

# Mountain Lakes Board of Education

## Bills And Claims Report By Vendor Name

1

va\_bill5.032923  
08/31/2024

Check Date is from 09/25/2024 to 10/17/2024

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Unposted Checks</b>							
<b>ABLE SHRED BUSINESS PRODUCTS LLC/ 6913</b>							
	25-0583	11-000-213-330-CS-0431A- -/ HEALTH-OTH PUR PROF SERV	5818	CF	HEALTH-OTH PUR PROF SERV	100662	150.00
	25-0393	11-000-240-500-HS- - -/ SCH ADMIN-OTH SERVICE	5903-5996	CF	SCH ADMIN-OTH SERVICE	100707	180.00
	25-0583	11-000-213-330-CS-0431A- -/ HEALTH-OTH PUR PROF SERV	5997-5998	CF	HEALTH-OTH PUR PROF SERV	100707	60.00
	25-0518	11-000-240-500-BC- - -/ SCH ADMIN-OTH SERVICE	5995	CF	SCH ADMIN-OTH SERVICE	100733	30.00
<b>Total for ABLE SHRED BUSINESS PRODUCTS LLC/ 6913</b>							<b>\$420.00</b>
<b>AC DAUGHTRY, INC/ 4813</b>							
	25-0594	11-000-261-420-DW-0750 - -/ REQ MAINT-CLN/REPAIR/MNT	SEPT-24	CF	REQ MAINT-CLN/REPAIR/MNT	100663	567.35
	25-0701	11-000-261-420-DW-0750 - -/ REQ MAINT-CLN/REPAIR/MNT	5088905	CF	REQ MAINT-CLN/REPAIR/MNT	100708	2,961.84
<b>Total for AC DAUGHTRY, INC/ 4813</b>							<b>\$3,529.19</b>
<b>ACCURATE LABEL DESIGNS/ 6373</b>							
	25-0577	11-000-240-610-LR-0250E- -/ SCH ADMIN-SUPPLIES	177433	CF	SCH ADMIN-SUPPLIES	100709	215.95
<b>Total for ACCURATE LABEL DESIGNS/ 6373</b>							<b>\$215.95</b>
<b>ARROW ELEVATOR INC./ 5261</b>							
	25-0670	11-000-261-420-DW-0750 - -/ REQ MAINT-CLN/REPAIR/MNT	119095	CF	REQ MAINT-CLN/REPAIR/MNT	100664	2,980.00
<b>Total for ARROW ELEVATOR INC./ 5261</b>							<b>\$2,980.00</b>
<b>B&amp;H PHOTO/ 6282</b>							
	25-0476	11-190-100-610-BC-0250D-BR-/ REG PROG UND-SUPPLIES	226318319	CF	REG PROG UND-SUPPLIES	100665	262.17
	25-0713	11-000-240-610-WW-0250A- -/ SCH ADMIN-SUPPLIES	227335569	CF	SCH ADMIN-SUPPLIES	100710	524.25
<b>Total for B&amp;H PHOTO/ 6282</b>							<b>\$786.42</b>
<b>BANYAN SCHOOL/ 5202</b>							
	25-0558	11-000-100-566-CS-0870F- -/ TUIT TO PRIV SCH INSTATE	SEPT-24-A.MU NJAL	CF	TUIT TO PRIV SCH INSTATE	100666	11,758.72
		11-000-100-566-CS-0870F- -/ TUIT TO PRIV SCH INSTATE	AVI MUNJAL10/24	CF	TUIT TO PRIV SCH INSTATE	100711	13,615.36
<b>Total for BANYAN SCHOOL/ 5202</b>							<b>\$25,374.08</b>
<b>BILDISCO MFG., INC./ 8292</b>							
	25-0188	11-000-261-420-DW-0750 - -/ REQ MAINT-CLN/REPAIR/MNT	42849	CF	REQ MAINT-CLN/REPAIR/MNT	100667	20,500.00
<b>Total for BILDISCO MFG., INC./ 8292</b>							<b>\$20,500.00</b>
<b>BIRDBRAIN TECHNOLOGIES, LLC/ 8555</b>							

\* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

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<b>Unposted Checks</b>							
	25-0458	11-190-100-610-BC-0730A- -/ REG PROG UND-SUPPLIES	BB21552	CF	REG PROG UND-SUPPLIES	100668	231.00
					<b>Total for BIRDBRAIN TECHNOLOGIES, LLC/ 8555</b>		<b>\$231.00</b>
<b>BLICK ART MATERIALS/ 1273</b>							
	25-0416	11-190-100-610-BC-0240A- -/ REG PROG UND-SUPPLIES	3534541	CF	REG PROG UND-SUPPLIES	100669	655.91
					<b>Total for BLICK ART MATERIALS/ 1273</b>		<b>\$655.91</b>
<b>BOROUGH MOUNTAIN LAKES/ 1293</b>							
	25-0367	11-000-262-420-DW-0620A- -/ CUSTODIAL-CLN/REPAIR/MNT	OCT24-TRASH	CF	CUSTODIAL-CLN/REPAIR/MNT	100701	8,333.00
					<b>Total for BOROUGH MOUNTAIN LAKES/ 1293</b>		<b>\$8,333.00</b>
<b>BOROUGH OF MOUNTAIN LAKES/ 6140</b>							
	25-0366	11-000-262-441-DW- - -/ CUSTODIAL-FIELD RENTAL	OCT24	CF	CUSTODIAL-FIELD RENTAL	100700	3,750.00
					<b>Total for BOROUGH OF MOUNTAIN LAKES/ 6140</b>		<b>\$3,750.00</b>
<b>CANON FINANCIAL SERVICES, INC/ 8659</b>							
	25-0141	11-000-252-500-TD- - -/ IT-OTH PUR SERVICES	35413242	CF	IT-OTH PUR SERVICES	100702	75.00
		11-190-100-440-TD- - -/ REG PROG UND-RENTALS	35413242	CF	REG PROG UND-RENTALS	100702	3,097.26
					<b>Total for CANON FINANCIAL SERVICES, INC/ 8659</b>		<b>\$3,172.26</b>
<b>CAPITAL SUPPLY COMPANY/ 1252</b>							
	25-0603	11-000-262-610-DW-0620C- -/ CUSTODIAL-SUPPLIES	819134	CF	CUSTODIAL-SUPPLIES	100670	455.59
	25-0606	11-000-262-610-DW-0620C- -/ CUSTODIAL-SUPPLIES	819124	CF	CUSTODIAL-SUPPLIES	100670	3,599.85
	25-0608	11-000-262-610-DW-0620C- -/ CUSTODIAL-SUPPLIES	819014	CF	CUSTODIAL-SUPPLIES	100670	10,031.65
	25-0607	11-000-262-610-DW-0620C- -/ CUSTODIAL-SUPPLIES	819123-820195	CF	CUSTODIAL-SUPPLIES	100713	1,173.95
	25-0609	11-000-262-610-DW-0620C- -/ CUSTODIAL-SUPPLIES	819015	CF	CUSTODIAL-SUPPLIES	100713	56,288.73
	25-0624	11-000-262-610-DW-0620C- -/ CUSTODIAL-SUPPLIES	819223	CF	CUSTODIAL-SUPPLIES	100713	853.27
					<b>Total for CAPITAL SUPPLY COMPANY/ 1252</b>		<b>\$72,403.04</b>
<b>CAROLINA BIOLOGICAL SUPPLY CO/ 1388</b>							
	25-0346	11-190-100-610-HS-0240A-C -/ REG PROG UND-SUPPLIES	52703165	CF	REG PROG UND-SUPPLIES	100714	690.80
					<b>Total for CAROLINA BIOLOGICAL SUPPLY CO/ 1388</b>		<b>\$690.80</b>
<b>CARSON 1994 CORP/ 9438</b>							
	25-0694	11-000-261-420-DW-0750 - -/ REQ MAINT-CLN/REPAIR/MNT	572498	CF	REQ MAINT-CLN/REPAIR/MNT	100718	1,280.00
					<b>Total for CARSON 1994 CORP/ 9438</b>		<b>\$1,280.00</b>
<b>CENGAGE LEARNING INC/ 8284</b>							
	25-0203	11-190-100-640-HS-0220C-HS-/ REG PROG UND-TEXTBOOKS	84796922	CF	REG PROG UND-TEXTBOOKS	100671	3,787.25

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Unposted Checks							
		11-190-100-640-HS-0220C-HS- / REG PROG UND-TEXTBOOKS	85113974	CF	REG PROG UND-TEXTBOOKS	100671	837.92
	25-0183	11-190-100-640-BC-0220A-G - / REG PROG UND-TEXTBOOKS	84790426	CF	REG PROG UND-TEXTBOOKS	100671	1,712.50
		Total for CENGAGE LEARNING INC/ 8284					\$6,337.67
COACH/ 9110							
	25-0940	20-090-200-600-HS- - / LAKERS SPORTS CLUB-SUPPL	REIMB-T.FIORI NA	CF	Teresa Fiorina	100751	114.06
		Total for COACH/ 9110					\$114.06
COMBUSTION SERVICE CORP./ 5011							
	25-0616	11-000-261-420-DW-0750 - - / REQ MAINT-CLN/REPAIR/MNT	9812	CF	REQ MAINT-CLN/REPAIR/MNT	100672	2,573.75
		Total for COMBUSTION SERVICE CORP./ 5011					\$2,573.75
CTBOOK HOLDINGS LLC/ 9455							
	25-0521	11-190-100-610-WW-0240A-P - / REG PROG UND-SUPPLIES	177099	CF	REG PROG UND-SUPPLIES	100712	493.20
		Total for CTBOOK HOLDINGS LLC/ 9455					\$493.20
DELTA DENTAL OF N J */ 4676							
	25-0529	11-000-291-270-DW-0820C- - / EMP BENEFITS-HEALTH	OCT-24 DELTA	CF	DENTAL PREMIUMS	100673	21,742.30
		Total for DELTA DENTAL OF N J */ 4676					\$21,742.30
DIRECT ENERGY BUSINESS/ 9391							
	25-0653	11-000-262-622-BC-0640B- - / CUSTODIAL-ELECTRICITY	DIRECT-ENER GY-OCT24	CF	CUSTODIAL-ELECTRICITY	100703	1,473.19
		11-000-262-622-HS-0640B- - / CUSTODIAL-ELECTRICITY	DIRECT-ENER GY-OCT24	CF	CUSTODIAL-ELECTRICITY	100703	5,866.46
		11-000-262-622-LR-0640B- - / CUSTODIAL-ELECTRICITY	DIRECT-ENER GY-OCT24	CF	CUSTODIAL-ELECTRICITY	100703	1,168.03
		11-000-262-622-WW-0640B- - / CUSTODIAL-ELECTRICITY	DIRECT-ENER GY-OCT24	CF	CUSTODIAL-ELECTRICITY	100703	8,582.93
		Total for DIRECT ENERGY BUSINESS/ 9391					\$17,090.61
ELEVATORSKEYS.COM/ 9495							
	25-0765	11-000-240-610-BC-0250A- - / SCH ADMIN-SUPPLIES	EP240489	CF	SCH ADMIN-SUPPLIES	100734	71.43
		Total for ELEVATORSKEYS.COM/ 9495					\$71.43
EMPLOYMENT HORIZONS/ 7023							
	24-1594	11-000-213-330-CS-0431A- - / HEALTH-OTH PUR PROF SERV	16964	CF	HEALTH-OTH PUR PROF SERV	100735	270.00
		Total for EMPLOYMENT HORIZONS/ 7023					\$270.00

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<b>Unposted Checks</b>							
<b>EPIC SPORTS, INC./ 8592</b>							
	25-0387	11-402-100-610-HS-1020A-54-/ ATHLETICS-SUPPLIES	7861733	CF	ATHLETICS-SUPPLIES	100715	143.42
<b>Total for EPIC SPORTS, INC./ 8592</b>							<b>\$143.42</b>
<b>ERIK M. FRANCIS/ 9390</b>							
	25-0706	11-000-223-320-CI- - / INSTR TRAIN-PUR PROF SVC	23-0084	CF	INSTR TRAIN-PUR PROF SVC	100721	6,500.00
<b>Total for ERIK M. FRANCIS/ 9390</b>							<b>\$6,500.00</b>
<b>F&amp;W DRYWALL LLC/ 9460</b>							
	25-0306	11-000-261-420-DW-0750 - / REQ MAINT-CLN/REPAIR/MNT	001	CF	REQ MAINT-CLN/REPAIR/MNT	100674	13,000.00
	25-0460	11-000-261-420-DW-0750 - / REQ MAINT-CLN/REPAIR/MNT	006	CF	REQ MAINT-CLN/REPAIR/MNT	100674	3,000.00
	25-0461	11-000-261-420-DW-0750 - / REQ MAINT-CLN/REPAIR/MNT	002	CF	REQ MAINT-CLN/REPAIR/MNT	100674	6,000.00
<b>Total for F&amp;W DRYWALL LLC/ 9460</b>							<b>\$22,000.00</b>
<b>FERGUSON ENTERPRISES, LLC/ 4312</b>							
	25-0237	12-000-261-732-DW- - / EQUIP-NON INSTR-REQ MAIN	1320345	CF	EQUIP-NON INSTR-REQ MAIN	100675	2,847.58
	25-0597	11-000-261-610-DW-0730B- / REQ MAINT-SUPPLIES	SEPT-24	CF	REQ MAINT-SUPPLIES	100675	112.29
<b>Total for FERGUSON ENTERPRISES, LLC/ 4312</b>							<b>\$2,959.87</b>
<b>FLENJ/ 6189</b>							
	25-0868	11-000-223-580-BC-0250B- / INSTR TRAIN-TRAVEL	WORKSHOP#5	CF	INSTR TRAIN-TRAVEL	100752	149.00
			-ALVES				
<b>Total for FLENJ/ 6189</b>							<b>\$149.00</b>
<b>FOLLETT SCHOOL SOLUTIONS, INC./ 7491</b>							
	25-0128	11-000-222-610-WW-0230A- / MEDIA-SUPPLIES	1547345	CF	MEDIA-SUPPLIES	100716	1,065.32
<b>Total for FOLLETT SCHOOL SOLUTIONS, INC./ 7491</b>							<b>\$1,065.32</b>
<b>GENERATIONS SERVICES INC./ 9030</b>							
	25-0263	11-000-261-420-DW-0750 - / REQ MAINT-CLN/REPAIR/MNT	10820	CF	REQ MAINT-CLN/REPAIR/MNT	100717	917.44
<b>Total for GENERATIONS SERVICES INC./ 9030</b>							<b>\$917.44</b>
<b>GOPHER SPORTS EQUIPMENT/ 1968</b>							
	25-0478	11-190-100-610-BC-0240A- / REG PROG UND-SUPPLIES	389161	CF	REG PROG UND-SUPPLIES	100676	1,277.25
<b>Total for GOPHER SPORTS EQUIPMENT/ 1968</b>							<b>\$1,277.25</b>
<b>GRAINGER/ 2005</b>							
	25-0596	11-000-262-610-DW-0620C- / CUSTODIAL-SUPPLIES	SEPT-24	CF	CUSTODIAL-SUPPLIES	100677	67.78
<b>Total for GRAINGER/ 2005</b>							<b>\$67.78</b>
<b>HEINEMANN/ 2037</b>							

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<b>Unposted Checks</b>							
	25-0807	11-190-100-610-WW-0240A-P - / REG PROG UND-SUPPLIES	956182739	CF	REG PROG UND-SUPPLIES	100736	463.62
					<b>Total for HEINEMANN/ 2037</b>		<b>\$463.62</b>
<b>HOME DEPOT USA, INC/ 2059</b>							
	25-0595	11-000-261-610-DW-0730B- - / REQ MAINT-SUPPLIES	SEPT-24	CF	REQ MAINT-SUPPLIES	100678	362.72
		11-000-261-610-DW-0730B- - / REQ MAINT-SUPPLIES	HOMEDEPO-S EPT24	CF	REQ MAINT-SUPPLIES	100704	551.57
					<b>Total for HOME DEPOT USA, INC/ 2059</b>		<b>\$914.29</b>
<b>JAY-HILL CORP./ 4805</b>							
	25-0725	60-910-310-500-DW- - - / CAFE-OTHER SERVICES	1029827	CF	CAFE-OTHER SERVICES	100679	370.00
					<b>Total for JAY-HILL CORP./ 4805</b>		<b>\$370.00</b>
<b>JOHN T. BIRCHENOUGH IV/ 9308</b>							
	25-0406	11-000-252-340-TD- - - / IT-OTH PUR TECH SERVICES	718	CF	IT-OTH PUR TECH SERVICES	100680	1,050.00
					<b>Total for JOHN T. BIRCHENOUGH IV/ 9308</b>		<b>\$1,050.00</b>
<b>JOHNSTONE SUPPLY/ 8743</b>							
	25-0710	11-000-261-610-DW-0730B- - / REQ MAINT-SUPPLIES	S6244071.001	CF	REQ MAINT-SUPPLIES	100719	663.91
					<b>Total for JOHNSTONE SUPPLY/ 8743</b>		<b>\$663.91</b>
<b>JUNIOR LIBRARY GUILD/ 6894</b>							
	25-0255	11-000-222-610-WW-0230A- - / MEDIA-SUPPLIES	690775	CF	MEDIA-SUPPLIES	100720	3,076.58
					<b>Total for JUNIOR LIBRARY GUILD/ 6894</b>		<b>\$3,076.58</b>
<b>MAP RESTAURANT SUPPLIES/ 8769</b>							
	25-0613	60-910-310-600-DW- - - / CAFE-SUPPLIES	030290	CF	CAFE-SUPPLIES	100682	926.88
					<b>Total for MAP RESTAURANT SUPPLIES/ 8769</b>		<b>\$926.88</b>
<b>MARILYN A. KUBICHEK, MD, FAAP/ 8960</b>							
	24-1793	11-000-213-330-CS-0431A- - / HEALTH-OTH PUR PROF SERV	2022-2023	CF	HEALTH-OTH PUR PROF SERV	100705	675.00
					<b>Total for MARILYN A. KUBICHEK, MD, FAAP/ 8960</b>		<b>\$675.00</b>
<b>MARY OSBORNE/ 4428</b>							
	25-0482	11-000-213-330-LR-0430A- - / HEALTH-OTH PUR PROF SERV	OSBORNE-SEP T-24	CF	HEALTH-OTH PUR PROF SERV	100737	8,337.50
					<b>Total for MARY OSBORNE/ 4428</b>		<b>\$8,337.50</b>
<b>NAPA AUTO PARTS - GENUINE PARTS COMPANY/ 7530</b>							

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	25-0601	11-000-263-610-DW- - / GROUNDS-SUPPLIES	SEPT-24	CF	GROUNDS-SUPPLIES	100681	175.46
					<b>Total for NAPA AUTO PARTS - GENUINE PARTS COMPANY/ 7530</b>		<b>\$175.46</b>
<b>NASCO/ 2591</b>							
	25-0224	11-190-100-610-WW-0240A-C - / REG PROG UND-SUPPLIES	625487	CF	REG PROG UND-SUPPLIES	100723	386.85
		11-190-100-610-WW-0240A-C - / REG PROG UND-SUPPLIES	627618	CF	REG PROG UND-SUPPLIES	100723	420.75
					<b>Total for NASCO/ 2591</b>		<b>\$807.60</b>
<b>NATIONAL FENCE SYSTEMS, INC./ 7418</b>							
	25-0300	11-000-263-420-DW-0720A- - / GROUNDS-CLN/REPAIR/MNT	0279440	CF	GROUNDS-CLN/REPAIR/MNT	100724	12,077.80
	25-0304	11-000-263-420-DW-0720A- - / GROUNDS-CLN/REPAIR/MNT	0279441	CF	GROUNDS-CLN/REPAIR/MNT	100724	7,101.74
	25-0305	11-000-263-420-DW-0720A- - / GROUNDS-CLN/REPAIR/MNT	0279442	CF	GROUNDS-CLN/REPAIR/MNT	100724	10,583.61
					<b>Total for NATIONAL FENCE SYSTEMS, INC./ 7418</b>		<b>\$29,763.15</b>
<b>NCS PEARSON INC/ 8325</b>							
	25-0361	11-000-219-610-CS-1101A- - / CST-SUPPLIES	26799322	CF	CST-SUPPLIES	100685	853.25
					<b>Total for NCS PEARSON INC/ 8325</b>		<b>\$853.25</b>
<b>NEURON FUEL INC/ 9386</b>							
	25-0132	11-000-222-610-WW-0230A- - / MEDIA-SUPPLIES	C-VV-815-SR	CF	MEDIA-SUPPLIES	100697	3,960.00
					<b>Total for NEURON FUEL INC/ 9386</b>		<b>\$3,960.00</b>
<b>NJASBO/ 2712</b>							
	25-0826	11-000-251-890-AD-0130L- - / CENTRAL SERV-OTH OBJECTS	200026497	CF	CENTRAL SERV-OTH OBJECTS	100739	195.00
					<b>Total for NJASBO/ 2712</b>		<b>\$195.00</b>
<b>NORTH JERSEY BOBCAT, INC/ 9376</b>							
	25-0451	11-000-263-420-DW-0720A- - / GROUNDS-CLN/REPAIR/MNT	R13626	CF	GROUNDS-CLN/REPAIR/MNT	100683	2,255.00
					<b>Total for NORTH JERSEY BOBCAT, INC/ 9376</b>		<b>\$2,255.00</b>
<b>PATRICIA FILIACI/ 9290</b>							
	25-0484	11-000-213-330-LR-0430A- - / HEALTH-OTH PUR PROF SERV	2425-2	CF	HEALTH-OTH PUR PROF SERV	100740	700.00
					<b>Total for PATRICIA FILIACI/ 9290</b>		<b>\$700.00</b>
<b>PDM GROUP/ 7934</b>							
	25-0615	11-000-261-420-DW-0750 - - / REQ MAINT-CLN/REPAIR/MNT	3098	CF	REQ MAINT-CLN/REPAIR/MNT	100684	264.00
	25-0682	11-000-261-420-DW-0750 - - / REQ MAINT-CLN/REPAIR/MNT	3192	CF	REQ MAINT-CLN/REPAIR/MNT	100684	1,660.46
					<b>Total for PDM GROUP/ 7934</b>		<b>\$1,924.46</b>
<b>PIONEER MANUFACTURING COMPANY/ 7545</b>							

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	25-0604	11-000-263-610-DW- - / GROUNDS-SUPPLIES	212825	CF	GROUNDS-SUPPLIES	100686	1,833.48
					<b>Total for PIONEER MANUFACTURING COMPANY/ 7545</b>		<b>\$1,833.48</b>
<b>PRINCIPALS/SUPERVISORS/DIRECTORS/ 2798</b>							
	25-0762	11-190-100-500-TD-0720D- - / REG PROG UND-OTH SERVICE	REIMB-D.SANT OS	CF	David Santos	100741	21.17
					<b>Total for PRINCIPALS/SUPERVISORS/DIRECTORS/ 2798</b>		<b>\$21.17</b>
<b>QUILL CORPORATION/ 5723</b>							
	25-0511	11-000-218-610-HS-0250A-G - / GUIDANCE-SUPPLIES	39754250	CF	GUIDANCE-SUPPLIES	100687	444.73
		11-000-218-610-HS-0250A-G - / GUIDANCE-SUPPLIES	39770859	CF	GUIDANCE-SUPPLIES	100687	30.24
		11-000-218-610-HS-0250A-G - / GUIDANCE-SUPPLIES	39754192	CF	GUIDANCE-SUPPLIES	100687	90.08
		11-000-218-610-HS-0250A-G - / GUIDANCE-SUPPLIES	39796685	CF	GUIDANCE-SUPPLIES	100687	176.99
	25-0528	11-190-100-610-HS-0240A-B - / REG PROG UND-SUPPLIES	39803507	CF	REG PROG UND-SUPPLIES	100687	19.37
		11-190-100-610-HS-0240A-B - / REG PROG UND-SUPPLIES	39803490	CF	REG PROG UND-SUPPLIES	100687	134.24
	25-0573	11-190-100-610-BC-0730A- - / REG PROG UND-SUPPLIES	40308563	CF	REG PROG UND-SUPPLIES	100687	339.84
	25-0635	11-190-100-610-HS-0240A-U - / REG PROG UND-SUPPLIES	40069932	CF	REG PROG UND-SUPPLIES	100725	39.42
		11-190-100-610-HS-0240A-U - / REG PROG UND-SUPPLIES	40108866	CF	REG PROG UND-SUPPLIES	100725	217.36
		11-190-100-610-HS-0240A-U - / REG PROG UND-SUPPLIES	40087728	CF	REG PROG UND-SUPPLIES	100725	10.52
		11-190-100-610-HS-0240A-U - / REG PROG UND-SUPPLIES	40070873	CF	REG PROG UND-SUPPLIES	100725	1,476.18
		11-190-100-610-HS-0240A-U - / REG PROG UND-SUPPLIES	40070159	CF	REG PROG UND-SUPPLIES	100725	56.05
					<b>Total for QUILL CORPORATION/ 5723</b>		<b>\$3,035.02</b>
<b>RAJAK LLC/ 9306</b>							
	24-1862	11-000-270-512-DW-0520E- - / TRANSP-CONTR OTH H/S	058	CF	TRANSP-CONTR OTH H/S	100688	15,700.00
		11-000-270-512-DW-0520E- - / TRANSP-CONTR OTH H/S	071	CF	TRANSP-CONTR OTH H/S	100688	10,100.00
					<b>Total for RAJAK LLC/ 9306</b>		<b>\$25,800.00</b>
<b>SCANTRON CORPORATION/ 4727</b>							
	25-0654	11-190-100-610-HS-0240A-C - / REG PROG UND-SUPPLIES	145932	CF	REG PROG UND-SUPPLIES	100689	65.27
					<b>Total for SCANTRON CORPORATION/ 4727</b>		<b>\$65.27</b>
<b>SCHOLASTIC INC/ 5764</b>							
	25-0131	11-190-100-610-WW-0240A-D - / REG PROG UND-SUPPLIES	M7494229	CF	REG PROG UND-SUPPLIES	100726	2,349.48
					<b>Total for SCHOLASTIC INC/ 5764</b>		<b>\$2,349.48</b>
<b>SCHOOL SPECIALTY, LLC/ 9170</b>							

\* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

# Mountain Lakes Board of Education

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va\_bill5.032923  
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Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Unposted Checks</b>							
	25-0133	11-000-218-600-WW-0250E-6 -/ GUIDANCE-SUPPLIES	308104521364	CF	GUIDANCE-SUPPLIES	100690	391.27
	25-0152	11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	208134328223	CF	REG PROG UND-SUPPLIES	100690	18.39
		11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	308104523604	CF	REG PROG UND-SUPPLIES	100690	400.14
		11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	208134293757	CF	REG PROG UND-SUPPLIES	100690	17.59
		11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	208134550807	CF	REG PROG UND-SUPPLIES	100690	4.01
		11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	208134867526	CF	REG PROG UND-SUPPLIES	100690	39.84
	25-0154	11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	308104523579	CF	REG PROG UND-SUPPLIES	100690	440.43
		11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	208134307465	CF	REG PROG UND-SUPPLIES	100690	3.19
		11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	208134454246	CF	REG PROG UND-SUPPLIES	100690	53.70
		11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	208134542957	CF	REG PROG UND-SUPPLIES	100690	13.32
	25-0161	11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	308104523580	CF	REG PROG UND-SUPPLIES	100690	219.80
		11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	208134446659	CF	REG PROG UND-SUPPLIES	100690	80.55
	25-0165	11-190-100-610-WW-0240A-D -/ REG PROG UND-SUPPLIES	208134250035	CF	REG PROG UND-SUPPLIES	100690	455.94
	25-0166	11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	308104521385	CF	REG PROG UND-SUPPLIES	100690	407.23
	25-0167	11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	308104521384	CF	REG PROG UND-SUPPLIES	100690	484.53
	25-0168	11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	308104523600	CF	REG PROG UND-SUPPLIES	100690	269.95
	25-0169	11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	308104523601	CF	REG PROG UND-SUPPLIES	100690	308.12
	25-0177	11-190-100-610-WW-0240A-C -/ REG PROG UND-SUPPLIES	208134244419	CF	REG PROG UND-SUPPLIES	100690	380.80
	25-0179	11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	308104521381	CF	REG PROG UND-SUPPLIES	100690	350.27
	25-0180	11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	208134250235	CF	REG PROG UND-SUPPLIES	100690	236.81
	25-0181	11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	208134328621	CF	REG PROG UND-SUPPLIES	100690	7.81
		11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	308104523596	CF	REG PROG UND-SUPPLIES	100690	281.79
		11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	208134728688	CF	REG PROG UND-SUPPLIES	100690	19.71
	25-0206	11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	208134264113	CF	REG PROG UND-SUPPLIES	100690	502.15
	25-0207	11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	208134263961	CF	REG PROG UND-SUPPLIES	100690	389.47
	25-0182	11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	308104523617	CF	REG PROG UND-SUPPLIES	100727	321.18
		11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	208134328427	CF	REG PROG UND-SUPPLIES	100727	4.40
		11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	208134728686	CF	REG PROG UND-SUPPLIES	100727	19.71
	25-0208	11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	208134294124	CF	REG PROG UND-SUPPLIES	100727	4.48
		11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	208134263960	CF	REG PROG UND-SUPPLIES	100727	431.69
	25-0209	11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	208134293808	CF	REG PROG UND-SUPPLIES	100727	17.47
		11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	308104523635	CF	REG PROG UND-SUPPLIES	100727	477.08

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<b>Unposted Checks</b>							
	25-0210	11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	208134496425	CF	REG PROG UND-SUPPLIES	100727	20.19
		11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	208134263958	CF	REG PROG UND-SUPPLIES	100727	352.62
	25-0211	11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	208134347574	CF	REG PROG UND-SUPPLIES	100727	14.21
		11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	208134264143	CF	REG PROG UND-SUPPLIES	100727	361.82
	25-0212	11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	208134328426	CF	REG PROG UND-SUPPLIES	100727	52.44
		11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	208134263967	CF	REG PROG UND-SUPPLIES	100727	317.33
		11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	208134496426	CF	REG PROG UND-SUPPLIES	100727	20.19
	25-0213	11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	208134263957	CF	REG PROG UND-SUPPLIES	100727	457.97
		11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	208134453892	CF	REG PROG UND-SUPPLIES	100727	10.32
		11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	208134496159	CF	REG PROG UND-SUPPLIES	100727	17.13
	25-0214	11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	208134263964	CF	REG PROG UND-SUPPLIES	100727	360.85
	25-0215	11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	208134263968	CF	REG PROG UND-SUPPLIES	100727	380.93
	25-0216	11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	308104523643	CF	REG PROG UND-SUPPLIES	100727	171.48
		11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	208134294039	CF	REG PROG UND-SUPPLIES	100727	86.07
		11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	208134453914	CF	REG PROG UND-SUPPLIES	100727	20.16
	25-0218	11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	208134263963	CF	REG PROG UND-SUPPLIES	100727	494.22
		11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	208134293878	CF	REG PROG UND-SUPPLIES	100727	4.48
		11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	208134454682	CF	REG PROG UND-SUPPLIES	100727	14.69
		11-190-100-610-WW-0240A-U -/ REG PROG UND-SUPPLIES	208134466838	CF	REG PROG UND-SUPPLIES	100727	221.32
<b>Total for SCHOOL SPECIALTY, LLC/ 9170</b>							<b>\$10,431.24</b>
<b>SCOLES FLOORSHINE INDUSTRIES, LLC/ 9073</b>							
	25-0605	11-000-261-610-DW-0730B- -/ REQ MAINT-SUPPLIES	458511	CF	REQ MAINT-SUPPLIES	100691	931.23
<b>Total for SCOLES FLOORSHINE INDUSTRIES, LLC/ 9073</b>							<b>\$931.23</b>
<b>SECRETARIES/ 3087</b>							
	25-0844	11-000-240-610-BC-0250A- -/ SCH ADMIN-SUPPLIES	REIMB-S.SHOR T	CF	Sharon Shortt	100753	154.30
<b>Total for SECRETARIES/ 3087</b>							<b>\$154.30</b>
<b>STANTON'S SHEET MUSIC, INC */ 7172</b>							
	25-0432	11-190-100-610-HS-0240A-G -/ REG PROG UND-SUPPLIES	1980829	CF	REG PROG UND-SUPPLIES	100728	850.00
		11-190-100-610-HS-0240A-G -/ REG PROG UND-SUPPLIES	1980828	CF	REG PROG UND-SUPPLIES	100728	127.48
<b>Total for STANTON'S SHEET MUSIC, INC */ 7172</b>							<b>\$977.48</b>
<b>STAPLES BUSINESS CREDIT/ 7945</b>							

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# Mountain Lakes Board of Education

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Unposted Checks							
	25-0118	11-000-240-610-LR-0250E- -/ SCH ADMIN-SUPPLIES	6004625391	CF	SCH ADMIN-SUPPLIES	100692	177.14
		11-000-240-610-LR-0250E- -/ SCH ADMIN-SUPPLIES	6004625392	CF	SCH ADMIN-SUPPLIES	100692	11.58
		11-000-240-610-LR-0250E- -/ SCH ADMIN-SUPPLIES	6004814177	CF	SCH ADMIN-SUPPLIES	100692	15.38
Total for STAPLES BUSINESS CREDIT/ 7945							\$204.10
STOCK TRAK/ 8678							
	25-0196	11-190-100-610-HS-0240A-U -/ REG PROG UND-SUPPLIES	29744	CF	REG PROG UND-SUPPLIES	100693	1,125.00
Total for STOCK TRAK/ 8678							\$1,125.00
SUSSEX COUNTY REGIONAL COOPERATIVE/ 7680							
	25-0811	11-000-270-512-DW-0520E- -/ TRANSP-CONTR OTH H/S	T05-000228	CF	TRANSP-CONTR OTH H/S	100742	4,055.81
Total for SUSSEX COUNTY REGIONAL COOPERATIVE/ 7680							\$4,055.81
TEACHER/ 3320							
	25-0442	11-000-213-610-LR-0420 - -/ HEALTH-SUPPLIES	REIMB-J.LAZE	CF	Julie Lazeration	100694	76.60
	25-0666	11-190-100-500-BC- - -/ REG PROG UND-OTH SERVICE	REIMB-C.DOOL	CF	Christina Doolittle	100729	125.00
	25-0697	11-000-221-890-LR-0250E- -/ IMPROV INSTR-OTH OBJECTS	REIMB-O.WILLI	CF	Otilia Williams	100730	150.00
	25-0709	11-000-223-580-HS-0250B- -/ INSTR TRAIN-TRAVEL	REIMB-C.BUSC	CF	Claire Busch	100731	1,275.00
	24-1364	11-219-100-530-LI-0641 - -/ SP ED HOME INSTR-COMMUNI	REIMB-J.BECH	CF	Jennifer Becht	100743	39.00
		11-219-100-580-LI-0250 - -/ SP ED HOME INSTR-TRAVEL	REIMB-J.BECH	CF	Jennifer Becht	100744	1.00
	25-0496	11-219-100-580-LI-0250 - -/ SP ED HOME INSTR-TRAVEL	MILEAGE-JBEC	CF	Jennifer Becht	100745	231.71
	25-0499	11-219-100-580-LI-0250 - -/ SP ED HOME INSTR-TRAVEL	MILIAGE-ORAV	CF	Kelly Oravec	100746	211.97
	25-0501	11-219-100-580-LI-0250 - -/ SP ED HOME INSTR-TRAVEL	MILEAGE-POL	CF	Alana Polanco	100747	384.46
	25-0771	11-190-100-610-BC-0250D-BR-/ REG PROG UND-SUPPLIES	REIMB-E.LIH	CF	Erik Lih	100748	91.95
	25-0783	20-043-100-610-WW- - -/ MLEF25WW-SUPPLIES	REIMB-C.NAKA	CF	Cheryl Nakashian	100749	1,345.50
			SHIAN				

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Unposted Checks							
	25-0822	11-190-100-610-WW-0240A-G - / REG PROG UND-SUPPLIES	REIMB-J.GONC CF		Joao Goncalves	100750	38.36
			ALVES				
	25-0941	11-219-100-580-LI-0250 - - / SP ED HOME INSTR-TRAVEL	REIMB-C.BUCK CF		Coleen Buckley	100754	3.85
			LEY				
			Total for TEACHER/ 3320				\$3,974.40
TEKCON CONSTRUCTION, INC./ 9475							
	24-1843	30-002-401-450-HS-0001 - - / CAP-CONSTRUCTION SERVICE	PAYMENT-APP CF		CAP-CONSTRUCTION SERVICE	100706	100,791.82
			3-4				
		30-010-410-450-DW- - - / MLHS KITCHEN	PAYMENT-APP CF		MLHS KITCHEN-CONSTRUCTIO	100706	87,633.89
			3-4				
			Total for TEKCON CONSTRUCTION, INC./ 9475				\$188,425.71
THE HON COMPANY LLC/ 9474							
	24-1794	11-000-240-610-WW-0250A- - / SCH ADMIN-SUPPLIES	2363586	CF	SCH ADMIN-SUPPLIES	100695	9,076.66
			Total for THE HON COMPANY LLC/ 9474				\$9,076.66
THE MUSIC SHOP, LLC/ 2563							
	25-0561	11-190-100-500-HS- - - / REG PROG UND-OTH SERVICE	195617	CF	REG PROG UND-OTH SERVICE	100722	89.00
		11-190-100-500-HS- - - / REG PROG UND-OTH SERVICE	195622-23	CF	REG PROG UND-OTH SERVICE	100722	959.00
			Total for THE MUSIC SHOP, LLC/ 2563				\$1,048.00
TK ELEVATOR CORP./ 5481							
	25-0610	11-000-261-420-DW-0750 - - / REQ MAINT-CLN/REPAIR/MNT	3008018875	CF	REQ MAINT-CLN/REPAIR/MNT	100696	1,435.83
			Total for TK ELEVATOR CORP./ 5481				\$1,435.83
TREASURER - STATE OF NEW JERSEY/ 8048							
	25-0884	11-000-213-800-HS- - - / HEALTH-OTH OBJECTS	241318510	CF	HEALTH-OTH OBJECTS	100738	85.00
			Total for TREASURER - STATE OF NEW JERSEY/ 8048				\$85.00
W.B. MASON CO., INC./ 6480							
	25-0153	11-000-240-610-WW-0250A- - / SCH ADMIN-SUPPLIES	248053781	CF	SCH ADMIN-SUPPLIES	100698	1,217.20
	25-0532	11-190-100-610-HS-0240A-L - / REG PROG UND-SUPPLIES	248414794	CF	REG PROG UND-SUPPLIES	100698	1,825.80
			Total for W.B. MASON CO., INC./ 6480				\$3,043.00
WARD'S NATURAL SCIENCE/ 3591							
	25-0353	11-190-100-610-HS-0240A-C - / REG PROG UND-SUPPLIES	8816802762	CF	REG PROG UND-SUPPLIES	100732	255.68
		11-190-100-610-HS-0240A-C - / REG PROG UND-SUPPLIES	8816802761	CF	REG PROG UND-SUPPLIES	100732	476.56

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<b>Unposted Checks</b>							
		11-190-100-610-HS-0240A-C -/ REG PROG UND-SUPPLIES	8816791415	CF	REG PROG UND-SUPPLIES	100732	106.89
					<b>Total for WARD'S NATURAL SCIENCE/ 3591</b>		<b>\$839.13</b>
<b>WARSHAUER ELECTRIC SUPPLY CO./ 8187</b>							
	25-0452	11-000-261-610-DW-0730B- -/ REQ MAINT-SUPPLIES	S100797923.00	CF	REQ MAINT-SUPPLIES	100699	2,242.25
			1				
					<b>Total for WARSHAUER ELECTRIC SUPPLY CO./ 8187</b>		<b>\$2,242.25</b>
					<b>Total for Unposted Checks</b>		<b>\$546,360.01</b>

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*Resolution that the list of claims for goods received and services rendered and certified to be correct by the Business Administrator, be approved for payment and further that the Secretary's and Treasurer's financial reports be accepted as filed.* Run on 10/17/2024 at 01:19:08 PM

Fund Summary		Fund	Sub	Computer	Computer	Hand	Hand	Total
		Category	Fund	Checks	Checks Non/AP	Checks	Checks Non/AP	Checks
		10	11	\$352,330.28				\$352,330.28
		10	12	\$2,847.58				\$2,847.58
		Fund 10	TOTAL	\$355,177.86				\$355,177.86
		20	20	\$1,459.56				\$1,459.56
		30	30	\$188,425.71				\$188,425.71
		60	60	\$1,296.88				\$1,296.88
		GRAND	TOTAL	\$546,360.01	\$0.00	\$0.00	\$0.00	\$546,360.01

School Business Administrator

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va\_s1701  
07/31/2024

# Mountain Lakes Board of Education

## Monthly Transfer Report



Budget Category	Accounts	Original Budget	Revenues Allowed + Pr Yr Reserve	Orig + Rvnues Allowed + Pr Yr Reserve	Maximum Transfer Out Allowed	YTD Net Transfers	% change of Transfers	Remaining Transfers Out Allowed	Account Balance
<b>INSTRUCTION</b>									
Regular Programs	11-1XX-100-XXX 12-1XX-100-XXX 13-1XX-100-XXX 15-1XX-100-XXX	11,919,978.00	131,502.72	12,051,480.72	1,205,148.07	22,266.00	0.18	1,227,414.07	432,443.02
Special Education, Basic Skills/Remedial and Bilingual Instruction and Speech/OT/PT and Ex	1X-2XX-100-XXX 1X-000-216-XXX 1X-000-217-XXX	8,211,009.00	172,741.01	8,383,750.01	838,375.00	( 1,401.00)	-0.02	836,974.00	229,879.08
Vocational Programs-Local	1X-3XX-100-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
School-Spon. Co/Extra-Curr. Activities, School Sponsored Athletics, and Other Instructiona	11-4XX-100-XXX 11-4XX-200-XXX 12-4XX-100-XXX 15-4XX-100-XXX 15-4XX-200-XXX	1,319,821.00	4,209.49	1,324,030.49	132,403.05	15,365.00	1.16	147,768.05	101,508.94
Community Services Programs/Operations	1X-800-330-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL INSTRUCTIONAL EXPENSE</b>		<b>21,450,808.00</b>	<b>308,453.22</b>	<b>21,759,261.22</b>					<b>763,831.04</b>
<b>UNDISTRIBUTED EXPENDITURES</b>									
Tuition	11-000-100-XXX	935,223.00	110,101.07	1,045,324.07	104,532.41	0.00	0.00	104,532.41	462,531.80
Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/	1X-000-211-XXX 1X-000-213-XXX 1X-000-218-XXX 1X-000-219-XXX 1X-000-222-XXX	3,440,159.00	86,039.80	3,526,198.80	352,619.88	34,115.00	0.97	386,734.88	130,881.75
Improvement of Instruction Services and Instructional Staff Training Services	1X-000-221-XXX 1X-000-223-XXX	753,626.00	46,005.27	799,631.27	79,963.13	34,409.00	4.30	114,372.13	33,871.46
<b>General Administration</b>	<b>1X-000-230-XXX</b>	<b>845,529.00</b>	<b>13,571.52</b>	<b>859,100.52</b>	<b>85,910.05</b>	<b>97,704.00</b>	<b>11.37</b>	<b>183,614.05</b>	<b>87,527.19</b>
<b>School Administration</b>	<b>1X-000-240-XXX</b>	<b>1,612,669.00</b>	<b>22,268.48</b>	<b>1,634,937.48</b>	<b>163,493.75</b>	<b>167,385.00</b>	<b>10.24</b>	<b>330,878.75</b>	<b>64,820.86</b>
Central Services & Administrative Information Technology	1X-000-25X-XXX	747,940.00	5,652.30	753,592.30	75,359.23	67,202.00	8.92	142,561.23	20,270.11
Operation and Maintenance of Plant Services	1X-000-26X-XXX	3,880,654.00	101,784.73	3,982,438.73	398,243.87	106,065.00	2.66	504,308.87	936,083.87
Student Transportation Services	1X-000-270-XXX	661,496.00	157,804.47	819,300.47	81,930.05	3,000.00	0.37	84,930.05	463,501.00
<b>Personal Services-Employee Benefits</b>	<b>1X-XXX-XXX-2XX</b>	<b>7,032,113.00</b>	<b>37,823.60</b>	<b>7,069,936.60</b>	<b>706,993.66</b>	<b>( 918,665.00)</b>	<b>-12.99</b>	<b>0.00</b>	<b>1,211,195.77</b>
Food Services	11-000-310-XXX	63,200.00	0.00	63,200.00	6,320.00	0.00	0.00	6,320.00	63,200.00

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07/31/2024

# Mountain Lakes Board of Education

## Monthly Transfer Report

2

Budget Category	Accounts	Original Budget	Revenues Allowed + Pr Yr Reserve	Orig + Rvnues Allowed + Pr Yr Reserve	Maximum Transfer Out Allowed	YTD Net Transfers	% change of Transfers	Remaining Transfers Out Allowed	Account Balance
Transfer Property Sale Proceedes to Debt Service Reserve	11-000-520-934	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer from General Fund Surplus to Debt Service Fund to Repay CDL	11-000-520-936	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL UNDISTRIBUTED EXPENSE</b>		<b>19,972,609.00</b>	<b>581,051.24</b>	<b>20,553,660.24</b>					<b>3,473,883.81</b>
<b>TOTAL GENERAL CURRENT EXPENSE</b>		<b>41,423,417.00</b>	<b>889,504.46</b>	<b>42,312,921.46</b>					<b>4,237,714.85</b>
Equipment	12-XXX-XXX-73X 15-XXX-XXX-73X	472,895.00	44,265.00	517,160.00	51,716.00	17,275.00	3.34	68,991.00	179,096.18
Facilities Acquisition and Construction Services	12-000-4XX-XXX	842,502.00	38,175.50	880,677.50	0.00	0.00	0.00	0.00	652,687.00
Capital Reserve-Transfer to Capital Expend. Fund	12-000-4XX-931	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital Reserve-Transfer to Repayment of Debt	12-000-4XX-933	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>1,315,397.00</b>	<b>82,440.50</b>	<b>1,397,837.50</b>					<b>831,783.18</b>
<b>TOTAL SPECIAL SCHOOLS</b>	13-XXX-XXX-XXX	239,500.00	0.00	239,500.00	23,950.00	355,280.00	148.34	379,230.00	54,483.55
Transfer of Funds to Charter Schools	10-000-100-56X	18,502.00	1,439.00	19,941.00	1,994.10	0.00	0.00	1,994.10	0.00
Transfer of Funds to Renaissance	10-000-100-571	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Fund Contribution to School Based Budgets	10-000-520-930	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>OPERATING BUDGET GRAND TOTAL</b>		<b>42,996,816.00</b>	<b>973,383.96</b>	<b>43,970,199.96</b>					<b>5,123,981.58</b>

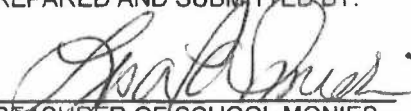
  
School Business Administrator Signature

10/18/24  
Date

**MOUNTAIN LAKES  
SCHOOL DISTRICT  
Treasurer's Report  
ALL FUNDS  
Month Ending  
JULY 31, 2024**

<b>FUNDS</b>	<b>OPENING CASH BALANCE 6/1/24</b>	<b>ADJUSTMENTS</b>	<b>CURRENT MONTH RECEIPTS</b>	<b>CURRENT MONTH DISBURSEMENTS</b>	<b>ENDING CASH BALANCE 6/30/24</b>
<b><u>GOVERNMENTAL FUNDS</u></b>					
10 GENERAL FUND	\$5,814,567.59		\$2,748,515.06	\$2,028,108.25	\$6,534,974.40
20 SPECIAL REVENUE FUND	(\$281,427.06)		\$443,216.64	\$68,531.99	\$93,257.59
30 CAPITAL PROJECTS FUND	\$1,529,400.59			\$136,628.64	\$1,392,771.95
40 DEBT SERVICE FUND	\$139,952.61		\$132,829.33	\$750,000.00	(\$477,218.06)
	<u>\$7,202,493.73</u>	<u>\$0.00</u>	<u>\$3,324,561.03</u>	<u>\$2,983,268.88</u>	<u>\$7,543,785.88</u>
60 CAFETERIA ACCOUNT	\$168,160.15		\$1,928.61		\$170,088.76
<b>TOTAL GOVERNMENTAL FUNDS:</b>	<b><u>\$7,370,653.88</u></b>	<b><u>\$0.00</u></b>	<b><u>\$3,326,489.64</u></b>	<b><u>\$2,983,268.88</u></b>	<b><u>\$7,713,874.64</u></b>
<b><u>TRUST &amp; AGENCY FUNDS</u></b>					
UNEMPLOYMENT	\$421,500.89		\$13,022.66	\$6,581.90	\$427,941.65
NET PAYROLL	\$0.00		\$500,237.63	\$500,237.63	\$0.00
PAYROLL AGENCY	\$286,687.64		\$306,707.68	\$590,029.95	\$3,365.37
<b>TOTAL TRUST &amp; AGENCY FUNDS:</b>	<b><u>\$708,188.53</u></b>	<b><u>\$0.00</u></b>	<b><u>\$819,967.97</u></b>	<b><u>\$1,096,849.48</u></b>	<b><u>\$431,307.02</u></b>
<b>TOTAL ALL FUNDS:</b>	<b><u>\$8,078,842.41</u></b>	<b><u>\$0.00</u></b>	<b><u>\$4,146,457.61</u></b>	<b><u>\$4,080,118.36</u></b>	<b><u>\$8,145,181.66</u></b>

PREPARED AND SUBMITTED BY:

  
TREASURER OF SCHOOL MONIES  
LISA PALMIERI

10/16/2024

DATE

**MOUNTAIN LAKES SCHOOL DISTRICT**  
**BOARD OF EDUCATION**  
**BANK RECONCILIATION - GENERAL ACCOUNT**  
**AS OF JULY 31, 2024**

3

Balance per Books - July 1, 2024		7,202,493.73
Add: Receipts		<u>3,324,561.03</u>
		10,527,054.76
Less: Disbursements		<u>2,983,268.88</u>
Balance per Books - July 31, 2024		<u><u>7,543,785.88</u></u>
Balance per Bank		
Lakeland Bank #624611616 (General)		9,748,428.18
Add: Reconciling Items/Prior Year		
Check #89551 cashed difference	0.31	Prior to 7/1/2020
December Adjustment	141.91	Prior to 7/1/2020
Over Void check	7.24	Prior to 7/1/2020
January Adjustment	4.27	Prior to 7/1/2020
Miscellaneous Adjustment	(2.20)	Prior to 7/1/2020
Fund 20 Adjustment	745.00	July 2020
August Adjustment	167.00	August 2020
October Adjustment	(2.91)	October 2020
Interest Adjustment	681.26	January/February 2021
Audit Adjustment	7,096.00	January/February 2021
Charge Back item 12/9/21	199.50	December 2021
November Adjustment	348.14	November 2022
Fund 20 Adjustment	4,618.56	December 2022
January Adjustment	(173.60)	January 2023
Degenars Reimbursement	3,300.00	February 2023
March Adjustment	(0.45)	March 2023
Tuition Adjustment - Chargeback Ck #189 2/14/23	(1,377.00)	April 2023
Check #93850 dated 12/28/20 cashed 7/7/23	<u>20.00</u>	July 2023
		<u>15,773.03</u>
		9,764,201.21
Add: Reconciling Items/Current Year		
Due from Cafeteria - Check #99952	75.00	
Due from Cafeteria - Check #100099	6,500.00	
Due from Cafeteria - Check #100106	260.20	
Due from Cafeteria - Check #100148	37,991.68	
Due from Cafeteria - Check #100249	408.18	
Due from Cafeteria - Check #100414	<u>1,569.00</u>	
		<u>46,804.06</u>
Less: Reconciling Items/Current Year		9,811,005.27
Outstanding Checks	<u>(2,267,219.39)</u>	<u>(2,267,219.39)</u>
		<u><u>7,543,785.88</u></u>

**MOUNTAIN LAKES SCHOOL DISTRICT**  
**BOARD OF EDUCATION**  
**BANK RECONCILIATION - GENERAL ACCOUNT**  
**AS OF JULY 31, 2024**

3

<u>Date</u> <u>Issued</u>	<u>Check</u> <u>#</u>	<u>Amount</u>	<u>Date</u> <u>Issued</u>	<u>Check</u> <u>#</u>	<u>Amount</u>	<u>Date</u> <u>Issued</u>	<u>Check</u> <u>#</u>	<u>Amount</u>
11/30/22	97178	36.38	6/27/24	100121	100,968.23	6/30/24	100270	1,300.00
11/30/22	97181	36.38	6/27/24	100134	1,540.47	6/30/24	100271	229.99
11/30/22	97182	29.75	6/27/24	100142	11,858.67	6/30/24	100272	2,192.55
11/30/22	97183	25.38	6/27/24	100149	549.71	6/30/24	100274	1,049.52
11/30/22	97186	29.75	6/27/24	100153	16,411.80	6/30/24	100275	700.00
11/30/22	97187	36.38	6/27/24	100165	178.91	6/30/24	100276	10.99
11/30/22	97190	78.38	6/27/24	100166	15.42	6/30/24	100277	9,048.75
11/30/22	97206	25.38	6/27/24	100168	4.04	6/30/24	100278	47.98
11/30/22	97208	67.38	6/27/24	100170	21.15	6/30/24	100279	128.26
11/30/22	97209	25.38	6/27/24	100172	1.88	6/30/24	100330	2,653.59
11/30/22	97224	2,624.00	6/27/24	100178	582.50	6/30/24	100331	210.48
12/21/22	97329	36.25	6/27/24	100186	582.50	6/30/24	100332	7,583.87
3/30/23	97864	145.70	6/27/24	100188	1,165.00	6/30/24	100333	7,366.85
5/18/23	98077	200.00	6/27/24	100189	582.50	6/30/24	100334	1,147.50
6/13/23	98207	326.09	6/27/24	100190	582.50	6/30/24	100335	1,890.00
6/29/23	98291	136.75	6/27/24	100193	915.80	6/30/24	100336	10,653.70
6/29/23	98297	40.00	6/27/24	100203	2,491.45	6/30/24	100337	28,536.50
6/30/23	98340	511.00	6/27/24	100208	465.00	6/30/24	100338	14,323.44
9/16/23	98660	397.90	6/27/24	100213	3,939.46	6/30/24	100339	250.00
9/29/23	98777	150.00	6/28/24	100228	373.78	6/30/24	100340	38.07
10/30/23	98995	270.72	6/28/24	100230	332.00	6/30/24	100341	20.09
11/17/23	99034	37.98	6/28/24	100235	525.00	6/30/24	100342	528.92
11/17/23	99036	68.98	6/30/24	100249	408.18	6/30/24	100343	200.00
11/17/23	99039	68.98	6/30/24	100250	154.60	6/30/24	100344	96.90
11/17/23	99042	68.98	6/30/24	100251	9,048.75	6/30/24	100345	735.00
11/17/23	99044	68.98	6/30/24	100252	480.00	6/30/24	100407	1,272.00
11/30/23	99132	197.00	6/30/24	100253	480.00	6/30/24	100408	332.50
1/31/24	99415	1,475.00	6/30/24	100254	2,860.00	6/30/24	100409	198.75
2/28/24	99572	26.98	6/30/24	100255	1,200.00	6/30/24	100410	136,046.24
3/27/24	99761	10.34	6/30/24	100256	113.50	6/30/24	100411	11,796.59
4/12/24	99797	846.31	6/30/24	100257	709.12	6/30/24	100412	200.48
4/12/24	99805	40.24	6/30/24	100258	334.54	6/30/24	100413	797.34
4/29/24	99885	33.84	6/30/24	100259	144.98	6/30/24	100414	1,569.00
5/17/24	99985	250.00	6/30/24	100260	325.00	6/30/24	100415	2,852.35
5/17/24	99995	52.17	6/30/24	100261	327.00	6/30/24	100416	1,520.00
5/17/24	100000	7.14	6/30/24	100262	6,984.06	6/30/24	100417	1,500.00
6/7/24	100020	400.00	6/30/24	100263	37.45	6/30/24	100418	237.00
6/7/24	100031	250.00	6/30/24	100264	133.55	6/30/24	100419	37.92
6/7/24	100043	432.00	6/30/24	100265	1,200.00	6/30/24	100420	59.01
6/7/24	100072	1,645.46	6/30/24	100266	3,465.00	6/30/24	100421	499.50
6/7/24	100084	89.00	6/30/24	100267	86.98	6/30/24	100422	349,844.32
6/27/24	100110	1,137.50	6/30/24	100268	25.63	6/30/24	100423	107.95
6/27/24	100115	160.00	6/30/24	100269	150.00	6/30/24	100424	65.33
		<u>12,595.83</u>			<u>172,756.11</u>			<u>599,879.23</u>

**MOUNTAIN LAKES SCHOOL DISTRICT**  
**BOARD OF EDUCATION**  
**BANK RECONCILIATION - GENERAL ACCOUNT**  
**AS OF JULY 31, 2024**

3

<u>Date</u> <u>Issued</u>	<u>Check</u> <u>#</u>	<u>Amount</u>	<u>Date</u> <u>Issued</u>	<u>Check</u> <u>#</u>	<u>Amount</u>	<u>Date</u> <u>Issued</u>	<u>Check</u> <u>#</u>	<u>Amount</u>
6/30/24	100425	6,499.59	7/22/24	100308	1,000.00	7/29/24	100369	49,753.00
6/30/24	100426	49.82	7/22/24	100309	1,500.00	7/29/24	100370	1,007.61
6/30/24	100427	514.83	7/22/24	100310	465.00	7/29/24	100371	2,917.60
6/30/24	100428	1,130.70	7/22/24	100311	203.96	7/29/24	100372	10,475.00
6/30/24	100429	1,805.14	7/22/24	100312	2,384.32	7/29/24	100373	243.99
6/30/24	100430	2,637.80	7/22/24	100313	1,605.00	7/29/24	100374	235.00
6/30/24	100431	9,052.39	7/22/24	100314	2,800.00	7/29/24	100375	2,341.12
6/30/24	100432	13,154.50	7/22/24	100315	1,540.00	7/29/24	100376	149.94
6/30/24	100433	700.49	7/22/24	100316	250.00	7/29/24	100377	16,605.00
6/30/24	100434	116.25	7/22/24	100318	6,887.50	7/29/24	100378	5,600.00
6/30/24	100435	4,683.59	7/22/24	100319	2,100.00	7/29/24	100379	13,428.00
6/30/24	100436	63.79	7/22/24	100320	11,693.16	7/29/24	100380	4,132.50
6/30/24	100437	44.72	7/22/24	100321	605.00	7/29/24	100381	175.00
6/30/24	100438	581.92	7/22/24	100322	2,100.00	7/29/24	100382	258.49
6/30/24	100439	645.00	7/22/24	100323	233.48	7/29/24	100383	465.00
6/30/24	100440	1,455.13	7/22/24	100324	828.45	7/29/24	100384	2,320.30
7/22/24	100280	5,247.00	7/22/24	100325	56.66	7/29/24	100385	150.00
7/22/24	100281	440.00	7/22/24	100326	36.19	7/29/24	100386	1,780.00
7/22/24	100282	111.96	7/22/24	100327	13,695.40	7/29/24	100387	2,700.00
7/22/24	100283	7,032.06	7/22/24	100329	350.00	7/29/24	100388	3,277.00
7/22/24	100284	7,500.00	7/29/24	100346	930.00	7/29/24	100389	11,834.41
7/22/24	100285	16,666.68	7/29/24	100347	2,213.12	7/29/24	100390	473.24
7/22/24	100286	1,824.87	7/29/24	100348	7,910.00	7/29/24	100391	75.00
7/22/24	100287	4,653.28	7/29/24	100349	874.16	7/29/24	100392	225.00
7/22/24	100288	3,172.26	7/29/24	100350	4,332.16	7/29/24	100393	7,280.00
7/22/24	100290	7,618.11	7/29/24	100351	1,575.00	7/29/24	100394	9.38
7/22/24	100291	19,620.85	7/29/24	100352	3,527.00	7/29/24	100395	397.80
7/22/24	100292	326.61	7/29/24	100353	454.70	7/29/24	100396	66,785.00
7/22/24	100293	6,999.00	7/29/24	100354	9,353.37	7/29/24	100397	295.77
7/22/24	100294	1,999.76	7/29/24	100355	12,500.00	7/29/24	100398	5,149.48
7/22/24	100295	34,412.02	7/29/24	100356	484.32	7/29/24	100399	6,096.00
7/22/24	100296	28,890.00	7/29/24	100357	160.00	7/29/24	100400	569.12
7/22/24	100297	24,896.00	7/29/24	100358	3,450.00	7/29/24	100401	24.99
7/22/24	100298	43,650.75	7/29/24	100359	22,692.00	7/29/24	100402	16,311.60
7/22/24	100299	10,025.00	7/29/24	100360	895.23	7/29/24	100403	1,372.12
7/22/24	100300	18,280.00	7/29/24	100361	718.00	7/29/24	100404	1,896.75
7/22/24	100301	72,118.62	7/29/24	100362	26,745.75	7/29/24	100405	1,497.38
7/22/24	100302	202.40	7/29/24	100363	7,700.00	7/29/24	100406	201.26
7/22/24	100303	12,769.65	7/29/24	100364	850.00	7/31/24	100449	8,969.23
7/22/24	100304	606.00	7/29/24	100365	3,200.00	7/31/24	100450	4,653.28
7/22/24	100305	450.00	7/29/24	100366	1,065.32	7/31/24	100451	3,172.26
7/22/24	100306	500.00	7/29/24	100367	501.90	7/31/24	100452	51,877.00
7/22/24	100307	1,950.00	7/29/24	100368	14,141.10	7/31/24	100453	175.00
		<u>375,098.54</u>			<u>176,607.25</u>			<u>307,355.62</u>

**MOUNTAIN LAKES SCHOOL DISTRICT**  
**BOARD OF EDUCATION**  
**BANK RECONCILIATION - GENERAL ACCOUNT**  
**AS OF JULY 31, 2024**

3

<u>Date</u> <u>Issued</u>	<u>Check</u> <u>#</u>	<u>Amount</u>	<u>Date</u> <u>Issued</u>	<u>Check</u> <u>#</u>	<u>Amount</u>	<u>Date</u> <u>Issued</u>	<u>Check</u> <u>#</u>	<u>Amount</u>
7/31/24	100454	5,442.19						
7/31/24	100455	120.00						
7/31/24	100456	212,950.00						
7/31/24	100457	698.00						
7/31/24	100458	3,540.00						
9/4/24	100459 - 100544	400,176.62						

622,926.81

0.00

0.00



3

**ROXBURY TOWNSHIP**  
**BOARD OF EDUCATION**  
**BANK RECONCILIATION - GENERAL ACCOUNT**  
**AS OF JULY 31, 2024**

**RECAP:**

12,595.83  
172,756.11  
599,879.23  
375,098.54  
176,607.25  
307,355.62  
622,926.81  
0.00  
0.00

**TOTAL**     **2,267,219.39**     Total outstanding checks as of July 31, 2024

**MOUNTAIN LAKES SCHOOL DISTRICT**  
**BOARD OF EDUCATION**  
**BANK RECONCILIATION - CAFETERIA ACCOUNT**  
**AS OF JULY 31, 2024**

3

Balance per Books - July 1, 2024		168,160.15
Add: Receipts		<u>1,928.61</u>
		170,088.76
Less: Disbursements		<u>0.00</u>
Balance per Books - July 31, 2024		<u><u>170,088.76</u></u>
Balance per Bank		
Lakeland Bank #624611829 (Cafeteria)		216,892.82
Less: Transfer in Transit Due to General Ck #99952	75.00	
Less: Transfer in Transit Due to General Ck #100099	6,500.00	
Less: Transfer in Transit Due to General Ck #100106	260.20	
Less: Transfer in Transit Due to General Ck #100148	37,991.68	
Less: Transfer in Transit Due to General Ck #100249	408.18	
Less: Transfer in Transit Due to General Ck #100414	<u>1,569.00</u>	
		<u>(46,804.06)</u>
		<u><u>170,088.76</u></u>

**MOUNTAIN LAKES SCHOOL DISTRICT**  
**BOARD OF EDUCATION**  
**BANK RECONCILIATION - UNEMPLOYMENT ACCOUNT**  
**AS OF JULY 31, 2024**

3

Balance per Books - July 1, 2024	421,500.89
Add: Receipts	<u>13,022.66</u>
	434,523.55
Less: Disbursements	<u>6,581.90</u>
Balance per Books - July 31, 2024	<u><u>427,941.65</u></u>
Balance per Bank Lakeland Bank #XXXXX1802 (Unemployment)	<u><u>427,941.65</u></u>

**MOUNTAIN LAKES SCHOOL DISTRICT**  
**BOARD OF EDUCATION**  
**BANK RECONCILIATION - NET PAYROLL ACCOUNT**  
**AS OF JULY 31, 2024**

3

Balance per Books - July 1, 2024			0.00
Add: Receipts			<u>500,237.63</u>
			500,237.63
Less: Disbursements			<u>500,237.63</u>
Balance per Books - July 31, 2024			<u><u>0.00</u></u>
Balance per Bank			
Lakeland Bank #624611691 (Net Payroll)			12,373.26
Less: Interest due to General Fund			
July - 2024		<u>197.93</u>	
			<u>197.93</u>
			12,175.33
Less: Outstanding Checks			
6/28/23	#151216	368.37	
5/31/24	#151385	484.20	
7/31/24	#151412	2,892.82	
7/31/24	#151413	999.16	
7/31/24	#151414	2,402.82	
7/31/24	#151415	<u>5,027.96</u>	
			<u>12,175.33</u>
			<u><u>0.00</u></u>

**MOUNTAIN LAKES SCHOOL DISTRICT**  
**BOARD OF EDUCATION**  
**BANK RECONCILIATION - PAYROLL AGENCY ACCOUNT**  
**AS OF JULY 31, 2024**

3

Balance per Books - July 1, 2024		286,687.64
Add: Receipts		<u>306,707.68</u>
		593,395.32
Less: Disbursements		<u>590,029.95</u>
Balance per Books - July 31, 2024		<u><u>3,365.37</u></u>
Balance per Bank		
Lakeland Bank #624611640 (Payroll Agency)		33,189.06
Less: Outstanding Checks & Wires:		
Check #413 - TPAF	882.19	
Check #414 - TPAF	3,823.76	
Check #415 - TPAF	5,069.12	
Check #416 - PERS	308.66	
EFT - Annual PERS Obligation - State NJ	<u>19,739.96</u>	
		<u>29,823.69</u>
		<u><u>3,365.37</u></u>

4

10/16 3:25pm

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Mountain Lakes Board of Education  
General Fund - Fund 10 (including subfunds 16 and 17)  
Interim Balance Sheet  
For 1 Month Period Ending 07/31/2024

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$4,671,517.54
102-107	Cash and cash equivalents		(\$323.67)
116	Capital reserve Account		\$1,863,456.86
121	Tax levy receivable		\$22,223,478.67
	Accounts receivable:		
132	Interfund	\$140,041.17	
141	Intergovernmental - State	\$128,006.85	
153,154	Other (net of est uncollectible of \$_____)	\$12,390,176.13	\$12,658,224.15
	Other Current Assets		\$0.00

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

301	Estimated Revenues	\$40,594,992.00	
302	Less Revenues	(\$35,703,665.91)	
			\$4,891,326.09
	Total assets and resources		\$46,307,679.64
			=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Mountain Lakes Board of Education  
General Fund - Fund 10 (including subfunds 16 and 17)  
Interim Balance Sheet  
For 1 Month Period Ending 07/31/2024

=====

LIABILITIES AND FUND EQUITY

=====

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

421	Accounts Payable	\$544,164.63
	Other current liabilities	\$208,800.05
	 TOTAL LIABILITIES	 \$752,964.68

=====

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	\$35,399,492.04
754	Reserve for encumbrance - Prior Year	\$909,903.99
	Reserved fund balance:	
761	Capital reserve account -	\$3,733,256.86
307	Less: Budg w/d from Capital Rsrv Elgbl. Cost	(\$2,659,800.00)
		\$1,073,456.86
765	Current Expense Tuition Reserve	\$200,000.00
311	Less: Withdrawal from Tuition Reserve	(\$100,000.00)
		\$100,000.00
764	Current Expense Maintenance Reserve	\$1,470,000.00
310	Less: Withdrawal from Maintenance Reserve	(\$410,000.00)
		\$1,060,000.00
760	Reserved Fund Balance	\$465,063.66
601	Appropriations	\$43,970,199.96
602	Less : Expenditures	\$2,536,822.35
603	Encumbrances	\$36,309,396.03 (\$38,846,218.38)
		\$5,123,981.58
	Total Appropriated	\$44,131,898.13

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

770	Fund Balance -	\$3,824,640.83
303	Budgeted Fund Balance	(\$2,401,824.00)

TOTAL FUND BALANCE	\$45,554,714.96
TOTAL LIABILITIES AND FUND EQUITY	\$46,307,679.64

=====

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Mountain Lakes Board of Education  
General Fund - Fund 10 (including subfunds 16 and 17)  
Interim Balance Sheet  
For 1 Month Period Ending 07/31/2024

## RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$43,970,199.96	\$38,846,218.38	\$5,123,981.58
Revenues	(\$40,594,992.00)	(\$35,703,665.91)	(\$4,891,326.09)
	<u>\$3,375,207.96</u>	<u>\$3,142,552.47</u>	<u>\$232,655.49</u>

## Change in Capital Reserve account:

307 Less: Eligible Withdrawal (\$2,659,800.00)  
311 Less: w/d from Tuition reserve (\$100,000.00)

## Change in Maintenance Reserve account:

310 Less - Withdrawal from reserve (\$410,000.00)

Less: Adjust for prior year encumb. (\$973,383.96) (\$973,383.96)

Budgeted Fund Balance	<u>\$2,401,824.00</u>	<u>\$2,169,168.51</u>	<u>\$232,655.49</u>
	=====	=====	=====

## Recapitulation of Budgeted Fund Balance by Subfund

Fund 10 (includes 10, 11, 12, and 13)	\$2,401,824.00	\$2,169,168.51	\$232,655.49
Fund 16 (Restricted ARRA-ESF)	\$0.00	\$0.00	\$0.00
Fund 17 (Restricted ARRA-GSF)	\$0.00	\$0.00	\$0.00
	<u>\$2,401,824.00</u>	<u>\$2,169,168.51</u>	<u>\$232,655.49</u>
	=====	=====	=====

TOTAL Budgeted Fund Balance



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Mountain Lakes Board of Education  
GENERAL FUND - FUND 10 (including subfunds 16 and 17)  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 1 Month Period Ending 07/31/2024

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$39,165,779.00	\$35,703,665.91		\$3,462,113.09
3XXX From State Sources	\$1,429,213.00	.00		\$1,429,213.00
TOTAL REVENUE/SOURCES OF FUNDS	\$40,594,992.00	\$35,703,665.91		\$4,891,326.09
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---				
11-1XX-100-XXX Regular Programs - Instruction	\$12,073,746.72	\$467,071.33	\$11,174,232.37	\$432,443.02
11-2XX-100-XXX Special Education - Instruction	\$7,798,335.81	\$2,348.29	\$7,566,559.28	\$229,428.24
11-401-100-XXX School-Spon. Cocurr. Acti-Instr	\$265,711.98	\$4,690.91	\$255,860.39	\$5,160.68
11-402-100-XXX School-Spons. Athletics - Instruction	\$1,073,683.51	\$57,496.48	\$919,838.77	\$96,348.26
--- UNDISTRIBUTED EXPENDITURES ---				
11-000-100-XXX Instruction	\$1,045,324.07	\$109,129.14	\$473,663.13	\$462,531.80
11-000-211-XXX Attendance and Social Work Services	\$39,353.36	\$2,821.96	\$36,531.40	\$0.00
11-000-213-XXX Health Services	\$1,266,901.50	\$35,266.78	\$1,128,652.70	\$102,982.02
11-000-216-XXX Speech, OT,PT & Related Svcs	\$175,989.20	\$382.30	\$175,156.06	\$450.84
11-000-217-XXX Other Support Serv - Students Extra Srvc	\$408,024.00	\$0.00	\$408,024.00	\$0.00
11-000-218-XXX Guidance	\$1,012,367.39	\$28,909.23	\$966,370.75	\$17,087.41
11-000-219-XXX Child Study Teams	\$989,036.47	\$36,609.97	\$950,033.16	\$2,393.34
11-000-221-XXX Improv of Inst. - Instruc Staff	\$802,632.74	\$100,758.75	\$687,675.36	\$14,198.63
11-000-222-XXX Educational Media Serv/School Library	\$252,655.08	\$18,341.53	\$225,894.57	\$8,418.98
11-000-223-XXX Instructional Staff Training Services	\$31,407.53	\$10,677.83	\$1,056.87	\$19,672.83
11-000-230-XXX Supp. Serv.-General Administration	\$956,804.52	\$332,799.87	\$536,477.46	\$87,527.19
11-000-240-XXX Supp. Serv.-School Administration	\$1,802,322.48	\$162,681.00	\$1,574,820.62	\$64,820.86
11-000-25X-XXX Central Serv & Admin. Inform. Tech.	\$820,794.30	\$102,182.28	\$698,341.91	\$20,270.11
11-000-261-XXX Require Maint. for School Facilities	\$1,302,402.22	\$285,267.70	\$460,161.77	\$556,972.75
11-000-262-XXX Custodial Services	\$2,474,831.10	\$299,249.50	\$1,868,593.46	\$306,988.14
11-000-263-XXX Care and Upkeep of Grounds	\$293,770.41	\$68,314.30	\$170,833.13	\$54,622.98
11-000-266-XXX Security	\$17,500.00	\$0.00	\$0.00	\$17,500.00
11-000-270-XXX Student Transportation Services	\$822,300.47	\$42,382.81	\$316,416.66	\$463,501.00
11-XXX-XXX-2XX Allocated and Unallocated Benefits	\$6,151,271.60	\$133,724.65	\$4,806,351.18	\$1,211,195.77
11-000-310-XXX Food Services	\$63,200.00	.00	.00	\$63,200.00
TOTAL GENERAL CURRENT EXPENSE				
EXPENDITURES/USES OF FUNDS	\$41,940,366.46	\$2,301,106.61	\$35,401,545.00	\$4,237,714.85

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Mountain Lakes Board of Education  
GENERAL FUND - FUND 10 (including subfunds 16 and 17)  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 1 Month Period Ending 07/31/2024

	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** EXPENDITURES - cont'd ***				
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$534,435.00	\$66,997.23	\$288,341.59	\$179,096.18
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$880,677.50	.00	\$227,990.50	\$652,687.00
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$1,415,112.50	\$66,997.23	\$516,332.09	\$831,783.18
	=====	=====	=====	=====
*** SPECIAL SCHOOLS ***				
13-422-100-XXX Summer school -instruction	\$360,000.00	\$125,876.06	\$224,123.94	\$10,000.00
13-4XX-100-XXX Other spec. schools-instruction	\$227,500.00	\$35,562.45	\$147,454.00	\$44,483.55
13-4XX-200-XXX Other spec. schools-support serv.	\$7,280.00	\$7,280.00	\$0.00	\$0.00
TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	\$594,780.00	\$168,718.51	\$371,577.94	\$54,483.55
	=====	=====	=====	=====
10-000-100-56X Transfer of Funds to Charter Schools	\$19,941.00	.00	\$19,941.00	.00
TOTAL GENERAL FUND EXPENDITURES	\$43,970,199.96	\$2,536,822.35	\$36,309,396.03	\$5,123,981.58
	=====	=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Mountain Lakes Board of Education  
GENERAL FUND - FUND 10 (including subfunds 16 and 17)

SCHEDULE OF REVENUES

ACTUAL COMPARED WITH ESTIMATED

For 1 Month Period Ending 07/31/2024

	ESTIMATED	ACTUAL	UNREALIZED
	-----	-----	-----
--- LOCAL SOURCES ---			
1210 Local Tax Levy	\$24,243,795.00	\$24,243,795.00	.00
1310 Tuition- From Individuals	\$765,880.00	\$494,969.78	\$270,910.22
1320-1340 Other Tuition	\$13,835,733.00	\$10,911,873.72	\$2,923,859.28
1350 Tuition From Summer School	\$63,964.00	.00	\$63,964.00
1410 Transp fees from Individuals	\$8,000.00	.00	\$8,000.00
1XXX Miscellaneous	\$248,407.00	\$53,027.41	\$195,379.59
	-----	-----	-----
TOTAL	\$39,165,779.00	\$35,703,665.91	\$3,462,113.09
	=====	=====	=====
--- STATE SOURCES ---			
3131 Extraordinary Aid	\$84,437.00	.00	\$84,437.00
3132 Categorical Special Education Aid	\$1,179,750.00	.00	\$1,179,750.00
3177 Categorical Security	\$86,649.00	.00	\$86,649.00
3121 Categorical Transportation Aid	\$78,377.00	.00	\$78,377.00
	-----	-----	-----
TOTAL	\$1,429,213.00	\$0.00	\$1,429,213.00
	=====	=====	=====
TOTAL REVENUES/SOURCES OF FUNDS	\$40,594,992.00	\$35,703,665.91	\$4,891,326.09
	=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Mountain Lakes Board of Education  
GENERAL FUND - FUND 10 (including subfunds 16 and 17)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 1 Month Period Ending 07/31/2024

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- Regular Programs - Instruction ---				
11-105-100-101 Preschool - Salaries of Teachers	\$148,516.00	.00	\$148,516.00	.00
11-110-100-101 Kindergarten - Salaries of Teachers	\$332,704.00	.00	\$332,704.00	.00
11-120-100-101 Grades 1-5 - Teachers Sal.	\$3,022,832.00	.00	\$3,022,832.00	.00
11-130-100-101 Grades 6-8 - Teachers Sal.	\$2,284,666.31	.00	\$2,284,666.31	.00
11-140-100-101 Grades 9-12 - Teachers Sal.	\$4,800,165.00	.00	\$4,800,165.00	.00
--- Regular Programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$750.00	\$750.00	\$0.00	\$0.00
11-150-100-320 Purchased Prof.-Ed. Services	\$15,000.00	.00	.00	\$15,000.00
11-190-100-106 Other Salary for Instruction	\$240,573.00	\$18,219.06	\$222,353.94	.00
11-190-100-340 Purchased Technical Services	\$14,000.00	.00	.00	\$14,000.00
11-190-100-500 Other Purch. Serv. (400-500 series)	\$532,917.55	\$251,506.47	\$209,715.32	\$71,695.76
11-190-100-610 General Supplies	\$603,452.86	\$174,434.58	\$141,378.66	\$287,639.62
11-190-100-640 Textbooks	\$55,520.00	\$20,991.22	\$10,801.14	\$23,727.64
11-190-100-890 Other Objects	\$22,650.00	\$1,170.00	\$1,100.00	\$20,380.00
TOTAL	\$12,073,746.72	\$467,071.33	\$11,174,232.37	\$432,443.02
--- SPECIAL EDUCATION - INSTRUCTION ---				
Visual Impairments:				
11-206-100-101 Salaries of Teachers	\$135.00	\$135.00	\$0.00	\$0.00
TOTAL	\$135.00	\$135.00	\$0.00	\$0.00
Auditory Impairments:				
11-207-100-101 Salaries of Teachers	\$3,717,556.20	\$463.60	\$3,717,092.20	\$0.40
11-207-100-106 Other Sal. For Instruction	\$997,133.00	.00	\$997,133.00	.00
11-207-100-610 General supplies	\$149,326.44	\$539.99	\$4,732.29	\$144,054.16
11-207-100-640 Textbooks	\$18,000.00	.00	.00	\$18,000.00
11-207-100-800 Other objects	\$28,273.00	.00	\$7,523.00	\$20,750.00
TOTAL	\$4,910,288.64	\$1,003.59	\$4,726,480.49	\$182,804.56
Behavioral Disabilities:				
11-209-100-101 Salaries of Teachers	\$166,790.00	\$0.00	\$166,790.00	\$0.00
TOTAL	\$166,790.00	\$0.00	\$166,790.00	\$0.00
Resource Room/Resource Center:				
11-213-100-101 Salaries of Teachers	\$2,120,346.00	\$0.00	\$2,120,346.00	\$0.00
11-213-100-610 General supplies	\$6,782.18	\$129.64	\$3,938.40	\$2,714.14
TOTAL	\$2,127,128.18	\$129.64	\$2,124,284.40	\$2,714.14
Home Instruction:				
11-219-100-101 Salaries of Teachers	\$535,571.08	\$0.00	\$535,571.08	\$0.00
11-219-100-320 Purchased Prof.-Ed. Services	\$15,000.00	.00	.00	\$15,000.00
11-219-100-500 Other Purch. Serv. (400-500 series)	\$38,422.91	\$1,080.06	\$13,433.31	\$23,909.54
11-219-100-610 General supplies	\$5,000.00	.00	.00	\$5,000.00
TOTAL	\$593,993.99	\$1,080.06	\$549,004.39	\$43,909.54

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Mountain Lakes Board of Education  
GENERAL FUND - FUND 10 (including subfunds 16 and 17)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 1 Month Period Ending 07/31/2024

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL SPECIAL ED - INSTRUCTION	\$7,798,335.81	\$2,348.29	\$7,566,559.28	\$229,428.24
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$258,173.00	\$4,080.00	\$254,093.00	.00
11-401-100-500 Purchased Services (300-500 series)	\$200.00	.00	.00	\$200.00
11-401-100-600 Supplies and Materials	\$6,213.98	\$610.91	\$642.39	\$4,960.68
11-401-100-800 Other Objects	\$1,125.00	.00	\$1,125.00	.00
TOTAL	\$265,711.98	\$4,690.91	\$255,860.39	\$5,160.68
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$885,136.60	\$8,823.32	\$875,743.28	\$570.00
11-402-100-500 Purchased Services (300-500 series)	\$25,000.00	\$10,110.87	\$7,668.00	\$7,221.13
11-402-100-600 Supplies and Materials	\$70,213.21	\$25,032.29	\$28,669.79	\$16,511.13
11-402-100-800 Other Objects	\$93,333.70	\$13,530.00	\$7,757.70	\$72,046.00
TOTAL	\$1,073,683.51	\$57,496.48	\$919,838.77	\$96,348.26
--- UNDISTRIBUTED EXPENDITURES ---				
--- Instruction ---				
11-000-100-563 Tuition to Co.Voc.School Dist.-reg.	\$349,436.70	.00	\$19,436.70	\$330,000.00
11-000-100-566 Tuition to Priv Sch for Disbl w/i State	\$695,887.37	\$109,129.14	\$454,226.43	\$132,531.80
TOTAL	\$1,045,324.07	\$109,129.14	\$473,663.13	\$462,531.80
--- Attendance and social work services ---				
11-000-211-100 Salaries	\$39,353.36	\$2,821.96	\$36,531.40	.00
TOTAL	\$39,353.36	\$2,821.96	\$36,531.40	\$0.00
--- Health services ---				
11-000-213-100 Salaries	\$713,215.80	.00	\$713,215.80	.00
11-000-213-300 Purchased Prof. & Tech. Svc.	\$530,398.70	\$33,661.44	\$412,137.16	\$84,600.10
11-000-213-500 Other Purchd. Serv.(400-500 series)	\$250.00	.00	.00	\$250.00
11-000-213-600 Supplies and Materials	\$22,240.00	\$1,027.24	\$3,299.74	\$17,913.02
11-000-213-800 Other Objects	\$797.00	\$578.10	.00	\$218.90
TOTAL	\$1,266,901.50	\$35,266.78	\$1,128,652.70	\$102,982.02
--- Speech, OT,PT & Related Svcs ---				
11-000-216-100 Salaries	\$175,119.20	.00	\$175,119.20	.00
11-000-216-600 Supplies and Materials	\$870.00	\$382.30	\$36.86	\$450.84
TOTAL	\$175,989.20	\$382.30	\$175,156.06	\$450.84
--- Other support services - Students - Extra Srvc				
11-000-217-100 Salaries	\$408,024.00	.00	\$408,024.00	.00
TOTAL	\$408,024.00	\$0.00	\$408,024.00	\$0.00
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$908,105.15	\$12,473.50	\$895,631.65	.00
11-000-218-105 Sal Sec. & Clerical Asst.	\$78,348.00	\$8,790.73	\$69,556.68	\$0.59
11-000-218-500 Other Purchased Services (400-500 series)	\$2,100.00	.00	.00	\$2,100.00
11-000-218-600 Supplies and Materials	\$16,594.24	\$1,689.90	\$822.42	\$14,081.92
11-000-218-800 Other Objects	\$7,220.00	\$5,955.10	\$360.00	\$904.90

Mountain Lakes Board of Education  
GENERAL FUND - FUND 10 (including subfunds 16 and 17)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 1 Month Period Ending 07/31/2024

	Appropriations	Expenditures	Encumbrances	Available Balance
<b>TOTAL</b>	<b>\$1,012,367.39</b>	<b>\$28,909.23</b>	<b>\$966,370.75</b>	<b>\$17,087.41</b>
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$863,959.88	\$28,175.22	\$835,784.64	\$0.02
11-000-219-105 Sal Secr. & Clerical Asst.	\$107,666.56	\$6,365.00	\$101,301.56	.00
11-000-219-600 Supplies and Materials	\$17,410.03	\$2,069.75	\$12,946.96	\$2,393.32
<b>TOTAL</b>	<b>\$989,036.47</b>	<b>\$36,609.97</b>	<b>\$950,033.16</b>	<b>\$2,393.34</b>
--- Improv. of instr. Serv. ---				
11-000-221-102 Salaries Superv. of Instr.	\$662,003.12	\$55,091.38	\$606,911.74	.00
11-000-221-104 Salaries Other Prof. Staff	\$114,070.62	\$42,585.41	\$71,484.62	\$0.59
11-000-221-500 Other Purchased Services (400-500 series)	\$9,000.00	.00	\$6,800.00	\$2,200.00
11-000-221-600 Supplies and Materials	\$1,500.00	.00	.00	\$1,500.00
11-000-221-800 Other Objects	\$16,059.00	\$3,081.96	\$2,479.00	\$10,498.04
<b>TOTAL</b>	<b>\$802,632.74</b>	<b>\$100,758.75</b>	<b>\$687,675.36</b>	<b>\$14,198.63</b>
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$214,465.08	.00	\$214,465.08	.00
11-000-222-600 Supplies and Materials	\$37,740.00	\$18,341.53	\$11,429.49	\$7,968.98
11-000-222-800 Other Objects	\$450.00	.00	.00	\$450.00
<b>TOTAL</b>	<b>\$252,655.08</b>	<b>\$18,341.53</b>	<b>\$225,894.57</b>	<b>\$8,418.98</b>
--- Instructional Staff Training Services ---				
11-000-223-320 Purchased Prof. - Ed. Services	\$10,000.00	\$8,166.00	.00	\$1,834.00
11-000-223-500 Other Purchased Services (400-500 series)	\$16,957.53	\$1,867.85	\$931.87	\$14,157.81
11-000-223-600 Supplies and Materials	\$1,500.00	.00	.00	\$1,500.00
11-000-223-800 Other Objects	\$2,950.00	\$643.98	\$125.00	\$2,181.02
<b>TOTAL</b>	<b>\$31,407.53</b>	<b>\$10,677.83</b>	<b>\$1,056.87</b>	<b>\$19,672.83</b>
--- Support services-general administration ---				
11-000-230-101 Salaries of Teachers	\$477,228.00	\$35,274.56	\$441,953.44	\$0.00
11-000-230-331 Legal Services	\$61,154.41	\$11,637.61	\$49,516.80	.00
11-000-230-332 Audit Fees	\$43,300.00	.00	.00	\$43,300.00
11-000-230-339 Other Purchased Prof. Svc.	\$39,446.94	\$9,140.00	\$8,071.94	\$22,235.00
11-000-230-340 Purchased Tech. Services	\$8,500.00	.00	\$8,500.00	.00
11-000-230-530 Communications/Telephone	\$6,980.00	.00	\$1,500.00	\$5,480.00
11-000-230-585 BOE Other Purchased Prof. Svc.	\$3,400.00	.00	\$2,100.00	\$1,300.00
11-000-230-590 Other Purchased Services	\$280,413.82	\$258,628.00	\$18,785.82	\$3,000.00
11-000-230-610 General Supplies	\$4,124.00	\$431.00	\$3,692.11	\$0.89
11-000-230-820 Judgments Agst. School Dist.	\$7,500.00	.00	.00	\$7,500.00
11-000-230-890 Misc. Expenditures	\$6,627.24	\$2,640.00	\$2,227.24	\$1,760.00
11-000-230-895 BOE Membership Dues and Fees	\$18,130.11	\$15,048.70	\$130.11	\$2,951.30
<b>TOTAL</b>	<b>\$956,804.52</b>	<b>\$332,799.87</b>	<b>\$536,477.46</b>	<b>\$87,527.19</b>
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$955,822.68	\$71,897.20	\$883,925.48	.00
11-000-240-104 Salaries Other Prof. Staff	\$145,456.00	\$12,121.32	\$133,334.68	.00
11-000-240-105 Sal Secr. & Clerical Asst.	\$548,148.69	\$26,425.98	\$521,721.89	\$0.82

Mountain Lakes Board of Education  
GENERAL FUND - FUND 10 (including subfunds 16 and 17)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 1 Month Period Ending 07/31/2024

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-240-1XX Other Salaries	\$21,939.00	\$21,938.46	\$0.00	\$0.54
11-000-240-500 Other Purchased Services	\$31,664.95	\$4,536.18	\$19,174.68	\$7,954.09
11-000-240-600 Supplies and Materials	\$83,741.16	\$20,406.86	\$16,663.89	\$46,670.41
11-000-240-800 Other Objects	\$15,550.00	\$5,355.00	.00	\$10,195.00
<b>TOTAL</b>	<b>\$1,802,322.48</b>	<b>\$162,681.00</b>	<b>\$1,574,820.62</b>	<b>\$64,820.86</b>
--- Central Services ---				
11-000-251-100 Salaries	\$549,441.37	\$42,750.63	\$506,690.74	.00
11-000-251-592 Misc Pur Serv (400-500 series )	\$17,482.00	\$650.37	\$14,430.67	\$2,400.96
11-000-251-600 Supplies and Materials	\$3,574.04	\$442.72	\$274.04	\$2,857.28
11-000-251-890 Other Objects	\$6,588.43	\$2,098.63	\$3,159.80	\$1,330.00
<b>TOTAL</b>	<b>\$577,085.84</b>	<b>\$45,942.35</b>	<b>\$524,555.25</b>	<b>\$6,588.24</b>
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$162,419.00	\$12,897.40	\$149,521.60	.00
11-000-252-340 Purchased Technical Services	\$28,802.00	\$14,745.40	\$10,252.60	\$3,804.00
11-000-252-500 Other Pur Serv. (400-500 series )	\$42,812.46	\$22,348.62	\$13,462.46	\$7,001.38
11-000-252-600 Supplies and Materials	\$4,175.00	\$2,312.51	.00	\$1,862.49
11-000-252-800 Other Objects	\$5,500.00	\$3,936.00	\$550.00	\$1,014.00
<b>TOTAL</b>	<b>\$243,708.46</b>	<b>\$56,239.93</b>	<b>\$173,786.66</b>	<b>\$13,681.87</b>
<b>TOTAL Cent. Svcs. &amp; Admin IT</b>	<b>\$820,794.30</b>	<b>\$102,182.28</b>	<b>\$698,341.91</b>	<b>\$20,270.11</b>
--- Required Maint.for School Facilities ---				
11-000-261-100 Salaries	\$278,586.24	\$22,768.42	\$255,817.82	.00
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$925,431.10	\$247,035.41	\$170,443.10	\$507,952.59
11-000-261-610 General Supplies	\$86,437.88	\$10,188.87	\$27,229.85	\$49,019.16
11-000-261-800 Other Objects	\$11,947.00	\$5,275.00	\$6,671.00	\$1.00
<b>TOTAL</b>	<b>\$1,302,402.22</b>	<b>\$285,267.70</b>	<b>\$460,161.77</b>	<b>\$556,972.75</b>
--- Custodial Services ---				
11-000-262-1XX Salaries	\$1,221,437.45	\$104,843.34	\$1,116,593.25	\$0.86
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$139,140.00	\$33,334.00	\$66,666.00	\$39,140.00
11-000-262-441 Rental of Land & Bldgs Other Than Lease	\$217,570.00	\$15,000.00	\$30,000.00	\$172,570.00
11-000-262-490 Other Purchased Property Svc.	\$60,215.25	.00	\$29,215.25	\$31,000.00
11-000-262-520 Insurance	\$53,000.00	.00	.00	\$53,000.00
11-000-262-610 General Supplies	\$135,009.82	\$81,824.19	\$46,588.35	\$6,597.28
11-000-262-621 Energy (Natural Gas)	\$285,219.37	\$11,210.89	\$274,008.48	.00
11-000-262-622 Energy (Electricity)	\$348,519.21	\$52,717.08	\$295,802.13	.00
11-000-262-800 Other Objects	\$14,720.00	\$320.00	\$9,720.00	\$4,680.00
<b>TOTAL</b>	<b>\$2,474,831.10</b>	<b>\$299,249.50</b>	<b>\$1,868,593.46</b>	<b>\$306,988.14</b>
--- Care and Upkeep of Grounds ---				
11-000-263-100 Salaries	\$102,622.58	\$7,796.22	\$94,826.36	.00
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$126,474.34	\$50,428.13	\$64,678.02	\$11,368.19
11-000-263-610 General Supplies	\$53,459.33	\$6,622.65	\$8,960.41	\$37,876.27
11-000-263-800 Other Objects	\$11,214.16	\$3,467.30	\$2,368.34	\$5,378.52

Mountain Lakes Board of Education  
GENERAL FUND - FUND 10 (including subfunds 16 and 17)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 1 Month Period Ending 07/31/2024

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$293,770.41	\$68,314.30	\$170,833.13	\$54,622.98
--- Security ---				
11-000-266-420 Cleaning, Repair, & Maintenance Serv.	\$8,000.00	.00	.00	\$8,000.00
11-000-266-610 General Supplies	\$9,500.00	.00	.00	\$9,500.00
TOTAL	\$17,500.00	\$0.00	\$0.00	\$17,500.00
TOTAL Oper & Maint of Plant Services	\$4,088,503.73	\$652,831.50	\$2,499,588.36	\$936,083.87
--- Student transportation services ---				
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$5,000.00	.00	.00	\$5,000.00
11-000-270-511 Contract Svc (btw Home & Sch.)-vendors	\$101,800.00	\$10,152.00	\$91,368.00	\$280.00
11-000-270-512 Contract Svc (other btw home & sch)-vndrs	\$404,386.36	\$32,230.81	\$185,630.55	\$186,525.00
11-000-270-514 Contract Svc (Sp Ed.)-vendors	\$31,500.00	.00	.00	\$31,500.00
11-000-270-517 Contract Svc (reg std) - ESCs	\$107,000.00	.00	.00	\$107,000.00
11-000-270-518 Contract Svc (Sp Ed) - ESCs	\$121,746.00	.00	.00	\$121,746.00
11-000-270-503 Contr Svc-Aid in Lieu Paymnts-Non Pub Sch	\$31,418.11	.00	\$31,418.11	.00
11-000-270-593 Misc. Purchased Svc.- Transp.	\$10,700.00	.00	.00	\$10,700.00
11-000-270-615 Transportation Supplies	\$8,000.00	.00	\$8,000.00	.00
11-000-270-800 Misc. Expenditures	\$750.00	.00	.00	\$750.00
TOTAL	\$822,300.47	\$42,382.81	\$316,416.66	\$463,501.00
--- Personal Services-Employee Benefits---				
11-XXX-XXX-220 Social Security Contributions	\$540,685.58	\$39,218.53	\$488,796.05	\$12,671.00
11-XXX-XXX-241 Other Retirement Contrb. - Regular	\$695,253.96	\$19,739.96	.00	\$675,514.00
11-XXX-XXX-260 Workman's Compensation	\$217,431.00	.00	.00	\$217,431.00
11-XXX-XXX-270 Health Benefits	\$4,453,513.84	\$61,589.48	\$4,288,479.36	\$103,445.00
11-XXX-XXX-280 Tuition Reimbursement	\$91,386.36	\$5,100.00	\$1,386.36	\$84,900.00
11-XXX-XXX-290 Other Employee Benefits	\$60,000.00	\$2,500.00	.00	\$57,500.00
TOTAL	\$6,058,270.74	\$128,147.97	\$4,778,661.77	\$1,151,461.00
--- Food services ---				
11-000-310-930 Transfers to Cover Deficit (Enterprise)	\$63,200.00	.00	.00	\$63,200.00
TOTAL	\$63,200.00	\$0.00	\$0.00	\$63,200.00
Total Undistributed Expenditures	\$20,635,887.58	\$1,763,922.92	\$15,457,364.78	\$3,414,599.88
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$41,847,365.60	\$2,295,529.93	\$35,373,855.59	\$4,177,980.08
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$41,847,365.60	\$2,295,529.93	\$35,373,855.59	\$4,177,980.08



Mountain Lakes Board of Education  
GENERAL FUND - FUND 10 (including subfunds 16 and 17)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 1 Month Period Ending 07/31/2024

	Appropriations	Expenditures	Encumbrances	Available Balance
<hr/>				
*** CAPITAL OUTLAY ***				
--- EQUIPMENT ---				
Regular programs-instruction				
12-120-100-730 Grades 1-5	\$24,000.00	\$20,552.00	\$2,569.00	\$879.00
12-140-100-730 Grades 9-12	\$18,000.00	\$17,983.00	.00	\$17.00
Special education - instruction				
12-207-100-730 Auditory Impairments	\$156,495.00	\$12,845.00	.00	\$143,650.00
12-4XX-100-730 School-spons. & oth instr prog	\$4,650.00	\$0.00	\$4,649.76	\$0.24
12-000-252-730 Admin. Info. Tech.	\$24,950.00	.00	\$23,949.86	\$1,000.14
12-000-261-730 Undist. Exp.-Req. Maint. Schl Facilities	\$8,600.00	\$2,847.58	\$5,695.81	\$56.61
12-000-263-730 Undist. Exp.-Care and Upkeep of Grnds	\$121,475.00	\$12,769.65	\$85,165.16	\$23,540.19
12-000-266-730 Undist. Exp.-Security	\$176,265.00	.00	\$166,312.00	\$9,953.00
Undist. Exp. - Non-instructional Services				
TOTAL	\$534,435.00	\$66,997.23	\$288,341.59	\$179,096.18
--- Facilities acquisition and construction services ---				
12-000-4XX-334 Architectural/Engineering Services	\$56,025.50	.00	\$6,025.50	\$50,000.00
12-000-4XX-450 Construction Services	\$776,354.00	.00	\$221,965.00	\$554,389.00
12-000-4XX-8XX Other objects	\$48,298.00	.00	.00	\$48,298.00
Sub Total	\$880,677.50	\$0.00	\$227,990.50	\$652,687.00
TOTAL	\$880,677.50	\$0.00	\$227,990.50	\$652,687.00
TOTAL CAPITAL OUTLAY EXPENDITURES	\$1,415,112.50	\$66,997.23	\$516,332.09	\$831,783.18
*** SPECIAL SCHOOLS ***				
--- Summer school - Instruction ---				
13-422-100-101 Salaries of Teachers	\$150,000.00	\$73,986.21	\$76,013.79	\$0.00
13-422-100-106 Other salaries of instruction	\$200,000.00	\$51,889.85	\$148,110.15	.00
13-422-100-610 General supplies	\$10,000.00	.00	.00	\$10,000.00
TOTAL	\$210,000.00	\$51,889.85	\$148,110.15	\$10,000.00
TOTAL SUMMER SCHOOL	\$360,000.00	\$125,876.06	\$224,123.94	\$10,000.00
--- Other special schools - instruction ---				
13-4XX-100-101 Salaries of Teachers	\$177,500.00	\$32,476.00	\$145,024.00	\$0.00
13-4XX-100-610 General supplies	\$50,000.00	\$3,086.45	\$2,430.00	\$44,483.55
TOTAL	\$227,500.00	\$35,562.45	\$147,454.00	\$44,483.55
13-4XX-200-500 Other purchased services	\$7,280.00	\$7,280.00	\$0.00	\$0.00
TOTAL	\$7,280.00	\$7,280.00	\$0.00	\$0.00
TOTAL OTHER SPECIAL SCHOOLS	\$234,780.00	\$42,842.45	\$147,454.00	\$44,483.55
TOTAL SPECIAL SCHOOLS EXPENDITURES	\$594,780.00	\$168,718.51	\$371,577.94	\$54,483.55

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Mountain Lakes Board of Education  
GENERAL FUND - FUND 10 (including subfunds 16 and 17)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 1 Month Period Ending 07/31/2024

	Appropriations	Expenditures	Encumbrances	Available Balance
	_____	_____	_____	_____
*** EDUCATION STABILIZATION FUND **				
*** GOVERNMENT SERVICES FUND **				
10-000-100-56X Transfer of Funds to Charter Schls.	\$19,941.00	.00	\$19,941.00	.00
TOTAL GENERAL FUND EXPENDITURES	\$43,877,199.10	\$2,531,245.67	\$36,281,706.62	\$5,064,246.81

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REPORT OF THE SECRETARY CERTIFICATION PAGE  
TO THE BOARD OF EDUCATION  
Mountain Lakes Board of Education  
General Fund - Fund 10 (including subfunds 16 and 17)

For 1 Month Period Ending 07/31/2024

I, Alex Ferreira, 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:23-2.11(a).

  
Board Secretary/Business Administrator

10.18.24  
Date

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

ACCOUNT NUMBER	DESCRIPTION	APPROPRIATION	EXPENDITURE	ENCUMBERANCES	AVAILABLE BALANCE
11-000-263-580-DW- - -	GROUNDS-TRAVEL	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
11-000-291-249-DW- - -	EMP BENEFITS-DCRP	\$ 28,000.86	\$ 311.45	\$ 27,689.41	\$ 0.00
11-000-291-249-LR-0822B- -	EMP BENEFITS-DCRP	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
11-000-291-299-DW-0215F- -	EMP BENEFITS-RET SIC	\$ 65,000.00	\$ 5,265.23	\$ 0.00	\$ 59,734.77
11-000-291-299-LR-0215F- -	EMP BENEFITS-RET SIC	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Mountain Lakes Board of Education  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 1 Month Period Ending 07/31/24

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ASSETS AND RESOURCES

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

101	Cash in bank		\$93,257.59
	Accounts receivable:		
141	Intergovernmental - State	(\$408,549.85)	
142	Intergovernmental - Federal	\$137,793.76	
153,154	Other (net of estimated uncollectible of \$____)	\$21,691.46	
			(\$249,064.63)
	Other Current Assets		\$0.00

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

301	Estimated Revenues	\$393,642.19	
302	Less Revenues	(\$40,178.34)	
			\$353,463.85
	Total assets and resources		\$197,656.81
			=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Mountain Lakes Board of Education  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 1 Month Period Ending 07/31/24

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LIABILITIES AND FUND EQUITY

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

411	Intergovernmental accounts payable - State	\$27,218.98
421	Accounts Payable	\$2,467.72
481	Deferred revenues	(\$199,917.50)
	Other current liabilities	(\$16,359.63)
TOTAL LIABILITIES		(\$186,590.43)

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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	\$47,616.81
754	Reserve for encumbrances - Prior Year	\$12,863.08
601	Appropriations	\$393,642.19
602	Less: Expenditures	\$22,258.03
603	Encumbrances	\$47,616.81 (\$69,874.84)
		\$323,767.35
TOTAL FUND BALANCE		\$384,247.24
TOTAL LIABILITIES AND FUND EQUITY		\$197,656.81

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REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Mountain Lakes Board of Education  
Special Revenue Fund - Fund 20  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 1 Month Period Ending 07/31/24

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$72,579.19	\$40,178.34		\$32,400.85
4XXX	From Federal Sources	\$321,063.00	.00		\$321,063.00
TOTAL REVENUE/SOURCES OF FUNDS		\$393,642.19	\$40,178.34		\$353,463.85
		=====	=====	=====	=====
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
LOCAL PROJECTS:		\$72,579.19	\$5,458.05	\$36,526.81	\$30,594.33
FEDERAL PROJECTS:					
NCLB Title I - Part A/D			\$5,149.48	.00	(\$5,149.48)
I.D.E.A. Part B (Handicapped)		\$300,992.00	.00	.00	\$300,992.00
NCLB Title II - Part A/D		\$20,071.00	\$576.50	\$11,090.00	\$8,404.50
TOTAL FEDERAL PROJECTS		\$321,063.00	\$5,725.98	\$11,090.00	\$304,247.02
*** TOTAL EXPENDITURES ***		\$393,642.19	\$11,184.03	\$47,616.81	\$334,841.35
		=====	=====	=====	=====


REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Mountain Lakes Board of Education  
Special Revenue Fund - Fund 20  
STATEMENT OF APPROPRIATIONS - RESTRICTED STATE ENTITLEMENTS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 1 Month Period Ending 07/31/24



REPORT OF THE SECRETARY CERTIFICATION PAGE  
TO THE BOARD OF EDUCATION  
Mountain Lakes Board of Education

Special Revenue Fund - Fund 20  
For 1 Month Period Ending 07/31/24

I, Alex Ferreira, 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:23-2.11(a).

  
Board Secretary/Business Administrator

10.18.24  
Date

4

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

ACCOUNT NUMBER		DESCRIPTION	APPROPRIATION	EXPENDITURE	ENCUMBERANCES	AVAILABLE BALANCE
20-223-100-101-CS-	- -	ARP-IDEA BASIC-SALAR	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
20-223-200-329-CS-	- -	ARP-IDEA BASIC-SERVI	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
20-223-200-600-CS-	- -	ARP-IDEA BASIC-SUPPL	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
20-224-100-500-CS-	- -	ARP-IDEA PRESCHOOL-S	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
20-477-100-610-DW-	- -	NON TITLE I CARES SU	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
20-477-100-610-NP-	- -	NON TITLE I CARES NO	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
20-478-100-610-NP-	- -	CARES DD	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
20-478-100-610-TD-	- -	CARES DD	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
20-479-100-610-DW-	- -	COVID RELIEF FUND GR	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
20-483-100-500-DW-	- -	CRRSA-ESSER II - SER	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
20-483-200-600-DW-	- -	CRRSA-ESSER II - SUP	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
20-484-100-100-DW-	- -	CRRSA-LEARNING ACC-S	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
20-484-100-500-DW-	- -	CRRSA-LEARNING ACC-S	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
20-485-200-300-DW-	- -	CRRSA-MENTAL HEALTH-	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
20-487-100-600-DW-	- -	ADDRESSING STUDENT L	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
20-487-200-300-DW-	- -	ARP-ESSER III-PUR SE	\$ 0.00	\$ 11,074.00	\$ 0.00	\$ -11,074.00
20-487-200-500-DW-	- -	ARP-ESSER III-OTH SE	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
20-488-200-300-DW-	- -	ARP-ACC LEARN-PUR SE	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
20-511-200-500-DW-	- -	NP SECURITY	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

10/16 3:25pm

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REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Mountain Lakes Board of Education  
Capital Projects Fund - Fund 30  
Interim Balance Sheet  
For 1 Month Period Ending 07/31/24

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$1,392,771.95
	Accounts receivable:		
141	Intergovernmental - State	\$904,200.00	
			\$904,200.00

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

Total assets and resources

\$2,296,971.95

=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Mountain Lakes Board of Education

Capital Projects Fund - Fund 30  
Interim Balance Sheet  
For 1 Month Period Ending 07/31/24

=====

LIABILITIES AND FUND EQUITY

=====

--- LIABILITIES ---

421	Accounts Payable	\$188,425.71
TOTAL LIABILITIES		<u>\$188,425.71</u>
		=====

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year	\$227,575.60
754	Reserve for encumbrances - Prior Year	\$2,068,742.88
601	Appropriations	\$2,257,168.59
602	Less : Expenditures	\$325,054.35
603	Encumbrances	\$2,296,318.48 (\$2,621,372.83)
		<u>(\$364,204.24)</u>
Total Appropriated		\$1,932,114.24

--- Unappropriated ---

770	Fund balance	\$176,432.00
-----	--------------	--------------

TOTAL FUND BALANCE \$2,108,546.24

TOTAL LIABILITIES AND FUND EQUITY \$2,296,971.95

=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Mountain Lakes Board of Education

Capital Projects Fund - Fund 30  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 1 Month Period Ending 07/31/24

\*\*\* REVENUES/SOURCES OF FUNDS \*\*\*

BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE

\*\*\* EXPENDITURES \*\*\*

APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE

--- Facilities acquisition and constr. serv. ---

30-000-4XX-334 Architectural/Engineering Services	\$6,800.00	.00	\$6,800.00	.00
30-000-4XX-390 Other purchased prof. & tech. serv.	\$20,453.76	.00	\$20,453.76	.00
30-000-4XX-450 Construction services	\$2,229,914.83	\$325,054.35	\$2,269,064.72	(\$364,204.24)
Total fac.acq.and constr. serv.	\$2,257,168.59	\$325,054.35	\$2,296,318.48	(\$364,204.24)
TOTAL EXPENDITURES	\$2,257,168.59	\$325,054.35	\$2,296,318.48	(\$364,204.24)
*** TOTAL EXPENDITURES AND TRANSFERS	\$2,257,168.59	\$325,054.35	\$2,296,318.48	(\$364,204.24)

REPORT OF THE SECRETARY CERTIFICATION PAGE  
TO THE BOARD OF EDUCATION  
Mountain Lakes Board of Education

Capital Projects Fund - Fund 30  
For 1 Month Period Ending 07/31/24

I, Alex Ferrell, 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:23-2.11(a).

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

10.18.24  
\_\_\_\_\_  
Date

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

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4

10/16 3:25pm

4 Page 1

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Mountain Lakes Board of Education  
Debt Service Fund - Fund 40  
Interim Balance Sheet  
For 1 Month Period Ending 07/31/24

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank	(\$477,218.06)
121	Tax levy receivable	\$1,461,122.65

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

301	Estimated Revenues	\$1,721,563.00	
302	Less Revenues	(\$1,593,951.00)	
		<hr/>	\$127,612.00
			<hr/>
	Total assets and resources		\$1,111,516.59
			=====



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Mountain Lakes Board of Education

Debt Service Fund - Fund 40  
Interim Balance Sheet  
For 1 Month Period Ending 07/31/24

LIABILITIES AND FUND EQUITY

--- LIABILITIES ---

Other current liabilities	\$140,041.17
<b>TOTAL LIABILITIES</b>	<b>\$140,041.17</b>

FUND BALANCE

--- Appropriated ---

Reserved fund balance:

601 Appropriations	\$1,721,563.00	
602 Less : Expenditures	\$750,000.00	
	(\$750,000.00)	
		\$971,563.00
Total Appropriated		\$971,563.00
770 Fund Balance		(\$87.58)

TOTAL FUND BALANCE	\$971,475.42
TOTAL LIABILITIES AND FUND EQUITY	\$1,111,516.59

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$1,721,563.00	\$750,000.00	\$971,563.00
Revenues	(\$1,721,563.00)	(\$1,593,951.00)	(\$127,612.00)
	\$0.00	(\$843,951.00)	\$843,951.00
--- Change in Maint. / Capital reserve account ---			
Subtotal	\$0.00	(\$843,951.00)	\$843,951.00
Less: Adjust for prior year encumb.	\$0.00	\$0.00	
Budgeted Fund Balance	\$0.00	(\$843,951.00)	\$843,951.00

4

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Mountain Lakes Board of Education

Debt Service Fund - Fund 40  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 1 Month Period Ending 07/31/24

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
--- Local Sources ---				
1210 Local tax levy	\$1,593,951.00	\$1,593,951.00		.00
	_____	_____	_____	_____
Total Local Sources	\$1,593,951.00	\$1,593,951.00		\$0.00
	=====	=====	=====	=====
--- State Sources ---				
3160 Debt service aid Type II	\$127,612.00	.00		\$127,612.00
	_____	_____	_____	_____
Total State Sources	\$127,612.00	\$0.00		\$127,612.00
	=====	=====	=====	=====
TOTAL REVENUE/SOURCES OF FUNDS	\$1,721,563.00	\$1,593,951.00		\$127,612.00
	=====	=====	=====	=====

4

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Mountain Lakes Board of Education

Debt Service Fund - Fund 40  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 1 Month Period Ending 07/31/24

*** EXPENDITURES ***	APPROPRIATIONS	EXPENDITURES/Enc.	AVAILABLE BALANCE
--- Debt Service - Regular ---			
40-701-510-910 Redemption of Principal	\$1,260,000.00	\$750,000.00	\$510,000.00
40-701-510-834 Interest on Bonds	\$461,563.00	.00	\$461,563.00
TOTAL	\$1,721,563.00	\$750,000.00	\$971,563.00
TOTAL USES OF FUNDS BEFORE TRANSFERS	\$1,721,563.00	\$750,000.00	\$971,563.00
*** TOTAL USES OF FUNDS ***	\$1,721,563.00	\$750,000.00	\$971,563.00

REPORT OF THE SECRETARY CERTIFICATION PAGE  
TO THE BOARD OF EDUCATION  
Mountain Lakes Board of Education  
Debt Service Fund - Fund 40

For 1 Month Period Ending 07/31/24

I, Ala Ferreira, 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:23-2.11(a).

  
Board Secretary/Administrator

10-18-24  
Date

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

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4



# Health and Safety Evaluation of School Buildings Checklist 2024-2025

County: Morris

District: Mountain Lakes School District

Building	Check One (✓ or X)
Leased	
Owned	X

School Building: Mountain Lakes High School

Completed By: Mark Snowden

Date: 10/17/24

This form shall be used for the evaluation of school buildings (pursuant to N.J.A.C. 6A:26-6.1 and N.J.A.C. 6A:26-8.1) Traditional Public School Districts (owned or leased), Approved Private Schools for Students with Disabilities (APSSD), Charter Schools, Renaissance School Projects and any other setting used for instruction.

This evaluation checklist shall be completed annually by appropriate district personnel and kept on file for inspection or other legal issues. These indicators cover regulations issued by NJDOE, NJDCA, NJUCC, POSHA, NFPA.

The emphasis of this evaluation checklist is on the health and safety of students and staff, even in the absence of a specific Statute or Code. The items listed are not mutually exclusive of other findings a monitor/inspector may cite. See "Health and Safety Evaluation of School Buildings Facilities Checklist Instructions & Guidance 2023-2024" document for additional detailed information.

**Note:** Items denoted with a 6A:26-8.1 reference, cover **all** school buildings but are also included in the Temporary Facilities Code.

## References:

- **NFPA:** National Fire Protection Association
- **NJDCA:** Department of Community Affairs
- **N.J.A.C.:** New Jersey Administrative Code
- **N.J.S.A.:** New Jersey Statutes
- **PEOSH:** Public Employees Occupational Safety and Health Act.
- **UCC:** Uniform Construction Code

Supported by: N.J.A.C. 6A:26-6.1, 6.2, 6.3, 12 & 6A:19-6 and NJQSAC Fiscal Indicator 9a, 9b, 9c

## Section A: 100% Items

(This section must have full compliance with all items.)

### 100% Compliance

Current Licenses and Certificates #1 to #10	Yes	No	N/A	Violation Location
1. A current certificate of compliance with the Uniform Fire Code has been issued by the local or State fire official/inspector within the year and posted in a conspicuous location (or current abatement inspection is available).	X			
2. A current inspection report of the local health official (kitchen, cafeteria, pool, etc.) is available.		X		Kitchen is undergoing extensive renovations.
3. A 3-year asbestos management plan, as required by A.H.E.R.A., is available including current six-month surveillance update reports. If constructed without asbestos, a letter of certification from the architect is available.	X			
4. An annual inspection report of the Department of Environmental Protection for the operation of a sewage treatment plant, where applicable, is available.			X	
5. Current boiler inspection certificate(s) posted at site of boiler(s).	X			
6. Current license(s) for high- and low-pressure boiler operators, as required by code, are properly posted.	X			
7. Current drinking water supply inspection reports are available to comply with: a) Safe Water Drinking Act. (N.J.A.C. 58:12A-1) (N.J.A.C. 6A:26-12.4). b) Evidence of testing of water for lead has been provided by the district through annual submittal of the Lead Testing Statement of Assurance.	X			
8. One fire drill and one school security drill are held each month. (See "Checklist Instructions" for Certificate of Assurance.) N.J.S.A. 18A:41-1.	X			
9. Right-To-Know requirements are properly posted and SDS reporting materials on file for review.	X			
10. Janet's Law—District has Automated External Defibrillators (AEDs) identified with appropriate signage and made available in an unlocked location on school property, which are accessible during the school day and any other time in which a school-sponsored athletic event or team practice, in which pupils of the district are participating, is taking place and are within reasonable proximity of the school athletic field or gymnasium, as applicable. (Janet's Law N.J.S.A. 18A:40-41a-41c)	X			

Exits/Exterior #11 to #12	Yes	No	N/A	Violation location
11. Exterior switches and receptacles are covered by securely fastened weather-proof plates and fixtures are securely mounted with no exposed wires.	X			
12. All exterior exits are in good condition, locked from outside access, are readily accessible and free of obstructions for use in an emergency, including: <ul style="list-style-type: none"> <li>a. Fire escapes and/or exterior stairs can be safely negotiated. Exterior doors shall not be propped open.</li> <li>b. Panic hardware is provided on exit doors of all spaces with an occupancy load/capacity greater than 50.</li> </ul>	X			
Interior #13 to #21	Yes	No	N/A	Violation Location
13. All electrical outlets, switches, receptacles and junction boxes, electric wires, fuses and/or circuit breaker panels, etc., are properly covered and/or secured and/or protected.	X			
14. Sufficient access and working space are provided and maintained around all electrical systems equipment. Items, especially combustibles, are a minimum of 36 inches from electrical power sources or equipment, i.e., circuit breaker panels, fuse boxes, transformers.	X			
15. Instructional areas are free of all unapproved construction, e.g., walls, partitions, doors and stairs, etc.	X			
16. Doors in any occupied space are free of deadbolts or slide bolts and permit exit without need of a key or special knowledge. N.J.A.C. 6A:26-8.1	X			
17. Unobstructed vision panels with code-approved glass are installed in doors opening into corridors. Interior glazing shall be safety glazing. N.J.A.C. 6A:26-8.1	X			
18. Kindergarten and Pre-K toilet requirements are met. N.J.A.C. 6A:26-6.3(h)4.			X	
19. District requested approvals as needed: Dual Use, Change-of-Use, Alternate (Toilet) Method of Compliance, Temporary sites (Temporary Classroom Units (TCUs) or rented facilities). Required DOE approvals in place.			X	
20. Dangerous chemicals (i.e., liquefied petroleum (LP) gas/propane) and/or explosive materials (i.e., gunpowder, picric acid) are <i>not</i> stored/present in the building. If needed, flammable and combustible materials are properly stored/maintained (i.e., in properly rated cabinets; <b>not</b> in boiler room/high-hazard areas).	X			
21. Carbon Monoxide (CO) Detectors must be in the vicinity of <b>all</b> fuel burning appliances. <ul style="list-style-type: none"> <li>a. Gas and oil heating systems: boilers, furnaces, central and unitary equipment.</li> <li>b. Generators: portable and permanent.</li> </ul>	X			



Interior #13 to #21	Yes	No	N/A	Violation Location
<ul style="list-style-type: none"> <li>c. Natural gas and propane appliances: water heaters, ranges, stoves, ovens, laundry washers and dryers</li> <li>d. Fireplaces</li> <li>e. In hallways connected to space with the source</li> </ul> <p>N.J.A.C. 5:70-4.3(a), and N.J.A.C. 5:70-4.9(d)</p>				
Vocational/Laboratories #22 to #25	Yes	No	N/A	Violation Location
<p>22. Power machinery and equipment, as well as science laboratories, have appropriate safety features in place including, as applicable:</p> <ul style="list-style-type: none"> <li>a. Appropriate placement on the floor and required point-of-operation guards to protect users from injury due to moving parts.</li> <li>b. Clearly visible and accessible push-type emergency cut-off switches at appropriate locations within shops to de-energize electrical supply to non-portable machinery.</li> <li>c. Non-portable machinery provided with magnetic type switches to prevent automatic restart upon restoration of power after an electrical failure or reactivation of the emergency cut-off switch.</li> <li>d. Key-operated electric solenoid shut-off valves on natural gas lines in science laboratories and shops constructed after 1979. On all other gas lines there is an emergency shut-off valve which is clearly marked and accessible.</li> </ul>	X			
<p>23. At a minimum, one #20 ABC-rated fire extinguisher is provided in each laboratory and vocational area.</p>	X			
<p>24. Adequate eye and body protection are provided, including:</p> <ul style="list-style-type: none"> <li>a. Eye protection devices (glasses, goggles) for students and faculty in each laboratory and shop area, including appropriate provision for their sanitation.</li> <li>b. Emergency eyewash device(s), with 15 minutes continuous flow, where caustic or corrosive materials are used.</li> <li>c. An emergency cold-water shower for chemistry laboratory if constructed after October 1985. N.J.A.C. 6A:26-12.5(d)</li> </ul>	X			
<p>25. Provision of proper local or general ventilation and/or exhausting of toxic and/or dangerous fumes and/or odors, including for the following activities, as applicable:</p> <ul style="list-style-type: none"> <li>a. For science activities (i.e., via fume hoods)</li> <li>b. For welding operations</li> <li>c. For paint spraying operations:               <ol style="list-style-type: none"> <li>1. Automotive: should have a separate exhaust system.</li> <li>2. Art: proper ventilation for spray paint with fumes</li> </ol> </li> <li>d. Art: Designated safe space/room for kilns with proper ventilation</li> <li>e. In dust generating operations, such as wood working, a dust collecting system which should be either single or multi-use vacuum packs or a central dust collection system</li> </ul>	X			

7

100% Compliance

Total	Yes	No	N/A
100% Items Total	21	1	3

Space for Notes:

## Section B: 80% Items

Must be compliant with 80% of these items to pass.

### 80% Compliance

Exits/Exterior #1 to #4	Yes	No	N/A	Violation Location
<b>1. No evidence of major exterior building structural damage.</b> Example(s) would include: <ul style="list-style-type: none"> <li>a. Exterior walls appear free of structural cracks, loose masonry and crumbling parapets; lintels appear free of rust and flaking.</li> <li>b. Gutters and downspouts appear to be in good condition and are secured to the building; runoff does not appear to be obstructed or create poor drainage or soil erosion.</li> </ul>		X		Structural crack on Exterior facade on the main entrance to the high school.
<b>2. All exterior receptacles are GFCI-protected in accordance with code.</b>	X			
<b>3. All school grounds, including general purpose play areas and athletic fields, are free of holes, glass, stumps, roots, rocks and other hazardous obstacles. Fences are maintained and are free of holes. The outside physical education area for students shall include, but not be limited to, sufficient space, equipment, and safe surfaces for students and program needs and are protected from hazards or traffic conditions.</b>	X			
<b>4. Playground area and equipment appear to be in safe operating condition and in compliance with code and the district maintains documentation of compliance and regular (annual and/or monthly) inspections.</b>			X	
Interior Items #5 to #26	Yes	No	N/A	Violation Location
<b>5. All interior exits and corridors are in good condition, readily accessible, and free of obstructions and/or excessive materials that would hinder exit.</b>	X			
<b>6. Emergency evacuation egress procedures are posted at a visible height and standard location in all areas.</b>	X			
<b>7. Doors leading to interior courtyards are clearly marked: "Not an Exit" and such doors should open into the corridor.</b>	X			
<b>8. Handrails on both sides of interior stairways, guardrails and interior stair treads are free of surface features that may cause injury and/or are properly secured. Interior stair treads do not show evidence of extensive wear and are generally in good repair.</b>	X			
<b>9. Stage curtains need to indicate flame proof or flame retardant and certificates are on file.</b>	X			

Interior Items #5 to #26	Yes	No	N/A	Violation Location
10. All education spaces shall be equipped with a communication device/system connected to the main office and capable of emergency communication to local authorities or 9-1-1.	X			
11. Electric outlets and/or wiring appear appropriate, including: <ul style="list-style-type: none"> <li>a. GFI protection for receptacle(s) within 6 feet of water in accordance with code.</li> <li>b. Electrical extension cords and surge protectors used appropriately, with extension cords only used <i>temporarily</i>.</li> <li>c. Sufficient electrical duplex outlets shall be provided to satisfy the program needs as provided in code. N.J.A.C. 6A:26-6.3(f)</li> </ul>	X			
12. Nurse's Office: Space shall provide the necessary facilities, equipment and supplies for the performance of the duties required under State law and the rules by health services personnel. N.J.A.C. 6A:26-6.3(9) and N.J.A.C. 6A:26-12.3	X			
13. Individual or central mechanical ventilation unit(s) are operating in all student- and staff-occupied rooms/areas and toilet facilities; air conditioners are operational in windowless interior areas. Heating and ventilation requirements shall be as set forth in code. N.J.A.C. 6A:26-6.3(d)	X			
14. Lighting levels in all instructional areas at least 50-foot candles, as measured with a light meter, comply with code and lamps/bulbs are covered with a lens cover or equivalent protection. N.J.A.C. 6A:26-6.3(g)	X			
15. Instructional areas have no unauthorized and/or potentially hazardous materials/equipment in rooms. <u>Uniform Fire Code</u>  Dangerous touch points in educational spaces, such as hot pipes and radiators, should be covered. N.J.A.C. 6A:26-6.3 (e) (5)	X			
16. A chalkboard, whiteboard, and/or electronic display board is/are provided in each instructional space and is/are free of cracks and jagged edges. N.J.A.C. 6A:26-8.1.viii.(1)	X			
17. Ceilings, walls and floors are free of holes, sags, and evidence of water damage. The average ceiling height shall be at least 8 feet for instructional spaces in an existing public school, in a district owned facility and in rented or leased buildings not on school district-owned sites. N.J.A.C. 6A:26-6.3(6) and N.J.A.C. 6A:8.1.d.1.i.(1)	X			

Interior Items #5 to #26	Yes	No	N/A	Violation Location
18. Area and floor drains, where provided, appear to be in working order and covered with appropriate plates; unused (abandoned) waste lines (drains) are sealed off/capped.	X			
19. Floors throughout the school are clean and free of trash, as well as appear free of slipping, tripping and/or other hazards. Egress through halls and exits are clear and accessible. Concrete floors in all instructional areas, except shops, shall be covered with a resilient floor covering. N.J.A.C. 6A:26-d-1, i 5	X			
20. Supplies and materials are neatly and appropriately stored: a. Storage racks/shelving over 6 feet in height are properly secured from tipping. b. There is no storage within 24 inches of a ceiling. In spaces with sprinkler systems, storage is at least a minimum of 18 inches below sprinkler head deflectors. c. Storage is organized to allow safe access within and through space.	X			
21. Provision shall be made for storage of students' clothing in other than a corridor or exit way. Student lockers are usable, i.e., doors, handles and locks are operable. N.J.A.C. 6A:26-8.1 (i) (7)	X			
22. Drinking fountains are provided with sufficient water pressure or access to water coolers is readily available. Potable water shall be available and drinking fountains/bubblers shall be provided for students in cafeterias and in preschool and kindergarten programs in accordance with N.J.A.C. 6A:26-12.4 and N.J.A.C. 6A:26-8.1 (d) (1) (v).	X			
23. Toilet facilities shall meet existing UCC requirements for the E Use Group as determined by the construction official. Toilet facilities shall be available within a reasonable distance not more than one floor away and shall be equipped with an exterior operable window sash or mechanical exhaust ventilation. N.J.A.C. 6A:26-8.1	X			
24. Food and non-food items (i.e., cleaning products, etc.) in home economics rooms and cafeteria/kitchen are stored separately.	X			
25. Non-instructional areas are free of all unapproved construction, e.g. walls, partitions, doors and stairs.	X			
26. Furniture and equipment are in good condition and suitable for the age and size of the students and purposes of instruction shall be provided. N.J.A.C. 6A:26-8.1	X			

<b>Vocational/Laboratories #27 to #34</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Violation Location</b>
<b>27.</b> Corrosives, toxic and other hazardous substances are stored in properly rated cabinets and are labeled accordingly.	X			
<b>28.</b> Required space is available for the safe operation of machinery.	X			
<b>29.</b> Mechanical and hydraulic automotive lifts have locking devices to hold them in the extended (open) position.			X	
<b>30.</b> Floors and aisles in all shops are free of slipping and tripping hazards.			X	
<b>31.</b> "Eye Hazard Area - Wear Your Eye Protection" signs are posted.	X			
<b>32.</b> The following additional safety measures are in place if welding operations are on-going: <b>a.</b> Welding curtains are provided and are painted with a finish of low reflectivity. <b>b.</b> Personal protective equipment (e.g., goggles, aprons, etc.) are provided.			X	
<b>33.</b> Pressurized gas cylinders are secured (chain and eye hooks to welding cart, etc.) and valve protection caps are in place.			X	
<b>34.</b> Oxygen cylinders in storage are separated from fuel gas cylinders (acetylene) or combustible materials a minimum distance of 20 feet.			X	
<b>Total</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	
<b>80% Items Total</b>	<b>27</b>	<b>1</b>	<b>6</b>	

**Note:** Violations of 100% items 12, 16 and 17 and 80% item 15 are the most egregious. Please refer to the Guidance Document for details.

Space for Notes:

## School Facility Score Summary 2024-2025

**Note:** This form must be signed and dated.

Scoring Sections	100% Section A	80% Section B
Maximum # of Compliant Questions:	25	34

### 100% Section A Compliance

100% Section A Compliance	Score
Number of <b>No</b> Responses in Section A	1

NJSAC Fiscal DPR (All items are compliant in building)	Must select one (✓)
<b>Compliant</b> (no exceptions)	
<b>Non-compliant</b> (Section is non-compliant with <i>any</i> exceptions. Corrective action needed).	X

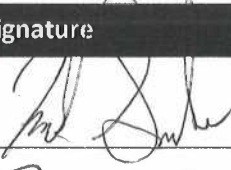

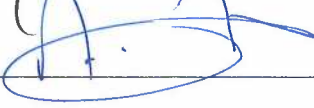
### 80% Section B Compliance

80% Section B Compliance	Score
A. Number of <b>Yes</b> Responses	27
B. Number of <b>No</b> Responses	1
C. Subtotal [A + B]	28
D. Multiply [(C) × 80%]	22.4

NJSAC Fiscal DPR (At least 80% of items are compliant in the building/buildings)	Must select one (✓)
<b>Compliant</b> The school building passes if Line (A) is equal to or greater than Line (D)	X
<b>Non-compliant</b> The school building fails if Line (A) is less than Line (D). Corrective action is needed.	

### LEA Assurance Signatures

**School Facility Name:** Mountain Lakes High School

Title	Signature	Date
Completed by (add title below):		10/17/24
Certified Educational Facilities Manager (if position used by district) or Head/Lead Custodian		10/17/24
Chief School Administrator or School Business Administrator		10/17/24



# Health and Safety Evaluation of School Buildings Checklist 2024-2025

County: Morris

District: Mountain Lakes School District

Building	Check One (✓ or X)
Leased	
Owned	X

School Building: Lake Drive School

Completed By: Mark Snowden

Date: 10/17/24

This form shall be used for the evaluation of school buildings (pursuant to N.J.A.C. 6A:26-6.1 and N.J.A.C. 6A:26-8.1) Traditional Public School Districts (owned or leased), Approved Private Schools for Students with Disabilities (APSSD), Charter Schools, Renaissance School Projects and any other setting used for instruction.

This evaluation checklist shall be completed annually by appropriate district personnel and kept on file for inspection or other legal issues. These indicators cover regulations issued by NJDOE, NJDCA, NJUCC, POSHA, NFPA.

The emphasis of this evaluation checklist is on the health and safety of students and staff, even in the absence of a specific Statute or Code. The items listed are not mutually exclusive of other findings a monitor/inspector may cite. See "Health and Safety Evaluation of School Buildings Facilities Checklist Instructions & Guidance 2023-2024" document for additional detailed information.

**Note:** Items denoted with a 6A:26-8.1 reference, cover **all** school buildings but are also included in the Temporary Facilities Code.

## References:

- **NFPA:** National Fire Protection Association
- **NJDCA:** Department of Community Affairs
- **N.J.A.C.:** New Jersey Administrative Code
- **N.J.S.A.:** New Jersey Statutes
- **PEOSH:** Public Employees Occupational Safety and Health Act.
- **UCC:** Uniform Construction Code

Supported by: N.J.A.C. 6A:26-6.1, 6.2, 6.3, 12 & 6A:19-6 and NJQSAC Fiscal Indicator 9a, 9b, 9c



## Section A: 100% Items

(This section must have full compliance with all items.)

### 100% Compliance

Current Licenses and Certificates #1 to #10	Yes	No	N/A	Violation Location
1. A current certificate of compliance with the Uniform Fire Code has been issued by the local or State fire official/inspector within the year and posted in a conspicuous location (or current abatement inspection is available).	X			
2. A current inspection report of the local health official (kitchen, cafeteria, pool, etc.) is available.	X			
3. A 3-year asbestos management plan, as required by A.H.E.R.A., is available including current six-month surveillance update reports. If constructed without asbestos, a letter of certification from the architect is available.	X			
4. An annual inspection report of the Department of Environmental Protection for the operation of a sewage treatment plant, where applicable, is available.			X	
5. Current boiler inspection certificate(s) posted at site of boiler(s).	X			
6. Current license(s) for high- and low-pressure boiler operators, as required by code, are properly posted.	X			
7. Current drinking water supply inspection reports are available to comply with: a) Safe Water Drinking Act. (N.J.A.C. 58:12A-1) (N.J.A.C. 6A:26-12.4). b) Evidence of testing of water for lead has been provided by the district through annual submittal of the Lead Testing Statement of Assurance.	X			
8. One fire drill and one school security drill are held each month. (See "Checklist Instructions" for Certificate of Assurance.) N.J.S.A. 18A:41-1.	X			
9. Right-To-Know requirements are properly posted and SDS reporting materials on file for review.	X			
10. Janet's Law— District has Automated External Defibrillators (AEDs) identified with appropriate signage and made available in an unlocked location on school property, which are accessible during the school day and any other time in which a school-sponsored athletic event or team practice, in which pupils of the district are participating, is taking place and are within reasonable proximity of the school athletic field or gymnasium, as applicable. (Janet's Law N.J.S.A. 18A:40- 41a-41c)	X			

Exits/Exterior #11 to #12	Yes	No	N/A	Violation location
11. Exterior switches and receptacles are covered by securely fastened weather-proof plates and fixtures are securely mounted with no exposed wires.	X			
12. All exterior exits are in good condition, locked from outside access, are readily accessible and free of obstructions for use in an emergency, including: <ul style="list-style-type: none"> <li>a. Fire escapes and/or exterior stairs can be safely negotiated. Exterior doors shall not be propped open.</li> <li>b. Panic hardware is provided on exit doors of all spaces with an occupancy load/capacity greater than 50.</li> </ul>	X			
Interior #13 to #21	Yes	No	N/A	Violation Location
13. All electrical outlets, switches, receptacles and junction boxes, electric wires, fuses and/or circuit breaker panels, etc., are properly covered and/or secured and/or protected.	X			
14. Sufficient access and working space are provided and maintained around all electrical systems equipment. Items, especially combustibles, are a minimum of 36 inches from electrical power sources or equipment, i.e., circuit breaker panels, fuse boxes, transformers.	X			
15. Instructional areas are free of all unapproved construction, e.g., walls, partitions, doors and stairs, etc.	X			
16. Doors in any occupied space are free of deadbolts or slide bolts and permit exit without need of a key or special knowledge. N.J.A.C. 6A:26-8.1	X			
17. Unobstructed vision panels with code-approved glass are installed in doors opening into corridors. Interior glazing shall be safety glazing. N.J.A.C. 6A:26-8.1	X			
18. Kindergarten and Pre-K toilet requirements are met. N.J.A.C. 6A:26-6.3(h)4.	X			
19. District requested approvals as needed: Dual Use, Change-of-Use, Alternate (Toilet) Method of Compliance, Temporary sites (Temporary Classroom Units (TCUs) or rented facilities). Required DOE approvals in place.	X			
20. Dangerous chemicals (i.e., liquefied petroleum (LP) gas/propane) and/or explosive materials (i.e., gunpowder, picric acid) are <i>not</i> stored/present in the building. If needed, flammable and combustible materials are properly stored/maintained (i.e., in properly rated cabinets; <b>not</b> in boiler room/high-hazard areas).			X	
21. Carbon Monoxide (CO) Detectors must be in the vicinity of <b>all</b> fuel burning appliances. <ul style="list-style-type: none"> <li>a. Gas and oil heating systems: boilers, furnaces, central and unitary equipment.</li> <li>b. Generators: portable and permanent.</li> </ul>	X			

Interior #13 to #21	Yes	No	N/A	Violation Location
<ul style="list-style-type: none"> <li>c. Natural gas and propane appliances: water heaters, ranges, stoves, ovens, laundry washers and dryers</li> <li>d. Fireplaces</li> <li>e. In hallways connected to space with the source</li> </ul> <p>N.J.A.C. 5:70-4.3(a), and N.J.A.C. 5:70-4.9(d)</p>				
Vocational/Laboratories #22 to #25	Yes	No	N/A	Violation Location
<p><b>22.</b> Power machinery and equipment, as well as science laboratories, have appropriate safety features in place including, as applicable:</p> <ul style="list-style-type: none"> <li>a. Appropriate placement on the floor and required point-of-operation guards to protect users from injury due to moving parts.</li> <li>b. Clearly visible and accessible push-type emergency cut-off switches at appropriate locations within shops to de-energize electrical supply to non-portable machinery.</li> <li>c. Non-portable machinery provided with magnetic type switches to prevent automatic restart upon restoration of power after an electrical failure or reactivation of the emergency cut-off switch.</li> <li>d. Key-operated electric solenoid shut-off valves on natural gas lines in science laboratories and shops constructed after 1979. On all other gas lines there is an emergency shut-off valve which is clearly marked and accessible.</li> </ul>			X	
<p><b>23.</b> At a minimum, one #20 ABC-rated fire extinguisher is provided in each laboratory and vocational area.</p>			X	
<p><b>24.</b> Adequate eye and body protection are provided, including:</p> <ul style="list-style-type: none"> <li>a. Eye protection devices (glasses, goggles) for students and faculty in each laboratory and shop area, including appropriate provision for their sanitation.</li> <li>b. Emergency eyewash device(s), with 15 minutes continuous flow, where caustic or corrosive materials are used.</li> <li>c. An emergency cold-water shower for chemistry laboratory if constructed after October 1985. N.J.A.C. 6A:26-12.5(d)</li> </ul>			X	
<p><b>25.</b> Provision of proper local or general ventilation and/or exhausting of toxic and/or dangerous fumes and/or odors, including for the following activities, as applicable:</p> <ul style="list-style-type: none"> <li>a. For science activities (i.e., via fume hoods)</li> <li>b. For welding operations</li> <li>c. For paint spraying operations:               <ol style="list-style-type: none"> <li>1. Automotive: should have a separate exhaust system.</li> <li>2. Art: proper ventilation for spray paint with fumes</li> </ol> </li> <li>d. Art: Designated safe space/room for kilns with proper ventilation</li> <li>e. In dust generating operations, such as wood working, a dust collecting system which should be either single or multi-use vacuum packs or a central dust collection system</li> </ul>			X	

7

100% Compliance

Total	Yes	No	N/A
100% Items Total	19	0	6

Space for Notes:

## Section B: 80% Items

Must be compliant with 80% of these items to pass.

### 80% Compliance

Exits/Exterior #1 to #4	Yes	No	N/A	Violation Location
1. No evidence of major exterior building structural damage. Example(s) would include: <ul style="list-style-type: none"> <li>a. Exterior walls appear free of structural cracks, loose masonry and crumbling parapets; lintels appear free of rust and flaking.</li> <li>b. Gutters and downspouts appear to be in good condition and are secured to the building; runoff does not appear to be obstructed or create poor drainage or soil erosion.</li> </ul>	X			
2. All exterior receptacles are GFCI-protected in accordance with code.	X			
3. All school grounds, including general purpose play areas and athletic fields, are free of holes, glass, stumps, roots, rocks and other hazardous obstacles. Fences are maintained and are free of holes. The outside physical education area for students shall include, but not be limited to, sufficient space, equipment, and safe surfaces for students and program needs and are protected from hazards or traffic conditions.			X	
4. Playground area and equipment appear to be in safe operating condition and in compliance with code and the district maintains documentation of compliance and regular (annual and/or monthly) inspections.	X			
Interior Items #5 to #26	Yes	No	N/A	Violation Location
5. All interior exits and corridors are in good condition, readily accessible, and free of obstructions and/or excessive materials that would hinder exit.	X			
6. Emergency evacuation egress procedures are posted at a visible height and standard location in all areas.	X			
7. Doors leading to interior courtyards are clearly marked: "Not an Exit" and such doors should open into the corridor.			X	
8. Handrails on both sides of interior stairways, guardrails and interior stair treads are free of surface features that may cause injury and/or are properly secured. Interior stair treads do not show evidence of extensive wear and are generally in good repair.	X			
9. Stage curtains need to indicate flame proof or flame retardant and certificates are on file.	X			

Interior Items #5 to #26	Yes	No	N/A	Violation Location
<b>10.</b> All education spaces shall be equipped with a communication device/system connected to the main office and capable of emergency communication to local authorities or 9-1-1.	X			
<b>11.</b> Electric outlets and/or wiring appear appropriate, including: <ul style="list-style-type: none"> <li>a. GFI protection for receptacle(s) within 6 feet of water in accordance with code.</li> <li>b. Electrical extension cords and surge protectors used appropriately, with extension cords only used <i>temporarily</i>.</li> <li>c. Sufficient electrical duplex outlets shall be provided to satisfy the program needs as provided in code. N.J.A.C. 6A:26-6.3(f)</li> </ul>	X			
<b>12.</b> Nurse's Office: Space shall provide the necessary facilities, equipment and supplies for the performance of the duties required under State law and the rules by health services personnel. N.J.A.C. 6A:26-6.3(9) and N.J.A.C. 6A:26-12.3	X			
<b>13.</b> Individual or central mechanical ventilation unit(s) are operating in all student- and staff-occupied rooms/areas and toilet facilities; air conditioners are operational in windowless interior areas. Heating and ventilation requirements shall be as set forth in code. N.J.A.C. 6A:26-6.3(d)	X			
<b>14.</b> Lighting levels in all instructional areas at least 50-foot candles, as measured with a light meter, comply with code and lamps/bulbs are covered with a lens cover or equivalent protection. N.J.A.C. 6A:26-6.3(g)	X			
<b>15.</b> Instructional areas have no unauthorized and/or potentially hazardous materials/equipment in rooms. <u>Uniform Fire Code</u>  Dangerous touch points in educational spaces, such as hot pipes and radiators, should be covered. N.J.A.C. 6A:26-6.3 (e) (5)	X			
<b>16.</b> A chalkboard, whiteboard, and/or electronic display board is/are provided in each instructional space and is/are free of cracks and jagged edges. N.J.A.C. 6A:26-8.1.viii.(1)	X			
<b>17.</b> Ceilings, walls and floors are free of holes, sags, and evidence of water damage. The average ceiling height shall be at least 8 feet for instructional spaces in an existing public school, in a district owned facility and in rented or leased buildings not on school district-owned sites. N.J.A.C. 6A:26-6.3(6) and N.J.A.C. 6A:8.1.d.1.i.(1)	X			

Interior Items #5 to #26	Yes	No	N/A	Violation Location
18. Area and floor drains, where provided, appear to be in working order and covered with appropriate plates; unused (abandoned) waste lines (drains) are sealed off/capped.	X			
19. Floors throughout the school are clean and free of trash, as well as appear free of slipping, tripping and/or other hazards. Egress through halls and exits are clear and accessible. Concrete floors in all instructional areas, except shops, shall be covered with a resilient floor covering. N.J.A.C. 6A:26-d-1, i 5	X			
20. Supplies and materials are neatly and appropriately stored: a. Storage racks/shelving over 6 feet in height are properly secured from tipping. b. There is no storage within 24 inches of a ceiling. In spaces with sprinkler systems, storage is at least a minimum of 18 inches below sprinkler head deflectors. c. Storage is organized to allow safe access within and through space.	X			
21. Provision shall be made for storage of students' clothing in other than a corridor or exit way. Student lockers are usable, i.e., doors, handles and locks are operable. N.J.A.C. 6A:26-8.1 (i) (7)	X			
22. Drinking fountains are provided with sufficient water pressure or access to water coolers is readily available. Potable water shall be available and drinking fountains/bubblers shall be provided for students in cafeterias and in preschool and kindergarten programs in accordance with N.J.A.C. 6A:26-12.4 and N.J.A.C. 6A:26-8.1 (d) (1) (v).	X			
23. Toilet facilities shall meet existing UCC requirements for the E Use Group as determined by the construction official. Toilet facilities shall be available within a reasonable distance not more than one floor away and shall be equipped with an exterior operable window sash or mechanical exhaust ventilation. N.J.A.C. 6A:26-8.1		X		
24. Food and non-food items (i.e., cleaning products, etc.) in home economics rooms and cafeteria/kitchen are stored separately.			X	
25. Non-instructional areas are free of all unapproved construction, e.g. walls, partitions, doors and stairs.	X			
26. Furniture and equipment are in good condition and suitable for the age and size of the students and purposes of instruction shall be provided. N.J.A.C. 6A:26-8.1	X			

Vocational/Laboratories #27 to #34	Yes	No	N/A	Violation Location
27. Corrosives, toxic and other hazardous substances are stored in properly rated cabinets and are labeled accordingly.			X	
28. Required space is available for the safe operation of machinery.			X	
29. Mechanical and hydraulic automotive lifts have locking devices to hold them in the extended (open) position.			X	
30. Floors and aisles in all shops are free of slipping and tripping hazards.			X	
31. "Eye Hazard Area - Wear Your Eye Protection" signs are posted.			X	
32. The following additional safety measures are in place if welding operations are on-going: a. Welding curtains are provided and are painted with a finish of low reflectivity. b. Personal protective equipment (e.g., goggles, aprons, etc.) are provided.			X	
33. Pressurized gas cylinders are secured (chain and eye hooks to welding cart, etc.) and valve protection caps are in place.			X	
34. Oxygen cylinders in storage are separated from fuel gas cylinders (acetylene) or combustible materials a minimum distance of 20 feet.			X	
<b>Total</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	
<b>80% Items Total</b>	<b>22</b>	<b>1</b>	<b>11</b>	

**Note:** Violations of 100% items 12, 16 and 17 and 80% item 15 are the most egregious. Please refer to the Guidance Document for details.

Space for Notes:



## School Facility Score Summary 2024-2025

**Note:** This form must be signed and dated.

Scoring Sections	100% Section A	80% Section B
Maximum # of Compliant Questions:	25	34

### 100% Section A Compliance

100% Section A Compliance	Score
Number of <b>No</b> Responses in Section A	0

NJQSAC Fiscal DPR (All items are compliant in building)	Must select one (✓)
<b>Compliant</b> (no exceptions)	X
<b>Non-compliant</b> (Section is non-compliant with <i>any</i> exceptions. Corrective action needed).	

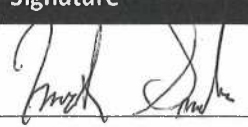
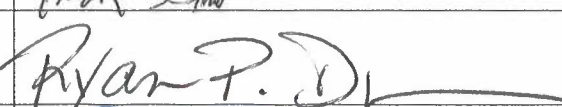
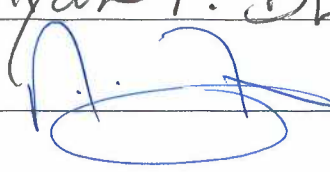
### 80% Section B Compliance

80% Section B Compliance	Score
A. Number of <b>Yes</b> Responses	22
B. Number of <b>No</b> Responses	1
C. Subtotal [A + B]	23
D. Multiply [(C) × 80%]	18.4

NJQSAC Fiscal DPR (At least 80% of items are compliant in the building/buildings)	Must select one (✓)
<b>Compliant</b> The school building passes if Line (A) is equal to or greater than Line (D)	X
<b>Non-compliant</b> The school building fails if Line (A) is less than Line (D). Corrective action is needed.	

### LEA Assurance Signatures

School Facility Name: Lake Drive School

Title	Signature	Date
Completed by (add title below):		10/17/24
Certified Educational Facilities Manager (if position used by district) or Head/Lead Custodian		10/17/24
Chief School Administrator or School Business Administrator		10/17/24



STATE OF NEW JERSEY  
DEPARTMENT OF EDUCATION

## Health and Safety Evaluation of School Buildings Checklist 2024-2025

County: Morris

District: Mountain Lakes School District

Building	Check One (✓ or X)
Leased	
Owned	X

School Building: Wildwood Elementary School

Completed By: Mark Snowden

Date: 10/17/24

This form shall be used for the evaluation of school buildings (pursuant to N.J.A.C. 6A:26-6.1 and N.J.A.C. 6A:26-8.1) Traditional Public School Districts (owned or leased), Approved Private Schools for Students with Disabilities (APSSD), Charter Schools, Renaissance School Projects and any other setting used for instruction.

This evaluation checklist shall be completed annually by appropriate district personnel and kept on file for inspection or other legal issues. These indicators cover regulations issued by NJDOE, NJDCA, NJUCC, POSHA, NFPA.

The emphasis of this evaluation checklist is on the health and safety of students and staff, even in the absence of a specific Statute or Code. The items listed are not mutually exclusive of other findings a monitor/inspector may cite. See "Health and Safety Evaluation of School Buildings Facilities Checklist Instructions & Guidance 2023-2024" document for additional detailed information.

**Note:** Items denoted with a 6A:26-8.1 reference, cover **all** school buildings but are also included in the Temporary Facilities Code.

### References:

- **NFPA:** National Fire Protection Association
- **NJDCA:** Department of Community Affairs
- **N.J.A.C.:** New Jersey Administrative Code
- **N.J.S.A.:** New Jersey Statutes
- **PEOSH:** Public Employees Occupational Safety and Health Act.
- **UCC:** Uniform Construction Code

Supported by: N.J.A.C. 6A:26-6.1, 6.2, 6.3, 12 & 6A:19-6 and NJQSAC Fiscal Indicator 9a, 9b, 9c

## Section A: 100% Items

(This section must have full compliance with all items.)

### 100% Compliance

Current Licenses and Certificates #1 to #10	Yes	No	N/A	Violation Location
1. A current certificate of compliance with the Uniform Fire Code has been issued by the local or State fire official/inspector within the year and posted in a conspicuous location (or current abatement inspection is available).	X			
2. A current inspection report of the local health official (kitchen, cafeteria, pool, etc.) is available.	X			
3. A 3-year asbestos management plan, as required by A.H.E.R.A., is available including current six-month surveillance update reports. If constructed without asbestos, a letter of certification from the architect is available.	X			
4. An annual inspection report of the Department of Environmental Protection for the operation of a sewage treatment plant, where applicable, is available.			X	
5. Current boiler inspection certificate(s) posted at site of boiler(s).	X			
6. Current license(s) for high- and low-pressure boiler operators, as required by code, are properly posted.	X			
7. Current drinking water supply inspection reports are available to comply with: a) Safe Water Drinking Act. (N.J.A.C. 58:12A-1) (N.J.A.C. 6A:26-12.4). b) Evidence of testing of water for lead has been provided by the district through annual submittal of the Lead Testing Statement of Assurance.	X			
8. One fire drill and one school security drill are held each month. (See "Checklist Instructions" for Certificate of Assurance.) N.J.S.A. 18A:41-1.	X			
9. Right-To-Know requirements are properly posted and SDS reporting materials on file for review.	X			
10. Janet's Law—District has Automated External Defibrillators (AEDs) identified with appropriate signage and made available in an unlocked location on school property, which are accessible during the school day and any other time in which a school-sponsored athletic event or team practice, in which pupils of the district are participating, is taking place and are within reasonable proximity of the school athletic field or gymnasium, as applicable. (Janet's Law N.J.S.A. 18A:40- 41a-41c)	X			

Exits/Exterior #11 to #12	Yes	No	N/A	Violation location
11. Exterior switches and receptacles are covered by securely fastened weather-proof plates and fixtures are securely mounted with no exposed wires.	X			
12. All exterior exits are in good condition, locked from outside access, are readily accessible and free of obstructions for use in an emergency, including: <ul style="list-style-type: none"> <li>a. Fire escapes and/or exterior stairs can be safely negotiated. Exterior doors shall not be propped open.</li> <li>b. Panic hardware is provided on exit doors of all spaces with an occupancy load/capacity greater than 50.</li> </ul>	X			
Interior #13 to #21	Yes	No	N/A	Violation Location
13. All electrical outlets, switches, receptacles and junction boxes, electric wires, fuses and/or circuit breaker panels, etc., are properly covered and/or secured and/or protected.	X			
14. Sufficient access and working space are provided and maintained around all electrical systems equipment. Items, especially combustibles, are a minimum of 36 inches from electrical power sources or equipment, i.e., circuit breaker panels, fuse boxes, transformers.	X			
15. Instructional areas are free of all unapproved construction, e.g., walls, partitions, doors and stairs, etc.	X			
16. Doors in any occupied space are free of deadbolts or slide bolts and permit exit without need of a key or special knowledge. N.J.A.C. 6A:26-8.1	X			
17. Unobstructed vision panels with code-approved glass are installed in doors opening into corridors. Interior glazing shall be safety glazing. N.J.A.C. 6A:26-8.1	X			
18. Kindergarten and Pre-K toilet requirements are met. N.J.A.C. 6A:26-6.3(h)4.	X			
19. District requested approvals as needed: Dual Use, Change-of-Use, Alternate (Toilet) Method of Compliance, Temporary sites (Temporary Classroom Units (TCUs) or rented facilities). Required DOE approvals in place.			X	
20. Dangerous chemicals (i.e., liquefied petroleum (LP) gas/propane) and/or explosive materials (i.e., gunpowder, picric acid) are <i>not</i> stored/present in the building. If needed, flammable and combustible materials are properly stored/maintained (i.e., in properly rated cabinets; <b>not</b> in boiler room/high-hazard areas).			X	
21. Carbon Monoxide (CO) Detectors must be in the vicinity of <b>all</b> fuel burning appliances. <ul style="list-style-type: none"> <li>a. Gas and oil heating systems: boilers, furnaces, central and unitary equipment.</li> <li>b. Generators: portable and permanent.</li> </ul>	X			

Interior #13 to #21	Yes	No	N/A	Violation Location
<ul style="list-style-type: none"> <li>c. Natural gas and propane appliances: water heaters, ranges, stoves, ovens, laundry washers and dryers</li> <li>d. Fireplaces</li> <li>e. In hallways connected to space with the source</li> </ul> <p>N.J.A.C. 5:70-4.3(a), and N.J.A.C. 5:70-4.9(d)</p>				
Vocational/Laboratories #22 to #25	Yes	No	N/A	Violation Location
<p><b>22.</b> Power machinery and equipment, as well as science laboratories, have appropriate safety features in place including, as applicable:</p> <ul style="list-style-type: none"> <li>a. Appropriate placement on the floor and required point-of-operation guards to protect users from injury due to moving parts.</li> <li>b. Clearly visible and accessible push-type emergency cut-off switches at appropriate locations within shops to de-energize electrical supply to non-portable machinery.</li> <li>c. Non-portable machinery provided with magnetic type switches to prevent automatic restart upon restoration of power after an electrical failure or reactivation of the emergency cut-off switch.</li> <li>d. Key-operated electric solenoid shut-off valves on natural gas lines in science laboratories and shops constructed after 1979. On all other gas lines there is an emergency shut-off valve which is clearly marked and accessible.</li> </ul>			X	
<p><b>23.</b> At a minimum, one #20 ABC-rated fire extinguisher is provided in each laboratory and vocational area.</p>			X	
<p><b>24.</b> Adequate eye and body protection are provided, including:</p> <ul style="list-style-type: none"> <li>a. Eye protection devices (glasses, goggles) for students and faculty in each laboratory and shop area, including appropriate provision for their sanitation.</li> <li>b. Emergency eyewash device(s), with 15 minutes continuous flow, where caustic or corrosive materials are used.</li> <li>c. An emergency cold-water shower for chemistry laboratory if constructed after October 1985. N.J.A.C. 6A:26-12.5(d)</li> </ul>			X	
<p><b>25.</b> Provision of proper local or general ventilation and/or exhausting of toxic and/or dangerous fumes and/or odors, including for the following activities, as applicable:</p> <ul style="list-style-type: none"> <li>a. For science activities (i.e., via fume hoods)</li> <li>b. For welding operations</li> <li>c. For paint spraying operations: <ul style="list-style-type: none"> <li>1. Automotive: should have a separate exhaust system.</li> <li>2. Art: proper ventilation for spray paint with fumes</li> </ul> </li> <li>d. Art: Designated safe space/room for kilns with proper ventilation</li> <li>e. In dust generating operations, such as wood working, a dust collecting system which should be either single or multi-use vacuum packs or a central dust collection system</li> </ul>			X	

7

100% Compliance

Total	Yes	No	N/A
100% Items Total	18	0	7

Space for Notes:

## Section B: 80% Items

Must be compliant with 80% of these items to pass.

### 80% Compliance

Exits/Exterior #1 to #4	Yes	No	N/A	Violation Location
<b>1.</b> No evidence of major exterior building structural damage. Example(s) would include: <ul style="list-style-type: none"> <li><b>a.</b> Exterior walls appear free of structural cracks, loose masonry and crumbling parapets; lintels appear free of rust and flaking.</li> <li><b>b.</b> Gutters and downspouts appear to be in good condition and are secured to the building; runoff does not appear to be obstructed or create poor drainage or soil erosion.</li> </ul>	X			
<b>2.</b> All exterior receptacles are GFCI-protected in accordance with code.			X	
<b>3.</b> All school grounds, including general purpose play areas and athletic fields, are free of holes, glass, stumps, roots, rocks and other hazardous obstacles. Fences are maintained and are free of holes. The outside physical education area for students shall include, but not be limited to, sufficient space, equipment, and safe surfaces for students and program needs and are protected from hazards or traffic conditions.	X			
<b>4.</b> Playground area and equipment appear to be in safe operating condition and in compliance with code and the district maintains documentation of compliance and regular (annual and/or monthly) inspections.	X			
Interior Items #5 to #26	Yes	No	N/A	Violation Location
<b>5.</b> All interior exits and corridors are in good condition, readily accessible, and free of obstructions and/or excessive materials that would hinder exit.	X			
<b>6.</b> Emergency evacuation egress procedures are posted at a visible height and standard location in all areas.	X			
<b>7.</b> Doors leading to interior courtyards are clearly marked: "Not an Exit" and such doors should open into the corridor.			X	
<b>8.</b> Handrails on both sides of interior stairways, guardrails and interior stair treads are free of surface features that may cause injury and/or are properly secured. Interior stair treads do not show evidence of extensive wear and are generally in good repair.	X			
<b>9.</b> Stage curtains need to indicate flame proof or flame retardant and certificates are on file.	X			

Interior Items #5 to #26	Yes	No	N/A	Violation Location
<b>10.</b> All education spaces shall be equipped with a communication device/system connected to the main office and capable of emergency communication to local authorities or 9-1-1.	X			
<b>11.</b> Electric outlets and/or wiring appear appropriate, including: <ul style="list-style-type: none"> <li>a. GFI protection for receptacle(s) within 6 feet of water in accordance with code.</li> <li>b. Electrical extension cords and surge protectors used appropriately, with extension cords only used <i>temporarily</i>.</li> <li>c. Sufficient electrical duplex outlets shall be provided to satisfy the program needs as provided in code. N.J.A.C. 6A:26-6.3(f)</li> </ul>	X			
<b>12.</b> Nurse's Office: Space shall provide the necessary facilities, equipment and supplies for the performance of the duties required under State law and the rules by health services personnel. N.J.A.C. 6A:26-6.3(9) and N.J.A.C. 6A:26-12.3	X			
<b>13.</b> Individual or central mechanical ventilation unit(s) are operating in all student- and staff-occupied rooms/areas and toilet facilities; air conditioners are operational in windowless interior areas. Heating and ventilation requirements shall be as set forth in code. N.J.A.C. 6A:26-6.3(d)	X			
<b>14.</b> Lighting levels in all instructional areas at least 50-foot candles, as measured with a light meter, comply with code and lamps/bulbs are covered with a lens cover or equivalent protection. N.J.A.C. 6A:26-6.3(g)	X			
<b>15.</b> Instructional areas have no unauthorized and/or potentially hazardous materials/equipment in rooms. <u>Uniform Fire Code</u>  Dangerous touch points in educational spaces, such as hot pipes and radiators, should be covered. N.J.A.C. 6A:26-6.3 (e) (5)	X			
<b>16.</b> A chalkboard, whiteboard, and/or electronic display board is/are provided in each instructional space and is/are free of cracks and jagged edges. N.J.A.C. 6A:26-8.1.viii.(1)	X			
<b>17.</b> Ceilings, walls and floors are free of holes, sags, and evidence of water damage. The average ceiling height shall be at least 8 feet for instructional spaces in an existing public school, in a district owned facility and in rented or leased buildings not on school district-owned sites. N.J.A.C. 6A:26-6.3(6) and N.J.A.C. 6A:8.1.d.1.i.(1)	X			



Interior Items #5 to #26	Yes	No	N/A	Violation Location
18. Area and floor drains, where provided, appear to be in working order and covered with appropriate plates; unused (abandoned) waste lines (drains) are sealed off/capped.	X			
19. Floors throughout the school are clean and free of trash, as well as appear free of slipping, tripping and/or other hazards. Egress through halls and exits are clear and accessible. Concrete floors in all instructional areas, except shops, shall be covered with a resilient floor covering. N.J.A.C. 6A:26-d-1, i 5	X			
20. Supplies and materials are neatly and appropriately stored: a. Storage racks/shelving over 6 feet in height are properly secured from tipping. b. There is no storage within 24 inches of a ceiling. In spaces with sprinkler systems, storage is at least a minimum of 18 inches below sprinkler head deflectors. c. Storage is organized to allow safe access within and through space.	X			
21. Provision shall be made for storage of students' clothing in other than a corridor or exit way. Student lockers are usable, i.e., doors, handles and locks are operable. N.J.A.C. 6A:26-8.1 (i) (7)	X			
22. Drinking fountains are provided with sufficient water pressure or access to water coolers is readily available. Potable water shall be available and drinking fountains/bubblers shall be provided for students in cafeterias and in preschool and kindergarten programs in accordance with N.J.A.C. 6A:26-12.4 and N.J.A.C. 6A:26-8.1 (d) (1) (v).	X			
23. Toilet facilities shall meet existing UCC requirements for the E Use Group as determined by the construction official. Toilet facilities shall be available within a reasonable distance not more than one floor away and shall be equipped with an exterior operable window sash or mechanical exhaust ventilation. N.J.A.C. 6A:26-8.1	X			
24. Food and non-food items (i.e., cleaning products, etc.) in home economics rooms and cafeteria/kitchen are stored separately.	X			
25. Non-instructional areas are free of all unapproved construction, e.g. walls, partitions, doors and stairs.	X			
26. Furniture and equipment are in good condition and suitable for the age and size of the students and purposes of instruction shall be provided. N.J.A.C. 6A:26-8.1	X			

Vocational/Laboratories #27 to #34	Yes	No	N/A	Violation Location
27. Corrosives, toxic and other hazardous substances are stored in properly rated cabinets and are labeled accordingly.			X	
28. Required space is available for the safe operation of machinery.			X	
29. Mechanical and hydraulic automotive lifts have locking devices to hold them in the extended (open) position.			X	
30. Floors and aisles in all shops are free of slipping and tripping hazards.			X	
31. "Eye Hazard Area - Wear Your Eye Protection" signs are posted.			X	
32. The following additional safety measures are in place if welding operations are on-going: a. Welding curtains are provided and are painted with a finish of low reflectivity. b. Personal protective equipment (e.g., goggles, aprons, etc.) are provided.			X	
33. Pressurized gas cylinders are secured (chain and eye hooks to welding cart, etc.) and valve protection caps are in place.			X	
34. Oxygen cylinders in storage are separated from fuel gas cylinders (acetylene) or combustible materials a minimum distance of 20 feet.			X	
<b>Total</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	
<b>80% Items Total</b>	<b>24</b>	<b>0</b>	<b>10</b>	

**Note:** Violations of 100% items 12, 16 and 17 and 80% item 15 are the most egregious. Please refer to the Guidance Document for details.

Space for Notes:

## School Facility Score Summary 2024-2025

**Note:** This form must be signed and dated.

Scoring Sections	100% Section A	80% Section B
Maximum # of Compliant Questions:	25	34

### 100% Section A Compliance

100% Section A Compliance	Score
Number of <b>No</b> Responses in Section A	0

NJQSAC Fiscal DPR (All items are compliant in building)	Must select one (✓)
<b>Compliant</b> (no exceptions)	X
<b>Non-compliant</b> (Section is non-compliant with <i>any</i> exceptions. Corrective action needed).	

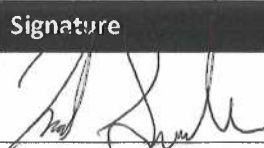

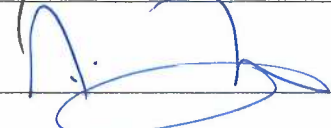
### 80% Section B Compliance

80% Section B Compliance	Score
A. Number of <b>Yes</b> Responses	24
B. Number of <b>No</b> Responses	0
C. Subtotal [A + B]	24
D. Multiply [(C) × 80%]	19.2

NJQSAC Fiscal DPR (At least 80% of items are compliant in the building/buildings)	Must select one (✓)
<b>Compliant</b> The school building passes if Line (A) is equal to or greater than Line (D)	X
<b>Non-compliant</b> The school building fails if Line (A) is less than Line (D). Corrective action is needed.	

### LEA Assurance Signatures

**School Facility Name:** Wildwood Elementary School

Title	Signature	Date
Completed by (add title below):		10/17/24
Certified Educational Facilities Manager (if position used by district) or Head/Lead Custodian		10/17/24
Chief School Administrator or School Business Administrator		10/17/24



STATE OF NEW JERSEY  
DEPARTMENT OF EDUCATION

## Health and Safety Evaluation of School Buildings Checklist 2024-2025

County: Morris

District: Mountain Lakes School District

Building	Check One (✓ or X)
Leased	
Owned	X

School Building: Briarcliff Middle School

Completed By: Mark Snowden

Date: 10/17/24

This form shall be used for the evaluation of school buildings (pursuant to N.J.A.C. 6A:26-6.1 and N.J.A.C. 6A:26-8.1) Traditional Public School Districts (owned or leased), Approved Private Schools for Students with Disabilities (APSSD), Charter Schools, Renaissance School Projects and any other setting used for instruction.

This evaluation checklist shall be completed annually by appropriate district personnel and kept on file for inspection or other legal issues. These indicators cover regulations issued by NJDOE, NJDCA, NJUCC, POSHA, NFPA.

The emphasis of this evaluation checklist is on the health and safety of students and staff, even in the absence of a specific Statute or Code. The items listed are not mutually exclusive of other findings a monitor/inspector may cite. See "Health and Safety Evaluation of School Buildings Facilities Checklist Instructions & Guidance 2023-2024" document for additional detailed information.

**Note:** Items denoted with a 6A:26-8.1 reference, cover **all** school buildings but are also included in the Temporary Facilities Code.

### References:

- **NFPA:** National Fire Protection Association
- **NJDCA:** Department of Community Affairs
- **N.J.A.C.:** New Jersey Administrative Code
- **N.J.S.A.:** New Jersey Statutes
- **PEOSH:** Public Employees Occupational Safety and Health Act.
- **UCC:** Uniform Construction Code

Supported by: N.J.A.C. 6A:26-6.1, 6.2, 6.3, 12 & 6A:19-6 and NJQSAC Fiscal Indicator 9a, 9b, 9c

**Section A: 100% Items**

(This section must have full compliance with all items.)

**100% Compliance**

<b>Current Licenses and Certificates #1 to #10</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Violation Location</b>
1. A current certificate of compliance with the Uniform Fire Code has been issued by the local or State fire official/inspector within the year and posted in a conspicuous location (or current abatement inspection is available).	X			
2. A current inspection report of the local health official (kitchen, cafeteria, pool, etc.) is available.	X			
3. A 3-year asbestos management plan, as required by A.H.E.R.A., is available including current six-month surveillance update reports. If constructed without asbestos, a letter of certification from the architect is available.	X			
4. An annual inspection report of the Department of Environmental Protection for the operation of a sewage treatment plant, where applicable, is available.			X	
5. Current boiler inspection certificate(s) posted at site of boiler(s).	X			
6. Current license(s) for high- and low-pressure boiler operators, as required by code, are properly posted.	X			
7. Current drinking water supply inspection reports are available to comply with: a) Safe Water Drinking Act. ( <u>N.J.A.C. 58:12A-1</u> ) (N.J.A.C. 6A:26-12.4). b) Evidence of testing of water for lead has been provided by the district through annual submittal of the Lead Testing Statement of Assurance.	X			
8. One fire drill and one school security drill are held each month. (See "Checklist Instructions" for Certificate of Assurance.) <u>N.J.S.A. 18A:41-1</u> .	X			
9. Right-To-Know requirements are properly posted and SDS reporting materials on file for review.	X			
10. Janet's Law—District has Automated External Defibrillators (AEDs) identified with appropriate signage and made available in an unlocked location on school property, which are accessible during the school day and any other time in which a school-sponsored athletic event or team practice, in which pupils of the district are participating, is taking place and are within reasonable proximity of the school athletic field or gymnasium, as applicable. ( <u>Janet's Law N.J.S.A. 18A:40-41a-41c</u> )	X			

Exits/Exterior #11 to #12	Yes	No	N/A	Violation location
11. Exterior switches and receptacles are covered by securely fastened weather-proof plates and fixtures are securely mounted with no exposed wires.	X			
12. All exterior exits are in good condition, locked from outside access, are readily accessible and free of obstructions for use in an emergency, including: <ul style="list-style-type: none"> <li>a. Fire escapes and/or exterior stairs can be safely negotiated. Exterior doors shall not be propped open.</li> <li>b. Panic hardware is provided on exit doors of all spaces with an occupancy load/capacity greater than 50.</li> </ul>	X			
Interior #13 to #21	Yes	No	N/A	Violation Location
13. All electrical outlets, switches, receptacles and junction boxes, electric wires, fuses and/or circuit breaker panels, etc., are properly covered and/or secured and/or protected.	X			
14. Sufficient access and working space are provided and maintained around all electrical systems equipment. Items, especially combustibles, are a minimum of 36 inches from electrical power sources or equipment, i.e., circuit breaker panels, fuse boxes, transformers.	X			
15. Instructional areas are free of all unapproved construction, e.g., walls, partitions, doors and stairs, etc.	X			
16. Doors in any occupied space are free of deadbolts or slide bolts and permit exit without need of a key or special knowledge. N.J.A.C. 6A:26-8.1	X			
17. Unobstructed vision panels with code-approved glass are installed in doors opening into corridors. Interior glazing shall be safety glazing. N.J.A.C. 6A:26-8.1	X			
18. Kindergarten and Pre-K toilet requirements are met. N.J.A.C. 6A:26-6.3(h)4.			X	
19. District requested approvals as needed: Dual Use, Change-of-Use, Alternate (Toilet) Method of Compliance, Temporary sites (Temporary Classroom Units (TCUs) or rented facilities). Required DOE approvals in place.			X	
20. Dangerous chemicals (i.e., liquefied petroleum (LP) gas/propane) and/or explosive materials (i.e., gunpowder, picric acid) are <i>not</i> stored/present in the building. If needed, flammable and combustible materials are properly stored/maintained (i.e., in properly rated cabinets; <b>not</b> in boiler room/high-hazard areas).			X	
21. Carbon Monoxide (CO) Detectors must be in the vicinity of <b>all</b> fuel burning appliances. <ul style="list-style-type: none"> <li>a. Gas and oil heating systems: boilers, furnaces, central and unitary equipment.</li> <li>b. Generators: portable and permanent.</li> </ul>	X			

Interior #13 to #21	Yes	No	N/A	Violation Location
<ul style="list-style-type: none"> <li>c. Natural gas and propane appliances: water heaters, ranges, stoves, ovens, laundry washers and dryers</li> <li>d. Fireplaces</li> <li>e. In hallways connected to space with the source</li> </ul> <p>N.J.A.C. 5:70-4.3(a), and N.J.A.C. 5:70-4.9(d)</p>				
Vocational/Laboratories #22 to #25	Yes	No	N/A	Violation Location
<p><b>22.</b> Power machinery and equipment, as well as science laboratories, have appropriate safety features in place including, as applicable:</p> <ul style="list-style-type: none"> <li>a. Appropriate placement on the floor and required point-of-operation guards to protect users from injury due to moving parts.</li> <li>b. Clearly visible and accessible push-type emergency cut-off switches at appropriate locations within shops to de-energize electrical supply to non-portable machinery.</li> <li>c. Non-portable machinery provided with magnetic type switches to prevent automatic restart upon restoration of power after an electrical failure or reactivation of the emergency cut-off switch.</li> <li>d. Key-operated electric solenoid shut-off valves on natural gas lines in science laboratories and shops constructed after 1979. On all other gas lines there is an emergency shut-off valve which is clearly marked and accessible.</li> </ul>			X	
<p><b>23.</b> At a minimum, one #20 ABC-rated fire extinguisher is provided in each laboratory and vocational area.</p>	X			
<p><b>24.</b> Adequate eye and body protection are provided, including:</p> <ul style="list-style-type: none"> <li>a. Eye protection devices (glasses, goggles) for students and faculty in each laboratory and shop area, including appropriate provision for their sanitation.</li> <li>b. Emergency eyewash device(s), with 15 minutes continuous flow, where caustic or corrosive materials are used.</li> <li>c. An emergency cold-water shower for chemistry laboratory if constructed after October 1985. N.J.A.C. 6A:26-12.5(d)</li> </ul>	X			
<p><b>25.</b> Provision of proper local or general ventilation and/or exhausting of toxic and/or dangerous fumes and/or odors, including for the following activities, as applicable:</p> <ul style="list-style-type: none"> <li>a. For science activities (i.e., via fume hoods)</li> <li>b. For welding operations</li> <li>c. For paint spraying operations:               <ol style="list-style-type: none"> <li>1. Automotive: should have a separate exhaust system.</li> <li>2. Art: proper ventilation for spray paint with fumes</li> </ol> </li> <li>d. Art: Designated safe space/room for kilns with proper ventilation</li> <li>e. In dust generating operations, such as wood working, a dust collecting system which should be either single or multi-use vacuum packs or a central dust collection system</li> </ul>	X			

7

100% Compliance

Total	Yes	No	N/A
100% Items Total	20	0	5

Space for Notes:



## Section B: 80% Items

Must be compliant with 80% of these items to pass.

### 80% Compliance

Exits/Exterior #1 to #4	Yes	No	N/A	Violation Location
<b>1.</b> No evidence of major exterior building structural damage. Example(s) would include: <ul style="list-style-type: none"> <li><b>a.</b> Exterior walls appear free of structural cracks, loose masonry and crumbling parapets; lintels appear free of rust and flaking.</li> <li><b>b.</b> Gutters and downspouts appear to be in good condition and are secured to the building; runoff does not appear to be obstructed or create poor drainage or soil erosion.</li> </ul>	X			
<b>2.</b> All exterior receptacles are GFCI-protected in accordance with code.	X			
<b>3.</b> All school grounds, including general purpose play areas and athletic fields, are free of holes, glass, stumps, roots, rocks and other hazardous obstacles. Fences are maintained and are free of holes. The outside physical education area for students shall include, but not be limited to, sufficient space, equipment, and safe surfaces for students and program needs and are protected from hazards or traffic conditions.	X			
<b>4.</b> Playground area and equipment appear to be in safe operating condition and in compliance with code and the district maintains documentation of compliance and regular (annual and/or monthly) inspections.			X	
Interior Items #5 to #26	Yes	No	N/A	Violation Location
<b>5.</b> All interior exits and corridors are in good condition, readily accessible, and free of obstructions and/or excessive materials that would hinder exit.	X			
<b>6.</b> Emergency evacuation egress procedures are posted at a visible height and standard location in all areas.	X			
<b>7.</b> Doors leading to interior courtyards are clearly marked: "Not an Exit" and such doors should open into the corridor.			X	
<b>8.</b> Handrails on both sides of interior stairways, guardrails and interior stair treads are free of surface features that may cause injury and/or are properly secured. Interior stair treads do not show evidence of extensive wear and are generally in good repair.	X			
<b>9.</b> Stage curtains need to indicate flame proof or flame retardant and certificates are on file.	X			

Interior Items #5 to #26	Yes	No	N/A	Violation Location
<b>10.</b> All education spaces shall be equipped with a communication device/system connected to the main office and capable of emergency communication to local authorities or 9-1-1.	X			
<b>11.</b> Electric outlets and/or wiring appear appropriate, including: <ul style="list-style-type: none"> <li>a. GFI protection for receptacle(s) within 6 feet of water in accordance with code.</li> <li>b. Electrical extension cords and surge protectors used appropriately, with extension cords only used <i>temporarily</i>.</li> <li>c. Sufficient electrical duplex outlets shall be provided to satisfy the program needs as provided in code. N.J.A.C. 6A:26-6.3(f)</li> </ul>	X			
<b>12.</b> Nurse's Office: Space shall provide the necessary facilities, equipment and supplies for the performance of the duties required under State law and the rules by health services personnel. N.J.A.C. 6A:26-6.3(9) and N.J.A.C. 6A:26-12.3	X			
<b>13.</b> Individual or central mechanical ventilation unit(s) are operating in all student- and staff-occupied rooms/areas and toilet facilities; air conditioners are operational in windowless interior areas. Heating and ventilation requirements shall be as set forth in code. N.J.A.C. 6A:26-6.3(d)	X			
<b>14.</b> Lighting levels in all instructional areas at least 50-foot candles, as measured with a light meter, comply with code and lamps/bulbs are covered with a lens cover or equivalent protection. N.J.A.C. 6A:26-6.3(g)	X			
<b>15.</b> Instructional areas have no unauthorized and/or potentially hazardous materials/equipment in rooms. <u>Uniform Fire Code</u>  Dangerous touch points in educational spaces, such as hot pipes and radiators, should be covered. N.J.A.C. 6A:26-6.3 (e) (5)	X			
<b>16.</b> A chalkboard, whiteboard, and/or electronic display board is/are provided in each instructional space and is/are free of cracks and jagged edges. N.J.A.C. 6A:26-8.1.viii.(1)	X			
<b>17.</b> Ceilings, walls and floors are free of holes, sags, and evidence of water damage. The average ceiling height shall be at least 8 feet for instructional spaces in an existing public school, in a district owned facility and in rented or leased buildings not on school district-owned sites. N.J.A.C. 6A:26-6.3(6) and N.J.A.C. 6A:8.1.d.1.i.(1)	X			

Interior Items #5 to #26	Yes	No	N/A	Violation Location
18. Area and floor drains, where provided, appear to be in working order and covered with appropriate plates; unused (abandoned) waste lines (drains) are sealed off/capped.	X			
19. Floors throughout the school are clean and free of trash, as well as appear free of slipping, tripping and/or other hazards. Egress through halls and exits are clear and accessible. Concrete floors in all instructional areas, except shops, shall be covered with a resilient floor covering. N.J.A.C. 6A:26-d-1, i 5	X			
20. Supplies and materials are neatly and appropriately stored: a. Storage racks/shelving over 6 feet in height are properly secured from tipping. b. There is no storage within 24 inches of a ceiling. In spaces with sprinkler systems, storage is at least a minimum of 18 inches below sprinkler head deflectors. c. Storage is organized to allow safe access within and through space.	X			
21. Provision shall be made for storage of students' clothing in other than a corridor or exit way. Student lockers are usable, i.e., doors, handles and locks are operable. N.J.A.C. 6A:26-8.1 (i) (7)	X			
22. Drinking fountains are provided with sufficient water pressure or access to water coolers is readily available. Potable water shall be available and drinking fountains/bubblers shall be provided for students in cafeterias and in preschool and kindergarten programs in accordance with N.J.A.C. 6A:26-12.4 and N.J.A.C. 6A:26-8.1 (d) (1) (v).	X			
23. Toilet facilities shall meet existing UCC requirements for the E Use Group as determined by the construction official. Toilet facilities shall be available within a reasonable distance not more than one floor away and shall be equipped with an exterior operable window sash or mechanical exhaust ventilation. N.J.A.C. 6A:26-8.1	X			
24. Food and non-food items (i.e., cleaning products, etc.) in home economics rooms and cafeteria/kitchen are stored separately.	X			
25. Non-instructional areas are free of all unapproved construction, e.g. walls, partitions, doors and stairs.	X			
26. Furniture and equipment are in good condition and suitable for the age and size of the students and purposes of instruction shall be provided. N.J.A.C. 6A:26-8.1	X			

Vocational/Laboratories #27 to #34	Yes	No	N/A	Violation Location
27. Corrosives, toxic and other hazardous substances are stored in properly rated cabinets and are labeled accordingly.	X			
28. Required space is available for the safe operation of machinery.			X	
29. Mechanical and hydraulic automotive lifts have locking devices to hold them in the extended (open) position.			X	
30. Floors and aisles in all shops are free of slipping and tripping hazards.			X	
31. "Eye Hazard Area - Wear Your Eye Protection" signs are posted.	X			
32. The following additional safety measures are in place if welding operations are on-going: a. Welding curtains are provided and are painted with a finish of low reflectivity. b. Personal protective equipment (e.g., goggles, aprons, etc.) are provided.			X	
33. Pressurized gas cylinders are secured (chain and eye hooks to welding cart, etc.) and valve protection caps are in place.			X	
34. Oxygen cylinders in storage are separated from fuel gas cylinders (acetylene) or combustible materials a minimum distance of 20 feet.			X	
<b>Total</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	
<b>80% Items Total</b>	<b>26</b>	<b>0</b>	<b>8</b>	

**Note:** Violations of 100% items 12, 16 and 17 and 80% item 15 are the most egregious. Please refer to the Guidance Document for details.

Space for Notes:

## School Facility Score Summary 2024-2025

**Note:** This form must be signed and dated.

Scoring Sections	100% Section A	80% Section B
<b>Maximum # of Compliant Questions:</b>	<b>25</b>	<b>34</b>

### 100% Section A Compliance

100% Section A Compliance	Score
Number of <b>No</b> Responses in Section A	0

NJQSAC Fiscal DPR (All items are compliant in building)	Must select one (✓)
<b>Compliant</b> (no exceptions)	x
<b>Non-compliant</b> (Section is non-compliant with <i>any</i> exceptions. Corrective action needed).	

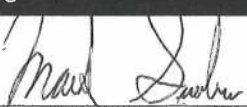
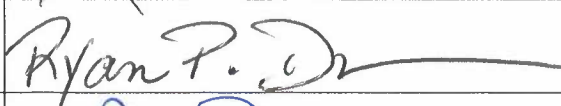

### 80% Section B Compliance

80% Section B Compliance	Score
A. Number of <b>Yes</b> Responses	26
B. Number of <b>No</b> Responses	0
C. Subtotal [A + B]	26
D. Multiply [(C) × 80%]	20.8

NJQSAC Fiscal DPR (At least 80% of items are compliant in the building/buildings)	Must select one (✓)
<b>Compliant</b> The school building passes if Line (A) is equal to or greater than Line (D)	X
<b>Non-compliant</b> The school building fails if Line (A) is less than Line (D). Corrective action is needed.	

### LEA Assurance Signatures

**School Facility Name:** Briarcliff Middle School

Title	Signature	Date
Completed by (add title below):		10/17/24
Certified Educational Facilities Manager (if position used by district) or Head/Lead Custodian		10/17/24
Chief School Administrator or School Business Administrator		10/17/24

# SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).

9

Emergency evacuation drills and safety education

(a). School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.

1. All other students shall receive school bus evacuation instruction at least once within the school year.

(b). The school bus driver and bus aide shall participate in the emergency exit drills.

(c). Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.

(d). Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:

1. Date of the drill;
2. Time of day the drill was conducted;
3. School name;
4. Location of the drill;
5. Route number(s) included in the drill; and
6. Name of school principal, or person(s) assigned, who supervised the drill.

## REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill:

10/9/24

Time of day the drill was conducted:

7:30am

School Name:

Mountain Lakes HS

Location of the Emergency Evacuation Drill:

Mountain Lakes High School Side Lot

Route Number(s): Mountain Lakes Route # 1 & 2 1316/1407

Name of the school principal/person(s) overseeing the drill:

[Signature]

179 - Samuel Pierre

Police Department

Assistant Principal - Lisa Cortese

Lisa Cortese

Other information relative to the emergency evacuation drill:

Students from Briarcliff Middle School and Mountain Lakes High School participated in the drill

## SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

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3. School name;
4. Location of the drill;
5. Route number(s) included in the drill; and
6. Name of school principal, or person(s) assigned, who supervised the drill.

### REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: 9/13/24

Time of day the drill was conducted: 8:17 - 8:28

School Name: WILDWOOD SCHOOL - MOUNTAIN LAKES

Location of the Emergency Evacuation Drill: WILDWOOD SCHOOL  
51 GLEN RD. ML, NJ 07046

Route Number(s): ML RT 3 - WILDWOOD

Name of the school principal/person(s) overseeing the drill: DRILL CONDUCTED BY  
VICKI ALLISON

Other information relative to the emergency evacuation drill: BUS DRIVER RUSS



School Year: 2024-2025  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN @ WILDWOOD ELEMENTARY SCHOOL

Address: 51 Glen Road, Mountain Lakes, New Jersey 07046

Bus Company: Empire Trans

Company Telephone Number: 993 980 1442 Route #: \_\_\_\_\_

Vehicle Number: \_\_\_\_\_ License Plate # 52-S636

Name of Bus Driver assisting in Drill: Aibukhari, Shahnoza

Bus Driver's cell phone # 45175 70300 54662

CDL Driver's Lic. #: 973 402 2711

Name of Bus Aide assisting in Drill: nme  
\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Sherron Wendler Title: KD

Was bus company name displayed on the side of the vehicle? Yes ☒ No \_\_\_\_\_

Was there a Fire Extinguisher on the vehicle? Yes ☒ No \_\_\_\_\_

Did the Driver know where all the emergency equipment was? Yes ☒ No \_\_\_\_\_

Did the Driver have Emergency #'s for all Students? Yes ☒ No \_\_\_\_\_

Date Drill Conducted: 10-9-24 Time of Day: 8:20

Time it Took To Exit Bus: \_\_\_\_\_ Minutes 30 Seconds

Location of Drill: School Driveway

Signature of Principal: \_\_\_\_\_

Lake Drive School Bus #: 2244

me



School Year: 2024-2025  
 CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN

Address: 10 Lake Drive, Mountain Lakes, New Jersey 07046

Bus Company: First Care med transport

Company Telephone Number: 973-917-3223 Route #: \_\_\_\_\_

Vehicle Number: 101 License Plate # 0791-S2

Name of Bus Driver assisting in Drill: Saleh, Zahera

Bus Driver's cell phone #: 973-789-1229

CDL Driver's Lic.#: 50265 79200 51642

Name of Bus Aide assisting in Drill: Khan, Habiba

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Mr. Lavatin Title: Principal

Was bus company name displayed on the side of the vehicle? Yes ☒ No \_\_\_\_\_

Was there a Fire Extinguisher on the vehicle? Yes ☒ No \_\_\_\_\_

Did the Driver know where all the emergency equipment was? Yes ☒ No \_\_\_\_\_

Did the Driver have Emergency #'s for all Students? Yes ☒ No \_\_\_\_\_

Date Drill Conducted: 9/24 ~~9/24~~ Time of Day: 8:30

Time it Took To Exit Bus: 1 Minutes 20 Seconds

Location of Drill: School Driveway

Signature of Principal: [Signature]

Lake Drive School Bus #: 27

School Year: 2024-2025  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILL

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN  
Address: 10 Lake Drive, Mountain Lakes, New Jersey 07046

Bus Company: Chas Transport

Company Telephone Number: 732-875-8205 Route #: \_\_\_\_\_

Vehicle Number: \_\_\_\_\_ License Plate # 52.4488

Name of Bus Driver assisting in Drill: Said, Mamdouh Shukr Ibrahim

Bus Driver's cell phone #: 908-216-6264

CDL Driver's Lic.#: 50176 51482 02692

Name of Bus Aide assisting in Drill: Hanan Gabrial  
\*\*\*\*\*

Name and title of person conducting the Drill:  
Name: Sandra Rossi Title: Para

Was bus company name displayed on the side of the vehicle? Yes ☒ No \_\_\_\_\_  
Was there a Fire Extinguisher on the vehicle? Yes ☒ No \_\_\_\_\_  
Did the Driver know where all the emergency equipment was? Yes ☒ No \_\_\_\_\_  
Did the Driver have Emergency #'s for all Students? Yes ☒ No \_\_\_\_\_

Date Drill Conducted: 9/24 Time of Day: 838

Time it Took To Exit Bus: 1 Minutes 30 Seconds

Location of Drill: School Driveway

Signature of Principal: \_\_\_\_\_

Lake Drive School Bus #: 5

9

School Year: 2024-2025  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN

Address: 10 Lake Drive, Mountain Lakes, New Jersey 07046

Bus Company: Joshua Tours

Company Telephone Number: 862-899-8333 Route #: \_\_\_\_\_

Vehicle Number: 12 License Plate # 52-R792

Name of Bus Driver assisting in Drill: Areche, Tomarine

Bus Driver's cell phone #: 973-513-2342

CDL Driver's Lic.#: A7291 74600 53692

Name of Bus Aide assisting in Drill: Gomez, Yessenia  
\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Megan Thorson Title: Para

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

Did the Driver know where all the emergency equipment was? Yes ☒ No ☐

Did the Driver have Emergency #'s for all Students? Yes ☒ No ☐

Date Drill Conducted: 9/24/24 Time of Day: 7:35

Time it Took To Exit Bus: 1 Minutes 30 Seconds

Location of Drill: School Driveway

Signature of Principal: 

Lake Drive School Bus #: 4

9

School Year: 2024-2025  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN

Address: 10 Lake Drive, Mountain Lakes, New Jersey 07046

Bus Company: Destiny 23 Transportation

Company Telephone Number: 862-812-5140 Route #: E1522

Vehicle Number: 70 License Plate #: D948 S2

Name of Bus Driver assisting in Drill: Grey E Pimentel

Bus Driver's cell phone #: 973-931-4721

CDL Driver's Lic. #: P4424 30465 60852 C

Name of Bus Aide assisting in Drill: Maria  
\*\*\*\*\*

Name and title of person conducting the Drill:

Name: S. Rossi Title: Para

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

Did the Driver know where all the emergency equipment was? Yes ☒ No ☐

Did the Driver have Emergency #'s for all Students? Yes ☒ No ☐

Date Drill Conducted: 9/24/2024 Time of Day: 8:45

Time it Took To Exit Bus: 1 Minutes 40 Seconds

Location of Drill: School Driveway

Signature of Principal: 

Lake Drive School Bus #: 10

9

School Year: 2024-2025  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN

Address: 10 Lake Drive, Mountain Lakes, New Jersey 07046

Bus Company: Shepherd Transportation

Company Telephone Number: 508-389-3261 Route #: 0

Vehicle Number: 5 License Plate # D557.S2

Name of Bus Driver assisting in Drill: Fugjazzat Ebraheim

Bus Driver's cell phone #: 732-585-2215

CDL Driver's Lic.#: E1063 36365 62872 C

Name of Bus Aide assisting in Drill: Tammy  
\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Nigel Borie Title: Principal

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

Did the Driver know where all the emergency equipment was? Yes ☒ No ☐

Did the Driver have Emergency #'s for all Students? Yes ☒ No ☐

Date Drill Conducted: 9/24/24 Time of Day: 8:37

Time it Took To Exit Bus: 1 Minutes 1 Seconds

Location of Drill: School Driveway

Signature of Principal: [Signature]

Lake Drive School Bus #: 7

School Year: 2024-2025  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

9

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN

Address: 10 Lake Drive, Mountain Lakes, New Jersey 07046

Bus Company: R. May

Company Telephone Number: 973-<sup>914</sup>~~914~~-5489 Route #: \_\_\_\_\_

Vehicle Number: \_\_\_\_\_ License Plate # S 20 X398

Name of Bus Driver assisting in Drill: Nunez, Ingrid

Bus Driver's cell phone #: 551-208-3424

CDL Driver's Lic. #: N 9272 36300 57752

Name of Bus Aide assisting in Drill: Marlen Duron  
\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Nicole Borie Title: Para

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

Did the Driver know where all the emergency equipment was? Yes ☒ No ☐

Did the Driver have Emergency #'s for all Students? Yes ☒ No ☐

Date Drill Conducted: 9/24/24 Time of Day: 8:30

Time it Took To Exit Bus: 1 Minutes 5 Seconds

Location of Drill: School Driveway

Signature of Principal: \_\_\_\_\_

Lake Drive School Bus #: \_\_\_\_\_

School Year: 2024-2025  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

9

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN

Address: 10 Lake Drive, Mountain Lakes, New Jersey 07046

Bus Company: Jaris Transportation

Company Telephone Number: 973-794-3808 Route #: 19

Vehicle Number: 45 License Plate # B59852

Name of Bus Driver assisting in Drill: Khurshid Inayatullah

Bus Driver's cell phone #: ~~973-794-3808~~ 973-452-7865

CDL Driver's Lic.#: 15864 43400 01551

Name of Bus Aide assisting in Drill: Mirza

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Sandra Rossi Title: 8:36

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

Did the Driver know where all the emergency equipment was? Yes ☒ No ☐

Did the Driver have Emergency #'s for all Students? Yes ☒ No ☐

Date Drill Conducted: 9/29/24 Time of Day: 8:34

Time it Took To Exit Bus: \_\_\_\_\_ Minutes 5 Seconds

Location of Drill: School Driveway

Signature of Principal: 

Lake Drive School Bus #: 30

School Year: 2024-2025  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

9

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN  
Address: 10 Lake Drive, Mountain Lakes, New Jersey 07046

Bus Company: West Milford BOE

Company Telephone Number: 973-697-0777 Route #: \_\_\_\_\_

Vehicle Number: T-12 License Plate # 52-5256

Name of Bus Driver assisting in Drill: Bidwell, Diane

Bus Driver's cell phone #: 201-787-0242

CDL Driver's Lic.#: B 9141 16763 60626

Name of Bus Aide assisting in Drill: \_\_\_\_\_

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: S. Ross Title: Para

Was bus company name displayed on the side of the vehicle? Yes ☒ No \_\_\_\_\_

Was there a Fire Extinguisher on the vehicle? Yes ☒ No \_\_\_\_\_

Did the Driver know where all the emergency equipment was? Yes ☒ No \_\_\_\_\_

Did the Driver have Emergency #'s for all Students? Yes ☒ No \_\_\_\_\_

Date Drill Conducted: 9/24/2024 Time of Day: 8:37

Time it Took To Exit Bus: 1 Minutes 0 Seconds

Location of Drill: School Driveway

Signature of Principal: \_\_\_\_\_

Lake Drive School Bus #: 25



School Year: 2024-2025  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

9

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN

Address: 10 Lake Drive, Mountain Lakes, New Jersey 07046

Bus Company: Move me

Company Telephone Number: 201-895-2378 Route #: \_\_\_\_\_

Vehicle Number: \_\_\_\_\_ License Plate # D960-S2

Name of Bus Driver assisting in Drill: Beshar, Shehata Habib

Bus Driver's cell phone #: 201-723-5567

CDL Driver's Lic. #: B2803 70468 07651

Name of Bus Aide assisting in Drill: Hanan Beshar

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: S. Rossi Title: Para

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☒

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

Did the Driver know where all the emergency equipment was? Yes ☒ No ☐

Did the Driver have Emergency #'s for all Students? Yes ☒ No ☐

Date Drill Conducted: 9/24/2024 Time of Day: 8:40

Time it Took To Exit Bus: \_\_\_\_\_ Minutes 50 Seconds

Location of Drill: School Driveway

Signature of Principal: \_\_\_\_\_

Lake Drive School Bus #: 42

9

School Year: 2024-2025  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN

Address: 10 Lake Drive, Mountain Lakes, New Jersey 07046

Bus Company: AKA School Transport

Company Telephone Number: 977-402-6621 Route #: \_\_\_\_\_

Vehicle Number: B51 License Plate # ✓339.51

Name of Bus Driver assisting in Drill: Johnson, Joerether

Bus Driver's cell phone #: 862-415-9139

CDL Driver's Lic.#: J 6173 40600 52602

Name of Bus Aide assisting in Drill: Mary

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: S Rossi Title: Para

Was bus company name displayed on the side of the vehicle? Yes ✓ No \_\_\_\_\_

Was there a Fire Extinguisher on the vehicle? Yes ✓ No \_\_\_\_\_

Did the Driver know where all the emergency equipment was? Yes ✓ No \_\_\_\_\_

Did the Driver have Emergency #'s for all Students? Yes ✓ No \_\_\_\_\_

Date Drill Conducted: 9/24/2024 Time of Day: 8:35

Time it Took To Exit Bus: \_\_\_\_\_ Minutes 15 Seconds

Location of Drill: School Driveway

Signature of Principal: [Signature]

Lake Drive School Bus #: 1

9

School Year: 2024-2025  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN

Address: 10 Lake Drive, Mountain Lakes, New Jersey 07046

Bus Company: M+N Bus

Company Telephone Number: 732-621-9130 Route #: 24131

Vehicle Number: 8 License Plate # 52-W314

Name of Bus Driver assisting in Drill: Jessenia Aybar

Bus Driver's cell phone #: 646-785-0293

CDL Driver's Lic.#: A9627 40000 53752 B

Name of Bus Aide assisting in Drill: Gabriel Torres  
\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Nicolas Borje Title: Para

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

Did the Driver know where all the emergency equipment was? Yes ☒ No ☐

Did the Driver have Emergency #'s for all Students? Yes ☒ No ☐

Date Drill Conducted: 9/04/24 Time of Day: 8:32

Time it Took To Exit Bus: \_\_\_\_\_ Minutes 5 Seconds

Location of Drill: School Driveway

Signature of Principal: \_\_\_\_\_

Lake Drive School Bus #: 11

9

School Year: 2024-2025  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN

Address: 10 Lake Drive, Mountain Lakes, New Jersey 07046

Bus Company: Garras

Company Telephone Number: 732-585-0403 Route #: 12

Vehicle Number: 14 License Plate # S2-PL694

Name of Bus Driver assisting in Drill: Katherine Heras-Arevalo

Bus Driver's cell phone #: 732-789-6322

CDL Driver's Lic.#: H264742765 59952 C

Name of Bus Aide assisting in Drill: \_\_\_\_\_  
\*\*\*\*\*

Name and title of person conducting the Drill:

Name: DV Title: Para

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

Did the Driver know where all the emergency equipment was? Yes ☒ No ☐

Did the Driver have Emergency #'s for all Students? Yes ☒ No ☐

Date Drill Conducted: 9/24/2025 Time of Day: 8:35

Time it Took To Exit Bus: \_\_\_\_\_ Minutes 5 Seconds

Location of Drill: School Driveway

Signature of Principal: [Signature]

Lake Drive School Bus #: 12

9

School Year: 2024-2025  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN

Address: 10 Lake Drive, Mountain Lakes, New Jersey 07046

Bus Company: Berkshire Trans

Company Telephone Number: 973-729-1278 Route #: \_\_\_\_\_

Vehicle Number: 177 License Plate # E494-S2

Name of Bus Driver assisting in Drill: \_\_\_\_\_

Bus Driver's cell phone #: 973-722-1410

CDL Driver's Lic.#: K2174 19271 05452 C

*Michelle* Name of Bus Aide assisting in Drill: Edward Keegan

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Michelle Petrucci Title: Para

Was bus company name displayed on the side of the vehicle? Yes ☒ No \_\_\_\_\_

Was there a Fire Extinguisher on the vehicle? Yes ☒ No \_\_\_\_\_

Did the Driver know where all the emergency equipment was? Yes ☒ No \_\_\_\_\_

Did the Driver have Emergency #'s for all Students? Yes ☒ No \_\_\_\_\_

Date Drill Conducted: 9/24/24 Time of Day: 8:39

Time it Took To Exit Bus: 2 Minutes 49 Seconds

Location of Drill: School Driveway

Signature of Principal: \_\_\_\_\_

Lake Drive School Bus #: 14

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School Year: 2024-2025  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN

Address: 10 Lake Drive, Mountain Lakes, New Jersey 07046

Bus Company: Joy Transport

Company Telephone Number: 732-207-1934

Route #: \_\_\_\_\_

Vehicle Number: 114

License Plate # S2-K778

Name of Bus Driver assisting in Drill: Allen, Derrick Lloyd

Bus Driver's cell phone #: 732-343-5676

CDL Driver's Lic.#: A5438 16473 04541

Name of Bus Aide assisting in Drill: \_\_\_\_\_

\*\*\*\*\*  
Name and title of person conducting the Drill:

Name: Sandra Rossi

Title: Para

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

Did the Driver know where all the emergency equipment was? Yes ☒ No ☐

Did the Driver have Emergency #'s for all Students? Yes ☒ No ☐

Date Drill Conducted: 9/24/24

Time of Day: 8:40

Time it Took To Exit Bus: \_\_\_\_\_

Minutes 15

Seconds \_\_\_\_\_

Location of Drill: School Driveway

Signature of Principal: [Signature]

Lake Drive School Bus #: 24

School Year: 2024-2025  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN

Address: 10 Lake Drive, Mountain Lakes, New Jersey 07046

Bus Company: Faith 13 Transportation

Company Telephone Number: 862-207-1186 Route #: \_\_\_\_\_

Vehicle Number: 13 License Plate # F953-S2

Name of Bus Driver assisting in Drill: Shahila Sarwan

Bus Driver's cell phone #: 862-207-9643

CDL Driver's Lic. #: S0717 70300 51612 C

Name of Bus Aide assisting in Drill: Nayaf

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Nelissa May Title: para

Was bus company name displayed on the side of the vehicle? Yes ☒ No \_\_\_\_\_

Was there a Fire Extinguisher on the vehicle? Yes ☒ No \_\_\_\_\_

Did the Driver know where all the emergency equipment was? Yes ☒ No \_\_\_\_\_

Did the Driver have Emergency #'s for all Students? Yes ☒ No \_\_\_\_\_

Date Drill Conducted: 9/24 Time of Day: 8:35

Time it Took To Exit Bus: 2 Minutes \_\_\_\_\_ Seconds

Location of Drill: School Driveway

Signature of Principal: \_\_\_\_\_

Lake Drive School Bus #: 2





School Year: 2024-2025  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN

Address: 10 Lake Drive, Mountain Lakes, New Jersey 07046

Bus Company: YKKOY Tras LLC

Company Telephone Number: 732-379-2482 Route #: \_\_\_\_\_

Vehicle Number: \_\_\_\_\_ License Plate # C70852

Name of Bus Driver assisting in Drill: A Bdou, Eman

Bus Driver's cell phone #: 732-208-9117

CDL Driver's Lic.#: A1017 22200 57642

Name of Bus Aide assisting in Drill: Maha Azar

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Melissa Malyen Title: Principal

Was bus company name displayed on the side of the vehicle? Yes ☒ No \_\_\_\_\_

Was there a Fire Extinguisher on the vehicle? Yes ☒ No \_\_\_\_\_


Did the Driver know where all the emergency equipment was? Yes ☒ No \_\_\_\_\_

Did the Driver have Emergency #'s for all Students? Yes ☒ No \_\_\_\_\_

Date Drill Conducted: 9/24 Time of Day: 8:43

Time it Took To Exit Bus: \_\_\_\_\_ Minutes 30 Seconds

Location of Drill: School Driveway

Signature of Principal: 

Lake Drive School Bus #: \_\_\_\_\_

**School Year: 2024-2025**  
**CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS**

**School:** LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN

**Address:** 10 Lake Drive, Mountain Lakes, New Jersey 07046

**Bus Company:** Wayne Township Public School

**Company Telephone Number:** 973-633-0085 **Route #:** \_\_\_\_\_

**Vehicle Number:** 22 **License Plate #** 51-5551

**Name of Bus Driver assisting in Drill:** Aliu, Flaza

**Bus Driver's cell phone #:** 201-354-0307

**CDL Driver's Lic. #:** A 5396 26400 52852

**Name of Bus Aide assisting in Drill:** Alia Dair

**Name and title of person conducting the Drill:**

**Name:** Missa May **Title:** Principal

**Was bus company name displayed on the side of the vehicle?** Yes ☒ No ☐

**Was there a Fire Extinguisher on the vehicle?** Yes ☒ No ☐

**Did the Driver know where all the emergency equipment was?** Yes ☒ No ☐

**Did the Driver have Emergency #'s for all Students?** Yes ☒ No ☐

**Date Drill Conducted:** 9/24 **Time of Day:** 8:43

**Time it Took To Exit Bus:** \_\_\_\_\_ **Minutes** 53 **Seconds**

**Location of Drill:** School Driveway

**Signature of Principal:** 

**Lake Drive School Bus #:** 18

School Year: 2024-2025  
 CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN

Address: 10 Lake Drive, Mountain Lakes, New Jersey 07046

Bus Company: United Care

Company Telephone Number: 973-980-1332 Route #: \_\_\_\_\_

Vehicle Number: 22 License Plate # B101-S2

Name of Bus Driver assisting in Drill: Karima Jalall

Bus Driver's cell phone #: 973-932-3612

CDL Driver's Lic.#: 50233 42500 58062 C

Name of Bus Aide assisting in Drill: \_\_\_\_\_

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Melissa Maty... Title: Param

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

Did the Driver know where all the emergency equipment was? Yes ☒ No ☐

Did the Driver have Emergency #'s for all Students? Yes ☒ No ☐

Date Drill Conducted: 9/24 Time of Day: 8:49

Time it Took To Exit Bus: \_\_\_\_\_ Minutes 15 Seconds

Location of Drill: School Driveway

Signature of Principal: \_\_\_\_\_

Lake Drive School Bus #: 3

School Year: 2024-2025  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN @ BRIARCLIFF MIDDLE SCHOOL

Address: 93 Briarcliff Road, Mountain Lakes, New Jersey 07046

Bus Company: Cassidy

Company Telephone Number: 908 876 5470 Route #: \_\_\_\_\_

Vehicle Number: \_\_\_\_\_ License Plate # D483-S2

Name of Bus Driver assisting in Drill: Lisa Rose

Bus Driver's cell phone #: 973 464 7164

CDL Driver's Lic. #: B26691 47600 61666

Name of Bus Aide assisting in Drill: \_\_\_\_\_

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Sharon L. Danel (w/ 12) Title: \_\_\_\_\_

Was bus company name displayed on the side of the vehicle? Yes ☒ No \_\_\_\_\_

Was there a Fire Extinguisher on the vehicle? Yes ☒ No \_\_\_\_\_

Did the Driver know where all the emergency equipment was? Yes ☒ No \_\_\_\_\_

Did the Driver have Emergency #'s for all Students? Yes ☒ No \_\_\_\_\_

Date Drill Conducted: 9-24 Time of Day: 2:21

Time it Took To Exit Bus: \_\_\_\_\_ Minutes 11 Seconds

Location of Drill: School Driveway

Signature of Principal: [Signature]

Lake Drive School Bus #: [Signature]

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School Year: 2024-2025  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN @ BRIARCLIFF MIDDLE SCHOOL

Address: 93 Briarcliff Road, Mountain Lakes, New Jersey 07046

Bus Company: H School Trans/UnitedCar

Company Telephone Number: 973 229-2587 Route #: \_\_\_\_\_

Vehicle Number: \_\_\_\_\_ License Plate # 52-2254

Name of Bus Driver assisting in Drill: Zeiss, Chris

Bus Driver's cell phone #: 973 214 3124

CDL Driver's Lic. #: 22694 72 663 04762

Name of Bus Aide assisting in Drill: \_\_\_\_\_

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Sharon Wenker RN Title: \_\_\_\_\_

Was bus company name displayed on the side of the vehicle? Yes ☒ No \_\_\_\_\_

Was there a Fire Extinguisher on the vehicle? Yes ☒ No \_\_\_\_\_

Did the Driver know where all the emergency equipment was? Yes ☒ No \_\_\_\_\_

Did the Driver have Emergency #'s for all Students? Yes ☒ No \_\_\_\_\_

Date Drill Conducted: 9-24 Time of Day: 2:20

Time it Took To Exit Bus: \_\_\_\_\_ Minutes 10 Seconds

Location of Drill: School Driveway

Signature of Principal: \_\_\_\_\_

Lake Drive School Bus #: \_\_\_\_\_

School Year: 2024-2025  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN @ BRIARCLIFF MIDDLE SCHOOL

Address: 93 Briarcliff Road, Mountain Lakes, New Jersey 07046

Bus Company: B + M Tran.

Company Telephone Number: 973 356 1292 Route #: \_\_\_\_\_

Vehicle Number: \_\_\_\_\_ License Plate # XRB V31

Name of Bus Driver assisting in Drill: Batizla, Jacob

Bus Driver's cell phone #: 973 349 8754

CDL Driver's Lic. #: B0819 38171 04772

Name of Bus Aide assisting in Drill: \_\_\_\_\_

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Sharon Wondler Title: PLW

Was bus company name displayed on the side of the vehicle? Yes ☒ No \_\_\_\_\_

Was there a Fire Extinguisher on the vehicle? Yes ☒ No \_\_\_\_\_


Did the Driver know where all the emergency equipment was? Yes ☒ No ☒

Did the Driver have Emergency #'s for all Students? Yes ☒ No \_\_\_\_\_

Date Drill Conducted: 9-24 Time of Day: 2:22

Time it Took To Exit Bus: \_\_\_\_\_ Minutes 10 Seconds

Location of Drill: School Driveway

Signature of Principal: 

Lake Drive School Bus #: \_\_\_\_\_

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School Year: 2024-2025  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN @ BRIARCLIFF MIDDLE SCHOOL

Address: 93 Briarcliff Road, Mountain Lakes, New Jersey 07046

Bus Company: Howe / MC

Company Telephone Number: 973 626 6303 Route #: \_\_\_\_\_

Vehicle Number: \_\_\_\_\_ License Plate # E32052

Name of Bus Driver assisting in Drill: Rosha Salama

Bus Driver's cell phone #: 201 920 6202

CDL Driver's Lic. #: 30233 64267 59872

Name of Bus Aide assisting in Drill: \_\_\_\_\_

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Was bus company name displayed on the side of the vehicle? Yes ☒ No \_\_\_\_\_

Was there a Fire Extinguisher on the vehicle? Yes ☒ No \_\_\_\_\_

Did the Driver know where all the emergency equipment was? Yes ☒ No \_\_\_\_\_

Did the Driver have Emergency #'s for all Students? Yes ☒ No \_\_\_\_\_

Date Drill Conducted: 9-24 Time of Day: 2:24

Time it Took To Exit Bus: \_\_\_\_\_ Minutes 8 Seconds

Location of Drill: School Driveway

Signature of Principal: 

Lake Drive School Bus #: \_\_\_\_\_

9

School Year: 2024-2025  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN @ BRIARCLIFF MIDDLE SCHOOL

Address: 93 Briarcliff Road, Mountain Lakes, New Jersey 07046

Bus Company: Fyfa

Company Telephone Number 646 417 3233 Route #: \_\_\_\_\_

Vehicle Number: \_\_\_\_\_ License Plate # F908-S2

Name of Bus Driver assisting in Drill: Concepcion Rosa

Bus Driver's cell phone #: 973 281 3099

CDL Driver's Lic. #: C6381 53974 51012

Name of Bus Aide assisting in Drill: \_\_\_\_\_

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Sharon Wenker Title: \_\_\_\_\_

Was bus company name displayed on the side of the vehicle? Yes ☒ No \_\_\_\_\_

Was there a Fire Extinguisher on the vehicle? Yes ☒ No \_\_\_\_\_

Did the Driver know where all the emergency equipment was? Yes ☒ No \_\_\_\_\_

Did the Driver have Emergency #'s for all Students? Yes ☒ No \_\_\_\_\_

Date Drill Conducted: 9-24 Time of Day: 2:21

Time it Took To Exit Bus: \_\_\_\_\_ Minutes 8 Seconds

Location of Drill: School Driveway

Signature of Principal: 

Lake Drive School Bus #: \_\_\_\_\_



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School Year: 2024-2025  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN @ BRIARCLIFF MIDDLE SCHOOL

Address: 93 Briarcliff Road, Mountain Lakes, New Jersey 07046

Bus Company: Ghobies Coach

Company Telephone Number: 201 494 7000 Route #: \_\_\_\_\_

Vehicle Number: \_\_\_\_\_ License Plate # E465-52

Name of Bus Driver assisting in Drill: Khan Mohammad

Bus Driver's cell phone #: 973 874 3949

CDL Driver's Lic. #: 13175 B6672 10712

Name of Bus Aide assisting in Drill: \_\_\_\_\_

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Sharon Wendler Title: RN

Was bus company name displayed on the side of the vehicle? Yes ☒ No \_\_\_\_\_

Was there a Fire Extinguisher on the vehicle? Yes ☒ No \_\_\_\_\_

Did the Driver know where all the emergency equipment was? Yes ☒ No \_\_\_\_\_

Did the Driver have Emergency #'s for all Students? Yes ☒ No \_\_\_\_\_

Date Drill Conducted: 9-24 Time of Day: 2:25

Time it Took To Exit Bus: \_\_\_\_\_ Minutes 10 Seconds

Location of Drill: School Driveway

Signature of Principal: 

Lake Drive School Bus #: \_\_\_\_\_

School Year: 2024-2025  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN @ BRIARCLIFF MIDDLE SCHOOL

Address: 93 Briarcliff Road, Mountain Lakes, New Jersey 07046

Bus Company: KD S

Company Telephone Number: 973 279 4200 Route #: \_\_\_\_\_

Vehicle Number: \_\_\_\_\_ License Plate # 52-V396

Name of Bus Driver assisting in Drill: Suarez, Felix

Bus Driver's cell phone #: 908 425 6768

CDL Driver's Lic. #: 59009 25961 03612

Name of Bus Aide assisting in Drill: \_\_\_\_\_  
\*\*\*\*\*

Name and title of person conducting the Drill:  
Name: Sharon Lomena Title: KT

Was bus company name displayed on the side of the vehicle? Yes ☒ No \_\_\_\_\_

Was there a Fire Extinguisher on the vehicle? Yes ☒ No \_\_\_\_\_

Did the Driver know where all the emergency equipment was? Yes ☒ No \_\_\_\_\_

Did the Driver have Emergency #'s for all Students? Yes ☒ No \_\_\_\_\_

Date Drill Conducted: 9-24-24 Time of Day: 2:25

Time it Took To Exit Bus: \_\_\_\_\_ Minutes 10 Seconds

Location of Drill: School Driveway

Signature of Principal: [Signature]

Lake Drive School Bus #: \_\_\_\_\_

9

School Year: 2024-2025  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN @ BRIARCLIFF MIDDLE SCHOOL

Address: 93 Briarcliff Road, Mountain Lakes, New Jersey 07046

Bus Company: Best Transport

Company Telephone Number: 973 610 1104 Route #: \_\_\_\_\_

Vehicle Number: \_\_\_\_\_ License Plate # 692152

Name of Bus Driver assisting in Drill: Corniel, Andres

Bus Driver's cell phone #: 862 384 2733

CDL Driver's Lic. #: C6627 04200 9681

Name of Bus Aide assisting in Drill: \_\_\_\_\_

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Sharon Wendler Title: RW

Was bus company name displayed on the side of the vehicle? Yes ☒ No \_\_\_\_\_

Was there a Fire Extinguisher on the vehicle? Yes ☒ No \_\_\_\_\_

Did the Driver know where all the emergency equipment was? Yes ☒ No \_\_\_\_\_

Did the Driver have Emergency #'s for all Students? Yes ☒ No \_\_\_\_\_

Date Drill Conducted: 9-24-24 Time of Day: 2

Time it Took To Exit Bus: \_\_\_\_\_ Minutes 8 Seconds

Location of Drill: School Driveway

Signature of Principal: [Signature]

Lake Drive School Bus #: \_\_\_\_\_

9

School Year: 2024-2025  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN @ BRIARCLIFF MIDDLE SCHOOL

Address: 93 Briarcliff Road, Mountain Lakes, New Jersey 07046

Bus Company: Wayne Township Public Schools

Company Telephone Number: 201-973-6330 Route #: 0085

Vehicle Number: 22 License Plate # S1-5551

Name of Bus Driver assisting in Drill: Aliy Flata

Bus Driver's cell phone #: 201-354-0307

CDL Driver's Lic.#: A5396 26400 52852

Name of Bus Aide assisting in Drill: Alia Dair

\*\*\*\*\*  
Name and title of person conducting the Drill:

Name: Sharon Wendler Title: RN

Was bus company name displayed on the side of the vehicle? Yes / No     

Was there a Fire Extinguisher on the vehicle? Yes / No     

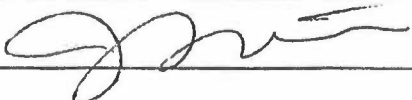
Did the Driver know where all the emergency equipment was? Yes / No     

Did the Driver have Emergency #'s for all Students? Yes / No     

Date Drill Conducted: 9-24 Time of Day: 2:36

Time it Took To Exit Bus:      Minutes 10 Seconds

Location of Drill: School Driveway

Signature of Principal: 

Lake Drive School Bus #:     



School Year: 2024-2025  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN  
Address: 96 Powerville Road, Mountain Lakes, NJ 07046

Bus Company: STT Transportation

Company Telephone Number: 732-688-4585 Route #: X

Vehicle Number: X License Plate # AS83-S2

Name of Bus Driver assisting in Drill: Maisa Zepeda

Bus Driver's cell phone #: 732-318-9744 732-318-9746

CDL Driver's Lic. #: Z962351068-59822

Name of Bus Aide assisting in Drill: \_\_\_\_\_  
\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Margo Cottone Title: School Counselor

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

Did the Driver know where all the emergency equipment was? Yes ☒ No ☐

Did the Driver have Emergency #'s for all Students? Yes ☒ No ☐

Date Drill Conducted: 10/2/24 Time of Day: 12:44

Time it Took To Exit Bus: \_\_\_\_\_ Minutes 3 Seconds

Location of Drill: School Driveway

Signature of Principal: [Signature]

Lake Drive School Bus #: \_\_\_\_\_

School Year: 2024-2025  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN  
Address: 96 Powerville Road, Mountain Lakes, NJ 07046

Bus Company: First Care Medical Transportation

Company Telephone Number: 973-349-4163 Route #: \_\_\_\_\_

Vehicle Number: \_\_\_\_\_ License Plate # D757-252

Name of Bus Driver assisting in Drill: Dismalda Brito

Bus Driver's cell phone #: 862-228-0139

CDL Driver's Lic.#: B7456 17100 62622

Name of Bus Aide assisting in Drill: \_\_\_\_\_

\*\*\*\*\*  
Name and title of person conducting the Drill:

Name: Paola DeVore Title: Para

Was bus company name displayed on the side of the vehicle? Yes ✓ No \_\_\_\_\_

Was there a Fire Extinguisher on the vehicle? Yes ✓ No \_\_\_\_\_

Did the Driver know where all the emergency equipment was? Yes ✓ No \_\_\_\_\_

Did the Driver have Emergency #'s for all Students? Yes ✓ No \_\_\_\_\_

Date Drill Conducted: 10/2/24 Time of Day: 12:38

Time it Took To Exit Bus: \_\_\_\_\_ Minutes 3 Seconds

Location of Drill: School Driveway

Signature of Principal: 

Lake Drive School Bus #: \_\_\_\_\_

9

School Year: 2024-2025  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN  
Address: 96 Powerville Road, Mountain Lakes, NJ 07046

Bus Company: A&M Transportation

Company Telephone Number: 732-815-6428 Route #: X

Vehicle Number: X License Plate # C78452

Name of Bus Driver assisting in Drill: Milagros Ciriaco

Bus Driver's cell phone #: 347-785-1367

CDL Driver's Lic. #: C4601 54700 55912

Name of Bus Aide assisting in Drill: Lucinda Garcia

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Parula DeVore Title: Para

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

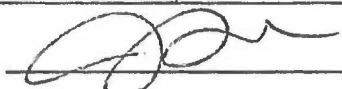
Did the Driver know where all the emergency equipment was? Yes ☒ No ☐

Did the Driver have Emergency #'s for all Students? Yes ☐ No ☒

Date Drill Conducted: 10/2/24 Time of Day: 12:47

Time it Took To Exit Bus: \_\_\_\_\_ Minutes 3 Seconds

Location of Drill: School Driveway

Signature of Principal: 

Lake Drive School Bus #: \_\_\_\_\_

School Year: 2024-2025  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN  
Address: 96 Powerville Road, Mountain Lakes, NJ 07046

Bus Company: Galax Transportation LLC

Company Telephone Number: 732-585-0000 Route #: X

Vehicle Number: X License Plate # 52460

Name of Bus Driver assisting in Drill: Hanan Hachadrov

Bus Driver's cell phone #: 732-718-3969

CDL Driver's Lic.#: T0113 31288 60772

Name of Bus Aide assisting in Drill: \_\_\_\_\_

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Margie Cottare Title: School Counselor

Was bus company name displayed on the side of the vehicle? Yes ☒ No \_\_\_\_\_

Was there a Fire Extinguisher on the vehicle? Yes ☒ No \_\_\_\_\_

Did the Driver know where all the emergency equipment was? Yes ☒ No \_\_\_\_\_

Did the Driver have Emergency #'s for all Students? Yes ☒ No \_\_\_\_\_

Date Drill Conducted: 10/02/24 Time of Day: 1240

Time it Took To Exit Bus: 0 Minutes 5 Seconds

Location of Drill: School Driveway

Signature of Principal: \_\_\_\_\_

Lake Drive School Bus #: \_\_\_\_\_



9

School Year: 2024-2025  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN  
Address: 96 Powerville Road, Mountain Lakes, NJ 07046

Bus Company: K&S Transportation

Company Telephone Number: (973) 390-1059 Route #: X

Vehicle Number: X License Plate # 52-V396

Name of Bus Driver assisting in Drill: Felix Suarez

Bus Driver's cell phone #: (908) 425-6768

CDL Driver's Lic. #: S9009 25961 03612

Name of Bus Aide assisting in Drill: \_\_\_\_\_

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Owen Weis Title: \_\_\_\_\_

Was bus company name displayed on the side of the vehicle? Yes ✓ No \_\_\_\_\_

Was there a Fire Extinguisher on the vehicle? Yes ✓ No 1

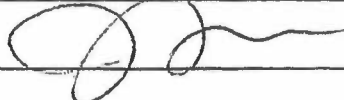
Did the Driver know where all the emergency equipment was? Yes ✓ No \_\_\_\_\_

Did the Driver have Emergency #'s for all Students? Yes ✓ No \_\_\_\_\_

Date Drill Conducted: 10/2/24 Time of Day: 12:33

Time it Took To Exit Bus: 2 Minutes \_\_\_\_\_ Seconds

Location of Drill: School Driveway

Signature of Principal: 

Lake Drive School Bus #: \_\_\_\_\_

9

School Year: 2024-2025  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN  
Address: 96 Powerville Road, Mountain Lakes, NJ 07046

Bus Company: Cassidy Transportation Inc.

Company Telephone Number: 908-870-5470 Route #: X

Vehicle Number: X License Plate # \_\_\_\_\_

Name of Bus Driver assisting in Drill: Cristina Curtin

Bus Driver's cell phone #: 201-317-9483

CDL Driver's Lic. #: CA4114 14274 61802

Name of Bus Aide assisting in Drill: \_\_\_\_\_

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Was bus company name displayed on the side of the vehicle? Yes X No \_\_\_\_\_

Was there a Fire Extinguisher on the vehicle? Yes X No \_\_\_\_\_

Did the Driver know where all the emergency equipment was? Yes X No \_\_\_\_\_

Did the Driver have Emergency #'s for all Students? Yes X No \_\_\_\_\_

Date Drill Conducted: Rosemarie Conte Time of Day: 12:33

Time it Took To Exit Bus: \_\_\_\_\_ Minutes 20 Seconds

Location of Drill: School Driveway

Signature of Principal: 

Lake Drive School Bus #: \_\_\_\_\_

School Year: 2024-2025  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN  
Address: 96 Powerville Road, Mountain Lakes, NJ 07046

Bus Company: KAS Transportation

Company Telephone Number: 973 279-4200 Route #: \_\_\_\_\_

Vehicle Number: \_\_\_\_\_ License Plate # S2 T 211

Name of Bus Driver assisting in Drill: \_\_\_\_\_

Bus Driver's cell phone #: 862 242 6619

CDL Driver's Lic.#: C 298856800 54712

Name of Bus Aide assisting in Drill: \_\_\_\_\_

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Rosemarie Conte Title: Para

Was bus company name displayed on the side of the vehicle? Yes X No \_\_\_\_\_

Was there a Fire Extinguisher on the vehicle? Yes X No \_\_\_\_\_

Did the Driver know where all the emergency equipment was? Yes X No \_\_\_\_\_

Did the Driver have Emergency #'s for all Students? Yes X No \_\_\_\_\_

Date Drill Conducted: 10/2/2024 Time of Day: 12:42

Time it Took To Exit Bus: \_\_\_\_\_ Minutes \_\_\_\_\_ Seconds

Location of Drill: School Driveway

Signature of Principal: \_\_\_\_\_

Lake Drive School Bus #: \_\_\_\_\_

9

School Year: 2024-2025  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN

Address: 96 Powerville Road, Mountain Lakes, NJ 07046

Bus Company: Safe Hands Transportation

Company Telephone Number: 732-429-7018 Route #: \_\_\_\_\_

Vehicle Number: \_\_\_\_\_ License Plate # AG29-52

Name of Bus Driver assisting in Drill: Yuderka Rosario Rodriguez

Bus Driver's cell phone #: 732-527-5067

CDL Driver's Lic.#: RG686 79000 58882

Name of Bus Aide assisting in Drill: \_\_\_\_\_

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Was bus company name displayed on the side of the vehicle? Yes ✓ No \_\_\_\_\_

Was there a Fire Extinguisher on the vehicle? Yes ✓ No \_\_\_\_\_

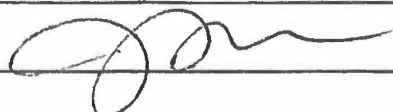
Did the Driver know where all the emergency equipment was? Yes ✓ No \_\_\_\_\_

Did the Driver have Emergency #'s for all Students? Yes ✓ No \_\_\_\_\_

Date Drill Conducted: 10/1/24 Time of Day: \_\_\_\_\_

Time it Took To Exit Bus: \_\_\_\_\_ Minutes 5 Seconds

Location of Drill: School Driveway

Signature of Principal: 

Lake Drive School Bus #: \_\_\_\_\_

**School Year: 2024-2025**

**CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS**

**School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN**

**Address:** 96 Powerville Road, Mountain Lakes, NJ 07046

Bus Company: Scotline Transportation

Company Telephone Number: 973-925-5000 Route #: \_\_\_\_\_

Vehicle Number: X License Plate # CS8152

Name of Bus Driver assisting in Drill: Sara Amezquita

Bus Driver's cell phone #: 407 334 3741

CDL Driver's Lic.#: AS758 69100 60891

**Name of Bus Aide assisting in Drill:** \_\_\_\_\_

\*\*\*\*\*

**Name and title of person conducting the Drill:**

Name: Margie Cottore Title: Counselor

Was bus company name displayed on the side of the vehicle? Yes   ✓   No       

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

Did the Driver know where all the emergency equipment was? Yes ☒ No ☐

**Did the Driver have Emergency #'s for all Students?** Yes ☒ No ☐

Date Drill Conducted: 10/02/24 Time of Day: 1730

**Time it Took To Exit Bus:** 0 Minutes 5 Seconds

**Location of Drill:** School Driveway

**Signature of Principal:** \_\_\_\_\_

**Lake Drive School Bus #:**

9

School Year: 2024-2025  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN  
Address: 96 Powerville Road, Mountain Lakes, NJ 07046

Bus Company: Sate Guard Transportation

Company Telephone Number: 973-615-5822 Route #: \_\_\_\_\_

Vehicle Number: \_\_\_\_\_ License Plate # C 296 52

Name of Bus Driver assisting in Drill: Maxim Boery

Bus Driver's cell phone #: 973-220-6661

CDL Driver's Lic.#: 56596 51964 58772

Name of Bus Aide assisting in Drill: \_\_\_\_\_

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Rosemarie Conte Title: Para

Was bus company name displayed on the side of the vehicle? Yes ✓ No \_\_\_\_\_

Was there a Fire Extinguisher on the vehicle? Yes ✓ No \_\_\_\_\_

Did the Driver know where all the emergency equipment was? Yes ✓ No \_\_\_\_\_

Did the Driver have Emergency #'s for all Students? Yes ✓ No \_\_\_\_\_

Date Drill Conducted: 10/2 Time of Day: 12:26

Time it Took To Exit Bus: \_\_\_\_\_ Minutes \_\_\_\_\_ Seconds

Location of Drill: School Driveway

Signature of Principal: 

Lake Drive School Bus #: \_\_\_\_\_

9

School Year: 2024-2025  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN  
Address: 96 Powerville Road, Mountain Lakes, NJ 07046

Bus Company: Berkshire Transportation

Company Telephone Number: 973-670-6540 - Alex Route #: X

Vehicle Number: X License Plate # F924 S2

Name of Bus Driver assisting in Drill: William Donald

Bus Driver's cell phone #: 610-737-4914

CDL Driver's Lic. #: D6875-78561-08520

Name of Bus Aide assisting in Drill: \_\_\_\_\_

\*\*\*\*\*  
Name and title of person conducting the Drill:

Name: Rosemarie Conte Title: Para

Was bus company name displayed on the side of the vehicle? Yes X No \_\_\_\_\_

Was there a Fire Extinguisher on the vehicle? Yes X No \_\_\_\_\_

Did the Driver know where all the emergency equipment was? Yes ✓ No \_\_\_\_\_

Did the Driver have Emergency #'s for all Students? Yes ✓ No \_\_\_\_\_

Date Drill Conducted: 10/2 Time of Day: 12:28

Time it Took To Exit Bus: 1 Minutes \_\_\_\_\_ Seconds

Location of Drill: School Driveway

Signature of Principal: 

Lake Drive School Bus #: \_\_\_\_\_

School Year: 2024-2025  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN  
Address: 96 Powerville Road, Mountain Lakes, NJ 07046

Bus Company: Lamasia LLC

Company Telephone Number: 848 218 9450 Route #: \_\_\_\_\_

Vehicle Number: X License Plate # FL673 J2

Name of Bus Driver assisting in Drill: Silvano Cruz

Bus Driver's cell phone #: 732-900-0047

CDL Driver's Lic.#: C7690 71400 10591

Name of Bus Aide assisting in Drill: \_\_\_\_\_

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Margo Lettore Title: Counselor

Was bus company name displayed on the side of the vehicle? Yes ☒ No \_\_\_\_\_

Was there a Fire Extinguisher on the vehicle? Yes ☒ No \_\_\_\_\_

Did the Driver know where all the emergency equipment was? Yes ☒ No \_\_\_\_\_

Did the Driver have Emergency #'s for all Students? Yes ☒ No \_\_\_\_\_

Date Drill Conducted: 10/02/24 Time of Day: 1245

Time it Took To Exit Bus: 0 Minutes 3 Seconds

Location of Drill: School Driveway

Signature of Principal: [Signature]

Lake Drive School Bus #: \_\_\_\_\_



School Year: 2024-2025  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN  
Address: 96 Powerville Road, Mountain Lakes, NJ 07046

Bus Company: NJ School Transportation

Company Telephone Number: 973-224-2587 Route #: 800254

Vehicle Number: X License Plate # S2 Z254

Name of Bus Driver assisting in Drill: Stamatis Zevio

Bus Driver's cell phone #: 973-214-3125

CDL Driver's Lic. #: 72064-72063-04762

Name of Bus Aide assisting in Drill: \_\_\_\_\_

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Barry Title: Driver

Was bus company name displayed on the side of the vehicle? Yes ✓ No \_\_\_\_\_

Was there a Fire Extinguisher on the vehicle? Yes ✓ No \_\_\_\_\_

Did the Driver know where all the emergency equipment was? Yes ✓ No \_\_\_\_\_

Did the Driver have Emergency #'s for all Students? Yes ✓ No \_\_\_\_\_

Date Drill Conducted: 10/02/24 Time of Day: 1230

Time it Took To Exit Bus: 0 Minutes 3 Seconds

Location of Drill: School Driveway

Signature of Principal: 

Lake Drive School Bus #: \_\_\_\_\_

School Year: 2024-2025  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN  
Address: 96 Powerville Road, Mountain Lakes, NJ 07046

Bus Company: MOVE ME

Company Telephone Number: 973-626-6303 Route #: X

Vehicle Number: X License Plate # E320 S2

Name of Bus Driver assisting in Drill: Rasha Sakuma

Bus Driver's cell phone #: 201-920-6202

CDL Driver's Lic.#: SO233 64267 59872

Name of Bus Aide assisting in Drill: \_\_\_\_\_

\*\*\*\*\*  
Name and title of person conducting the Drill:

Name: Margo Cottone Title: SCHOOL COUNSELOR

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

Did the Driver know where all the emergency equipment was? Yes ☒ No ☐

Did the Driver have Emergency #'s for all Students? Yes ☒ No ☐

Date Drill Conducted: 10/05/24 Time of Day: 1230p

Time it Took To Exit Bus: 0 Minutes 5 Seconds

Location of Drill: School Driveway

Signature of Principal: 

Lake Drive School Bus #: \_\_\_\_\_

9

School Year: 2024-2025  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN  
Address: 96 Powerville Road, Mountain Lakes, NJ 07046

Bus Company: Bright Start

Company Telephone Number: 732-925-7370 Route #: X

Vehicle Number: X License Plate # D97952

Name of Bus Driver assisting in Drill: Fabio Alberto

Bus Driver's cell phone #: 948-203-1592

CDL Driver's Lic. #: 07617 2S861 46572

Name of Bus Aide assisting in Drill: \_\_\_\_\_

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Margo Cottone Title: School counselor

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

Did the Driver know where all the emergency equipment was? Yes ☒ No ☐

Did the Driver have Emergency #'s for all Students? Yes ☒ No ☐

Date Drill Conducted: 10/02/24 Time of Day: 1230

Time it Took To Exit Bus: 0 Minutes 5 Seconds

Location of Drill: School Driveway

Signature of Principal: \_\_\_\_\_

Lake Drive School Bus #: \_\_\_\_\_

9

School Year: 2023-2024  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN  
Address: 10 Lake Drive, Mountain Lakes, New Jersey 07046

Bus Company: Cassidy Trans

Company Telephone Number: 973 691-2400 Route #: 1

Vehicle Number: 180 License Plate # 52 V402

Name of Bus Driver assisting in Drill: none

Bus Driver's cell phone #: 973-271 4241 Kiehl, John

CDL Driver's Lic. #: K4175 40772 12604

Name of Bus Aide assisting in Drill: none

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Sharon Wendler Title: RN

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

Did the Driver know where all the emergency equipment was? Yes ☒ No ☐

Did the Driver have Emergency #'s for all Students? Yes ☒ No ☐

Date Drill Conducted: 9/24 Time of Day: 8:30

Time it Took To Exit Bus: 1 Minutes 0 Seconds

Location of Drill: School Driveway

Signature of Principal: [Signature]

Lake Drive School Bus #: 17

**Mountain Lakes School District**

---

# **FOOD SERVICE BIOSECURITY MANAGEMENT PLAN**



**Updated 10-18-24**

## **INTRODUCTION**

### **WHAT is "FOOD BIOSECURITY"?**

"Food Biosecurity" is the protection of food from bioterrorism or any intentional use of biological and chemical agents for the purpose of causing harm.

### **HOW DOES "FOOD BIOSECURITY" DIFFER FROM "FOOD SAFETY"?**

"Food Biosecurity" focuses on ways to limit the opportunity for someone to intentionally contaminate food for the purpose of causing harm or death. "Food Safety" focuses on ways to limit naturally occurring food contaminants and those caused by cross contamination and time/temperature abuse.

### **WHAT is OUR "FOOD BIOSECURITY MANAGEMENT PLAN"?**

Our "Food Biosecurity Management Plan" is our District's way to prepare for the threat of bioterrorism or a crisis emergency to our foodservice operation.

This "Food Biosecurity Management Plan" contains policies and procedures to minimize the risk of intentional contamination of food and reduce the risk of illness or death in our school community.

Our plan includes strategies for preventing threats and incidents of product tampering and food contamination. It also contains step-by-step actions to implement if a biosecurity or crisis incident occurs. This manual has been developed as an emergency readiness plan to help protect the lives and health of the children and adults in our school environment.

*This plan is in compliance with N.J. A.C. 2:36-1.13 and the USDA's "Biosecurity Checklist for School Foodservice Programs".*

# **FOODSERVICE** **BIOSECURITY MANAGEMENT PLAN**

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## A. COMMUNICATION

### School Foodservice Biosecurity Management Team Information

**School District Name:** *Mountain Lakes School District*

**School District/Address:** *96 Powerville Road, Suite 1 Mountain Lakes NJ 07046*

<b>1-Team Leader:</b>	Mark Snowden
<b>Work/ Office Phone</b>	973-767-3941
<b>Cell Phone</b>	973-767-3941
<b>Home Phone</b>	
<b>Team Responsibilities</b>	Notify Team Members, Superintendent. Coordinate with #3 notifying emergency contacts. Assist where needed.
<b>2- Alternate Team Leader:</b>	Ryan Dunn
<b>Work/ Office Phone</b>	
<b>Cell Phone</b>	973-294-0326
<b>Home Phone</b>	
<b>Team Responsibilities</b>	Back-up/Assist #1 (above)
<b>3- Member:</b>	Mark Snowden
<b>Work/ Office Phone</b>	973-767-3941
<b>Cell Phone</b>	
<b>Home Phone</b>	
<b>Team Responsibilities</b>	Coordinate with #1 notifying emergency contacts. Organize and direct procedures in building with Food Service Director.
<b>4- Member:</b>	Alex Ferreira
<b>Work/ Office Phone</b>	973-334-8280
<b>Cell Phone</b>	973-951-0797
<b>Home Phone</b>	
<b>Team Responsibilities</b>	Coordinate with Superintendent plan for students. Contact principals with plan.
<b>5- Member:</b>	David Santos
<b>Work/ Office Phone</b>	973-334-8400
<b>Cell Phone</b>	
<b>Home Phone</b>	
<b>Team Responsibilities</b>	Media and PowerSchool Parent/Staff Portal.



## A. COMMUNICATION

### Chain of Command:

Contact the Food Service Director immediately if a biosecurity emergency occurs or if there are any suspicions of a possible biosecurity or crisis. The Food Service Director will then contact the Biosecurity Team Leader and Superintendent. If the Food Service Director is unavailable contact the “Second Food Service Responder”. In the event that the Second Responder is unavailable, contact the “Third Food Service Responder”.

<b>1-Food Service Director/ 1<sup>st</sup> Contact:</b>	Ronald Gangel
Work Phone	973-335-9179
Cell Phone	973-445-5498
Home Phone	None
E-Mail	<a href="mailto:rgangel@mlschools.org">rgangel@mlschools.org</a>
<b>2- Food Service/ 2<sup>nd</sup> Contact:</b>	Erik Korman
Work Phone	201-741-4193
Cell Phone	
Home Phone	
E-Mail	<a href="mailto:ekorman@pomptonian.com">ekorman@pomptonian.com</a>
<b>3- Food Service/ 3<sup>rd</sup> Contact</b>	Tina Cappello
Work Phone	
Cell Phone	(908) 347-3859
Home Phone	
E-Mail	<a href="mailto:tcappello@pomptonian.com">tcappello@pomptonian.com</a>
<b>4- Biosecurity Team Leader :</b>	Ryan Dunn
Work Phone	973-294-0326
Cell Phone	973-294-0326
Home Phone	
E-Mail	<a href="mailto:rdunn@mlschools.org">rdunn@mlschools.org</a>
<b>5- Superintendent:</b>	Brad Siegal
Work Phone	973-334-8280
Cell Phone	
Home Phone	
E-Mail	<a href="mailto:bsiegel@mlschools.org">bsiegel@mlschools.org</a>
<b>6- Business Administrator:</b>	Alex Ferreira
Work Phone	973-334-8280
Cell Phone	973-951-0797
Home Phone	
E-Mail	<a href="mailto:aferreira@mlschools.org">aferreira@mlschools.org</a>

<b>7- Principal / High School</b>	<b>Richard Mangili</b>
Work Phone	973-334-8280
Cell Phone	973-866-6962
Home Phone	
E-Mail	<a href="mailto:rmangili@mlschools.org">rmangili@mlschools.org</a>
<b>8- Principal / Briarcliff School</b>	<b>Erik Carlson</b>
Work Phone	973-334-0342
Cell Phone	
Home Phone	
E-Mail	<a href="mailto:ecarlson@mlschools.org">ecarlson@mlschools.org</a>
<b>9- Principal / Wildwood School</b>	<b>Patrick Higgins</b>
Work Phone	973-334-3609
Cell Phone	973-997-0244
Home Phone	
E-Mail	<a href="mailto:phiggins@mlschools.org">phiggins@mlschools.org</a>
<b>10- Principal / Lake Drive School</b>	<b>Julie Lazeration</b>
Work Phone	973-299-0166
Cell Phone	
Home Phone	
E-Mail	<a href="mailto:jlazeration@mlschools.org">jlazeration@mlschools.org</a>

## A. COMMUNICATION

### Local & State Agency Emergency Contacts:

AGENCY:	PHONE#:	CONTACT:	ADDRESS:
Any Emergency	911		
NJ Office of Homeland Security and Preparedness	1-866-4-SAFE-NJ 1-866-472-3365		PO Box 091 Trenton, NJ 08625
Mountain Lakes Police	973-334-1413	Chief Bennett	400 Boulevard Mountain Lakes, NJ 07046
Mountain Lakes FD	973-394-1094		400 Boulevard Mountain Lakes, NJ 07046
NJ Poison Control	(800) 222-1222 Emergency Line		
Health Department	973-680-4024	Stephania Mehjia	One Municipal Plaza Bloomfield NJ 07003
ML Water Department	973-334-1577	Doug Edler	55 Pocono Road Mountain Lakes NJ 07046
NJ Dept of Environmental Protection	NJ DEP Hotline (877) 927-6337		401 E. State Street Trenton, NJ 08625-0402
NJ Division of Water Quality	(609) 292-9977	Janice Brogle Director	401 E. State Street Trenton, NJ 08625-0420

<b>NJ Department of Agriculture</b>	<b>(609) 633-2954</b>	<b>Public Information Office</b>	<b>PO Box 330 Trenton, NJ 08625</b>
<b>NJ State Dept of Health</b>	<b>(609) 292-7837 (800) 367-6543</b>	<b>Judith Persichilli Commissioner</b>	<b>369 S Warren Street Trenton, NJ 08625</b>
<b>NJ Local Federal Bureau of Investigation Office</b>	<b>(973) 792-3000</b>		<b>11 Centre Place Newark, NJ 07102</b>

### **Utility Contacts:**


<b>COMPANY:</b>	<b>PHONE#:</b>	<b>CONTACT:</b>	<b>ADDRESS:</b>
<b>JCPL</b>	<b>800-544-4877</b>		
<b>Mountain Lakes Water Department</b>	<b>973-344-1577</b>	<b>Doug Edler</b>	<b>55 Pocono Road Mountain Lakes NJ 07046</b>

## A. COMMUNICATION

### Master Keys to Foodservice Operation

<b>SCHOOL:</b>	<b>CONTACT:</b>	<b>W PHONE:</b>	<b>CELL PHONE:</b>	<b>H PHONE:</b>
Briarcliff School	Ian Weir	973-334- 0342	973-769- 5560	
High School	Ronald Gangel	973-335- 9179	973-445- 5498	
Wildwood School	Rhonda Presti	973-334- 3609	973-462- 0359	
High School	Le-khanh Lam	973-335- 9179	973-879- 0314	

## **B. HANDLING A CRISIS**

1. An evacuation plan will be clearly posted in each school.
2. Entry points will be clearly marked for first responders. Entry points for all school locations are attached. 
3. Invoices for all food and supplies purchased will be kept at the Food Service Director's (FSD) office in a fireproof file cabinet.
4. All schools are completing production records with HACCP, recipe and brand information. Inventory records will also be maintained in each building and updated monthly. Bids for foodservice food & supplies will be kept at the Food Service Provider's office. Originals will be filed at the Board of Education in the Business Administrator's office. This will help when tracking food ingredients and consumption.
5. Should food be found unfit for consumption or a recall occurs, the Food Service Director will be contacted immediately. All products will be located and removed from service. The FSD will designate an area for storage. The FSD will make the necessary arrangements for the removal of contaminated or recalled food. The proper authorities will be called as necessary.
6. A contact list of all foodservice suppliers will be kept by the Food Service Director, Foodservice Biosecurity Team Leader and the 2<sup>nd</sup> and 3<sup>rd</sup> Foodservice Contacts.
7. If the water source is suspected to be contaminated, the local health department and water department will be contacted.
8. The District's kitchens will have in stock at all times at least one 12 ounce serving of water for all students and staff enrolled in the District.

9. The District will have at least one meal, per student and staff enrolled in the District, which does not require cooking or refrigeration.
10. If electrical power is out, schools will use items in refrigerators and freezers that pose no food safety danger. Each building manager will be certified in Sanitation so that they are aware of foods that are safe to serve.
11. A “Biosecurity Report Form” will be completed by the Food Service Director or Foodservice Biosecurity Team Leader whenever anyone throughout the District receives a threat or observes or suspects product tampering. “Biosecurity Report” form is attached.
12. The HAZMAT unit will be contacted by the Food Service Director or Foodservice Biosecurity Team Leader if there is any suspicion that the airflow is contaminated with biological or other contaminants.

**BIOSECURITY REPORT FORM**


<b>Date:</b>	
<b>School:</b>	
<b>Time Report Rec'd:</b>	
<b>How Was Report Rec'd:</b> <i>(E.g.: phone, e-mail, fax...)</i>	
<b>Who Made Report:</b>	
<b>Reporter's Contact Info.</b> <b>Address:</b>  <b>Phone Number:</b> <b>E-Mail:</b>	
<b>Describe Report:</b>	
<b>Actions Taken:</b>	
<b>Add'l Comments:</b>	

SIGNATURE VERIFICATION: \_\_\_\_\_

DATE: \_\_\_\_\_



### **C. CHOOSING SUPPLIERS**

1. Food and other foodservice supplies will be purchased from reputable suppliers.
2. A contact list of all foodservice suppliers will be kept by the Food Service Director, Foodservice Biosecurity Team Leader and the 2<sup>nd</sup> and 3<sup>rd</sup> Foodservice Contacts. This list is attached. 
3. A copy of each supplier's Board of Health Certification or licensing will be kept on file by the Food Service Provider.
4. All food suppliers will deliver food with a tamper proof seal. Food items will be matched to an invoice by the receiving person.
5. If a product is received with a broken seal, it will be rejected and returned.
6. Unscheduled deliveries will be rejected or returned unless advance notification is provided.
7. Suppliers will provide the school with any HACCP or Biosecurity measures that may be in place.
8. All suppliers will sign an agreement that they will comply with our Foodservice Biosecurity Management Plan. Agreement form is attached.
9. Tamper-evident packaging will be discussed with, and requested from our vendors that supply our schools with fresh produce.

**Biosecurity Agreement Form  
Foodservice Supplier**

As a representative of our entire company, I agree that our company and all our employees will follow all policies and procedures of the **Mountain Lakes Board of Education Foodservice Biosecurity Management Plan**. I have read the plan and understand all the requirements stipulated for foodservice suppliers.

FOODSERVICE COMPANY NAME: \_\_\_\_\_

REPRESENTATIVE'S NAME (Print): \_\_\_\_\_

REPRESENTATIVE'S TITLE (Print): \_\_\_\_\_

REPRESENTATIVE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

### **D. RECEIVING/INSPECTION**

1. Doors at loading docks will be closed and locked when not in use.
2. A Food service employee will be assigned to verify and receive food shipments and supplies.
3. During after business hours the head custodian on duty will be the authorized person to verify and receive deliveries.
4. Deliveries will be verified against an invoice and/or order sheet.
5. All delivery staff will be required to sign in on our "Foodservice Supplier Receiving/Delivery Sign-In Form". Form is attached.
6. Suppliers will be required to keep delivery trucks on the school premise locked when not being loaded or unloaded.
7. Deliveries from any unknown source will not be accepted.
8. Food service personnel will be trained to identify packaging that is unacceptable.
9. Any food item or supply that is not delivered in a sealed container will not be accepted and will be returned for credit.
10. Any food item delivered that was not part of the original order will be rejected.
11. The person inspecting and receiving product will sign his or her name to invoice.
12. Suppliers will be notified of the school's policy for receiving.
13. The Food Service Director and Foodservice Biosecurity Team Leader will be notified immediately if product tampering is suspected in any delivery.

**FOODSERVICE SUPPLIER  
RECEIVING/DELIVERY SIGN-IN FORM**

<b>DATE:</b>	<b>TIME:</b>	<b>COMPANY:</b>	<b>DELIVERY PERSON'S NAME: (Print)</b>	<b>DELIVERY PERSON'S SIGNATURE:</b>

## **E. STORAGE AREAS**

1. All food storage and supply areas will be locked when food service personnel are not present.
2. A list of all personnel who have keys to open food storage and supply areas will be kept on file by the Food Service Director.
3. Delivery personnel will be monitored by a food service person during delivery.
4. Only food service personnel will be allowed in food storage areas unsupervised.
5. All storage facility locks will be checked monthly by the foodservice manager in each building, to insure they are working properly. Results will be kept on the "Storage Lock Security Form". In the event a lock is not securing supplies, the Food Service Director will be notified. The lock will be replaced immediately. "Storage Lock" form is attached.
6. Accurate inventories of all supplies – food and chemical – will be maintained to detect additions or withdrawals from stock.

**STORAGE LOCK SECURITY FORM**

DATE:	TIME:	UNIT CHECKED:	INSPECTED BY: <i>(Print Name &amp; Sign)</i>	Results of Inspection:	Action Taken if Unsatisfactory:

## **F. STORING FOOD**

1. Thermometers will be placed visibly in all refrigerators and freezers.
2. Alarms will be maintained in good working order on walk-in refrigerators and freezers.
3. All leftover foods will be labeled with name of product and date.
4. Any foods not labeled or dated will be discarded.
5. Any bulging or leaking cans will be discarded properly.
6. The FIFO (first "In" first "Out") method of inventory will be practiced.
7. All chemicals will be stored away from food and other food related supplies.

## **G. HAZARDOUS CHEMICALS**

1. Hazardous chemicals will be stored away from food storage areas.
2. "Material Safety Data Sheets" will be readily available for food service staff.
3. Employees will be trained to use chemicals properly.
4. Manufacturers' instruction for use of hazardous chemicals will be followed.

5. Employees handling hazardous chemicals will be trained to monitor inventory of usage on a daily basis. An inventory of hazardous chemicals will be maintained by the foodservice department monthly. Unusual usage discrepancies will be investigated by the Food Service Director immediately.
6. Emergency contact and medical information regarding each food service employee will be kept in the event of chemical exposure.

### **H. FOOD SERVICE EQUIPMENT**

1. Employees will be instructed to look for signs of wear, tear and tampering before operating equipment.
2. All equipment will be kept sanitized and clean to sight and touch.
3. Food slicers will be sanitized between each specific task.
4. An emergency supply of disposable paper goods, sufficient to serve at least one day of District meals, will be in stock at all times. These will be used in emergency cases such as when trays or utensils are contaminated.

### **FOODSERVICE TRANSPORTATION EQUIPMENT**

1. A school vehicle will be purchased solely for the use of transporting food and food supplies.
2. When not in use, the vehicle will be locked at all times.
3. The vehicle will be kept in a locked and secure area during hours of non-operation.
4. The driver will be trained to conduct a thorough inspection each day to assure the vehicle has not been tampered with.



5. The inside of the vehicle will be periodically sanitized.
6. Food items will be transported in sealed units.

### **I. FOODSERVICE PERSONNEL**

1. A daily sign in sheet for all foodservice staff will be maintained.
2. Food service employees will wear a uniform and nametag/ID that clearly identifies them as school foodservice employees.
3. Food service personnel files will be kept in a secure and confidential area by the Food Service Director and Human Resource Department.
4. Prior to hiring, a background check will be performed on all food service applicants.
5. Food service personnel will be required to have a health check prior to hiring.
6. All personal belongings will be kept in an area separate from the work area.
7. Hands will be washed and gloves will be worn at critical points.
8. A 24-hour camera will monitor food lines at all times.
9. All visitors and any unauthorized person must report to the main office before entering any foodservice area. They must complete a sign-in form and obtain a "School Visitor's Badge". An authorized school representative will accompany them to the appropriate food service site.

## **J. FOODSERVICE /FOOD PREPARATION AREAS**

1. Access to central controls for airflow, HVAC, water systems, electricity, and gas within the foodservice area will be restricted to all people except the head of maintenance and head custodian in each building.
2. All emergency exits and self-locking doors that can only be opened from the inside will contain alarms.
3. All doors, windows, roof openings, vent openings and outside refrigeration/storage units will be locked at all times.
4. One authorized employee will be present in the food service area during all operating times.
5. All ingredient packages will be inspected prior to use for possible tampering or discoloration of food.
6. The foodservice will not permit any outside foods and/or medications from students, school staff or foodservice employees to be stored in the foodservice area.
7. The Food Service Director or Foodservice Biosecurity Team Leader will be notified of any suspected contaminated food or foodservice products and will designate an area for storage.
8. All schools are completing production records with HACCP, recipe and brand information. Inventory records will also be maintained in each building and updated monthly. Bids for foodservice will be kept at the Food Service Director's office. Originals will be filed at the Board of Education in the Business Administrator's office. These procedures will help when tracking food ingredients and consumption.

9. The food service area will not be used for "special events" unless a member of the food service staff is on the food service premise.
10. All foodservice areas including salad bars, condiment stations, receiving docks, outside storage and solid waste disposal areas will be continuously monitored for any signs of suspicious activity or unauthorized entry by all foodservice staff and the Foodservice Biosecurity Management Team.

#### **K. OUTSIDE the SCHOOL BUILDING**

1. The outside area used for receiving will be well lit. Lights will be on at dusk and also, if necessary, when foodservice employees arrive for work in the morning.
2. School security will monitor school property daily, including the entry of all vehicles on school property.

#### **L. WATER & ICE SUPPLY**

1. The ice-making equipment will be restricted from non-food service personnel.
2. The drains and water lines in the food production areas will be periodically monitored for tampering.
3. Bottled water will be kept on the premises at all times as an alternate source of water.

4. Procedures for notification of unsafe water have been established with our water supplier. They will contact the Biosecurity Team Leader immediately if our water supply is unsafe to drink or use. Periodic communication will be maintained with our local water supplier to insure that the correct phone numbers and contacts are maintained.

### **M. GENERAL SECURITY**

1. All job candidates (permanent and substitutes) must pass a background security check prior to hiring.
2. Random inspections of foodservice employees' lockers will be conducted by the Food Service Director and/or the Foodservice Biosecurity Team Leader.
3. All foodborne illnesses will be reported on the "Foodborne Illness Incident Report" form located in our HACCP Manual.
4. All computer systems are protected with passwords, network firewalls and an effective virus detection system.
5. Emergency alert systems will be tested by the main office.
6. All visitors and any unauthorized person must report to the main office before entering any foodservice area. They must complete a sign-in form and obtain a "School Visitor's Badge". An authorized school representative will accompany them to the appropriate food service site.
7. A list of current employees who have keys or access to keys will be maintained on file, along with a list of what the keys are used for.

8. Upon the notification, dismissal or resignation of an employee they will be required to relinquish their identification badge and any keys if applicable. They will be required to sign and date a form indicating the items returned to the District.
9. All truck drivers and delivery personnel will be required to show identification at the receiving area. All delivery staff will be required to sign in on our "Foodservice Supplier Receiving/Delivery Sign-In Form".
10. All areas of food service will be monitored for any signs of suspicious activity or unauthorized entry.

#### **N. HANDLING MAIL & MONEY**

1. All mail for the food service department will be processed through the main office in each building and placed in a mailbox marked for "Food Service".
2. All incoming mail from private mail services such as UPS, FedEx, etc. will be delivered to the Board of Education office. It will be sorted and delivered to proper locations.
3. Mail handlers will be trained to recognize and handle suspicious mail prior to delivery.
4. All mail will be opened within the confines of the Food Service Director's office or the Food Service Manager's office. This procedure will eliminate the risk of contaminated mail being opened and contaminating the food or food service area.
5. All money transactions will be handled at the registers.

6. Cashiers will wash hands after handling money and prior to preparing, serving or handling foods service equipment.
7. Deposits of daily money will be counted in the office of the Food Service Director and/or the Food Service Manager. Money will not be counted or handled on the surface of any food preparation area.

## **O. TRAINING**

1. All food service employees will be trained regarding the Foodservice Biosecurity Management Plan. They will be required to sign an attendance form on the day of the training.
2. Each food service employee will receive a copy of the Biosecurity Management Plan.
3. Foodservice employees will be trained to:
  - Prevent accidental contamination of food
  - Know and recognize “adulteration”
  - Recognize any sign of possible product tampering, deliberate and intentional product contamination or any other breach in the food security system.
4. Food service employees will be trained to properly handle money and mail.
5. Food service employees will be trained on the procedure to properly report any situation or incident that violates a breach in the Foodservice Biosecurity Management Plan.
6. Food service employees will be trained in food safety and the school's foodservice biosecurity procedures before they start working, so that they can recognize threats to security and respond to a crisis if necessary.

## **P. PLAN MAINTENANCE**

1. A "Biosecurity Self-Inspection Checklist" will be implemented. The Foodservice Biosecurity Team Leader and the Food Service Director will use this checklist to inspect outside and inside foodservice areas, food production areas, food storage areas, shipping and receiving areas, water and ice supply, mail handling, and personal/locker areas. They will report their findings to the Foodservice Biosecurity Management Team. The "Biosecurity Self-Inspection Checklist" will contain the date, time, name of inspectors and all corrective action recommendations. The inspection will remain on file with our "Foodservice Biosecurity Management Plan". The "team inspectors" will be rotated. "Checklist" form is attached.
2. The Foodservice Biosecurity Management Team will summarize items that require follow-up from the "Biosecurity Self-Inspection Checklist" onto the "Monitoring Schedule". The Food Service Director and the Biosecurity Team Leader will be responsible for ensuring that the "Monitoring Schedule" is completed by the dates specified. "Monitoring Schedule" form is attached.
3. The Foodservice Biosecurity Management Plan will be reviewed and updated annually.

**Mountain Lakes Board of Education  
Biosecurity Self-Inspection Checklist**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

INSPECTORS: \_\_\_\_\_  
\_\_\_\_\_

BIOSECURITY ITEM:	SATISFACTORY:	UN- SATISFACTORY:	RECOMMENDATIONS:
A-1			
B-1			
B-2			
B-3			
B-4			
B-5			
B-6			
B-7			
B-8			
B-9			
B-10			
B-11			
B-12			
C-1			
C-2			
C-3			
C-4			
C-5			
C-6			
C-7			
C-8			
D-1			
D-2			
D-3			
D-4			
D-5			
D-6			
D-7			
D-8			



# **MONITORING SCHEDULE**

## **For Biosecurity Checklist Follow-Up Action**

Biosecurity Item# To Monitor or Follow-Up:	Planned Date for Completion?	Who is Responsible?	Results of Follow-Up:	Actual Date of Completion:	Check (✓) When Completed

# POLICY GUIDE

BYLAWS

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Board Member **Number** and Term – Receiving District

June 24

[See **POLICY ALERT** Nos. 192, 217, and 233]

## 0141.2 BOARD MEMBER **NUMBER** AND TERM – RECEIVING DISTRICT

The Board of Education shall consist of (10) ten members.

The term of a Board member shall be (3) three years, except vacancies in the membership of the Board shall be filled in accordance with the provisions of N.J.S.A. 18A:12-15. Each Board member appointed to fill a vacancy shall serve until the organizational meeting following the next annual election unless the Board member is appointed to fill a vacancy occurring within the sixty days immediately preceding such election if the annual election is held in April, or occurring after the third Monday in July if the election is held in November, to fill a term extending beyond such election, in which case the Board member shall serve until the organizational meeting following the second annual election next succeeding the occurrence of the vacancy, and any vacancy for the remainder of the term shall be filled at the annual election or the second annual election next succeeding the occurrence of the vacancy, as the case may be.

The Board of Education shall have representation from the **Rockaway Valley School (Boonton Township) Board of Education** in accordance with N.J.S.A. 18A:38-2.

In accordance with N.J.S.A. 18A:38-8.2.a.(1), if the students of the sending district comprise less than ten percent of the total enrollment of the students in the grades of the receiving district in which the students of the sending district will be enrolled, the sending district shall have no representation on the receiving district Board of Education. If the students of the sending district comprise at least ten percent of the total enrollment of the students in the grades of the receiving district in which the students of the sending district will be enrolled, the sending district shall have one representative on the receiving Board of Education in accordance with N.J.S.A. 18A:38-8.2.a.(2).

If the total number of students of two or more sending districts, which do not qualify for representation in accordance with N.J.S.A. 18A:38-8.2.a., comprise at least fifteen percent of the total enrollment of the students in the grades of the receiving district in which the students of the sending district will be enrolled, the sending districts shall have collectively two representatives on the receiving district Board of Education in accordance with N.J.S.A. 18A:38-8.2.b.



# POLICY GUIDE

## BYLAWS

0141.2/page 2 of 4

### Board Member **Number** and Term – Receiving District

The annual designation of the representatives, in the event more than two districts collectively qualify under N.J.S.A. 18A:38-8.2.b., shall be rotated among the Boards of Education of the sending districts according to a schedule determined by the joint agreement of the Boards.

Notwithstanding the provisions of N.J.S.A. 18A:38-8.2.a. and b., the number of representatives designated by the sending districts to be additional members shall not exceed three additional members on a receiving Board with originally nine or more members, two additional members on a receiving Board with originally seven or eight members, and one additional member on a receiving Board with originally less than seven members. In the event that this restriction results in unequal representation of sending districts, the annual designation of the representative or representatives shall be rotated among the Boards of Education of the sending districts according to a schedule determined by the joint agreement of the Boards in accordance with N.J.S.A. 18A:38-8.2.c.

Notwithstanding the provisions of N.J.S.A. 18A:38-8.2 or any other law or regulation to the contrary, a school district which is located in a county of the sixth class according to the latest Federal decennial census, which has an October 1998 resident enrollment greater than 2,400 students but less than 2,600 students, and which sends its students in grades nine through twelve to a school district in the same county pursuant to N.J.S.A. 18A:38-8 shall have representation on the Board of Education of the receiving district in accordance with the provisions of N.J.S.A. 18A:38-8.4.

The sending district Board of Education shall designate their representative(s) to serve on the receiving district Board of Education on an annual basis upon notification from the Executive County Superintendent of the appropriate representation on the receiving Board of Education. A representative of a sending district Board of Education shall be designated at the meeting of the Board which is closest in time to the annual organizational meeting of the receiving district Board of Education and shall serve a one-year term beginning with the organizational meeting of the receiving district Board of Education in accordance with N.J.S.A. 18A:38-8.2.d. The sending district representative(s) shall be subject to the rules and procedures of the receiving district Board of Education. If the sending district position on the receiving Board becomes vacant, the sending Board shall designate a new representative to serve on the receiving Board for the remainder of the term.



# POLICY GUIDE

## BYLAWS

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Board Member **Number** and Term – Receiving District

The calculation of percentages required shall be based on the number of students reported as of the last school day prior to October 16 of each prebudget year pursuant to N.J.S.A. 18A:38-8.2.e. and N.J.S.A. 18A:38-8.4.b.

A sending district representative(s) shall be eligible to vote on the following matters before the receiving district Board of Education in accordance with N.J.S.A. 18A:38-8.1:

- a. Tuition to be charged the sending district by the receiving district and the bill lists or contracts for the purchase, operation or maintenance of facilities, equipment and instructional materials to be used in the education of the students of the sending district;
- b. New capital construction to be utilized by sending district students;
- c. Appointment, transfer or removal of teaching staff members providing services to the students of the sending district, including any teaching staff member who is a member of the receiving district's central administrative staff;
- d. Addition or deletion of curricular and extracurricular programs involving students of the sending district;
- e. Any matter directly involving the sending district students or programs and services utilized by those students;
- f. Approval of the annual receiving district budget;
- g. Any collectively negotiated agreement involving employees who provide services utilized by sending district students;
- h. Any individual employee contracts not covered by a collectively negotiated agreement, if those employees provide or oversee programs or services utilized by sending district students; and
- i. Any matter concerning governance of the receiving district Board of Education including, but not limited to, the selection of the Board President or Vice President, approval of Board Bylaws, and the employment of professionals or consultants such as attorneys, architects, engineers, or others who provide services to the receiving district Board of Education.



# POLICY GUIDE

## BYLAWS

0141.2/page 4 of 4

Board Member **Number** and Term – Receiving District

While the sending district representative shall have limited voting rights in accordance with N.J.S.A. 18A:38-8.1, in all other respects the representative shall function as a full member of the receiving Board of Education, including participation in the closed session discussions.

N.J.S.A. 18A:12-6; 18A:12-9; 18A:12-11; 18A:12-15; 18A:38-8;  
18A:38-8.1; 18A:38-8.2; 18A:38-8.3; 18A:38-8.4

N.J.S.A. 18A:13-8 et seq. [**regional districts**]

N.J.S.A. 18A:54-16 et seq. [**vocational districts**]

N.J.A.C. 6A:23A-2.1 et seq.

Adopted:



# POLICY GUIDE

PROGRAM  
2200/page 1 of 3  
Curriculum Content  
June 24  
M

[See POLICY ALERT Nos. 209 and 233]

## 2200 CURRICULUM CONTENT

The Board of Education will provide the instruction and services mandated by law and rules as necessary for the implementation of a thorough and efficient system of free public education and such other instruction and services as the Board deems appropriate for the thorough and efficient education of the students of this district. The Board shall annually approve a list of all programs and courses that comprise the district's curriculum and shall approve any subsequent changes in the curriculum in accordance with Policy 2220 – **Adoption of Courses**.

For the purposes of this Policy “curriculum” means planned learning opportunities designed to assist students toward the achievement of the intended outcomes of instruction.

The curriculum will be reviewed by the Superintendent and ~~approved annually by the Board. In accordance with law, the curriculum~~ shall, as a minimum, include the curricular mandates of N.J.S.A. 18A – Education, and N.J.A.C. 6 – and 6A – Education, and all of the New Jersey **Student Learning Standards Core Curriculum Content Standards and Cumulative Progress Indicators** and the courses required by Policy 5460 – **High School Graduation** and N.J.A.C. 6A:8-5 for high school graduation.

The Superintendent is responsible for implementing the curriculum approved by the Board.

The ~~Board directs the~~ curriculum **shall** be consistent with the educational goals and objectives of this district ~~and, the New Jersey Student Learning Standards Core Curriculum Content Standards and~~ **be** responsive to identified student needs. The Superintendent shall, in consultation with ~~teaching~~ staff members, assure the effective articulation of curriculum across all grade levels and among the school districts sending to the Mountain Lakes School District.



# POLICY GUIDE

PROGRAM  
2200/page 2 of 3  
Curriculum Content

The curriculum shall provide programs in accordance with Board policies and the New Jersey Core Curriculum Content Standards including but not limited to:

1. — Preparation of all students for employment or post secondary study upon graduation from high school;
2. — Instruction in workplace readiness skills, visual and performing arts, comprehensive health and physical education, language arts literacy, mathematics, science, social studies (including instruction on the Constitution of the United States, United States history, Community Civics, and the geography, history and civics of New Jersey), and World Languages;
3. — Continuous access to sufficient programs and services of a library/media facility, classroom collection, or both, to support the educational program of all students in accordance with Policy 2530;
4. — Guidance and counseling to assist in career and academic planning for all students, in accordance with Policy 2411;
5. — A continuum of educational programs and services for all children with disabilities, in accordance with Policy and Regulation 2460;
6. — Bilingual education, English as a Second Language, and English language services for students of limited English language proficiency, when the number of such students so necessitates, in accordance with Policy 2423;
7. — Programs and services for students at risk who require remedial assistance in accordance with Policies 2414, 2415, and 5460;
8. — Equal educational opportunity for all students in accordance with Policies 2260, 5750, and 5755;
9. — Career awareness and exploration as required, and vocational education as appropriate;



# POLICY GUIDE

PROGRAM  
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Curriculum Content

- 10. — ~~Educational opportunities for students with exceptional abilities, in accordance with Policy 2464;~~
- 11. — ~~Instruction in accident and fire prevention;~~
- 12. — ~~A substance abuse prevention program;~~
- 13. — ~~A program for family life education; and~~
- 14. — ~~Programs that encourage the active involvement of representatives from the community, business, industry, labor and higher education in the development of educational programs aligned with the standards.~~

N.J.S.A. ~~18A:6-2; 18A:6-3; 18A:35-1 et seq.~~  
 N.J.A.C. ~~6A:8-1.1 et seq.; 6A:14 et seq.~~  
 New Jersey **Student Learning Standards** ~~Core Curriculum Content Standards~~

Adopted:





# POLICY GUIDE

13

TEACHING STAFF MEMBERS

3160/page 1 of 3

Physical Examination

June 24

M

[See POLICY ALERT Nos. 211 and 233]

## 3160 PHYSICAL EXAMINATION

The Board of Education **shall** requires **any** ~~each~~ candidate for employment who **has received** ~~receives~~ a conditional offer of employment to undergo a physical examination(s) **pursuant to N.J.S.A. 18A:16-2.a.** to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA), **pursuant to N.J.A.C. 6A:32-6.3.**

If upon completing an examination(s) it is determined a candidate for employment who received a conditional offer of employment is unable to perform with reasonable accommodation job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent of Schools, if the Board has not yet approved the appointment, or by the Board, if the Board had approved the appointment at a Board meeting.

**In accordance with N.J.A.C. 6A:32-6.2(a), the Board will develop the requirements for t**The physical examination **and provide for notification to candidates for employment regarding the requirements for the physical examination which shall include, but not be is not** limited to, a health history to include past serious illnesses and injuries; current health problems; allergies; and a record of immunizations. The physical examination shall also include, **but not be limited to,** a health screening to include, but not **be** limited to: height and weight; blood pressure; pulse and respiratory rate; vision screening; and hearing screening.

Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of physical examinations required by this Policy performed by a physician or institution designated by the Board. However, the candidate shall bear the cost if the examination is performed by a physician or institution designated by the candidate with approval of the Board. In the event the Board approves the physician or institution designated by the candidate to complete an examination required by this Policy, the candidate will be provided with the detailed requirements of the examination.



# POLICY GUIDE

## TEACHING STAFF MEMBERS

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### Physical Examination

**Teaching staff member** School employee physicals, examinations, and/or annual medical updates do not require screening or disclosure of HIV status.

**The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools.** ~~A Mantoux tuberculosis test shall be given to all student teachers, school bus drivers on contract with the district, and contractors or volunteers who have contact with students.~~

**Health records of candidates for employment and current teaching staff members** ~~All staff members' medical and health records, including computerized records, shall will be secured, stored, and maintained separately from other personnel files pursuant to N.J.A.C. 6A:32-6.3(d). The information contained in medical records shall will be kept confidential. Only the teaching staff member, the Superintendent, and the school medical inspector shall have access to medical information regarding an individual teaching staff member employee. Health records shall be the property of the Board and may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 and N.J.A.C. 6A:32-6.3(d).~~

**Pursuant to N.J.A.C. 6A:32-6.3(c), an individual** ~~The teaching staff member may provide health-status information, including medications that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, a the teaching staff member may also choose to share with the staff member's Building Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency.~~

**Pursuant to N.J.S.A. 18A:16-2, the Board may require** ~~Additional individual psychiatric or physical or psychiatric examinations of a teaching any staff member may be required by the Board whenever, in the Board's judgment of the Board, a teaching staff member shows evidence of deviation from normal physical or mental health. Any additional individual examinations will be pursuant to the requirements of N.J.A.C. 6A:32-6.3(b). Additional examinations and/or certifications may be required to verify fitness in accordance with Policy 3161 – Examination for Cause or disability in accordance with Policies 3425 – Work Related Disability Pay and 3435 – Anticipated Disability.~~



# POLICY GUIDE

TEACHING STAFF MEMBERS

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Physical Examination

42 U.S.C.A. 12101

N.J.S.A. 18A:16-2; **18A:16-3; 18A:16-5**

N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

Adopted:



# REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3160/page 1 of 5

Physical Examination

June 24

M

[See **POLICY ALERT Nos. 211 and 233**]

## R 3160 PHYSICAL EXAMINATION

### A. Definitions

1. “Employee” or “staff member” means the holder of any full-time or part-time position of employment.
2. “Health history” means the record of a person’s past health events obtained in writing, completed by the individual or their physician.
3. “Health screening” means the use of one or more diagnostic tools to test a person for the presence or precursors of a particular disease.
4. “Physical examination” means the assessment of an individual’s health by a professional licensed to practice medicine or osteopathy, or by an advanced practice nurse or physician assistant. **Physical examination includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.**
5. “Physician assistant” means a health care professional licensed to practice medicine with physician supervision.

### B. Physical Examinations – Candidates for Employment Who Have Received a Conditional Offer of Employment

1. Candidates for employment who have received a conditional offer of employment shall be required to undergo a physical examination. The physical examination shall include, but is not limited to, a health history and health screenings to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA). The candidate for employment will be provided the Board’s requirements for the physical examination.



# REGULATION GUIDE

13

## TEACHING STAFF MEMBERS

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### Physical Examination

- a. A health history shall include, but is not limited to, the candidate's:
  - (1) Past serious illnesses and injuries;
  - (2) Current health problems;
  - (3) Allergies; and
  - (4) A record of immunizations.
- b. A health screening shall include, but is not limited to:
  - (1) Height;
  - (2) Weight;
  - (3) Pulse and respiratory rate;
  - (4) Hearing screening;
  - (5) Blood pressure;
  - (6) Vision screening;

### C. Medical Requirements Upon Employment

- 1. **The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools.** ~~A Mantoux tuberculosis test shall be given upon employment of all newly hired staff members (full-time and part-time), and to all student teachers, school bus drivers on contract with the district, and to contractors or volunteers who have contact with students. Tuberculosis testing is not required for volunteers working with students less than twenty hours per month.~~



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## TEACHING STAFF MEMBERS

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Physical Examination

- a. ~~Tuberculosis testing is not required:~~
    - (1) ~~For new staff members, student teachers, and contractors of the school district with a documented negative tuberculosis test result in the last six months or a documented positive tuberculosis test, regardless of when this test was done; or~~
    - (2) ~~For a school district staff member transferring between school districts or from a non-public school within New Jersey with a documented tuberculosis test result upon his/her initial employment by a New Jersey school.~~
  - b. ~~Staff members, student teachers, contractors or volunteers who have contact with students and claim a religious exemption cannot be compelled to submit to tuberculosis testing. In these instances, a symptom assessment must be done (TB-8 Form). If TB-like symptoms are reported, a physician must document that the staff member, student teacher, contractor, or volunteer does not have an active disease.~~
    - (1) ~~The school district shall determine the criteria essential to document a valid religious exemption.~~
  - c. ~~Procedures for the administration of the Mantoux tuberculosis test, interpretation of reactions, follow up procedures, and reporting shall be conducted in accordance with the guidelines and requirements of the New Jersey Department of Health.~~
2. An individual teaching staff member may provide health-status information, including medications, that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, the teaching staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency **pursuant to N.J.A.C. 6A:32-6.3(c).**



# REGULATION GUIDE

## TEACHING STAFF MEMBERS

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Physical Examination

### D. Health Records

1. ~~All H~~ Health records of candidates for employment who have received a conditional offer of employment and of current employees, including computerized records, shall be secured, stored, and maintained separately from other personnel files **in accordance with N.J.A.C. 6A:32-6.3(d).**
2. Health records **shall be the property of the Board and** may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 **and N.J.A.C. 6A:32-6.3(d).**

### E. **Teaching Staff Member** ~~Employees'~~ Physical Examinations and Medical Updates

1. **Teaching staff member** ~~School—employee~~ physicals, examinations, and/or annual medical updates shall not require disclosure of HIV status.

### F. Review of Examinations and Assessments

1. The results of ~~a the~~ physical examination **or testing** of a candidate for employment who has received a conditional offer of employment will be reviewed by the **Superintendent and the** school physician **and/or the Medical Review Officer**, ~~who, in consultation with the Superintendent, will to~~ determine ~~a the~~ candidate's physical and mental fitness to function with reasonable accommodation in the position for which **the candidate** ~~he/she~~ has made application. That determination will be made a part of the candidate's application.

### G. Rescinding a Conditional Offer of Employment – Notice to Candidates for Employment Who Receive a Conditional Offer of Employment

1. All candidates for employment who receive a conditional offer of employment shall be informed by the district that:



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Physical Examination

- a. An offer of employment by the Superintendent of Schools or designee is conditional upon completion of the Board's required physical examinations, **tests**, and assessments;
- b. The required examinations, **tests**, and assessments will be used to determine the candidate's ability to perform with reasonable accommodations job-related functions pursuant to ADA; and
- c. If it is determined upon completing the examination(s), **tests**, or assessment(s) the candidate is unable to perform with reasonable accommodations job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent if the Board has not yet approved the appointment or by the Board, if the Board had approved the appointment at a Board meeting.

Adopted:





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Physical Examination

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[See POLICY ALERT Nos. 211 and 233]

## 4160 PHYSICAL EXAMINATION

The Board of Education **shall** requires **any** ~~each~~ candidate for employment who **has received** ~~receives~~ a conditional offer of employment to undergo a physical examination(s) **pursuant to N.J.S.A. 18A:16-2.a.** to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA), **pursuant to N.J.A.C. 6A:32-6.3.**

If upon completing an examination(s) it is determined a candidate for employment who received a conditional offer of employment is unable to perform with reasonable accommodation job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent of Schools, if the Board has not yet approved the appointment, or by the Board, if the Board had approved the appointment at a Board meeting.

**In accordance with N.J.A.C. 6A:32-6.2(a), the Board will develop the requirements for t**~~The physical examination and provide for notification to candidates for employment regarding the requirements for the physical examination which~~ shall include, but **not be** ~~is not~~ limited to, a health history to include past serious illnesses and injuries; current health problems; allergies; and a record of immunizations. The physical examination shall also include, **but not be limited to**, a health screening to include, but not **be** limited to: height and weight; blood pressure; pulse and respiratory rate; vision screening; and hearing screening.

Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of physical examinations required by this Policy performed by a physician or institution designated by the Board. However, the candidate shall bear the cost if the examination is performed by a physician or institution designated by the candidate with approval of the Board. In the event the Board approves the physician or institution designated by the candidate to complete an examination required by this Policy, the candidate will be provided with the detailed requirements of the examination.



# POLICY GUIDE

## SUPPORT STAFF MEMBERS

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### Physical Examination

**Support staff member** School employee physicals, examinations, and/or annual medical updates do not require screening or disclosure of HIV status.

**The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools.** ~~A Mantoux tuberculosis test shall be given to all student teachers, school bus drivers on contract with the district, and contractors or volunteers who have contact with students.~~

**Health records of candidates for employment and current support staff members** ~~All staff members' medical and health records, including computerized records, shall will be secured, stored, and maintained separately from other personnel files pursuant to N.J.A.C. 6A:32-6.3(d). The information contained in medical records shall will be kept confidential. Only the support staff member, the Superintendent, and the school medical inspector shall have access to medical information regarding an individual support staff member employee. Health records shall be the property of the Board and may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 and N.J.A.C. 6A:32-6.3(d).~~

**Pursuant to N.J.A.C. 6A:32-6.3(c), an individual** ~~The support staff member may provide health-status information, including medications that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, a the support staff member may also choose to share with the staff member's Building Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency.~~

**Pursuant to N.J.S.A. 18A:16-2, the Board may require** ~~Additional individual psychiatric or physical or psychiatric examinations of a support any staff member may be required by the Board whenever, in the Board's judgment of the Board, a support staff member shows evidence of deviation from normal physical or mental health. Any additional individual examinations will be pursuant to the requirements of N.J.A.C. 6A:32-6.3(b). Additional examinations and/or certifications may be required to verify fitness in accordance with Policy 4161 – Examination for Cause or disability in accordance with Policies 4425 – Work Related Disability Pay and 4435 – Anticipated Disability.~~



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42 U.S.C.A. 12101

N.J.S.A. 18A:16-2; **18A:16-3; 18A:16-5**

N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

Adopted:



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Physical Examination

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[See POLICY ALERT Nos. 211 and 233]

## R 4160 PHYSICAL EXAMINATION

### A. Definitions

1. “Employee” or “staff member” means the holder of any full-time or part-time position of employment.
2. “Health history” means the record of a person’s past health events obtained in writing, completed by the individual or their physician.
3. “Health screening” means the use of one or more diagnostic tools to test a person for the presence or precursors of a particular disease.
4. “Physical examination” means the assessment of an individual’s health by a professional licensed to practice medicine or osteopathy, or by an advanced practice nurse or physician assistant. **Physical examination includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.**
5. “Physician assistant” means a health care professional licensed to practice medicine with physician supervision.

### B. Physical Examinations – Candidates for Employment Who Have Received a Conditional Offer of Employment

1. Candidates for employment who have received a conditional offer of employment shall be required to undergo a physical examination. The physical examination shall include, but is not limited to, a health history and health screenings to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA). The candidate for employment will be provided the Board’s requirements for the physical examination.



# REGULATION GUIDE

## SUPPORT STAFF MEMBERS

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### Physical Examination

- a. A health history shall include, but is not limited to, the candidate's:
  - (1) Past serious illnesses and injuries;
  - (2) Current health problems;
  - (3) Allergies; and
  - (4) A record of immunizations.
- b. A health screening shall include, but is not limited to:
  - (1) Height;
  - (2) Weight;
  - (3) Pulse and respiratory rate;
  - (4) Hearing screening;
  - (5) Blood pressure;
  - (6) Vision screening;

#### C. Medical Requirements Upon Employment

- 1. **The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools.** ~~A Mantoux tuberculosis test shall be given upon employment of all newly hired staff members (full time and part-time), and to all student teachers, school bus drivers on contract with the district, and to contractors or volunteers who have contact with students. Tuberculosis testing is not required for volunteers working with students less than twenty hours per month.~~



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Physical Examination

- a. ~~Tuberculosis testing is not required:~~
    - (1) ~~For new staff members, student teachers, and contractors of the school district with a documented negative tuberculosis test result in the last six months or a documented positive tuberculosis test, regardless of when this test was done; or~~
    - (2) ~~For a school district staff member transferring between school districts or from a non-public school within New Jersey with a documented tuberculosis test result upon his/her initial employment by a New Jersey school.~~
  - b. ~~Staff members, student teachers, contractors or volunteers who have contact with students and claim a religious exemption cannot be compelled to submit to tuberculosis testing. In these instances, a symptom assessment must be done (TB-8 Form). If TB-like symptoms are reported, a physician must document that the staff member, student teacher, contractor, or volunteer does not have an active disease.~~
    - (1) ~~The school district shall determine the criteria essential to document a valid religious exemption.~~
  - c. ~~Procedures for the administration of the Mantoux tuberculosis test, interpretation of reactions, follow up procedures, and reporting shall be conducted in accordance with the guidelines and requirements of the New Jersey Department of Health.~~
2. An individual support staff member may provide health-status information, including medications, that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, the support staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency **pursuant to N.J.A.C. 6A:32-6.3(c).**



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### D. Health Records

1. All ~~H~~health records of candidates for employment who have received a conditional offer of employment and of current employees, including computerized records, shall be secured, stored, and maintained separately from other personnel files **in accordance with N.J.A.C. 6A:32-6.3(d).**
2. Health records **shall be the property of the Board and** may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 **and N.J.A.C. 6A:32-6.3(d).**

### E. **Support Staff Member** ~~Employees~~ Physical Examinations and Medical Updates

1. **Support staff member** ~~School employee~~ physicals, examinations, and/or annual medical updates shall not require disclosure of HIV status.

### F. Review of Examinations and Assessments

1. The results of ~~a the~~ physical examination **or testing** of a candidate for employment who has received a conditional offer of employment will be reviewed by the **Superintendent and the school physician and/or Medical Review Officer**, ~~who, in consultation with the Superintendent, will to~~ determine ~~a the~~ candidate's physical and mental fitness to function with reasonable accommodation in the position for which **the candidate** ~~he/she~~ has made application. That determination will be made a part of the candidate's application.

### G. Rescinding a Conditional Offer of Employment – Notice to Candidates for Employment Who Receive a Conditional Offer of Employment

1. All candidates for employment who receive a conditional offer of employment shall be informed by the district that:
  - a. An offer of employment by the Superintendent of Schools or designee is conditional upon completion of the Board's required physical examinations, **tests**, and assessments;



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## SUPPORT STAFF MEMBERS

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### Physical Examination

- b. The required examinations, **tests**, and assessments will be used to determine the candidate's ability to perform with reasonable accommodations job-related functions pursuant to ADA; and
- c. If it is determined upon completing the examination(s), **tests**, or assessment(s) the candidate is unable to perform with reasonable accommodations job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent if the Board has not yet approved the appointment or by the Board, if the Board had approved the appointment at a Board meeting.

Adopted:





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[See POLICY ALERT Nos. 176, 203, 205, 220, 229, and 233]

## R 5200 ATTENDANCE

### A. Attendance Recording

#### 1. School Register – (N.J.A.C. 6A:32-8.1)

- a. The Board of Education shall carefully and accurately track enrollment and attendance of all students in a manual school register format or in an electronic format of the school district's choosing.
- b. The Commissioner of Education will issue and publish on the New Jersey Department of Education's (NJDOE) website guidance for recording student attendance in all public schools of the State operated by district Boards of Education, except adult high schools.
- c. Student attendance shall be recorded in the school register during school hours on each day in session, pursuant to N.J.A.C. 6A:32-8.3. An employee designated by the Superintendent shall keep in the school register, attendance of all students, and shall maintain the attendance records in accordance with N.J.A.C. 6A:32-8 and the guidance issued by the Commissioner in accordance with at N.J.A.C. 6A:32-8.1(c) and A.1.b. above.
- d. A student who has been placed on home instruction shall have their attendance status recorded on the regular register for the program in which the student is enrolled. The student shall be marked absent for the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement. Absences shall not be recorded for the student while on home instruction, provided the hours of instruction are no less than required by N.J.A.C. 6A:14-4.8 and 4.9 and N.J.A.C. 6A:16-10.1 and 10.2. The number of possible days in membership for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.



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- (1) “Days in membership” means the number of school days in session in which a student is enrolled **in accordance with N.J.A.C. 6A:32-2.1**. A student’s membership begins on the first possible day of attendance following enrollment during the school year, notwithstanding the actual day the student was recorded as present for the first time.
2. Day in Session – (N.J.A.C. 6A:32-8.3)
    - a. A day in session shall be a day on which the school is scheduled to provide instruction and students are under the guidance and direction of a teacher(s) engaged in the teaching process. A day on which school is closed for reasons such as holidays and teachers’ institutes, or inclement weather not under conditions set forth at N.J.A.C. 6A:32-13, shall not be considered a day in session.
    - b. A day in session shall consist of not less than four hours, exclusive of recess and lunch periods, except that one continuous session of two and one-half hours may be considered a full day in Kindergarten.
  3. Student Attendance – (N.J.A.C. 6A:32-8.4)
    - a. For all State attendance submissions, a student shall be recorded as present, absent, or excused for a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below, on every day the school is in session after the student enrolls until the date the student is transferred to another school or officially leaves the school district.
    - b. A record of attendance of all students shall be kept in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above. The employee designated by the Superintendent shall keep the attendance records according to N.J.A.C. 6A:32-8 and the guidance issued by the Commissioner in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above.



- c. A student enrolled in a school shall be recorded in the school register as present if the student participates in instruction or instruction-related activities for at least half a day in session whether the student is physically on school grounds, at an approved off-grounds location, or in a virtual or remote instruction setting, pursuant to N.J.A.C. 6A:32-13.
- d. A student enrolled in a school who is not participating in instruction or instruction-related activities pursuant to N.J.A.C. 6A:32-8.4(c) and A.3.c. above shall be recorded in the school register as absent, unless the student is recorded as a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below.
- e. State-excused absences shall be as follows:
  - (1) Religious observance, pursuant to N.J.S.A. 18A:36-14, 15, and 16.
    - (a) The Commissioner, with approval of the State Board of Education, shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis;
  - (2) Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;
  - (3) Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;
  - (4) Take Our Children to Work Day;
  - (5) College visit(s), up to (5) five days per school year for students in grades eleven and twelve; and



- (6) Closure of a busing school district that prevents a student from having transportation to the receiving school; and-
  - (7) **Attendance at a civic event, one day per school year for students in grades six through twelve, pursuant to N.J.S.A. 18A:36-33.2.**
    - (a) **“Civic event” means an event sponsored by a government entity, a community-based organization, or a nonprofit organization that incorporates elements of service learning whereby students learn and develop through organized service. A civic event shall address an issue of public concern such as community health and safety or environmental, economic, or community well-being in accordance with N.J.S.A. 18A:36-33.1.**
    - (b) **The parent of a student shall provide a signed written notice of an intended excused absence to attend a civic event at least five school days in advance of the intended excused absence and such other documentation as the Superintendent deems necessary to prove that the student meets the requirements for an excused absence pursuant to N.J.S.A. 18A:36-33.2.b.**
- f. For absences that do not meet the criteria at N.J.A.C. 6A:32-8.4(e) and A.3.e. above, the Board may adopt policies that establish locally approved or excused absences consistent with N.J.A.C. 6A:16-7.6 for the purposes of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit. However, an absence designated as excused by the Board pursuant to N.J.A.C. 6A:16-7.6 shall be considered as an absence in the submission to the State for the purpose of chronic absenteeism reporting, as set forth at N.J.A.C. 6A:32-8.6.



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

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

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

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

(1) State-excused absences shall not be included in a student's days in membership for purposes of calculating a student's absentee rate.

b. If a student's absentee rate is equal to or greater than ten percent, the student shall be identified as chronically absent.

c. Each school with ten percent or more of its enrolled students identified as chronically absent shall develop a corrective action plan to improve absenteeism rates. In accordance with N.J.S.A. 18A:38-25.1, the school will annually review and revise the corrective action plan and present the revisions to the Board, until the percentage of students who are chronically absent is less than ten percent.

B. Unexcused Absences That Count Toward Truancy/Excused Absences for Board Policy

1. Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, "excused" and "unexcused" student absences for the purpose of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit is a Board decision outlined in Policy 5200 – **Attendance** and this Regulation.



2. N.J.A.C. 6A:16-7.6(a)3 requires the Board of Education policies and procedures contain, at a minimum, a definition of unexcused absence that counts toward truancy, student conduct, promotion, retention, and the award of course credit.
- a. “An unexcused absence that counts toward truancy” is a student’s absence from school for a full or a portion of a day for any reason that is not an “excused absence” as defined in B.2.b. below.
- b. “An excused absence” is a student’s absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:
- The student’s illness supported by notification to the school by the student’s parent;
  - The student’s required attendance in court;
  - Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans;
  - The student’s suspension from school;
  - Family illness or death supported by notification to the school by the student’s parent;
  - College visit(s), up to (5) five days per school year for students in grades eleven and twelve;
  - Interviews with a prospective employer or with an admissions officer of an institution of higher education;
  - Examination for a driver’s license;
  - Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;



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- Take Our Children to Work Day;
- Religious observance, pursuant to N.J.S.A. 18A:36-14 through 16;
- Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;
- Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;
- **Attendance at a civic event(s), pursuant to N.J.S.A. 18A:36-33.2;**
- Closure of a busing school district that prevents a student from having transportation to the receiving school;
- An absence considered excused by the Commissioner of ~~Education~~ and/or a ~~NJDOE New Jersey Department of Education~~ rule;
- An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused absence.

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

## C. Notice to School of a Student's Absence

1. The parent or adult student shall notify the school office before the school day when the student will not be in school. **However, notice for attendance at a civic event shall be provided in accordance with the procedure set forth in N.J.S.A. 18A:36-33.2.b. and A.3.e.(7)(b) above.**



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

D. Readmission to School After an Absence

1. A student returning from an absence of **(3) three consecutive school days** ~~any length of time~~ **may be required to** ~~must~~ provide a written statement to the Principal or designee that is dated and signed by the parent or adult student listing the reason for the absence.
2. A student who has been absent by reason of having or being suspected of having a communicable disease may be required to present to the school nurse written evidence of being free of a communicable disease.
3. The Superintendent of Schools or designee may require a student who has been absent from school due to a suspension or other reason concerning the student's conduct to receive a medical examination by a physician regarding the student's physical and/or mental fitness to return to school.
  - a. The Superintendent or designee will notify the student's parent of the specific requirements of the medical examination prior to the student's return to school.





E. Instruction

1. Teachers will cooperate in the preparation of home assignments for students who anticipate an absence of (3) three school days duration.
2. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
3. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up the work missed.
4. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.
5. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412 – **Home Instruction Due to Health Condition**. The parent must request home instruction.

F. Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.
2. A secondary student may be dropped from a course or denied course credit when the secondary student has been absent from:
  - a full year course (14) fourteen
  - a half year course (7) seven
  - a quarter year course (4) fouror more of the class sessions, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences for those excused in accordance with the reporting



requirements of the school register, or absences caused by a student's suspension will not count toward the total.

3. An elementary student may be retained at grade level, in accordance with Policy 5410 - **Promotion and Retention**, when the student has been absent (30) thirty or more school days, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences for those excused in accordance with the reporting requirements of the school register, and absences due to student's suspension will not count toward the total.

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

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

1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:
  - a. Make a reasonable attempt to notify the student's parents of each unexcused absence prior to the start of the following school day;
  - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent(s);
  - c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
  - d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and
  - e. Cooperate with law enforcement and other authorities and agencies, as appropriate;



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2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:
  - a. Make a reasonable attempt to notify the student's parent(s) of each unexcused absence prior to the start of the following school day;
  - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent(s);
  - c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and G.1.c. above;
  - d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
    - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
    - (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
    - (3) Consider an alternate educational placement;
    - (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
    - (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and G.4. below;
    - (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and
    - (7) Engage the student's family.



- e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
3. For cumulative unexcused absences of ten or more that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
- a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and G.4. below;
  - b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
  - c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
  - d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required; and
4. A court referral may be made as follows:
- a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board's of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court;
    - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or
  - b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g., the student may be referred to Superior Court, Chancery Division, Family Part;



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- (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.
5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's Individual Education Program (IEP), pursuant to 20 U.S.C. §§1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized healthcare plan and individualized emergency healthcare plan, pursuant to N.J.A.C. 6A:16-2.3(b)3.xii.
6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and G.1. above for each student with up to four cumulative unexcused absences that count toward truancy.
  - a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.
    - (1) The sending school district shall proceed in accordance with the Board's of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and G.2. through G.4. above and N.J.A.C. 6A:16-7.6(b) and G.5. above, as appropriate.

## H. Discipline

1. Students may be denied participation in co-curricular activities and/or athletic competition if the Board establishes attendance standards for participation.



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2. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.
- I. Recording Attendance
1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.
  2. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy 5200 – **Attendance** and this Regulation.
  3. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.
- J. Appeal
1. Students may be subject to appropriate discipline for their school attendance record.
  2. A **parent of a student or an adult student** who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410 – **Promotion and Retention**.
  3. A **parent of a student or an adult student** who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
    - a. ~~The student shall file~~ A written appeal **shall be filed with** the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.



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- b. The Principal or designee will respond in writing no later than seven school days after receiving the **written student's** appeal.
- c. If the **parent or adult** student is not satisfied, the **parent or adult** student may submit a written request to the Principal for consideration by an Attendance Review Committee.
- d. **In response to** ~~On a student's~~ request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the ~~student's~~ appeal. The student's parent, **the student**, and teacher(s) may attend the meeting.
- e. The Attendance Review Committee shall decide the appeal and inform the **parent and** student in writing within seven school days of the meeting.
- f. The **parent or adult** student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of ~~Education~~, and the Commissioner of ~~Education~~ in accordance with Policy 5710 – Student Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

## K. Attendance Records

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

Adopted:



[See **POLICY ALERT Nos. 207, 217, and 233**]

## 5337 SERVICE ANIMALS

In compliance with Title II of the Americans with Disabilities Act (ADA) as amended by the ADA Amendments Act of 2008, it is the Policy of the Board of **Education** to permit use of a service animal by an individual with a disability in all areas of the district where the public is normally permitted: in district buildings; on district property; and on vehicles owned, leased, or controlled by the district **in accordance with** ~~—~~(28 CFR §35.136.)

### A. Definitions

1. “Act” means the Americans with Disabilities Act (ADA) as amended by the ADA Amendments Act of 2008.
2. “Designated administrator” means Principal or person designated by the Principal to coordinate these activities.
3. “District” means this school district.
4. “Handler” means the animal’s owner who is an individual with a disability or a person, such as a trainer, assisting the owner with control of the service animal.
5. “Service animal” means a dog individually trained to do work or perform a specific job or task for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability **in accordance with** ~~—~~(28 CFR §36.104.)
  - a. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.
  - b. The work or tasks performed by a service animal must be directly related to the individual’s disability (e.g. navigation, alerting physical support and assistance, preventing or interrupting impulsive or destructive behaviors).





- c. Work or tasks for the purposes of this definition do not include the provision of emotional support, well-being, comfort, therapy, companionship, or crime deterrence.

## B. Generally Rules

1. The district shall permit the use of a service animal by an individual with a disability unless:
  - a. The animal is out of control and the animal's handler does not take effective action to control it;
  - b. The animal is not housebroken.
2. **A student with a disability, including autism, shall be permitted access for a service animal in school buildings, including the classroom, on school buses, and on school grounds.**
32. **The service animal shall be under a handler's control at all times by use of a leash, tether, voice control, signal, or other suitable means in accordance with N.J.S.A. 18A:46-13.3 and A**  
~~service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g. voice control, signals, or other effective means). (28 CFR §35.136(d).)~~
43. If an animal is properly excluded, the district shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises **in accordance with** ~~-(28 CFR §35.136(b).)~~
54. If there are places in the district where it is determined to be unsafe for a handler and service animal, reasonable accommodations will be provided to assure the individual with a disability has equal access to the activity.



65. **A school official may inquire as to whether the service animal is required due to a disability and what task or work the service animal has been trained to perform, unless the student's disability and the work or task that the service animal will perform are readily apparent in accordance with N.J.S.A. 18A:46-13.3. ~~Unless the need for a service animal is readily apparent, the individual with a disability or his/her parent will be required to provide the district with information that:~~**
- a. ~~— The service animal is required because of a disability; and~~
  - b. ~~— What work or task the animal has been trained to perform.~~
76. The district may not require documentation, including proof that the animal has been certified, trained, or licensed as a service animal; nor that the dog demonstrates its ability to perform the work or task **in accordance with** ~~— (28 CFR §35.136(f).)~~
87. Individuals with a disability who have service animals are not exempt from local animal control or public health requirements.
98. **A school official may require: Service animals must be licensed and registered in accordance with State and local laws.**
- a. **Certification from a veterinarian that the service animal is properly vaccinated and does not have a contagious disease that may harm students or staff; and**
  - b. **Documentation that any license required by the municipality in which the student resides has been obtained for the service animal.**

C. Delegation of Responsibility

1. **The school shall not be responsible or liable for the care or supervision of the service animal. ~~The district is not responsible for the care or supervision of a service animal, in accordance with 28 CFR §35.136(e).~~**



- a. The district is not responsible to pay for or provide a handler to aid the individual with a disability in the control of the service animal.
    - b. **The school shall provide reasonable accommodations to allow the handler to provide for the care and feeding of the service animal while on school grounds or at a school function.** ~~The district is responsible to provide assistance to an individual with a disability in performing the tasks required of the individual for the care and maintenance of the service animal.~~
  2. If the district normally charges individuals for damage they cause, an individual with a disability may be charged for damage caused by ~~their his or her~~ service animal. **in accordance with** (28 CFR §35.136(h).)
  3. The district will designate relief areas for the service animal which will be included in mobility training and orientation of students and animals new to the school.
- D. Notification and Responsibilities
1. In the event a service animal will be introduced as part of the school community, the designated administrator will develop a comprehensive implementation plan prior to introduction of the service animal into the school to include:
    - a. Notification to parents of students who may be in contact with the service animal;
    - b. Appropriate accommodations:
      - (1) For students who are allergic to the service animal; and/or
      - (2) For students who have fears regarding the service animal.



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Service Animals

c. **The teaching of** appropriate etiquette regarding service animals to include:

- (1) Never pet a service animal while it is working;
- (2) Never feed a working service animal;
- (3) Do not deliberately startle, tease, or taunt a service animal; and
- (4) Do not hesitate to ask the handler if **they** ~~he or she~~ would like assistance regarding directions for navigating the facility.

2. The use of a service animal introduced as part of the school community will require inclusion into the student's Individualized Education Plan (IEP) or the student's Section 504 Accommodation Plan.
3. The district may request, but cannot require, the owner of a service animal introduced as part of the school community and, as included in the student's IEP or Section 504 Accommodation Plan, maintain liability insurance for the service animal. The School Business Administrator/Board Secretary will ensure the school district has appropriate insurance in the event a service animal is introduced as part of the school community.

E. Miniature Horses

1. Miniature horses, although not included in the Act under the definition of "service animal," may only be permitted if individually trained to do work or perform tasks for the benefit of the individual with a disability and if they meet the assessment factors outlined in 3. below: **in accordance with** (28 CFR §35.136(i).)
2. Ponies and full size horses are not considered miniature horses.
3. Assessment factors to determine whether the district can reasonably modify its policies, practices, and procedures to allow for the use of miniature horses on its property, facilities, or vehicles include:



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Service Animals

- a. Type, size, and weight of the miniature horse and whether the facility can accommodate those features;
  - b. Whether the handler has sufficient control of the miniature horse;
  - c. Whether the miniature horse is housebroken; and
  - d. Whether the miniature horse's presence compromises legitimate safety requirements necessary for safe operation.
4. All requirements for the use of service animals also apply to the use of miniature horses.

**N.J.S.A. 18A:46-13.3**  
28 CFR §35.136  
28 CFR §36.104

Adopted:



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Student Suicide Prevention

June 24

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[See POLICY ALERT Nos. 193, 209, 215, and 233]

## 5350 STUDENT SUICIDE PREVENTION

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

The Board directs all school district staff members to be alert to a student who exhibits warning signs of self-destruction or who threatens or attempts suicide. Any such warning signs or the report of such warning signs from another student or staff member shall be taken with the utmost seriousness and reported immediately to the Principal or designee.

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

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



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### Student Suicide Prevention

**In accordance with N.J.A.C. 6A:14-1.1(d), special education and related services shall be provided to students with disabilities at public expense, with no charge to the parents. A clearance by a psychiatrist or other medical professional as a requirement to return to school is considered an assessment provided at public expense. The district shall not require the parents to incur the cost of psychiatric clearance.**

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

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

**Not including teaching staff members subject to the requirements of N.J.S.A. 18A:6-112.a. and not including licensed mental health care professionals, a school employee or an employee of a contracted service provider who has regular and direct contact with students, as determined by the Board, shall complete a one-time training program in suicide prevention, awareness, and response identified by the New Jersey Department of Education (NJDOE) pursuant to N.J.S.A. 18A:6-112.c. A person subject to the requirements of N.J.S.A. 18A:6-112.b. shall complete the required training program not less than twelve months from the date of the identification by the NJDOE of training programs or twelve months from the person's date of hire, whichever occurs later.**



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### Student Suicide Prevention

Not less than twelve months following the date of the identification by the NJDOE of the training programs or not less than twelve months from the person's date of hire, and annually thereafter, the district shall provide to their employees who are subject to the requirements of N.J.S.A. 18A:6-112.a. or b., in a hard copy paper form or in an electronic form, guidelines on the district's reporting and suicide prevention, awareness, and response protocols including, but not limited to, contact information for each school's designated staff who should be notified whenever an employee believes a student may be at risk for suicide.

Each person who is required pursuant to N.J.S.A. 18A:6-112.a. or b. to complete a suicide prevention training program shall have a duty to warn and protect when the following conditions exist:

1. A student has communicated to that person a clearly identifiable threat of imminent, serious physical violence against oneself and the circumstances are such that a reasonable person would believe the student intended to carry out the threat; or
2. The circumstances are such that a reasonable person would believe the student intended to carry out an act of imminent, serious physical violence against oneself.

A person acting in good faith and who takes reasonable steps to discharge a duty to warn and protect shall be immune from civil and criminal liability in regard to that disclosure.

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





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Student Suicide Prevention

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

N.J.S.A. 18A:6-111; 18A:6-112

N.J.S.A. 30:9A-23; 30:9A-24

N.J.A.C. 6A:9C-3 et seq.; **6A:14-1.1**

Adopted:



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## OPERATIONS

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Emergency and Crisis Situations

June 24

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[See POLICY ALERT Nos. 189, 191, 221, 224, 227, and 233]

### 8420 EMERGENCY AND CRISIS SITUATIONS

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district **shall** ~~will~~ develop and implement comprehensive ~~written~~ plans, procedures, and mechanisms **that to** provide for **safety and security in the district's public elementary and secondary schools. Plans and procedures, which shall be in written form, and mechanisms shall provide for, at a minimum:** the protection of the health, safety, security, and welfare of the school population; the prevention of, intervention in, response to, and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and support services for staff, students, and their families, **in accordance with N.J.A.C. 6A:16-5.1(a).**

**Pursuant to N.J.S.A. 18A:41-6,** "sSchool security drill" means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a bomb threat, non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.

The Superintendent of Schools or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and **other** community resources, as appropriate, in the development of the ~~school~~ district's plans, procedures, and mechanisms for school safety and security **in accordance with 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. **The plans, procedures, and mechanisms** shall be reviewed annually; and updated as appropriate.

**Pursuant to N.J.S.A. 18A:41-15, in developing its districtwide school safety and security plan, the district shall: demonstrate that it has considered the individual needs of each student with a disability, as enumerated in the students' individualized education programs (IEP), individualized health care plans, 504 plans, or, in the case of students with disabilities enrolled in nonpublic schools, service plans pursuant to N.J.S.A. 18A:46-2.15; and incorporate protocols into the districtwide school safety and security plan for**



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### Emergency and Crisis Situations

**communicating the individual needs of each student with a disability, when appropriate and in compliance with the “Family Educational Rights and Privacy Act of 1974,” (20 USC §1232g), to third parties including, but not limited to, first responders and emergency management agencies.**

A copy of the ~~school district’s~~ school safety and security plan shall be disseminated to all ~~school district~~ employees **pursuant to N.J.A.C. 6A:16-5.1(c).** New employees shall receive a copy of the school ~~district’s~~ safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be notified in writing, as appropriate, regarding updates and changes to the school safety and security plan.

The ~~school district~~ shall develop and provide an in-service training program for all ~~school district~~ employees 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:16-5.1. New employees shall receive ~~the this~~ in-service training, ~~as appropriate~~, within sixty days of the effective date of their employment. **The This in-service training program for all employees shall be reviewed annually and updated, as appropriate.**

The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district’s practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.b. **In the event an individual is employed in a substitute capacity in the district at the time the school safety and security training is being provided to full-time employees pursuant to N.J.S.A. 18A:41-7.a., the district shall include the individual in the training.**

**Any information or training provided pursuant to N.J.S.A. 18A:41-7 shall address the unique needs of students with disabilities in the event of a fire drill, school security drill, or actual emergency situation. All full-time employees and individuals employed in the district in a substitute capacity shall be made aware of any anticipated mobility, sensory, medical, social, communication, emotional, regulatory, and decision-making support needs of students in the care of the employee and any supports, modifications,**



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Emergency and Crisis Situations

accommodations, and services to be provided to students, as enumerated in their IEPs, individualized health care plans, 504 plans, or service plans pursuant to N.J.S.A. 18A:46-2.15.

The district shall ensure a student's unique mobility, sensory, medical, social, communication, emotional, regulatory, and decision-making needs in the event of a fire drill, school security drill, or an actual emergency situation that may occur on school grounds is maintained in the student record. The documentation maintained in the student record shall indicate whether or not the student is able to safely and fully participate in fire drills or school security drills without the use of supplementary supports, modifications, accommodations, or services, or if any accommodations are needed, including determining areas of refuge during an emergency, in accordance with N.J.S.A. 18A:46-2.15.a.

If it is determined a student requires supplementary supports, modifications, accommodations, or services in order to safely and fully participate in a fire drill or school security drill, a written plan shall be maintained in the student record, pursuant to N.J.S.A. 18A:46-2.15.b. The written plan shall: describe the anticipated mobility, sensory, medical, social, communication, emotional, regulatory, and decision-making support needs of the student during a fire drill or school security drill and during an actual emergency situation; describe the supports, modifications, accommodations, and services to be provided to the student during a fire drill or school security drill and during an actual emergency situation; and describe the role of school employees in supporting the student during a fire drill or school security drill and during an actual emergency situation, including the need for any specific training of school employees. The district shall on a regular basis, but not less than once annually, perform a review of any determinations made pursuant to N.J.S.A. 18A:46-2.15 to evaluate the school security needs of a student.

Every Principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs, ~~and shall require all teachers of all schools,~~ **Employees of the district**, whether occupying buildings of one or more stories, ~~shall to keep all exterior doors and exits of their respective rooms and buildings unlocked during the school hours, except locked at all times except when necessary to comply with the~~



requirements set forth in the Uniform Fire Code, including applicable requirements during an emergency lockdown or an emergency lockdown drill. All students and staff shall fully participate in each drill conducted to the greatest extent practicable and, when appropriate, utilize procedures for assisting in the rescue of persons unable to use the general means of egress to ensure that participation does not pose a safety risk. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill. An actual fire or school security emergency that occurs at a school during the month and that includes activities which are the equivalent of a drill shall be considered a **school security** drill for the purposes of meeting the requirements of N.J.S.A. 18A:41-1.

Every school in the district shall conduct a school security drill within the first fifteen days of the beginning of the school year. **In accordance with N.J.S.A. 18A:41-7a,** notwithstanding any other provision of law to the contrary, the school district shall ensure that a school security drill that occurs when students are present:

1. Includes clear, developmentally and age-appropriate messaging to students and staff at the conclusion of the drill that the event is a drill and that no current danger exists;
2. Does not expose students to content or imaging that is not developmentally or age-appropriate;
3. Is paired with trauma-informed approaches to address any student inquiries or concerns which may arise as a result of a school security drill;
4. Does not include the use of fake blood, real or prop firearms, or the simulations of gun shots, explosions, or other sounds or visuals that may induce panic or a traumatic response from a student or school district employee;
5. Does not require a student to role play as a victim, but may include first aid training in which students participate; and



6. Is accessible to students with disabilities and mental health conditions, and provides all necessary accommodations for these students.

The Principal or designee shall provide written notification to the parent of a student enrolled in the school following completion of a school security drill, which notice shall be provided to the parent by no later than the end of the school day on which the school security drill is conducted.

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. A law enforcement officer shall be present at a minimum of one school security drill in each school year in order to make recommendations on any improvements or changes to school security drill procedures that the officer may deem advisable in accordance with N.J.S.A. 18A:41-1. The ~~school~~ district may permit emergency personnel access to the buildings and grounds of its schools for school security drills that are scheduled outside of school hours and during such times as students are not present, **pursuant to N.J.S.A. 18A:41-7a.c.**

The ~~school~~ district shall review and update its school security drill procedures using a process that coincides with the review of the school safety and security plan developed pursuant to N.J.A.C. 6A:16-5.1 and collects input from emergency personnel; parents of students enrolled in the ~~school~~ district; teachers and staff employed in the district; mental health professionals; and student government representatives from multiple grade levels, **pursuant to N.J.S.A. 18A:41-7a.d.**

The ~~school~~ district shall annually track data on such measures and information as required by the Commissioner of Education, and shall report the data to the Commissioner, **pursuant to N.J.S.A. 18A:41-7a.e.**

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds in accordance with N.J.A.C. 6A:16-5.1.



# POLICY GUIDE

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## OPERATIONS

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### Emergency and Crisis Situations

The ~~school~~ district will be required to annually submit a security drill statement of assurance **attesting to the completion of monthly school security drills** to the New Jersey Department of Education/**County Office of Education** by June 30 of each school year, **in accordance with N.J.A.C. 6A:30 App.A.** Each school in the district will be required to complete **and retain** a security drill record form as required by the New Jersey Department of Education.

N.J.S.A. 2C:33-3

**N.J.S.A. App.A.:9-86**

N.J.S.A. 18A:41-1; 18A:41-2; 18A:41-6; 18A:41-7; 18A:41-7a.;

**18A:41-15; 18A:46-2.15**

N.J.A.C. 6A:16-5.1; **6A:30 App.A.**

Adopted:



# POLICY GUIDE

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OPERATIONS

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Firearms and Weapons

June 24

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[See POLICY ALERT No. 233]

## 8467 FIREARMS AND WEAPONS

The Board of Education prohibits the possession, use, or exchange of any **firearm or** weapon in any school building, on school grounds, at any school-sponsored event, and on school sanctioned transportation except as the possession and use of a **firearm or** weapon is authorized by law and required in the performance of the possessor's duty.

For the purpose of this Ppolicy, "weapon" means **items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f).** ~~anything readily capable of lethal use or of inflicting serious bodily injury.~~ "Weapon" includes, but is not limited to, all firearms, knives, dangerous instruments intended to inflict harm, components that can be readily assembled into a weapon, explosive devices, and imitation firearms. For the purposes of this Ppolicy, "firearm" means those items enumerated in N.J.S.A. 2C:39-1(f) and 18 U.S.C. §921.

Pursuant to N.J.A.C. 6A:16-6.3(b), whenever a school employee develops reason to believe a firearm, as defined in N.J.S.A. 2C:39-1(f) and 18 USC §921, or other deadly weapon, whether enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined in N.J.S.A. 2C:39-1(f) and 18 USC §921, has unlawfully been brought onto school grounds or a student or other person is in unlawful possession of a firearm or other deadly weapon on or off school grounds, or a student or other person has committed an offense with or while in possession of a firearm on or off school grounds or during school operating hours, the matter shall be reported as soon as possible to the Principal or designee, or in the absence of the Principal or designee, to the staff member responsible at the time of the alleged violation. Either the Principal or designee or the responsible staff member shall notify the Superintendent, who in turn shall notify as soon as possible the county prosecutor or other law enforcement official designated by the county prosecutor to receive such information. The Superintendent or designee shall provide to the county prosecutor or designee all known information concerning the matter, including the identity of the student or staff member involved.





# POLICY GUIDE

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## OPERATIONS 8467/page 2 of 4 Firearms and Weapons

~~Any student or school employee who has reasonable grounds to suspect the presence of a weapon prohibited by this policy shall immediately report his/her suspicion to the \_\_\_\_\_.~~ The **Principal or designee** ~~(same as previous sentence)~~ shall conduct an appropriate search in accordance with Policy No. 5770 – **Student Right of Privacy** and, **if appropriate and feasible**, confiscate any **firearm or** weapon discovered in the course of the search. **The Principal or designee** ~~He/she shall, if appropriate and feasible, may~~ summon the aid of law enforcement **officials** ~~officers~~ in the conduct of the search. Any school employee who confirms the presence of a **firearm or** weapon under circumstances that place persons at serious risk may confiscate the **firearm or** weapon immediately and may use such force as is reasonable and necessary to obtain possession.

Unless the **firearm or** weapon has been taken into custody by a law enforcement **official** ~~officer~~, the **Principal or designee** \_\_\_\_\_ shall immediately **secure the store** ~~any~~ confiscated **firearm or** weapon in a securely **and** locked **location** ~~box or container~~ and report the presence of the **firearm or** weapon to the Superintendent. Pursuant to N.J.A.C. 6A:16-6.3(b), ~~t~~The Superintendent shall promptly notify, ~~by telephone call and by letter,~~ **local law enforcement** ~~the Chief of Police of \_\_\_\_\_~~ ~~(the municipality; regional districts state "the municipality in which the school district is located")~~ that a **firearm or** weapon is present on school premises; ~~the notice shall~~ **and** request removal of the **firearm or** weapon by an authorized law enforcement **official** ~~officer~~. The Superintendent shall obtain and file a receipt for any **firearm or** weapon removed by a law enforcement **official** ~~officer~~.

Any student who possesses, uses, or exchanges a **firearm or** weapon in violation of this ~~P~~policy shall be subject to stringent discipline, ~~which may include expulsion.~~ Any student or school employee who suspects or knows of the presence of a **firearm or** weapon in violation of this ~~P~~policy and fails to report the same shall be subject to discipline. Pursuant to N.J.A.C. 6A:16-6.3(b), ~~a~~Any person who possesses a **firearm or** weapon on school premises or school transportation or at a school-sponsored function shall be reported to the appropriate law enforcement agency.

**The Board shall immediately remove a student who is convicted or adjudicated delinquent for possession of a firearm on school grounds; convicted or adjudicated delinquent for committing a crime while in possession of a firearm on school grounds; or found knowingly in possession**



**of a firearm on school grounds from the school's general education program for a period of not less than one calendar year, in accordance with N.J.A.C. 6A:16-5.5(a) and Policy and Regulation 5611 – Removal of Students for Firearms Offenses.**

~~Any student who is convicted or is an adjudicated delinquent for possession of a firearm or who is found to be in possession of a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. Students convicted or found to be delinquent for possessing a firearm on school property, on a school bus, or at a school sponsored function or committing a crime while possessing a firearm shall be immediately removed from the regular education program for a period of not less than one calendar year and placed in an alternative education school or program pending a hearing before the Board of Education to remove the student. (Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act)~~

**The Board shall immediately remove a student who commits an assault, as defined under N.J.S.A. 2C:12-1a(1), with a weapon, which includes, but is not limited to, items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 USC §921, upon a teacher, administrator, other school board employee, district Board of Education member, or another student on school grounds, pursuant to N.J.S.A. 18A:37-2.2 through 2.5, from the school's general education program for a period not exceeding one calendar year, in accordance with N.J.A.C. 6A:16-5.6(a) and (b) and Policy and Regulation 5613 – Removal of Students for Assaults with Weapons Offenses.** ~~Any student who commits an assault upon members of the school community with a weapon other than a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. (Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act)~~

**Students with disabilities violating the provisions of this Ppolicy shall be addressed dealt with in accordance with the provisions of N.J.A.C. 6A:14-.2.8.**

**Nothing in this Ppolicy shall be construed to prohibit the reporting of a crime committed by a child with a disability to the appropriate law enforcement or judicial authorities, or to prevent such authorities from exercising their responsibilities with regard to the application of Federal or State law to crimes committed by a child with disabilities.**



# POLICY GUIDE

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OPERATIONS

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**Firearms and Weapons**

**The procedures for ~~Any student requiring~~ removal from and return to the general regular education program of a student for firearms offenses and assaults with weapons offenses for the reasons enumerated above shall be removed in accordance with Policy and Regulation No. 5611 – Removal of Students for Firearms Offenses and Policy and Regulation 5613 – Removal of Students for Assaults with Weapons Offenses.**

The Superintendent, or designee, shall prepare regulations to implement this Policy for the guidance of school staff in dealing with incidents involving firearms or weapons in the school district.

**The school district's reporting requirements to law enforcement officials and the handling of firearms and weapons outlined in this Policy and Regulation 8467 and in accordance with N.J.A.C. 6A:16-3 and N.J.A.C. 6A:16-4 shall be in addition to any reporting and handling requirements included in the current Memorandum of Agreement Between Education and Law Enforcement Officials.**

N.J.S.A. 2C:12-1(a)1; 2C:39-1 et seq.; 2C:58-6.1; 2C:58-15

N.J.S.A. 18A:6-1; 18A:37-2.2; 18A:37-2.3; 18A:37-2.4; 18A:37-2.5

N.J.S.A. 23:4-16

N.J.A.C. 6A:14-2.8 et seq.; 6A:16-5.5; 6A:16-5.6; 6A:16-6.3; 6A:16-6.4

Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act

18 U.S.C. 921

20 U.S.C. 1415

Adopted:



# REGULATION GUIDE

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Firearms and Weapons

June 24

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[See POLICY ALERT No. 233]

## R 8467 FIREARMS AND WEAPONS

### A. Definitions – N.J.A.C. 6A:16-1.3

1. “Weapon” means items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f).
2. “Firearm” means items enumerated in N.J.S.A. 2C:39-1(f) and 18 USC §921.
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. School grounds also includes school buses, school-sponsored functions, structures that support the 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 municipalities, private entities, or other individuals during times when the school district has exclusive use of a portion of the land.

### B. Reporting to Law Enforcement – N.J.A.C. 6A:16-6.3

1. Whenever a school employee develops reason to believe a firearm, as defined in N.J.S.A. 2C:39-1(f) and 18 USC §921, or other deadly weapon, whether enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 USC §921, has unlawfully been brought onto school grounds or a student or other person is in unlawful possession of a firearm or other deadly weapon on or off school grounds, or a student or other person has committed an offense with or while in possession of a firearm on or off school grounds or during school operating hours, the matter shall be reported as soon as possible to the Principal or designee, or in the absence of the Principal or designee, to the staff member responsible at the time of the alleged violation.



# REGULATION GUIDE

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## OPERATIONS R 8467/page 2 of 3 Firearms and Weapons

- a. Either the Principal or designee or the responsible staff member shall notify the Superintendent, who in turn shall notify as soon as possible the county prosecutor or other law enforcement official designated by the county prosecutor to receive such information.
- b. The Superintendent or designee shall provide to the county prosecutor or designee all known information concerning the matter, including the identity of the student or staff member involved.
- c. All incidents shall be reported under N.J.A.C. 6A:16-6.3 utilizing the Student Safety Data System, pursuant to N.J.A.C. 6A:16-5.3(e)1, where appropriate.

### C. Handling of Firearms and Dangerous Weapons – N.J.A.C. 6A:16-6.4

1. In accordance with N.J.A.C. 6A:16-6.4(b), whenever a school employee seizes or comes upon a firearm or dangerous weapon, school officials shall:
  - a. In the case of a firearm, immediately advise the county prosecutor or appropriate law enforcement official, and secure the firearm pending the response by law enforcement to retrieve and take custody of the firearm; and
  - b. In the case of a dangerous weapon other than a firearm, immediately advise the county prosecutor or appropriate law enforcement official, and secure the dangerous weapon pending the response by law enforcement to retrieve and take custody of the dangerous weapon.
2. School employees in custody of a firearm or dangerous weapon shall take reasonable precautions, according to Board procedures, to prevent the theft, destruction, or unlawful use of the firearm or dangerous weapon by any person, pursuant to N.J.A.C. 6A:16-6.4(c).



# REGULATION GUIDE

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R 8467/page 3 of 3  
**Firearms and Weapons**

- a. The Principal shall place the firearm or dangerous weapon in a secure and locked location.
  - b. In the event any person other than the Principal is permitted access to the firearm or dangerous weapon prior to its retrieval by a law enforcement official, that person shall enter their name and signature on the record along with the time and date of inspection and the reason for the access. Access to the firearm or dangerous weapon will be permitted only in the presence of the Principal.
  - c. The law enforcement official who takes custody of the firearm or dangerous weapon shall be required to sign and date the record to indicate their receipt of the firearm or dangerous weapon.
3. The Principal shall provide to the law enforcement official who takes custody of the firearm or dangerous weapon:
  - a. All information concerning the manner in which the firearm or dangerous weapon was confiscated;
  - b. The identity of all persons who had custody of the firearm or dangerous weapon following its confiscation; and
  - c. The identity of any student or staff member believed to have been in possession of the firearm or dangerous weapon.
4. Any person employed or engaged in a school or educational institution may, within the scope of their employment, use and apply such amounts of force as is reasonable or necessary to obtain possession of weapons or other dangerous objects upon the person or within the control of a student, pursuant to N.J.S.A. 18A:6-1.

**Adopted Issued:**



# POLICY GUIDE

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COMMUNITY

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Volunteer Athletic Coaches and Co-Curricular

Activity Advisors/Assistants

June 24

[See POLICY ALERT Nos. 195 and 233]

## 9181 VOLUNTEER ATHLETIC COACHES AND CO-CURRICULAR ACTIVITY ADVISORS/ASSISTANTS

The Board of Education recognizes the services of volunteer athletic coaches and co-curricular activity advisors/assistants bring unique skills to the district, enrich the athletic and co-curricular program, assist district coaching and co-curricular staff members in the performance of their duties, and enhance the relationship between the school district and the community. Therefore, the Board authorizes a program for the utilization of volunteer athletic coaches and co-curricular activity advisors/assistants in the district.

For the purposes of this Policy, "volunteer athletic coach and co-curricular activity advisor/assistant" is a person who is not paid by the Board of Education, assisting under the direct supervision of an appropriately certified or licensed school district employee, and provides assistance for the school activity.

The **Superintendent of Schools or designee** \_\_\_\_\_ will be responsible for the recruitment and screening of volunteer athletic coaches and co-curricular activity advisors/assistants and their assignment. The district is not obligated to utilize the proffered services of a volunteer ~~whose abilities or interests do not serve the needs of the school district~~ as determined by the Superintendent.

These volunteers must be ~~persons of known character, responsibility, and integrity and must be~~ recommended by the Superintendent and approved by the Board of Education prior to assuming any responsibilities.

The **Superintendent or designee** \_\_\_\_\_ will prepare and promulgate rules of conduct for volunteer athletic coaches and volunteer co-curricular activity advisors/assistants. Each volunteer athletic coach and co-curricular activity advisor/assistant will be given a copy of this Policy.

The following guidelines shall govern the service of a volunteer athletic coach and volunteer co-curricular activity advisor/assistant:

1. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants may serve only under the direction and **direct immediate** supervision of **an appropriately certified or licensed** a head and/or assistant coach or activity advisor or assistant employed by the Board;



# POLICY GUIDE

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## COMMUNITY

9181/page 2 of 3

### Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants

2. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants must clearly understand their duties and responsibilities and perform no services outside those duties;
3. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants serve only in a support capacity and only head or assistant coaches or activity advisors or assistants employed by the Board are responsible for the supervision and instruction provided to students participating in athletic programs or co-curricular activities;
4. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants shall respect the individuality, dignity, and worth of each student;
5. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants are not permitted access to student records;
6. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants must **not disclose** ~~exercise discretion in disclosing~~ any confidential student matters the **volunteer athletic coach** or **volunteer** activity advisor/**assistant** ~~or assistant employed by the Board~~ becomes aware of as a result of their volunteer responsibilities;
7. Volunteer athletic coaches **and volunteer co-curricular activity advisors/assistants shall** ~~must~~ consult with the **Superintendent or designee** \_\_\_\_\_ regarding any matters or questions regarding their duties and responsibilities;
8. ~~Volunteer co-curricular activity advisors/assistants must consult with the \_\_\_\_\_ regarding any matters or questions regarding their duties and responsibilities;~~
89. Volunteer athletic coaches and **volunteer** co-curricular activity advisors/assistants shall receive no financial remuneration from the Board; and





910. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants may be immediately relieved of their volunteer responsibilities, with or without cause, by the Superintendent with such action to be recommended to the Board by the Superintendent at the next Board mMeeting following relief of duties.

**Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants will be screened for tuberculosis in accordance with the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools.**

**Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants will be required to participate in all mandated trainings required for their position and any other trainings as required by the Superintendent or designee.**

All school volunteer athletic coaches and co-curricular activity advisors/assistants must obtain a criminal history record check to be reimbursed by the Board and must be approved by the Board.

N.J.S.A. 18A:6-7.1; 18A:6-7.2

Adopted:



## TEACHING EXPERIENCE

**WALDWICK HIGH SCHOOL** INSTRUCTOR - AP PHYSICS,  
HONORS PHYSICS, COLLEGE PREP PHYSICS  
September 2020 – June 2024 | Waldwick, NJ

- Acted as primary instructor for Advanced Placement, Honors, and College Preparatory Physics classes
- Organized and created curriculum, conducted and oversaw experiments
- Acted as advisor for Waldwick High School Math Club and Department Learning Community

## RENSELAER POLYTECHNIC INSTITUTE

GRADUATE TEACHING ASSISTANT  
Jan 2019 – May 2020 | Troy, NY

- Supported professors in instructing introductory university physics classes.
- Prepared comprehensive lecture-style reviews prior to exams.
- Held office hours and exam review lectures, and graded exams as well as assignments.

## RENSELAER POLYTECHNIC INSTITUTE

UNDERGRADUATE CLASS FACILITATOR - PHYSICS  
September 2016 – December 2018 | Troy, NY

- Redesigned and optimized multiple physics teaching experiments for third-year students.
- Supported students during in-class exercises and labs, serving as primary resource for answering questions.
- Assisted students in computational data analysis and report writing.

## RESEARCH ACTIVITY

### RENSELAER POLYTECHNIC INSTITUTE

GRADUATE RESEARCHER

January 2019 – May 2020 | Troy, NY

- Served as member of the Astroparticle Physics research group of Professor Ethan Brown.
- Communicated with engineering consultants to assemble a helium-based cooling system for ultra-low temperatures.
- Attended collaboration meetings as a member of the nEXO neutrino particle physics experiment.

### SUNY UNIVERSITY AT ALBANY

RESEARCH ASSISTANT

June - August 2018 | Albany, NY

- Fully modeled draft of dark matter research detector using CAD, simulating calibration thresholds and measurement range.
- Delivered conference-style podium presentation about research for graduate students and faculty.

## EDUCATION

### RENSELAER POLYTECHNIC INSTITUTE

MASTER OF SCIENCE  
PHYSICS

May 2020 | Troy, NY

### RENSELAER POLYTECHNIC INSTITUTE

BACHELOR OF SCIENCE

APPLIED PHYSICS AND MATHEMATICS

MINOR IN ECONOMICS

GPA: 3.78 - magna cum laude

December 2018 | Troy, NY

## SKILLS

### COMPUTING

Python • Matlab • CAD (SolidWorks, Siemens NX)  
HTML • CSS

### LANGUAGES

English • French (intermediate fluency)

### SELECTED COURSEWORK

Physics Education Independent Study  
Chemistry I and II  
Computer Science I  
Numerical Computing  
Computational Physics  
Foundations of Applied Mathematics  
Introduction to Financial Mathematics  
Nano-Optics

## EXTRACURRICULAR

### ACTIVITIES

- Participated in competitive track and field at the high school and collegiate level.
- Played Ultimate Frisbee at the collegiate club level.
- Served as President of the RPI Disc Golf Club.
- Supported high school and college sports teams as a statistician and as a mascot.

# New Jersey Department of Education

## School Self-Assessment for Determining Grades under the *Anti-Bullying Bill of Rights Act*

**School Name:** Mountain Lakes High School

**District Name:** Mountain Lakes Public School District

**School Year:** July 1, 2023 - June 30, 2024



**School Name:** Mountain Lakes High School  
**District Name:** Mountain Lakes Public School District  
**School Year:** July 1, 2023 - June 30, 2024

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**Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)**

Indicators	Score (0-3)
A. The school annually <i>established</i> HIB programs, approaches or other initiatives.	2
B. The school annually <i>implemented</i> and documented HIB programs, approaches, or other initiatives.	3
C. The school annually <i>assessed</i> HIB programs, approaches or other initiatives.	2
D. The school's HIB programs, approaches or other initiatives were designed to <i>create school-wide</i> conditions to prevent and address HIB.	3
E. The school safety/school climate team (SS/SCT) <i>identified patterns</i> of HIB and <i>reviewed</i> school climate and school policies for the prevention of HIB.	3
SUB-TOTAL (possible 15)	13

**Core Element #2: Training on the BOE-approved HIB Policy and Procedures (N.J.S.A. 18A:37-17b and c)**

Indicators	Score (0-3)
A. School employees, contracted service providers and volunteers were provided <i>training</i> on the HIB policy.	3
B. The HIB policy training included instruction on preventing HIB on the basis of <i>protected categories</i> enumerated in the ABR and <i>other distinguishing characteristics</i> that may incite incidents of discrimination or HIB.	3
C. The HIB policy was <i>discussed</i> with students, in accordance with the district's process for these discussions.	3
SUB-TOTAL (possible 9)	9

**School Name:** Mountain Lakes High School

**District Name:** Mountain Lakes Public School District

**School Year:** July 1, 2023 - June 30, 2024

**Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)**

Indicators	Score (0-3)
A. Each teaching staff member completed at least 2 hours of <i>instruction in suicide prevention that included information on HIB</i> , in each five-year professional development period.	3
B. Each teaching staff member completed at least 2 hours of <i>instruction on HIB prevention</i> , in each five-year professional development period.	3
C. The school anti-bullying specialist (ABS) was given <i>time during the usual school schedule</i> to participate in in-service training in preparation to act as the ABS.	3
D. The members of the school safety/school climate team (SS/SCT) were provided with professional development in effective practices of successful school climate programs or approaches.	1
E. School building leaders* have received information on the prevention of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.	3
SUB-TOTAL (possible 15)	13

**Core Element #4: Curriculum and Instruction on HIB and Related Information and Skills (N.J.S.A. 18A:37-29)**

Indicators	Score (0-3)
A. The school <i>provided ongoing, age-appropriate instruction</i> on preventing HIB in accordance with the New Jersey Student Learning Standards.	3
B. The school observed the " <i>Week of Respect</i> ," during the week beginning with the first Monday in October of each year, <i>recognizing the importance of character education</i> by providing age-appropriate instruction focusing on HIB prevention.	3
SUB-TOTAL (possible 6)	6

**School Name:** Mountain Lakes High School  
**District Name:** Mountain Lakes Public School District  
**School Year:** July 1, 2023 - June 30, 2024

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**Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)**

Indicators	Score (0-3)
A. The principal <i>appointed</i> a school anti-bullying specialist (ABS).	3
B. The ABS <i>met</i> at least two times per school year with the district anti-bullying coordinator (ABC).	3
C. The school safety/school climate team (SS/SCT) <i>met</i> at least two times per school year to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues including HIB.	2
SUB-TOTAL (possible 9)	8

**Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A: 37-15b(6)(a))**

**Option A**

Indicators	Score (0-3)
A. The school <i>implemented</i> the district's procedure for reporting HIB that includes all required elements.	3
B. The school <i>implemented</i> the district's procedure for reporting new information on a prior HIB report.	3
SUB-TOTAL (possible 6)	6

**School Name:** Mountain Lakes High School

**District Name:** Mountain Lakes Public School District

**School Year:** July 1, 2023 - June 30, 2024

**Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))**

**Option A**

Indicators	Score (0-3)
A. <i>Notification</i> to parents of alleged offenders and alleged victims in each reported HIB incident.	3
B. <i>Completion</i> of the investigation within 10 school days of the written incident report.	3
C. Preparation of a <i>written report</i> on the findings of each HIB investigation	3
D. Indicator D. Results of the investigation reported to the chief school administrator (CSA) within <i>2 school days</i> of completion of the investigation.	3
SUB-TOTAL (possible 12)	12

**Core Element #8: HIB Reporting (N.J.S.A. 18A:17- 46)**

Indicators	Score (0-3)
A. The school has a <i>procedure</i> for <i>ensuring</i> that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	3
B. The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	3
SUB-TOTAL (possible 6)	6
TOTAL SCORE (possible 78)	73

**School Name:** Mountain Lakes High School

**District Name:** Mountain Lakes Public School District

**School Year:** July 1, 2023 - June 30, 2024

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**Preliminary Determination**

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Did your school district's policy permit the use of a preliminary determination for reports of HIB during the 2023-2024 school year?	No
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During the 2023-2024 school year, how many times was a preliminary determination made in your school that an incident or complaint was outside the scope of the definition of HIB and did not need to be investigated as HIB?	N/A
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**School Name:** Mountain Lakes High School  
**District Name:** Mountain Lakes Public School District  
**School Year:** July 1, 2023 - June 30, 2024

21

## **Mountain Lakes High School (3460-050)**

### **STATEMENT OF ASSURANCES**

By submitting the *School Self-Assessment for Determining Grades under the ABR* (Self-Assessment), the chief school administrator (CSA) assures that:

1. The school safety/school climate team (CC/SCT) had the lead role in completing the Self-Assessment.
2. The public was given the opportunity to comment on the Self-Assessment prior to district board of education (BOE) approval.
3. The BOE approved the Self-Assessment at a public meeting, prior to submission to the New Jersey Department of Education (NJDOE).
4. All information in the Self-Assessment is an accurate and complete account of the status of the school's efforts at implementing the ABR at the time of submission, the SS/SCT's report, the public comment on the report, and the district BOE's review of and decision on the report.
5. The NJDOE or its authorized representatives will be provided with access to, and the right to examine, all records, books, papers, or documents related to the Self-Assessment.
6. The grade assigned by the Commissioner for the school and for the school district in the district will be posted on the home page of the *school's* website within 10 days of its receipt from the NJDOE.
7. The grade assigned by the Commissioner for the school district and each school in the district will be posted on the home page of the *school district's* website within 10 days of its receipt from the NJDOE.
8. The BOE at a public meeting will review the grades assigned by the Commissioner for each school and the school district.

# New Jersey Department of Education

## School Self-Assessment for Determining Grades under the *Anti-Bullying Bill of Rights Act*

**School Name:** Lake Drive Program for Hearing Impaired

**District Name:** Mountain Lakes Public School District

**School Year:** July 1, 2023 - June 30, 2024



**School Name:** Lake Drive Program for Hearing Impaired

**District Name:** Mountain Lakes Public School District

**School Year:** July 1, 2023 - June 30, 2024

**Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)**

Indicators	Score (0-3)
A. The school annually <i>established</i> HIB programs, approaches or other initiatives.	3
B. The school annually <i>implemented</i> and documented HIB programs, approaches, or other initiatives.	3
C. The school annually <i>assessed</i> HIB programs, approaches or other initiatives.	2
D. The school's HIB programs, approaches or other initiatives were designed to <i>create school-wide</i> conditions to prevent and address HIB.	3
E. The school safety/school climate team (SS/SCT) <i>identified patterns</i> of HIB and <i>reviewed</i> school climate and school policies for the prevention of HIB.	2
SUB-TOTAL (possible 15)	13

**Core Element #2: Training on the BOE-approved HIB Policy and Procedures (N.J.S.A. 18A:37-17b and c)**

Indicators	Score (0-3)
A. School employees, contracted service providers and volunteers were provided <i>training</i> on the HIB policy.	2
B. The HIB policy training included instruction on preventing HIB on the basis of <i>protected categories</i> enumerated in the ABR and <i>other distinguishing characteristics</i> that may incite incidents of discrimination or HIB.	3
C. The HIB policy was <i>discussed</i> with students, in accordance with the district's process for these discussions.	2
SUB-TOTAL (possible 9)	7

**School Name:** Lake Drive Program for Hearing Impaired

**District Name:** Mountain Lakes Public School District

**School Year:** July 1, 2023 - June 30, 2024

21

**Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)**

Indicators	Score (0-3)
A. Each teaching staff member completed at least 2 hours of <i>instruction in suicide prevention that included information on HIB</i> , in each five-year professional development period.	3
B. Each teaching staff member completed at least 2 hours of <i>instruction on HIB prevention</i> , in each five-year professional development period.	3
C. The school anti-bullying specialist (ABS) was given <i>time during the usual school schedule</i> to participate in in-service training in preparation to act as the ABS.	3
D. The members of the school safety/school climate team (SS/SCT) were provided with professional development in effective practices of successful school climate programs or approaches.	3
E. School building leaders* have received information on the prevention of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.	3
SUB-TOTAL (possible 15)	15

**Core Element #4: Curriculum and Instruction on HIB and Related Information and Skills (N.J.S.A. 18A:37-29)**

Indicators	Score (0-3)
A. The school <i>provided ongoing, age-appropriate instruction</i> on preventing HIB in accordance with the New Jersey Student Learning Standards.	2
B. The school observed the " <i>Week of Respect</i> ," during the week beginning with the first Monday in October of each year, <i>recognizing the importance of character education</i> by providing age-appropriate instruction focusing on HIB prevention.	3
SUB-TOTAL (possible 6)	5

**School Name:** Lake Drive Program for Hearing Impaired  
**District Name:** Mountain Lakes Public School District  
**School Year:** July 1, 2023 - June 30, 2024

21

**Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)**

Indicators	Score (0-3)
A. The principal <i>appointed</i> a school anti-bullying specialist (ABS).	3
B. The ABS <i>met</i> at least two times per school year with the district anti-bullying coordinator (ABC).	2
C. The school safety/school climate team (SS/SCT) <i>met</i> at least two times per school year to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues including HIB.	2
SUB-TOTAL (possible 9)	7

**Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A: 37-15b(6)(a))**

**Option B**

Indicators	Score (0-3)
A. The school has a process for ensuring that staff are implementing the district's procedure for reporting HIB that includes all required elements.	3
B. The school fosters a positive school climate that encourages reports of all concerning behaviors, including HIB, AND implements effective prevention strategies which resulted in no incidents of HIB.	3
SUB-TOTAL (possible 6)	6

**School Name:** Lake Drive Program for Hearing Impaired  
**District Name:** Mountain Lakes Public School District  
**School Year:** July 1, 2023 - June 30, 2024

21

**Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))**  
**Option B**

Indicators	Score (0-3)
A. Responsible staff are knowledgeable about the process to notify parents of alleged offenders and alleged victims in each reported HIB incident and how to implement the process.	3
B. The school has a process in place to ensure completion of each investigation within 10 school days of the written incident report.	3
C. The school has a process in place to prepare a written report on the findings of each HIB investigation.	3
D. The school has a procedure for reporting the results of each investigation to the chief school administrator (CSA) within 2 school days of completion of the investigation.	3
SUB-TOTAL (possible 12)	12

**Core Element #8: HIB Reporting (N.J.S.A. 18A:17- 46)**

Indicators	Score (0-3)
A. The school has a <i>procedure</i> for <i>ensuring</i> that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	3
B. The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	3
SUB-TOTAL (possible 6)	6
TOTAL SCORE (possible 78)	71

**School Name:** Lake Drive Program for Hearing Impaired  
**District Name:** Mountain Lakes Public School District  
**School Year:** July 1, 2023 - June 30, 2024

**Preliminary Determination**

Did your school district’s policy permit the use of a preliminary determination for reports of HIB during the 2023-2024 school year? No

During the 2023-2024 school year, how many times was a preliminary determination made in your school that an incident or complaint was outside the scope of the definition of HIB and did not need to be investigated as HIB? N/A

**School Name:** Lake Drive Program for Hearing Impaired  
**District Name:** Mountain Lakes Public School District  
**School Year:** July 1, 2023 - June 30, 2024

21

**Lake Drive Program for Hearing Impaired (3460-070)**  
**STATEMENT OF ASSURANCES**

By submitting the *School Self-Assessment for Determining Grades under the ABR* (Self-Assessment), the chief school administrator (CSA) assures that:

1. The school safety/school climate team (CC/SCT) had the lead role in completing the Self-Assessment.
2. The public was given the opportunity to comment on the Self-Assessment prior to district board of education (BOE) approval.
3. The BOE approved the Self-Assessment at a public meeting, prior to submission to the New Jersey Department of Education (NJDOE).
4. All information in the Self-Assessment is an accurate and complete account of the status of the school's efforts at implementing the ABR at the time of submission, the SS/SCT's report, the public comment on the report, and the district BOE's review of and decision on the report.
5. The NJDOE or its authorized representatives will be provided with access to, and the right to examine, all records, books, papers, or documents related to the Self-Assessment.
6. The grade assigned by the Commissioner for the school and for the school district in the district will be posted on the home page of the *school's* website within 10 days of its receipt from the NJDOE.
7. The grade assigned by the Commissioner for the school district and each school in the district will be posted on the home page of the *school district's* website within 10 days of its receipt from the NJDOE.
8. The BOE at a public meeting will review the grades assigned by the Commissioner for each school and the school district.



# New Jersey Department of Education

## School Self-Assessment for Determining Grades under the *Anti-Bullying Bill of Rights Act*

**School Name:** Briarcliff Middle School

**District Name:** Mountain Lakes Public School District

**School Year:** July 1, 2023 - June 30, 2024



**School Name:** Briarcliff Middle School  
**District Name:** Mountain Lakes Public School District  
**School Year:** July 1, 2023 - June 30, 2024

21

**Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)**

Indicators	Score (0-3)
A. The school annually <i>established</i> HIB programs, approaches or other initiatives.	2
B. The school annually <i>implemented</i> and documented HIB programs, approaches, or other initiatives.	3
C. The school annually <i>assessed</i> HIB programs, approaches or other initiatives.	2
D. The school's HIB programs, approaches or other initiatives were designed to <i>create school-wide</i> conditions to prevent and address HIB.	3
E. The school safety/school climate team (SS/SCT) <i>identified patterns</i> of HIB and <i>reviewed</i> school climate and school policies for the prevention of HIB.	3
SUB-TOTAL (possible 15)	13

**Core Element #2: Training on the BOE-approved HIB Policy and Procedures (N.J.S.A. 18A:37-17b and c)**

Indicators	Score (0-3)
A. School employees, contracted service providers and volunteers were provided <i>training</i> on the HIB policy.	3
B. The HIB policy training included instruction on preventing HIB on the basis of <i>protected categories</i> enumerated in the ABR and <i>other distinguishing characteristics</i> that may incite incidents of discrimination or HIB.	3
C. The HIB policy was <i>discussed</i> with students, in accordance with the district's process for these discussions.	3
SUB-TOTAL (possible 9)	9

**School Name:** Briarcliff Middle School  
**District Name:** Mountain Lakes Public School District  
**School Year:** July 1, 2023 - June 30, 2024

21

**Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)**

Indicators	Score (0-3)
A. Each teaching staff member completed at least 2 hours of <i>instruction in suicide prevention that included information on HIB</i> , in each five-year professional development period.	3
B. Each teaching staff member completed at least 2 hours of <i>instruction on HIB prevention</i> , in each five-year professional development period.	3
C. The school anti-bullying specialist (ABS) was given <i>time during the usual school schedule</i> to participate in in-service training in preparation to act as the ABS.	3
D. The members of the school safety/school climate team (SS/SCT) were provided with professional development in effective practices of successful school climate programs or approaches.	2
E. School building leaders* have received information on the prevention of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.	3
SUB-TOTAL (possible 15)	14

**Core Element #4: Curriculum and Instruction on HIB and Related Information and Skills (N.J.S.A. 18A:37-29)**

Indicators	Score (0-3)
A. The school <i>provided ongoing, age-appropriate instruction</i> on preventing HIB in accordance with the New Jersey Student Learning Standards.	2
B. The school observed the " <i>Week of Respect</i> ," during the week beginning with the first Monday in October of each year, <i>recognizing the importance of character education</i> by providing age-appropriate instruction focusing on HIB prevention.	3
SUB-TOTAL (possible 6)	5

**School Name:** Briarcliff Middle School  
**District Name:** Mountain Lakes Public School District  
**School Year:** July 1, 2023 – June 30, 2024

21

**Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)**

Indicators	Score (0-3)
A. The principal <i>appointed</i> a school anti-bullying specialist (ABS).	3
B. The ABS <i>met</i> at least two times per school year with the district anti-bullying coordinator (ABC).	3
C. The school safety/school climate team (SS/SCT) <i>met</i> at least two times per school year to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues including HIB.	2
SUB-TOTAL (possible 9)	8

**Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A: 37-15b(6)(a))**

**Option A**

Indicators	Score (0-3)
A. The school <i>implemented</i> the district's procedure for reporting HIB that includes all required elements.	3
B. The school <i>implemented</i> the district's procedure for reporting new information on a prior HIB report.	2
SUB-TOTAL (possible 6)	5

**School Name:** Briarcliff Middle School  
**District Name:** Mountain Lakes Public School District  
**School Year:** July 1, 2023 - June 30, 2024

21

**Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))**  
**Option A**

Indicators	Score (0-3)
A. <i>Notification</i> to parents of alleged offenders and alleged victims in each reported HIB incident.	3
B. <i>Completion</i> of the investigation within 10 school days of the written incident report.	3
C. Preparation of a <i>written report</i> on the findings of each HIB investigation	3
D. Indicator D. Results of the investigation reported to the chief school administrator (CSA) within <i>2 school days</i> of completion of the investigation.	3
SUB-TOTAL (possible 12)	12

**Core Element #8: HIB Reporting (N.J.S.A. 18A:17- 46)**

Indicators	Score (0-3)
A. The school has a <i>procedure for ensuring</i> that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	2
B. The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	2
SUB-TOTAL (possible 6)	4
TOTAL SCORE (possible 78)	70

**School Name:** Briarcliff Middle School  
**District Name:** Mountain Lakes Public School District  
**School Year:** July 1, 2023 - June 30, 2024

21

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**Preliminary Determination**

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Did your school district's policy permit the use of a preliminary determination for reports of HIB during the 2023-2024 school year?	No
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During the 2023-2024 school year, how many times was a preliminary determination made in your school that an incident or complaint was outside the scope of the definition of HIB and did not need to be investigated as HIB?	N/A
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**School Name:** Briarcliff Middle School  
**District Name:** Mountain Lakes Public School District  
**School Year:** July 1, 2023 - June 30, 2024

21

**Briarcliff Middle School (3460-060)**  
**STATEMENT OF ASSURANCES**

By submitting the *School Self-Assessment for Determining Grades under the ABR* (Self-Assessment), the chief school administrator (CSA) assures that:

1. The school safety/school climate team (CC/SCT) had the lead role in completing the Self-Assessment.
2. The public was given the opportunity to comment on the Self-Assessment prior to district board of education (BOE) approval.
3. The BOE approved the Self-Assessment at a public meeting, prior to submission to the New Jersey Department of Education (NJDOE).
4. All information in the Self-Assessment is an accurate and complete account of the status of the school's efforts at implementing the ABR at the time of submission, the SS/SCT's report, the public comment on the report, and the district BOE's review of and decision on the report.
5. The NJDOE or its authorized representatives will be provided with access to, and the right to examine, all records, books, papers, or documents related to the Self-Assessment.
6. The grade assigned by the Commissioner for the school and for the school district in the district will be posted on the home page of the *school's* website within 10 days of its receipt from the NJDOE.
7. The grade assigned by the Commissioner for the school district and each school in the district will be posted on the home page of the *school district's* website within 10 days of its receipt from the NJDOE.
8. The BOE at a public meeting will review the grades assigned by the Commissioner for each school and the school district.

# New Jersey Department of Education

## School Self-Assessment for Determining Grades under the *Anti-Bullying Bill of Rights Act*

**School Name:** Wildwood Elementary School

**District Name:** Mountain Lakes Public School District

**School Year:** July 1, 2023 - June 30, 2024





**School Name:** Wildwood Elementary School  
**District Name:** Mountain Lakes Public School District  
**School Year:** July 1, 2023 - June 30, 2024

21

**Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)**

Indicators	Score (0-3)
A. The school annually <i>established</i> HIB programs, approaches or other initiatives.	3
B. The school annually <i>implemented</i> and documented HIB programs, approaches, or other initiatives.	2
C. The school annually <i>assessed</i> HIB programs, approaches or other initiatives.	2
D. The school's HIB programs, approaches or other initiatives were designed to <i>create school-wide</i> conditions to prevent and address HIB.	3
E. The school safety/school climate team (SS/SCT) <i>identified patterns</i> of HIB and <i>reviewed</i> school climate and school policies for the prevention of HIB.	2
SUB-TOTAL (possible 15)	12

**Core Element #2: Training on the BOE-approved HIB Policy and Procedures (N.J.S.A. 18A:37-17b and c)**

Indicators	Score (0-3)
A. School employees, contracted service providers and volunteers were provided <i>training</i> on the HIB policy.	3
B. The HIB policy training included instruction on preventing HIB on the basis of <i>protected categories</i> enumerated in the ABR and <i>other distinguishing characteristics</i> that may incite incidents of discrimination or HIB.	3
C. The HIB policy was <i>discussed</i> with students, in accordance with the district's process for these discussions.	3
SUB-TOTAL (possible 9)	9

**School Name:** Wildwood Elementary School  
**District Name:** Mountain Lakes Public School District  
**School Year:** July 1, 2023 - June 30, 2024

21

**Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)**

Indicators	Score (0-3)
A. Each teaching staff member completed at least 2 hours of <i>instruction in suicide prevention that included information on HIB</i> , in each five-year professional development period.	2
B. Each teaching staff member completed at least 2 hours of <i>instruction on HIB prevention</i> , in each five-year professional development period.	2
C. The school anti-bullying specialist (ABS) was given <i>time during the usual school schedule</i> to participate in in-service training in preparation to act as the ABS.	3
D. The members of the school safety/school climate team (SS/SCT) were provided with professional development in effective practices of successful school climate programs or approaches.	2
E. School building leaders* have received information on the prevention of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.	2
SUB-TOTAL (possible 15)	11

**Core Element #4: Curriculum and Instruction on HIB and Related Information and Skills (N.J.S.A. 18A:37-29)**

Indicators	Score (0-3)
A. The school <i>provided ongoing, age-appropriate instruction</i> on preventing HIB in accordance with the New Jersey Student Learning Standards.	3
B. The school observed the <i>"Week of Respect,"</i> during the week beginning with the first Monday in October of each year, <i>recognizing the importance of character education</i> by providing age-appropriate instruction focusing on HIB prevention.	3
SUB-TOTAL (possible 6)	6

**School Name:** Wildwood Elementary School  
**District Name:** Mountain Lakes Public School District  
**School Year:** July 1, 2023 - June 30, 2024

**Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)**

Indicators	Score (0-3)
A. The principal <i>appointed</i> a school anti-bullying specialist (ABS).	3
B. The ABS <i>met</i> at least two times per school year with the district anti-bullying coordinator (ABC).	3
C. The school safety/school climate team (SS/SCT) <i>met</i> at least two times per school year to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues including HIB.	3
SUB-TOTAL (possible 9)	9

**Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A: 37-15b(6)(a))**

**Option B**

Indicators	Score (0-3)
A. The school has a process for ensuring that staff are implementing the district's procedure for reporting HIB that includes all required elements.	2
B. The school fosters a positive school climate that encourages reports of all concerning behaviors, including HIB, AND implements effective prevention strategies which resulted in no incidents of HIB.	3
SUB-TOTAL (possible 6)	5

**School Name:** Wildwood Elementary School

**District Name:** Mountain Lakes Public School District

**School Year:** July 1, 2023 - June 30, 2024

**Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))**

**Option B**

Indicators	Score (0-3)
A. Responsible staff are knowledgeable about the process to notify parents of alleged offenders and alleged victims in each reported HIB incident and how to implement the process.	3
B. The school has a process in place to ensure completion of each investigation within 10 school days of the written incident report.	3
C. The school has a process in place to prepare a written report on the findings of each HIB investigation.	3
D. The school has a procedure for reporting the results of each investigation to the chief school administrator (CSA) within 2 school days of completion of the investigation.	3
SUB-TOTAL (possible 12)	12

**Core Element #8: HIB Reporting (N.J.S.A. 18A:17- 46)**

Indicators	Score (0-3)
A. The school has a <i>procedure</i> for <i>ensuring</i> that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	2
B. The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	2
SUB-TOTAL (possible 6)	4
TOTAL SCORE (possible 78)	68

**School Name:** Wildwood Elementary School  
**District Name:** Mountain Lakes Public School District  
**School Year:** July 1, 2023 - June 30, 2024

Preliminary Determination	
Did your school district’s policy permit the use of a preliminary determination for reports of HIB during the 2023-2024 school year?	No
During the 2023-2024 school year, how many times was a preliminary determination made in your school that an incident or complaint was outside the scope of the definition of HIB and did not need to be investigated as HIB?	N/A

**School Name:** Wildwood Elementary School  
**District Name:** Mountain Lakes Public School District  
**School Year:** July 1, 2023 - June 30, 2024

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## **Wildwood Elementary School (3460-080)**

### **STATEMENT OF ASSURANCES**

By submitting the *School Self-Assessment for Determining Grades under the ABR* (Self-Assessment), the chief school administrator (CSA) assures that:

1. The school safety/school climate team (CC/SCT) had the lead role in completing the Self-Assessment.
2. The public was given the opportunity to comment on the Self-Assessment prior to district board of education (BOE) approval.
3. The BOE approved the Self-Assessment at a public meeting, prior to submission to the New Jersey Department of Education (NJDOE).
4. All information in the Self-Assessment is an accurate and complete account of the status of the school's efforts at implementing the ABR at the time of submission, the SS/SCT's report, the public comment on the report, and the district BOE's review of and decision on the report.
5. The NJDOE or its authorized representatives will be provided with access to, and the right to examine, all records, books, papers, or documents related to the Self-Assessment.
6. The grade assigned by the Commissioner for the school and for the school district in the district will be posted on the home page of the *school's* website within 10 days of its receipt from the NJDOE.
7. The grade assigned by the Commissioner for the school district and each school in the district will be posted on the home page of the *school district's* website within 10 days of its receipt from the NJDOE.
8. The BOE at a public meeting will review the grades assigned by the Commissioner for each school and the school district.

## **Nursing Services Plan 2024 - 2025**

### **Mountain Lakes School District**

The certified school nurses of the Mountain Lakes District have a multitude of roles within their professional scope of practice. In an ongoing effort to insure children remain healthy and ready to learn, the school nurses take on roles of nursing care provider, investigator, communicator, counselor, educator, child advocate, community liaison, recorder and manager.

#### Nursing Care Provider

Within the role of nursing care provider, the school nurse uses the nursing process, which includes assessing, planning, implementing and evaluating the nursing care in an ongoing manner. The individualized health care plans and emergency plans are developed and carried out by the school nurse for each individual student with acute or chronic health concerns.

#### Investigator/Data Collector/Researcher

The school nurse seeks information regarding health histories, health practices, environmental concerns, safety issues, communicable disease patterns and current health information relevant to the practice of school nursing. Consultations with parents and guardians, pediatricians, school physicians, specialists, health agencies, administrators, classroom teachers, custodial staff and maintenance staff are conducted in order to gather information.

#### Communicator

As communicators, the school nurses share information with students, parents, staff members, physicians, health care agencies, administration and governmental agencies. Telephone conferences, personal letters, weekly newsletter, flyers, bulletin board postings, e-mail communications, website updates, personal conferences, departmental meetings, input for Pupil Assistant Committee meetings, 504 Committees, Child Study Team meetings, Safety Committee meetings and Staff Development presentations represent some methods and means by which health information is gathered and/or disseminated.

#### Health Counselor

The school nurses serve as health counselors to students, parents and staff regarding health issues and personal concerns. Referrals for the child at risk are made to the school psychologist, pupil assistance counselor, administrators, school physicians, private physicians or community health agencies as needed.

### Educator

The school nurses are health educators for students, families and/or staff as they provide information on but not limited to acute or chronic health conditions, sensitive topics such as sexually transmitted disease or head lice, personal hygiene, allergies, conflict resolutions and growth and development. In the Health Office, school nurses teach about health maintenance validating and practicing the “theory” taught in the classroom. School nurses often teach informally on a one-to-one basis in the health office or formally in the classroom supplementing the health curriculum provided by the health teachers.

### Child Advocate

As child advocates, school nurses work closely with staff and families to help insure that health needs are identified and accommodations are put into place. Advocacy often includes and extends beyond referrals for health services, counseling, community programs, camps or DYFS, if applicable. Children unable to advocate for themselves sometimes present themselves to the school nurses using avoidance behaviors or symptomatology that masks the underlying problem. As child advocate, school nurses must “see” beyond the immediate problem and use listening skills to “hear” what the child is saying before advocacy strategies can be put into place utilizing district/school or outside resources.

### Community Liaison

In the role of community liaison, school nurses work with local groups and organizations such as the American Cancer Society Great Smoke-out, Great American Healthy Lunch, Daffodil Days, Making Strides for Breast Cancer, Project Reach, and various health organizations coordinating presentations for the Wellness Committee.

### Record Keeper/Recorder

A time consuming role for school nurses is that of recorder. Legal health records must be maintained for each student including documentation of each incident of nursing care. The entries include the date, time and major complaint, nursing assessment, plan of care, implementation and evaluation. Written communication from parents and health care providers must be incorporated into the student records. Data must be collected for state agencies related to immunizations, tuberculosis, medical waste management and employee injuries. Reports are required to be filed within the state parameters.

### Manager

The variety of responsibilities of the school nurses in the Mountain Lakes District meeting the health needs of the students and staff requires the school nurses to be managers of health services. Assisting families as they cope with their children’s health problems, which may create barriers to learning, helping them to manage their health conditions and promoting a safe and health environment for all children and staff requires the school nurses to prioritize concerns and advocate for the assignment of health services staff that achieves this goal.



### **Acuity Levels of Student with Medical Involvement**

The assignment of the school nurses in Mountain Lakes School District must not be based solely on student enrollment figures but must also take into consideration the special education enrollment, and the severity and acuity of the students' health conditions and concerns of each building. Severity or acuity levels can be broken down into four levels:

#### **Level I. Nursing Dependent**

Nursing dependent students require 24 hours per day, frequently one-to-one, skilled nursing care for survival. Many are dependent on technological devices, for example, a student requiring mechanical ventilator support and/or continuous nursing assessment and intervention. Without the use of the correct medical technology and nursing care, the student will experience irreversible damage or death. Children with *Do Not Resuscitate* Orders are included in this category.

#### **Level II. Medically Fragile**

Students with complicated health care needs in this category face each day with the possibility of a life-threatening emergency requiring the skill and judgment of a professional nurse. Examples may include, but are not limited to severe seizure disorder requiring medication, severe asthma, sterile procedures, tracheostomy care and suctioning, unstable or newly diagnosed diabetics with unscheduled blood sugar monitoring and insulin injections, diabetics on insulin pumps requiring monitoring, and asthmatics requiring nebulizer treatments.

#### **Level III. Medically Complex**

Students with medically complex concerns require daily treatments or close monitoring by a professional nurse. They may have unstable physical and/or social-emotional conditions and the potential for a life-threatening event may exist. Examples include but are not limited to: ADHD and on medication, anaphylactic event, cancer, immune disorders, moderate to severe asthma (inhaler, peak flow meters), preteen or teenage pregnancy, carefully timed medications, medications with the potential of major side effects, unstable metabolic conditions, continuous or intermittent oxygen and complex mental or emotional disorders.

#### **Level IV. Health Concerns**

It the category of health concerns, the student's physical and/or social-emotional condition is currently uncomplicated and predictable. Occasionally, the student requires monitoring, varying from bi-weekly to annually. Examples include but are not limited to dental disease, headaches, migraines, sensory impairments, diabetics self managed by the student, dietary restrictions, eating disorders, encopresis and orthopedic conditions requiring accommodation.

**Mountain Lakes School District**  
**Nursing Services Plan**  
**School Year: 2024-2025**

**Provision of Nursing Services in Emergency Situations**

Health or medical emergencies occurring during the school day are assessed, evaluated and treated by the school nurse. The school nurse carries a Walkie-talkie and/or cell phone at all times during the school day so that she can be reached at any time. The school nurse can be considered as the Health Commander in each school. She would delegate tasks to other staff members as the need arises. Emergency medical services are contacted for emergency situations requiring immediate medical care and transport to an emergency room. If any student becomes seriously ill or injured at school, the school nurse notifies a parent or the school nurse delegates an administrator or staff member to contact the parent while she tends to the student in need.

*We will continue to fully implement all parts of Janet's Law, effective September 1, 2014.*

The certified school nurses are trained in Healthcare Provider CPR/AED Training every two years. Many staff members and all coaches are trained in CPR/AED every two years. There are AED's (Automatic External Defibrillators) in each school. To ensure survival for any cardiac arrest victim, there are AED's now located at six separate outdoor locations where sports are practiced/competed. The school nurse keeps up a current list of all staff members trained in CPR/AED each year at every school. Inside the high school, Narcan is available with every AED.

In order to assure that medical needs will be met in emergency situations, including school trips and after hour school sponsored activities, all professional staff have been given basic training in the assessment and care of a student suffering a life-threatening allergic reaction. Additionally, individual EPI-PEN training is provided for new staff at the high school and in all schools for those who are acting as delegates for specific students. Each student who has a life-threatening allergy has an Emergency Healthcare Plan. Clearly labeled Epinephrine auto-injectors are stored in an unlocked area in each nurse's office. Additionally, there is an emergency auto-injector containing Epinephrine located in each school in a designated accessible location.

For the treatment of asthma in the school setting, each school has a nebulizer for the purpose of administering prescribed medications. Each school nurse has received training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards. Each student with asthma has an Asthma Treatment Plan prepared by the student's healthcare provider. This Asthma Treatment Plan has identified the student's triggers and medications prescribed to treat an acute asthmatic episode. Basic training of students with asthma is provided to all professional staff through annual Vector Solutions Training.

For students with Diabetes, an Individualized Health Care Plan is written based on the student's medical orders written by their healthcare provider (usually the endocrinologist) and the parent's input. This plan is signed by physician, parent and school nurse and implemented. Each student with diabetes has all of his or her necessary tools, snacks, medications stored together in the nurse's office and clearly labeled. All teachers of students with diabetes are informed of the student's condition and are instructed in the identification of symptoms of hypoglycemia and hyperglycemia. Basic training of students with diabetes is provided to all professional staff through annual Vector Solutions Training.

For students with Seizure conditions, an Individualized Health Care Plan is written based on medical orders from healthcare provider, medical and health history, and parent input. This plan is signed by physician, parent and school nurse and implemented. All teachers of students with seizure conditions are informed of the student's condition and basic training of students with seizure conditions is provided to all professional staff through annual Vector Solutions Training.

Universal Precautions Training as well as bloodborne pathogen training is provided annually to all staff through Vector Solutions Training.

The school nurse in each school has a role to play during any evacuation or lockdown procedure, which is specific to the needs of the school where she works. Each nurse has a "Go" bag with necessary first aid supplies, emergency medications and student health emergency cards.

When the school nurse is absent every attempt is made to obtain substitute coverage. If no substitute nurse is available, then the nurses from the other district schools will all share in coverage for the school that doesn't have a nurse on site. New this school year, we have a contract with Bayada Nursing Agency for sub coverage.

**Mountain Lakes School District  
Nursing Services Plan  
2024-2025  
Wildwood Elementary School  
K-5**

Student Population:	423
Staff Population:	80
Total of Students and Staff:	503

**Acuity Levels:**

Level I: Nursing Dependent:	0
Level II: Medically Fragile:	3
Level III: Medically Complex:	64
Level IV: Health Concerns:	63

**Statistics from 2023-2024 school year:**

2529 total visits  
198 PRN meds given; 346 Daily  
270 students sent home for illness or injury  
82 reported cases of streptococcus  
30 reported cases of conjunctivitis  
4 reported cases of influenza  
3 reported cases of impetigo  
2 reported cases of scarlet fever  
6 cases of pediculosis  
COVID-19 cases- 4 students; 4 staff  
Incident reports- 2 staff; 11 students

**Recommendations:**

Due to the high volume of students and staff at Wildwood Elementary School, and according to the NJ School Nurses Association recommendations for certified school nurse to student ratio, I recommend the employment of a full-time certified school nurse for Wildwood School.

I would also recommend the hiring of a medically trained para professional to assist with the care for the 2 diabetics that need consistent monitoring and care currently in Wildwood. Furthermore, the addition of a part-time district float nurse would be a wise consideration. A float nurse would benefit all district certified nurses by assisting with state mandated health screenings, physicals, and lice checks. Given the fact that nearly all NJ schools have problems securing substitute nurses, it would greatly benefit the district to have a float nurse consistently available. This would allow the nurses of the district to be able to take an allowed sick day, grievance day, or personal day without worrying if their position is properly filled. Also, as the district will be having more scheduled field trips, a nurse is needed to attend many of these off site activities, a floater nurse would be able to fill this necessity. The addition of a contracted nurse substitute service is very helpful for the district's nurses.

Wildwood School has 72 new students for the 2024-2025 school year, including the incoming kindergarten class. There are 63 kindergarten students and 9 upper grade transfers. The nurse must ensure that new students have all immunizations and medical documents required. Accordingly, communication with parents/ guardians is essential, to assist these families with finding medical facilities and to ensure the proper vaccinations were received or will be received. Records from previous schools need to be received and reviewed.

Student immunization records are audited annually by a public health nurse from Mount Olive Department of Health and Human Services. It is the school nurse's responsibility to make sure all students are in compliance with NJ state minimum immunization requirements. A state report is completed and submitted annually.

Wildwood School currently has 37 students with some degree of food allergy. 23 students require epipens. Teachers and staff that are in contact with these students, are informed of their allergies and how their allergies are managed. Epipen delegate training is highly encouraged and provided to the staff.

At the beginning of the school year and as new students enroll or new conditions arise, health records are reviewed for all students. Any students with a medical condition that necessitates having medications in school, must

have the proper documentation signed by the ordering physician and the parent/ guardian. Staff is made aware of any conditions for their students and the nurse makes sure the teacher has an understanding of the medical condition. The nurse attends 504 meetings and advocates for the students.

There are 2 students with Type 1 Diabetes at Wildwood. Both students require constant monitoring by the nurse. Technology allows for monitoring through an app, which helps the nurse to see if the student needs a correction when too high, or glucose when the student may be low. The nurse must also see the students for any food consumption. The nurse is in contact with the parents of the diabetics. A school-owned phone or tablet would be most ideal for proper management of the diabetic students. If the nurse is absent, the substitute nurse or covering nurse from another district school can see the students' readings. The nurse must always advocate for the diabetic student because blood sugar fluctuation can affect their learning and general wellbeing.

This school year, there are 6 students with hearing devices in Wildwood School. There is a Lake Drive teacher in the building that manages the care of the hearing devices, however contact with the families is through the nurse.

There are 3 Automated External Defibrillators (AED) at Wildwood School. They are checked monthly and maintained by the nurse. The nurse also annually coordinates an in-service for staff for CPR and AED certification.

TB tests are given to new employees that request it, as it is required for all school employees who have not previously had it. Transfer students from a country that has a high incidence of tuberculosis must also have a TB test. An annual report is then forwarded to local and state board of health.

Mandated health screenings are completed by the school nurse. All students K-5 have blood pressure, height and weight checked. Kindergarten, 2<sup>nd</sup> and 4<sup>th</sup> grade have hearing and vision screening; 1<sup>st</sup> and 3<sup>rd</sup> grade have their hearing screening. 5<sup>th</sup> grade is screened for scoliosis. Screenings are also done when it is requested by a teacher or parent or when the student is being evaluated by special services.

The school nurse does a great deal of individual health and wellness teaching on a daily basis. Later in the school year, a hygiene program is introduced to the 4<sup>th</sup> grade students and a puberty program is given to the 5<sup>th</sup> grade students.

In addition to caring for the students of Wildwood School, the nurse also cares for injured or ill staff members. Any student or staff injury/incident warrants an incident report. Staff injury reports are called in to Workman's Compensation. OSHA reports are submitted yearly.

Attendance is maintained by the school nurse at Wildwood School. There is a new system this year called, Pick Up Patrol, for parents to enter in their child's absence, late arrival or early dismissal. There is also a designated phone line and email for parents/ guardians to contact the school to communicate absences, tardies and early dismissals. The nurse must contact families of absent students that did not contact us. Having this role helps in knowing the overall wellness of the student body.

At the elementary school, a high level of communication is necessary with parents/ guardians. This is done by phone and email. Notice of communicable diseases is sent through email. Parents/ Guardians are told of an illness reported in their students' homeroom and are made aware of the symptoms of that illness. By doing so, families can be prepared and students will, in theory, be absent less.

If additional students enter or transfer into Wildwood School that are medically challenged, this Nursing Services Plan would need to be reviewed or revised to insure that it helps provide optimum care to the entire school population. This goal is achieved by having adequate nursing staff to meet these needs.



## **Nursing Service Plan**

### **Briarcliff Middle School**

**2024-2025**

Grade Levels	6, 7, 8
Student Population	266
Staff Population	56
Total Number of Student and Staff	322
General Education Enrollment	243
Special Education Enrollment	23
Acuity Levels:	
Level I Nursing Dependent	0
Level II Medically Fragile	3
Level III Medically Complex	18
Level IV Health Concerns	53

#### **Recommendations:**

This year, considering the acuity and health conditions of students and staff at Briarcliff Middle School, I recommend the employment of a full-time certified nurse for the 2024-2025 school year.

I usually arrive early to begin my day in the health office, so that I am prepared for the students when they arrive. I use Genesis and technology to create and consolidate student information and medical information. I am dependent on



technology working for searches to run smoothly and go about my day in the health office.

This year again, I am required to submit weekly surveillance for Covid-19 reporting purposes. I have registered with the Communicable Disease Reporting and Surveillance System (CDRSS) for this weekly reporting on Tuesdays. I have taken the required webinar to understand how to compile the weekly data.

This weekly surveillance report includes data on all student absences which translates to a more thorough recording of reasons for absences. If parents do not explain their child's absence when they leave a message with the attendance office, then the nurse shall call the parent/guardian to obtain the information. This does pose to be a timely process.

I have also completed registration with the New Jersey Immunization Information System enabling me to track students' current vaccines of those enrolled in the state program. This helps to ensure that more accurate data is reported to the CDRSS.

Each day the nurse continues to address the acuity of medical conditions, along with the special needs of students, staff and community members including health counseling and support staff.

Communication with parents and the need for continued follow-up care for students is vital to ensure their health and safety while in school. In addition to the student's physical needs, their mental health is of paramount importance and concern during these middle school years. As a member of the Intervention and Referral Service Team and the 504 Committee, recommendations of in school academic support and counseling services for students are suggested and monitored throughout the school year. In response to the increasing mental health concerns the school nurse is also a member of the Mental Health Team that meets every two weeks to identify and support students at risk. This year there have been hours spent in meetings with parents crafting medical 504 plans and I&RS plans for students with special needs.

Briarcliff has many reported cases of students with orthopedic needs throughout the school year. These students require special considerations medically, with physical limitations imposed during physical education and recess. These students

also require special considerations during safety drills conducted throughout the school year. These physical considerations need to be communicated to the teachers and staff. There is daily communication between the teaching staff, the nurse, and parents regarding the needs of these students.

In addition to the services noted above, this year we have 15 students at Briarcliff that are part of the Lake Drive program. Several of them have special medical needs that require the attention of the nurse throughout the school day.

EpiPen delegates need to be assigned and trained. The nurse is responsible for designing and facilitating the certification program. This year group instruction was implemented. Instruction for the teaching staff on how to recognize signs and symptoms of anaphylaxis and administration if an epi pen is required. There is a heightened awareness of students with allergies due to new students presenting this year at Briarcliff with more serious life-threatening allergies. The nurse shall ensure that there is at least one EpiPen certified staff member present during the lunch period. EpiPens have been strategically placed throughout the building so that they are easily accessible in case of an emergency. Therefore, on each floor of the building there are three to four EpiPens available. There continues to be many students with serious allergies requiring administration of EpiPens. This year there are 14 students with life threatening allergies.

There are numerous students with asthma requiring use of an inhaler or nebulizer treatments. The nurse needs to check all the health records to ensure that all necessary documentation has been submitted as well as the appropriate medications. This year there are 12 students with asthma.

Sports programs in Briarcliff school include soccer, cross country, basketball, golf, baseball, and softball. These sports require a great amount of attention from the nurse to ensure that all students have submitted the required physical and health forms needed to safely participate. Coordination of services by the district physician is the responsibility of the school nurse for fall, winter, and spring sports. The physician is asked to visit Briarcliff Middle triennially to examine students and clear them for their chosen sport. Each year more and more students and their parents have been taking advantage of this service rather than having their primary physician complete the annual pre-participation sports physical exam. If a student that is not participating in a sport but needs to have a physical exam

completed and is unable to see their personal physician for extenuating circumstances, these students will also be seen by the school physician. Prior to the students being seen by the physician, the school nurse performs health screenings for height, weight, and blood pressure. After the physician's examination, the nurse records the information in the student's permanent health record. The school nurse communicates the physician's medical recommendations and pertinent findings to the student's parent/guardian and monitors the follow up compliance.

To monitor the health and wellness of our students each student undergoes a screening by the school nurse. Vision, hearing, and blood pressure screenings are performed in addition to height, weight, and scoliosis exams for the 7<sup>th</sup> grade. Abnormal findings are reported to the parents with recommendations to follow up with their child's physician.

To maintain an efficient nursing practice the school nurse must keep abreast of current technology. To educate and communicate with the community, hours are spent designing and maintaining a school nurse website. Keeping in mind the current privacy laws, the compilation of health data can only be done by qualified personnel.

Current legislation mandating vaccines requirements and yearly physical examinations are monitored annually by the school nurse and updated continually. Once again, this year there are immunizations requirements for incoming 6<sup>th</sup> graders and transfer students. In anticipation of this state mandate, letters and emails are being sent to families to ensure compliance with the state immunization compliance and student eligibility for school enrollment. The number of students not in compliance with the state immunization laws has increased. It is the school nurse's responsibility to send out an initial notification alerting the parents regarding the state law and missing immunization that is required. Then the school nurse needs to follow up with emails and phone calls to ensure compliance and avoid exclusion from school. The district health nurse audits the student's health records annually. It is the school nurse's responsibility to prepare the records for the annual audit.

There are numerous students with life threatening allergies and asthma. Appropriate paperwork needs to be signed by parents and physicians to facilitate

the administration of emergency care and medication. This process needs to be completed each year. Letters sent home to parents and follow up phone calls regarding the completion of this necessary paperwork as well as encouraging the parents to supply the medication, is time consuming. Due to the level of health concerns the school nurse needs to accompany the students on various class trips or send an epi pen delegate or RN to administer medications while on the trip.

In conclusion, I recommend that the district employ another certified school nurse to float between the four schools in the district. The floating nurse would assist in all duties of the school nurse but not be limited to

1. All screenings and sports physical programs
2. Transcribing health information from an A45 to the student's health record on Genesis.
3. Accompanying health risk students on field trips.
4. Registration of new students at entrance levels.
5. Substituting for an absent school nurse in any of the district's four schools as needed.

**Mountain Lakes High School**  
**School Year: 2024 - 2025**  
**Nursing Services Plan**  
**Grades 9-12**

22

<b>General Enrollment:</b>	<b>568</b>
<b>Staff Population:</b>	<b><u>110</u></b>
<b>Total Number of Staff &amp; Students</b>	<b>678</b>

**Students with Medical Involvement**

**Acuity Levels:**

<b>Level I: Nursing Dependent</b>	<b>0</b>
<b>Level II: Medically Fragile</b>	<b>8</b>
<b>Level III: Medically Complex</b>	<b>48</b>
<b>Level IV: Health Concerns</b>	<b>104</b>

**Recommendations:**

**Mountain Lakes High School**

For this school year, COVID-19 Protocols are more relaxed. The school nurse will continue to assess/monitor any student or staff who is ill with COVID-19 compatible symptoms which may or may not be COVID related and follow the exclusion criteria. The school nurse should continue to instruct and encourage all students and staff to practice all activities (social distancing, mask wearing, frequent hand washing, proper respiratory hygiene) that reduce the risk of exposure to the virus. Following the NJDOH and DOE Guidelines, the school nurse will continue to monitor the regional COVID-19 Risk Levels and surveillance indicators. The school nurse will continue to report every cluster of positive cases to the Mount Olive Health Department. The NJ Department of Health will expect accurate record keeping and tracking of COVID, influenza and other key surveillance activity via CDRSS.

In a normal school year, due to the volume of students seen in the Health Office at MLHS (range: 20-30 per day), the acuity of the health conditions identified, and the number of students with special needs, it would be recommended that Mountain Lakes High School employ one full time certified school nurse for the 2024-2025 School Year. During this school year, there are thirty-five (35) students with life-threatening allergies. There are two (2) students with Insulin Dependent Diabetes. There are two (2) students with a seizure disorder, one student with

POTS who is symptomatic, one student who is pregnant, one student with a serious Eating Disorder requiring daily monitoring and one student with adrenal insufficiency. We usually have approximately 15-20 students recovering from concussion every school year. There are many students with ADHD and mental health issues. Approximately 400 students are participating in a fall sport at MLHS and every sport physical is reviewed by the school nurse for completeness and recorded on *Genesis* as well as in student's personal health record. The school nurse also inputs all the ImpACT Testing dates into *Genesis*. There are 46 students who have asthma and at any given time, students in wheelchairs and on crutches recuperating from orthopedic surgery/conditions. Some of these students have complicated health care needs and require close monitoring by a professional school nurse. We have a couple of faculty members with special medical conditions / concerns.

If additional students transferring into MLHS during the 2024-2025 School Year are medically challenged, this Nursing Services Plan will need to be reviewed/revised in order to ensure that it provides the health services and nursing staff to meet the needs of the children whose conditions fall into Acuity Levels I, II, III, or IV above.

Some of the responsibilities of the certified school nurse in the high school are as follows:

- CDRSS weekly reporting for Influenza and COVID Activity
- Physical sport exams will no longer be offered by the district via the School Physicians but every physical will be sent to them for approval or disapproval
- conducts biennial scoliosis screenings on all students in grades 9 and 11 and refers as needed for abnormal screenings
- conducts audiometric screenings on all 10th graders and refers as needed for abnormal screenings
- performs vision screenings for Motor Vehicle Testing
- conducts vision, height, weight, blood pressure and pulse screenings on all students annually who do not submit a sport physical from their healthcare provider and refers as needed for abnormal screenings

- maintains accurate pupil health records, including the annual review of immunizations
- secures immunization records and updates A-45 from parents, healthcare providers and / or other previously attended school districts as needed
- observes and recommends to the principal the exclusion of pupils who show evidence of communicable disease or who have not submitted acceptable evidence of immunizations
- provides or reviews annual Mantoux (TB testing) for appropriate new students and staff
- trains and supervises the emergency administration of epinephrine via auto-injector to all new professional staff
- performs first aid care of students and staff with illness or injury
- performs a health assessment on students being evaluated for drug testing referral
- assesses and provides referrals for emergency care, social services and nutritional services
- provides care of special needs students which may include blood glucose monitoring, inhalation therapy, or maintenance of tubes and catheters
- maintains valid, current Cardiopulmonary Resuscitation (CPR) and Automatic External Defibrillator (AED) certification
- facilitates and coordinates CPR/AED Training for all coaches/administrators and select teachers and maintains records of certifications
- prepares and teaches Heartsaver Course to coaches, teachers, administrators and students as needed
- orders and manages all CPR Supplies for Heartsaver courses
- monitors district AED spreadsheet for monthly compliance

- tracks and monitors the MLHS four (4) AED's for battery compliance and general inspection guidelines and replaces Narcan with each AED as needed
- reviews and summarizes health and medical information for the Child Study Team referrals
- manages intake of all sport physical related paperwork and creates Medical Eligibility Lists and distributes to all coaches for every sport throughout season
- prepares and teaches the basics about Diabetes, Signs, Symptoms and Treatment of Hypoglycemia and Hyperglycemia and Glucagon Administration to coaches, teachers and bus drivers as requested / needed
- writes and updates the health accommodation plan under Section 504 for any student who requires one
- writes Emergency Healthcare Plans or Individual Health Plans for any student with a special health care need
- provides health instruction for individuals and classes per curriculum and teacher request
- creates educational bulletin boards on health topics of interest for the Nurse's Office
- reviews proposed field trip student lists and arranges for substitute nurse when appropriate
- prepares health records / medications for student overnight field trips
- provides health counseling for students, family members and staff
- administers prescribed daily and as needed medications
- monitors seasonal flu symptoms of students and staff and sends individuals home as per state protocol



- works directly with the Athletic Director and Athletic Trainer to provide baseline ImPACT Concussion Testing to all student athletes and monitors return to play protocol when appropriate
- serves as a member of the MLHS IR&S/504 Committee and CORE Team
- completes an injury/illness report for any student/staff member or visitor as needed and calls in all staff injuries to the Employee Injury First MCL number
- completes Annual OSHA Documents and submits/displays as required
- attends all staff and department meetings at MLHS and regularly attends Morris County School Nurse's Association Meetings
- attends and actively participates in the Mountain Lakes School Nurse Professional Learning Community meetings
- attends Professional Development courses throughout the year as needed to learn how to improve on best practices in school nursing

## Lake Drive Program

Nursing Service Plan 2024 - 2025  
Lake Drive Pre k 3 – 8th grade

### Building Population:

- Average enrollment students:
  - LD 47
  - LD students in Ivy Hall Prek 3 and 4 6
  - Mt Lks Ivy Hall Prek 3 and 4 Special Services 5
  - Mt Lks Ivy Hall Prek 3 and 4 program 36
  - Total students 84
- Staff population: 50
- Average total: 135

Acuity Level	Number of Students and Staff
Level I: Nursing Dependent Private Duty Nurse <ul style="list-style-type: none"> <li>• 24 hour 1:1 skilled nursing care</li> <li>• for conditions like Tracheostomy/Feeding tube</li> </ul>	0
Level II: Medically Fragile <ul style="list-style-type: none"> <li>• Possibility of life-threatening emergency requiring assessment from nurse</li> <li>• Asthma, EPI PEN, Diabetic, Seizure, active feeding tube</li> </ul>	11
Level III: Medically Complex <ul style="list-style-type: none"> <li>• Daily treatments and/or monitoring, potential for life-threatening event , asthma</li> <li>• Cardiac, and/or neuromuscular condition, feeding tube inactive</li> </ul>	4
Level IV: Health Concerns <ul style="list-style-type: none"> <li>• Condition uncomplicated and predictable with occasional monitoring</li> <li>• Those whose condition is not necessarily noted above</li> </ul>	69

### Role and responsibilities of the Certified School Nurse in Lake Drive Building:

A student with unmet health care needs has been shown to disengage from the learning process and fall behind their peers. Health care services implemented by the nurse directly impact the students' ability to achieve their greatest learning potential while in the school setting.

Because the Mountain Lakes Lake Drive Program educates those students with special needs, hearing loss and general education pre k students who have a variety of health concerns, it is recommended that Lake Drive School employs one full time certified school nurse in the Lake Drive building.

Currently, the district has contracted with an outside nursing agency to staff our buildings in the event of a nurse's absence should our local substitute not be available. This contract should be continued annually in order to follow best practices in medical staffing to ensure the medical needs of the building, particularly in an emergency, are covered.

Maintaining the health and safety of the individual student and staff is critical for the well being of the entire school community. The school nurse must liaison with family, physicians, public health, and social service agencies along with district case managers to maintain the optimal health and well being of the child, staff and community. As the in-house expert, the certified school nurse is able to optimize student's health offering better availability to learning.

Additional nursing services planned for the school year include:

- Provides or arranges various PD days for the staff including CPR, EPI PEN training, glucagon administration, building emergency response teams, and playground/campus safety.
- Arranges and assists in 'awareness' days for students and staff including fire prevention, character development, dental health, cancer awareness, heart health, and habits leading to wellness.
- Reviews and updates health forms and health related information posted on the Genesis.
- Participates in weekly team meetings and/or IEP meetings of individual students to collaborate and act as a resource for staff when establishing or evaluating education plans as they pertain to medical conditions.

- Writes an individual health plan (IHP) and/or 504 when a medical condition significantly impacts a student's educational goals.
- Teaches lessons covering Core Curriculum Standards 2.1 and 2.3 P-6 ( PGO, EH, HCDM coding) covering health, wellness, hygiene, maturation and aspects of puberty.
- Completes, PDPs, end of year reflection as part of the district's evaluative process assessing previous years outcomes to inform the next year's professional and student growth goals.
- Reviews all students' immunization records to ensure they are in compliance in preparation for the DOH annual audit. Annual TB reports are prepared for the board of education along with an OCHA summary report.
- Maintains several memberships to professional nursing organizations at the national and local level and attend annual conferences at my own expense as there are no budgeted dollars for membership or conference fees. By maintaining active participation in these organizations and attending various workshops for continuing education and professional development, I am able to incorporate best practices into my professional setting and share my experiences with district nurses through our PD days.
- Trains new sub-nurses (when they are available) reviewing specific policy, procedures, and student needs. A substitute binder is maintained and updated in the nursing office. It contains all Emergency procedures and policies, Emergency Health Plan for the building and instructions on what the substitute's roles are during an emergency.
- Assesses the grounds and the building to ensure important site lines are free of overgrown shrubbery and the building has no visual defects. Also, the playground yard is free of divots, sinkholes, animal excrement, and the fencing is in working order. The playground equipment is assessed for safety, breakage, bees/wasps and any other issues.
- Participates on the district's Safety and Security Committee, continue to review LD evacuation routes and drills, ensure medical safety equipment is in working order, create a medical/ behavioral response team and then practice response scenarios and help to identify and resolve any safety concerns.
- Ensures compliance with Janet's Law: The certified school nurse implements an AED protocol for the building, assesses the need, spacing, signage and

maintenance of 2 AEDs for the Lake Drive building. The nurse arranges for a minimum of 5 CPR/AED trained personnel to be in the building during school hours. The nurse notifies and meets with first responders/police department to review AEDs placement and emergency plans. Both AED batteries are checked monthly by the school nurse.

- Informs staff of the CPR/AED course at the high school at the beginning/summer of each school year. Those completing the course are added to the building's CPR Certification list. The list is part of the Emergency Health Plan for the building and compliance for Janet's Law.
- Maintains a current CPR/AED for the Healthcare worker Certification every 2 years at my own expense. And orders necessary accessories for the AED as they expire.
- Creates an emergency plan for the Lake Drive building identifying staffs' roles they might perform during an emergency. The emergency plan is to be reviewed, practiced, and updated annually during the fall staff meeting or on a PD day.

#### Lake Drive Health Office: Recommendations

The district has purchased new AEDs for the majority of the district; however, not all expiring AEDS have been replaced as of yet. While the AEDS in LD building have been replaced this year, I recommend not postponing the purchase of 4 new AEDS (1 for WW, 1 for BC and 2 for the HS) until next year's budget. Replacing these 4 expired AEDS ASAP ought to be a district priority to maintain optimal preparedness in the event of a medical emergency.

The limited space and design of the health office in LD poses issues for client privacy (staff and student) during treatment, phone conversation, evaluation, screenings, comfort, and safety. There is no area to offer privacy/isolation between an ill child and a well child. Space may be found if the office was expanded to the exterior 'kitchenette' and boys room closet. This would create multi-purposed areas that could (with the use of a curtain/screen) offer some relief to the issues of privacy mentioned previously and simultaneous student visits.

I recommend expanding the only 2nd floor 1 person prek restroom located within the classroom so that the changing area is separate/private from the toileting area.

It is recommended that a unisex restroom with a diaper changing station be created on the 2nd floor ( main hall ) of the LD building. Currently, the only restroom for all

female and prek students (approx. 50 –60 students) is on the basement level. This requires all prek students and majority of LD female students to walk 2 –3 flights of stairs to use the restroom. And puts a tremendous amount of wear and tear on the 1 newly remodeled restroom. This restroom is also shared with Sound Start babies.

The lady's staff restroom, located on the 3rd floor, is freezing in the winter months. It also only has 2 stalls which often leads to bottle neck over the lunch breaks. It is recommended the shower stall in the lady's restroom be converted to a toilet stall creating an extra facility and an electric baseboard heat is installed to supplement the ongoing heat issue in that staff bathroom.

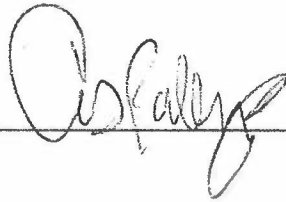
The playground mulch and grass area continues to have problems with pooling water/ lack of appropriate drainage. Several 'mini sinkholes' developed over the seasons. It creates a mosquito breeding ground, unsafe muddied areas around the playground, mulch decay and future 'sinkholes' and seasonal fungus growth on the mulch. This seems to be the result of the County placing an underground drainage pipe from the Boulevard caddy corner across the blacktop and grass area to the lake. A new resurfacing of the mulched area with a product similar to that used at Wildwood would offer the best alternative to permanently fixing the play area.

In conclusion, in order to continue to provide an excellent learning environment and the optimal wellness, and the highest health safety standards of the school community, it is essential to continue to employ at the Lake Drive building a highly qualified certified school nurse to continue to meet the 21<sup>st</sup> century goals of the district.

### School Physician's Review

I have reviewed the attached recommendations for the Nursing Services Plan for the Mountain Lakes School District and approve of this plan.

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Medical Inspector

**Arnold Pallay, MD  
Changebridge Medical Associates  
170 Changebridge Road  
Suite C3  
Montville, NJ 07045**