



Mountain Lakes School District

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**MOUNTAIN LAKES BOARD OF EDUCATION
MINUTES OF REGULAR MEETING**

October 6, 2025

The meeting was called to order at 6:30pm by Mrs. Barkauskas

STATEMENT OF ADEQUATE NOTICE

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Mountain Lakes Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted in the Mountain Lakes Municipal Building and sent to the following newspapers: *The Daily Record*, *The Citizen*, and *the District Website (www.mlschools.org)*.

PLEDGE OF ALLEGIANCE

Board President, Mrs. Barkauskas will lead those present in the Pledge of Allegiance

ROLL CALL

Board Member	Present	Absent
Mr. Chiang, Jr.		X
Dr. Don	X	
Mrs. Forman	X (arrived at 6:37pm)	
Dr. Hirschfeld	X (arrived at 7:35pm)	
Mr. Johnson	X	
Mrs. Kulkarni	X	
Dr. Silva McIntyre	X	
Mrs. Parker (<i>Vice President</i>)		X
Dr. Sheth	X	
Mrs. Barkauskas (<i>President</i>)	X	

Also present: Dr. Brad Siegel, Dr. James Riley, Mrs. Ivonne Ciresi

EXECUTIVE SESSION

BE IT RESOLVED, that the Mountain Lakes Board of Education enter into Executive Session was made by Mrs. Kulkarni seconded by Dr. Sheth, that the Board of Education adopt the following resolution.

The motion was approved 6-0-0.

BE IT RESOLVED, by the Mountain Lakes Board of Education on this 6th day of October 2025 at 6:34pm as follows:

1. The Board shall recess to closed session in accordance with the Open Public Meetings Law, N.J.S.A. 10:4-12b (1), (2), (6), (7) and (8). The general nature of the discussion including matters of personal confidentiality rights, including but not limited to staff and/or student discipline matters, and specifically legal, security, privacy, and personnel items.

6:37pm - Mrs. Forman arrived

2. These matters will be disclosed to the public as soon as the need for confidentiality no longer applies. Although the Board cannot guarantee it, the length of the Executive Session is estimated to be 60 minutes after which the public meeting of the Board shall reconvene and proceed with business. Action may take place.

3. This resolution shall take effect immediately.

MOTION, to leave executive session at 7:30pm was made by Mrs. Kulkarni and seconded by Mrs. Forman.

The motion was approved 8-0-0 and the Board returned to public session at 7:30pm.

STUDENT GOVERNMENT REPORT - None

MOUNTAIN LAKES SCHOOL DISTRICT STUDENT COMMENT - None

COMMENTS AND REQUESTS FROM THE MLEA CO-PRESIDENTS - None

PRESENTATIONS - None

BOARD PRESIDENT REPORT

Mrs. Barkauskas reviewed:

- Thank you to Stephen Fogarty, and congratulations on his retirement

SUPERINTENDENT / ASSISTANT SUPERINTENDENT UPDATE

Dr. Siegel reviewed:

- Presentation of updates on school security

7:35pm - Dr. Hirschfeld arrived

- Receipt of petition related to concerns and requests on school security

SCHOOL BUSINESS ADMINISTRATOR UPDATE - None

APPROVAL OF MINUTES - None

COMMENTS AND REQUESTS FROM THE MEMBERS OF THE PUBLIC ON AGENDA ITEMS

Stacey Zyzyck, 40 Glen Road:

- Thank you to Dr. Siegel for your attention and work in the area of security.

COMMUNICATIONS

Dr. Siegel reviewed:

- At the October 20th BOE meeting, Dr. Gravity Goldberg will present *What Leaders Need to Know about Literacy Instruction*

BOONTON TOWNSHIP REPORT - None

COMMITTEE REPORTS - None

LIAISON REPORTS

HSA - Dr. Sheth reviewed:

- Update on fundraisers
- Joint meeting with BT association
- LD HSA–working to form a connection to HSA
- Dr. Seigel met and addressed concerns about security
- Senior BBQ upcoming
- Wellness summit being planned
- BC Boston trip fundraiser
- New safety measures at BC were reviewed
- Principal Carlson’s Book Club is coming up
- New Aviation Club at BC
- WW Family Fun Night
- New safety measures at WW were reviewed
- Cultural Arts events coming up
- Talent show in February

MLEF - Dr. Silva McIntyre reviewed:

- Bingo Night on November 13th at 7:00pm at Rockaway River
- October 9th is their next meeting; they are always looking for volunteers
- Provided a grant for an Aviation club at BC with BT

Lakers Sports - Mrs. Forman reviewed:

- Please join to support Laker Sports Club

Recreation Commission - Mrs. Forman reviewed:

- Announcement of upcoming events
- Annual tree lighting 12/7; menorah 12/14
- Junior Laker Wrestling sign-ups are open
- Rack and ring requests will have a new process

FOTA - Mrs. Kulkarni reviewed:

- Fall drama
- Working with RVS to fund three glockenspiel kits
- Musicals–Frozen, 101 Dalmations, Willy Wonka
- Many concerts planned

- Summary of 24-25; \$7,400 was provided to support instruments and equipment
- Two \$1,000 scholarships

REPORT AND RECOMMENDATIONS OF THE SCHOOL BUSINESS ADMINISTRATOR / BOARD SECRETARY

A. FINANCE

- Dr. Riley reviewed Finance resolutions

Motion by Dr. Sheth and seconded by Mr. Johnson for motions #1 - #14

1. Presentation of Bills

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following bills list and check journals as of September 13, 2025 - October 3, 2025, as recommended by the Superintendent.*

	Fund	Amount
1.	General Fund (10)	\$595,571.41
2.	Special Revenue Fund (20)	\$1,793.91
3.	Capital Project Fund (30)	N/A
4.	Debt Service Fund (40)	N/A
5.	Cafeteria Account Fund (60)	\$44,868.14
6.	Total	\$642,233.46

District Roll Call 8-0-0

2. Budget Transfers

BE IT RESOLVED, that the Mountain Lakes Board of Education approve and authorize the School Business Administrator / Board Secretary's action of making budgetary transfers pursuant to the attached August Transfer Report, as recommended by the Superintendent.*

District Roll Call 8-0-0

3. Treasurer's Report

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the Treasurer's Reports for the month ending August, as recommended by the Superintendent.*

District Roll Call 8-0-0

4. Board Secretary's Report

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the Board Secretary's Report for the month ending August, as recommended by the Superintendent.*

District Roll Call 8-0-0

5. Tuition Received: Non-resident, Individuals and other LEAs

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following enrollment, as recommended by the Superintendent:

	Action	Student ID	School-Program	Start Date	End Date	Tuition	Extra Services
1.	New	5513	Lake Drive Regular	9/22/25	6/30/26	\$80,704	
2.	New	2157	Lake Drive Regular	9/22/25	6/30/26	\$80,704	

3.	New	IRT-5	Lake Drive Itinerant	9/2/25	6/30/26	\$7,220	
4.	New	IRT-6	Lake Drive Itinerant	9/2/25	6/30/26	\$1,900	
5.	New	IJ-10	Lake Drive Itinerant	9/16/25	6/30/26	\$6,650	
6.	New	IJ-7	Lake Drive Itinerant	8/27/25	6/30/26	\$7,220	
7.	New	IFR-19	Lake Drive Itinerant	9/3/25	6/30/26	\$7,030	
8.	New	IBB-5	Lake Drive Itinerant	9/5/25	6/30/26	\$7,220	
9.	New	IBB-6	Lake Drive Itinerant	9/5/25	6/30/26	\$760	
10.	Change	IR-8	Lake Drive Itinerant	9/2/25	6/30/26	\$760	
11.	Change	IBu-1	Lake Drive Itinerant	9/25/25	6/30/26	\$3,610	

District Roll Call 8-0-0

6. Professional Services

WHEREAS, the Mountain Lakes Board of Education (“Board”) has decided to secure the professional services to support the instructional programs of the district; and

WHEREAS, the Board is permitted, pursuant to the Public School Contracts Law, N.J.S.A. 18A:18A-1 et seq., to contract with vendors providing professional services, without advertising bids; and

NOW THEREFORE, BE IT RESOLVED, that the Board hereby awards the following contracts with vendors providing professional services, as recommended by the Superintendent:

	Contractor	Start Date	End Date	Nature / Service	Rate	Contract / Not to Exceed
1.	KCB Payroll Consulting, LLC	10/1/25	6/30/26	Temporary payroll consulting services on an as-needed basis	\$100/hr	N/A
2.	Samantha Nash, LLC	10/1/25	6/30/26	Professional Development Services	\$150/hr	\$1,350

District Roll Call 8-0-0

7. Travel / Conferences Expenditures 4

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following staff members to attend training and conferences in accordance with Policy 6471, as recommended by the Superintendent:

	Name	School	Location	Date	Event Name	Cost
DISTRICT						
1.	Ciresi, Ivonne	DW ▾	Old Tappan, NJ	12/8/25	NJ AI Literacy Summit	\$40
2.	Dunn, Rose	DW ▾	Trenton, NJ	9/9/25	Leadership in Action: Styles, Skills & Team Synergy	\$0
3.	Riley, James	DW ▾	Whippany, NJ	25-26 SY (Monthly)	NJASBO PD	\$1,568
4.	Santos, David	DW ▾	New Providence, NJ	25-26 SY (Alt. Months)	MUJC Tech Committee	\$0
5.	Santos, David	DW ▾	New Providence, NJ	25-26 SY (Alt. Months)	MUJC Cyber Security & Data Privacy Subcommittee	\$0
6.	Santos, David	DW ▾	Montclair, NJ	25-26 SY (Monthly)	NJECC Member Meeting	\$0

7.	Santos, David	DW ▾	Old Tappan, NJ	12/8/25	NJ AI Literacy Summit	\$0
8.	Sica, David	DW ▾	Princeton, NJ	10/21-10/22/25	NJ Science Convention	\$256
9.	Sica, David	DW ▾	Roxbury, NJ	12/3/25	CAE Roundtable	\$16
10.	DeTrollo, Alyssa	MLHS ▾	Morris County, NJ	25-26 SY (Monthly)	Morris County SAC Meetings	\$0
11.	Doniloski, Jason	MLHS ▾	Union, NJ	10/17/25	NJHSBCA Fall Baseball Coaches Clinic at Kean University	\$25
12.	Doniloski, Jason	MLHS ▾	Uncasville, CT	1/15/26-1/17/26	World Baseball Coaches Convention	\$867
13.	Mangili, Richard	MLHS ▾	Monroe Township, NJ	10/23/25	The Power of Feedback: Using Formative Feedback to Support Teacher Growth	\$325
IVY H/WW/BC						
14.	Carlson, Erik	BC ▾	Mahwah, NJ	9/29/25	Social Media and School Safety Training	\$21
15.	Liberto, Dominique	WW ▾	Virtual	9/16/25	Art Therapy 101: What is it? Why Use it?	\$0

District Roll Call 8-0-0

IVY H/WW/BC Roll Call 7-0-0

8. Fundraising 4

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following District Fundraisers, as recommended by the Superintendent:

	School	Fundraising Activity	Beneficiary/Purpose
DISTRICT			
1.	LD ▾	Veteran's Day Pie Raffle at LD, run by Gonzalez/Crocker's classes from 10/15/25 – 11/5/25	Proceeds to go to the GI Go Fund, a nonprofit charitable organization that assists veterans and all members of the military community with finding employment.
2.	LD ▾	T-shirt Fundraiser at MLHS from 10/15/25-10/30/25	Profits to go to Jr NAD service activities/scholarship and the Deaf Academic Bowl travel expenses
3.	LD ▾	Cupcake Fundraiser at MLHS with Mr. Cupcake from 11/3/25-11/14/25	Profits to go to Jr NAD service activities/scholarship and the Deaf Academic Bowl travel expenses.
4.	MLHS ▾	MLHS Field Hockey team will collect donations on 10/9/25	All collected donations will go to the Sue Alese MLHS Scholarship.
5.	MLHS ▾	Cookies for Kids Cancer, Bake Sale on 10/24/25	Cookies for Kids Cancer (National 501(c)3 non-profit raising funds for research to develop new, improved, and less toxic treatments for pediatric cancer.)
IVY H/WW/BC			
6.	BC ▾	Briarcliff Student Council will host Pajama Day on 12/5/25. Students & staff will be invited to wear pajamas to school & make an optional donation. Our goal is to raise more than \$300.	Raise funds for the Children's Hospital of Philadelphia (CHOP) to support their work in clinical care, research, and community programs.

District Roll Call 8-0-0

IVY H/WW/BC Roll Call 7-0-0

9. Disposition of Property Δ

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following disposition of property, as recommended by the Superintendent:

	Property	Amount	School / Department
IH/WW/BC			
1.	Healthometer	\$200	WW Health Office
2.	Titmus Vision Tester	\$50	WW Health Office

IVY H/WW/BC Roll Call 7-0-0

10. Facilities Use Δ

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following request(s) for use of district facilities and grounds, as recommended by the Superintendent:

	Request	Purpose of Use	Facilities	Date	Time	Fee Type
DISTRICT						
1.	Grayhawks Football & Cheerleading	Football Games	MLHS Wilkins Field	Saturdays 9/3/25-10/20/25	5:30-9:00 p.m. (varying starting & end times)	N/A
2.	Towermen LAX	LAX Games	MLHS Wilkins Field	Sundays 9/14/25, 9/28/25 10/5/25, 10/26/25 11/2/25-11/30/25 & 12/7/25	12:00-5:00 p.m. (varying starting & end times)	Field Use
3.	Towermen LAX	LAX Practices	MLHS Halsey Field A & B	Sundays 9/7/25-11/16/25	4:00-7:00 p.m.	Field Use
4.	ML Borough Recreation	Adult Basketball	MLHS Auxiliary Gym	Saturdays 9/6/25-6/6/26	7:50-10:00 a.m.	N/A
5.	ML Borough Recreation	Adult Soccer	MLHS Wilkins Field	9/2/25 & 9/4/25	7:00-9:00 p.m.	N/A
6.	ML Borough Recreation	Adult Soccer	MLHS Wilkins Field	Sundays 9/7/25-11/15/25	7:50-10:00 a.m.	N/A
7.	ML Borough Recreation	Field Hockey	MLHS Wilkins Field	Saturdays 9/13/25-10/25/25	1:00-3:30 p.m.	N/A
8.	ML Borough Recreation	Field Hockey	MLHS Wilkins Field	Sundays 9/7/25-10/26/25	10:00-12:00 p.m.	N/A
9.	ML Borough Recreation	Field Hockey	MLHS Wilkins Field	Mondays 9/8/25-10/20/25	6:30-7:30 p.m.	N/A
10.	ML Borough Recreation	Jr. Laker Wrestling	MLHS Auxiliary Gym	Mondays, Thursdays, Saturdays 11/13/25-2/26/26 (varying dates)	5:30-8:30 p.m. 9:00-11:15 a.m.	N/A
11.	ML Borough Recreation	Jr. Laker Wrestling	MLHS Cafeteria	Mondays, Thursdays 12/1/25-2/26/26 Saturday 12/6/25	5:30-8:30 p.m. 10:30-12:30 p.m.	N/A
12.	ML Borough Recreation	Ski Club Meeting	MLHS Cafeteria	10/22/25	6:15-7:15 p.m.	N/A
13.	ML Public Library	Be Heard (Go Herd)! Scholarship Fund	MLHS Bleachers @ Wilkins Field	9/26/25, 10/3/25 & 10/24/25	6:30-9:30 p.m.	N/A

IH/WW/BC						
14.	ML Borough Recreation	Adult Basketball	Briarcliff Gym	Wednesdays 9/3/25-6/10/26	7:30-9:00 p.m.	N/A

District Roll Call 8-0-0

IVY H/WW/BC Roll Call 7-0-0

11. PEPPM Cooperative Purchasing Network

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for the purposes of work, materials, and supplies; and

WHEREAS the PEPPM Cooperative Purchasing Network of Milton, PA, hereinafter referred to as the “Lead Agency” is a cooperative purchasing program administered by the Central Susquehanna Intermediate Unit, an educational service agency and political subdivision of the Commonwealth of Pennsylvania, located in Milton, Pennsylvania; provides nationally bid contracts with many national vendors and allows other public entities to become members to use various publicly bid contracts;

WHEREAS, the governing body of the Mountain Lakes Board of Education, County of Morris, State of New Jersey, desires to become a member of the PEPPM Cooperative Purchasing Network and desires to use various contracts to acquire products, equipment or other services;

BE IT RESOLVED, that the Mountain Lakes Board of Education approves the membership with the PEPPM Cooperative Purchasing Network and hereby authorizes the Business Administrator to complete all necessary membership documentation, as recommended by the Superintendent.

District Roll Call 8-0-0

12. Retirement Plan Administration Services-First Amendment

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the First Amendment to the Retirement Plan Compliance and Administration Services agreement to amend and replace the "Investment Product Provider Fees" section in the Plan Administration Agreement and Fee Schedule to:

Investment Product Provider Fees:

- Effective date of this Amendment - June 30, 2027

Recordkeeping - (Per Participant Account) \$27.00 per year, billed monthly

- July 1, 2028, and thereafter

Recordkeeping - (Per Participant Account) \$30.00 per year, billed monthly

District Roll Call 8-0-0

13. Food Services Biosecurity Management Plan

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the Food Service Biosecurity Management Plan for the 2025-2026 school year, as recommended by the Superintendent.*

District Roll Call 8-0-0

B. MISCELLANEOUS

14. Approval of Memorandum of Agreement Δ

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the Memorandum of Agreement between the Mountain Lakes Education Association and the Mountain Lakes Board of Education, dated October 1, 2025, and is agreed by both parties that the following changes will be made to the Collective Bargaining Agreement, as recommended by the Superintendent.*

IVY H/WW/BC Roll Call 7-0-0

REPORT AND RECOMMENDATIONS OF THE SUPERINTENDENT

A. PERSONNEL

- Dr. Siegel reviewed:
 - Personnel agenda resolutions and handcarry resolutions

Motion by Mrs. Forman and seconded by Dr. Sheth for motions #15 - #25, HC#15, HC#26

15. Appointments / Amendments/ Resignations / Rescission / Retirements / RIF's Δ

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following appointments, amendments, resignations, rescissions, retirements and RIFs, for all regular employees with base pay, be approved, as recommended by the Superintendent:

	Name	Action	UPC	Position	School	FTE	Degree/ Step	Rate of Pay	Start Date	Term Date
DISTRICT										
1.	Pacifico, John	Resign ▾	SUP-DIS T-JRTEC H-02	Jr. IT Technician	DW ▾	1.0	Step 3	\$56,605	7/5/23	10/16/25
2.	Wallace, Orlando	Revise ▾	CUST-D W-CUST- 08	Custodian	DW ▾	1.0	Step 1	\$55,620 (prorated)	10/7/25	6/30/26
3.	DeRocco, Claudia	Rescind ▾	TCH-LR- TCH-09	Teacher	LD ▾	1.0	MA/ Step 2	\$73,905 (prorated)	10/15/25	6/30/26
4.	Peguero, Alana	Resign ▾	TCH-LR-I TCH-05	Teacher	LD ▾	1.0	MA/ Step 3	\$75,205	11/17/23	12/31/25
5.	Barrett, Elizabeth	Revise ▾	TCH-HS- BUS-02	Teacher	MLHS ▾	0.8	BA/ Step 1	\$51,644 (prorated)	9/29/25	6/30/26
6.	Stern, Joseph	Resign ▾	TCH-HS- MATH-09	Teacher	MLHS ▾	1.0	MA+60 / Step 15	\$112,873	8/25/25	9/17/25
IVY H/WW/BC										
7.	Bracuti, Joseph	Appoint ▾	SPS-CST- AID-U29- 14	Paraprofessional P/T	WW ▾	.97	Step 9	\$27,939.30 (prorated)	10/31/25 (or sooner, pending paperwork)	6/30/26
8.	Ginigaddara ge Dona, Uthpali	Revise ▾	SPS-WW- CAFAID- 03	Paraprofessional P/T	WW ▾	.40 to .58	Step 3	\$14,309.68	8/25/25	6/30/26

9.	Penicnak, Adrianna	Appoint ▾	SPS-CST-AID-U29-03	Paraprofessional P/T	WW ▾	.97	Step 9	\$27,939.30 (prorated)	10/7/25	6/30/26
10.	Winter, William	Resign ▾	SPS-CST-AID-U29-03	Paraprofessional P/T	WW ▾	.97	Step 9	\$27,939.30	10/30/19	9/26/25
11.	Ziegler, Robin	Revise ▾	SPS-WW-CAFAID-01	Paraprofessional P/T	WW ▾	.58 to .70	Step 4	\$17,442.10	8/25/25	6/30/26

Additional Class Coverages

	Name	Action	UPC	Position	School	FTE	Degree/Step	Rate of Pay	Start Date	Term Date
DISTRICT										
1.	Ayhan, Emrah	Appoint ▾	TCH-HS-MATH-05	Teacher - Additional Coverage/Prep (H0333)	MLHS ▾	.3	MA/Step 15	\$26,192	9/18/25	6/30/26
2.	Chandra, Mutka	Appoint ▾	TCH-HS-CST-02	Teacher - Additional Coverage (H0394)	MLHS ▾	.2	MA+30/Step 11	\$16,500	9/18/25	6/30/26
3.	Cook, Denis	Appoint ▾	TCH-HS-MATH-04	Teacher - Additional Coverage (H0333)	MLHS ▾	.2	MA/ Step 8	\$16,500	9/18/25	6/30/26
4.	Dorney, Bridgett	Appoint ▾	TCH-HS-CST-03	Teacher - Additional Coverage (H9054)	MLHS ▾	.2	BA/ Step 15	\$16,500	9/18/25	6/30/26
5.	Eklund, Keriann	Revise ▾	TCH-HS-ENG-04	Teacher - Additional Coverage	MLHS ▾	.2	MA+30/Step 15	\$11,617	1/26/26	6/30/26
6.	Stolarczuk, Kayla	Appoint ▾	TCH-HS-MATH-07	Teacher - Additional Coverage/Prep (H9309)	MLHS ▾	.3	BA/ Step 8	\$21,044	9/18/25	6/30/26
7.	Wallace, Christopher	Appoint ▾	TCH-HS-SCI-08	Teacher - Additional Coverage (H0421)	MLHS ▾	.2	MA/Step 15	\$16,500	9/18/25	6/30/26

District Roll Call 8-0-0

IVY H/WW/BC Roll Call 7-0-0

15. (HC) Appointments / Amendments/ Resignations / Rescission / Retirements / RIF's

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following appointments, amendments, resignations, rescissions, retirements and RIFs, for all regular employees with base pay, be approved, as recommended by the Superintendent:

	Name	Action	UPC	Position	School	FTE	Degree / Step	Rate of Pay	Start Date	Term Date
DISTRICT										
12.	Keenan, Amanda	Appoint ▾	SPT-LR-AID-U29-41	Praprofessional P/T	LD ▾	0.97	Step 1	\$22,976.82 (prorated)	10/31/25 (or sooner pending paperwork)	6/30/26

District Roll Call 8-0-0

16. Leaves of Absence

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following leaves of absence, as recommended by the Superintendent:

	ID#	Action	Position	School	FTE	Start Date	Term Date
DISTRICT							
1.	5389	MLOA (paid w/benefits)	Teacher	LD ▾	1.0	2/23/26	3/20/26
2.	5389	FMLA (unpaid w/ benefits)	Teacher	LD ▾	1.0	3/23/26	6/19/26

District Roll Call 8-0-0

17. Athletics / Extra Services (Schedule B Appointments) 4

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following additional compensation, for all extra earnings under the contract, as recommended by the Superintendent:

Clubs/Advisors								
	Name	Action	Position	Location	Degree / Step	Rate of Pay	Start Date	Term Date
DISTRICT								
1.	Fiorina, Teresa	Revise ▾	Wingman Champion	MLHS ▾	N/A	\$500	8/25/25	6/30/26
2.	Percy, Meredith	Appoint ▾	DECA (sharing)	MLHS ▾	Step 1	\$1,020	8/25/25	6/30/26
3.	Kenyon Warren, Julie (OOD)	Appoint ▾	Choreographer (Spring Musical)	MLHS ▾	Step 2	\$2,550	12/10/25	3/15/26
IVY H/WW/BC								
4.	Verduin, Nicole	Appoint ▾	Destination Imagination - Coordinator	WW ▾	Step 2	\$2,346	8/25/25	6/30/26

Volunteer Clubs/Advisors								
	Name	Action	Position	Location	Degree / Step	Rate of Pay	Start Date	Term Date
DISTRICT								
1.	Busch, Claire	Appoint ▾	Red Cross Club	MLHS ▾	N/A	N/A	8/25/25	6/30/26
2.	Cornell, Vicki	Appoint ▾	Formula 1 Club	MLHS ▾	N/A	N/A	8/25/25	6/30/26
3.	Cornell, Vicki	Appoint ▾	Makers Club	MLHS ▾	N/A	N/A	8/25/25	6/30/26
4.	Doniloski, Jason	Appoint ▾	Weightlifting Club	MLHS ▾	N/A	N/A	8/25/25	6/30/26
5.	Fiorina, Teresa	Appoint ▾	Golf Club	MLHS ▾	N/A	N/A	8/25/25	6/30/26
6.	Giousios, George	Appoint ▾	American Sign Language Club	MLHS ▾	N/A	N/A	8/25/25	6/30/26
7.	Lindsay, Maria	Appoint ▾	Stress Less Club	MLHS ▾	N/A	N/A	8/25/25	6/30/26
8.	Maurizi, Sean	Appoint ▾	Mind Over Muscle Club	MLHS ▾	N/A	N/A	8/25/25	6/30/26
9.	Politano, Cristina	Appoint ▾	Pen Pal Club	MLHS ▾	N/A	N/A	8/25/25	6/30/26
10.	Preston, Alison	Appoint ▾	Morgan's Message	MLHS ▾	N/A	N/A	8/25/25	6/30/26
11.	Price, Ryan	Appoint ▾	Jazz Club	MLHS ▾	N/A	N/A	8/25/25	6/30/26

Winter Coaches								
	Name	Action	Position	Location	Degree/ Step	Rate of Pay	Start Date	Term Date
DISTRICT								
1.	Allison, Vicki	Appoint ▾	Track Winter - Head	MLHS ▾	Step 4	\$7,204	11/24/25	3/8/26
2.	Bledsoe, Phoebe (OOD)	Appoint ▾	Basketball Girls - Assistant	MLHS ▾	Step 2	\$6,135	11/24/25	3/8/26
3.	Bronico, Jeffrey	Appoint ▾	Winter Weight Room	MLHS ▾	N/A	\$3,096	11/24/25	3/8/26
4.	Humphreys, Ryan	Appoint ▾	Basketball Boys - Assistant	MLHS ▾	Step 4	\$7,631	11/24/25	3/8/26
5.	Kashulines, Peter (OOD)	Appoint ▾	Track Winter - Assistant	MLHS ▾	Step 4	\$5,472	11/24/25	3/8/26
6.		SELECT ▾		SEL... ▾				
7.	Leshnower, David	Appoint ▾	Swim-Head	MLHS ▾	Step 4	\$7,806	11/24/25	3/8/26
8.		SELECT ▾		SEL... ▾				
9.	Maurizi, Sean	Appoint ▾	Basketball Girls - Assistant	MLHS ▾	Step 4	\$7,631	11/24/25	3/8/26
10.	McDonough, Clinton (OOD)	Appoint ▾	Ice Hockey - Head	MLHS ▾	Step 4	\$7,806	11/24/25	3/8/26
11.	Olenowski, Megan (OOD)	Appoint ▾	Basketball Girls - Head	MLHS ▾	Step 1	\$6,737	11/24/25	3/8/26
12.	Ramirez, Justin	Appoint ▾	Wrestling - Assistant	MLHS ▾	Step 4	\$5,472	11/24/25	3/8/26
13.	Reid, Jeffrey	Appoint ▾	Basketball Boys - Head	MLHS ▾	Step 4	\$9,008	11/24/25	3/8/26
14.	Sabo, Michael (OOD)	Appoint ▾	Basketball Boys - Assistant	MLHS ▾	Step 4	\$7,631	11/24/25	3/8/26
15.	Scarola, Vito (OOD)	Appoint ▾	Ski - Head	MLHS ▾	Step 4	\$7,806	11/24/25	3/8/26
16.	Schmidt, Tammy	Appoint ▾	Ski - Assistant	MLHS ▾	Step 4	\$5,472	11/24/25	3/8/26
17.	Stanzione, Matthew (OOD)	Appoint ▾	Wrestling - Head	MLHS ▾	Step 4	\$7,806	11/24/25	3/8/26
18.	Suarez, Jennifer	Appoint ▾	Swim - Assistant	MLHS ▾	Step 4	\$5,472	11/24/25	3/8/26
IVY H/WW/BC								
19.	Mattoon, Jordan	Appoint ▾	Basketball - Boys	BC ▾	Step 1	\$3,264	11/24/25	3/8/26
20.	Sumsion, Marlene	Appoint ▾	Basketball - Girls	BC ▾	Step 1	\$3,264	11/24/25	3/8/26

District Roll Call 8-0-0

IVY H/WW/BC Roll Call 7-0-0

18. Additional Compensation

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following additional compensation, for extra earnings not listed in contract, as recommended by the Superintendent:

	Name	Action	Position	School	Rate of Pay	Start Date	Term Date
DISTRICT							
1.	Gonzalez, Elizabeth	Appoint ▾	Home Instruction SID# 6690	DW ▾	\$50 per hour, (Not to exceed) \$1,000	9/29/25	10/31/25
2.	Levy, Ellen (OOD)	Appoint ▾	Home Instruction	DW ▾	\$50 per hour, (Not to exceed \$5,000)	10/7/25	6/30/26

MINUTES OF BOARD OF EDUCATION MEETING

Monday, October 6, 2025

BOE approved: November 17, 2025

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3.	MacQueen, Patricia (OOD)	Appoint ▾	Home Instruction	DW ▾	\$50 per hour, (Not to exceed \$5,000)	10/7/25	6/30/26
4.	Restrepo, Carly	Appoint ▾	Interpreter MLHS Fall Drama	LD ▾	\$600	10/15/25	12/15/25
5.	Richter, Deanna	Appoint ▾	Interpreter MLHS Fall Drama	LD ▾	\$600	10/15/25	12/15/25
6.	Bongiorno, Paul	Appoint ▾	Athletic Trainer Extra Hours	MLHS ▾	Board Approved Rate (Not to exceed 50 hrs)	7/1/25	6/30/26
7.	Chandra, Mukta	Appoint ▾	Teacher - Lunchtime Learning Strategies	MLHS ▾	Hourly Rate (Not to exceed 2hrs./wk)	9/29/25	6/30/26
8.	DeTrolio, Alyssa	Revise ▾	Freshmen Focus	MLHS ▾	\$50/hr. (Not to exceed 2 hours)	10/15/25	10/15/25
9.	Dorney, Bridgett	Revise ▾	Homework Club	MLHS ▾	\$45/hr. (Not to exceed 2 hrs./wk.)	8/27/25	10/6/25
10.	Gillespie, Sarah	Appoint ▾	Mentor (5738)	MLHS ▾	\$1,000	9/29/25	6/15/26
11.	Giousios, George	Appoint ▾	Interpreter Extracurricular Activities	MLHS ▾	Board Approved Rate (Not to exceed 300 hrs)	8/25/25	6/30/26
12.	Kelly, Christine	Appoint ▾	Homework Club	MLHS ▾	\$45/hr. (Not to exceed 2 hrs./wk.)	10/7/25	6/30/26
13.	Lindsay, Maria	Revise ▾	Financial Aid Night	MLHS ▾	\$50/hr. (Not to exceed 2 hrs)	10/29/25	10/29/25
14.	Lindsay, Maria	Revise ▾	Freshmen Focus	MLHS ▾	\$50/hr. (Not to exceed 2 hrs)	10/15/25	10/15/25
15.	Lindsay, Maria	Appoint ▾	Sophomore Spotlight	MLHS ▾	\$50/hr. (Not to exceed 2 hrs)	11/12/25	11/12/25
16.	Macko, Lauren	Revise ▾	Financial Aid Night	MLHS ▾	\$50/hr. (Not to exceed 2 hrs)	10/29/25	10/29/25
17.	Macko, Lauren	Revise ▾	Freshmen Focus	MLHS ▾	\$50/hr. (Not to exceed 2 hrs)	10/15/25	10/15/25
18.	Macko, Lauren	Appoint ▾	Sophomore Spotlight	MLHS ▾	\$50/hr. (Not to exceed 2 hrs)	11/12/25	11/12/25
19.	Pelchat, Cara	Revise ▾	Financial Aid Night	MLHS ▾	\$50/hr. (Not to exceed 2 hrs)	10/29/25	10/29/25
20.	Pelchat, Cara	Revise ▾	Freshmen Focus	MLHS ▾	\$50/hr. (Not to exceed 2 hrs)	10/15/25	10/15/25
21.	Pelchat, Cara	Appoint ▾	Sophomore Spotlight	MLHS ▾	\$50/hr. (Not to exceed 2 hrs)	11/12/25	11/12/25
22.	Weinroth, Gail	Revise ▾	Financial Aid Night	MLHS ▾	\$50/hr. (Not to exceed 2 hrs)	10/29/25	10/29/25
23.	Weinroth, Gail	Revise ▾	Freshmen Focus	MLHS ▾	\$50/hr. (Not to exceed 2 hrs)	10/15/25	10/15/25
24.	Weinroth, Gail	Appoint ▾	Sophomore Spotlight	MLHS ▾	\$50/hr. (Not to exceed 2 hrs)	11/12/25	11/12/25

District Roll Call 8-0-0

19. Substitutes, Volunteers, and Intern Appointments

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following appointments, as recommended by the Superintendent:

	Name	Action	Position	School	Rate of Pay	Start Date	Term Date
DISTRICT							
1.	Durkin, Patricia	Appoint ▾	Per Diem Substitute	DW ▾	Board Approved Rate	10/7/25	6/30/26
2.	Minitier, Kelly	Appoint ▾	Per Diem Substitute	DW ▾	Board Approved Rate	9/15/25	6/30/26
3.	Moreno, Tiffany	Appoint ▾	Per Diem Substitute	DW ▾	Board Approved Rate	10/7/25	6/30/26
4.	Muth, Susan L.	Appoint ▾	Per Diem Substitute	DW ▾	Board Approved Rate	10/7/25	6/30/26
5.	Zazula, Karen	Appoint ▾	Per Diem Substitute	DW ▾	Board Approved Rate	8/27/25	6/30/26
6.	DeRocco, Claudia	Appoint ▾	Long Term Substitute	LD ▾	Board Approved Rate	10/16/25	11/18/26
7.	Zanziper, Tamar	Appoint ▾	Social Work Internship (4133 Supervising)	LD ▾	N/A	11/24/25	5/10/26
8.	Bessin, Susan	Appoint ▾	Volunteer -Track Winter	MLHS ▾	N/A	11/24/25	3/8/26
9.	Fredrick, Erin	Appoint ▾	Volunteer Coach - Girls' Basketball	MLHS ▾	N/A	11/24/25	3/8/26
10.	Hawes, John	Appoint ▾	Volunteer - Basketball Boys	MLHS ▾	N/A	11/24/25	3/8/26
11.	Keith, Jeff	Appoint ▾	Volunteer - Ski	MLHS ▾	N/A	11/24/25	3/8/26
12.	Malnati, Cole	Appoint ▾	Volunteer Wrestling	MLHS ▾	N/A	11/24/25	3/8/26
13.	Pappas, Domonique	Appoint ▾	CCM Student (25 Observation Hours - S. Adams)	MLHS ▾	N/A	10/7/25	11/26/25
14.	Stanzione, Mark	Appoint ▾	Volunteer Wrestling	MLHS ▾	N/A	11/24/25	3/8/26
15.	Tavakkol, Will	Appoint ▾	Volunteer Wrestling	MLHS ▾	N/A	11/24/25	3/8/26
IVY H/WW/BC							
16.	Chara, Susan	Appoint ▾	Substitute	BC ▾	Board Approved Rate	10/7/25	6/30/26
17.	Kiessling, Quinn	Appoint ▾	CCM Student (25 Observation Hours - C. Paolazzi)	WW ▾	N/A	10/7/25	11/26/25
18.	VanBuren Paige	Appoint ▾	CCM Student (25 Observation Hours - E. Marangi & T. Mijanovic)	WW ▾	N/A	10/7/25	11/26/25

District Roll Call 8-0-0

IVY H/WW/BC Roll Call 7-0-0

20. Field Trips

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following field trips for the 2025-2026 school year, as recommended by the Superintendent:

	Name	School	Destination	Reason	Date
DISTRICT					
1.	Gates, Kristen	LD ▾	New York, NY	ASL interpreted performance of "And Juliet" on Broadway	10/29/25

2.	Gonzalez, Maria	LD ▾	Mountain Lakes, NJ	Trip to Mountain Lakes Public Library	10/7/25
3.	Cortese, Lisa	MLHS ▾	Pittstown, NJ	Senior Service Project	10/15, 10/22, 10/24/25
4.	Cornell, Vicki	MLHS ▾	Roxbury, NJ	Drone Obstacle Course & Aviation Careers	4/23/26
5.	Cornell, Vicki	MLHS ▾	Morristown, NJ	Morristown Airport	4/30/26
6.	Fusco, Darrel	MLHS ▾	Montclair, NJ	TEEEM Leadership Symposium	10/23/25
7.	Politano, Cristina	MLHS ▾	New York, NY	AP French trip to Met Cloisters	10/17/2025
IVY H/WW/BC					
8.	Ebersole, Erica	BC ▾	New York, NY	The Outsiders	1/22/26
9.	Pellifly, Jennifer	BC ▾	Newton, NJ	Field Trip to Fairview YMCA	6/11/26
10.	Berardi, Lindsay	WW ▾	Mountain Lakes, NJ	Trip to Mountain Lakes Public Library	10/8/25
11.	Marangi, Elizabeth	WW ▾	Mountain Lakes, NJ	Trip to Mountain Lakes Public Library	10/7/25
12.	McCarthy, Megan	WW ▾	Morristown, NJ	New Jersey Consortium for Gifted and Talented Programs (NJCGT) Math Marathon	11/12/25
13.	O'Melia, Katherine	WW ▾	Morristown, NJ	Let's Go Science	1/13/26
14.	Palazzolo, Lindsay	WW ▾	Mountain Lakes, NJ	Trip to Mountain Lakes Public Library	10/6/25
15.	Topakas, Jennifer	WW ▾	Mountain Lakes, NJ	Trip to Mountain Lakes Public Library	10/9/25

District Roll Call 8-0-0

IVY H/WW/BC Roll Call 7-0-0

21. Tuition Reimbursement

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following course(s) for tuition reimbursement when the course has been completed and the transcripts received by the Superintendent's office, as recommended by the Superintendent:

	Name	School	College/University	Course Title / #	Credits
DISTRICT					
1.	Matyiku, Melissa	LD ▾	St. Joseph's University	Listing & Speaking Skills for Deaf and Hard of Hearing Student/SPE733	3.0
2.	Matyiku, Melissa	LD ▾	St. Joseph's University	Curriculum, Instruction and Learning Environments for Deaf and Hard of Hearing Students/SPE732	3.0
3.	Matyiku, Melissa	LD ▾	St. Joseph's University	Research Based Models: Mathematics, Social Studies & Science Procedures/SPE605	3.0
4.	Zanziper, Tamar	LD ▾	Walden University	SW Field Education I/SOCW 6500	3.0
5.	Zanziper, Tamar	LD ▾	Walden University	SW Field Education II/SOCW 6510	3.0
6.	Zanziper, Tamar	LD ▾	Walden University	SW Theory & Clinical Practice/SOCW 6060	3.0
7.	Stolarczuk, Kayla	MLHS ▾	Western Governors University	Quality and Impact of K-12 E-Learning Solutions/D296	3.0
8.	Stolarczuk, Kayla	MLHS ▾	Western Governors University	Designing and Facilitating E-Learning Experiences for K-12 Students/D295	3.0

9.	Stolarczuk, Kayla	MLHS ▾	Western Governors University	Designing E-Learning Experiences for Adults/D297	3.0
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District Roll Call 8-0-0

B. CURRICULUM / SPECIAL SERVICES

22. District Curriculum

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the revised curriculum for the district, as recommended by the Superintendent:

DISTRICT			
Project Number	Department	Subject/Course/Grade	Level
1	Technology	Introduction to Flight & UAS	High School

District Roll Call 8-0-0

23. District Mentoring Plan

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the District Mentoring Plan for the 2025-26 school year, as recommended by the Superintendent.

District Roll Call 8-0-0

C. MISCELLANEOUS

24. Board Policies

BE IT RESOLVED, that the Mountain Lakes Board of Education approve and adopt the policies below for presentation, as recommended by the Superintendent:*

	Action	Policy / Regulation Number	Policy Alert	Title	First Reading	Second Reading
1.	Revised	P 0173	235	Duties of Public School Accountant	10/6/25	
2.	Revised	P 0174	235	Legal Services (M)	10/6/25	
3.	New	P 0177	235	Professional Services (M)	10/6/25	
4.	Revised	P 1570	235	Internal Controls (M)	10/6/25	
5.	Revised	R 1570	235	Internal Controls (M)	10/6/25	
6.	Revised	P 1620	235	Administrative Employment Contracts (M)	10/6/25	
7.	Revised	P 6111	235	Special Education Medicaid Initiative (SEMI) Program (M)	10/6/25	
8.	Revised	R 6111	235	Special Education Medicaid Initiative (SEMI) Program (M)	10/6/25	

9.	Revised	P 6220	235	Budget Preparation (M)	10/6/25	
10.	Revised	P 0143	235	Board Member Election and Appointment	10/6/25	
11.	New	P 1636.01	235	Notification of Promotion, New Job, and Transfer Opportunities	10/6/25	
12.	Abolished	P 1648.15	235	Recordkeeping for Healthcare Settings In School Buildings – Covid-19 (M)	10/6/25	
13.	Revised	P 2422	235	Statutory Curricular Requirements (M)	10/6/25	
14.	New	P 5339.01	235	Student Sun Protection (M)	10/6/25	
15.	Revised	P 9150	N/A	School Visitors	10/6/25	

District Roll Call 8-0-0

25. Nursing Plan

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the 2025-2026 Nursing Plan, as recommended by the Superintendent.*

District Roll Call 8-0-0

26. (HC) Position Creation/Modifications

BE IT RESOLVED, that the Mountain Lakes Board of Education approved the 2025-2026 budget on May 5, 2025; and

WHEREAS the balancing of the 2025-2026 budget required adjustments to personnel positions; and
NOW THEREFORE, BE IT RESOLVED, that the Mountain Lakes Board of Education approves the creation of the following personnel positions as listed below, as recommended by the Superintendent:

DISTRICT	
1.	SPT-LR-AID-U29-41 – Paraprofessional P/T (.97)

District Roll Call 8-0-0

UNFINISHED BUSINESS - None

NEW BUSINESS - None

PENDING LEGISLATION - None

COMMENTS AND REQUESTS FROM THE PUBLIC

EXECUTIVE SESSION - None

ADJOURNMENT

MOTION to adjourn the meeting at 8:21pm was made by Dr. Sheth and seconded by Mrs. Forman.

District Roll Call 8-0-0

Respectfully Submitted,

Dr. James Riley

School Business Administrator / Board Secretary

Δ Indicates matters not relating to MLHS, the Boonton Township district Representative of the Board of Education will refrain from voting on such matters, pursuant to Board Policy 0141.2.

** Indicates a motion/resolution will have supporting documentation*

2025-2025 District Goals

Goal Statement	Goal Area
1. Expand students' active learning in PreK-12 classrooms through effective use of small group instruction, questioning strategies, and problem-solving activities.	Ensuring success of all students Ensuring success of all staff Supporting the whole child
2. Identify, develop, and implement plans to enrich STEM learning in all four schools by enhancing facilities, resources, curricula, and experiences outside of the classroom aligned to a clearly defined district vision.	Ensuring success of all students Ensuring success of all staff Finance / infrastructure / technology Strong family / school /community partnerships
3. Increase horizontal and vertical articulation practices and outcomes among staff members in the Mountain Lakes School District and between staff members of the district and Rockaway Valley School through structured professional collaboration opportunities.	Ensuring success of all students Ensuring success of all staff Strong family / school /community partnerships
4. Review and analyze programs, models, and research related to "social-emotional learning" for the classroom and make a formal recommendation to the Board of Education for the 2026-27 school year.	Ensuring success of all students Ensuring success of all staff Supporting the whole child Strong family / school /community partnerships

2025-2026 Board Goals

Board Goal	Committee Support
1. The Mountain Lakes Board of Education will work collaboratively to promote a culture of safety and security by establishing clear policies, providing ongoing training, and implementing systems that protect the well-being of all stakeholders.	Facilities, Finance, Long Range Planning
2. Through collective efforts as a full Board and in Committees, the Mountain Lakes Board of Education commits to working transparently and equitably to support the growth, success, and well-being of all students and staff members in all four schools in the District.	Curriculum, Instruction & Assessment, Long Range Planning, Special Education
3. The Mountain Lakes Board of Education will improve the efficiency and effectiveness of communication by ensuring timely access to key information, including committee meeting minutes and superintendent updates, to support informed decision-making and Board transparency.	Curriculum, Instruction & Assessment, Facilities, Finance, Long Range Planning, Negotiations, Personnel, Policy, Special Education, Shared Services
4. The Mountain Lakes Board of Education will collectively develop and utilize a long-range facilities plan to enhance the current and future	Facilities, Finance, Long Range Planning

educational, structural, and operational needs of the Mountain Lakes School District.	
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Mountain Lakes Board of Education

Bills And Claims Report By Vendor Name

1

va_bill5.032923
09/01/2025

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
AC & R INC./ 4221							
	26-0780	60-910-310-500-DW- -/ CAFE-OTHER SERVICES	34768-34774-34 CF 775		CAFE-OTHER SERVICES		3,332.60
AC DAUGHTRY, INC/ 4813							
	26-0820	11-000-261-420-DW-0750 -/ REQ MAINT-CLN/REPAIR/MNT	7029972	CF	REQ MAINT-CLN/REPAIR/MNT		3,550.20
AC OCEAN WALK LLC/ 9252							
	26-0803	11-000-251-890-AD-0130L- CENTRAL SERV-OTH OBJECTS	2142596	CF	CENTRAL SERV-OTH OBJECTS		688.00
ACKERSON DRAPERY & DECORATOR SVCS INC./ 8011							
	26-0146	11-000-261-420-DW-0750 -/ REQ MAINT-CLN/REPAIR/MNT	25-0284	CF	REQ MAINT-CLN/REPAIR/MNT		7,803.90
ACME FIRE DOOR TESTING CORP/ 9605							
	26-0797	11-000-261-420-DW-0750 -/ REQ MAINT-CLN/REPAIR/MNT	35641	CF	REQ MAINT-CLN/REPAIR/MNT		450.00
ALERTUS TECHNOLOGIES, LLC/ 8300							
	26-0112	11-190-100-500-TD-0720D-/ REG PROG UND-OTH SERVICE	00155994	CF	REG PROG UND-OTH SERVICE		5,247.00
AMAZON CAPITAL SERVICES, INC./ 7036							
	26-0759	11-190-100-640-HS-0220A-A/ REG PROG UND-TEXTBOOKS	1FFL-V413-7DP CF N		REG PROG UND-TEXTBOOKS		738.75
	26-0698	11-000-240-610-HS-0250A-/ SCH ADMIN-SUPPLIES	1CN3-9D4T-4V CF R9		SCH ADMIN-SUPPLIES		22.76
	26-0699	20-044-100-610-BC- -/ MLEF-BC-SUPPLIES	114-6639072-83 CF 05816		MLEF-BC-SUPPLIES		318.50
	26-0742	11-190-100-610-WW-0240A-U/ REG PROG UND-SUPPLIES	114-2336060-55 CF 53814		REG PROG UND-SUPPLIES		95.98
	26-0746	11-000-218-610-HS-0250A-G/ GUIDANCE-SUPPLIES	114-4657783-34 CF 29045		GUIDANCE-SUPPLIES		749.98
Total for AMAZON CAPITAL SERVICES, INC./ 7036							\$1,925.97
ARROW ELEVATOR INC./ 5261							
	26-0726	11-000-261-420-DW-0750 -/ REQ MAINT-CLN/REPAIR/MNT	124331	CF	REQ MAINT-CLN/REPAIR/MNT		33.50
ASCD/ 4558							
	26-0709	11-000-221-800-CI- -/ IMPROV INSTR-OTH OBJECTS	MEMBERSHIP IC-DS-RS	CF	IMPROV INSTR-OTH OBJECTS		237.00
ASPIRE TECHNOLOGY PARTNERS LLC/ 9573							

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

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Mountain Lakes Board of Education

Bills And Claims Report By Vendor Name

1

va_bill5.032923
09/01/2025

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	26-0749	11-190-100-500-TD-0720D-/ REG PROG UND-OTH SERVICE	62704	CF	REG PROG UND-OTH SERVICE		13.47
BAKER TILLY VANTAGEN, LLC/ 7916							
	25-1264	11-000-230-339-AD-0120D-/ GEN ADMIN-OTH PROF SERV	49489	CF	GEN ADMIN-OTH PROF SERV		183.58
	26-0032	11-000-230-339-AD-0120D-/ GEN ADMIN-OTH PROF SERV	53496	CF	GEN ADMIN-OTH PROF SERV		172.53
Total for BAKER TILLY VANTAGEN, LLC/ 7916							\$356.11
BARBARA C. MILLER P.T., P.A./ 9528							
	26-0739	11-000-219-500-CS- / CST-OTH PUR SERVICES	AUGUST 2025 EVAL-PD	CF	CST-OTH PUR SERVICES		330.00
		11-000-213-330-CS-0431A-/ HEALTH-OTH PUR PROF SERV	AUGUST 2025 EVAL-PD	CF	HEALTH-OTH PUR PROF SERV		500.00
Total for BARBARA C. MILLER P.T., P.A./ 9528							\$830.00
BEN SHAFFER RECREATION INC/ 6355							
	26-0731	11-000-263-610-DW- / GROUND-SUPPLIES	BS250157ST-B	CF	GROUND-SUPPLIES		480.00
BERGEN TRACK & FIELD LLC/ 8838							
	26-0682	11-402-100-890-HS-1020A-21/ ATHLETICS-OTHER OBJECTS	2025-XC GARRET INV	CF	ATHLETICS-OTHER OBJECTS		500.00
BLICK ART MATERIALS/ 1273							
	26-0217	11-190-100-610-WW-0240A-G/ REG PROG UND-SUPPLIES	6233081	CF	REG PROG UND-SUPPLIES		53.44
BLUE MOUNTAIN DISTRIBUTION, LLC / TWIN ROCKS WATER/ 9567							
	26-0638	11-000-240-500-BC- / SCH ADMIN-OTH SERVICE	6441116	CF	SCH ADMIN-OTH SERVICE		5.99
	26-0107	11-190-100-500-HS- / REG PROG UND-OTH SERVICE	6441151	CF	REG PROG UND-OTH SERVICE		27.65
Total for BLUE MOUNTAIN DISTRIBUTION, LLC / TWIN ROCKS WATER/ 9567							\$33.64
BRIAN OSBORNE/ 9557							
	26-0764	11-000-230-590-DW-0820D-/ GEN ADMIN-MISC PUR SERVI	50% PAYMENT-BO	CF	GEN ADMIN-MISC PUR SERVI		6,250.00
CAPITAL SUPPLY COMPANY/ 1252							
	26-0779	11-000-262-610-DW-0620C-/ CUSTODIAL-SUPPLIES	829873	CF	CUSTODIAL-SUPPLIES		56.54
	26-0516	11-000-262-610-DW-0620C-/ CUSTODIAL-SUPPLIES	830881-831060	CF	CUSTODIAL-SUPPLIES		10,961.07
	26-0518	11-000-262-610-DW-0620C-/ CUSTODIAL-SUPPLIES	830872-831059	CF	CUSTODIAL-SUPPLIES		3,851.06
	26-0517	11-000-262-610-DW-0620C-/ CUSTODIAL-SUPPLIES	830873-831058	CF	CUSTODIAL-SUPPLIES		2,073.23

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

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Mountain Lakes Board of Education

Bills And Claims Report By Vendor Name

1

va_bill5.032923
09/01/2025

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
Total for CAPITAL SUPPLY COMPANY/ 1252							\$16,941.90
CAROLINA BIOLOGICAL SUPPLY CO/ 1388							
	26-0571	20-041-100-610-HS- -/ MLEF-HS-SUPPLIES	53095025RI	CF	MLEF-HS-SUPPLIES		295.51
	26-0326	11-190-100-610-HS-0240A-C/ REG PROG UND-SUPPLIES	53067329RI	CF	REG PROG UND-SUPPLIES		644.79
		11-190-100-610-HS-0240A-C/ REG PROG UND-SUPPLIES	53081050RI	CF	REG PROG UND-SUPPLIES		10.45
		11-190-100-610-HS-0240A-C/ REG PROG UND-SUPPLIES	53160696RI	CF	REG PROG UND-SUPPLIES		157.80
		11-190-100-610-HS-0240A-C/ REG PROG UND-SUPPLIES	53070066RI	CF	REG PROG UND-SUPPLIES		557.68
Total for CAROLINA BIOLOGICAL SUPPLY CO/ 1388							\$1,666.23
CENGAGE LEARNING INC/ 8284							
	26-0386	11-190-100-640-HS-0220C-HS/ REG PROG UND-TEXTBOOKS	999100723179	CF	REG PROG UND-TEXTBOOKS		1,124.55
CHANGEBRIDGE MEDICAL ASSOCIATES PA/ 9194							
	26-0610	11-000-213-300-DW- -/ HEALTH-PUR PROF/TECH	OCTOBER 2025	CF	HEALTH-PUR PROF/TECH		1,666.37
CORNERSTONE DAY SCHOOL, LLC/ 8376							
	26-0377	11-000-100-566-CS-0870F-/ TUIT TO PRIV SCH INSTATE	1037549	CF	TUIT TO PRIV SCH INSTATE		9,644.00
CUSTODIAN & MAINT. REIMB/ 1361							
	26-0798	11-000-261-890-DW-0660A-13/ REQ MAINT-OTHER OBJECTS	REIMB-RYAN-D CF -RUTGERS		RYAN DUNN		600.00
CY DRAKE LOCKSMITHS, INC./ 1612							
	26-0707	11-000-261-420-DW-0750 -/ REQ MAINT-CLN/REPAIR/MNT	103534	CF	REQ MAINT-CLN/REPAIR/MNT		5,459.00
DEBJO SALES LLC/ 9574							
	26-0632	11-190-100-500-WW- -/ REG PROG UND-OTH SERVICE	2362	CF	REG PROG UND-OTH SERVICE		1,050.00
DECKER INC. SCHOOL FIX/ 8920							
	26-0782	11-000-240-610-BC-0250A-/ SCH ADMIN-SUPPLIES	633446A	CF	SCH ADMIN-SUPPLIES		175.00
EAST STROUDSBURG UNIVERSITY/ 9607							
	26-0750	11-000-223-580-BC-0250B-/ INSTR TRAIN-TRAVEL	ESU-MLPR0009	CF	INSTR TRAIN-TRAVEL		60.00
EDUC SVCS COMM. MORRIS CNTY */ 2500							
	26-0765	11-000-270-518-DW- -/ TRANSP-ESC SPEC ED	202600185	CF	TRANSP-ESC SPEC ED		8,111.01
ELITE SPORTWEAR LP/ 9597							
	26-0414	11-402-100-610-HS-1020A-54/ ATHLETICS-SUPPLIES	2025020154501	CF	ATHLETICS-SUPPLIES		276.80
ELIZABETH C. HAMBLET/ 9445							

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Pending Payments							
	26-0752	11-000-213-330-CS-0431A-/ HEALTH-OTH PUR PROF SERV	935	CF	HEALTH-OTH PUR PROF SERV		1,300.00
ELO INCORPORATED / THE GRAMON SCHOOL/ 9566							
	26-0429	11-000-100-566-CS-0870F-/ TUIT TO PRIV SCH INSTATE	GR15634	CF	TUIT TO PRIV SCH INSTATE		11,000.00
		11-000-100-566-CS-0870F-/ TUIT TO PRIV SCH INSTATE	GR15535	CF	TUIT TO PRIV SCH INSTATE		9,500.00
Total for ELO INCORPORATED / THE GRAMON SCHOOL/ 9566							\$20,500.00
ENCYCLOPEDIA BRITANNICA, INC/ 8703							
	26-0464	11-190-100-500-BC- / REG PROG UND-OTH SERVICE	172055	CF	REG PROG UND-OTH SERVICE		1,000.00
F&W DRYWALL LLC/ 9460							
	26-0776	11-000-261-610-DW-0730B-/ REQ MAINT-SUPPLIES	001-MLH	CF	REQ MAINT-SUPPLIES		1,448.14
	26-0712	11-000-261-420-DW-0750 -/ REQ MAINT-CLN/REPAIR/MNT	002	CF	REQ MAINT-CLN/REPAIR/MNT		4,500.00
Total for F&W DRYWALL LLC/ 9460							\$5,948.14
FLINN SCIENTIFIC, INC./ 1885							
	26-0136	11-190-100-610-HS-0240A-C/ REG PROG UND-SUPPLIES	3178201	CF	REG PROG UND-SUPPLIES		1,466.72
FRANCIS IRON & DIESEL LLC/ 9092							
	26-0775	11-000-263-420-DW-0720A-/ GROUNDS-CLN/REPAIR/MNT	636	CF	GROUNDS-CLN/REPAIR/MNT		3,975.00
GLANDER ELECTRIC CO. INC./ 8134							
	26-0708	11-000-261-420-DW-0750 -/ REQ MAINT-CLN/REPAIR/MNT	15212-15218	CF	REQ MAINT-CLN/REPAIR/MNT		3,233.84
HERTZ FURNITURE SYSTEMS LLC/ 2106							
	26-0652	11-207-100-610-LR-0240 -/ AUD IMP-SUPPLIES	724048	CF	AUD IMP-SUPPLIES		1,282.10
INSTITUTE FOR MULTI-SENSORY EDUCATION/ 8038							
	26-0754	11-000-213-330-CS-0431A-/ HEALTH-OTH PUR PROF SERV	237669	CF	HEALTH-OTH PUR PROF SERV		375.00
INTERSTATE POWER WASHING/ 8422							
	26-0662	11-000-261-420-DW-0750 -/ REQ MAINT-CLN/REPAIR/MNT	7328388	CF	REQ MAINT-CLN/REPAIR/MNT		2,800.00
	26-0706	11-000-261-420-DW-0750 -/ REQ MAINT-CLN/REPAIR/MNT	7328391	CF	REQ MAINT-CLN/REPAIR/MNT		500.00
Total for INTERSTATE POWER WASHING/ 8422							\$3,300.00
JAY-HILL CORP./ 4805							
	26-0778	60-910-310-500-DW- -/ CAFE-OTHER SERVICES	1042885-10431	CF	CAFE-OTHER SERVICES		1,026.22
			27				
	26-0813	60-910-310-500-DW- -/ CAFE-OTHER SERVICES	1043362 -	CF	CAFE-OTHER SERVICES		720.00

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Pending Payments							
	26-0813		1043364				
					Total for JAY-HILL CORP./ 4805		\$1,746.22
JCP&L/ 2181							
	26-0622	11-000-262-622-BC-0640B-/ CUSTODIAL-ELECTRICITY	AUG26-SEPT25 CF		CUSTODIAL-ELECTRICITY		143.23
			- SERV.				
		11-000-262-622-HS-0640B-/ CUSTODIAL-ELECTRICITY	AUG26-SEPT25 CF		CUSTODIAL-ELECTRICITY		25.06
			- SERV.				
		11-000-262-622-LR-0640B-/ CUSTODIAL-ELECTRICITY	AUG26-SEPT25 CF		CUSTODIAL-ELECTRICITY		1,600.00
			- SERV.				
		11-000-262-622-WW-0640B-/ CUSTODIAL-ELECTRICITY	AUG26-SEPT25 CF		CUSTODIAL-ELECTRICITY		2,529.62
			- SERV.				
					Total for JCP&L/ 2181		\$4,297.91
JOHN T. BIRCHENOUGH IV/ 9308							
	26-0686	11-190-100-610-TD-0730A-/ REG PROG UND-SUPPLIES	0903	CF	REG PROG UND-SUPPLIES		825.00
JONATHAN LASSLETT/ 9307							
	26-0436	11-190-100-500-HS- / REG PROG UND-OTH SERVICE	MLHS-#4	CF	REG PROG UND-OTH SERVICE		663.00
KEMPERSPORT MANAGEMENT, INC./ 9600							
	26-0581	11-402-100-890-HS-1020A-21/ ATHLETICS-OTHER OBJECTS	04.30.25 - 05.19.25	CF	ATHLETICS-OTHER OBJECTS		420.00
KENNEDY INDUSTRIES FULFILLMENT, LLC/ 8965							
	26-0417	11-402-100-610-HS-1020A-54/ ATHLETICS-SUPPLIES	1501154	CF	ATHLETICS-SUPPLIES		106.77
LAKESHORE LEARNING MATERIALS/ 1345							
	26-0642	11-207-100-610-LR-0240 -/ AUD IMP-SUPPLIES	92028885	CF	AUD IMP-SUPPLIES		61.18
	26-0719	11-213-100-610-CS-1106A-64/ RESOURCE RM-SUPPLIES	92038871	CF	RESOURCE RM-SUPPLIES		44.98
	26-0656	11-207-100-610-LR-0240 -/ AUD IMP-SUPPLIES	91805004	CF	AUD IMP-SUPPLIES		185.31
	26-0649	11-207-100-610-LR-0240 -/ AUD IMP-SUPPLIES	91754000	CF	AUD IMP-SUPPLIES		270.84
	26-0648	11-207-100-610-LR-0240 -/ AUD IMP-SUPPLIES	91753999	CF	AUD IMP-SUPPLIES		53.98
		11-207-100-610-LR-0240 -/ AUD IMP-SUPPLIES	91805003	CF	AUD IMP-SUPPLIES		35.99
					Total for LAKESHORE LEARNING MATERIALS/ 1345		\$652.28
LEARNING A-Z/ 8534							
	26-0761	11-000-240-610-LR-0250E-/ SCH ADMIN-SUPPLIES	CI-00329134	CF	SCH ADMIN-SUPPLIES		496.00
MAA AMERICAN MATH COMPETITIONS/ 4788							

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Pending Payments							
	26-0729	11-190-100-610-HS-0240A-B/ REG PROG UND-SUPPLIES	000981476	CF	REG PROG UND-SUPPLIES		230.00
	26-0733	11-190-100-890-BC-0250A-/ REG PROG UND-OTHER OBJ	000981601	CF	REG PROG UND-OTHER OBJ		230.00
Total for MAA AMERICAN MATH COMPETITIONS/ 4788							\$460.00
MADISON BOARD OF EDUCATION/ 8913							
	26-0745	11-402-100-890-HS-1020A-21/ ATHLETICS-OTHER OBJECTS	VOLEYBALL 09.20.25	CF	ATHLETICS-OTHER OBJECTS		325.00
MARILYN A. KUBICHEK, MD, FAAP/ 8960							
	26-0284	11-000-213-330-CS-0431A-/ HEALTH-OTH PUR PROF SERV	08.25.25-UGF	CF	HEALTH-OTH PUR PROF SERV		725.00
		11-000-213-330-CS-0431A-/ HEALTH-OTH PUR PROF SERV	725	CF	HEALTH-OTH PUR PROF SERV		725.00
Total for MARILYN A. KUBICHEK, MD, FAAP/ 8960							\$1,450.00
MARK BITAR II/ 9204							
	26-0730	11-402-100-890-HS-1020A-21/ ATHLETICS-OTHER OBJECTS	2025FOOTBAL LOFFICIAL	CF	ATHLETICS-OTHER OBJECTS		484.00
MATHCOUNTS FOUNDATION/ 2457							
	26-0744	11-190-100-890-BC-0250A-/ REG PROG UND-OTHER OBJ	WEB-28069	CF	REG PROG UND-OTHER OBJ		320.00
MCASA TREASURER/ 5728							
	26-0762	11-000-230-890-AD-0130D-/ GEN ADMIN-OTH OBJECTS	25-26 MCASA-BRAD- S	CF	GEN ADMIN-OTH OBJECTS		350.00
MCASE/ 8217							
	26-0722	11-000-240-890-CS-0250D-BE/ SCH ADMIN-OTH OBJECTS	2025-2026 MEMB-KD	CF	SCH ADMIN-OTH OBJECTS		375.00
MCI COMM SERVICE/ 9169							
	26-0684	11-190-100-500-TD-0720C-/ REG PROG UND-OTH SERVICE	AUGUST 2025	CF	REG PROG UND-OTH SERVICE		14.08
		11-190-100-500-TD-0720C-/ REG PROG UND-OTH SERVICE	STATEMENT 09/11/2025	CF	REG PROG UND-OTH SERVICE		14.08
Total for MCI COMM SERVICE/ 9169							\$28.16
MEGAN DUFFY/ 9416							
	25-1522	11-000-100-566-CS-0870F-/ TUIT TO PRIV SCH INSTATE	TUITION-REIM BURSMENT	CF	TUIT TO PRIV SCH INSTATE		31,385.00
MICHAEL K. MARSHALL/ 9490							
	26-0763	11-000-230-890-AD-0130D-/ GEN ADMIN-OTH OBJECTS	08312025-MAR SHALLMEM	CF	GEN ADMIN-OTH OBJECTS		170.00

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Pending Payments							
MILLENNIUM COMMUNICATION GROUP, INC./ 9572							
	26-0629	12-000-252-732-TD- -/ EQUIP-NON INSTR-IT	CONINV2887	CF	EQUIP-NON INSTR-IT		5,128.42
	26-0241	12-000-400-450-DW-0720B-/ CAPITAL-CONSTRUCT	CONINV2887-C	CF	CAPITAL-CONSTRUCT		291,146.60
Total for MILLENNIUM COMMUNICATION GROUP, INC./ 9572							\$296,275.02
MORRIS AREA CURRICULUM NETWORK/ 2562							
	26-0724	11-000-223-800-CI- -/ INSTR TRAIN-OTH OBJECTS	2526-027	CF	INSTR TRAIN-OTH OBJECTS		550.00
MORRISTOWN BEARD SCHOOL/ 8889							
	26-0690	11-402-100-890-HS-1020A-21/ ATHLETICS-OTHER OBJECTS	2026NJIGLL INV	CF	ATHLETICS-OTHER OBJECTS		75.00
MOUNTAIN LAKES BD-CAFE ACCT/ 7019							
	26-0697	11-000-218-610-HS-0250A-G/ GUIDANCE-SUPPLIES	574-2526-10	CF	GUIDANCE-SUPPLIES		146.53
MPS/ 7611							
	26-0619	11-190-100-640-HS-0220A-D/ REG PROG UND-TEXTBOOKS	69106460	CF	REG PROG UND-TEXTBOOKS		5,070.56
		11-190-100-640-HS-0220A-D/ REG PROG UND-TEXTBOOKS	69306478	CF	REG PROG UND-TEXTBOOKS		1,170.00
Total for MPS/ 7611							\$6,240.56
NASCO/ 2591							
	26-0127	11-190-100-610-HS-0240A-F/ REG PROG UND-SUPPLIES	823823	CF	REG PROG UND-SUPPLIES		370.43
NCS PEARSON INC/ 8325							
	26-0595	11-000-216-610-CS-1106A-66/ SPEECH/OT/PT-SUPPLIES	29938593	CF	SPEECH/OT/PT-SUPPLIES		324.47
NEWSELA, INC/ 8676							
	26-0792	11-190-100-500-BC- -/ REG PROG UND-OTH SERVICE	53144	CF	REG PROG UND-OTH SERVICE		2,325.00
NJASA/ 2579							
	26-0790	11-000-252-890-TD-0130 -/ IT-OTHER OBJECTS	25-26 MEMBERSHIP DS	CF	IT-OTHER OBJECTS		500.00
	26-0747	11-000-221-800-CI- -/ IMPROV INSTR-OTH OBJECTS	MEMBERSHIP 25-26 IC	CF	IMPROV INSTR-OTH OBJECTS		2,497.00
Total for NJASA/ 2579							\$2,997.00
NJASBO/ 2712							
	26-0760	11-000-251-580-AD-0130K-/ CENTRAL SERV-TRAVEL	200030994	CF	CENTRAL SERV-TRAVEL		145.00

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Pending Payments							
NORTHERN SPEECH SERVICES, INC./ 9604							
	26-0659	11-000-216-610-CS-1106A-66/ SPEECH/OT/PT-SUPPLIES	1415471	CF	SPEECH/OT/PT-SUPPLIES		173.38
PDM GROUP/ 7934							
	26-0713	11-000-261-420-DW-0750 -/ REQ MAINT-CLN/REPAIR/MNT	5691-5652-5653	CF	REQ MAINT-CLN/REPAIR/MNT		7,785.56
PHONAK, INC / SONOVA USA INC/ 1107							
	26-0716	11-207-100-610-LR-0240 -/ AUD IMP-SUPPLIES	5404606464	CF	AUD IMP-SUPPLIES		3,853.33
POMPTONIAN FOOD SERVICE/ 6640							
	26-0559	60-910-310-870-DW-000 -/ CAFE-COST OF SALES	574-091925	CF	CAFE-COST OF SALES		9,086.03
		60-910-310-870-DW-000 -/ CAFE-COST OF SALES	MUL-574-09122	CF	CAFE-COST OF SALES		30,703.29
			5				
Total for POMPTONIAN FOOD SERVICE/ 6640							\$39,789.32
POWERSCHOOL GROUP LLC/ 7351							
	26-0115	11-190-100-500-TD-0720D-/ REG PROG UND-OTH SERVICE	465775	CF	REG PROG UND-OTH SERVICE		4,295.09
PROJECT FIT AMERICA/ 9610							
	26-0743	20-043-100-610-WW- -/ MLEF-WW-SUPPLIES	09/17/25 INV	CF	MLEF-WW-SUPPLIES		774.00
QUADIENT LEASING USA, INC/ 9408							
	26-0560	11-000-251-500-AD- -/ MISCELLANEOUS PURCHASED	Q2016234	CF	MISCELLANEOUS PURCHASED		461.51
REALLY GOOD STUFF, LLC/ 6507							
	26-0693	20-043-100-610-WW- -/ MLEF-WW-SUPPLIES	9013445	CF	MLEF-WW-SUPPLIES		249.93
		20-043-100-610-WW- -/ MLEF-WW-SUPPLIES	9014033	CF	MLEF-WW-SUPPLIES		155.97
Total for REALLY GOOD STUFF, LLC/ 6507							\$405.90
REED ACADEMY/ 9298							
	26-0427	11-000-100-566-CS-0870F-/ TUIT TO PRIV SCH INSTATE	INV10496	CF	TUIT TO PRIV SCH INSTATE		13,159.44
		11-000-100-566-CS-0870F-/ TUIT TO PRIV SCH INSTATE	10595	CF	TUIT TO PRIV SCH INSTATE		11,279.52
Total for REED ACADEMY/ 9298							\$24,438.96
ROBERT GRIGGS PLUMBING & HEATING LLC/ 8888							
	26-0818	11-000-261-420-DW-0750 -/ REQ MAINT-CLN/REPAIR/MNT	13341	CF	REQ MAINT-CLN/REPAIR/MNT		10,161.90
	26-0819	11-000-261-420-DW-0750 -/ REQ MAINT-CLN/REPAIR/MNT	13340 - 12650	CF	REQ MAINT-CLN/REPAIR/MNT		2,490.58
Total for ROBERT GRIGGS PLUMBING & HEATING LLC/ 8888							\$12,652.48
RULING OUR EXPERIENCES, INC. (ROX)/ 9598							

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Pending Payments							
	26-0725	11-000-213-330-CS-0431A-/ HEALTH-OTH PUR PROF SERV	22108	CF	HEALTH-OTH PUR PROF SERV		1,600.00
SAGE ALLIANCE/ 9005							
	26-0370	11-000-100-566-CS-0870F-/ TUIT TO PRIV SCH INSTATE	153820	CF	TUIT TO PRIV SCH INSTATE		8,735.80
SAGE THRIVE INC/ 6766							
	26-0767	11-000-213-330-CS-0431A-/ HEALTH-OTH PUR PROF SERV	153606	CF	HEALTH-OTH PUR PROF SERV		13,081.00
SCHOLASTIC INC/ 5764							
	26-0328	11-207-100-610-LR-0240 -/ AUD IMP-SUPPLIES	73472131	CF	AUD IMP-SUPPLIES		35.24
SCHOOL HEALTH CORPORATION/ 3169							
	26-0242	11-000-213-610-BC-0420A-/ HEALTH-SUPPLIES	208136414799	CF	HEALTH-SUPPLIES		12.17
	26-0723	11-207-100-610-LR-0240 -/ AUD IMP-SUPPLIES	000300619	CF	AUD IMP-SUPPLIES		139.18
Total for SCHOOL HEALTH CORPORATION/ 3169							\$151.35
SCHOOL SPECIALTY, LLC/ 9170							
	26-0196	11-190-100-610-WW-0240A-U/ REG PROG UND-SUPPLIES	208136373442	CF	REG PROG UND-SUPPLIES		34.20
	26-0318	11-190-100-610-WW-0240A-U/ REG PROG UND-SUPPLIES	208136364269	CF	REG PROG UND-SUPPLIES		43.45
	26-0189	11-190-100-610-WW-0240A-U/ REG PROG UND-SUPPLIES	208136374376	CF	REG PROG UND-SUPPLIES		22.80
	26-0263	11-190-100-610-BC-0240A-/ REG PROG UND-SUPPLIES	308104761390	CF	REG PROG UND-SUPPLIES		91.63
	26-0245	11-190-100-610-BC-0240A-/ REG PROG UND-SUPPLIES	308104727386	CF	REG PROG UND-SUPPLIES		102.38
	26-0274	11-190-100-610-BC-0240A-/ REG PROG UND-SUPPLIES	208136373306	CF	REG PROG UND-SUPPLIES		43.45
	26-0509	11-207-100-610-LR-0240 -/ AUD IMP-SUPPLIES	208136414799	CF	AUD IMP-SUPPLIES		2.24
	26-0542	11-213-100-610-CS-1106A-64/ RESOURCE RM-SUPPLIES	208136102304	CF	RESOURCE RM-SUPPLIES		123.76
		11-213-100-610-CS-1106A-64/ RESOURCE RM-SUPPLIES	208136159952	CF	RESOURCE RM-SUPPLIES		128.28
		11-213-100-610-CS-1106A-64/ RESOURCE RM-SUPPLIES	308104776508	CF	RESOURCE RM-SUPPLIES		201.84
	26-0630	11-190-100-610-WW-0240A-U/ REG PROG UND-SUPPLIES	308104807013	CF	REG PROG UND-SUPPLIES		354.90
	26-0208	11-190-100-610-WW-0240A-G/ REG PROG UND-SUPPLIES	308104716455	CF	REG PROG UND-SUPPLIES		592.29
	26-0450	11-000-240-610-BC-0250A-/ SCH ADMIN-SUPPLIES	308104746108	CF	SCH ADMIN-SUPPLIES		939.59
	26-0646	11-207-100-610-LR-0240 -/ AUD IMP-SUPPLIES	308104774840	CF	AUD IMP-SUPPLIES		1,654.32
	26-0647	11-207-100-610-LR-0240 -/ AUD IMP-SUPPLIES	308104786224	CF	AUD IMP-SUPPLIES		700.52
	26-0689	11-207-100-610-LR-0240 -/ AUD IMP-SUPPLIES	208136333212	CF	AUD IMP-SUPPLIES		100.08
	26-0318	11-190-100-610-WW-0240A-U/ REG PROG UND-SUPPLIES	308104755410	CF	REG PROG UND-SUPPLIES		380.00
	26-0196	11-190-100-610-WW-0240A-U/ REG PROG UND-SUPPLIES	208135787590	CF	REG PROG UND-SUPPLIES		306.69
	26-0209	11-190-100-610-WW-0240A-G/ REG PROG UND-SUPPLIES	308104735349	CF	REG PROG UND-SUPPLIES		2,522.25
Total for SCHOOL SPECIALTY, LLC/ 9170							\$8,344.67
SDI INNOVATIONS, INC/ 9044							

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

Mountain Lakes Board of Education

Bills And Claims Report By Vendor Name

1

va_bill5.032923
09/01/2025

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	26-0703	11-000-240-610-WW-0250A-/ SCH ADMIN-SUPPLIES	S25-0323941	CF	SCH ADMIN-SUPPLIES		76.30
SHI INTERNATIONAL CORP/ 8712							
	26-0597	11-190-100-610-TD-0730E-/ REG PROG UND-SUPPLIES	B20205434	CF	REG PROG UND-SUPPLIES		11,944.80
SILVERGATE PREP/ 8445							
	26-0753	11-150-100-320-CS-1101A-/ HOME INSTR-PUR PROF SERV	53103-690 54105-108	CF	HOME INSTR-PUR PROF SERV		660.00
ST CLARE'S TRAINING CENTER/ 7181							
	26-0736	11-000-213-330-HS- / HEALTH-OTH PUR PROF SERV	3684	CF	HEALTH-OTH PUR PROF SERV		10.00
STANTON'S SHEET MUSIC, INC */ 7172							
	26-0329	11-190-100-610-HS-0240A-G/ REG PROG UND-SUPPLIES	2008569	CF	REG PROG UND-SUPPLIES		996.14
STAPLES BUSINESS CREDIT/ 7945							
	26-0666	11-000-219-610-CS-1101A-/ CST-SUPPLIES	6043447412	CF	CST-SUPPLIES		23.68
	26-0680	11-000-218-610-HS-0250A-G/ GUIDANCE-SUPPLIES	6042302184-CR CF 4258228	CF	GUIDANCE-SUPPLIES		269.44
		11-000-240-610-HS-0250A-/ SCH ADMIN-SUPPLIES	6042302184-CR CF 4258228	CF	SCH ADMIN-SUPPLIES		4.90
		11-000-218-610-HS-0250A-G/ GUIDANCE-SUPPLIES	6042582290	CF	GUIDANCE-SUPPLIES		10.00
		11-000-240-610-HS-0250A-/ SCH ADMIN-SUPPLIES	6042582290	CF	SCH ADMIN-SUPPLIES		4.32
		11-000-218-610-HS-0250A-G/ GUIDANCE-SUPPLIES	6042729224	CF	GUIDANCE-SUPPLIES		10.00
		11-000-240-610-HS-0250A-/ SCH ADMIN-SUPPLIES	6042729224	CF	SCH ADMIN-SUPPLIES		4.32
	26-0748	11-190-100-610-HS-0240A-C/ REG PROG UND-SUPPLIES	6043447414	CF	REG PROG UND-SUPPLIES		59.38
	26-0804	11-190-100-610-WW-0240A-G/ REG PROG UND-SUPPLIES	6044343478	CF	REG PROG UND-SUPPLIES		389.04
	26-0643	11-207-100-610-LR-0240 -/ AUD IMP-SUPPLIES	6040236818	CF	AUD IMP-SUPPLIES		36.96
	26-0657	11-213-100-610-CS-1106A-64/ RESOURCE RM-SUPPLIES	6041059860	CF	RESOURCE RM-SUPPLIES		35.96
		11-213-100-610-CS-1106A-64/ RESOURCE RM-SUPPLIES	6041059862	CF	RESOURCE RM-SUPPLIES		276.83
		11-213-100-610-CS-1106A-64/ RESOURCE RM-SUPPLIES	6041759327	CF	RESOURCE RM-SUPPLIES		51.96
	26-0658	11-213-100-610-CS-1106A-64/ RESOURCE RM-SUPPLIES	6041059859	CF	RESOURCE RM-SUPPLIES		26.09
		11-213-100-610-CS-1106A-64/ RESOURCE RM-SUPPLIES	6041059864	CF	RESOURCE RM-SUPPLIES		343.13
		11-213-100-610-CS-1106A-64/ RESOURCE RM-SUPPLIES	6041677280	CF	RESOURCE RM-SUPPLIES		6.30
	26-0688	11-207-100-610-LR-0240 -/ AUD IMP-SUPPLIES	6041835919	CF	AUD IMP-SUPPLIES		13.44
		11-207-100-610-LR-0240 -/ AUD IMP-SUPPLIES	6042079268	CF	AUD IMP-SUPPLIES		27.36
	26-0668	11-000-251-600-AD-0130I-/ CENTRAL SERV-SUPPLIES	6041759328	CF	CENTRAL SERV-SUPPLIES		25.04

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

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Mountain Lakes Board of Education

Bills And Claims Report By Vendor Name

1

va_bill5.032923
09/01/2025

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
		11-000-251-600-AD-0130I-/ CENTRAL SERV-SUPPLIES	6041759329	CF	CENTRAL SERV-SUPPLIES		3.03
		11-000-251-600-AD-0130I-/ CENTRAL SERV-SUPPLIES	6041835922	CF	CENTRAL SERV-SUPPLIES		640.66
	26-0585	11-000-216-610-CS-1106A-66/ SPEECH/OT/PT-SUPPLIES	6039650785	CF	SPEECH/OT/PT-SUPPLIES		8.19
		11-000-216-610-CS-1106A-66/ SPEECH/OT/PT-SUPPLIES	6039650790	CF	SPEECH/OT/PT-SUPPLIES		35.18
		11-000-216-610-CS-1106A-66/ SPEECH/OT/PT-SUPPLIES	6040007841	CF	SPEECH/OT/PT-SUPPLIES		62.78
	26-0666	11-000-219-610-CS-1101A-/ CST-SUPPLIES	6042657621-CR CF		CST-SUPPLIES		82.30
			02332				
		11-000-219-610-CS-1101A-/ CST-SUPPLIES	6042729225	CF	CST-SUPPLIES		23.71
			Total for STAPLES BUSINESS CREDIT/ 7945				\$2,474.00
TEACHER/ 3320							
	26-0600	11-000-223-890-HS-0250D-/ INSTR TRAIN-OTH OBJECTS	REIMB-FIORIN	CF	TERESA FIORINA		65.00
			A-COSTCO				
	26-0720	11-000-223-580-CS-0250B-/ INSTR TRAIN-TRAVEL	JULY-AUGUST	CF	DEBBIE GOLDSTEIN		58.28
			2025 DG				
			Total for TEACHER/ 3320				\$123.28
THERAPRO, INC./ 4645							
	26-0651	11-207-100-610-LR-0240 -/ AUD IMP-SUPPLIES	IN516412	CF	AUD IMP-SUPPLIES		1,018.30
TIOGA SOLAR MORRIS COUNTY 1, LLC/ 8054							
	26-0562	11-000-262-622-HS-0640B-/ CUSTODIAL-ELECTRICITY	JULY &	CF	CUSTODIAL-ELECTRICITY		4,237.34
			AUGUST 2025				
TREASURER, STATE OF NEW JERSEY/ 3342							
	26-0777	11-000-263-890-DW-0660A-/ GROUNDS-OTHER OBJECTS	251291940	CF	GROUNDS-OTHER OBJECTS		80.00
VISUAL COMPUTER SOLUTIONS, INC/ 9304							
	26-0766	11-000-266-300-DW- -/ SECURITY-PUR TECH SERVIC	136000233-234-	CF	SECURITY-PUR TECH SERVIC		2,469.40
			235				
W.B. MASON CO., INC./ 6480							
	26-0738	11-000-240-610-WW-0250A-/ SCH ADMIN-SUPPLIES	257034528	CF	SCH ADMIN-SUPPLIES		2,402.10
	26-0456	11-000-218-600-BC-0250E-6/ GUIDANCE-SUPPLIES	255857030	CF	GUIDANCE-SUPPLIES		155.09
		11-000-240-610-BC-0250A-/ SCH ADMIN-SUPPLIES	255857030	CF	SCH ADMIN-SUPPLIES		183.28
		11-190-100-610-BC-0730A-/ REG PROG UND-SUPPLIES	255857030	CF	REG PROG UND-SUPPLIES		2.00
			Total for W.B. MASON CO., INC./ 6480				\$2,742.47
W.W. NORTON & COMPANY, INC./ 8831							

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Mountain Lakes Board of Education

Bills And Claims Report By Vendor Name

1

va_bill5.032923
09/01/2025

Vendor # / Name		PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments								
		26-0679	11-190-100-640-HS-0220A-Z/ REG PROG UND-TEXTBOOKS	3165693	CF	REG PROG UND-TEXTBOOKS		240.00
WEATHERTITE SOLUTIONS LLC/ 8684								
		26-0606	11-000-261-420-DW-0750 -/ REQ MAINT-CLN/REPAIR/MNT	0925-025	CF	REQ MAINT-CLN/REPAIR/MNT		13,550.00
WESTERN PSYCHOLOGICAL SERVICES/ 8971								
		26-0702	11-000-221-890-LR-0250E-/ IMPROV INSTR-OTH OBJECTS	WPS-538720	CF	IMPROV INSTR-OTH OBJECTS		90.00
Total for Pending Payments								\$642,233.46

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

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Mountain Lakes Board of Education

Monthly Transfer Report

2

va_s1701
08/01/2025

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
INSTRUCTION									
Regular Programs	11-1XX-100-XXX 12-1XX-100-XXX 13-1XX-100-XXX 15-1XX-100-XXX	12,280,674.00	10,543.51	12,291,217.51	1,229,121.75	(336,443.02)	-2.74	892,678.73	968,801.69
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	8,630,121.00	464,333.78	9,094,454.78	909,445.48	542,517.01	5.97	1,451,962.49	998,846.49
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	1,411,175.00	2,752.60	1,413,927.60	141,392.76	(3,169.00)	-0.22	138,223.76	1,095,178.03
Community Services Programs/Operations	1X-800-330-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL INSTRUCTIONAL EXPENSE		22,321,970.00	477,629.89	22,799,599.89					3,062,826.21
UNDISTRIBUTED EXPENDITURES									
Tuition	11-000-100-XXX	1,087,636.00	31,385.00	1,119,021.00	111,902.10	(6,233.40)	-0.56	105,668.70	585,922.85
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	3,401,405.00	3,447.54	3,404,852.54	340,485.25	(270,146.56)	-7.93	70,338.69	79,313.26
Improvement of Instruction Services and Instructional Staff Training Services	1X-000-221-XXX 1X-000-223-XXX	813,909.00	2,166.25	816,075.25	81,607.53	(12,449.92)	-1.53	69,157.61	227,803.04
General Administration	1X-000-230-XXX	875,100.00	52,080.18	927,180.18	92,718.02	8,169.00	0.88	100,887.02	148,537.16
School Administration	1X-000-240-XXX	1,622,571.00	141,528.33	1,764,099.33	176,409.93	60,042.91	3.40	236,452.84	208,090.50
Central Services & Administrative Information Technology	1X-000-25X-XXX	694,862.00	6,112.65	700,974.65	70,097.47	4,135.66	0.59	74,233.13	55,141.80
Operation and Maintenance of Plant Services	1X-000-26X-XXX	4,030,354.00	10,736.76	4,041,090.76	404,109.08	28,227.44	0.70	432,336.52	782,009.44
Student Transportation Services	1X-000-270-XXX	757,119.00	14,845.00	771,964.00	77,196.40	0.00	0.00	77,196.40	586,854.09

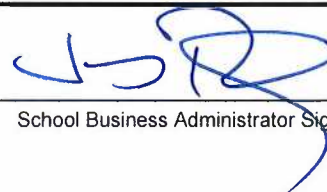
Mountain Lakes Board of Education

Monthly Transfer Report

2

va_s1701
08/01/2025

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
Personal Services-Employee Benefits	1X-XXX-XXX-2XX	7,661,440.00	0.00	7,661,440.00	766,144.00	9,500.00	0.12	775,644.00	2,708,983.31
Food Services	11-000-310-XXX	63,500.00	745.00	64,245.00	6,424.50	0.00	0.00	6,424.50	63,500.00
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
TOTAL UNDISTRIBUTED EXPENSE		21,007,896.00	263,046.71	21,270,942.71					5,446,155.45
TOTAL GENERAL CURRENT EXPENSE		43,329,866.00	740,676.60	44,070,542.60					8,508,981.66
Equipment	12-XXX-XXX-73X 15-XXX-XXX-73X	57,750.00	0.00	57,750.00	5,775.00	77,868.23	134.84	83,643.23	3,901.25
Facilities Acquisition and Construction Services	12-000-4XX-XXX	678,298.00	207,402.32	885,700.32	0.00	(77,868.23)	-8.79	0.00	164,166.36
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
TOTAL CAPITAL EXPENDITURES		736,048.00	207,402.32	943,450.32					168,067.61
TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX	228,599.00	0.00	228,599.00	22,859.90	295,749.28	129.37	318,609.18	145,830.50
Transfer of Funds to Charter Schools	10-000-100-56X	29,365.00	0.00	29,365.00	2,936.50	(19,899.40)	-67.77	0.00	9,465.60
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
OPERATING BUDGET GRAND TOTAL		44,323,878.00	948,078.92	45,271,956.92					8,832,345.37



School Business Administrator Signature

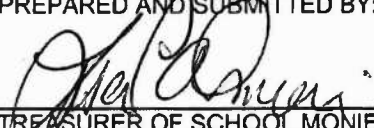
9.24.2025

Date

MOUNTAIN LAKES
SCHOOL DISTRICT
Treasurer's Report
ALL FUNDS
Month Ending
AUGUST 31, 2025

FUNDS	OPENING CASH BALANCE 8/1/25	ADJUSTMENTS	CURRENT MONTH RECEIPTS	CURRENT MONTH DISBURSEMENTS	ENDING CASH BALANCE 8/31/25
<u>GOVERNMENTAL FUNDS</u>					
10 GENERAL FUND	\$7,696,736.99	\$39,513.78	\$2,823,707.57	\$1,802,619.09	\$8,757,339.25
20 SPECIAL REVENUE FUND	\$692,935.04	(\$31,829.74)	\$18,999.48	\$94,211.21	\$585,893.57
30 CAPITAL PROJECTS FUND	(\$712,609.16)		\$0.00	\$0.00	(\$712,609.16)
40 DEBT SERVICE FUND	(\$629,294.95)		\$192,166.67	\$0.00	(\$437,128.28)
61 TECHNOLOGY - CHROME INS	\$0.00		\$1,460.00	\$0.00	\$1,460.00
	<u>\$7,047,767.92</u>	<u>\$7,684.04</u>	<u>\$3,036,333.72</u>	<u>\$1,896,830.30</u>	<u>\$8,194,955.38</u>
60 CAFETERIA ACCOUNT	\$54,600.66		\$7,669.80	\$62,915.73	(\$645.27)
TOTAL GOVERNMENTAL FUNDS:	<u>\$7,102,368.58</u>	<u>\$7,684.04</u>	<u>\$3,044,003.52</u>	<u>\$1,959,746.03</u>	<u>\$8,194,310.11</u>
<u>TRUST & AGENCY FUNDS</u>					
FLEX SPENDING	\$17,236.20		\$924.29	\$610.85	\$17,549.64
UNEMPLOYMENT	\$400,139.20		\$1,147.38	\$643.50	\$400,643.08
NET PAYROLL	\$0.00		\$473,832.59	\$473,832.59	\$0.00
PAYROLL AGENCY	\$10,525.39		\$276,867.04	\$278,411.28	\$8,981.15
TOTAL TRUST & AGENCY FUNDS:	<u>\$427,900.79</u>	<u>\$0.00</u>	<u>\$752,771.30</u>	<u>\$753,498.22</u>	<u>\$427,173.87</u>
TOTAL ALL FUNDS:	<u>\$7,530,269.37</u>	<u>\$7,684.04</u>	<u>\$3,796,774.82</u>	<u>\$2,713,244.25</u>	<u>\$8,621,483.98</u>

PREPARED AND SUBMITTED BY:


TREASURER OF SCHOOL MONIES
LISA PALMIERI

9/24/25
DATE

MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - GENERAL ACCOUNT
AS OF AUGUST 31, 2025

Balance per Books - August 1, 2025				7,047,767.92
Add: Receipts				3,044,017.76
				<u>10,091,785.68</u>
Less: Disbursements				<u>1,896,830.30</u>
Balance per Books - August 31, 2025				<u><u>8,194,955.38</u></u>
Balance per Bank				
Lakeland Bank #624615786 (General)				0.00
Lakeland Bank #624611616 (General)				<u>9,899,932.63</u>
				<u>9,899,932.63</u>
Add: Due from Cafeteria Account:				
Check #102244	7/15/25	4,580.00	9/11/25	
Check #102379	7/31/25	320.00	9/11/25	
Check #102536	8/31/25	30,680.45	9/22/25	
Check #102548	8/31/25	<u>32,019.51</u>	9/22/25	
				<u>67,599.96</u>
				<u>9,967,532.59</u>
Less: Outstanding Checks				<u>(1,772,577.21)</u>
				<u><u>8,194,955.38</u></u>

MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - GENERAL ACCOUNT
AS OF AUGUST 31, 2025

<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	100450	4,653.28	7/31/25	102309	645.00	7/31/25	102364	192.00
9/4/24	100512	30.00	7/31/25	102312	2,396.00	7/31/25	102365	30,827.00
10/15/24	100928	36.61	7/31/25	102313	3,420.96	7/31/25	102366	424.00
11/29/24	101031	21.20	7/31/25	102314	1,756.99	7/31/25	102369	7,752.33
11/29/24	101056	68.98	7/31/25	102316	585.91	7/31/25	102370	4,361.07
11/29/24	101058	68.98	7/31/25	102317	1,009.99	7/31/25	102371	1,205.40
11/29/24	101059	37.71	7/31/25	102318	324.07	7/31/25	102372	800.00
11/29/24	101060	26.98	7/31/25	102320	3,099.25	7/31/25	102373	8,840.00
11/29/24	101061	26.98	7/31/25	102321	455.00	7/31/25	102374	3,034.26
11/29/24	101064	68.98	7/31/25	102322	158.00	7/31/25	102375	19,255.00
11/29/24	101076	600.00	7/31/25	102323	238.00	7/31/25	102377	1,560.00
12/20/24	101215	135.00	7/31/25	102325	8,305.50	7/31/25	102378	1,944.59
12/20/24	101270	23.12	7/31/25	102326	4,000.00	7/31/25	102380	4,594.90
12/20/24	101288	20.00	7/31/25	102328	358.59	7/31/25	102381	180.00
1/28/25	101389	21.20	7/31/25	102329	798.73	7/31/25	102382	17,587.32
3/18/25	101630	212.79	7/31/25	102330	25,427.00	7/31/25	102383	45,810.00
3/18/25	101697	17.34	7/31/25	102331	367.14	7/31/25	102384	14,435.00
4/15/25	101818	7.71	7/31/25	102332	59.88	7/31/25	102388	500.00
5/20/25	101948	60.00	7/31/25	102333	1,711.00	7/31/25	102389	6,090.00
5/20/25	101953	21.20	7/31/25	102336	608.82	7/31/25	102391	600.00
5/30/25	102025	32.76	7/31/25	102337	3,750.00	7/31/25	102392	325.00
6/24/25	102071	457.00	7/31/25	102338	8,333.00	7/31/25	102394	1,198.50
6/24/25	102090	1,631.36	7/31/25	102339	99.00	7/31/25	102395	183.00
6/24/25	102109	9.64	7/31/25	102340	10,648.84	7/31/25	102396	96,818.81
6/30/25	102179	9.40	7/31/25	102342	3,097.54	7/31/25	102397	1,225.00
6/30/25	102190	588.50	7/31/25	102343	14,568.40	7/31/25	102399	85.00
6/30/25	102191	588.50	7/31/25	102345	275.00	7/31/25	102400	7,814.41
6/30/25	102197	588.50	7/31/25	102346	23,145.60	7/31/25	102401	535.00
6/30/25	102201	1,006.73	7/31/25	102347	22.99	7/31/25	102402	60.00
6/30/25	102279	18,075.00	7/31/25	102348	435.00	7/31/25	102403	90.00
6/30/25	102282	3,615.00	7/31/25	102349	68.00	7/31/25	102404	1,207.41
6/30/25	102286	3,615.00	7/31/25	102350	396.09	7/31/25	102406	150.00
6/30/25	102291	5,250.00	7/31/25	102351	18,446.98	7/31/25	102407	3,450.00
7/15/25	102242	500.00	7/31/25	102352	505.85	7/31/25	102408	3,018.00
7/15/25	102244	4,580.00	7/31/25	102353	27,762.35	7/31/25	102409	1,740.00
7/15/25	102246	267.76	7/31/25	102354	15,000.00	7/31/25	102410	2,040.00
7/31/25	102300	250.00	7/31/25	102356	1,500.00	7/31/25	102411	265.00
7/31/25	102302	200.00	7/31/25	102357	1,075.31	7/31/25	102412	8,145.00
7/31/25	102304	200.00	7/31/25	102358	2,878.50	7/31/25	102413	40.00
7/31/25	102305	200.00	7/31/25	102360	6,177.08	7/31/25	102414	350.00
7/31/25	102306	480.00	7/31/25	102361	99.99	7/31/25	102415	3,575.00
7/31/25	102307	5,944.45	7/31/25	102362	848.94	7/31/25	102416	346.00
7/31/25	102308	3,520.00	7/31/25	102363	1,000.00	7/31/25	102417	5,323.50
		<u>57,767.66</u>			<u>195,860.29</u>			<u>307,977.50</u>

3

MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - GENERAL ACCOUNT
AS OF AUGUST 31, 2025

<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>
7/31/25	102420	353.99	7/31/25	102471	319.50	8/31/25	102517	24.61
7/31/25	102423	2,477.99	7/31/25	102472	1,895.00	8/31/25	102518	60.00
7/31/25	102425	4,124.69	7/31/25	102474	1,750.31	8/31/25	102519	438.50
7/31/25	102426	2,308.25	7/31/25	102475	1,702.00	8/31/25	102520	344.14
7/31/25	102427	933.90	7/31/25	102476	3,006.30	8/31/25	102521	429.00
7/31/25	102428	1,264.40	7/31/25	102477	193.60	8/31/25	102522	17,864.32
7/31/25	102429	1,656.00	7/31/25	102478	851.67	8/31/25	102523	3,032.46
7/31/25	102430	27.95	7/31/25	102479	12,323.58	8/31/25	102524	87,544.27
7/31/25	102431	340.00	7/31/25	102481	200.00	8/31/25	102525	135.00
7/31/25	102432	3,400.00	8/31/25	102482	2,961.84	8/31/25	102526	200.00
7/31/25	102433	48.98	8/31/25	102483	1,335.46	8/31/25	102527	30.95
7/31/25	102435	629.00	8/31/25	102484	5,350.00	8/31/25	102528	920.32
7/31/25	102436	3,000.00	8/31/25	102485	4,365.25	8/31/25	102529	5,176.42
7/31/25	102437	13,985.45	8/31/25	102486	1,329.20	8/31/25	102530	12,306.25
7/31/25	102438	2,077.50	8/31/25	102487	920.64	8/31/25	102531	5,098.39
7/31/25	102439	6,573.36	8/31/25	102488	5,147.19	8/31/25	102532	2,400.00
7/31/25	102441	1,247.91	8/31/25	102489	9,534.00	8/31/25	102533	251.09
7/31/25	102442	633.23	8/31/25	102490	455.00	8/31/25	102534	21,501.00
7/31/25	102443	4,480.03	8/31/25	102491	145.60	8/31/25	102535	3,127.82
7/31/25	102444	1,274.00	8/31/25	102492	321.00	8/31/25	102536	30,680.45
7/31/25	102445	345.75	8/31/25	102493	2,220.00	8/31/25	102537	2,065.26
7/31/25	102446	480.21	8/31/25	102494	230.69	8/31/25	102538	815.00
7/31/25	102447	90.00	8/31/25	102495	262.15	8/31/25	102539	7,651.45
7/31/25	102448	9,728.08	8/31/25	102496	2,205.85	8/31/25	102540	887.04
7/31/25	102450	157,939.44	8/31/25	102497	3,750.00	8/31/25	102541	1,310.40
7/31/25	102451	391.83	8/31/25	102498	8,333.00	8/31/25	102542	150.00
7/31/25	102452	3,915.00	8/31/25	102499	4,095.01	8/31/25	102543	905.00
7/31/25	102453	4,043.46	8/31/25	102500	120.00	8/31/25	102544	270.54
7/31/25	102454	1,614.06	8/31/25	102501	4,649.45	8/31/25	102545	12,211.00
7/31/25	102455	1,125.00	8/31/25	102502	3,097.54	8/31/25	102546	1,020.00
7/31/25	102456	4,950.00	8/31/25	102503	5,574.56	8/31/25	102547	197.00
7/31/25	102457	214.70	8/31/25	102504	1,399.00	8/31/25	102548	32,019.51
7/31/25	102458	20,472.40	8/31/25	102505	23,679.99	8/31/25	102549	5,427.11
7/31/25	102459	7,307.00	8/31/25	102506	7,342.65	8/31/25	102550	68.97
7/31/25	102460	515.12	8/31/25	102507	1,666.37	8/31/25	102551	1,529.15
7/31/25	102461	999.00	8/31/25	102508	239.28	8/31/25	102552	1,625.00
7/31/25	102462	702.00	8/31/25	102509	3,960.00	8/31/25	102553	1,278.03
7/31/25	102463	75.60	8/31/25	102510	95,833.75	8/31/25	102554	714.79
7/31/25	102464	421.25	8/31/25	102511	160.00	8/31/25	102555	199.00
7/31/25	102465	199.98	8/31/25	102512	185.00	8/31/25	102556	21,899.40
7/31/25	102467	588.50	8/31/25	102513	68.00	8/31/25	102557	2,757.67
7/31/25	102468	3,524.16	8/31/25	102514	148.29	8/31/25	102558	982.37
7/31/25	102469	13,601.60	8/31/25	102515	19,893.04	8/31/25	102559	2,964.31
7/31/25	102470	258,169.00	8/31/25	102516	78.00	8/31/25	102560	30.45
		<u>542,249.77</u>			<u>243,298.76</u>			<u>290,543.44</u>

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MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - GENERAL ACCOUNT
AS OF AUGUST 31, 2025

<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>
8/31/25	102561	11,953.59						
8/31/25	102562	2,036.71						
8/31/25	102563	8,136.57						
8/31/25	102564	120.00						
8/31/25	102565	4,539.17						
8/31/25	102566	367.92						
8/31/25	102567	363.50						
8/31/25	102568	32.00						
8/31/25	102569	2,042.50						
8/31/25	102570	2,558.94						
8/31/25	102571	1,507.61						
8/31/25	102572	80.00						
8/31/25	102573	4,521.11						
8/31/25	102574	627.27						
8/31/25	102575	709.87						
8/31/25	102576	595.26						
8/31/25	102577	360.00						
8/31/25	102578	1,391.13						
8/31/25	102579	430.81						
8/31/25	102580	1,543.17						
8/31/25	102581	512.40						
8/31/25	102582	12,104.40						
8/31/25	102583	10,527.00						
8/31/25	102584	382.00						
8/31/25	102585	67,436.86						

134,879.79

0.00

0.00

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MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - GENERAL ACCOUNT
AS OF AUGUST 31, 2025

RECAP:

57,767.66
195,860.29
307,977.50
542,249.77
243,298.76
290,543.44
134,879.79
0.00
0.00

TOTAL **1,772,577.21** Total outstanding checks as of August 31, 2025

3

MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - CAFETERIA ACCOUNT
AS OF AUGUST 31, 2025

Balance per Books - August 1, 2025					54,600.66
Add: Receipts					7,669.80
					<u>62,270.46</u>
Less: Disbursements					62,915.73
					<u>62,915.73</u>
Balance per Books - August 31, 2025					<u>(645.27)</u>
Balance per Bank					
Lakeland Bank #624611829 (Cafeteria)					67,091.46
Less: Due to General Account:					
Check #102244	7/15/25		4,580.00	9/11/25	
Check #102379	7/31/25		320.00	9/11/25	
Check #102536	8/31/25		30,680.45	9/22/25	
Check #102548	8/31/25		<u>32,019.51</u>	9/22/25	
					67,599.96
					<u>(508.50)</u>
Less: Outstanding Checks					
	8/5/25	#1184	122.03		
	8/27/25	#1185	<u>14.74</u>		
					136.77
					<u>(645.27)</u>

3

MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - FLEX SPENDING ACCOUNT
AS OF AUGUST 31, 2025

Balance per Books - August 1, 2025	17,236.20
Add: Receipts	<u>924.29</u>
	18,160.49
Less: Disbursements	<u>610.85</u>
Balance per Books - August 31, 2025	<u><u>17,549.64</u></u>
Balance per Bank	
Lakeland Bank #624611608 (Flex Spending)	<u><u>17,549.64</u></u>

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MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - UNEMPLOYMENT ACCOUNT
AS OF AUGUST 31, 2025

Balance per Books - August 1, 2025	400,139.20
Add: Receipts	<u>1,147.38</u>
	401,286.58
Less: Disbursements	<u>643.50</u>
Balance per Books - August 31, 2025	<u><u>400,643.08</u></u>
Balance per Bank	
Lakeland Bank #624611802 (Unemployment)	<u><u>400,643.08</u></u>

MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - NET PAYROLL ACCOUNT
AS OF AUGUST 31, 2025

3

Balance per Books - August 1, 2025			0.00
Add: Receipts			<u>473,832.59</u>
			473,832.59
Less: Disbursements			<u>473,832.59</u>
Balance per Books - August 31, 2025			<u><u>0.00</u></u>
Balance per Bank			
Lakeland Bank #624611691 (Net Payroll)			8,076.75
Less: Interest due to General Fund			
July - 2025		205.54	
August - 2025		<u>115.36</u>	
			<u>320.90</u>
			7,755.85
Less: Outstanding Checks			
6/28/23	#151216	368.37	
5/31/24	#151385	484.20	
12/30/24	#151454	2,190.36	
2/28/25	#151481	2,564.07	
8/31/25	#151592	326.32	
7/30/25	#151599	1,014.45	
7/30/25	#151600	<u>808.08</u>	
			<u>7,755.85</u>
			<u><u>0.00</u></u>

3

MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - PAYROLL AGENCY ACCOUNT
AS OF AUGUST 31, 2025

Balance per Books - August 1, 2025					10,525.39
Add: Receipts					<u>276,867.04</u>
					287,392.43
Less: Disbursements					<u>278,411.28</u>
Balance per Books - August 31, 2025					<u><u>8,981.15</u></u>
Balance per Bank					
Lakeland Bank #624611640 (Payroll Agency)					9,917.93
Less: Outstanding Checks					
TPAF 24/25	8/4/25	#450	738.25		
TPAF RETRO	8/4/25	#451	<u>198.53</u>		
					<u>936.78</u>
					<u><u>8,981.15</u></u>

9/24 8:22pm
9/24 8:22pm

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
General Fund - Fund 10
Interim Balance Sheet
For 2 Month Period Ending 08/01/2025

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ASSETS AND RESOURCES

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

101	Cash in bank		\$5,283,882.39
102-107	Cash and cash equivalents		\$2,031.72
116	Capital reserve Account		\$3,473,456.86
121	Tax levy receivable		\$20,808,126.61
	Accounts receivable:		
132	Interfund	\$152,784.19	
141	Intergovernmental - State	\$16,226.22	
153,154	Other (net of est uncollectible of \$_____)	\$12,122,925.89	\$12,291,936.30

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

301	Estimated Revenues	\$42,593,560.00	
302	Less Revenues	(\$37,835,890.89)	
			\$4,757,669.11

Total assets and resources

\$46,617,102.99

=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
General Fund - Fund 10
Interim Balance Sheet
For 2 Month Period Ending 08/01/2025

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LIABILITIES AND FUND EQUITY

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--- LIABILITIES ---

421	Accounts Payable	\$451,524.88
481	Deferred Revenues	\$90,680.13
	Other current liabilities including Net Assets	\$80,401.70

TOTAL LIABILITIES

\$622,606.71

=====

FUND BALANCE

--- Appropriated ---

753	Reserve for Encumbrances - Current Year	\$31,200,011.21
754	Reserve for Encumbrance - Prior Year	\$269,608.70
	Reserved fund balance:	
761	Capital reserve account -	\$3,473,456.86
		\$3,473,456.86
765	Reserve for Tuition Payments	\$400,000.00
		\$400,000.00
764	Reserve for Maintenance	\$1,200,000.00
		\$1,200,000.00
760	Reserved Fund Balance	\$148,918.00
601	Appropriations	\$45,571,956.92
602	Less : Expenditures	\$5,269,991.64
603	Encumbrances	\$31,469,619.91 (\$36,739,611.55)
		\$8,832,345.37

Total Appropriated

\$45,524,340.14

--- Unappropriated ---

770	Unreserved Fund Balance -	\$3,146,106.14
303	Budgeted Fund Balance	(\$2,675,950.00)

TOTAL FUND BALANCE

\$45,994,496.28

TOTAL LIABILITIES AND FUND EQUITY

\$46,617,102.99

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4

Mountain Lakes Board of Education
 General Fund - Fund 10
 Interim Balance Sheet
 For 2 Month Period Ending 08/01/2025

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	\$45,571,956.92	\$36,739,611.55	\$8,832,345.37
Revenues	(\$42,593,560.00)	(\$37,835,890.89)	(\$4,757,669.11)
	\$2,978,396.92	(\$1,096,279.34)	\$4,074,676.26
Less: Adjust for prior year encumb.	(\$302,446.92)	(\$302,446.92)	
Budgeted Fund Balance	\$2,675,950.00	(\$1,398,726.26)	\$4,074,676.26
Recapitulation of Budgeted Fund Balance by Subfund Fund 10 (includes 10, 11, 12, and 13)	\$2,675,950.00	(\$1,398,726.26)	\$4,074,676.26
TOTAL Budgeted Fund Balance	\$2,675,950.00	(\$1,398,726.26)	\$4,074,676.26

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REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
GENERAL FUND - FUND 10
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 2 Month Period Ending 08/01/2025

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$41,204,690.00	\$37,794,086.89		\$3,410,603.11
3XXX From State Sources	\$1,388,870.00	\$41,804.00		\$1,347,066.00
 TOTAL REVENUE/SOURCES OF FUNDS	 \$42,593,560.00	 \$37,835,890.89		 \$4,757,669.11
=====				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** EXPENDITURES ***				
--- CURRENT EXPENSE ---				
11-1XX-100-XXX Regular Programs - Instruction	\$11,954,774.49	\$681,207.19	\$10,304,765.61	\$968,801.69
11-2XX-100-XXX Special Education - Instruction	\$8,381,944.09	\$26,153.75	\$7,476,583.95	\$879,206.39
11-401-100-XXX School-Spon. Cocurr. Acti-Instr	\$266,611.50	\$11,902.76	\$597.70	\$254,111.04
11-402-100-XXX School-Spons. Athletics - Instruction	\$1,144,147.10	\$70,448.85	\$232,631.26	\$841,066.99
--- UNDISTRIBUTED EXPENDITURES ---				
11-000-100-XXX Instruction	\$1,112,787.60	\$147,009.28	\$379,855.47	\$585,922.85
11-000-211-XXX Attendance and Social Work Services	\$35,048.40	\$5,841.40	\$29,207.00	\$0.00
11-000-213-XXX Health Services	\$793,382.54	\$28,423.46	\$714,506.44	\$50,452.64
11-000-216-XXX Speech, OT,PT & Related Svcs	\$834,693.00	\$400.48	\$718,677.12	\$115,615.40
11-000-217-XXX Other Support Serv - Students Extra Srvc	\$420,334.70	\$0.00	\$416,310.00	\$4,024.70
11-000-218-XXX Guidance	\$916,995.07	\$67,108.69	\$834,220.89	\$15,665.49
11-000-219-XXX Child Study Teams	\$1,046,402.97	\$85,630.47	\$959,016.84	\$1,755.66
11-000-221-XXX Improv of Inst. - Instruc Staff	\$743,025.33	\$175,340.24	\$358,467.81	\$209,217.28
11-000-222-XXX Educational Media Serv/School Library	\$342,877.00	\$34,084.46	\$297,353.07	\$11,439.47
11-000-223-XXX Instructional Staff Training Services	\$60,600.00	\$8,799.22	\$33,215.02	\$18,585.76
11-000-230-XXX Supp. Serv.-General Administration	\$935,349.18	\$354,681.39	\$432,130.63	\$148,537.16
11-000-240-XXX Supp. Serv.-School Administration	\$1,824,142.24	\$327,435.21	\$1,288,616.53	\$208,090.50
11-000-25X-XXX Central Serv & Admin. Inform. Tech.	\$705,110.31	\$152,023.89	\$497,944.62	\$55,141.80
11-000-261-XXX Require Maint. for School Facilities	\$1,223,077.96	\$378,910.93	\$436,119.77	\$408,047.26
11-000-262-XXX Custodial Services	\$2,573,162.91	\$438,114.30	\$1,869,276.58	\$265,772.03
11-000-263-XXX Care and Upkeep of Grounds	\$263,077.33	\$28,599.11	\$133,818.67	\$100,659.55
11-000-266-XXX Security	\$10,000.00	\$0.00	\$2,469.40	\$7,530.60
11-000-270-XXX Student Transportation Services	\$771,964.00	\$17,754.01	\$167,355.90	\$586,854.09
11-XXX-XXX-2XX Allocated and Unallocated Benefits	\$7,670,940.00	\$1,290,689.10	\$3,671,267.59	\$2,708,983.31
11-000-310-XXX Food Services	\$64,245.00	.00	\$745.00	\$63,500.00
 TOTAL GENERAL CURRENT EXPENSE	 \$44,094,692.72	 \$4,330,558.19	 \$31,255,152.87	 \$8,508,981.66
EXPENDITURES/USES OF FUNDS				
	=====	=====	=====	=====

4

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
GENERAL FUND - FUND 10
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 2 Month Period Ending 08/01/2025

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$135,618.23	\$131,716.98	\$0.00	\$3,901.25
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$807,832.09	\$429,709.34	\$213,956.39	\$164,166.36
	=====	=====	=====	=====
 TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	 \$943,450.32	 \$561,426.32	 \$213,956.39	 \$168,067.61
	=====	=====	=====	=====
*** SPECIAL SCHOOLS ***				
13-422-100-XXX Summer school -instruction	\$337,707.92	\$337,707.92	.00	.00
13-4XX-100-XXX Other spec. schools-instruction	\$186,640.36	\$40,299.21	\$510.65	\$145,830.50
	=====	=====	=====	=====
 TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	 \$524,348.28	 \$378,007.13	 \$510.65	 \$145,830.50
	=====	=====	=====	=====
10-000-100-56X Transfer of Funds to Charter Schools	\$9,465.60	.00	.00	\$9,465.60
	=====	=====	=====	=====
 TOTAL GENERAL FUND EXPENDITURES	 \$45,571,956.92	 \$5,269,991.64	 \$31,469,619.91	 \$8,832,345.37
	=====	=====	=====	=====

4

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
GENERAL FUND - FUND 10
SCHEDULE OF REVENUES

ACTUAL COMPARED WITH ESTIMATED
For 2 Month Period Ending 08/01/2025

	ESTIMATED	ACTUAL	UNREALIZED
	-----	-----	-----
--- LOCAL SOURCES ---			
1210 Local Tax Levy - Base Budget	\$24,969,752.00	\$24,969,752.04	(\$0.04)
1310 Tuition from Individuals	\$1,120,648.00	\$1,026,143.70	\$94,504.30
1320 Tuition from LEAs Within State	\$14,757,581.00	\$11,663,780.80	\$3,093,800.20
1350 Tuition From Summer School	\$73,609.00	.00	\$73,609.00
1410 Transp Fees from Individuals	\$8,000.00	\$1,534.00	\$6,466.00
1510 Interest	\$200,100.00	\$55,418.98	\$144,681.02
1910 Rents and Royalties	\$20,000.00	\$2,635.00	\$17,365.00
1XXX Miscellaneous	\$55,000.00	\$74,822.37	(\$19,822.37)
	-----	-----	-----
TOTAL LOCAL	\$41,204,690.00	\$37,794,086.89	\$3,410,603.11
	=====	=====	=====
--- STATE SOURCES ---			
3121 Categorical Transportation Aid	\$65,857.00	.00	\$65,857.00
3131 Extraordinary Aid	\$84,437.00	.00	\$84,437.00
3132 Categorical Special Education Aid	\$1,090,282.00	.00	\$1,090,282.00
3177 Categorical Security	\$148,294.00	.00	\$148,294.00
3199 DOE Loan Against State Aid		\$10,741.00	(\$10,741.00)
3301 State Reimbursement for Menstrual Products		\$31,063.00	(\$31,063.00)
	-----	-----	-----
TOTAL	\$1,388,870.00	\$41,804.00	\$1,347,066.00
	=====	=====	=====
TOTAL REVENUES/SOURCES OF FUNDS	\$42,593,560.00	\$37,835,890.89	\$4,757,669.11
	=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 2 Month Period Ending 08/01/2025

4

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- Regular Programs - Instruction ---				
11-105-100-101 Preschool - Salaries of Teachers	\$89,570.00	.00	\$74,730.00	\$14,840.00
11-110-100-101 Kindergarten - Salaries of Teachers	\$421,852.00	.00	\$421,852.00	.00
11-120-100-101 Grades 1-5 - Salaries of Teachers	\$2,957,102.50	.00	\$2,748,829.00	\$208,273.50
11-130-100-101 Grades 6-8 - Salaries of Teachers	\$2,374,644.00	.00	\$2,323,450.00	\$51,194.00
11-140-100-101 Grades 9-12 - Salaries of Teachers	\$4,736,715.08	\$50.00	\$4,373,905.80	\$362,759.28
11-150-100-320 Purchased Prof.-Ed. Services	\$15,000.00	.00	.00	\$15,000.00
--- Regular Programs - Undistr. Instruction ---				
11-190-100-106 Other Salaries for Instruction	\$222,727.00	\$40,092.16	\$182,634.84	.00
11-190-100-340 Purchased Technical Services	\$10,000.00	.00	.00	\$10,000.00
11-190-100-500 Other Purch. Serv. (400-500 series)	\$481,116.51	\$255,347.44	\$150,667.22	\$75,101.85
11-190-100-610 General Supplies	\$524,428.12	\$308,075.77	\$19,553.71	\$196,798.64
11-190-100-640 Textbooks	\$101,469.28	\$76,416.82	\$9,143.04	\$15,909.42
11-190-100-800 Other Objects	\$20,150.00	\$1,225.00	.00	\$18,925.00
TOTAL	\$11,954,774.49	\$681,207.19	\$10,304,765.61	\$968,801.69
--- SPECIAL EDUCATION - INSTRUCTION ---				
Auditory Impairments:				
11-207-100-101 Salaries of Teachers	\$3,767,494.25	\$1,323.30	\$3,516,578.40	\$249,592.55
11-207-100-106 Other Salaries for Instruction	\$1,084,362.76	.00	\$876,427.00	\$207,935.76
11-207-100-340 Purchased Technical Services	\$5,000.00	.00	\$1,736.00	\$3,264.00
11-207-100-610 General Supplies	\$64,750.00	\$21,443.74	\$6,995.75	\$36,310.51
11-207-100-640 Textbooks	\$20,000.00	.00	.00	\$20,000.00
11-207-100-800 Other Objects	\$300,000.00	.00	.00	\$300,000.00
TOTAL	\$5,241,607.01	\$22,767.04	\$4,401,737.15	\$817,102.82
Resource Room/Resource Center:				
11-213-100-101 Salaries of Teachers	\$2,254,328.00	\$0.00	\$2,254,328.00	\$0.00
11-213-100-610 General supplies	\$6,780.00	\$2,871.59	\$1,539.72	\$2,368.69
TOTAL	\$2,261,108.00	\$2,871.59	\$2,255,867.72	\$2,368.69
Autism:				
11-214-100-101 Salaries of Teachers	\$179,910.00	\$0.00	\$179,910.00	\$0.00
11-214-100-106 Other Salaries for Instruction	\$27,939.30	.00	\$27,939.30	.00
TOTAL	\$207,849.30	\$0.00	\$207,849.30	\$0.00
Preschool Disabilities - Full-Time:				
11-216-100-101 Salaries of Teachers	\$74,730.00	\$0.00	\$74,730.00	\$0.00
TOTAL	\$74,730.00	\$0.00	\$74,730.00	\$0.00
Home Instruction:				
11-219-100-101 Salaries of Teachers	\$534,748.00	\$0.00	\$534,748.00	\$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)	\$41,901.78	\$515.12	\$1,651.78	\$39,734.88
11-219-100-610 General Supplies	\$5,000.00	.00	.00	\$5,000.00

Mountain Lakes Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 2 Month Period Ending 08/01/2025

4

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$596,649.78	\$515.12	\$536,399.78	\$59,734.88
TOTAL SPECIAL ED - INSTRUCTION	\$8,381,944.09	\$26,153.75	\$7,476,583.95	\$879,206.39
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$258,173.00	\$10,129.00	.00	\$248,044.00
11-401-100-500 Purchased Services (300-500 series)	\$200.00	.00	.00	\$200.00
11-401-100-600 Supplies and Materials	\$8,238.50	\$1,773.76	\$597.70	\$5,867.04
TOTAL	\$266,611.50	\$11,902.76	\$597.70	\$254,111.04
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$905,558.00	\$13,035.00	\$211,544.00	\$680,979.00
11-402-100-500 Purchased Services (300-500 series)	\$35,257.25	\$13,323.95	\$1,257.25	\$20,676.05
11-402-100-600 Supplies and Materials	\$82,000.00	\$29,558.15	\$11,764.16	\$40,677.69
11-402-100-800 Other Objects	\$121,331.85	\$14,531.75	\$8,065.85	\$98,734.25
TOTAL	\$1,144,147.10	\$70,448.85	\$232,631.26	\$841,066.99
--- UNDISTRIBUTED EXPENDITURES ---				
--- Instruction ---				
11-000-100-563 Tuition to Co.Voc.School Dist.-reg.	\$216,567.00	\$12,211.00	.00	\$204,356.00
11-000-100-566 Tuition to Priv Sch for Disbl w/i State	\$896,220.60	\$134,798.28	\$379,855.47	\$381,566.85
TOTAL	\$1,112,787.60	\$147,009.28	\$379,855.47	\$585,922.85
--- Attendance and social work services ---				
11-000-211-100 Salaries	\$35,048.40	\$5,841.40	\$29,207.00	.00
TOTAL	\$35,048.40	\$5,841.40	\$29,207.00	\$0.00
--- Health services ---				
11-000-213-100 Salaries	\$423,878.26	\$12,353.26	\$407,525.00	\$4,000.00
11-000-213-300 Purchased Prof. & Tech. Svc.	\$358,084.28	\$10,444.11	\$306,588.43	\$41,051.74
11-000-213-600 Supplies and Materials (600-615)	\$11,185.00	\$5,404.59	\$393.01	\$5,387.40
11-000-213-800 Other Objects	\$235.00	\$221.50	.00	\$13.50
TOTAL	\$793,382.54	\$28,423.46	\$714,506.44	\$50,452.64
--- Speech, OT,PT & Related Svcs ---				
11-000-216-100 Salaries	\$827,759.00	.00	\$712,268.00	\$115,491.00
11-000-216-320 Purchased Prof. Ed. Services	\$6,064.00	.00	\$6,064.00	.00
11-000-216-600 Supplies and Materials	\$870.00	\$400.48	\$345.12	\$124.40
TOTAL	\$834,693.00	\$400.48	\$718,677.12	\$115,615.40
--- Other support services - Students - Extra Srvc				
11-000-217-100 Salaries	\$420,334.70	.00	\$416,310.00	\$4,024.70
TOTAL	\$420,334.70	\$0.00	\$416,310.00	\$4,024.70
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$799,542.47	\$25,795.16	\$768,587.80	\$5,159.51
11-000-218-105 Sal Sec. & Clerical Asst.	\$97,302.60	\$32,127.60	\$65,175.00	.00
11-000-218-320 Purchased Prof. - Ed. Services	\$5,427.11	\$5,427.11	.00	.00
11-000-218-500 Other Purchased Services (400-500 series)	\$1,500.00	\$535.00	.00	\$965.00
11-000-218-600 Supplies and Materials	\$10,850.00	\$3,183.82	\$458.09	\$7,208.09

Mountain Lakes Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 2 Month Period Ending 08/01/2025

4

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-218-800 Other Objects	\$2,372.89	\$40.00	.00	\$2,332.89
TOTAL	\$916,995.07	\$67,108.69	\$834,220.89	\$15,665.49
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$910,456.85	\$65,631.71	\$843,452.00	\$1,373.14
11-000-219-105 Sal Sec. & Clerical Asst.	\$125,010.12	\$13,118.32	\$111,891.80	.00
11-000-219-592 Misc Purch Ser(400-500 O/than Resid costs)	\$3,250.00	\$429.00	\$2,821.00	\$0.00
11-000-219-600 Supplies and Materials	\$7,686.00	\$6,451.44	\$852.04	\$382.52
TOTAL	\$1,046,402.97	\$85,630.47	\$959,016.84	\$1,755.66
--- Improv. of instr. Serv. ---				
11-000-221-102 Salaries Superv. of Instr.	\$651,184.08	\$135,547.24	\$356,301.56	\$159,335.28
11-000-221-104 Salaries Other Prof. Staff	\$57,250.00	\$12,233.00	.00	\$45,017.00
11-000-221-320 Purchased Prof. - Ed. Services	\$23,001.00	\$21,501.00	.00	\$1,500.00
11-000-221-500 Other Purchased Services (400-500 series)	\$2,166.25	.00	\$2,166.25	.00
11-000-221-600 Supplies and Materials	\$1,174.00	.00	.00	\$1,174.00
11-000-221-800 Other Objects	\$8,250.00	\$6,059.00	.00	\$2,191.00
TOTAL	\$743,025.33	\$175,340.24	\$358,467.81	\$209,217.28
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$257,253.00	.00	\$257,253.00	.00
11-000-222-177 Salaries of Technology Coordinators	\$48,055.77	\$8,009.30	\$40,046.47	.00
11-000-222-600 Supplies and Materials	\$37,118.23	\$26,075.16	\$53.60	\$10,989.47
11-000-222-800 Other Objects	\$450.00	.00	.00	\$450.00
TOTAL	\$342,877.00	\$34,084.46	\$297,353.07	\$11,439.47
--- Instructional Staff Training Services ---				
11-000-223-320 Purchased Prof. - Ed. Services	\$40,050.00	\$7,458.94	\$31,241.06	\$1,350.00
11-000-223-500 Other Purchased Services (400-500 series)	\$16,500.00	\$417.28	\$924.97	\$15,157.75
11-000-223-600 Supplies and Materials	\$1,500.00	.00	\$1,048.99	\$451.01
11-000-223-800 Other Objects	\$2,550.00	\$923.00	.00	\$1,627.00
TOTAL	\$60,600.00	\$8,799.22	\$33,215.02	\$18,585.76
--- Support services-general administration ---				
11-000-230-100 Salaries	\$410,600.00	\$72,828.28	\$332,445.04	\$5,326.68
11-000-230-331 Legal Services	\$68,000.00	.00	\$68,000.00	.00
11-000-230-332 Audit Fees	\$45,000.00	.00	.00	\$45,000.00
11-000-230-339 Other Purchased Prof. Svc.	\$36,624.18	\$5,373.59	\$4,765.59	\$26,485.00
11-000-230-340 Purchased Tech. Services	\$5,000.00	.00	.00	\$5,000.00
11-000-230-530 Communications/Telephone	\$5,500.00	.00	.00	\$5,500.00
11-000-230-580 Travel - All Other	\$4,000.00	.00	.00	\$4,000.00
11-000-230-585 BOE Other Purchased Prof. Svc.	\$3,500.00	.00	\$2,900.00	\$600.00
11-000-230-590 Misc Purchased Services (400-500)	\$323,625.00	\$258,169.00	\$23,500.00	\$41,956.00
11-000-230-610 General Supplies	\$4,500.00	.00	.00	\$4,500.00
11-000-230-820 Judgments Against. School District.	\$5,000.00	.00	.00	\$5,000.00
11-000-230-890 Misc. Expenditures	\$6,000.00	\$3,018.00	\$520.00	\$2,462.00
11-000-230-895 BOE Membership Dues and Fees	\$18,000.00	\$15,292.52	.00	\$2,707.48

Mountain Lakes Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 2 Month Period Ending 08/01/2025

4

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$935,349.18	\$354,681.39	\$432,130.63	\$148,537.16
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$891,626.00	\$148,604.24	\$743,021.20	\$0.56
11-000-240-104 Salaries Other Prof. Staff	\$105,114.00	\$26,027.16	\$79,086.84	.00
11-000-240-105 Sal Sec. & Clerical Asst.	\$648,427.63	\$64,787.43	\$453,640.00	\$130,000.20
11-000-240-199 Unused Vac Payment to Term/Ret Staff	\$51,596.28	\$51,596.28	.00	.00
11-000-240-500 Other Purchased Services (400-500 series)	\$32,922.34	\$7,413.93	\$9,429.51	\$16,078.90
11-000-240-600 Supplies and Materials	\$81,705.99	\$20,923.17	\$3,438.98	\$57,343.84
11-000-240-800 Other Objects	\$12,750.00	\$8,083.00	.00	\$4,667.00
TOTAL	\$1,824,142.24	\$327,435.21	\$1,288,616.53	\$208,090.50
--- Central Services ---				
11-000-251-100 Salaries	\$455,158.00	\$74,805.32	\$367,813.72	\$12,538.96
11-000-251-199 Unused Vac Payment to Term/Ret Staff	\$4,135.66	\$4,135.66	.00	.00
11-000-251-592 Misc Pur Serv (400-500 series)	\$24,241.98	\$5,316.89	\$13,128.75	\$5,796.34
11-000-251-600 Supplies and Materials	\$5,000.00	\$1,091.85	\$4.34	\$3,903.81
11-000-251-89X Other Objects	\$6,401.67	\$1,740.00	\$776.67	\$3,885.00
TOTAL	\$494,937.31	\$87,089.72	\$381,723.48	\$26,124.11
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$112,103.14	\$18,688.34	\$93,414.80	.00
11-000-252-340 Purchased Technical Services	\$51,450.00	\$21,679.81	\$13,230.00	\$16,540.19
11-000-252-500 Other Pur Serv. (400-500 series)	\$36,419.86	\$19,722.98	\$9,576.34	\$7,120.54
11-000-252-600 Supplies and Materials	\$4,550.00	\$407.04	.00	\$4,142.96
11-000-252-800 Other Objects	\$5,650.00	\$4,436.00	.00	\$1,214.00
TOTAL	\$210,173.00	\$64,934.17	\$116,221.14	\$29,017.69
TOTAL Cent. Svcs. & Admin IT	\$705,110.31	\$152,023.89	\$497,944.62	\$55,141.80
--- Required Maint.for School Facilities ---				
11-000-261-100 Salaries	\$281,426.00	\$27,673.98	\$192,611.76	\$61,140.26
11-000-261-199 Unused Vac Payment to Term/Ret Staff	\$5,400.31	\$5,400.31	.00	.00
11-000-261-420 Cleaning, Repair & Maint. Svc	\$809,380.65	\$342,170.91	\$192,935.81	\$274,273.93
11-000-261-421 Lead Testing of Drinking Water	\$6,088.00	.00	.00	\$6,088.00
11-000-261-610 General Supplies	\$100,000.00	\$3,665.73	\$42,240.20	\$54,094.07
11-000-261-800 Other Objects	\$20,783.00	.00	\$8,332.00	\$12,451.00
TOTAL	\$1,223,077.96	\$378,910.93	\$436,119.77	\$408,047.26
--- Custodial Services ---				
11-000-262-1XX Salaries	\$1,338,472.80	\$201,059.47	\$1,007,644.32	\$129,769.01
11-000-262-199 Unused Vac Payment to Term/Ret Staff	\$22,827.13	\$22,827.13	.00	.00
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$140,000.00	\$25,602.80	\$75,001.00	\$39,396.20
11-000-262-441 Rental of Land & Bldgs Other Than Lease	\$45,000.00	\$11,250.00	\$33,750.00	.00
11-000-262-444 Lease Purch Paymts - Energy Saving	\$184,500.00	\$87,544.27	\$87,594.62	\$9,361.11
11-000-262-490 Other Purchased Property Svc.	\$25,000.00	.00	\$25,000.00	.00
11-000-262-610 General Supplies	\$110,440.00	\$21,856.12	\$8,446.54	\$80,137.34
11-000-262-621 Energy (Natural Gas)	\$317,585.96	\$15,543.86	\$302,042.10	.00
11-000-262-622 Energy (Electricity)	\$382,750.00	\$52,270.65	\$329,798.00	\$681.35

Mountain Lakes Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 2 Month Period Ending 08/01/2025

4

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-262-BXX Other Objects	\$6,587.02	\$160.00	\$0.00	\$6,427.02
TOTAL	\$2,573,162.91	\$438,114.30	\$1,869,276.58	\$265,772.03
--- Care and Upkeep of Grounds ---				
11-000-263-100 Salaries	\$107,857.20	\$17,638.70	\$90,218.50	.00
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$110,000.00	\$5,586.16	\$40,156.04	\$64,257.80
11-000-263-610 General Supplies	\$37,720.13	\$5,144.25	\$3,364.13	\$29,211.75
11-000-263-800 Other Objects	\$7,500.00	\$230.00	\$80.00	\$7,190.00
TOTAL	\$263,077.33	\$28,599.11	\$133,818.67	\$100,659.55
--- Security ---				
11-000-266-300 Purchased Prof. & Tech. Svc.	\$2,469.40	.00	\$2,469.40	.00
11-000-266-420 Cleaning, Repair, & Maintenance Serv.	\$2,530.60	.00	.00	\$2,530.60
11-000-266-610 General Supplies	\$5,000.00	.00	.00	\$5,000.00
TOTAL	\$10,000.00	\$0.00	\$2,469.40	\$7,530.60
TOTAL Oper & Maint of Plant Services	\$4,069,318.20	\$845,624.34	\$2,441,684.42	\$782,009.44
--- Student transportation services ---				
11-000-270-161 Sal Pupil Trans (Bet Home & Sch)-Sp Ed	\$25,171.00	.00	.00	\$25,171.00
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$2,000.00	.00	.00	\$2,000.00
11-000-270-503 Contr Svc-Aid in Lieu Paymnts-Non Pub Sch	\$41,158.00	\$588.50	\$36,827.50	\$3,742.00
11-000-270-511 Contract Svc (btw Home & Sch.)-vendors	\$106,000.00	\$275.00	\$105,143.40	\$581.60
11-000-270-512 Contract Svc (other btw home & sch)-vndrs	\$295,385.00	.00	\$25,385.00	\$270,000.00
11-000-270-514 Contract Svc (Sp Ed.)-vendors	\$15,000.00	.00	.00	\$15,000.00
11-000-270-517 Contract Svc (reg std) - ESCs	\$60,500.00	.00	.00	\$60,500.00
11-000-270-518 Contract Svc (Sp Ed) - ESCs	\$221,000.00	\$16,890.51	.00	\$204,109.49
11-000-270-593 Misc. Purchased Svc.- Transp.	\$5,000.00	.00	.00	\$5,000.00
11-000-270-800 Misc. Expenditures	\$750.00	.00	.00	\$750.00
TOTAL	\$771,964.00	\$17,754.01	\$167,355.90	\$586,854.09
--- Personal Services-Employee Benefits---				
11-XXX-XXX-220 Social Security Contributions	\$562,742.00	\$81,890.30	\$480,851.70	.00
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$605,727.00	.00	\$605,727.00	.00
11-XXX-XXX-249 Other Retirement Contrb. - Regular	\$49,425.00	\$189.14	\$49,235.86	.00
11-XXX-XXX-260 Workman's Compensation	\$219,856.00	\$61,631.52	\$99,112.48	\$59,112.00
11-XXX-XXX-270 Health Benefits	\$6,015,690.00	\$1,087,300.64	\$2,436,340.55	\$2,492,048.81
11-XXX-XXX-280 Tuition Reimbursement	\$75,000.00	\$3,955.00	.00	\$71,045.00
11-XXX-XXX-290 Other Employee Benefits	\$68,000.00	.00	.00	\$68,000.00
11-XXX-XXX-299 Unused Sick Payment to Term/Ret Staff	\$74,500.00	\$55,722.50	.00	\$18,777.50
TOTAL	\$7,670,940.00	\$1,290,689.10	\$3,671,267.59	\$2,708,983.31
--- Food services ---				
11-000-310-93X Transfers to Cover Deficit (Enterprise)	\$64,245.00	.00	\$745.00	\$63,500.00
TOTAL	\$64,245.00	\$0.00	\$745.00	\$63,500.00
Total Undistributed Expenditures	\$22,347,215.54	\$3,540,845.64	\$13,240,574.35	\$5,565,795.55

Mountain Lakes Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 2 Month Period Ending 08/01/2025

4

	Appropriations	Expenditures	Encumbrances	Available Balance
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$44,094,692.72	\$4,330,558.19	\$31,255,152.87	\$8,508,981.66
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$44,094,692.72	\$4,330,558.19	\$31,255,152.87	\$8,508,981.66
	<u>=====</u>	<u>=====</u>	<u>=====</u>	<u>=====</u>

Mountain Lakes Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 2 Month Period Ending 08/01/2025

4

	Appropriations	Expenditures	Encumbrances	Available Balance
*** CAPITAL OUTLAY ***				
--- EQUIPMENT ---				
Regular programs-instruction				
12-120-100-730 Grades 1-5	\$18,076.25	\$17,815.00	.00	\$261.25
12-130-100-730 Grades 6-8	\$7,635.00	\$7,635.00	.00	.00
12-140-100-730 Grades 9-12	\$24,000.00	\$20,360.00	.00	\$3,640.00
12-000-252-730 Admin. Info. Tech.	\$8,038.75	\$8,038.75	.00	.00
12-000-261-730 Undist. Exp.-Req. Maint. Schl Facilities	\$77,868.23	\$77,868.23	.00	.00
Undist. Exp. - Non-instructional Services				
TOTAL	\$135,618.23	\$131,716.98	\$0.00	\$3,901.25
--- Facilities acquisition and construction services ---				
12-000-400-450 Construction Services	\$759,534.09	\$405,552.73	\$189,815.00	\$164,166.36
12-000-400-896 Assmt for Debt Service on SDA Funding	\$48,298.00	\$24,156.61	\$24,141.39	.00
Sub Total	\$807,832.09	\$429,709.34	\$213,956.39	\$164,166.36
TOTAL	\$807,832.09	\$429,709.34	\$213,956.39	\$164,166.36
TOTAL CAPITAL OUTLAY EXPENDITURES	\$943,450.32	\$561,426.32	\$213,956.39	\$168,067.61
*** SPECIAL SCHOOLS ***				
--- Summer school - Instruction ---				
13-422-100-101 Salaries of Teachers	\$159,028.58	\$159,028.58	\$0.00	\$0.00
13-422-100-106 Other salaries of instruction	\$155,413.34	\$155,413.34	.00	.00
13-422-100-300 Purchased prof. & tech. services	\$23,266.00	\$23,266.00	.00	.00
TOTAL	\$337,707.92	\$337,707.92	\$0.00	\$0.00
TOTAL SUMMER SCHOOL	\$337,707.92	\$337,707.92	\$0.00	\$0.00
--- Other special schools - instruction ---				
13-4XX-100-101 Salaries of Teachers	\$169,990.00	\$33,490.00	\$0.00	\$136,500.00
13-4XX-100-610 General supplies	\$16,650.36	\$6,809.21	\$510.65	\$9,330.50
TOTAL	\$186,640.36	\$40,299.21	\$510.65	\$145,830.50
TOTAL OTHER SPECIAL SCHOOLS	\$186,640.36	\$40,299.21	\$510.65	\$145,830.50
TOTAL SPECIAL SCHOOLS EXPENDITURES	\$524,348.28	\$378,007.13	\$510.65	\$145,830.50

4

Mountain Lakes Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 2 Month Period Ending 08/01/2025

	Appropriations	Expenditures	Encumbrances	Available Balance
10-000-100-56X Transfer of Funds to Charter Schls.	\$9,465.60	.00	.00	\$9,465.60
TOTAL GENERAL FUND EXPENDITURES	\$45,571,956.92	\$5,269,991.64	\$31,469,619.91	\$8,832,345.37

REPORT OF THE SECRETARY CERTIFICATION PAGE
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
General Fund - Fund 10

For 2 Month Period Ending 08/01/2025

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James Riley
Board Secretary/Business Administrator

9/24/2025
Date

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

4

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 2 Month Period Ending 08/01/25

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$585,893.57
	Accounts receivable:		
132	Interfund	(\$12,743.02)	
140	Intergovernmental - Accts. Recvble.	\$6,222.56	
141	Intergovernmental - State	\$79,720.69	
142	Intergovernmental - Federal	\$27,852.79	
			\$101,053.02
	Other Current Assets		\$0.00

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

301	Estimated Revenues	\$1,301,088.15	
302	Less Revenues	(\$985,477.73)	
			\$315,610.42
	Total assets and resources		\$1,002,557.01

=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 2 Month Period Ending 08/01/25

4

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LIABILITIES AND FUND EQUITY

=====

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

411	Intergovernmental accounts payable - State	\$23,106.25
421	Accounts Payable	\$1,019.91
481	Deferred revenues	(\$1,394,780.23)
	Other current liabilities	(\$13,416.02)

TOTAL LIABILITIES

(\$1,384,070.09)

=====

FUND BALANCE

=====

--- A p p r o p r i a t e d ---

753	Reserve for encumbrances - Current Year	\$5,698.69
754	Reserve for encumbrances - Prior Year	\$1,116,556.21

601	Appropriations	\$1,301,088.15
602	Less: Expenditures	\$31,017.26
603	Encumbrances	\$5,698.69 (\$36,715.95)
		\$1,264,372.20

TOTAL FUND BALANCE

\$2,386,627.10

TOTAL LIABILITIES AND FUND EQUITY

\$1,002,557.01

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4

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 2 Month Period Ending 08/01/25

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$79,563.55	\$31,391.13		\$48,172.42
3XXX From State Sources	\$106,930.00	\$76,778.00		\$30,152.00
4XXX From Federal Sources	\$1,114,594.60	\$877,308.60		\$237,286.00
TOTAL REVENUE/SOURCES OF FUNDS	\$1,301,088.15	\$985,477.73		\$315,610.42
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
LOCAL PROJECTS:				
Other Local Projects (001-199)	\$79,563.55	\$12,162.27	\$5,698.69	\$61,702.59
TOTAL LOCAL PROJECTS	\$79,563.55	\$12,162.27	\$5,698.69	\$61,702.59
STATE PROJECTS:				
SDA Emergent Needs & Capital Maintenance (492)	\$68,582.00	.00	.00	\$68,582.00
ARP - State Fiscal Recovery Funds (498)	\$809,300.60	\$1,225.00	.00	\$808,075.60
Nonpublic textbooks (501)	\$4,783.00	.00	.00	\$4,783.00
Nonpublic nursing services (509)	\$12,522.00	.00	.00	\$12,522.00
Nonpublic Technology Aid (510)	\$3,413.00	.00	.00	\$3,413.00
Nonpublic School Programs (511)	\$17,630.00	\$17,629.99	.00	\$0.01
TOTAL STATE PROJECTS	\$916,230.60	\$18,854.99	\$0.00	\$897,375.61
FEDERAL PROJECTS:				
I.D.E.A. Part B (Handicapped) (250-259)	\$294,458.00	.00	.00	\$294,458.00
ESSA Title II - Part A/D (270-279)	\$10,836.00	.00	.00	\$10,836.00
TOTAL FEDERAL PROJECTS	\$305,294.00	\$0.00	\$0.00	\$305,294.00
*** TOTAL EXPENDITURES ***	\$1,301,088.15	\$31,017.26	\$5,698.69	\$1,264,372.20

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
SPECIAL REVENUE - FUND 20
SCHEDULE OF REVENUES
ACTUAL COMPARED WITH ESTIMATED
For 2 Month Period Ending 08/01/25

4

	ESTIMATED	ACTUAL	UNREALIZED
1XXX Other Revenue from Local Sources	\$79,563.55	\$31,391.13	\$48,172.42
Total Revenues from Local Sources	\$79,563.55	\$31,391.13	\$48,172.42

STATE SOURCES ---			
3257 SDA Emergent Needs & Capital Maintenance	\$68,582.00	\$68,582.00	.00
32XX Other Restricted Entitlements	\$38,348.00	\$8,196.00	\$30,152.00
Total Revenue from State Sources	\$106,930.00	\$76,778.00	\$30,152.00

FEDERAL SOURCES ---			
4411-16 Title I		\$3,088.00	(\$3,088.00)
4451-55 Title II	\$10,836.00	.00	\$10,836.00
4420-29 I.D.E.A. Part B (Handicapped)	\$294,458.00	\$64,920.00	\$229,538.00
4548 ARP-State Fiscal Recovery Funds	\$809,300.60	\$809,300.60	.00
Total Revenues from Federal Sources	\$1,114,594.60	\$877,308.60	\$237,286.00
TOTAL REVENUES/SOURCES OF FUNDS	\$1,301,088.15	\$985,477.73	\$315,610.42

4

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 2 Month Period Ending 08/01/25

	Appropriations	Expenditures	Encumbrances	Available Balance
Local Projects:				
20-001-XXX-XXX to 20-199-XXX-XXX Local Projects	\$79,563.55	\$12,162.27	\$5,698.69	\$61,702.59
TOTAL LOCAL PROJECTS	\$79,563.55	\$12,162.27	\$5,698.69	\$61,702.59
State Projects:				
-- Other State Programs --				
20-501-XXX-XXX to 20-511-XXX-XXX Nonpublic Programs	\$38,348.00	\$17,629.99	.00	\$20,718.01
20-492-XXX-XXX SDA Emergent Needs & Capital Maintenance	\$68,582.00	.00	.00	\$68,582.00
20-498-XXX-XXX ARP - State Fiscal Recovery Funds	\$809,300.60	\$1,225.00	.00	\$808,075.60
-- TOTAL Other State Programs --	\$916,230.60	\$18,854.99	\$0.00	\$897,375.61
TOTAL STATE PROJECTS	\$916,230.60	\$18,854.99	\$0.00	\$897,375.61
Federal Projects:				
--- CARES Act Educational Stabilization Fund ---				
--- Bridging the Digital Divide Program				
--- Coronavirus Relief Grant Program ---				
--- Other Federal Programs ---				
20-25X-XXX-XXX I.D.E.A. Part B	\$294,458.00	.00	.00	\$294,458.00
20-27X-XXX-XXX ESSA Title II - Part A/D	\$10,836.00	.00	.00	\$10,836.00
TOTAL Other Federal Programs	\$305,294.00	\$0.00	\$0.00	\$305,294.00
TOTAL FEDERAL PROJECTS	\$305,294.00	\$0.00	\$0.00	\$305,294.00
20-XXX-XXX-XXX All Other State/Fed/Loc Projects	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENDITURES	\$1,301,088.15	\$31,017.26	\$5,698.69	\$1,264,372.20

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

Special Revenue Fund - Fund 20
For 2 Month Period Ending 08/01/25

4

I, James Riley, Board Secretary/Business Administrator
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which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

James Riley
Board Secretary/Business Administrator

9/24/2025
Date

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4

9/24 8:22pm

Page 1

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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 2 Month Period Ending 08/01/25

=====

ASSETS AND RESOURCES

=====

9/294/2025

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

101	Cash in bank		(\$712,609.16)
	Accounts receivable:		
141	Intergovernmental - State	\$904,200.00	
			\$904,200.00

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

Total assets and resources

\$191,590.84

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

Capital Projects Fund - Fund 30
Interim Balance Sheet
For 2 Month Period Ending 08/01/25

4

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LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

--- Unappropriated ---

770	Fund balance	\$191,590.84
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TOTAL FUND BALANCE	\$191,590.84
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TOTAL LIABILITIES AND FUND EQUITY	\$191,590.84
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REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education

4

Capital Projects Fund - Fund 30
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 2 Month Period Ending 08/01/25

*** REVENUES/SOURCES OF FUNDS ***

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

_____	_____	_____	_____
_____	_____	_____	_____
=====	=====	=====	=====

*** EXPENDITURES ***

APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
----------------	--------------	--------------	----------------------

_____	_____	_____	_____
=====	=====	=====	=====

4

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

Capital Projects Fund - Fund 30
For 2 Month Period Ending 08/01/25

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9/24/2025
Date

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

4

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
Debt Service Fund - Fund 40
Interim Balance Sheet
For 2 Month Period Ending 08/01/25

4

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank	(\$437,128.28)
121	Tax levy receivable	\$1,261,926.69

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

301	Estimated Revenues	\$1,755,201.00	
302	Less Revenues	(\$1,580,284.96)	
			\$174,916.04
	Total assets and resources		\$999,714.45

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

Debt Service Fund - Fund 40
Interim Balance Sheet
For 2 Month Period Ending 08/01/25

=====

LIABILITIES AND FUND EQUITY

=====

--- LIABILITIES ---

Other current liabilities \$140,041.17

TOTAL LIABILITIES \$140,041.17

=====

FUND BALANCE

--- Appropriated ---

753 Reserve for encumbrances - Current Year \$739,315.63
Reserved fund balance:

601	Appropriations		\$1,634,756.26	
602	Less : Expenditures	\$895,440.63		
603	Encumbrances	\$739,315.63	(\$1,634,756.26)	
	Total Appropriated			\$739,315.63

--- Unappropriated ---

770 Fund Balance (\$87.09)
303 Budgeted Fund Balance \$120,444.74

TOTAL FUND BALANCE \$859,673.28

TOTAL LIABILITIES AND FUND EQUITY \$999,714.45

=====

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$1,634,756.26	\$1,634,756.26	\$0.00
Revenues	(\$1,755,201.00)	(\$1,580,284.96)	(\$174,916.04)
	(\$120,444.74)	\$54,471.30	(\$174,916.04)
--- Change in Maint. / Capital reserve account ---			
Subtotal	(\$120,444.74)	\$54,471.30	(\$174,916.04)
Less: Adjust for prior year encumb.	\$0.00	\$0.00	
Budgeted Fund Balance	(\$120,444.74)	\$54,471.30	(\$174,916.04)

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

4

Debt Service Fund - Fund 40
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 2 Month Period Ending 08/01/25

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
*** REVENUES/SOURCES OF FUNDS ***				
--- Local Sources ---				
1210 Local tax levy	\$1,634,756.00	\$1,514,310.96		\$120,445.04
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Local Sources	\$1,634,756.00	\$1,514,310.96		\$120,445.04
	<u>=====</u>	<u>=====</u>	<u>=====</u>	<u>=====</u>
--- State Sources ---				
3160 Debt service aid Type II	\$120,445.00	\$65,974.00		\$54,471.00
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total State Sources	\$120,445.00	\$65,974.00		\$54,471.00
	<u>=====</u>	<u>=====</u>	<u>=====</u>	<u>=====</u>
TOTAL REVENUE/SOURCES OF FUNDS	\$1,755,201.00	\$1,580,284.96		\$174,916.04
	<u>=====</u>	<u>=====</u>	<u>=====</u>	<u>=====</u>

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

4

Debt Service Fund - Fund 40
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 2 Month Period Ending 08/01/25

*** EXPENDITURES ***	APPROPRIATIONS 9	EXPENDITURES/Enc.	AVAILABLE BALANCE
	<u> </u>	<u> </u>	<u> </u>
--- Debt Service - Regular ---			
40-701-510-834 Interest on Bonds	\$434,756.26	\$434,756.26	.00
40-701-510-910 Redemption of Principal	\$1,200,000.00	\$1,200,000.00	.00
	<u> </u>	<u> </u>	<u> </u>
TOTAL	\$1,634,756.26	\$1,634,756.26	\$0.00
	=====	=====	=====
	<u> </u>	<u> </u>	<u> </u>
TOTAL USES OF FUNDS BEFORE TRANSFERS	\$1,634,756.26	\$1,634,756.26	\$0.00
	=====	=====	=====
*** TOTAL USES OF FUNDS ***	\$1,634,756.26	\$1,634,756.26	\$0.00
	=====	=====	=====

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

4

For 2 Month Period Ending 08/01/25

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James Riley
Board Secretary/Administrator

9/24/2025
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4

Mountain Lakes School District

FOOD SERVICE BIOSECURITY MANAGEMENT PLAN



Updated 3-12-25

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*

1-Team Leader:	Ryan Dunn
Work/ Office Phone	973-294-0326
Cell Phone	973-294-0326
Home Phone	
Team Responsibilities	Notify Team Members, Superintendent. Coordinate with #3 notifying emergency contacts. Assist where needed.
2- Alternate Team Leader:	Ryan Dunn
Work/ Office Phone	
Cell Phone	973-294-0326
Home Phone	
Team Responsibilities	Back-up/Assist #1 (above)
3- Member:	
Work/ Office Phone	
Cell Phone	
Home Phone	
Team Responsibilities	Coordinate with #1 notifying emergency contacts. Organize and direct procedures in building with Food Service Director.
4- Member:	James Riley
Work/ Office Phone	973-334-8280
Cell Phone	914-588-6482
Home Phone	
Team Responsibilities	Coordinate with Superintendent plan for students. Contact principals with plan.
5- Member:	David Santos
Work/ Office Phone	973-334-8400
Cell Phone	
Home Phone	
Team Responsibilities	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".

1-Food Service Director/ 1st Contact:	Ronald Gangel
Work Phone	973-335-9179
Cell Phone	973-445-5498
Home Phone	None
E-Mail	rgangel@mlschools.org
2- Food Service/ 2nd Contact:	Erik Korman
Work Phone	201-741-4193
Cell Phone	
Home Phone	
E-Mail	ekorman@pomptonian.com
3- Food Service/ 3rd Contact	Tina Cappello
Work Phone	
Cell Phone	(908) 347-3859
Home Phone	
E-Mail	tcappello@pomptonian.com
4- Biosecurity Team Leader :	Ryan Dunn
Work Phone	973-294-0326
Cell Phone	973-294-0326
Home Phone	
E-Mail	rdunn@mlschools.org
5- Superintendent:	Brad Siegal
Work Phone	973-334-8280
Cell Phone	
Home Phone	
E-Mail	bsiegel@mlschools.org
6- Business Administrator:	James Riley
Work Phone	973-334-8280
Cell Phone	914-588-6482
Home Phone	
E-Mail	jriley@mlschools.org

7- Principal / High School	Richard Mangili
Work Phone	973-334-8280
Cell Phone	973-866-6962
Home Phone	
E-Mail	rmangili@mlschools.com
8- Principal / Briarcliff School	Erik Carlson
Work Phone	973-334-0342
Cell Phone	
Home Phone	
E-Mail	ecarlson@mlschools.org
9- Principal / Wildwood School	Patrick Higgins
Work Phone	973-334-3609
Cell Phone	973-997-0244
Home Phone	
E-Mail	phiggins@mlschools.org
10- Principal / Lake Drive School	Julie Lazeration
Work Phone	973-299-0166
Cell Phone	
Home Phone	
E-Mail	jlazeration@mlschools.org

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	862-419-4132	Susan Downer	204 Flanders Drakestown Road Budd Lake, NJ
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
NJ Department of Agriculture	(609) 633-2954	Public Information Office	PO Box 330 Trenton, NJ 08625
NJ State Dept of Health	(609) 292-7837 (800) 367-6543	Judith Persichilli Commissioner	369 S Warren Street Trenton, NJ 08625

NJ Local Federal Bureau of Investigation Office	(973) 792-3000		11 Centre Place Newark, NJ 07102
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Utility Contacts:

COMPANY:	PHONE#:	CONTACT:	ADDRESS:
JCPL	800-544-4877		
Mountain Lakes Water Department	973-344-1577	Doug Edler	55 Pocono Road Mountain Lakes NJ 07046

A. COMMUNICATION

Master Keys to Foodservice Operation

SCHOOL:	CONTACT:	W PHONE:	CELL PHONE:	HOME PHONE:
Briarcliff School	Ian Weir	973-334-0342	973-769-5560	
High School	Ronald Gangel	973-335-9179	973-445-5498	
Wildwood School	Matt Darnese	973-334-3609	970-485-3036	
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 2nd and 3rd 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

Date:	
School:	
Time Report Rec'd:	
How Was Report Rec'd: <i>(E.g.: phone, e-mail, fax...)</i>	
Who Made Report:	
Reporter's Contact Info. Address: Phone Number: E-Mail:	
Describe Report:	
Actions Taken:	
Add'l Comments:	

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 2nd and 3rd 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**

DATE:	TIME:	COMPANY:	DELIVERY PERSON'S NAME: <i>(Print)</i>	DELIVERY PERSON'S SIGNATURE:

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 & 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



MOUNTAIN LAKES EDUCATION ASSOCIATION

October 1, 2025

MEMORANDUM OF AGREEMENT

Between the Mountain Lakes Education Association and the Mountain Lakes Board of Education

This Memorandum of Agreement ("MOA") is entered into by and between the **Mountain Lakes Education Association (MLEA)** and the **Mountain Lakes Board of Education (the Board)**.

It is agreed by both parties that the following changes shall be made to the Collective Bargaining Agreement effective **October 7, 2025**:

1. Create the following stipend in Schedule B-1:

Aviation Club

Stipend amount:

- **Year 1:** \$1,836 **Year 2:** \$2,040 **Year 3:** \$2,550

Description:

- Lead a student club that meets once or twice a month at Briarcliff or MLHS
- Plan one of-site aviation-related field trip

IN WITNESS WHEREOF, the MLEA and the Board have caused this Agreement to be executed by their respective Presidents.

For the Mountain Lakes Education Association:

For the Mountain Lakes Board of Education:

Signature: _____

Signature: _____

Name: Mike Alves

Name: Joanne Barkauskas

Title: Co-President

Title: President

Date: _____

Date: _____

Signature: _____

Name: Rose Dunn

Title: Co-President

Date: _____

MLEA Executive Board

Co-President: Mike Alves
Treasurer: Deirdre Lombardi

Co-President: Rose Dunn
Secretary: Mary Venanzi

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Duties of Public School Accountant

Jul 25

[See POLICY ALERT Nos. 190 and 235]

0173 DUTIES OF PUBLIC SCHOOL ACCOUNTANT

The Board of Education shall cause an audit of the annual financial statements to be made pursuant to N.J.S.A. 18A:23-1 et seq., and shall engage, to conduct the annual audit, only a licensed public school accountant who has an external peer/quality report performed in accordance with Government Auditing Standards (Yellow Book) by the Comptroller General of the United States (U.S. Government Printing Office, Stop SSOP, Washington, DC 20402-0001). The Board shall ensure that the external peer/quality report is completed within the time established the Government Auditing Standards issued by the Comptroller General of the United States unless the accountant or firm can show good cause as to why there is a delay. ~~The Board will engage only a licensed public school accountant to conduct the annual audit in accordance with N.J.S.A. 18A:23-1 et seq. The accountant must have an external peer/quality report performed in accordance with N.J.A.C. 6A:23A-16.2(i)1, unless the accountant or firm can show good cause as to why there was a delay completing such report within the required timelines established by Government Auditing Standards issued by the Comptroller General of the United States.~~

The Board ~~shall will~~ require the submission of the most recent external peer/quality report **and letter of comment to the Board** for review and evaluation prior to ~~each~~ the appointment of ~~a the~~ licensed public school accountant **to conduct the annual audit in accordance with the provisions of N.J.A.C. 6A:23A-16.2(i)2.**

The Board ~~shall will~~ acknowledge the receipt, review, and evaluation of the external peer/quality report in the public session and Board minutes in which the **Board authorizes the engagement of the** accountant or firm to perform the audit **is engaged in accordance with the provisions of N.J.A.C. 6A:23A-16.2(i)2.i.**

The Board ~~shall will~~ require the submission of an updated external peer/quality report of the **engaged licensed public school** accountant, within thirty days after the issuance date of the external peer/quality report if ~~such the~~ report is issued prior to the date of the audit opinion for the most recent fiscal year **in accordance with the provisions of N.J.A.C. 6A:23A-16.2(i)2.ii.**



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Duties of Public School Accountant

In accordance with NJOMB Circular Letter **15-08 98-07, Single Audit Policy for Recipients of Federal Grants, State Grants, and State Aid, including any amendments or revisions thereto, the Board shall ensure** the public school accountant ~~will~~ provides a copy of the most recent external peer/quality report to the **New Jersey** Department of Education, within thirty days after the initial engagement ~~of a licensed public school accountant or firm by the Board~~ and within thirty days after the issuance of a subsequent peer/quality report **in accordance with the provisions of N.J.A.C. 6A:23A-16.2(i)2.iii.**

The Board shall engage a public school accountant during the audit engagement period for non-auditing, management, or other consulting services only if **the** ~~such~~ services comply with the **independence independent** standards as established in Government Auditing Standards (Yellow Book) by the Comptroller General of the United States **in accordance with the provisions of N.J.A.C. 6A:23A-16.2(i)3.**

~~The Board may be prohibited for good cause by the Commissioner of Education~~ **may prohibit, for good cause, the Board** from engaging a particular licensed public school accountant, or may ~~be directed the use of a process for by the Commissioner on a process to be used in~~ the appointment of a licensed public school accountant pursuant to N.J.A.C. 6A:23A-16.2(i)4.

The public school accountant ~~shall will~~ complete the annual audit as required by the **New Jersey** Department of Education and N.J.S.A. 18A:23-12. Each annual audit shall include an audit of the books, accounts and moneys, and a verification of all cash and bank balances, of the Board and of any officer or employee **thereof** and of moneys derived from athletic events or ~~the other~~ activities of any organization of **public school** students conducted under the auspices of the Board, from the date of the last annual audit to the date of the ~~current~~ audit **in question.** ~~Such The~~ audit **shall will** also include a determination of the extent to which the district **has** used contracts entered into by the State Division of Purchase and Property pursuant to ~~P.L. 1969 c. 104 (C.~~ **N.J.S.A. 52:25-16.1 et seq.)** in the purchase of materials, supplies, or equipment for the district **in accordance with N.J.S.A. 18A:23-2.** The report of each **annual** audit ~~shall will~~ be completed in accordance with the time requirements of N.J.S.A. 18A:23-1 and ~~shall will~~ be filed by the public school accountant in accordance with N.J.S.A. 18A:23-2.3.



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Duties of Public School Accountant

The Board Secretary shall prepare or have prepared a synopsis or summary of the annual audit and recommendations, prior to the holding of the meeting of the Board to take action thereon; a copy of which synopsis or summary shall be available for distribution to interested parties at the meeting in accordance with N.J.S.A. 18A:23-4. Within thirty days following the receipt of the report of the annual audit the Board shall, at a regularly scheduled public meeting, will cause the recommendations of the auditor accountant to be read and to be discussed and the discussion will be duly noted on in the Board meeting minutes in accordance with N.J.S.A. 18A:23-5. ~~The Board Secretary will prepare or have prepared a summary of the annual audit for this Board meeting in accordance with N.J.S.A. 18A:23-4.~~

N.J.S.A. 18A:23-1 et seq.

N.J.A.C. 6A:23A-16.2

Cross reference: Policy Guide No. 6830

Adopted:



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Legal Services
Jul 25
M

[See POLICY ALERT Nos. 182, 188, and 235]

0174 LEGAL SERVICES

In accordance with N.J.A.C. 6A:23A-5.2, the Board of Education adopts this Policy and its strategies to **minimize the cost of legal services** ~~ensure the use of legal services by employees and the Board of Education members and the tracking of the use of legal services.~~

The Board of Education authorizes the Superintendent of Schools and the School Business Administrator/Board Secretary as designated contact person(s) to request services or advice from contracted legal counsel.

The _____ shall be responsible to review all legal bills and confer with designated contact persons in reviewing such legal bills.

In accordance with the provisions of N.J.A.C. 6A:23A-5.2(a)2, the Board shall designates ~~an~~ the administrative staff member to review all legal bills and **confer with designated** ~~designates~~ contact person(s) to ensure the prudent use of legal services **and the tracking of the use of those services.**

In the event the sSchool district's with legal costs ~~that~~ exceed one hundred thirty percent of the Statewide average per student amount, ~~should establish~~ the procedures **established** ~~outlined~~ in 1., 2., 3., and 4. below **shall be implemented and, if not implemented,** and, ~~if not established,~~ **the district shall provide evidence the such procedures established in 1., 2., 3., and 4. below** would not result in a reduction of costs:-

1. The designated contact person(s) shall ensure that contracted legal counsel is not contacted unnecessarily for management decisions or readily available information contained in district materials such as Board policies, administrative regulations, or guidance available through professional source materials.
2. All requests for legal advice shall be made to the designated contact person(s) in writing and shall be maintained on file in the district offices. The designated contact person(s) shall determine whether the request warrants legal advice or if legal advice is necessary.



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Legal Services

3. The designated contact person(s) shall maintain a log of all legal counsel contact including the name of the legal counsel contacted, date of the contact, issue discussed, and length of contact.
4. All written requests for legal advice and logs of legal counsel contacts shall be forwarded to the **designated contact person(s)** ~~(administrator responsible for maintaining district files of requests for legal advice and logs of legal counsel contacts)~~ _____, who shall be responsible to review all legal bills and compare all legal bills to the contact logs and to investigate and resolve any variances.

Any professional services contract(s) for legal services shall prohibit advance payments. Services to be provided shall be described in detail in the contract and invoices for payment shall itemize the **legal** services provided for the billing period. Payments to legal counsel(s) shall only be for **legal** services actually provided **in accordance with N.J.A.C. 6A:23A-5.2(a)4**.

School districts and **county** vocational school districts **shall not contract** ~~are prohibited from contracting~~ with legal counsel or **use** ~~using~~ in-house legal counsel to pursue any affirmative claim or cause of action on behalf of district administrators and/or any individual Board member(s) **for** ~~or pursuing~~ any claim or cause of action **in** ~~for~~ which the damages to be awarded would benefit an individual rather than the school district as a whole **in accordance with N.J.A.C. 6A:23A-5.2(b)**.

Pursuant to N.J.A.C. 6A:23A-5.2(a)1., ~~t~~The Board ~~of Education~~ will annually establish prior to budget preparation, a maximum dollar limit for ~~each type of professional service, including~~ legal services. In the event it becomes necessary to exceed the established maximum dollar limit for **legal** ~~the professional~~ services, the Superintendent ~~of Schools~~ shall recommend to the Board ~~of Education~~ an increase in the maximum dollar amount. Any increase in the maximum dollar amount shall require formal Board action.

Contracts for legal services will be issued by the Board in a deliberative and efficient manner that ensures the district receives the highest quality services at a fair and competitive price or through a shared service arrangement. This may include, but is not limited to, issuance of such contracts through a Request for Proposals (RFP) based on cost and other specified factors or other comparable processes **in accordance with N.J.A.C. 6A:23A-5.2(a)5**. Contracts for legal



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services shall be limited to non-recurring or specialized work for which the district does not possess adequate in-house resources or in-house expertise to conduct **in accordance with N.J.A.C. 6A:23A-5.2(a)6.**

N.J.A.C. 6A:23A-5.2

Adopted:



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[See POLICY ALERT Nos. 182, 188, and 235]

0177 PROFESSIONAL SERVICES

In accordance with N.J.A.C. 6A:23A-5.2, the Board of Education adopts this Policy and its strategies to minimize the cost of professional services.

The Board shall establish a maximum dollar limit, annually prior to budget preparation, for each type of professional service, with appropriate notification to the Board if it becomes necessary to exceed the maximum. Upon such notification, the Board may adopt a dollar increase in the maximum amount through formal Board action in accordance with N.J.A.C. 6A:23A-5.2(a)1.

~~The Board of Education will establish annually prior to budget preparation a maximum dollar limit for each type of professional service. In the event it becomes necessary to exceed the established maximum dollar limit for the professional services, the Superintendent of Schools shall recommend to the Board of Education an increase in the maximum dollar amount. Any increase in the maximum dollar amount shall require formal Board action.~~

Contracts for **professional legal** services will be issued by the Board in a deliberative and efficient manner that ensures the district receives the highest quality services at a fair and competitive price or through a shared service arrangement. This may include, but is not limited to, issuance of such contracts through a Request for Proposals (RFP) based on cost and other specified factors or other comparable processes. **and professional services contracts are** ~~Contracts for legal services shall be~~ limited to non-recurring or specialized work for which the district does not possess adequate in-house resources or in-house expertise to conduct **in accordance with N.J.A.C. 6A:23A-5.2(a)5. and 6.**

Nothing in this Policy or N.J.A.C. 6A:23A-5.2 shall preclude the Board from complying with the requirements of any statute, administrative code, or regulation for the award of professional services contracts.

N.J.A.C. 6A:23A-5.2

Adopted:



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Internal Controls

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[See POLICY ALERT Nos. 182, 188, and 235]

1570 INTERNAL CONTROLS

As a condition of receiving State aid, the school district shall establish specific policies and procedures on internal controls designed to provide management with reasonable assurance that the district's goals and objectives will be met and ~~that~~ meet the requirements ~~at~~ of N.J.A.C. 6A:23A-6.5 through N.J.A.C. 6A:23A-6.13. Internal controls shall promote operational efficiency and effectiveness, provide reliable financial information, safeguard assets and records, encourage adherence to prescribed policies, and comply with law and regulation **in accordance with N.J.A.C. 6A:23A-6.4(a).**

The specific internal controls contained in N.J.A.C. 6A:23A-6 shall be established together with other internal controls contained in N.J.A.C. 6A and other law and regulations, required by professional standards, and as deemed necessary and appropriate by district management. The district may submit **to the Commissioner of Education** a written request ~~to the Commissioner~~ to approve an alternative system, approach, or process for implementing the internal controls required in N.J.A.C. 6A:23A-6. The application **shall** ~~must~~ include documented evidence, ~~that including includes~~, but is not limited to, an independent, third-party written assessment that the alternative system, approach, or process will achieve the same safeguards, efficiency, and other purposes as the specified internal control requirement(s) **in accordance with N.J.A.C. 6A:23A-6.4(b).**

The ~~school~~ district shall evaluate business processes annually and allocate available resources appropriately in an effort to establish a strong control environment pursuant to ~~the requirements of~~ N.J.A.C. 6A:23A-6.5. In accordance with the provisions of N.J.A.C. 6A:23A-6.5(b), the School Business Administrator/Board Secretary shall identify processes that, ~~when performed by the same individuals~~, are a violation of sound segregation of duties **when performed by the same individuals.** **The School Business Administrator/Board Secretary** and shall segregate the duties of all such processes among Business Office staff based on available district resources, assessed vulnerability, and the associated cost-benefit, **except as required at N.J.A.C. 6A:23A-6.5(b)1. and 2.** The district shall include in the **Annual Comprehensive Financial Report (ACFR)** ~~Comprehensive Annual Financial Report (CAFR)~~ a detailed organizational charts for the Central Office that tie to the district's position control logs, including, but not limited to, the business, human resources, and information management functions.



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The ~~school~~ district shall establish Standard Operating Procedures (SOP) for each task or function of the business operations of the district ~~by December 31, 2009~~. The SOP ~~m~~Manual shall include sections on each routine task or function as outlined in N.J.A.C. 6A:23A-6.6(b) and ~~6A:23A-6.6(c)~~. **The district shall establish a SOP** ~~A standard operating procedure shall be established~~ that ensures office supplies are ordered in appropriate quantities, maintained in appropriate storage facilities, and monitored to keep track of inventory **in accordance with N.J.A.C. 6A:23A-6.6(c)**.

If the ~~School~~ districts has a ~~with~~ budgets in excess of \$25,000,000 or ~~with~~ more than three hundred employees, **the district** shall maintain an Enterprise Resource Planning (ERP) System ~~that which~~ integrates all data and processes of the ~~school~~ district into a unified system. ~~An~~ The ERP system ~~shall~~ uses multiple components of computer software and hardware and a unified database to store data for the various system modules to achieve the integration. ~~Districts required to maintain an ERP System that do not have an ERP System in place on July 1, 2008 shall fully implement an ERP System by the 2010-2011 school year and maintain both the existing system(s) and run a beta test ERP System during the 2009-2010 school year.~~ Whenever considering financial systems or the automation of other services or functions, the Superintendent ~~of Schools~~ or School Business Administrator/Board Secretary shall notify the Executive County Superintendent in writing to see if opportunities for a shared service system exist. Access controls shall be established for key elements of financial systems to ensure ~~that~~ a single person does not have the ability to make system edits that would violate segregation of duties controls **in accordance with N.J.A.C. 6A:23A-6.7(c)**.

The ~~school~~ district shall maintain an accurate, complete, and up-to-date automated position control roster to track the actual number and category of employees and the detailed information for each **in accordance with N.J.A.C. 6A:23A-6.8(a)**. ~~Districts are required to maintain a position control roster by December 31, 2009.~~ The position control roster shall share a common database and be integrated with the district's payroll system, agree to the account codes in the budget software, and ensure ~~that~~ the data within the position control roster system includes, at a minimum, the ~~required~~ information as **outlined** ~~required~~ in N.J.A.C. 6A:23A-6.8(a)3.

N.J.A.C. 6A:23A-6.4; 6A:23A-6.5; 6A:23A-6.6;
6A:23A-6.7; 6A:23A-6.8

Adopted:



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[See **POLICY ALERT Nos. 182, 188, and 235**]

R 1570 INTERNAL CONTROLS

A. Segregation of ~~Business Duties; and~~ Organizational Structure - **N.J.A.C. 6A:23A-6.5**

1. The school district shall evaluate business processes annually and allocate available resources appropriately in an effort to establish a strong control environment.
2. The School Business Administrator/Board Secretary shall identify processes that ~~when performed by the same individuals~~ are a violation of sound segregation of duties **when performed by the same individuals**. The School Business Administrator/Board Secretary shall segregate the duties of all such processes among Business Office staff based on available district resources, assessed vulnerability, and the associated cost-benefit, except as required ~~at by N.J.A.C. 6A:23A-6.5(b)1. and 2. and A.2.a. and A.2.b.~~ below.
 - a. The functions of human resources and payroll shall be segregated and completed by different employees in ~~the all~~ districts.
 - b. The functions of purchasing and accounts payable shall be segregated and completed by different employees in ~~the all~~ districts.
3. The district shall include in the **Annual Comprehensive Financial Report (ACFR)** ~~Comprehensive Annual Financial Report (CAFR)~~ a detailed organizational charts for the Central Office that tie to the district's position control logs, including, but not limited to, the business, human resources, and information management functions.



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B. Standard Operating Procedures (SOPs) for Business Functions – **N.J.A.C. 6A:23A-6.6**

1. The school district shall establish SOPs for each task or function of the business operations of the district ~~by December 31, 2009.~~
2. The SOP ~~m~~Manual shall include sections on each routine task or function ~~in~~ of the following areas:
 - a. Accounting, including general ledger, accounts payable, accounts receivable, payroll and fixed assets, and year-end procedures for each;
 - b. Cash management;
 - c. Budget development and administration, including tasks such as authorization of transfers and overtime;
 - d. Position control;
 - e. Purchasing, including ~~such~~ tasks **such** as preparation of requisitions, approval of purchase orders and encumbering of funds, bid and quote requirements, and verification of receipt of goods and services;
 - f. Facilities, including administration of work, and health and safety;
 - g. Security;
 - h. Emergency preparedness;
 - i. Risk management;
 - j. Transportation;
 - k. Food service;
 - l. Technology systems; and
 - m. Information management.



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3. **The district** ~~A standard operating procedure~~ shall **establish SOPs** ~~be established~~ that ensures office supplies are ordered in appropriate quantities, maintained in appropriate storage facilities, and monitored to keep track of inventory.
- C. Financial and Human Resource Management Systems;; Access Controls - N.J.A.C. 6A:23A-6.7
1. **If the** sSchool districts **has a** ~~with~~ budgets in excess of \$25,000,000 or ~~with~~ more than **three hundred** 300 employees, **the district** shall maintain an Enterprise Resource Planning (ERP) System **that** ~~which~~ integrates all data and processes of the school district into a unified system. ~~An~~ The ERP system ~~shall~~ uses multiple components of computer software and hardware and a unified database to store data for the various system modules to achieve the integration.
 - a. ~~Districts affected by C.1. above that do not have an ERP system in place on July 1, 2008 shall fully implement one by the 2010-2011 school year and maintain both the existing system(s) and run a beta test ERP system during the 2009-2010 school year.~~
 2. Whenever considering financial systems or the automation of other services or functions, the Superintendent ~~of Schools~~ or School Business Administrator/Board Secretary shall notify the Executive County Superintendent in writing to see if opportunities for a shared service system exist.
 3. Access controls shall be established for key elements of financial systems to ensure ~~that~~ a single person does not have the ability to make system edits that would violate segregation of duties controls.
 - a. The process for creating, modifying, and deleting user accounts shall include the use of user access request forms.
 - b. All requests for financial applications shall be approved and specified by the School Business Administrator/Board Secretary.



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- c. All requests for network access shall be granted by the head of the technology department, if one exists.
- d. A review of user access shall be conducted yearly at a minimum by the relevant department managers and an audit trail should be maintained to verify the performance of this review.
- e. Access to the network and key applications within **the** a district shall be restricted to authorized users through the use of unique user names and passwords.
- f. Proper protocols shall be implemented that appropriately address password expiration and complexity.

D. Personnel Tracking and Accounting – N.J.A.C. 6A:23A-6.8

- 1. The school district shall maintain an accurate, complete, and up-to-date automated position control roster to track the actual number and category of employees and the detailed information for each. ~~Districts are required to maintain a position control roster by December 31, 2009.~~ The position control roster shall:
 - a. Share a common database and be integrated with the district's payroll system;
 - b. Agree to the account codes in the budget software; **and**
 - c. Ensure ~~that~~ the data within the position control roster system includes, at a minimum, the following information:
 - (1) The employee's name;
 - (2) The **employee's** date of hire;
 - (3) A permanent position tracking number for **the each** employee, including:



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- (a) The expenditure account codes for the general fund consistent with the State prescribed budget, special revenue fund, and enterprise funds;
- (b) The building(s) **to which** the position is assigned;
- (c) The **certificate(s)** ~~certification~~—title and endorsement(s) held, as applicable;
- (d) The assignment position title as follows:
 - i. Superintendent or Chief School Administrator;
 - ii. Assistant Superintendent;
 - iii. School Business Administrator;
 - iv. Board Secretary (when other than **N.J.A.C. 6A:23A-6.8(a)3.iii.(4)(A), (B), or (C) and D.1.c.(3)(d)i., D.1.c.(3)(d)ii., or D.1.c.(3)(d)iii.** above);
 - v. Principal;
 - vi. Vice Principal;
 - vii. Director;
 - viii. Supervisor;
 - ix. Facilitator;
 - x. Instructional Coach by Subject Area;
 - xi. Department Chairperson by Subject Area;



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- xii. Certificated Administrator – Other;
- xiii. Guidance;
- xiv. Media Specialist/Librarian;
- xv. School Nurse;
- xvi. Social Worker;
- xvii. Psychologist;
- xviii. Therapist – **Occupational** (OT);
- xix. Therapist – **Physical** (PT);
- xx. Therapist – Speech;
- xxi. Certificated Support Staff – Other;
- xxii. Teacher by Subject Area;
- xxiii. Instructional Assistants;
- xxiv. Certificated Instructional – Other;
- xxv. Aides supported by IEP;
- xxvi. Other Aides;
- xxvii. Maintenance Worker;
- xxviii. Custodian;
- xxix. Bus Driver;
- xxx. Vehicle Mechanic;
- xxxi. Food Service; and



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xxxii. Other Non-certificated;-

- (4) A control number for substitute teachers;
- (5) A control number for overtime;
- (6) A control number for extra pay;
- (7) The status of the position (filled, vacant, abolished, etc.);
- (8) An indication, when available, of whether the employee is retiring in the budget year or not being renewed, including associated costs such as contractual buyouts, severance pay, paid vacation or sick days, etc.;
- (9) Each of the following: base salary, step, longevity, guide, stipends by type, overtime, and other extra compensation;
- (10) The benefits paid by the district, net of employee reimbursements or co-pays, by type of benefit and for FICA and Medicare;
- (11) The position's full-time equivalent value by location;
- (12) The date the position was filled; and
- (13) The date the position was originally created by the Board of Education. If the date the position was originally created is not available, this item shall represent the date the person currently filling that position was approved by the Board.

Adopted:



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Administrative Employment Contracts

Jul 25

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[See **POLICY ALERT** Nos. 182, 184, 188, 221, and 235]

1620 ADMINISTRATIVE EMPLOYMENT CONTRACTS

The Executive County Superintendent shall review and approve, for all Superintendents of Schools, Superintendents of Schools reappointed pursuant to N.J.S.A. 18A:17-20.1, Deputy Superintendents of Schools, Assistant Superintendents of Schools, and School Business Administrators, including any interim, acting, or person otherwise serving in these positions, in school districts, county vocational school districts, county special services school districts and other districts, except charters **schools**, within the cCounty under the supervision of the Executive County Superintendent:

1. New employment contracts, including contracts that replace expired contracts for existing tenured and non-tenured employees;
2. Renegotiations, extensions, amendments, or other alterations of the terms of existing employment contracts that have been previously approved by the Executive County Superintendent; and
3. Provisions for contract extensions where such terms were not included in the original employment contract or are different from the provisions contained in the original approved employment contract.

In counties where there is no Executive County Superintendent, an Executive County Superintendent from another county shall be designated by the Commissioner of Education to review and approve all contracts **in accordance with N.J.A.C. 6A:23A:3-1(a) and listed 1., 2., and 3. above.**

The contract review and approval shall take place prior to any required public notice and hearing pursuant to N.J.S.A. 18A:11-11, and prior to the Board of Education approval and execution of the contracts to ensure compliance with all applicable laws, including, but not limited to, N.J.S.A. 18A:30-3.5;; 18A:30-9;; 18A:17-15.1; and 18A:11-12.



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In accordance with the provisions of ~~N.J.S.A. 18A:11-11~~ and N.J.A.C. 6A:23A-3.1(c)1, the public notice and public hearing required **pursuant to N.J.S.A. 18A:11-11** shall be applicable to a Board of Education that renegotiates, extends, amends, or otherwise alters the terms of an existing contract with a Superintendent of Schools, Deputy Superintendent of Schools, Assistant Superintendent of Schools, or School Business Administrator. In accordance with N.J.S.A. 18A:11-11, notice must be provided to the public at least thirty days prior to the scheduled action by the Board. The Board shall also hold a public hearing and shall not take any action on the matter until the hearing has been held. The Board shall provide the public with at least ten days' notice of the public hearing.

In accordance with N.J.A.C. 6A:23A-3.1(c)1, the public notice and public hearing required pursuant to N.J.S.A. 18A:11-11 shall not apply to new contracts, including contracts that replace expired contracts for existing employees in one of these positions **listed at N.J.A.C. 6A:23A-3.1(a)**, whether tenured or not tenured. Nothing shall preclude a Board from issuing a public notice and/or holding a public hearing on new contracts, including new contracts that replace expired contracts for existing tenured and non-tenured employees.

The public notice and public hearing required pursuant to N.J.S.A. 18A:11-11 is also required in the event an existing contract for a Superintendent of Schools, Deputy Superintendent of Schools, Assistant Superintendent of Schools, or School Business Administrator is rescinded or terminated by the Board of Education before it is due to expire and the parties agree to new employment terms.

In connection with the Executive County Superintendent's review of the contract, the Board shall provide the Executive County Superintendent with a detailed statement setting forth the total cost of the contract for each applicable year, including salary, longevity (if applicable), benefits, and all other emoluments **in accordance with N.J.A.C. 6A:23A-3.1(d)**.

The review and approval of the employment contracts of Superintendents of Schools, Deputy Superintendents of Schools, Assistant Superintendents of Schools, and School Business Administrators conducted by the Executive County Superintendent shall be consistent with the following additional standards outlined in N.J.S.A. 18A:7-8.1 and N.J.A.C. 6A:23A-3.1(e):



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Administrative Employment Contracts

1. Contracts for each class of administrative position shall be comparable with the salary, benefits, and other emoluments contained in the contracts of similarly credentialed and experienced administrators in other ~~school~~ districts in the region with similar enrollment, academic achievement levels and challenges, and grade span.
2. No contract shall include provisions that are inconsistent with the travel requirements pursuant to N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7, including, but not limited to, the provisions for mileage reimbursement and reimbursement for meals and lodging in New Jersey. Any contractual provision that is inconsistent with law **shall be** is superseded by the law.
3. No contract shall include provisions for the reimbursement or payment of employee contributions that are either required by law or by a contract in effect in the ~~school~~ district with other teaching staff members, such as payment of the employee's State or Federal taxes, or of the employee's contributions to FICA, Medicare, State pensions and annuities (TPAF), life insurance, disability insurance (if offered), and health benefit costs.
4. No contract shall contain a payment as a condition of separation from service that is deemed by the Executive County Superintendent to be prohibited or excessive in nature. The payment cannot exceed the lesser of the calculation of three months' pay for every year remaining on the contract with pro-ration for partial years, not to exceed twelve months, or the remaining salary amount due under the contract.
5. No contract shall include benefits that supplement or duplicate benefits that are otherwise available to the employee by operation of law, an existing group plan, or other means; **for example e.g.**, an annuity or life insurance plan that supplements or duplicates a plan already made available to the employee. Notwithstanding the provisions of N.J.A.C. 6A:23A-3.1 ~~this section~~, a contract may contain an annuity where ~~these~~ benefits are already contained in the existing contract between ~~that the~~ employee and the district.



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Administrative Employment Contracts

6. Contractual provisions regarding accumulation of sick leave and supplemental compensation for accumulated sick leave shall be consistent with N.J.S.A. 18A:30-3.5 **and 18A:30-3.6**. Supplemental payment for accumulated sick leave shall be payable only at the time of retirement and shall not be paid to the individual's estate or beneficiaries in the event of the individual's death prior to retirement. Pursuant to N.J.S.A. 18A:30-3.2, a new Board of Education contract may include credit of unused sick leave **days** in accordance with the new Board's of Education's policy on sick leave credit for all employees.
7. Contractual provisions regarding accumulation of unused vacation leave and supplemental compensation for accumulated unused vacation leave shall be consistent with N.J.S.A. 18A:30-9. Contractual provisions for payments of accumulated vacation leave prior to separation can be included, but only for leave accumulated prior to June 8, 2007, and remaining unused at the time of payment. Supplemental payments for unused vacation leave accrued consistent with the provisions of N.J.S.A. 18A:30-9 after June 8, 2007, as well as unused vacation leave accumulated prior to June 8, 2007, that has not been paid, shall be payable at the time of separation and may be paid to the individual's estate or beneficiaries in the event of the individual's death prior to separation.
8. Contractual provisions that include a calculation of per diem for twelve-month employees shall be based on a two hundred sixty-day work year.
9. No provision for a merit bonus shall be made except where payment is contingent upon achievement of quantitative merit criterion and/or qualitative merit criterion:
 - a. A contract may include no more than three quantitative merit criteria and/or two qualitative merit criteria per contract year.
 - b. The Executive County Superintendent shall approve or disapprove the selection of quantitative merit and/or qualitative merit criteria and the data that forms the basis of measuring the achievement of quantitative merit and/or qualitative merit criteria.



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Administrative Employment Contracts

- c. A contract may provide for merit bonuses in an amount not exceeding 3.33 percent of annual salary for each quantitative merit criterion achieved and 2.5 percent of annual salary for each qualitative merit criterion achieved. Any such merit bonus shall be considered "extra compensation" for purpose of N.J.A.C. 17:3-4.1 and shall not be cumulative.
 - d. The Board of ~~Education~~ shall submit to the Executive County Superintendent a resolution certifying that a quantitative merit criterion or a qualitative merit criterion has been satisfied and shall await confirmation of the satisfaction of that criterion from the Executive County Superintendent prior to payment of any merit bonus.
- 10. No provision for a bonus shall be made except where payment is contingent upon achievement of measurable specific performance objectives expressly contained in a contract approved pursuant to N.J.A.C. 6A:23A-3.1, where compensation is deemed reasonable relative to the established performance objectives and achievement of the performance objectives has been documented to the satisfaction of the Board of ~~Education~~.
 - 11. No provision for payment at the time of separation or retirement shall be made for work not performed except as otherwise authorized in N.J.A.C. 6A:23A-3.1 and N.J.S.A. 18A:7-8.1.
 - 12. No contract shall include a provision for a monthly allowance except for a reasonable car allowance. A reasonable car allowance shall not exceed the monthly cost of the average monthly miles traveled for business purposes multiplied by the allowable mileage reimbursement pursuant to applicable law and regulation and New Jersey Office of Management and Budget (NJOMB) circulars. If such allowance is included, the employee **cannot** ~~shall not~~ be reimbursed for business travel mileage nor assigned permanently a car for official district business. Any provision of a car for official district business **shall** ~~must~~ conform with N.J.A.C. 6A:23A-6.12 and **shall** be supported by detailed justification. No contract shall include a provision of a dedicated driver or chauffeur.



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Administrative Employment Contracts

13. All Superintendent contracts shall include, **pursuant to N.J.S.A. 18A:17-15.1**, the required provision **that pursuant to N.J.S.A. 18A:17-15.1 which states that the contract is null and void** in the event the Superintendent's certificate is revoked, ~~the contract is null and void.~~
14. No contract shall include a provision for additional compensation upon the acquisition of a graduate degree unless the graduate degree is conferred by **an a-regionally** accredited college or university ~~as defined in applicable regulations~~. No contract shall include a provision for assistance, tuition reimbursement, or additional compensation for graduate school coursework, unless the coursework culminates in the acquisition of a graduate degree conferred by **an a-regionally** accredited **institution**, college, or university ~~as defined in applicable regulations~~.

The review and approval of an employment contract for the Superintendent of Schools shall not include maximum salary amounts pursuant to N.J.S.A. 18A:7-8.j.

Any action(s) by the Executive County Superintendent undertaken pursuant to N.J.S.A. 18A:7-8.1, N.J.A.C. 6A:23A-3.1, and this Policy may be appealed to the Commissioner of Education pursuant to the procedures set forth at N.J.A.C. 6A:3, Controversies and Disputes.

N.J.S.A. 18A:7-8; 18A:7-8.1; 18A:11-11
N.J.A.C. 6A:23A-3.1; 6A:23A-7 et seq.

Adopted:



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FINANCES

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Special Education Medicaid Initiative

(SEMI) Program

Jul 25

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[See **POLICY ALERT Nos. 182, 188, and 235**]

6111 SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) PROGRAM

Every New Jersey school district, with the exception of any district that obtains a waiver of the requirements of N.J.A.C. 6A:23A-5.3(b) ~~pursuant to the procedures set forth at N.J.A.C. 6A:23A-5.3(b)~~, shall take appropriate steps to maximize its revenue from the Special Education Medicaid Initiative (SEMI) ~~p~~Program by following ~~the~~ policies and procedures to maximize participation in the program as set forth in N.J.A.C. 6A:23A-5.3(d) and to comply with all program requirements as set forth in N.J.A.C. 6A:23A-5.3(e).

The school district may seek, in the prebudget year, a waiver of the requirements of N.J.A.C. 6A:23A-5.3 in accordance with the procedures as outlined in N.J.A.C. 6A:23A-5.3(b). As part of the annual budget information, the **New Jersey** Department of Education shall provide each ~~school~~ district with a projection of available SEMI reimbursement for the budget year, as determined by the **New Jersey State** Department of ~~the~~ Treasury's third-party administrator for SEMI. ~~Beginning with the 2009-2010 school year, T~~the school district shall recognize as revenue in its annual ~~school~~ district budget no less than ninety percent of the projection ~~provided by the Department of Education~~. The district may seek approval from the Executive County Superintendent to use its own projection of SEMI reimbursement upon demonstration ~~that~~ the numbers it used in calculating the projection are more accurate than the projection provided.

The ~~school~~ district shall strive to achieve maximum participation in the SEMI program. "Maximum participation" means obtaining a ninety percent return rate of parental consent forms for all SEMI-eligible students. Districts shall enter all students following their evaluations into the third-party system **as determined by the New Jersey Department of the Treasury** to identify the district's universe of eligible students. This ~~may~~ ~~can~~ be done without parental consent.

If the district participates ~~Districts participating~~ in the SEMI reimbursement program, **the district** shall comply with program requirements as outlined in N.J.A.C. 6A:23A-5.3(e).



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Special Education Medicaid Initiative (SEMI) Program

If the ~~A-school~~ district that has less than ninety percent participation of SEMI-eligible students in the prebudget year or that has failed to comply with all program requirements ~~at set forth in~~ N.J.A.C. 6A:23A-5.3(e), the district shall submit a SEMI action plan to the Executive County Superintendent for review and approval as part of the ~~school~~ district's proposed budget submission. The district's SEMI action plan shall include the components as outlined in N.J.A.C. 6A:23A-5.3(g).

If the district does ~~Districts that did~~ not achieve ninety percent participation, or **does not** achieve their approved benchmarks in the SEMI program for a given budget year and cannot demonstrate that they fully implemented their **New Jersey** Department of Education-approved SEMI action plan **required at N.J.A.C. 6A:23A-5.3(f) and (g), the district** shall be subject to review for the withholding of State aid by the Commissioner **of Education**, pursuant to N.J.S.A. 18A:55-3, in an amount equal to the SEMI revenue projection based on their approved benchmark for the budget year, if applicable, less actual SEMI reimbursements for the budget year. The State aid deduction shall be made in the second subsequent year after the budget year.

If the district does not meet the requirement of the cost-settlement components of SEMI, the district may be required to refund all or part of their SEMI reimbursements.

N.J.A.C. 6A:23A-5.3

Adopted:



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Special Education Medicaid Initiative

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[See POLICY ALERT Nos. 182, 188, and 235]

R 6111 SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) PROGRAM

Every New Jersey school district, with the exception of any district that obtains a waiver of the requirements ~~at of N.J.A.C. 6A:23A-5.3(b) pursuant to the procedures set forth at N.J.A.C. 6A:23A-5.3(b)~~ **and A. below**, shall take appropriate steps to maximize its revenue from the Special Education Medicaid Initiative (SEMI) ~~p~~Program by following **the** policies and procedures to maximize participation in the program ~~at as set forth in N.J.A.C. 6A:23A-5.3(d) and C.1. below~~ and to comply with all program requirements ~~at as set forth in N.J.A.C. 6A:23A-5.3(e) and C.2. below~~.

A. Waiver

1. The school district may seek, in the prebudget year, a waiver of the requirements of N.J.A.C. 6A:23A-5.3, **Policy 6111, and this Regulation** upon demonstration that for the subsequent school year: **the district projects, based on reliable evidence, that it will have forty or fewer Medicaid-eligible classified students.**
 - a. **The application for a waiver of the requirements of N.J.A.C. 6A:23A-5.3, Policy 6111, and this Regulation shall be made to the Executive County Superintendent no less than forty-five days prior to the submission of the district's proposed budget for the school year to which the waiver request applies. The Executive County Superintendent shall notify the district of the decision on the waiver application within twenty days of receipt of the waiver request. If the waiver is not granted, the district shall submit to the Executive County Superintendent a SEMI action plan required at N.J.A.C. 6A:23A-5.3(f) and D. below as part of its annual district budget submission, or shall demonstrate to the Executive County Superintendent that the district has achieved maximum participation in the SEMI program in the prebudget year.**



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- a. ~~The district projects, based on reliable evidence, that it will have forty or fewer Medicaid-eligible classified students; or~~
 - b. ~~The district demonstrates that efforts to participate in SEMI would not provide a cost benefit to the district, based on the projection of the district's available SEMI reimbursement for the budget year as set forth in N.J.A.C. 6A:23A-5.3 (c) and B. below.~~
2. ~~The application for a waiver of the requirements of N.J.A.C. 6A:23A-5.3 shall be made to the Executive County Superintendent no less than forty-five days prior to the submission of the district's proposed budget for the school year to which the waiver request applies. The Executive County Superintendent shall notify the district of the decision on the waiver application within twenty days of receipt of the waiver request. If the waiver is not granted, the district shall submit a SEMI action plan to the Executive County Superintendent as required by N.J.A.C. 6A:23A-5.3(f) as part of its annual school district budget submission or demonstrate to the Executive County Superintendent the district has achieved maximum participation in the SEMI program in the prebudget year.~~

B. Projection of Available SEMI Reimbursement

1. As part of the annual budget information, the New Jersey Department of Education shall provide **the each** school district with a projection of available SEMI reimbursement for the budget year, as determined by the **New Jersey State** Department of **the** Treasury's **third-party** administrator for SEMI. ~~The projection shall be based on the following:~~
 - a. **The district shall recognize as revenue in its annual school district budget no less than ninety percent of said projection.**



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b. The district may seek approval from the Executive County Superintendent to use its own projection of SEMI reimbursement upon demonstration the numbers it used in calculating the projection are more accurate than the projection provided.

a. ~~Number of Medicaid eligible students;~~

b. ~~Assumption of twenty services per eligible students per year;~~

c. ~~One IEP meeting per eligible student per year; and~~

d. ~~Applicable SEMI reimbursement rates.~~

2. ~~Beginning with the 2009-2010 school year, the school district shall recognize as revenue in its annual school district budget no less than ninety percent of the projection of available SEMI reimbursement. The district may seek approval from the Executive County Superintendent to use its own projection of SEMI reimbursement upon demonstration that the numbers it used in calculating the projection are more accurate than the projection provided.~~

C. SEMI Program Requirements

1. The school district shall strive to achieve maximum participation in the SEMI program. **For the purpose of Policy 6111 and this Regulation, "mMaximum participation"** means obtaining a ninety percent return rate of parental consent forms for all SEMI-eligible students. Districts shall enter all students following their evaluations into the third-party system **as determined by the New Jersey Department of the Treasury** to identify the district's universe of eligible students. This **may** ~~can~~ be done without parental consent.

2. **If the district participates** ~~Districts participating~~ in the SEMI reimbursement program, **the district** shall comply with program requirements as follows:



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- a. The ~~school~~ district shall implement Policy **6111** and **this Regulation 6111** concerning the effective and efficient administration of the SEMI reimbursement program consistent with the requirements of N.J.A.C. 6A:23A-5.3. **A complete listing of requirements and information are available at the SEMI/MAC website.**
- b. Any service submitted to Medicaid for reimbursement shall be rendered by a Medicaid qualified practitioner, or rendered by a provider under the supervision of a Medicaid qualified practitioner. The following outlines the required documentation for each related service provider:
 - (1) Nurses – copy of license (**educational services certificate issued by the State Board of Examiners** ~~DOE certification~~ is not required for SEMI);
 - (2) Occupational Therapist – copy of license and **educational services certificate issued by the State Board of Examiners** ~~DOE certification~~;
 - (3) Physical Therapist – copy of license and **educational services certificate issued by the State Board of Examiners** ~~DOE certification~~;
 - (4) Psychologist – copy of **educational services certificate issued by the State Board of Examiners** ~~DOE certification~~;
 - (5) Social Worker – copy of **educational services certificate issued by the State Board of Examiners** ~~DOE certification~~; and
 - (6) **Speech-language Specialist Therapist: —copy of** ~~DOE certification and American Speech Language-Hearing Association (ASHA) Certification or Copy~~



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~~of DOE certification and past or present license (on or after January 1, 1993); or copy of DOE certification and documentation that the equivalent educational requirements and work experience necessary for ASHA certification have been met.~~

(a) Qualification and documentation for provision of evaluation services shall include:

- (i) Copy of licensed physician's orders, which shall be maintained with the student's IEP; or**
- (ii) Copy of New Jersey license as a speech-language pathologist and educational services certificate with a speech-language specialist endorsement (N.J.A.C. 6A:9B-14.6) for the individual whose signature appears on the IEP; or**
- (iii) Copy of documentation that identifies the referral of speech services included in or with the student's IEP.**

(b) Qualification for provision of related services shall include:

- (i) Copy of educational services certificate or endorsement issued by the State Board of Examiners and an American Speech-Language-Hearing Association (ASHA) Certificate of Clinical Competence; or**



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- (ii) **Copy of educational services certificate with a speech-language specialist endorsement and a valid license authorized by the State Audiology and Speech-Language Pathology Advisory Committee in accordance with N.J.S.A. 45:3B-1 et seq.**
- (7) **Audiologist – copy of license issued by the State Audiology and Speech-Language Pathology Advisory Committee in accordance with N.J.S.A. 45:3B-1 et seq.**
- c3. Practitioners who are not Medicaid qualified can deliver services under the direction of Medicaid qualified practitioners. **Practitioners who are not Medicaid qualified** These include **only** certified occupational therapist assistants (COTAs), physical therapist assistants, (PTAs) ~~and~~ **speech-language specialists who do not meet the qualifications at N.J.A.C. 6A:23A-5.3(e)2.vi(2)(A) or (B) and C.2.b.(6)(i) and C.2.b.(6)(ii) above, and licensed practical nurses ~~correctionists~~.**
- d4. Any direct therapy or other related service shall be prescribed in the related services section of the student's IEP prior to submitting a claim to Medicaid for reimbursement. Delivery of nursing services and dispensing of medication **shall** ~~must~~ be referenced in the IEP and supported by physicians' orders or prescriptions. ~~These which shall documents must~~ be maintained on file. ~~The~~ Supporting documentation to be maintained by the ~~school~~ district shall be the cover/signature page, related services section of the IEP, therapy logs, and the evaluations and assessments conducted by the Medicaid-qualified practitioners.



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- e5. Entities where the ~~school~~ district has placed SEMI-eligible students shall take steps to enable ~~school~~ districts to maximize participation, including either logging the eligible services provided directly through the **third-party system as determined by the New Jersey Department of the Treasury** ~~vendor~~ or the sending ~~school~~ district, as mutually agreed upon with the ~~school~~ district, and obtaining SEMI provider qualification certifications. Every out-of-district placement **shall** ~~must~~ provide copies of SEMI provider qualifications, certifications, and licenses. ~~This provision~~ **N.J.A.C. 6A:23A-5.3(e)5.** applies to the following out-of-district placement options:
- (1)~~a.~~ Approved private schools for students with disabilities;
 - (2)~~b.~~ Educational services commissions;
 - (3)~~c.~~ Jointure commissions;
 - (4)~~d.~~ Vocational half-time programs;
 - (5)~~e.~~ **New Jersey** Department of Education ~~r~~**Regional** ~~d~~**Day** ~~s~~**Schools**; and
 - (6)~~f.~~ **County** ~~s~~**Special** ~~s~~**Service** ~~s~~**School** ~~d~~**Districts**.
- f. If the district does not have an approved waiver pursuant to N.J.A.C. 6A:23A-5.3(b) and A. above the district shall comply with the program requirements to assure the year-end cost settlement of SEMI claims is properly calculated with the standardized submission of quarterly and annual cost data, as well as staff pool lists transmitted directly through the third-party system as determined by the New Jersey Department of the Treasury.



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- g. To retain reimbursement, if the district does not have an approved waiver pursuant to N.J.A.C. 6A:23A-5.3(b) and A. above, the district shall ensure compliance with the necessary components of the cost settlement requirements which include completion of the online questionnaire – Random Moment Time Study (RMTS) – by staff provided directly through the third-party system as determined by the New Jersey Department of the Treasury.
- h6. All supporting documentation for a Medicaid claim shall be maintained on file and available for audit or State review for at least seven years from the date of service. Supporting documentation shall include provider certification (current and historical for each provider);, provider service logs, licenses, and/or **certificates issued by the Division of Consumer Affairs or the New Jersey Department of Education, as applicable;** ~~certifications;~~ physician authorizations for nursing services;; parental consent forms;; attendance records;; and copies of the student's IEP.

D. SEMI Action Plan

- 1. **If the** A school district ~~that~~ has less than ninety percent participation of SEMI-eligible students in the prebudget year or that has failed to comply with all program requirements **at set forth in N.J.A.C. 6A:23A-5.3(e) and C.2. above, the district** shall submit a SEMI action plan to the Executive County Superintendent for review and approval as part of the ~~school~~ district's proposed budget submission.
- 2. The SEMI action plan shall include the following components:
 - a. Procedures for obtaining parental consent forms, **such as including** the Parental Consent Best Practices **that which** are available from the New Jersey Department of Education.



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- b. Establishment of a benchmark for the ~~2008-2009 school year~~ **of implementation** or for the first year the district does not have an approved waiver pursuant to ~~the provisions of N.J.A.C. 6A:23A-5.3(b) and A. above,~~ whichever is applicable, for obtaining maximum participation of all SEMI-eligible students by the start of the subsequent school year.:-
 - (1) The benchmarks for the ~~first 2008-2009 school year~~ **of implementation** or for the first year ~~that~~ the district does not have an approved waiver pursuant to N.J.A.C. 6A:23A-5.3(b) **and A. above,** whichever is applicable, for achieving maximum participation shall ~~at a minimum~~ close, **at a minimum,** the gap between current participation and maximum participation by fifty percent by the beginning of the subsequent school year; and
 - (2) The benchmarks shall be based on the percentage of parental consent forms collected from eligible students. The number of parental consent forms shall reflect one parental consent form **or one document noting parental refusal** for each eligible student.:- ~~This should include documentation of parental refusal to give consent.~~
- c. Procedures to ensure ~~that~~ all IEP meetings are documented in the third-party administrator's system. IEPs are ~~only~~ claimable **only** if a Medicaid qualified practitioner is present **and it is documented that a health-related service is discussed;**
- d. Procedures to ensure ~~that~~ all SEMI-eligible services, including services provided by entities where the ~~school~~ district has placed SEMI-eligible students, are documented in the third-party administrator's system.:-
- e. Procedures to ensure ~~that~~ a valid IEP is on file and the IEP date is on file in the third-party administrator's system for each SEMI-eligible student for whom parental consent has been obtained.:- **and**



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- f. Procedures to ensure ~~that~~ service providers used by the school district and entities where the ~~school~~ district has placed **SEMI-eligible** students have valid licenses and certifications documenting SEMI provider qualifications on file in the third-party administrator's system.
3. **If the district does not achieve ninety percent participation, or does not achieve their approved benchmarks in the SEMI program for a given budget year and cannot demonstrate they fully implemented their New Jersey Department of Education-approved SEMI action plan required at N.J.A.C. 6A:23A-5.3(f) and (g) and D. above, the district shall be subject to review for the withholding of State aid by the Commissioner of Education, pursuant to N.J.S.A. 18A:55-3, in an amount equal to the SEMI revenue projection based on their approved benchmark for the budget year, if applicable, less actual SEMI reimbursements for the budget year. The State aid deduction shall be made in the second subsequent year after the budget year.**
 4. **If the district does not meet the requirement of the cost-settlement components of SEMI, the district may be required to refund all or part of their SEMI reimbursements.**
- E. ~~Districts that did not achieve ninety percent participation, or achieve their approved benchmarks in the SEMI program for a given budget year and cannot demonstrate they fully implemented their New Jersey Department of Education-approved SEMI action plan required above shall be subject to review for the withholding of State aid by the Commissioner pursuant to N.J.S.A. 18A:55-3 in an amount equal to the SEMI revenue projection based on their approved benchmark for the budget year, if applicable, less actual SEMI reimbursements for the budget year. The State aid deduction shall be made in the second subsequent year after the budget year.~~

Issued:



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Budget Preparation
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[See POLICY ALERT Nos. 192 and 235]

6220 BUDGET PREPARATION

The annual budget is the financial plan for the effectuation of the educational plan for the district.; ~~its preparation is, therefore, one of the most important functions performed by the Board of Education.~~ The budget shall be designed to carry out that plan in a thorough and efficient manner, to maintain school district facilities, and to honor continuing obligations of the district.

A proposed budget requires the critical analysis ~~by~~ **of every member of the Board of Education** during its preparation. The administration shall work with the Board to ensure Board members have a thorough understanding of the budget appropriations, budget revenue, the proposed educational program, and the budget's impact to the local tax levy. The Board shall also provide for community input during the budget development process.

~~The annual school district budget and supporting documentation shall be prepared in accordance with the provisions of N.J.S.A. 18A:7F; et seq. and N.J.A.C. 6A:23A-8.1 et seq. The Board will obtain approval of the local funding for a non-referendum capital project (school facility project or other capital project) in accordance with the provisions of N.J.A.C. 6A:23A-8.4.~~

The annual school district budget and supporting documentation shall be prepared in accordance with the provisions of N.J.S.A. 18A:7F; N.J.S.A. 18A:22-7 and 18A:22-8; and N.J.A.C. 6A:23A-8. The Board shall adopt and will submit its proposed budget and supporting documentation as prescribed by the Commissioner to the Executive County Superintendent for approval, together with Commissioner-prescribed supporting documentation, a budget that provides for a thorough and efficient education pursuant to N.J.A.C. 6A:23A-8.1(a). Pursuant to N.J.A.C. 6A:26-3.7 and 6A:26-3.12, the Board shall obtain approval of the local funding for a non-referendum capital project (school facility project or other capital project) in accordance with N.J.A.C. 6A:23A-8.4.

~~The budget will be presented to the Board of Education to allow adequate time for review and adoption. The budget should evolve primarily from the needs of the individual schools as expressed by the Building Principals and the district educational program as expressed by the central administrative staff and be compatible with approved district plans.~~



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Budget Preparation

The Board shall include in the budget application to the Executive County Superintendent a complete reporting of revenues and appropriations and other requirements pursuant to N.J.S.A. 18A:22-8-1 **et seq.** and N.J.S.A. 18A:7F-5 through 63.

The Board, upon submission of its budget application to the Executive County Superintendent or by the statutory submission date, whichever is earlier, shall make available upon request for public inspection all budget and supporting documentation contained in the budget application and all other documents listed in N.J.A.C. 6A:23A-8.1 once the budget application has been submitted to the Executive County Superintendent for approval.

The budget, as adopted for the school year pursuant to N.J.S.A. 18A:7F-5, shall be provided for public inspection on the district's **website** ~~Internet site~~, if one exists, and made available in print in a "user-friendly," plain language budget summary format in accordance with the provisions of N.J.A.C. 6A:23A-8.1(c).

All budgetary and accounting systems used in the school district must be in accordance with double-entry bookkeeping and Generally Accepted Accounting Principles as required in N.J.A.C. 6A:23A-16.1 **et seq.**

N.J.S.A. 18A:7F **et seq.**; 18A:22-7 **et seq.**

N.J.A.C. 6A:23A-8.1 **et seq.**; 6A:23A-16.1 **et seq.**

Adopted:



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Board Member Election and Appointment

Jul 25

[See POLICY ALERT Nos. 181, 202, and 235]

0143 BOARD MEMBER ELECTION AND APPOINTMENT

The election and appointment of Board of Education members will be conducted in strict compliance with law.

[Applicable For Type II Districts With an Elected Board And Regional School District Boards]

Vacancies in the membership of Boards of Type II districts having elected Boards shall be filled in accordance with N.J.S.A. 18A:12-15. Vacancies in the membership of a regional Board shall be filled from the constituent districts represented by the former incumbents in the same manner as vacancies in the membership of Boards of Type II districts having elected Boards in accordance with N.J.S.A. 18A:13-11. Such vacancies shall be filled as follows:

- 1. By the Executive County Superintendent, if the vacancy is caused by the absence of candidates for election to the Board or by the removal of a member because of lack of qualifications, or is not filled within sixty-five days following its occurrence;**
- 2. By the Executive County Superintendent, to a number sufficient to make up a quorum of the Board if, by reason of vacancies, a quorum is lacking;**
- 3. By special election, if in the annual school election two or more candidates qualified by law for membership on the Board receive an equal number of votes. Such special election shall be held only upon recount and certification by the County Board of Elections of such election result, shall be restricted to such candidates, shall be held within sixty days of the annual school election, and shall be conducted in accordance with procedures for annual and special school elections set forth in Title 19 of the Revised Statutes. The vacancy shall be filled by the Executive County Superintendent if in such special election two or more candidates qualified by law for membership on the Board receive an equal number of votes;**



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Board Member Election and Appointment

4. By special election, if there is a failure to elect a member at the annual school election due to improper election procedures. Such special election shall be restricted to those persons who were candidates at such annual school election, shall be held within sixty days of such annual school election, and shall be conducted in accordance with the procedures for annual and special school elections set forth in Title 19 of the Revised Statutes;
5. By the Commissioner of Education if there is a failure to elect a member at the annual school election due to improper campaign practices; or
6. By a majority vote of the remaining members of the Board after the vacancy occurs in all other cases.

Each member so appointed shall serve until the organizational meeting following the next annual election unless the 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 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 in accordance with N.J.S.A. 18A:12-15.

~~A vacancy in the membership of a regional Board of Education shall be filled in accordance with N.J.S.A. 18A:13-11. A vacancy be filled from the constituent districts represented by the former incumbents in the same manner as vacancies in the membership of Boards of Education of Type II districts having elected Boards of Education are filled.~~

~~A vacancy in the membership of a Board of Education shall be filled as follows:~~

- ~~1. By the Executive County Superintendent, if the vacancy is caused by:~~



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- a. ~~The absence of candidates for election to the school Board;
or~~
 - b. ~~The removal of a member because of lack of qualifications;
or~~
 - c. ~~The failure of the Board to appoint a person to a vacancy
within sixty five days following its occurrence; or~~
 - d. ~~Two or more candidates qualified by law for membership
on the Board receiving an equal number of votes in a
special runoff election.~~
 - e. ~~By the Executive County Superintendent, to a number
sufficient to make up a quorum of the Board if, by reason
of vacancies, a quorum is lacking;~~
3. ~~By special election within sixty days of the annual school election,
if:~~
- a. ~~Two or more candidates qualified by law for membership
on the school Board receive an equal number of votes in
the annual school election; or~~
 - b. ~~The annual election is disqualified due to improper election
procedures.~~
4. ~~By the Commissioner of Education if there is a failure to elect a
member at the annual school election due to improper campaign
practices; or~~
5. ~~By a majority vote of the remaining members of the Board of
Education after the vacancy occurs in all other cases.~~

The Board Secretary shall promptly notify the President of a vacancy to be filled by the Board. The President shall inform all other Board members. The Board will give public notice of the vacancy and invite any qualified person to submit a written request for consideration of **their** his/her candidacy for the vacancy. The Board may also require candidates submit a resume with their written request.



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In considering candidates who have expressed an interest in a vacancy, the Board of Education may interview candidates in public or executive session. The Board must vote to appoint a candidate to a vacancy in public session and there shall be no decisions made in executive session. In the event interviews are conducted in executive session, Board members, in the public session nomination and voting process, shall express their opinion in support of their vote so the public can witness any deliberations, policy formulation, and the decision making process of the Board.

A roll call vote will be conducted on candidates in the order the candidates were nominated with a second. If there are two or more vacancies, each vacancy will be filled by a separate election process. The first candidate who receives the votes of a majority of the remaining Board members will be elected to the vacancy. In the event no candidate receives a majority vote of the remaining Board members, another election process shall be conducted between the two candidates receiving the highest number of votes.]

[Applicable for County Vocational School Districts Only]

A vacancy on the county vocational school district Board shall be deemed to exist and shall be filled in the manner prescribed in N.J.S.A. 40A:9-12.1, pursuant to N.J.S.A. 18A:54-16.

The seat of a Board member on the county vocational school district Board shall be deemed vacant:

- 1. Upon its being so declared by judicial determination;**
- 2. Upon the filing by such Board member of their written resignation;**
- 3. Upon the refusal of a person designated for appointment to the Board to qualify or serve;**
- 4. Upon the determination of the appointing authority that such Board member shall have become physically or mentally incapable of serving;**
- 5. Upon the death of such Board member;**



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6. Upon the determination of the appointing authority that, in violation of a lawful residency requirement, such Board member no longer resides within the county in which the county vocational school district is located;
7. In the case of a member of the Board, whenever the Board member, without being excused by a majority of the members of the Board, fails to attend and participate at meetings of the Board for a period of eight consecutive weeks, or for four consecutive regular meetings, whichever shall be of longer duration, at the conclusion of such period, provided that such Board shall notify the appointing authority in writing of such determination; provided, further, that such Board may refuse to excuse only with respect to those failures to attend and participate which are not due to legitimate illness; provided, however, that nothing in N.J.S.A. 40A:9-12.1 shall preclude a municipal appointing authority from adopting by ordinance a policy establishing a lower absentee threshold, provided that the ordinance shall not permit the removal of the Board member if the Board member has been absent for less than six consecutive weeks, or three consecutive meetings, whichever shall be of longer duration, without being excused, within the term of office for the position held by the individual;
8. Upon the removal of a Board member for cause in accordance with law, or for any other reason prescribed by law.

Whenever any of the above shall occur the appointing authority shall forthwith fill the vacant Board seat for the unexpired term in the manner prescribed by law; provided, however, that in the case of a person failing to qualify or refusing to serve pursuant to N.J.S.A. 40A:9-12.1.c. and 3. above, such Board seat shall not be deemed vacant, if the incumbent Board member is authorized by law to continue serving on the Board until a successor is appointed and qualifies therefor.

~~A vacancy on the Board of Education of a county vocational school district shall be filled in accordance with N.J.S.A. 18A:54-16 et seq.]~~



BYLAW GUIDE

BYLAWS
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Board Member Election and Appointment

N.J.S.A. 18A:12-11; 18A:12-15
N.J.S.A. 18A:13-5; 18A:13-10; 18A:13-11 [**regional district**]
N.J.S.A. 18A:54-16
N.J.S.A. 40A:9-12.1 [**vocational district**]

Adopted:



POLICY GUIDE

24

ADMINISTRATION

1636.01/page 1 of 1

Notification of Promotion, New Job,
and Transfer Opportunities

Jul 25

[See POLICY ALERT No. 235]

1636.01 NOTIFICATION OF PROMOTION, NEW JOB, AND TRANSFER OPPORTUNITIES

The Board of Education shall make reasonable efforts to announce, post, or otherwise make known opportunities for promotion that are advertised internally within the district or externally on internet-based advertisements, postings, printed flyers, or other similar advertisements to all current employees in the affected department or departments of the district prior to making a promotion decision in accordance with N.J.S.A. 34:6B-23.

For the purpose of N.J.S.A. 34:6B-23 and this Policy, “promotion” means a change in job title and an increase in compensation.

Any promotion for a current employee that is awarded on the basis of years of experience or performance shall not be subject to the notification requirements established in N.J.S.A. 34:6B-23 and this Policy. Nothing in N.J.S.A. 34:6B-23 and this Policy shall be construed to prohibit the Board from making a promotion on an emergent basis due to an unforeseen event.

The Board shall disclose in each posting for new jobs and transfer opportunities that are advertised by the Board either externally or internally the hourly wage or salary, or a range of the hourly wage or salary, and a general description of benefits and other compensation programs for which the staff member would be eligible. Nothing in N.J.S.A. 34:6B-23 and this Policy shall be construed to prohibit the Board from increasing the wages, benefits, and compensation identified in the job opening posting at the time of making an offer for employment to an applicant.

N.J.S.A. 34:6B-23

Adopted:



POLICY GUIDE

24

PROGRAM

2422/page 1 of 6

Statutory Curricular Requirements
~~Comprehensive Health and Physical Education~~

Jul 25

M

[See POLICY ALERT Nos. 208, 217, 219, 224, and 235]

2422 STATUTORY CURRICULAR REQUIREMENTS COMPREHENSIVE HEALTH AND PHYSICAL EDUCATION

The New Jersey Student Learning Standards (NJSLS) provide clear and consistent learning goals across distinct content areas to help prepare students for postsecondary success. The NJSLS demonstrate what students are expected to learn at specific grade levels and bands, so that every parent and teacher can understand and support learning. The NJSLS offer the foundation on which school districts build coherent curriculum and plan instruction to prepare each student with the knowledge and skills needed to succeed.

~~The Board of Education requires all students to participate in a comprehensive, sequential, health and physical education program aligned with the New Jersey Student Learning Standards (NJSLS) that emphasizes the natural interdisciplinary connection between wellness and health and physical education. The primary focus of the NJSLS is the development of knowledge and skills that influence healthy behaviors within the context of self, family, school, and the local and global community.~~

~~The curriculum requirements listed below address the need for students to gain knowledge and skill in caring for themselves, interacting effectively with others, and analyzing the impact of choices and consequences. The primary focus of the curriculum listed below is to help students develop concepts and skills that promote and influence healthy behaviors.~~

The New Jersey State Board of Education adopts the NJSLS and the The NJSLS incorporate New Jersey statutes **require instruction to be part of the school district's implementation of the NJSLS related to health and well-being of students in New Jersey schools.** The following statutes **that require instruction to be part of the school district's implementation of** ~~incorporated into the NJSLS include, but are not limited to, the following requirements:~~

1. Accident and Fire Prevention (N.J.S.A. 18A:6-2) requires regular courses of instruction in accident and fire prevention.



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Statutory Curricular Requirements
~~Comprehensive Health and Physical Education~~

2. Breast Self-Examination (N.J.S.A. 18A:35-5.4) requires offering instruction on breast self-examination for students in grades seven through twelve.
3. Bullying Prevention Programs (N.J.S.A. 18A:37-17) requires the establishment of bullying prevention programs.
4. Cancer Awareness (N.J.S.A. 18A:40-33) requires the development of a school program on cancer awareness by the Commissioner of Education.
5. Dating Violence Education (N.J.S.A. 18A:35-4.23a) requires instruction regarding dating violence in grades seven through twelve.
6. Domestic Violence Education (N.J.S.A. 18A:35-4.23) allows instruction on problems related to domestic violence and child abuse.
7. Gang Violence Prevention (N.J.S.A. 18A:35-4.26) requires instruction in gang violence prevention for elementary school students.
8. Health, Safety, and Physical Education (N.J.S.A. 18A:35-5) requires that all students in grades one through twelve participate in at least two and one-half hours of health, safety, and physical education each school week.
9. Drugs, Alcohol, Tobacco, Controlled Dangerous Substances, and Anabolic Steroids (N.J.S.A. 18A:40A-1) requires instructional programs on drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances and the development of curriculum guidelines for each grade Kindergarten through twelve.



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Statutory Curricular Requirements ~~Comprehensive Health and Physical Education~~

10. Lyme Disease Prevention (N.J.S.A. 18A:35-5.1 through **18A:35-5.3**) requires the development of Lyme ~~d~~Disease curriculum guidelines **for the teaching of information on the prevention of Lyme disease and other tick-borne diseases and training to all teaching staff members who instruct students with Lyme Disease.**
11. Organ Donation (N.J.S.A. 18A:7F-4.3) requires information relative to organ donation to be given to students in grades nine through twelve.
12. Sexual Assault Prevention (N.J.S.A. 18A:35-4.3) requires the development of a sexual assault prevention education program by the Commissioner of Education for utilization by school districts.
13. Stress Abstinence (N.J.S.A. 18A:35-4.19 through ~~N.J.S.A. 18A:35-4.22~~), also known as the "AIDS Prevention Act of 1999," requires sex education programs to stress abstinence.
14. Suicide Prevention (N.J.S.A. 18A:6-111 through **18A:6-113**) requires instruction in suicide prevention in public schools.
15. Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (N.J.S.A. 18A:35-4.28 and 18A:35-4.29) requires public high schools and charter schools to provide instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator to each student prior to graduation.
16. Sexually Explicit Images through Electronic Means (N.J.S.A. 18A:35-4.32 and **18A:35-4.33**) requires instruction, once during middle school, on the social, emotional, and legal consequences of distributing and soliciting sexually explicit images through electronic means.
17. History of Disabled and LGBT Persons (N.J.S.A. 18A:35-4.35 and **18A:35-4.36**) requires instruction on the political, economic, and social contributions of persons with disabilities and lesbian, gay, bisexual, and transgender people for middle and high school students.



POLICY GUIDE

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Statutory Curricular Requirements ~~Comprehensive Health and Physical Education~~

18. Financial Literacy (N.J.S.A. 18A:35-4.34) requires instruction with basic financial literacy necessary for sound financial decision-making in each of the grades six through eight.
19. Sexual Abuse and Assault Awareness and Prevention Education (N.J.S.A. 18A:35-4.5a) requires age-appropriate sexual abuse and assault awareness and prevention education in grades preschool through twelve.
20. Curriculum to Include Instruction on Diversity and Inclusion (N.J.S.A. 18A:35-4.36a) requires instruction on diversity and inclusion in an appropriate place in the curriculum for students in grades Kindergarten through twelve.
21. Incorporation of Age-Appropriate Instruction Relative to Consent for Physical Contact and Sexual Activity (N.J.S.A. 18A:35-4.38) requires age-appropriate instruction in grades six through twelve on the law and meaning of consent for physical contact and sexual activity.
22. Health Curriculum to Include Instruction on Mental Health (N.J.S.A. 18A:35-4.39) requires health education programs to include instruction on mental health and the relation of physical and mental health for students in grades Kindergarten through twelve.
23. Information About “New Jersey Safe Haven Infant Protection Act” Included in Public School Curriculum (N.J.S.A. 18A:35-4.40) **requires** information on the provisions of the “New Jersey Safe Haven Infant Protection Act” shall be included in curriculum for public school students in grades nine through twelve.
24. Infusion of African American Accomplishments into School Curricula (N.J.S.A. 18A:35-4.43) requires in the curriculum for all elementary and secondary students instruction that infuses into all courses on the United States the centuries of accomplishments by African Americans in the building and development of America.



POLICY GUIDE

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PROGRAM

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Statutory Curricular Requirements ~~Comprehensive Health and Physical Education~~

25. Asian American, Pacific Islander History, Contributions; Instruction Included in Curriculum (N.J.S.A. 18A:35-4.44) requires instruction on the history and contributions of Asian Americans and Pacific Islanders in an appropriate place in the curriculum of students in grades Kindergarten through twelve as part of the district's implementation of the NJSLs in Social Studies.

2625. Any ~~o~~Other ~~s~~Statutory or ~~a~~Administrative ~~c~~Codes requiring instruction to be part of the district's implementation of the NJSLs. The Board will incorporate into its health and physical education curriculum any other requirements of the NJSLs in Comprehensive Health and Physical Education.

In accordance with the provisions of N.J.S.A. 18A:35-4.7, any student whose parent presents to the Principal a signed statement that any part of the instruction in health, family life education, or sex education is in conflict with **their** ~~his/her~~ conscience or sincerely held moral or religious beliefs shall be excused from that portion of the course where such instruction is being given and no penalties as to credit or graduation shall result.

The Board ~~of Education~~ must provide two and one-half hours of health, safety, and physical education courses in each school week, or proportionately less when holidays fall within the week. Recess period(s) shall not be used to meet the requirements of N.J.S.A. 18A:35-5, 7, and 8.

In accordance with N.J.S.A. 18A:35-4.31, the Board ~~of Education~~ shall provide a daily recess period of at least twenty minutes for students in grades Kindergarten through five. A recess period is not required on a school day in which the day is substantially shortened due to a delayed opening or early dismissal. The recess period shall be outdoors, if feasible. A student shall not be denied recess for any reason, except as a consequence of a violation of the school district's Code of Student Conduct, including a harassment, intimidation, or bullying (HIB) investigation pursuant to N.J.S.A. 18A:37-13 et seq. Students may not be denied recess more than twice per week for a violation of the Code of Student Conduct or HIB investigation and these students shall be provided restorative justice activities during the recess period.



POLICY GUIDE

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Statutory Curricular Requirements

~~Comprehensive Health and Physical Education~~

Restorative justice activities are defined as activities designed to improve the socioemotional and behavioral responses of students through the use of more appropriate and less punitive interventions thereby establishing a more supportive and inclusive school culture. The student's recess period should be scheduled in a manner that does not interfere with the implementation of a student's Individualized Education Program (IEP). School staff may deny recess for a student on the advice of a medical professional, school nurse, or the provisions of a student's IEP and/or 504 Plan.

A copy of the NJSLS for ~~Comprehensive Health and Physical Education~~ and all related curriculum/course guides and instructional material shall be available for public inspection ~~in each school~~.

Adopted:



POLICY GUIDE

24

STUDENTS
5339.01/page 1 of 2
Student Sun Protection
Jul 25
M

[See POLICY ALERT No. 235]

5339.01 STUDENT SUN PROTECTION

The Board of Education believes it is important that school district students protect themselves against harmful sun-related skin diseases by using protective measures. Pursuant to N.J.S.A. 18A:40-12.39 and notwithstanding any law or regulation to the contrary, the Board adopts this Policy concerning a student's use of sunscreen and sun-protective clothing, such as hats and sunglasses, while outdoors at school and school-sponsored functions.

As used in this Policy, "sunscreen" means a topical product used for the purpose of limiting skin damage caused by overexposure to the sun, and which is regulated by the Federal Food and Drug Administration for over-the-counter use, in accordance with N.J.S.A. 18A:40-12.39.a.

Students are not required to provide documentation from a physician or other licensed health care professional in order to use sunscreen or sun-protective clothing while outdoors at school or a school-sponsored function.

Sunscreen can be packaged as aerosol, spray, lotion or cream with fragrances, as such the district prohibits the use of sunscreen that the Principal or designee may deem harmful to students with asthma or other respiratory ailments or a nuisance to students or staff members.

Any student found to be using sunscreen in an inappropriate manner shall have their permission to use sunscreen revoked and be disciplined in accordance with the student code of conduct. If a student's permission to use sunscreen is revoked, the district shall notify the student's parent in writing of the reasons and duration for the revocation of that permission and of any discipline associated with the incident.

The district shall provide for the transportation and storage of sunscreen to ensure accessibility when students travel off school grounds for school-sponsored functions.



POLICY GUIDE

STUDENTS
5339.01/page 2 of 2
Student Sun Protection

Nothing in this Policy shall be construed as requiring a staff member to assist a student in applying sunscreen.

N.J.S.A. 18A:40-12.39

Adopted:



POLICY

MOUNTAIN LAKES BOARD OF EDUCATION

Community
9150
SCHOOL VISITORS

9150 SCHOOL VISITORS

The Board welcomes visits to school by parents/guardians, Board members, other adult residents of the community and interested educators, when they do not interfere with the classroom or school routine. In order for the educational program to continue undisturbed when visitors are present, and to prevent the intrusion of disruptive persons into the schools, the Superintendent shall devise regulations addressing visitors' access to the schools.

All visitors shall be required to report to the Principal's office upon entering the building.

A "visitor" is anyone other than a student enrolled in or a staff member employed in the particular school. Visitors may not consult with the teaching staff or students during class time without the Principal's permission.

Staff members and students are strictly prohibited from propping doors open. Students and staff members shall not open a door for anyone. All persons seeking entry to the building shall be directed to the main entrance. **All visitors must adhere to the following guidelines:**

- **Visitors are required to present a valid, government-issued photo identification upon entry**
- **Visitors must be accompanied by authorized personnel at all times while inside the school building and will be escorted both upon entry and exit**
- **Visitors must have a clearly defined and approved purpose for their visit. Access to classrooms or other areas of the school is restricted and may only be granted in accordance with that purpose.**

For the purpose of preventing unauthorized entry into the district buildings, the building Principal shall ensure that:

- A. The school's main entrance is clearly marked so that it is easily visible and recognizable;
- B. Exterior doors are locked, and when they are in use for a large entry/exit, staff members, security personnel, law enforcement officers or other representatives of the district are assigned to monitor them;
- C. Entrances are clearly marked with a numerical sequence to allow for specific response by police, fire, and emergency medical services responders;



POLICY

MOUNTAIN LAKES BOARD OF EDUCATION

Community
9150
SCHOOL VISITORS

- D. A limited the number of doors are available for access by staff and the staff members shall be informed of which doors they are authorized to use;
- E. Security personnel working in the school building are dressed in uniform.

When the parental rights of a parent have been terminated by a court of appropriate jurisdiction, the legal guardian must inform the school so that the administration may apply appropriate regulations. The Principal shall seek confirmation of legal custodianship where necessary.

No one may visit the school during school hours for the purpose of recommending or exhibiting books, maps, etc., to staff without prior approval. No person shall be allowed to deliver any address or lecture on any subject unless authorized by the Superintendent or designee.

All visitors to the schools must obey regulations prohibiting smoking and any other regulations designed to ensure orderly operation of the school. All persons violating this policy shall be considered "disorderly persons" and subject to appropriate action.

The Superintendent and Building Principal each possess the authority to prohibit the entry of any person into a school of this district or to expel any person from the school when there is reason to believe the presence of such person would be inimical to the good order of the school. If such a person refuses to leave the school grounds or causes a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

The Board may bar the attendance at school functions or access to school property of any visitor whose conduct, in the opinion of the Board, may constitute a disruption.

The Superintendent shall develop regulations that will protect pupils and employees of the district from disruption to the educational program and the efficient conduct of their assigned tasks.

Visitor Procedures for Contagion Prevention

In order to prevent the spread of disease during pandemic recovery and to protect the health and safety of students and staff against infection, no visitors shall be permitted in the schools until pandemic restrictions are lifted. The Principal may admit a visitor if he or she determines that it is necessary. In all such cases, the visitor shall submit to the



POLICY

MOUNTAIN LAKES
BOARD OF EDUCATION

Community
9150
SCHOOL VISITORS

screening procedure (e.g., temperature and exposure questionnaire) and shall be required to wear a face mask while in the school building. The face mask shall be required in all cases. However, an accommodation may be made where the visitor can demonstrate that wearing a face mask is detrimental to the visitor's health. A child under two years of age shall not be required to wear a face mask.

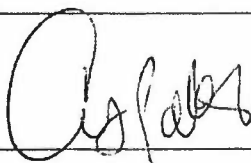
Adopted: 12 February 2007
Revised: 01 October 2018
Revised: 21 September 2020



25

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.



Medical Inspector

10/1/25

Arnold Pallay, MD
Changebridge Medical Associates
170 Changebridge Road
Suite C3
Montville, NJ 07045

Nursing Services Plan 2025 - 2026

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, encoporesis and orthopedic conditions requiring accommodation.

**Mountain Lakes School District
Nursing Services Plan
School Year: 2025-2026**

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. Stop the Bleed Kits are available throughout each school building in key locations.

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. We have a contract with Bayada Nursing Agency for sub coverage.

**Mountain Lakes School District
Nursing Services Plan
2025-2026
Wildwood Elementary School
K-5**

Student Population:	422
Staff Population:	80
Total of Students and Staff:	502

Acuity Levels:

Level I: Nursing Dependent:	0
Level II: Medically Fragile:	2
Level III: Medically Complex:	54
Level IV: Health Concerns:	75

Statistics from 2024-2025 school year:

2414 total visits
198 PRN meds given; 346 Daily
271 students sent home for illness or injury
83 reported cases of streptococcus
9 reported cases of conjunctivitis
59 reported cases of influenza
2 reported cases of impetigo
1 reported case of coxsackie virus
COVID-19 cases- 1 staff
Incident reports- 0 staff; 7 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.

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 and go on field trips when it is deemed necessary for a nurse to be present. 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. The addition of a contracted nurse substitute service is very helpful for the district's nurses.

Unfortunately, the district is without a nurse for Briarcliff. We are fortunate that the one substitute nurse we have, has given her availability to us, and so with her and the 3 current district nurses, we are compensating for the lack of staffing. This puts tremendous pressure on the nursing staff, as we must leave our school to manage students at Briarcliff. And again, as previously stated, lack of staffing makes it very difficult for the nurses to take any needed day off from work.

Wildwood School has 84 new students for the 2025-2026 school year, including the incoming kindergarten class. There are 68 kindergarten students and 16 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 29 students with some degree of food allergy. 17 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 is 1 student with Type 1 Diabetes at Wildwood. The student requires 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 or juice when the student may be low. The nurse must also see the student for any food consumption. The nurse is in contact with the parents of the diabetic. A school-owned phone or tablet would be most ideal for proper management of the diabetic student. Then if the nurse is absent, the substitute nurse or covering nurse from another district school can see the student's 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 3 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, 2nd and 4th grade have hearing and vision screening; 1st and 3rd grade have their hearing screening. 5th 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 4th grade students and a puberty program is presented to the 5th 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 system called Pick Up Patrol, for parents to enter in their child's absence, late arrival or early dismissal with an app. 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
 2025-2026

Grade Levels:	6,7,8
Student Enrollment	252
General Education	(218)
BC Spec. Education	(26)
Lake Drive	(8)
Staff	<u>56</u>
Total Number of Student and Staff	308

Acuity Levels:

Level I Nursing Dependent: Requiring 1:1 Nurse 0

Level II Medically Fragile: Seizure, uncontrolled asthma,
sterile procedures, trach care, new diabetic 0

Level III Medically Complex: Daily Treatment, Anaphylaxis
requiring Epi Pen, Cancer, Administering medications with
major side effects 13

Level IV Health Concerns: headaches, uncomplicated and 24
predictable health concerns, sensory issues, eating disorders

School Nurse Duties:

Considering the acuity and health conditions of students and staff at Briarcliff Middle School must have a full-time certified nurse for the 2025-2026 school year to maintain best practices.

The continued use of Genesis to maintain health records of students, run reports to track health issues, immunization compliance, collect data of health visits and attendance trends is essential for a well run health office.

A weekly influenza surveillance report is required by the State DOH Communicable Disease Reporting and Surveillance System. All nurses in each building must complete this

and complete training modules for the system. Completing the survey can be a timely process when a reason for an absence is not reported by the parents.

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 during these middle school years.

The school nurse attends meetings of the Intervention and Referral Service Team, 504 Committee and Mental Health Team as medical support for those students identified as at risk. Through these committee team meetings recommendations are developed in conjunction with the parents to implement medical 504 plans and/or I&RS plans to support the student.

EpiPen and glucagon volunteer delegates are trained annually by the certified school nurse to the Briarcliff building. EpiPens have been strategically placed throughout the building so that they are easily accessible in case of an emergency. Monthly, the nurse checks all AED's in and out the building and documents they are all in working order.

Sports programs in Briarcliff school include soccer, cross country, basketball, golf, baseball, and softball. All students must submit the required physical and health forms needed to safely participate. The nurse must review and follow up with parents to ensure all students have appropriate paperwork in a timely manner. The district physician receives all sport physicals of the student athletes from the nurse for final clearance to participate in their sport.

The school nurse completes screenings annually for height, weight and BP. Vision and hearing screenings are performed biennially and scoliosis screening for the just 7th grade. Abnormal findings are reported to the parents with recommendations to follow up with their child's physician.

The school nurse ensures immunization compliance for all students prior to the Mountain Lakes Borough public health nurse audit of their record to avoid any student being excluded from school due to non compliance for required immunization for school attendance.

School nurse completes all documentation for the STRONG evaluation process, participates in professional development, collects and reviews health office data to understand trends and potential unmet needs involving the running of an effective health office.

The Briarcliff building is without a full time certified nurse. A sub replacement has been covering the building. While the sub is able to handle the day to day medical emergencies, the school nurses of WW, LD, HS are providing coverage for duties the sub is unable to perform. This arrangement adds additional workload to the district nurses and often leaves their assigned building uncovered. It is hopeful a replacement certified nurse will be hired in the near future.

It is recommended a long term replacement sub nurse be hired at a negotiated rate higher than the per diem sub rate currently offered. This is to ensure consistency of coverage for the Briarcliff building.

Respectfully Submitted

Sharon Wendler BSN RN CSN

Lake Drive Program

Nursing Service Plan 2025 - 2026
Lake Drive Pre K 3 – 8th grade

Building Population:

- Average enrollment students:
 - LD Students 50
 - LD students in Ivy Hall Prek 3 and 4 9
 - Mt Lks Ivy Hall Prek 3 and 4 Special Services (No Tuition) 7
 - Mt Lks Ivy Hall Prek 3 and 4 program (Tuition) 32
 - Sound Start Babies 16
 - Total students 114

- LD Staff population: 65
- Sound Start Staff 11
- Average total staff: 76
- Total building population 190

Acuity Level	Number of Students and Staff
Level I: Nursing Dependent Private Duty Nurse • 24 hour 1:1 skilled nursing care • for conditions like Tracheostomy/Feeding tube	0
Level II: Medically Fragile • Possibility of life-threatening emergency requiring assessment from nurse • Asthma, EPI PEN, Diabetic, Seizure, active feeding tube	11
Level III: Medically Complex • Daily treatments and/or monitoring, potential for life-threatening event , asthma • Cardiac, and/or neuromuscular condition, feeding tube	7
Level IV: Health Concerns • Condition uncomplicated and predictable with occasional monitoring, daily oral medication • Those whose condition is not necessarily noted above	80

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 optimal learning potential while in the school setting.

Because the Mountain Lakes Lake Drive and Ivy Hall Programs educate students who have a variety of health concerns, it is recommended that the MTLakes district employ a full time certified school nurse in the Lake Drive building along with all the other buildings in the district.

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 the district.

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.

The Nurse:

- 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 and posts on 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, articulation sessions and STRONG evaluation as part of the district's process for 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, State DOH Influenza weekly audit and 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.
- 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 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/SLEOs 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 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. An enlargement of the office area should be considered in future building renovation plans.

I recommend expanding Rm 10's pre k restroom to better accommodate toileting students and those requiring a changing table.

I 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.

The woman'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.

The play structures are in serious need of an upgrade.

I would recommend budgeting for a capital improvement of a new a new playground.

Briarcliff Nurse Search: The nurses in district have devised a temporary coverage plan to provide care for all the district if a sub is not available for either BC or for us if we happen to be out. It is our recommendation to take advantage of this coverage and proceed with due diligence to find a best candidate.

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 21st century goals of the district.

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**Mountain Lakes High School
School Year: 2025 - 2026
Nursing Services Plan
Grades 9-12**

General Enrollment:	567
Staff Population:	<u>119</u>
Total Number of Staff & Students	686

Students with Medical Involvement

Acuity Levels:

Level I: Nursing Dependent	0
Level II: Medically Fragile	5
Level III: Medically Complex	68
Level IV: Health Concerns	110

Recommendations:

Mountain Lakes High School

For this school year, 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 this and all respiratory like viruses. The school nurse will continue to report every cluster of COVID positive cases to the Mount Olive Health Department. As usual, 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 2025-2026 School Year. During this school year, there are twenty-five (25) students with life-threatening allergies. There is one (1) student with Insulin Dependent Diabetes. There is one (1) student with a seizure disorder, five (5) students with POTS with one who is symptomatic, several students with either an or recent history of a serious Eating Disorder 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 40 students who have asthma and at any given time, students in wheelchairs and on crutches recuperating from orthopedic surgery/conditions. A few of our 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 2025-2026 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 review and final approval
- 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 as requested
- 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

- prepares all new student's immunization records for Audit by the Mount Olive Health Department (usually done in the springtime)
- 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
- 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 Basic Life Support (BLS) 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 the AHA Heartsaver Course to coaches, teachers, administrators and students as needed
- orders and manages all CPR Supplies for AHA 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**
- **ensures that a current Narcan and Bleeding Control Kit is available with every AED**
- **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 every sport 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, Attendance 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**
- **arranges for the district's Annual Medical Waste pick-up in June**
- **orders and stocks all feminine hygiene products in all ladies' rest room receptacles**
- **updates and submits The Standing Orders to our school physician annually for review and approval and then distributes to the district school nurses**
- **compiles the annual Nursing Services Plan and sends to school physician for review and approval, then forwards to Board Office**
- **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**
- **after a several year hiatus during and after the COVID Pandemic, will work with the Student Government Association to organize, promote and provide a School and Community Blood Drive in the Spring of 2026**