-mails. **Pupils** ~~Members~~ are expected to remove old messages within fifteen days or **school district personnel** ~~the system administrators~~ may remove such messages. **School district personnel** ~~The system administrators~~ may inspect the contents of e~~E~~-mails sent by **a pupil** ~~one member~~ to an addressee, or disclose such contents to other than the sender or a recipient when required to do so by the ~~Board~~ policy, regulation**,** or other laws and regulations of the State and Federal governments. The Board reserves the right to cooperate fully with local, State, or Federal officials in any investigation concerning or relating to any e~~E~~-mail transmitted **or any other information** on the school district computer networks/computers.

Disk Usage

The **district** ~~system administrators~~ reserves the right to **establish maximum storage space a pupil receives** ~~set quotas for disk usage~~ on the **school district's** system. A **pupil** ~~member~~ who exceeds his/her quota of **storage** ~~disk~~ space will be advised to delete files to return to compliance with **the** predetermined **amount of**

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storage space ~~quotas~~. A **pupil** ~~member~~ who remains in noncompliance of **the storage** ~~disk~~ space ~~quotas~~ **allotment** after seven school days of notification **may** ~~will~~ have their files removed **from the school district's system** ~~by a system administrator~~.

Security

Security on any computer system is a high priority, especially when the system involves many users. If a **pupil** ~~member~~ ~~feels that he/she can~~ identif~~y~~**ies** a security problem on the computer networks**/computers**, the **pupil** ~~member~~ must notify **the appropriate school district staff member** ~~a system administrator~~. The **pupil** ~~member~~ should not inform **other** individuals ~~other than the system administrators or other designated members of the school district staff~~ of a security problem. ~~Professional staff may allow individuals who are not members to access the system through the staff personal account as long as the staff person does not disclose the password of the account to the individuals and understands that the staff person assumes responsibility for the actions of individuals using his/her account. Members may not otherwise allow others to use their account and password.~~ Passwords **provided to pupils by the district for access to the district's computer networks/computers or developed by the pupil for access to an Internet site** ~~to the system~~ should not be easily guessable by others **or shared with other pupils**~~, nor should they be words, which could be found in a dictionary~~. Attempts to log in to the system using either another **pupil's** ~~member's~~ **or person's** account ~~or as a system administrator will~~ **may** result in termination of the account **or access**. **A pupil** ~~Members~~ should immediately notify **the Principal or designee** ~~a system administrator~~ if a password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any **pupil** ~~member~~ identified as a security risk will have limitations placed on usage of the computer networks/computers or may be terminated as a user and be subject to other disciplinary action.

Vandalism

Vandalism **to any school district owned computer networks/computers may** ~~will~~ result in cancellation of system privileges and other disciplinary measures in compliance with the **d**~~D~~istrict's discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, or any of the agencies or other computer networks/computers that are connected to the Internet backbone or of doing intentional damage to hardware or software on the system. This includes, but is not limited to, the uploading or creation of computer viruses.

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Printing

The printing facilities of the computer networks/computers should be used judiciously. **Unauthorized p**~~P~~rinting for other than educational purposes is prohibited.

Internet Sites and the World Wide Web

Option:
Choose one of the following two options:

_____ **[Designated school district personnel** ~~The system administrator~~ may establish an Internet site(s) on the World Wide Web or other Internet locations. Such sites shall be administered and supervised by **designated school district personnel** ~~the system administrator,~~ who shall ensure ~~that~~ the content of the site complies with Federal, State**,** and local laws and regulations as well as Board policies and regulations.

OR

_____ **Designated school district personnel** ~~The system administrator~~ may not establish an Internet site(s) on the World Wide Web or other Internet locations.]

Violations

Violations of the Acceptable Use of Computer Networks/Computers and Resources **Policy and Regulation** may result in a loss of access as well as other disciplinary or legal action. Disciplinary action shall be taken as indicated in Policy and**/or** Regulation, ~~Nos.~~ 2361~~,~~-Acceptable Use of Computer Networks/Computers and Resources, ~~No.~~ 5600~~,~~-Pupil Discipline**/Code of Conduct**, ~~No.~~ 5610~~,~~- Suspension and ~~No.~~ 5620~~,~~- Expulsion as well as possible legal action and reports to the legal authorities and entities.

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Determination of Consequences for Violations

The particular consequences for violations of this **P**~~p~~olicy shall be determined by the _____ ~~(individual responsible for computer network/computers)~~ **Principal or designee** ~~in matters relating to the use of computer networks/computers and by the Principal in matters of school suspension~~. The Superintendent or designee and the Board shall determine when school expulsion and/or legal action or actions by the authorities **is** ~~are~~ the appropriate course of action.

Individuals violating this **P**~~p~~olicy shall be subject to the consequences as indicated in **Board Policy and** Regulation ~~No.~~ 2361 and other appropriate discipline, which includes but is not limited to:

1. Use of **c**~~C~~omputer **n**~~N~~etworks**/c**~~C~~omputers only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

~~Decisions of the _____ (individual responsible for computer networks/computers) may be appealed in accordance with Policy No. 5710 Pupil Grievances.~~

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

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

A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. In order to ensure the safety of pupils that participate in interscholastic athletics **and cheerleading programs**, it is imperative that student-athletes, **cheerleaders,** coaches, and parents are educated about the nature and treatment of sports-related concussions and other head injuries. Allowing a student-athlete **or cheerleader** to return to play before recovering from a concussion increases the chance of a more serious brain injury.

Every school district that participates in interscholastic athletics **or cheerleading programs** is required to adopt a policy concerning the prevention and treatment of sports-related concussions and other head injuries among student-athletes **and cheerleaders** in accordance with the provisions of N.J.S.A. 18A:40-41.1 et seq. For the purpose of this Policy, "interscholastic athletics" shall be Kindergarten through twelfth grade school-sponsored athletic programs where teams or individuals compete against teams or individuals from other schools or school districts. **For the purpose of this Policy, "cheerleading program" shall be Kindergarten through twelfth grade school-sponsored cheerleading programs.**

The school district will adopt an Interscholastic Athletic **and Cheerleading** Head Injury Training Program to be completed by the team or school physician, licensed athletic trainer(s) involved in the interscholastic athletic program, all staff members that coach an interscholastic sport **or cheerleading program**, designated school nurses, and other appropriate school district personnel as designated by the Superintendent. This Training Program shall be in accordance with guidance provided by the New Jersey Department of Education and the requirements of N.J.S.A. 18A:40-41.2.

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The Principal or designee shall distribute the New Jersey Department of Education Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form to every student-athlete who participates in interscholastic sports **and every cheerleader who participates in a cheerleading program**. The Principal or designee shall obtain a signed acknowledgement of the receipt of the Fact Sheet by the student-athlete **or cheerleader**'s parent and keep on file for future reference.

Prevention of a sports-related concussion and head injuries is an important component of the school district's program. The school district may require pre-season baseline testing of all student-athletes **and cheerleaders** before the ~~student-athlete~~ **pupil** begins participation in an interscholastic athletic **or cheerleading** program.

Any student-athlete **or cheerleader** who exhibits the signs or symptoms of a sports-related concussion or other head injury during practice or competition shall be immediately removed from play and may not return to play that day. Emergency medical assistance shall be contacted when symptoms get worse, loss of consciousness, direct neck pain associated with the injury, or any other sign the supervising school staff member determines emergency medical attention is needed. If available when the student-athlete **or cheerleader** is exhibiting signs or symptoms, the ~~student-athlete~~ **pupil** will be evaluated by the school or team physician. The Principal or designee shall contact the ~~student-athlete's~~ **pupil's** parent and inform the parent of the suspected sports-related concussion or other head injury.

Possible signs of a concussion can be observed by any school staff member or the school or team physician. Any possible symptoms of a concussion can be reported by the student-athlete **or cheerleader** to: coaches; licensed athletic trainer; school or team physician; school nurse; and/or parent. The Principal or designee shall provide the student-athlete **or cheerleader** with Board of Education approved suggestions for management/medical checklist to provide to their parent and physician or other licensed healthcare professional trained in the evaluation and management of sports-related concussions and other head injuries.

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A student-athlete **or cheerleader** who participates in interscholastic athletics **or a cheerleading program** and who sustains or is suspected of sustaining a concussion or other head injury shall be required to have a medical examination conducted by their physician or licensed health care provider. The **pupil's** ~~student-athlete's~~ physician or licensed health care provider shall be trained in the evaluation and management of concussion to determine the presence or absence of a sports-related concussion or head injury.

The **pupil's** ~~student-athlete's~~ physician or licensed health care provider must provide to the school district a written medical release/clearance for the **pupil** ~~student-athlete~~ indicating when the **pupil** ~~student-athlete~~ is able to return to the activity. The medical release/clearance must indicate the student-athlete **or cheerleader** is asymptomatic at rest and either may return to the interscholastic athletic activity **or cheerleading program** because the injury was not a concussion or other head injury or may begin the district's graduated return to competition and practice protocol outlined in Regulation 2431.4. A medical release/clearance not in compliance with this Policy will not be accepted. The medical release/clearance must be reviewed and approved by the school or team physician.

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

For the purposes of this Policy a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

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This Policy and Regulation shall be reviewed and approved by the school physician and shall be reviewed annually, and updated as necessary, to ensure it reflects the most current information available on the prevention, risk, and treatment of sports-related concussion and other head injuries.

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

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REGULATION GUIDE

[See POLICY ALERT Nos. 194 and 197]

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

A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. Allowing a student-athlete **or cheerleader** to return to play before recovering from a concussion increases the chance of a more serious brain injury that can result in severe disability and/or death. The following procedures shall be followed to implement N.J.S.A. 18A:40-41.1 et seq. and Policy 2431.4.

A. Interscholastic Athletic/**Cheerleading Program** Head Injury Training Program

1. The school district will adopt an Interscholastic Athletic/**Cheerleading Program** Head Injury Training Program to be completed by the school or team physician, licensed athletic trainer(s) involved in the interscholastic athletic program, all staff members that coach an interscholastic sport **or cheerleading program**, designated school nurses, and other appropriate school district personnel as designated by the Superintendent.

2. This Training Program shall be in accordance with the guidance provided by the New Jersey Department of Education and the requirements of N.J.S.A. 18A:40-41.1 et seq.

B. Prevention

1. The school district may require pre-season baseline testing of all student-athletes **and cheerleaders** before the **pupil** ~~student-athlete~~ begins participation in an interscholastic athletic program or activity **or cheerleading program**. The baseline testing program shall be reviewed and approved by the school or team physician trained in the evaluation and management of sports-related concussions and other head injuries.

2. The Principal or designee will review educational information for student-athletes **and cheerleaders** on prevention of concussions.

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3. All school staff members, student-athletes, **cheerleaders,** and parents of student-athletes **and cheerleaders** shall be informed through the distribution of the New Jersey Department of Education Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form and other communications from the Principal and coaches on the importance of early identification and treatment of concussions to improve recovery.

C. Signs or Symptoms of Concussion or Other Head Injury

1. Possible signs of concussions can be observed by coaches, licensed athletic trainer, school or team physician, school nurse, or other school staff members. Possible signs of a concussion may be, but are not limited to, the student-athlete **or cheerleader**:

   a. Appears dazed, stunned, or disoriented;

   b. Forgets plays, or demonstrates short-term memory difficulty;

   c. Exhibits difficulties with balance or coordination;

   d. Answers questions slowly or inaccurately; and/or

   e. Loses consciousness.

2. Possible symptoms of concussion shall be reported by the student-athlete **or cheerleader** to coaches, licensed athletic trainer, school or team physician, school nurse, and/or parent. Possible symptoms of a concussion are, but not limited to:

   a. Headache;

   b. Nausea/vomiting;

   c. Balance problems or dizziness;

   d. Double vision or changes in vision;

   e. Sensitivity to light or sound/noise;

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f. Feeling sluggish or foggy;

g. Difficulty with concentration and short-term memory;

h. Sleep disturbance; or

i. Irritability.

D. Emergency Medical Attention for Concussion or Other Head Injury

1. Any student-athlete **or cheerleader** who is exhibiting the signs or symptoms of a sports-related concussion or other head injury during practice or competition shall immediately be removed from play and activities and may not return to the practice or competition that day.

2. The school staff member supervising the student-athlete **or cheerleader** when the ~~student-athlete~~ **pupil** is exhibiting signs or symptoms of a sports-related concussion or other head injury shall immediately contact emergency medical assistance when symptoms get worse, loss of consciousness, direct neck pain associated with the injury, or any other sign the supervising school staff member determines emergency medical attention is needed.

   a. In the event the school or team physician is available when the student-athlete **or cheerleader** is exhibiting signs or symptoms of a sports-related concussion or other head injury, the physician may make the determination to call emergency medical assistance.

3. The school staff member supervising the student-athlete **or cheerleader** when the ~~student-athlete~~ **pupil** is exhibiting signs or symptoms of a sports-related concussion or other head injury during practice or competition shall report the occurrence to the Principal or designee. The Principal or designee shall contact the ~~student-athlete's~~ **pupil's** parent and inform the parent of the suspected sports-related concussion or other head injury.

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E. Sustained Concussion or Other Head Injury

1. A student-athlete **or cheerleader** who participates in interscholastic athletics **or cheerleading program** and who sustains or is suspected of sustaining a concussion or other head injury shall immediately be removed from practice or competition and shall be required to have a medical examination conducted by their physician or licensed health care provider. The ~~student-athlete's~~ **pupil's** physician or licensed health care provider shall be trained in the evaluation and management of concussion to determine the presence or absence of a sports-related concussion or head injury.

2. The student-athlete **or cheerleader** suspected of sustaining a concussion or other head injury shall be provided a copy of Board of Education Policy and Regulation 2431.4 and a copy of Board of Education approved suggestions for management/medical checklist to provide to their parent and their physician or licensed health care professional.

3. The student-athlete **or cheerleader's** physician must provide to the school district, upon the completion of a medical examination, a written medical release/clearance when the ~~student-athlete~~ **pupil** is able **to** return to the activity. The release/clearance must indicate:

   a. The medical examination determined the injury was not a concussion or other head injury, the ~~student-athlete~~ **pupil** is asymptomatic at rest, and the ~~student-athlete~~ **pupil** may return to the interscholastic athletic **or cheerleading** activity; or

   b. The medical examination determined the injury was a concussion or other head injury, the ~~student-athlete~~ **pupil** is asymptomatic at rest, and can begin the graduated return to competition and practice protocol outlined in F. below.

   A medical release/clearance not in compliance with this requirement will not be accepted. The student-athlete **or cheerleader** may not return to the activity or begin the graduated return to competition and practice protocol until he/she receives a medical evaluation and provides a medical clearance/release that has been reviewed and approved by the school or team physician.

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4. Complete physical, cognitive, emotional, and social rest is advised while the ~~student-athlete~~ **pupil** is experiencing symptoms and signs of a sports-related concussion or other head injury. (Minimize mental exertion, limit over-stimulation and multi-tasking, etc.)

F. Graduated Return to Competition and Practice Protocol

1. Upon the school physician's acceptance of the written medical release/clearance, the student-athlete **or cheerleader** may begin a graduated return to competition and practice protocol supervised by a licensed athletic trainer, school or team physician, or designated school nurse trained in the evaluation and management of concussions and other head injuries. The following steps shall be followed:

   Step 1 - Completion of a full day of normal cognitive activities (attendance at school, studying for tests, watching practice, interacting with peers, etc.) without re-emergence of any signs or symptoms. If there is no return of signs or symptoms of a concussion, the student-athlete **or cheerleader** may advance to Step 2 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur, the ~~student-athlete~~ **pupil** shall be required to have a re-evaluation by ~~the student-athlete's~~ **their** physician or licensed healthcare provider. The ~~student-athlete~~ **pupil** shall not be permitted to begin the graduated return to competition and practice protocol until a medical clearance, as required in E.3. above, is provided and approved by the school or team physician.

   Step 2 - Light aerobic exercise, which includes walking, swimming, or stationary cycling, keeping the intensity less than 70% maximum percentage heart rate. There shall be no resistance training. The objective of this Step is increased heart rate. If there is no return of any signs or symptoms of a concussion, the student-athlete **or cheerleader** may advance to Step 3 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur, the ~~student-athlete~~ **pupil** shall return to Step 1.

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Step 3 - Sport-specific exercise including skating and/or running. There shall be no head impact activities. The objective of this Step is to add movement and continue to increase the student-athlete **or cheerleader's** heart rate. If there is no return of any signs or symptoms of a concussion, the ~~student-athlete~~ **pupil** may advance to Step 4 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur, the ~~student-athlete~~ **pupil** shall return to Step 2.

Step 4 - Non-contact training drills such as passing drills, agility drills, throwing, catching, etc. The student-athlete **or cheerleader** may initiate progressive resistance training. If there is no return of any signs or symptoms of a concussion, the ~~student-athlete~~ **pupil** may advance to Step 5 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur, the ~~student-athlete~~ **pupil** shall return to Step 3.

Step 5 - The ~~student/athlete's~~ **pupil's** medical condition, upon completing Step 4 with no return of any signs or symptoms of a concussion, shall be evaluated for medical clearance based upon consultation between the school district's licensed athletic trainer, school or team physician, designated school nurse, and the ~~student-athlete's~~ **pupil's** physician. After this consultation and upon obtaining written medical release/clearance approved by the school or team physician, the ~~student-athlete~~ **pupil** may participate in normal training activities. The objective of this Step is to restore the ~~student-athlete's~~ **pupil's** confidence and for the coaching staff to assess the ~~student-athlete's~~ **pupil's** functional skills. If there is no return of any signs or symptoms of a concussion, the ~~student-athlete~~ **pupil** may advance to Step 6 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur or if the ~~student-athlete~~ **pupil** does not obtain medical release/clearance to proceed to Step 6, the school or team physician, in consultation with the ~~student-athlete's~~ **pupil's** physician, shall determine the ~~student-athlete's~~ **pupil's** return to competition and practice protocol.

Step 6 - Return to play involving normal exertion or game activity. If the ~~student-athlete~~ **pupil** exhibits a re-emergence of any concussion signs or symptoms once he/she returns to physical activity, he/she will be removed from further activities and returned to Step 5.

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G. Temporary Accommodations for Student-Athletes **and Cheerleaders** with Sports-Related Head Injuries

1. Rest is the best "medicine" for healing concussions or other head injuries. The concussed brain is affected in many functional aspects as a result of the injury. Memory, attention span, concentration, and speed of processing significantly impact learning. Further, exposing the concussed ~~student athlete~~ **pupil** to the stimulating school environment may delay the resolution of symptoms needed for recovery. Accordingly, consideration of the cognitive effects in returning to the classroom is also an important part of the treatment of sports-related concussions and head injuries.

2. Mental exertion increases the symptoms from concussions and affects recovery. To recover, cognitive rest is just as important as physical rest. Reading, studying, computer usage, testing, texting, and watching movies if a pupil is sensitive to light/sound, can slow a pupil's recovery. In accordance with the Centers for Disease Control's toolkit on managing concussions, the Board of Education may look to address the pupil's cognitive needs in the following ways. Pupils who return to school after a concussion may need to:

   a. Take rest breaks as needed;

   b. Spend fewer hours at school;

   c. Be given more time to take tests or complete assignments (all courses should be considered);

   d. Receive help with schoolwork;

   e. Reduce time spent on the computer, reading, and writing; and/or

   f. Be granted early dismissal from class to avoid crowded hallways.

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POLICY GUIDE

[See POLICY ALERT Nos. 120, 135, 147, 153, 168, 170 and 197]

2622 PUPIL ASSESSMENT

The New Jersey Statewide assessment program has been designed to measure the extent to which all pupils at the elementary, middle, and secondary levels have attained New Jersey's Core Curriculum Content Standards. The Board of Education will comply with implementing the schedule of the New Jersey State Board of Education Statewide assessment program.

Assessments

The Superintendent shall develop and present to the Board annually for its approval an assessment program that complies with rules of the State Board of Education.

Records

The Board shall maintain an accurate record of each pupil's performance on Statewide assessments in accordance with N.J.A.C. 6A:8-4.2. Notwithstanding Policy ~~No.~~ 8330, information regarding individual pupil test scores shall be released only to the pupil, his/her parent(s) or legal guardian(s), or individuals eligible by court order and school personnel and school officials deemed **authorized by Federal and State law** ~~appropriate by the Commissioner~~.

Dissemination of Information

In accordance with the requirements of N.J.A.C. 6A:8-4.5, t~~T~~he school district **is required to** ~~must~~ **report annually to the State Board of Education and** ~~release to~~ the public **on the progress of all pupils and pupil subgroups in meeting the Core Curriculum Content Standards as measured by the Statewide assessment system by publishing and distributing the Department of Education's annual New Jersey School Report Card in accordance with N.J.S.A. 18A:7E-2 through 6 and the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1 et seq.** ~~the results of Statewide assessments in accordance with the New Jersey Department of Education guidelines. Additionally, the results of the performance of school district pupils on Statewide assessments shall be released annually through the dissemination of the school district's New Jersey School Report Card and other such means as determined by the Superintendent~~.

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Parental Notification

Parent(s) or legal guardian(s) shall be informed of the district assessment program and of any special tests that are to be administered to their children.

PROGRAM EXCEPTIONS

Pupils With Disabilities

Pupils with disabilities shall participate in all State assessments **systems in accordance with provisions as outlined in N.J.A.C. 6A:14-4.10** ~~unless the pupil's disability is so severe that the pupil is not receiving instruction in any of the knowledge and skills measured by the Statewide assessment in a subject area with or without accommodations. The Board shall provide appropriate accommodations or modifications to the Statewide assessment system as specified by the New Jersey Department of Education as defined in N.J.A.C. 6A:14-1.3 or Section 504 of the Rehabilitation Act as determined by the Individual Education Plan (IEP) Team or the 504 Team in compliance with the New Jersey Department of Education guidelines~~. **Accommodations and modifications approved by the New Jersey Department of Education for the administration of the Statewide assessment shall be provided when determined necessary by the Individual Education Plan (IEP) team to pupils with disabilities who participate in general Statewide assessments. Pupils with disabilities shall participate in the Alternative Proficiency Assessment (APA) as provided for in N.J.A.C. 6A:14-4.10(a)2.** ~~Special Review Assessment (SRA) may be used for pupils who have not demonstrated proficiency in one or more content areas of the High School Proficiency Assessment. Alternate Proficiency Assessment (APA) may be used for pupils with severe disabilities.~~

~~Pupils With Limited English Proficiency (LEP)~~ **English Language Learner (ELL)**

An English language learner is a person who is in the process of acquiring English and has a first language other than English. ELLs are the same pupils who are sometimes referred to as limited English proficient (LEP). All ELLs ~~Pupils with limited English proficiency (LEP)~~ shall participate in all Statewide assessments and may be provided appropriate accommodations or modifications as **approved** ~~specified~~ by the New Jersey Department of Education.

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All **ELLs** ~~pupils of limited English proficiency~~ shall satisfy the requirements for high school graduation according to N.J.A.C. 6A:8-5.1, except **that** any **ELL** ~~pupil of limited English proficiency~~ may demonstrate they have attained State minimum levels of proficiency through:

1. Passage of the ~~SRA~~ **Alternative High School Assessment (AHSA)** process in their native language and passage of an English fluency assessment approved by the New Jersey Department of Education; or

2. Passage of the ~~SRA~~ **AHSA** process in English with appropriate accommodations.

Pupils with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act and who participate in the AHSA process are not required to participate in repeated administrations of the High School Proficiency Assessment (HSPA).

N.J.S.A. 18A:7C-6.2
N.J.A.C. ~~6:8-2.2;~~ 6A:7-1.7; 6A:8-4.1; 6A:8-5.1 ~~et seq.~~;
6A:14-1.1 et seq.; 6A:14-3.7; **6A:14-4.10;** 6A:14-4.12; 6A:15-1.11

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POLICY GUIDE

[See POLICY ALERT Nos. 92, 182, 184 and 197]

6470 PAYMENT OF CLAIMS

The Board of Education directs the prompt payment of legitimate claims by suppliers of goods and services to the school district, provided that each bill or obligation of this Board is fully itemized and verified before a warrant is drawn for its payment.

When an invoice is received, the School Business Administrator/Board Secretary or designee shall verify the voucher is properly submitted, acceptable goods were received or satisfactory services rendered, the expenditure is included in the Board's budget and funds are available for its payment, and the amount of the invoice is correct.

The School Business Administrator/Board Secretary shall identify and investigate, if necessary, the reason for any increase to a purchase order. If it is found by the School Business Administrator/Board Secretary that an increase to a purchase order is warranted, the School Business Administrator/Board Secretary shall either approve a revision to the original purchase order with the reason noted, approve the issuance of a supplemental purchase order for the difference, or cancel the original purchase order and issue a new purchase order. If it is found an increase is not warranted, the purchase order shall be cancelled and the goods returned. In no instance shall an adjustment be made to a purchase order that changes the purpose or vendor of the original purchase order or a bid award price.

The school district's financial systems shall be programmed to:

1. Limit system access so that only appropriate Business office staff may make purchase order adjustments;

2. Reject adjustments in excess of any established approval thresholds;

3. Prevent unauthorized changes to be processed;

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4. Reject payments where the sum of the invoice amount plus any previous invoices charged to the purchase order exceeds the sum of the original purchase order amount plus any authorized adjustments;

5. Reject duplicate purchase order numbers;

6. Reject duplicate invoice numbers; and

7. Prepare an edit/change report listing all payments made in excess of the originally approved purchase order amount.

The School Business Administrator/Board Secretary shall review on a monthly basis edit/change reports listing all payments made in excess of the originally approved purchase order amount to ensure that all payments made are properly authorized.

If funds are not available in the budget line account to which the expenditure will be charged, funds may be transferred in accordance with Policy ~~No.~~ 6422.

[Select One Option Below

___ **The Board must approve all claims for payment, except such payments that are to be paid from funds derived from athletic events or other activities of pupil organizations.**

X The Board must approve all claims for payment, except~~,~~ **such payments that are to be paid from funds derived from athletic events or other activities of pupil organizations.** ~~I~~in accordance with N.J.S.A. 18A:19-4.1, the School Business Administrator/Board Secretary and the CSA (superintendent) are authorized to approve payment of claims not greater than $ 5400, interest on bonds as it becomes due, payments to redeem bonds as they become due, progress payments to contractors in accordance with a contract approved by the Board, and warrants to cover approved payrolls and agency account deposits prior to presentation to the Board. Any such approval of payment must be presented to the Board for ratification at the next regular Board meeting.

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___ **The Board must approve all claims for payment, except such payments that are to be paid from funds derived from athletic events or other activities of pupil organizations. However, in accordance with N.J.S.A. 18A:19-4 and N.J.S.A. 18A:19-4.1, the Board may by Board resolution designate a person in addition to the Board Secretary to audit any account and demand to be paid, and provide for approval of such account or demand by such designated person or the Board Secretary prior to presentation to the Board. Any such approval of payment must be presented to the Board for ratification at the next regular Board meeting. The Board may, in the resolution, establish a maximum dollar amount for which payment may be authorized without prior Board approval.]**

All claims **shall be fully itemized, verified, and shall** ~~will~~ be submitted for Board review and approval or ratification. Claims must be submitted to the Board in the form of a list that includes the number, amount, and date of the warrant; the payee; the reason for the expenditure; and the account charged. **All claims that equal or exceed fifteen percent of the bid threshold amount established pursuant to N.J.S.A. 18A:18A-3, except for payrolls and debt service, shall be verified by affidavit or by signed declaration in writing in accordance with the provisions of N.J.S.A. 18A:19-3.**

The list of claims must be accompanied by the original records that include copies of the purchase order, the receiving report, the vendor's invoice, and the purchase requisition. The list of approved warrants will be included in the minutes of the Board meeting.

When a claim for payment is duly approved in accordance with this **P**~~p~~olicy, the School Business Administrator/Board Secretary and/or a designated staff member shall promptly prepare a warrant for payment, cancel the commitment placed against the appropriate account, and post the actual expenditure. All warrants **shall** ~~must~~ be signed by the **Board** President, Board Secretary, **Superintendent of Schools,** and/**or** Treasurer of School Moneys, **as appropriate to the district.**

N.J.S.A. 18A:17-36; **18A:18A-3;** 18A:19-1 et seq.; **18A:19-3; 18A:19-4; 18A:19-4.1;** 18A:22-8.1
N.J.S.A. 18A:54-26 **[vocational districts]**
N.J.A.C. 6A:23A-6.10

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REGULATION GUIDE

[See POLICY ALERT Nos. 110, 154, 182 and 197]

R 6470 PAYMENT OF CLAIMS

A. Receipt of Goods and Services

1. The ~~administrator~~ **staff member authorized to** ~~who~~ receives goods or services shall check them against the purchase order issued and determine whether the goods or services delivered meet the specifications and quantities set forth in the purchase order.

2. The **authorized staff member** ~~receiving administrator~~ will record his or her approval of the received goods or services on the receiving copy of the purchase order and return it to the Business office. A copy of the purchase order will be retained by the receiving **staff member** ~~administrator~~.

3. Any over supply, shortage, substitution, or other discrepancy must be reported immediately to the School Business Administrator/Board Secretary or designee.

B. Approval of Invoice

1. The School Business Administrator/Board Secretary or designee shall verify the vendor's invoice for the correct billing price and check the invoice for accurate extensions and omission of tax.

2. The School Business Administrator/Board Secretary or designee shall attach the vendor's invoice and **verification** voucher, if a **verification** voucher is necessary, to the copy of the purchase order received from the requisitioner certifying satisfactory completion **of the service or receipt of the goods**.

3. If the invoice price exceeds the purchase order price the invoice will be referred to the School Business Administrator/Board Secretary, who will only approve a payment amount in excess of the approved purchase order amount in accordance with the provisions of Policy 6470 and N.J.A.C. 6A:23A-6.10.

4. If extensions are incorrectly calculated, the invoice will be returned to the vendor for correction.

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5. If tax has been charged, the invoice will be returned to the vendor for correction with a copy of the district's tax exemption certificate.

6. If goods or services received were not satisfactory, the receiving **staff member** ~~officer~~ and the vendor will be consulted in order to reach a resolution satisfactory to all parties.

7. The ~~verified~~ **final** invoice, **verification** voucher (if necessary), verified receipt, and all accompanying papers will be forwarded to the School Business Administrator/Board Secretary or designee.

C. Issuance of Warrants

1. The School Business Administrator/Board Secretary or designee may prepare warrants for expenditures for which the Board has waived approval ~~and~~ **as** ~~which are~~ listed in Policy ~~No.~~ 6470~~:~~.

   ~~a. Interest on bonds as it becomes due,~~

   ~~b. Payments to redeem bonds as they become due,~~

   ~~c. Progress payments to contractors in accordance with a contract approved by the Board,~~

   ~~d. Warrants to cover payroll and approved agency account deposits, and~~

   ~~e. Claims not exceeding $_____ in amount.~~

2. **All claims paid** ~~Expenditures made~~ without prior Board approval **as permitted in Policy 6470 and N.J.S.A. 18A:19-4.1 et seq. shall** ~~must~~ be reported to the Board at its next meeting after the warrant is drawn.

3. All other demands for payment will be submitted to the **Board** ~~_____ (Board, _____ Committee of the Board, or Board Committee Chairperson)~~ for approval.

4. In accordance with Policy ~~No.~~ 6470, claims must be submitted to the Board in the form of a list that includes the:

   a. Number, amount, and date of the warrant,

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REGULATION GUIDE

b. Payee,

c. Reason for the expenditure, and

d. Account charged.

5. When the expenditure has been approved, the authorized Business office staff member will debit the correct account and credit the encumbrance.

6. ~~A warrant will be prepared for the payment of goods or services.~~ The warrant number will be recorded on the file copy of the vendor's invoice.

7. All warrants shall be signed by the Board President, the Board Secretary, **Superintendent of Schools,** and/**or** the Treasurer of School Moneys**, as appropriate to the district and in accordance with the requirements of applicable statutes and administrative codes.**

~~**Optional**~~

~~**Choose one or more (For use only where checkwriter machine, signature stamps and/or computer system are approved for use)**~~

~~[8. Each warrant may be run through a checkwriter machine for imprint, of the signatures of the Board President, Board Secretary, and the Treasurer of School Moneys. When not in use, the checkwriter machine will be kept secured under two separate locks, each requiring a different key. Keys to the checkwriter machine locks will be removed from the checkwriter machine when it is not in use and will be separately secured. One key will be under the control of the Board Secretary, and the other under the control of the Treasurer of School Moneys.~~

~~AND/OR~~

~~9. Each warrant may have signatures affixed by use of signature stamps of the Board President, Board Secretary and the Treasurer of School Moneys. When the stamps are not in use they will be kept secured under two separate locks, each requiring a different key. Keys will be secured separately. One key will be under the control of the Board Secretary and the other under the control of the Treasurer of School Moneys.~~

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REGULATION GUIDE

~~AND/OR~~

~~Each warrant will have an imprint of the signatures of the Board President, Board Secretary and the Treasurer of School Moneys affixed by the computerized system when the warrants are printed.~~

~~The computer system used to prepare warrants and affix signatures shall have appropriate security software to assure that unauthorized individuals do not have access to the system.]~~

8. **The Board of Education shall approve the authorized signatures to be required on warrants for each account. Warrants may be signed in one or more of the following manners:**

   a. **Warrants may be run through a checkwriter machine for imprint of the required signatures. A checkwriter machine will be kept in a secured location. The key(s) to the checkwriter machine will be removed from the checkwriter machine when it is not in use and stored in a secured location not with the checkwriter machine.**

   b. **Warrants may have the required signatures affixed by use of signature stamps. When the signature stamps are not in use they will be kept in a secured location.**

   c. **Warrants may have an imprint of the signatures affixed by the computerized system when the warrants are printed. The computer system used to prepare warrants and affix signatures shall have appropriate security software to assure that unauthorized individuals do not have access to the system.**

Issued:

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6620 PETTY CASH

The Board of Education authorizes the establishment of petty cash funds in accordance with this policy. The Board directs the implementation of appropriate controls to protect the funds from abuse.

The Board hereby establishes imprest petty cash funds in the care of the following persons and in the following amounts:

Account Title	Custodian(s)	Amount	Maximum Single Expenditure
District Office	Assistant to the Business Administrator	$400	$ 50
High School	Principal	$400	$ 50
Performing Arts-Theater	**Theater Instructor**	**$500**	**$200**
Performing Arts-Dance	**Dance Instructor**	**$500**	**$200**

Petty cash funds may be disbursed only for the immediate payment of comparatively small expenditures and may not be used to circumvent the regular purchasing procedures of this district. Each request for petty cash funds must be in a written document that is signed by the person making the request; supporting documents, if any, will be affixed to the request.

The custodian of a petty cash fund shall submit to the Board Secretary a request for replenishment when the monies available in the fund have declined to fifty percent or less of the authorized amount of the fund. The Board Secretary shall prepare a voucher for approval by the Board. The voucher will include disbursement slips to support the amount of the replenishment and its allocation to any account.

The petty cash box must be secured daily. All petty cash funds will be closed out for audit at the end of the school year, and unused funds will be returned to the depository. The custodian of each fund will report to the Board on amounts disbursed from the fund not less than once each year.

N.J.S.A. 2C:21-15
N.J.S.A. 18A:19-13; 18A:23-2
N.J.A.C. 7A:23-2.9 et seq.

Adopted: 25 June 2007
Revised: 24 October 2011

ADDENDUM #4

PROFESSIONAL DEVELOPMENT REQUESTS
October 2012

	DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
1	November 14, 2012	Irene Ives	NA	$28.03/mileage $2.50/tolls	Career Development Awards Board Meeting	Lawrenceville, NJ
2	November 19, 2012	Irene Ives Karen Winfield	NA	$26.86/mileage $39.91/mileage	HESAA	Lakewood, NJ
3	November 19-20, 2012	Elaine Howe	NA	NA	Fatherhood Curriculum Training	Flemington, NJ
4	December 7, 2012	Chris Lemongelli Joe Petrosino Karen Winfield	$125.00 ea.	$27.90/mileage $14.26/mileage $20.45/mileage	Planning and Implementing a Successful I&RS Program for School Administrators	Westfield, NJ
5	January 16, 2013	Irene Ives	NA	$28.03/mileage $2.50/tolls	Career Development Awards Board Meeting	Lawrenceville, NJ
3	November 12, 19, December 3, 10, 17, 2012	Michele Sartori	NA	$22.01/mileage/day	Systems 3000 Payroll	Eatontown, NJ
4	October 26, 2012	Michele Sartori	NA	$15.19/mileage	SkillsUSA Conference	Jamesburg, NJ
5	November 14, 2012	Chrys Harttraft Teresa Morelli	NA		Affirmative Action Officer Training	Manville, NJ
6	December 13, 2012	Chrys Harttraft Bill Hyncik Bill Dudeck Alan Braun	$75.00/pp		Somerset County Business Partnership Annual Meeting & Young Entrepreneur Award	Bridgewater, NJ
7						

10/15 4:12pm

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10 (including 16, 17 & 18)
Interim Balance Sheet
For 3 Month Period Ending 09/30/2012

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

--- A S S E T S ---			
101	Cash in bank		$1,320,151.13
121	Tax levy receivable		$8,558,336.00
	Accounts receivable:		
141	Intergovernmental - State	$1,185,909.24	
143	Intergovernmental - Other	$5,674.03	
			$1,191,583.27
--- R E S O U R C E S ---			
301	Estimated Revenues	$13,838,142.00	
302	Less Revenues	($12,775,867.51)	
			$1,062,274.49
	Total assets and resources		$12,132,344.89

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10 (including 16, 17 & 18)
Interim Balance Sheet
For 3 Month Period Ending 09/30/2012

LIABILITIES AND FUND EQUITY

--- L I A B I L I T I E S ---					
421	Accounts Payable				$950.00
	Other current liabilities				($20.00)
	TOTAL LIABILITIES				$930.00
F U N D B A L A N C E					
--- A p p r o p r i a t e d ---					
753	Reserve for encumbrances - Current Year			$8,649,980.23	
754	Reserve for encumbrance - Prior Year			$47,009.00	
	Reserved fund balance:				
760	Reserved Fund Balance			$207,216.00	
601	Appropriations		$14,109,967.71		
602	Less : Expenditures	$2,540,028.50			
603	Encumbrances	$8,696,989.23	($11,237,017.73)		
				$2,872,949.98	
	Total Appropriated			$11,777,155.21	
--- U n a p p r o p r i a t e d ---					
770	Fund Balance			$426,359.68	
303	Budgeted Fund Balance			($72,100.00)	
	TOTAL FUND BALANCE				$12,131,414.89
	TOTAL LIABILITIES AND FUND EQUITY				$12,132,344.89

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	$14,109,967.71	$11,237,017.73	$2,872,949.98
Revenues	($13,838,142.00)	($12,775,867.51)	($1,062,274.49)
	$271,825.71	($1,538,849.78)	$1,810,675.49
Less: Adjust for prior year encumb.	($199,725.71)	($199,725.71)	
Budgeted Fund Balance	$72,100.00	($1,738,575.49)	$1,810,675.49

Recapitulation of Budgeted Fund Balance by Subfund

Fund 10 (includes 10, 11, 12, and 13)	$72,100.00	($1,738,575.49)	$1,810,675.49
Fund 16 (Restricted ARRA-ESF)	$0.00	$0.00	$0.00
Fund 17 (Restricted ARRA-GSF)	$0.00	$0.00	$0.00
Fund 18 (Restricted ED JOBS)	$0.00	$0.00	$0.00
TOTAL Budgeted Fund Balance	$72,100.00	($1,738,575.49)	$1,810,675.49

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 3 Month Period Ending 09/30/2012

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	$12,424,240.00	$11,361,965.51		$1,062,274.49
3XXX	From State Sources	$1,413,902.00	$1,413,902.00		.00
	TOTAL REVENUE/SOURCES OF FUNDS	$13,838,142.00	$12,775,867.51		$1,062,274.49

*** EXPENDITURES ***		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	$1,328,513.54	$131,089.03	$930,366.87	$267,057.64
11-230-X00-XXX	Basic Skills - Remedial Instruction	$95,562.95	$10,651.14	$80,941.50	$3,970.31
11-240-X00-XXX	Bilingual Education - Instruction	$59,506.00	$5,945.50	$53,509.50	$51.00
11-3XX-100-XXX	Voc. Programs - Local - Instruction	$3,530,944.18	$413,681.01	$2,623,648.30	$493,614.87
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	$51,005.00	.00	$40,752.24	$10,252.76
11-402-100-XXX	School-Spons. Athletics - Instruction	$53,366.00	$2,027.50	$51,037.50	$301.00
--- UNDISTRIBUTED EXPENDITURES ---					
11-800-330-XXX	Community Services Programs-				
11-000-213-XXX	Health Services	$178,667.00	$34,120.56	$123,625.68	$20,920.76
11-000-218-XXX	Guidance	$611,161.00	$99,132.47	$336,013.94	$176,014.59
11-000-219-XXX	Child Study Teams	$179,518.00	$44,087.51	$125,398.77	$10,031.72
11-000-221-XXX	Improvement Of Inst./Other Support Improvement of Inst. Serv.	$195,774.01	$87,070.45	$105,601.79	$3,101.77
11-000-222-XXX	Educational Media Serv/School Library	$215,071.00	$25,573.55	$89,549.56	$99,947.89
11-000-223-XXX	Instructional Staff Training Services	$20,651.00	$5,513.19	$5,138.00	$9,999.81
11-000-230-XXX	Supp. Serv.-General Administration	$497,670.00	$115,995.35	$291,331.25	$90,343.40
11-000-240-XXX	Supp. Serv.-School Administration	$668,628.48	$120,206.44	$400,517.45	$147,904.59
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	$716,638.63	$210,288.93	$375,575.97	$130,773.73
11-000-261-XXX	Allowable Maint. for School Facilities	$1,048,122.48	$201,161.22	$551,870.46	$295,090.80
11-000-262-XXX	Custodial Services	$1,314,573.00	$343,863.45	$886,333.04	$84,376.51
11-000-263-XXX	Care and Upkeep of Grounds	$14,501.00	$5,900.00	$8,601.00	.00
11-000-266-XXX	Security	$109,010.00	$23,938.12	$57,892.74	$27,179.14
11-000-270-XXX	Student Transportation Services	$107,109.00	$3,908.79	$51,300.21	$51,900.00
11-000-291-XXX	Allocated and Unallocated Benefits	$2,856,786.00	$560,225.02	$1,464,156.25	$832,404.73
	TOTAL GENERAL CURRENT EXPENSE EXPENDITURES/USES OF FUNDS	$13,852,778.27	$2,444,379.23	$8,653,162.02	$2,755,237.02

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 3 Month Period Ending 09/30/2012

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	$5,745.92	$5,514.62	$0.00	$231.30
12-000-4XX-XXX Facilities acquisition & constr. serv.	$184,436.52	$81,750.43	$43,164.20	$59,521.89
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	$190,182.44	$87,265.05	$43,164.20	$59,753.19
*** SPECIAL SCHOOLS ***				
13-422-100-XXX Summer school -instruction	$67,007.00	$8,384.22	$663.01	$57,959.77
TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	$67,007.00	$8,384.22	$663.01	$57,959.77
TOTAL GENERAL FUND EXPENDITURES	$14,109,967.71	$2,540,028.50	$8,696,989.23	$2,872,949.98

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
SCHEDULE OF REVENUES
ACTUAL COMPARED WITH ESTIMATED
For 3 Month Period Ending 09/30/2012

		ESTIMATED	ACTUAL	UNREALIZED
--- LOCAL SOURCES ---				
1210	Local Tax Levy	$11,228,340.00	$11,228,340.00	.00
1310	Tuition- From LEA's	$684,000.00	$86,301.00	$597,699.00
1XXX	Miscellaneous	$511,900.00	$47,324.51	$464,575.49
	TOTAL	$12,424,240.00	$11,361,965.51	$1,062,274.49
--- STATE SOURCES ---				
3132	Categorical Special Education Aid	$286,297.00	$286,297.00	.00
3176	Equalization	$699,454.00	$699,454.00	.00
3177	Categorical Security	$61,725.00	$61,725.00	.00
3178	Adjustment Aid	$366,426.00	$366,426.00	.00
	TOTAL	$1,413,902.00	$1,413,902.00	$0.00
	TOTAL REVENUES/SOURCES OF FUNDS	$13,838,142.00	$12,775,867.51	$1,062,274.49

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 3 Month Period Ending 09/30/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
*** G E N E R A L C U R R E N T E X P E N S E ***				
--- REGULAR PROGRAMS - INSTRUCTION ---				
11-140-100-101 Salaries of Teachers	$1,198,529.67	$119,237.80	$895,857.20	$183,434.67
11-140-100-320 Purchased Prof.-Ed. Services	$60,000.00	.00	.00	$60,000.00
11-140-100-500 Other Purchased Services	$5,501.00	$1,477.96	$3,036.96	$986.08
11-140-100-610 General Supplies	$52,481.87	$10,373.27	$19,471.71	$22,636.89
11-140-100-640 Textbooks	$10,001.00	.00	$10,001.00	.00
--- Regular programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	$2,000.00	$0.00	$2,000.00	$0.00
TOTAL	$1,328,513.54	$131,089.03	$930,366.87	$267,057.64
--- Basic skills/remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	$90,009.00	$8,993.50	$80,941.50	$74.00
11-230-100-610 General Supplies	$5,553.95	$1,657.64	.00	$3,896.31
TOTAL	$95,562.95	$10,651.14	$80,941.50	$3,970.31
--- Bilingual education-Instruction ---				
11-240-100-101 Salaries of Teachers	$59,506.00	$5,945.50	$53,509.50	$51.00
TOTAL	$59,506.00	$5,945.50	$53,509.50	$51.00
--- Regular Vocational Programs - Instruction ---				
11-310-100-101 Salaries of Teachers	$2,729,995.00	$312,238.95	$2,340,122.18	$77,633.87
11-310-100-320 Purchased Prof.-Ed. Services	$200,020.00	.00	.00	$200,020.00
11-310-100-500 Other Purchased Services	$22,002.00	$4,276.21	$7,079.00	$10,646.79
11-310-100-610 General Supplies	$323,090.48	$57,596.80	$65,830.05	$199,663.63
11-310-100-640 Textbooks	$16,002.00	$9,316.82	$6,685.18	.00
11-310-100-800 Other Objects	$7,000.00	.00	$2,457.97	$4,542.03
Total	$3,298,109.48	$383,428.78	$2,422,174.38	$492,506.32
--- Special Vocational Programs - Instruction ---				
11-320-100-101 Salaries of Teachers	$217,022.00	$25,584.48	$191,437.52	$0.00
11-320-100-500 Other Purchased Services	$1,000.00	.00	$225.00	$775.00
11-320-100-610 General Supplies	$14,812.70	$4,667.75	$9,811.40	$333.55
Total	$232,834.70	$30,252.23	$201,473.92	$1,108.55

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 3 Month Period Ending 09/30/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	$38,004.00	.00	$38,004.00	.00
11-401-100-600 Supplies and Materials	$13,001.00	.00	$2,748.24	$10,252.76
TOTAL	$51,005.00	$0.00	$40,752.24	$10,252.76
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	$38,004.00	.00	$38,004.00	.00
11-402-100-500 Purchased Services	$10,001.00	$502.50	$9,498.50	.00
11-402-100-600 Supplies and Materials	$5,361.00	$1,525.00	$3,535.00	$301.00
TOTAL	$53,366.00	$2,027.50	$51,037.50	$301.00
--- UNDISTRIBUTED EXPENDITURES ---				
--- Health services ---				
11-000-213-100 Salaries	$148,015.00	$29,350.93	$116,568.47	$2,095.60
11-000-213-300 Purchased Prof. & Tech. Svc.	$24,251.00	$4,769.63	$2,548.89	$16,932.48
11-000-213-600 Supplies and Materials	$6,001.00	.00	$4,333.32	$1,667.68
11-000-213-800 Other Objects	$400.00	.00	$175.00	$225.00
TOTAL	$178,667.00	$34,120.56	$123,625.68	$20,920.76
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	$466,161.00	$74,244.77	$260,350.64	$131,565.59
11-000-218-105 Sal Secr. & Clerical Asst.	$144,000.00	$24,887.70	$74,663.30	$44,449.00
11-000-218-600 Supplies and Materials	$1,000.00	.00	$1,000.00	.00
TOTAL	$611,161.00	$99,132.47	$336,013.94	$176,014.59
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	$75,008.00	$18,167.28	$54,501.97	$2,338.75
11-000-219-105 Sal Secr. & Clerical Asst.	$93,009.00	$22,591.20	$67,773.80	$2,644.00
11-000-219-390 Other Purch. Prof. & Tech Svc.	$5,001.00	$3,003.00	.00	$1,998.00
11-000-219-500 Other Purchased Services	$1,000.00	$76.03	$833.00	$90.97
11-000-219-600 Supplies and Materials	$2,000.00	.00	$2,000.00	.00
11-000-219-800 Other Objects	$3,500.00	$250.00	$290.00	$2,960.00
TOTAL	$179,518.00	$44,087.51	$125,398.77	$10,031.72

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 3 Month Period Ending 09/30/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
--- Improvement of instr.serv/other supp serv-inst staff ---				
11-000-221-102 Salaries Superv. of Instr.	$21,273.01	$21,273.01	.00	.00
11-000-221-104 Salaries Other Prof. Staff	$75,000.00	$39,937.44	$35,062.56	.00
11-000-221-105 Sal Secr. & Clerical Asst.	$89,000.00	$22,567.68	$66,432.32	.00
11-000-221-500 Other Purchased Services	$5,001.00	$2,827.03	$1,085.74	$1,088.23
11-000-221-600 Supplies and Materials	$2,500.00	.00	$2,500.00	.00
11-000-221-800 Other Objects	$3,000.00	$465.29	$521.17	$2,013.54
TOTAL	$195,774.01	$87,070.45	$105,601.79	$3,101.77
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	$101,060.00	.00	$25,000.00	$76,060.00
11-000-222-177 Salaries of Technology Coordinators	$85,009.00	$20,374.98	$61,125.02	$3,509.00
11-000-222-500 Other Purchased Services	$4,000.00	$1,442.00	$624.64	$1,933.36
11-000-222-600 Supplies and Materials	$21,002.00	$1,606.57	$2,549.90	$16,845.53
11-000-222-800 Other Objects	$4,000.00	$2,150.00	$250.00	$1,600.00
TOTAL	$215,071.00	$25,573.55	$89,549.56	$99,947.89
--- Instructional Staff Training Services ---				
11-000-223-500 Other Purchased Services	$18,651.00	$5,513.19	$3,138.00	$9,999.81
11-000-223-600 Supplies and Materials	$2,000.00	.00	$2,000.00	.00
TOTAL	$20,651.00	$5,513.19	$5,138.00	$9,999.81
--- Support services-general administration ---				
11-000-230-100 Salaries	$255,026.00	$68,626.14	$186,398.86	$1.00
11-000-230-331 Legal Services	$75,008.00	$16,364.21	$43,635.79	$15,008.00
11-000-230-332 Audit Fees	$33,503.00	.00	.00	$33,503.00
11-000-230-339 Other Purchased Prof. Svc.	$3,000.00	.00	.00	$3,000.00
11-000-230-530 Communications/Telephone	$75,007.00	$4,879.29	$49,326.71	$20,801.00
11-000-230-590 Other Purchased Services	$3,000.00	$455.00	$0.00	$2,545.00
11-000-230-61X General Supplies	$11,001.00	$2,349.41	$7,276.76	$1,374.83
11-000-230-630 BOE In-House Training/Meeting Supplies	$3,500.00	$1,629.10	$1,601.58	$269.32
11-000-230-890 Misc. Expenditures	$31,004.00	$14,942.45	$3,091.55	$12,970.00
11-000-230-895 BOE Membership Dues and Fees	$7,621.00	$6,749.75	.00	$871.25
TOTAL	$497,670.00	$115,995.35	$291,331.25	$90,343.40
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	$460,046.00	$69,496.65	$250,712.85	$139,836.50

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 3 Month Period Ending 09/30/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-240-105 Sal Secr. & Clerical Asst.	$160,000.00	$42,582.00	$117,418.00	.00
11-000-240-11X Other Salaries	$21,080.48	$25.38	$19,976.62	$1,078.48
11-000-240-500 Other Purchased Services	$16,501.00	$7,933.19	$4,758.45	$3,809.36
11-000-240-600 Supplies and Materials	$8,001.00	.00	$7,339.53	$661.47
11-000-240-800 Other Objects	$3,000.00	$169.22	$312.00	$2,518.78
TOTAL	$668,628.48	$120,206.44	$400,517.45	$147,904.59
--- Central Services ---				
11-000-251-100 Salaries	$342,376.63	$82,188.25	$217,779.56	$42,408.82
11-000-251-330 Purchased Prof. Srvs.	$28,003.00	$18,972.16	$2,232.00	$6,798.84
11-000-251-340 Purchased Technical Srvs.	$16,002.00	$2,950.00	.00	$13,052.00
11-000-251-600 Supplies and Materials	$7,001.00	$1,968.00	$3,092.99	$1,940.01
11-000-251-890 Other Objects	$6,001.00	$1,785.30	.00	$4,215.70
TOTAL	$399,383.63	$107,863.71	$223,104.55	$68,415.37
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	$241,000.00	$47,771.58	$143,315.42	$49,913.00
11-000-252-500 Other Pur Serv. (400-500 seriess)	$60,253.00	$54,653.64	$5,599.36	.00
11-000-252-600 Supplies and Materials	$16,002.00	.00	$3,556.64	$12,445.36
TOTAL	$317,255.00	$102,425.22	$152,471.42	$62,358.36
--- Allowable Maint.for School Facilities ---				
11-000-261-100 Salaries	$545,010.00	$139,504.99	$404,931.62	$573.39
11-000-261-420 Cleaning, Repair & Maint. Svc.	$467,108.48	$53,409.11	$140,182.49	$273,516.88
11-000-261-610 General Supplies	$26,003.00	$7,048.48	$6,656.35	$12,298.17
11-000-261-800 Other Objects	$10,001.00	$1,198.64	$100.00	$8,702.36
TOTAL	$1,048,122.48	$201,161.22	$551,870.46	$295,090.80
11-000-262-420 Cleaning, Repair & Maint. Svc.	$347,143.19	$86,893.18	$260,250.01	.00
11-000-262-490 Other Purchased Property Svc.	$59,891.81	$8,004.53	$51,575.47	$311.81
11-000-262-520 Insurance	$207,521.00	$109,352.00	$94,061.00	$4,108.00
11-000-262-621 Energy (Natural Gas)	$170,017.00	.00	$110,000.00	$60,017.00
11-000-262-622 Energy (Electricity)	$530,000.00	$139,613.74	$370,446.56	$19,939.70
TOTAL	$1,314,573.00	$343,863.45	$886,333.04	$84,376.51
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	$14,501.00	$5,900.00	$8,601.00	.00
TOTAL	$14,501.00	$5,900.00	$8,601.00	$0.00

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 3 Month Period Ending 09/30/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
--- Security ---				
11-000-266-100 Salaries	$109,010.00	$23,938.12	$57,892.74	$27,179.14
TOTAL	$109,010.00	$23,938.12	$57,892.74	$27,179.14
--- Student transportation services ---				
11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch)	$35,004.00	$3,908.79	$31,095.21	.00
11-000-270-420 Cleaning, Repair & Maint. Svc.	$3,000.00	.00	.00	$3,000.00
11-000-270-512 Contr Svc(other btw home & sch)-vendors	$19,002.00	.00	$13,001.00	$6,001.00
11-000-270-514 Contract Svc (spec.ed.)-vendors	$3,000.00	.00	.00	$3,000.00
11-000-270-517 Contract Svc (reg std) - ESCs	$29,602.00	.00	$5,204.00	$24,398.00
11-000-270-593 Misc. Purchased Svc.- Transp.	$12,501.00	.00	.00	$12,501.00
11-000-270-610 General Supplies	$2,000.00	.00	$2,000.00	.00
11-000-270-800 Misc. Expenditures	$3,000.00	.00	.00	$3,000.00
TOTAL	$107,109.00	$3,908.79	$51,300.21	$51,900.00
--- Benefits ---				
11-XXX-XXX-220 Social Security Contributions	$166,811.00	$48,396.97	$118,414.03	.00
11-XXX-XXX-241 Other Retirement Contrb. - PERS	$470,047.00	.00	.00	$470,047.00
11-XXX-XXX-250 Unemployment Compensation	$61,506.00	$2,125.37	$32,829.82	$26,550.81
11-XXX-XXX-260 Workman's Compensation	$178,018.00	$89,000.00	$89,000.00	$18.00
11-XXX-XXX-270 Health Benefits	$1,902,000.00	$405,924.65	$1,216,167.40	$279,907.95
11-XXX-XXX-280 Tuition Reimbursement	$30,003.00	$2,081.00	$7,745.00	$20,177.00
11-XXX-XXX-290 Other Employee Benefits	$48,401.00	$12,697.03	.00	$35,703.97
TOTAL	$2,856,786.00	$560,225.02	$1,464,156.25	$832,404.73
Total Undistributed expenditures	$8,733,880.60	$1,880,985.05	$4,872,906.11	$1,979,989.44
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	$13,852,778.27	$2,444,379.23	$8,653,162.02	$2,755,237.02
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	$13,852,778.27	$2,444,379.23	$8,653,162.02	$2,755,237.02

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 3 Month Period Ending 09/30/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
*** C A P I T A L O U T L A Y ***				
Special education - instruction				
12-310-100-730 Regular Voc.programs	$5,745.92	$5,514.62	.00	$231.30
Undistributed exp. - student transportation				
12-XXX-X00-730 Special schools (all programs)	$0.00	$0.00	$0.00	$0.00
TOTAL	$5,745.92	$5,514.62	$0.00	$231.30
--- Facilities acquisition and construction services ---				
12-000-400-450 Construction services	$164,048.52	$81,750.43	$43,164.20	$39,133.89
12-000-400-800 Other objects	$20,388.00	.00	.00	$20,388.00
Facilits. Acqstn. Const. Sevr. -- TOTAL --	$184,436.52	$81,750.43	$43,164.20	$59,521.89
TOTAL	$184,436.52	$81,750.43	$43,164.20	$59,521.89
TOTAL CAPITAL OUTLAY EXPENDITURES	$190,182.44	$87,265.05	$43,164.20	$59,753.19
*** S P E C I A L S C H O O L S ***				
--- Summer school - Instruction ---				
13-422-100-101 Salaries of Teachers	$62,006.00	$7,052.72	$0.00	$54,953.28
13-422-100-610 General supplies	$5,001.00	$1,331.50	$663.01	$3,006.49
TOTAL	$5,001.00	$1,331.50	$663.01	$3,006.49
TOTAL SUMMER SCHOOL	$67,007.00	$8,384.22	$663.01	$57,959.77
TOTAL SPECIAL SCHOOLS EXPENDITURES	$67,007.00	$8,384.22	$663.01	$57,959.77
*** EDUCATION STABILIZATION FUND **				
*** GOVERNMENT SERVICES FUND **				
*** EDUCATION JOBS FUND **				
TOTAL GENERAL FUND EXPENDITURES	$14,109,967.71	$2,540,028.50	$8,696,989.23	$2,872,949.98

REPORT OF THE SECRETARY CERTIFICATION PAGE

TO THE BOARD OF EDUCATION

Somerset County Vocational Board of Ed.

For 3 Month Period Ending 09/30/2012

I, Diane Strober**, 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

September 30, 2012

Date

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

10/15 4:13pm

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 3 Month Period Ending 09/30/12

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

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

101	Cash in bank		$15,402.23
	Accounts receivable:		
141	Intergovernmental - State	$51,237.83	
			$51,237.83
	Other Current Assets		($70,487.83)

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

301	Estimated Revenues	$1,203,172.00	
302	Less Revenues	($248,667.00)	
			$954,505.00
	Total assets and resources		$950,657.23

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 3 Month Period Ending 09/30/12

LIABILITIES AND FUND EQUITY

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

421	Accounts Payable				($2,789.23)
481	Deferred revenues				($15,473.75)
	Other current liabilities				$2,789.23
	TOTAL LIABILITIES				($15,473.75)

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			$351,835.14	
601	Appropriations		$1,203,172.00		
602	Less: Expenditures	$237,041.02			
603	Encumbrances	$351,835.14	($588,876.16)		
				$614,295.84	
	TOTAL FUND BALANCE				$966,130.98
	TOTAL LIABILITIES AND FUND EQUITY				$950,657.23

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 3 Month Period Ending 09/30/12

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	$176,865.00	$130,675.00		$46,190.00
3XXX	From State Sources	$457,684.00	$117,992.00		$339,692.00
4XXX	From Federal Sources	$568,623.00	.00		$568,623.00
	TOTAL REVENUE/SOURCES OF FUNDS	$1,203,172.00	$248,667.00		$954,505.00

*** EXPENDITURES ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
LOCAL PROJECTS:	$176,865.00	$83,131.60	$27,083.35	$66,650.05
STATE PROJECTS:				
Other special projects	$457,684.00	$79,851.50	$175,898.83	$201,933.67
TOTAL STATE PROJECTS	$457,684.00	$79,851.50	$175,898.83	$201,933.67
FEDERAL PROJECTS:				
NCLB Title I	$48,981.00	($1,022.12)	.00	$50,003.12
NCLB Title II - Part A/D	$10,380.00	.00	.00	$10,380.00
I.D.E.A. Part B (Handicapped)	$85,000.00	$18,167.28	$54,501.84	$12,330.88
Vocational Education	$235,000.00	.00	.00	$235,000.00
ARRA/Other (450-469)	$189,262.00	$56,912.76	$94,351.12	$37,998.12
TOTAL FEDERAL PROJECTS	$568,623.00	$74,057.92	$148,852.96	$345,712.12
*** TOTAL EXPENDITURES ***	$1,203,172.00	$237,041.02	$351,835.14	$614,295.84

REPORT OF THE SECRETARY CERTIFICATION PAGE

TO THE BOARD OF EDUCATION

Somerset County Vocational Board of Ed.

For 3 Month Period Ending 09/30/12

I, Diane Strober **, 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.

September 30, 2012

Board Secretary/Business Administrator **Date**

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

10/15 4:13pm

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 3 Month Period Ending 09/30/12

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

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

101	Cash in bank		($397,912.10)
	Accounts receivable:		
140	Intergovernmental - Accts. Recvble.	$1,553,467.85	
			$1,553,467.85

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

301	Estimated Revenues	$797,567.79	
302	Less Revenues	($284,015.96)	
			$513,551.83
	Total assets and resources		$1,669,107.58

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 3 Month Period Ending 09/30/12

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

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			$82,560.49	
601	Appropriations		$908,708.80		
602	Less : Expenditures	$564,857.90			
603	Encumbrances	$82,560.49	($647,418.39)		
				$261,290.41	
	Total Appropriated			$343,850.90	

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

770	Fund balance	$1,325,256.68	
	TOTAL FUND BALANCE		$1,669,107.58
	TOTAL LIABILITIES AND FUND EQUITY		$1,669,107.58

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 3 Month Period Ending 09/30/12

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
Other	$797,567.79	$284,015.96		$513,551.83
TOTAL REVENUE/SOURCES OF FUNDS	$797,567.79	$284,015.96		$513,551.83

*** EXPENDITURES ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-450 Construction services	$908,708.80	$564,857.90	$82,560.49	$261,290.41
Total fac.acq.and constr. serv.	$908,708.80	$564,857.90	$82,560.49	$261,290.41
TOTAL EXPENDITURES	$908,708.80	$564,857.90	$82,560.49	$261,290.41
*** TOTAL EXPENDITURES AND TRANSFERS	$908,708.80	$564,857.90	$82,560.49	$261,290.41

REPORT OF THE SECRETARY CERTIFICATION PAGE

TO THE BOARD OF EDUCATION

Somerset County Vocational Board of Ed.

For 3 Month Period Ending 09/30/12

I, Diane Strober **, Board Secretary/Business Administrator**
certify that no line item account has encumbrances and expenditures,
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September 30, 2012

Board Secretary/Business Administrator **Date**

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

Report of the Treasurer
to the Board of Education

District of Somerset County Voctaional
All Funds
For Month Ended: September 30, 2012

CASH REPORT

FUNDS Governmental Funds	(1) Adjusted Beginning Balance	(2) Deposits	(3) Disbursements	(4) Ending Balance
General Fund (10)	$1,280,488.49	$1,106,924.14	-$1,067,261.50	$1,320,151.13
ARRA-ESF Fund (16)	$0.00	$0.00	$0.00	$0.00
ARRA-GSF Fund (17)	$0.00	$0.00	$0.00	$0.00
Fund (18)	$0.00	$0.00	$0.00	$0.00
Special Revenue Fund (20)	$47,924.08	$51,773.00	-$84,294.85	$15,402.23
Capital Project Fund (30)	-$122,525.10	$34,505.00	-$309,892.00	-$397,912.10
Debt Services Fund (40)	$0.00	$0.00	$0.00	$0.00
Enterprise Fund (61)	$78,813.49	$0.00	$0.00	$78,813.49
Total Governmental Funds	$1,284,700.96	$1,193,202.14	-$1,461,448.35	$1,016,454.75
Summer Savings	$49.46	$8,107.38	$0.00	$8,156.84
Enterprise Fund (60) Cafeteria	$64,300.64	$7,754.67	-$51,305.02	$20,750.29
Payroll Fund (70)	$0.00	$444,247.43	-$444,247.43	$0.00
Agency Fund (90)	$0.00	$292,053.75	-$292,053.75	$0.00
Total Trust & Agency	$64,350.10	$752,163.23	-$787,606.20	$28,907.13
Grand Total for all Funds	$1,349,051.06	$1,945,365.37	-$2,249,054.55	$1,045,361.88
				$1,045,361.88

Prepared and submitted by:

Michelle Fresco

Michelle Fresco, Treasurer of School Moneys

10/12/2012
Date

Attachment B – 2

2013 CAPITAL BUDGET PLAN FORM
SIX YEAR PROJECTION
2013 - 2018
DEPARTMENT / DIVISION

IF YOU NEED ASSISTANCE CLICK HERE: PRELIMINARY CAPITAL BUDGET REQUEST INSTRUCTIONS

To return to the Budget Worksheet click the Back Arrow Icon in the menu bar

DEPARTMENT NAME	VO-TECH				DIVISION NAME	Vo-Tech		DVSN NMBR	720	
DESCRIPTION:	JUSTIFICATION:	BASIS OF COST:	RANK	2013 $	2014 $	2015 $	2016 $	2017 $	2018 $	TOTAL
Vo-tech curbs,walks,paving,concrete	replace, resurface and/or repair for safety and insurance purposes	Somerset County Engineering Department	4	100,000	100,000	100,000	100,000	100,000	100,000	**600,000**
Vo-tech district-wide technology includes replacement of current "zoned" heat detectors with addressable heads	upgrade instructional, safety, security and energy related technologies	Cost estimates submitted as required by law to NJ State Deaprtment of Education in the Long Range Facility Plan as prepared by the district's architect/engineers	3	150,000	150,000	150,000	150,000	150,000	150,000	**900,000**
Vo-tech building C two 1970 steam boilers replacement	replace two 40 year old steam/central boiler plant system with four gas fired energy efficient models	Cost estimates submitted as required by law to NJ State Deaprtment of Education in the Long Range Facility Plan as prepared by the district's architect/engineers	1	750,000	0	0	0	0	0	**750,000**
Vo-rech new building (shared service SCVTS and RVCC)	new construction to accommodate increased program enrollment which exceeds existing functional capacity to be occupied by both secondary (SCVTS) and post secondary students (RVCC)	Cost estimates submitted as required by law to NJ State Deaprtment of Education in the Long Range Facility Plan as prepared by the district's architect/engineers	7	0	0	4,484,000	2,516,000	0	0	**7,000,000**
Vo-tech bldg F windows/curtainwall system replacement	replace 40 year old inadequately insulated windows/curtainwall system in building F for efficiency which will meet current energy codes	Cost estimates submitted as required by law to NJ State Deaprtment of Education in the Long Range Facility Plan as prepared by the district's architect/engineers	6	0	1,100,000	1,100,000	0	0	0	**2,200,000**
Vo-tech bldg A, G and AD roof replacement	Vo-tech bldg A and partial gymnasium lower 20 year old EPDM roof replacements (partial bldg A completed in 2010 and 2011)	Cost estimates submitted as required by law to NJ State Deaprtment of Education in the Long Range Facility Plan as prepared by the district's architect/engineers	5	0	860,000	0	0	0	0	**860,000**
Vo-tech bldg AD and E six 1970 rooftop HVAC units and ductwork replacement	replace 40 year old roof top HVAC units with energy efficient models	Cost estimates submitted as required by law to NJ State Deaprtment of Education in the Long Range Facility Plan as prepared by the district's architect/engineers	2	1,250,000	0	0	0	0	0	**1,250,000**
TOTAL:				**2,250,000**	**2,210,000**	**5,834,000**	**2,766,000**	**250,000**	**250,000**	**13,560,000**

NJ DEPARTMENT OF EDUCATION
SCHOOL FACILITIES

Form M-1

Annual Maintenance
Budget Amount Worksheet
Per N.J.A.C. 6A:26A

County	Somerset	Current Area Cost Allowance per SF	$ 143.00
District Name	Somerset County V	District contact name	Dinae Strober
District Number	4810	District contact phone	908-526-8900 x7274
Filing Date	10/31/2012	District contact e-mail	dstrober@scvts.net

A	B	C	D	E	F	G
School Facility Name	School Number	Gross Building Area (GSF)	Building Replacement Value	Prior Years Actual & Current Year Budgeted expenditure (See Detailed Sheet)	Min. Annual Target Expenditure for FY 13-14	Anticipated Budget for FY 13-14
Somerset County Vocational & Technical School	070	217,405	$ 31,088,915	$ 9,375,620	$ 62,178	$ 1,065,476
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District Total		217,405	$ 31,088,915	$ 9,375,620		
Min. Required amount for FY 12-13					$ 62,178	
Anticipated Budget amount for FY 12-13						$ 1,065,476

Max. Maintenance Reserve Amount (4% of column D)	$ 1,243,557
Current District Maintenance Reserve Amount	$ -

Prepared by:

District School Business Administrator — *Print* Diane Strober — Date 10/31/2012

Sign

Detailed Actual Expenditures by Year by Building Worksheet

District Name	Somerset County Vo-Tech		District Number										4810
			Actual Expenditure by Building										
A	B	C	H	I	J	K	L	M	N	O	O		P
			Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Budget Expenditures	Anticipated Budget	
A. School Facility Name	School Number	Gross Building Area (GSF)	FY 04-05	FY 05-06	FY 06-07	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	Total
Somerset County Vocational & Technical	070	217,405	$ 742,901	$ 1,043,478	$ 855,594	$ 905,290	$ 940,464	$ 936,727	$ 900,359	$ 967,931	$ 1,017,400	$ 1,065,476	$ 9,375,620
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District Total		**217,405**	**$ 742,901**	**$ 1,043,478**	**$ 855,594**	**$ 905,290**	**$ 940,464**	**$ 936,727**	**$ 900,359**	**$ 967,931**	**$ 1,017,400**	**$ 1,065,476**	**$ 9,375,620**

NJ DEPARTMENT OF EDUCATION
SCHOOL FACILITIES

Form M-1

Annual Maintenance
Budget Amount Worksheet
Per N.J.A.C. 6A:26A

County	**Somerset**	**Current Area Cost Allowance per SF**	**$ 143.00**
District Name	**Somerset County V**	**District contact name**	Dinae Strober
District Number	**4810**	**District contact phone**	908-526-8900 x7274
Filing Date	**10/31/2012**	**District contact e-mail**	dstrober@scvts.net

A	B	C	D	E	F	G
School Facility Name	**School Number**	**Gross Building Area (GSF)**	**Building Replacement Value**	**Prior Years Actual & Current Year Budgeted expenditure (See Detailed Sheet)**	**Min. Annual Target Expenditure for FY 13-14**	**Anticipated Budget for FY 13-14**
Somerset County Vocational & Technical School	070	217,405	$ 31,088,915	$ 9,375,620	$ 62,178	$ 1,065,476
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District Total		217,405	$ 31,088,915	$ 9,375,620		
Min. Required amount for FY 12-13					$ 62,178	
Anticipated Budget amount for FY 12-13						$ 1,065,476

Max. Maintenance Reserve Amount (4% of column D)	$ 1,243,557
Current District Maintenance Reserve Amount	$ -

Prepared by:

District School Business Administrator *Print* Diane Strober **Date** 10/31/2012

Sign

Detailed Actual Expenditures by Year by Building Worksheet

District Name	Somerset County Vo-Tech		District Number										4810
			Actual Expenditure by Building										
A	B	C	H	I	J	K	L	M	N	O	O		P
			Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Budget Expenditures	Anticipated Budget	
A. School Facility Name	School Number	Gross Building Area (GSF)	FY 04-05	FY 05-06	FY 06-07	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	Total
Somerset County Vocational & Technical	070	217,405	$ 742,901	$ 1,043,478	$ 855,594	$ 905,290	$ 940,464	$ 936,727	$ 900,359	$ 967,931	$ 1,017,400	$ 1,065,476	$ 9,375,620
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District Total		**217,405**	**$ 742,901**	**$ 1,043,478**	**$ 855,594**	**$ 905,290**	**$ 940,464**	**$ 936,727**	**$ 900,359**	**$ 967,931**	**$ 1,017,400**	**$ 1,065,476**	**$ 9,375,620**

Somerset County Vocational & Technical Schools

Somerset/4810

Comprehensive Maintenance Plan

Report

Actual FY 12-- Budgeted FY 13-- Projected FY 14

School Name	11-12 Actual	12-13 Budgeted	13-14 Projected
Somerset County Vo-Tech			
	Localized repairs, pointing, water proofing.	Localized repairs, pointing, water proofing.	Localized repairs, pointing, water proofing.
	Repair, replace frames, sash, caulk, etc.	Repair, replace frames, sash, caulk, etc.	Repair, replace frames, sash, caulk, etc.
	Prepare and paint walls, patch plaster.	Prepare and paint walls, patch plaster.	Prepare and paint walls, patch plaster.
	Replace carpet and tile.	Replace carpet and tile.	Replace carpet and tile.
	Inspect, repair, service valves, seals, etc.	Inspect, repair, service valves, seals, etc.	Inspect, repair, service valves, seals, etc.
	Repair piping or insulation,	Repair piping or insulation,	Repair piping or insulation,
	Chemical water treatment,	Chemical water treatment,	Chemical water treatment,
	Annual service and inspection of all sys.	Annual service and Inspection of all sys.	Annual service and Inspection of all sys.
Total	**$967,931**	**$1,017,400**	**$1,065,476**