Mountain Lakes School District

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MOUNTAIN LAKES BOARD OF EDUCATION
MINUTES OF REGULAR MEETING

October 20, 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
Dr. Hirschfeld	X	
Mr. Johnson	X	
Mrs. Kulkarni		X
Dr. Silva McIntyre	X (arrived at 6:38pm)	
Mrs. Parker *(Vice President)*	X (arrived at 6:36pm)	
Dr. Sheth	X	
Mrs. Barkauskas *(President)*	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 Dr. Don 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 20th day of October, 2025 at 6:35pm 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: privacy, negotiations, personnel, and finance items.

6:36pm - Mrs. Parker arrived
6:38pm - Dr. Silva McIntyre 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 7:37pm was made by Dr. Sheth and seconded by Dr. Hirschfeld.

The motion was approved 8-0-0 and the Board returned to public session at 7:37pm.

STUDENT GOVERNMENT REPORT

- Dr. Siegel introduced this year's SGA representative, Bianca LoPiccolo. The Board welcomed Ms. LoPiccolo and thanked her for being here.

MOUNTAIN LAKES SCHOOL DISTRICT STUDENT COMMENT - None

COMMENTS AND REQUESTS FROM THE MLEA CO-PRESIDENTS - None

PRESENTATIONS

- Dr Seigel introduced Dr. Goldberg and discussed current trends in Literacy 2025
- Dr. Goldberg presented: *What Leaders Need to Know about Literacy Instruction*

BOARD PRESIDENT REPORT - None

SUPERINTENDENT / ASSISTANT SUPERINTENDENT UPDATE

Dr. Siegel reviewed:

- Updates
    - HIB Self-Assessment Annual Report; in compliance; need more district alignment going forward
    - E-Bike law and safety from Morris County Prosecutor
    - H&SA Coffee talk
    - Briarcliff Book Talk
    - BOE Retreat Recap
    - DOE/ML Deaf Ed Professional Development
- Mrs. Ciresi reviewed field testing update

SCHOOL BUSINESS ADMINISTRATOR UPDATE - None

APPROVAL OF MINUTES
Motion by Dr. Sheth and seconded by Mr. Johnson
BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following meeting minutes, as recommended by the Superintendent:

	Date	Minutes
1.	September 15, 2025	Regular and Executive Session

District Roll Call 7-0-1 (A: T. Chiang, Jr.)

COMMENTS AND REQUESTS FROM THE MEMBERS OF THE PUBLIC ON AGENDA ITEMS - None

COMMUNICATIONS - None

BOONTON TOWNSHIP REPORT
Mr. Johnson reviewed:

- 10/15 meeting-audit presentation with no findings
- Assistant Principal presented NJSLA scores–4 students with a perfect score
- RVS roundtables continue; seeking feedback on potential referendum

COMMITTEE REPORTS

Curriculum Committee - Dr. Hirschfeld reviewed:

- 10/8 Meeting
- Literacy PD
- 10/13 PD Day
- Grade 6 math placement using CogAT test
- NHS discussion on entrance requirements-ML GPA requirement is lower than other districts
- Deadlines for Add/Drop
- Character Education programs in BC

LIAISON REPORTS

MLEF - Dr. Silva McIntyre reviewed:

- Reminder: Bingo night 11/13 at RRCC

Sound Start Babies - Dr. Don reviewed:

- Provided enrollment and data on assessments
- Family engagements have increased in line with the program's expansion in all 21 NJ counties
- Annual benefit 6/8 proposed

REPORT AND RECOMMENDATIONS OF THE SCHOOL BUSINESS ADMINISTRATOR / BOARD SECRETARY

A. FINANCE

- Dr. Riley reviewed Finance resolutions and handcarry resolutions
- Motion #1 was tabled

Motion by Mr. Chiang, Jr. and seconded by Dr. Sheth for motions #2 - #12, HC#24

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 September 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 September, 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 September, as recommended by the Superintendent.*

District Roll Call 8-0-0

5. 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.	PKF O'Connor	11/1/25	2/28/26	FY2025-Preparation of A41/A42 Certified Tuition Calculation	$8,000	N/A

District Roll Call 8-0-0

6. Travel / Conferences Expenditures *Δ*

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.	Snowden, Gilbert	DW	Online	10/25/25	Information Systems	$483
2.	Snowden, Gilbert	DW	Online	11/22/25	Structural and Mechanical Systems	$483
3.	Snowden, Gilbert	DW	Online	12/13/25	Energy Management	$205
4.	Starita, Robert	DW	North Caldwell, NJ	10/10/25	Northern New Jersey Math Supervisors Conference	$0
5.	Oakes, Catherine	LD	Virtual	10/28/25	Natural Language Acquisition In Autism: Echolalia To Self-Generated Language, Level 1	$69
6.	Sutter, Cassandra	LD	Wayne, NJ	10/27/25	Strengthening Instruction Through Artistic Conversation	$0
7.	Cook, Denis	MLHS	Morristown, NJ	11/14/25	AP Calculus Roundtable: November 2025	$10
8.	Fiorina, Teresa	MLHS	Hyde Park, NY	11/4/25	Culinary Institute of America Professional Development Day	$80
9.	Geveke, Diane	MLHS	Union, NJ	10/3/25	NJ DECA New Advisor Training	$24
10.	Melba, Joy	MLHS	West Orange, NJ	10/14/25	Comegno's Top 20 Strategies to Empower Case Managers; Taking the Lead	$0
11.	Paccioretti, Kate	MLHS	Madison, NJ	10/21/25	3rd Annual AI & Writing Symposium	$90
12.	Rodriguez, Begona	MLHS	Online	9/15/25	¡Presentamos YoSoy!: Una propuesta cultural e interdisciplinaria para fortalecer el español.	$0
13.	Rodriguez, Begona	MLHS	Virtual	9/8/25	Translanguaging and the Teaching of Language	$0
14.	Rodriguez, Begona	MLHS	Virtual	11/3/25	Practical Strategies for Addressing Grammar in Today's WORLD LANGUAGE Classroom	$300
15.	Rodriguez, Begona	MLHS	Webinar	3/15/25	Debunking the Most Common Myths About Diagnostic Assessment for World Languages	$0
16.	Spence-Reid, Patricia	MLHS	West Orange, NJ	10/14/25	Comegno's Top 20 Strategies to Empower Case Managers; Taking the Lead	$0
17.	Spence-Reid, Patricia	MLHS	Webinar	9/25/25	Best Practices on Understanding and Addressing School Avoidance/Refusal	$0
18.	Spence-Reid, Patricia	MLHS	Webinar	9/9/25	Dyscalculia Defined: Best Practices for Assessment & Identification	$0
19.	Spence-Reid, Patricia	MLHS	Webinar	8/19/25	WJ V: From Test to Task	$0
20.	Terzis, Michael	MLHS	Madison, NJ	10/21/25	3rd Annual AI & Writing Symposium	$90
IVY H/WW/BC						
21.	Alves, Michael	BC	Trenton, NJ	9/26/25	Leadership in Action: Styles, Skills & Team Synergy	$0
22.	Calandra, Lauren	BC	Online	11/13/25	Helping Distracted Students By Increasing Attention Mindfulness and Motivation	$295

23.	Mosera, Caitlin	BC	Madison, NJ	10/21/25	3rd Annual AI & Writing Symposium	$90
24.	Pecarific, Melissa	BC	Online	1/13/26	Making Mechanics Matter: Holding students accountable for your biggest writing pet peeves	$95
25.	Peterson, Danielle	BC	Morristown, NJ	11/18/25	Climate Change at The School Yard's Edge	$10
26.	Sumsion, Marlene	BC	Morristown, NJ	11/18/25	Climate Change at The School Yard's Edge	$10
27.	Sumsion, Marlene	BC	Demarest, NJ	12/8/25	AI Literacy Summit	$38
28.	Tartaglia, Jacquelyn	BC	Madison, NJ	10/21/25	3rd Annual AI & Writing Symposium	$101
29.	Aporta, Emily	WW	Virtual	10/11/25	IMSE Refresher - Asynchronous	$100
30.	Distell, Jennifer	WW	Online	12/16/25	SLPs: When and When Not to Dismiss Students From Your Caseload	$295

District Roll Call 8-0-0
IVY H/WW/BC Roll Call 7-0-0

7. Donations / Grants / Gifts *Δ*
BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following donations/grants/gifts, as recommended by the Superintendent:

	To	From	Reason	Amount
IVY H/WW/BC				
1.	Briarcliff	MLEF	Class of 2027, 7th Gr. ELA7 Outsiders on Broadway Trip	$3,000

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

8. Fundraising *Δ*
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.	MLHS	DECA - Habit Burger, Parsippany, NJ, Restaurant Fundraiser, 1/12/26	To raise funds to offset costs of attending District, State, and National competitions
2.	MLHS	Class of 2028 - Bake Sale, 10/31/25	To raise funds for sophomore class selling homemade treats at the football game
3.	MLHS	DECA - Shake Shack, Parsippany, NJ, Restaurant Fundraiser, 11/24-24/25	To raise funds to help offset the cost of participating in Regional, State, and National competitions
4.	MLHS	DECA - Chick-fil-A, Parsippany, NJ, Restaurant Fundraiser, 12/8/25	To raise funds to help offset the cost of participating in Regional, State, and National competitions
5.	MLHS	DECA - Toy and Blanket Drive for St. Joseph's Children's Hospital, 11/3/25	To collect toys and make no-sew blankets for babies and toddlers who are patients
6.	MLHS	DECA - Car Wash at MLHS Student parking lot, 11/1/25 Rain date - 3/1/25	To raise funds to help offset the cost of participating in Regional, State, and National competitions
7.	MLHS	DECA - Curly's Ice Cream, Boonton, NJ, Restaurant Fundraiser, 4/17/26	To raise funds to help offset the cost for participating in District, State, and National competitions
8.	MLHS	Wingman - Chipotle, Parsippany, NJ, Restaurant Fundraiser, 10/29/25	To raise funds to help offset t-shirt costs and to improve our wingman representation at MLHS

IVY H/WW/BC			
9.	WW	**Wildwood Student Government Association:** Hot Cocoa Sale on Wednesday, December 17th, during school hours. Hot cocoa will be sold for $1.00 per cup.	All proceeds from this event will go directly to support Wildwood's SGA initiatives, which include student-led activities, school spirit events, and community service projects.

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.	Science Textbooks	$1,100	WW Science Department

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

10. Facilities Use
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.	Lakeland YMCA Swim Team	Mental Dryland	MLHS: Classrooms	10/12/2025	8:30 a.m. - 12:30 p.m.	N/A
2.	OneBeat Dance Brands	Groove National Dance Competition	MLHS: Auditorium, Main Gym + additional locations	4/9/26 - 4/12/26	6:30 a.m.- 11:30 p.m.	Locations Use, Parking Lot Use
3.	All Out Dance	All Out Dance Competition	MLHS: Auditorium, Main Gym + additional locations	3/28/26 - 3/29/26	7:00 a.m. - 9:00 p.m.	Locations Use, Parking Lot Use
4.	Lakeland YMCA	Free Pop-Up Soccer Clinic	Halsey Fields (A&B)	10/18/25, 11/22/25	9:00 a.m. - 11:00 a.m.	N/A

District Roll Call 8-0-0

11. Health and Safety Evaluation of School Buildings Checklist Δ
BE IT RESOLVED, that the Mountain Lakes Board of Education approve the district's Health and Safety Evaluation of School Buildings checklist for 2025-2026 school year.

WHEREAS, the Mountain Lakes Board of Education and its Chief School Administrator have reviewed the district's Health and Safety Evaluation of School Buildings checklist for 2025-2026 school year and have determined that all items of the Health and Safety Evaluation of School Buildings checklist have been satisfactorily completed in accordance with applicable requirements;

NOW, THEREFORE, BE IT RESOLVED, that the Mountain Lakes Board of Education hereby affirms the accuracy of the School District's Statement of Assurance and Health and Safety Evaluation of School Buildings checklist, as recommended by the Superintendent.

District Roll Call 8-0-0
IVY H/WW/BC Roll Call 7-0-0

12. Comprehensive Maintenance Plan Δ
BE IT RESOLVED, that the Mountain Lakes Board of Education approve the Comprehensive Maintenance Plan for the 2025-2026 school year.

WHEREAS, the Department of Education requires New Jersey School Districts to submit Three-Year Maintenance Plans documenting "required" maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities as listed in the attached document for the school facilities of the Mountain Lakes School District are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

NOW, THEREFORE, BE IT RESOLVED, that the Mountain Lakes Board of Education hereby authorize the School Business Administrator to submit the attached Comprehensive Maintenance Plan for Lake Drive, Wildwood, Briarcliff, Mountain Lakes High School in compliance with the Department of Education requirements and the Form M-1 Annual Maintenance, as recommended by the Superintendent.*

District Roll Call 8-0-0
IVY H/WW/BC Roll Call 7-0-0

B. MISCELLANEOUS

REPORT AND RECOMMENDATIONS OF THE SUPERINTENDENT

A. PERSONNEL

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

Motion by Dr. Sheth and seconded by Mr. Johnson for motions #13 - 23, HC#14, #16

13. 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-U29-42 – Paraprofessional P/T (.97)	11-207-100-106-LR-0216A-
2.	SPT-LR-AID-U29-43 – Paraprofessional P/T (.97)	11-207-100-106-LR-0216A-

District Roll Call 8-0-0

14. 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										
1.	DeRocco, Claudia	Appoint	TCH-LR-TCH-09	Teacher	LD	1.0	MA/ Step 2	$73,905 (prorated)	10/7/25	6/30/26
2.	Hourihan, Maria	Appoint	SPT-LR-AID-U29-42	Paraprofessional P/T	LD	.97	Step 9	$27,939.30 (prorated)	11/17/25 (or sooner pending paperwork)	6/30/26
IVY H/WW/BC										
3.	Bracuti, Joseph	Transfer	SPS-CST-AID-U29-10	Paraprofessional P/T	BC	.97	Step 9	$27,939.30 (prorated)	10/20/25	6/30/26
4.	Rajakumar, Inico	Transfer	SPS-CST-AID-U29-14	Paraprofessional P/T	IVY H	.97	Step 6	$25,249.95 (prorated)	9/4/25	6/30/26

District Roll Call 8-0-0
IVY H/WW/BC Roll Call 7-0-0

14 (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										
5.	Coss, Jason	Appoint	SUP-DIST-JRTECH-02	Jr. IT Technician	DW	1.0	Step 1	$53,675 (prorated)	11/15/25 (or sooner, pending paperwork)	6/30/26
6.	Searles, Raymond Jr.	Revise	SUPV-HS-GUD-01	Dir. Guidance/	DW	1.0	N/A	$157,571	7/1/25	6/30/26
7.	Wallace, Kevin	Revise	SUP-HS-AD-01	Dir. Athletics	DW	1.0	N/A	$155,163	7/1/25	6/30/26
8.	Chang, Tiffany Hsiao Chien	Appoint	SPT-LR-AID-U29-43	Paraprofessional P/T	LD	.97	Step 5	$24,460.22 (prorated)	11/15/25 (or sooner, pending paperwork)	6/30/26

District Roll Call 8-0-0

15. Leaves of Absence Δ

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
IVY H/WW/BC							
1.	5687	MLOA (paid using sick days)	Paraprofessional P/T	BC	0.97	10/23/25	11/24/25
2.	5542	MLOA (paid using sick days)	Teacher	WW	1.0	3/23/26	4/17/26
3.	5542	FMLA (unpaid, w/o benefits)	Teacher	WW	1.0	4/20/26	9/18/26

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

16. Athletics / Extra Services (Schedule B Appointments)

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:

	Name	Action	Position	School	Degree/ Step	Rate of Pay	Start Date	Term Date
DISTRICT								
1.	Mola, Kim (OOD)	Appoint	Non-Athletic: clock worker, crowd control, ticket taker, site manager	DW	N/A	BOE Approved Rate	8/1/25	6/30/26
2.	Preston, Kathleen (OOD)	Appoint	Non-Athletic: clock worker, crowd control, ticket taker, site manager	DW	N/A	BOE Approved Rate	8/1/25	6/30/26

Volunteer Clubs/Advisors - Unpaid								
	Name	Action	Position	Location	Degree/ Step	Rate of Pay	Start Date	Term Date
DISTRICT								
1.	Merritt, Doug	Appoint	Club America	MLHS	N/A	N/A	8/25/25	6/30/26

District Roll Call 8-0-0

16 (HC). Athletics / Extra Services (Schedule B Appointments)

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.	Sica, David	Appoint	Aviation Club	MLHS	Step 1	$1,836	10/21/25	6/30/26

District Roll Call 8-0-0

17. Additional Compensation Δ

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.	Buriak, Makaila	Appoint	Mentor (4924)	LD	$1,000	10/7/25	6/17/26
2.	McMullen, Kathleen	Appoint	Program Assistant: Time to Soar	LD	$24.40/hr.	10/21/25	6/30/26
3.	Oravec, Mary-Kelly	Appoint	Itinerant Teacher Coverages (Hourly Overage)	LD	Employee Hourly Rate Per MLEA CBA	8/27/25	6/30/26
4.	Perkins, Meredith	Appoint	Itinerant Teacher Coverages (Hourly Overage)	LD	Employee Hourly Rate Per MLEA CBA	8/27/25	6/30/26
5.	Delbury, Hannah-Ray	Appoint	Interpreter Extracurricular Activities	MLHS	Board Approved Rate (Not to exceed 300 hrs)	8/27/25	6/30/26
6.	Ondish, Jennifer	Appoint	Interpreter Extracurricular Activities	MLHS	Board Approved Rate (Not to exceed 300 hrs)	10/27/25	6/30/26
7.	Serheev, Anisa	Appoint	Teacher - Additional Prep.	MLHS	$686	8/27/25	9/15/25

District Roll Call 8-0-0

18. 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.	DeRocco, Claudia	Rescind	Long Term Substitute	LD	Board Approved Rate	10/16/25	11/18/26

District Wide Volunteers							
	Name	**Action**	**Position**	**School**	**Rate of Pay**	**Start Date**	**Term Date**
DISTRICT							
1.	Achenbach, Nicola	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
2.	Bariletto, Christina	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
3.	Bojovski, Anna	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
4.	Brewster, Abby	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
5.	Brien, Colleen	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
6.	Bush. Michele	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
7.	Buxbaum, Victoria	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
8.	Chan, Ning	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
9.	Chesin, Megan	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
10.	Cohen, Caitlin	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
11.	Coluni, Heidi	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
12.	De Sousa, Thea	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26

13.	DeBoer, Alecia	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
14.	Duffy, Mary	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
15.	Dwyre, Christine	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
16.	Festa, Elizabeth	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
17.	Gaitonde, Sheetal	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
18.	Gerity Tara	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
19.	Gioielli, Alina	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
20.	Goldstein, Eric	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
21.	Guevara, Karen	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
22.	Gupta, Arti	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
23.	Jayson, Kristen	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
24.	Keppeler, Madison	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
25.	Kahn, Emily	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
26.	Khan,Emily	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
27.	Kincey, Trina	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
28.	Koplik, Trina	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
29.	Krasnomowitz, Lori	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
30.	Lee, Christina	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
31.	Li, Zhuyun	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
32.	McMenamin, Daniel	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
33.	McQuillan, Erin	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
34.	Miner, Elizabeth (Liz)	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
35.	Mynahan, Devika	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
36.	Nakhjo, Seama	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
37.	Nastasi, Joy	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
38.	Paddock, Maria	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
39.	Sand, Lisa	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
40.	Scarpati, Jen	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
41.	Sous, Gina	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
42.	Stanzione, Kara	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
43.	Stuss, Laura	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
44.	Vecchiarelli, Natasha	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
45.	Weglowski, Jennifer	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26
46.	Weintraub, Ariel	Appoint	Volunteer	DW	N/A	10/21/25	6/30/26

District Roll Call 8-0-0

19. Field Trips
BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following field trips for the 2024-2025 school year, as recommended by the Superintendent:

	Name	School	Destination	Reason	Date
DISTRICT					
1.	Chandra, Mukta	MLHS	Ridgewood, NJ	Garden Cup, Northern Regional Academic Team Tournament	11/18/25
2.	Elfers, Robert	MLHS	Livingston, NJ	Academic Team Competition	11/8/25

District Roll Call 8-0-0

20. Tuition Reimbursement *Δ*
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
IVY H/WW/BC					
1.	Bogucz, Kelly	BC	Savannah College of Art and Design	Illustration Strategies/ILLU 503	5.0

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

B. CURRICULUM / SPECIAL SERVICES

C. MISCELLANEOUS

21. Self-Assessment for Determination of Grades
BE IT RESOLVED, that the Mountain Lakes Board of Education approve and accept the completed Self-Assessment for Determination of Grades under the Anti-Bullying Bill of Rights Act, NJSA 18A:17-46, for the 2024-2025 school year, as recommended by the Superintendent.*

District Roll Call 8-0-0

22. 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	10/20/25
2.	Revised	P 0174	235	Legal Services (M)	10/6/25	10/20/25
3.	New	P 0177	235	Professional Services (M)	10/6/25	10/20/25
4.	Revised	P 1570	235	Internal Controls (M)	10/6/25	10/20/25
5.	Revised	R 1570	235	Internal Controls (M)	10/6/25	10/20/25

6.	Revised	P 1620	235	Administrative Employment Contracts (M)	10/6/25	10/20/25
7.	Revised	P 6111	235	Special Education Medicaid Initiative (SEMI) Program (M)	10/6/25	10/20/25
8.	Revised	R 6111	235	Special Education Medicaid Initiative (SEMI) Program (M)	10/6/25	10/20/25
9.	Revised	P 6220	235	Budget Preparation (M)	10/6/25	10/20/25
10.	Revised	P 0143	235	Board Member Election and Appointment	10/6/25	10/20/25
11.	New	P 1636.01	235	Notification of Promotion, New Job, and Transfer Opportunities	10/6/25	10/20/25
12.	Abolished	P 1648.15	235	Recordkeeping for Healthcare Settings In School Buildings – Covid-19 (M)	10/6/25	10/20/25
13.	Revised	P 2422	235	Statutory Curricular Requirements (M)	10/6/25	10/20/25
14.	New	P 5339.01	235	Student Sun Protection (M)	10/6/25	10/20/25
15.	Revised	P 9150	N/A	School Visitors	10/6/25	10/20/25

District Roll Call 8-0-0

23. Harassment, Intimidation and Bullying Incident *Δ*
BE IT RESOLVED, that the Mountain Lakes Board of Education affirm and adopt the Superintendent's decision and findings for the Harassment, Intimidation and Bullying incident reported to the Board of Education, and discussed in Executive Session, as recommended by the Superintendent.

	HIB Incident Case #	School	BOE Executive Session
	IVY H/WW/BC		
1.	BC-001-25-26	BC	10/6/25
2.	BC-002-25-26	BC	10/6/25

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

FINANCE

24. (HC). Approval of Memorandum of Agreement
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 20, 2025, and is agreed by both parties that the following changes will be made to the Collective Bargaining Agreement, as recommended by the Superintendent:

2025-2026							
Job Title	**Last Name**	**First Name**	**FTE**	**District Start Date**	**Salary**	**Longevity**	**Pensionable Salary**
Athletic Director*	Wallace	Kevin	1	7/17/23	$148,163	$7,000	$155,163
Guidance Director*	Searles, Jr.	Raymond	1	11/23/20	$157,571	0	$157,571
Supervisor	Sica	David	1	7/01/25	$130,000	0	$130,00
Supervisor	^Starita	Robert	1	9/01/25	$140,000	0	$140,000

*Salary change reflects additional assignment

^prorated

2026-2027							
Job Title	**Last Name**	**First Name**	**FTE**	**District Start Date**	**Salary**	**Longevity**	**Pensionable Salary**
Athletic Director	Wallace	Kevin	1	7/17/23	$153,201	7,000	$160,201
Guidance Director	Searles, Jr.	Raymond	1	11/23/20	$162,928	0	$162,928
Supervisor	Sica	David	1	7/01/25	$134,420	0	$134,420
Supervisor	Starita	Robert	1	9/01/25	$144,760	0	$144,760

2027-2028							
Job Title	**Last Name**	**First Name**	**FTE**	**District Start Date**	**Salary**	**Longevity**	**Pensionable Salary**
Athletic Director	Wallace	Kevin	1	7/17/23	$158,410	7,000	$165,410
Guidance Director	Searles, Jr.	Raymond	1	11/23/20	$168,468	0	$168,468
Supervisor	Sica	David	1	7/01/25	$138,990	0	$138,990
Supervisor	Starita	Robert	1	9/01/25	$149,682	0	$149,682

District Roll Call 8-0-0

UNFINISHED BUSINESS - None

NEW BUSINESS - None

PENDING LEGISLATION - None

COMMENTS AND REQUESTS FROM THE PUBLIC - None

EXECUTIVE SESSION - None

ADJOURNMENT
MOTION to adjourn the meeting at 9:20pm was made by Dr. Hirschfeld and seconded by Mrs. Parker.

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*

2025-2026 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 educational, structural, and operational needs of the Mountain Lakes School District.	Facilities, Finance, Long Range Planning

Mountain Lakes Board of Education
Bills And Claims Report By Vendor Name

va_bill5.032923
09/01/2025

1

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check # Check Amount
Pending Payments						
ACCESS/ 6086						
	26-0397	11-000-251-500-AD- -/ MISCELLANEOUS PURCHASED	11800499	CF	MISCELLANEOUS PURCHASED	1,195.44
AMAZON CAPITAL SERVICES, INC./ 7036						
	26-0740	11-000-240-610-HS-0250A-/ SCH ADMIN-SUPPLIES	1F7L-NLMP-LC 3N	CF	SCH ADMIN-SUPPLIES	31.90
ARROW ELEVATOR INC./ 5261						
	26-0087	11-000-261-420-DW-0750 -/ REQ MAINT-CLN/REPAIR/MNT	124560	CF	REQ MAINT-CLN/REPAIR/MNT	455.00
ASSOCIATION OF STUDENT ASSISTANCE PROFESSIONALS OF NJ/ 9614						
	26-0806	11-000-218-890-HS-0250D-BI/ GUIDANCE-OTH OBJECTS	26-0806	CF	GUIDANCE-OTH OBJECTS	50.00
B&H PHOTO/ 6282						
	26-0625	11-190-100-610-TD-0730A-/ REG PROG UND-SUPPLIES	236520572	CF	REG PROG UND-SUPPLIES	149.75
		11-190-100-610-TD-0730A-/ REG PROG UND-SUPPLIES	236647895	CF	REG PROG UND-SUPPLIES	298.49
	26-0687	11-190-100-610-TD-0730A-/ REG PROG UND-SUPPLIES	237330020	CF	REG PROG UND-SUPPLIES	472.99
			Total for B&H PHOTO/ 6282			**$921.23**
BAKER TILLY VANTAGEN, LLC/ 7916						
	26-0032	11-000-230-339-AD-0120D-/ GEN ADMIN-OTH PROF SERV	53577	CF	GEN ADMIN-OTH PROF SERV	193.72
BLUE MOUNTAIN DISTRIBUTION, LLC / TWIN ROCKS WATER/ 9567						
	26-0107	11-190-100-500-HS- -/ REG PROG UND-OTH SERVICE	7480925	CF	REG PROG UND-OTH SERVICE	112.26
	26-0816	11-000-240-610-WW-0250A-/ SCH ADMIN-SUPPLIES	6383754	CF	SCH ADMIN-SUPPLIES	54.95
			Total for BLUE MOUNTAIN DISTRIBUTION, LLC / TWIN ROCKS WATER/ 9567			**$167.21**
BOROUGH MOUNTAIN LAKES/ 1293						
	26-0077	11-000-262-420-DW-0620A-/ CUSTODIAL-CLN/REPAIR/MNT	OCT.25 TRASH	CF	CUSTODIAL-CLN/REPAIR/MNT	8,333.00
BOROUGH OF MOUNTAIN LAKES/ 6140						
	26-0075	11-000-262-441-DW- -/ CUSTODIAL-FIELD RENTAL	OCT.2025 FIELD LEASE	CF	CUSTODIAL-FIELD RENTAL	3,750.00
BUTLER WATER CORRECTIONS/ 8437						
	26-0772	11-000-261-420-DW-0750 -/ REQ MAINT-CLN/REPAIR/MNT	36406	CF	REQ MAINT-CLN/REPAIR/MNT	5,775.00
CABLEVISION LIGHTPATH, INC./ 8745						
	26-0160	11-190-100-500-TD-0720C-/ REG PROG UND-OTH SERVICE	101562301	CF	REG PROG UND-OTH SERVICE	4,485.41

** 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

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check # Check Amount
Pending Payments						
CANON FINANCIAL SERVICES, INC/ 8659						
	26-0165	11-000-252-500-TD- -/ IT-OTH PUR SERVICES	41919270	CF	IT-OTH PUR SERVICES	619.58
		11-190-100-440-TD- -/ REG PROG UND-RENTALS	41919270	CF	REG PROG UND-RENTALS	3,097.26
					Total for CANON FINANCIAL SERVICES, INC/ 8659	**$3,716.84**
CAPITAL SUPPLY COMPANY/ 1252						
	26-0809	11-000-262-610-DW-0620C-/ CUSTODIAL-SUPPLIES	832596	CF	CUSTODIAL-SUPPLIES	8,177.39
	26-0810	11-000-262-610-DW-0620C-/ CUSTODIAL-SUPPLIES	832595	CF	CUSTODIAL-SUPPLIES	1,957.50
					Total for CAPITAL SUPPLY COMPANY/ 1252	**$10,134.89**
CAROLINA BIOLOGICAL SUPPLY CO/ 1388						
	26-0815	11-190-100-610-BC-0240A-/ REG PROG UND-SUPPLIES	53178176RI	CF	REG PROG UND-SUPPLIES	64.16
CDW GOVERNMENT, INC./ 5750						
	26-0598	11-190-100-500-TD-0720D-/ REG PROG UND-OTH SERVICE	AG2WN2A	CF	REG PROG UND-OTH SERVICE	1,653.75
CORNERSTONE DAY SCHOOL, LLC/ 8376						
	26-0377	11-000-100-566-CS-0870F-/ TUIT TO PRIV SCH INSTATE	1037829	CF	TUIT TO PRIV SCH INSTATE	964.40
		11-000-100-566-CS-0870F-/ TUIT TO PRIV SCH INSTATE	1037690	CF	TUIT TO PRIV SCH INSTATE	8,679.60
					Total for CORNERSTONE DAY SCHOOL, LLC/ 8376	**$9,644.00**
CROSSROADS PAVEMENT MAINTENANCE LLC/ 8674						
	26-0506	11-000-263-420-DW-0720A-/ GROUNDS-CLN/REPAIR/MNT	10-02-2025-PAVING	CF	GROUNDS-CLN/REPAIR/MNT	28,790.00
CY DRAKE LOCKSMITHS, INC./ 1612						
	26-0513	11-000-261-420-DW-0750 -/ REQ MAINT-CLN/REPAIR/MNT	103677 - 103768	CF	REQ MAINT-CLN/REPAIR/MNT	1,063.78
DIRECT ENERGY BUSINESS/ 9391						
	26-0621	11-000-262-622-BC-0640B-/ CUSTODIAL-ELECTRICITY	AUG26 TO SEPT25 2025	CF	CUSTODIAL-ELECTRICITY	2,115.98
		11-000-262-622-HS-0640B-/ CUSTODIAL-ELECTRICITY	AUG26 TO SEPT25 2025	CF	CUSTODIAL-ELECTRICITY	7,756.48
		11-000-262-622-LR-0640B-/ CUSTODIAL-ELECTRICITY	AUG26 TO SEPT25 2025	CF	CUSTODIAL-ELECTRICITY	1,812.00
		11-000-262-622-WW-0640B-/ CUSTODIAL-ELECTRICITY	AUG26 TO SEPT25 2025	CF	CUSTODIAL-ELECTRICITY	3,980.33
					Total for DIRECT ENERGY BUSINESS/ 9391	**$15,664.79**

** 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

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check # Check Amount
Pending Payments						
ELO INCORPORATED / THE GRAMON SCHOOL/ 9566						
	26-0429	11-000-100-566-CS-0870F-/ TUIT TO PRIV SCH INSTATE	GR15732	CF	TUIT TO PRIV SCH INSTATE	8,500.00
EYAL AND SHIRA WIZNER/ 9615						
	26-0789	11-000-100-566-CS-0870F-/ TUIT TO PRIV SCH INSTATE	TUITION.REIM B-WIZNER	CF	TUIT TO PRIV SCH INSTATE	11,064.72
FLINN SCIENTIFIC, INC./ 1885						
	26-0136	11-190-100-610-HS-0240A-C/ REG PROG UND-SUPPLIES	3185856	CF	REG PROG UND-SUPPLIES	32.63
FOREST LUMBER & SUPPLY CO/ 1887						
	26-0639	11-000-261-610-DW-0730B-/ REQ MAINT-SUPPLIES	7779	CF	REQ MAINT-SUPPLIES	99.99
HERTZBERG-NEW METHOD, INC./ 9245						
	26-0696	20-044-100-610-BC- -/ MLEF-BC-SUPPLIES	2022329-00	CF	MLEF-BC-SUPPLIES	179.11
LAKESHORE LEARNING MATERIALS/ 1345						
	26-0656	11-207-100-610-LR-0240 -/ AUD IMP-SUPPLIES	92098925	CF	AUD IMP-SUPPLIES	35.99
LINDA TURNBULL/ 8854						
	26-0786	11-402-100-890-HS-1020A-21/ ATHLETICS-OTHER OBJECTS	2025-25 HOCKEY	CF	ATHLETICS-OTHER OBJECTS	200.00
LUKIN CENTER FOR PSYCHOTHERAPY AND ADVANCE/ 9608						
	26-0715	11-402-100-500-HS- -/ ATHLETICS-SERVICES	129482	CF	ATHLETICS-SERVICES	1,000.00
MARY OSBORNE/ 4428						
	26-0490	11-000-213-330-LR-0430A-/ HEALTH-OTH PUR PROF SERV	SEPT.2025 SERV M.O.	CF	HEALTH-OTH PUR PROF SERV	8,265.00
MORRIS COUNTY HARDWARE & PAINT/ 1123						
	26-0400	11-000-261-610-DW-0730B-/ REQ MAINT-SUPPLIES	SEPTEMBER 2025	CF	REQ MAINT-SUPPLIES	340.82
MOUNTAIN LAKES BD-CAFE ACCT/ 7019						
	26-0732	11-000-240-500-HS- -/ SCH ADMIN-OTH SERVICE	26-0732	CF	SCH ADMIN-OTH SERVICE	2,102.03
	26-0887	11-000-310-930-LR-0920 -/ FOOD SERV-IF TRANSFER	MUL-574-2526-03	CF	FOOD SERV-IF TRANSFER	152.00
		11-000-310-930-LR-0920 -/ FOOD SERV-IF TRANSFER	MUL-574-2526-4	CF	FOOD SERV-IF TRANSFER	554.46

** 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

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check # Check Amount
Pending Payments						
		11-000-310-930-LR-0920 -/ FOOD SERV-IF TRANSFER	MUL-574-2526-14	CF	FOOD SERV-IF TRANSFER	2,126.50
		11-000-310-930-LR-0920 -/ FOOD SERV-IF TRANSFER	MUL-574-2526-15	CF	FOOD SERV-IF TRANSFER	4,126.70
		11-000-310-930-LR-0920 -/ FOOD SERV-IF TRANSFER	MUL-574-2526-09	CF	FOOD SERV-IF TRANSFER	147.00
	26-0426	11-190-100-610-HS-0240A-F/ REG PROG UND-SUPPLIES	574-252611	CF	REG PROG UND-SUPPLIES	237.72
					Total for MOUNTAIN LAKES BD-CAFE ACCT/ 7019	**$9,446.41**
N.J. NATURAL GAS CO./ 2592						
	26-0641	11-000-262-621-BC-0640C-/ CUSTODIAL-NATURAL GAS	SEPT-6 TO OCT-6 2025	CF	CUSTODIAL-NATURAL GAS	1,605.72
		11-000-262-621-HS-0630 -/ CUSTODIAL-NATURAL GAS	SEPT-6 TO OCT-6 2025	CF	CUSTODIAL-NATURAL GAS	4,551.29
		11-000-262-621-LR-0640C-/ CUSTODIAL-NATURAL GAS	SEPT-6 TO OCT-6 2025	CF	CUSTODIAL-NATURAL GAS	841.35
		11-000-262-621-WW-0640C-/ CUSTODIAL-NATURAL GAS	SEPT-6 TO OCT-6 2025	CF	CUSTODIAL-NATURAL GAS	1,443.41
					Total for N.J. NATURAL GAS CO./ 2592	**$8,441.77**
NJASBO/ 2712						
	26-0760	11-000-251-580-AD-0130K-/ CENTRAL SERV-TRAVEL	200031449	CF	CENTRAL SERV-TRAVEL	145.00
		11-000-251-580-AD-0130K-/ CENTRAL SERV-TRAVEL	200031447	CF	CENTRAL SERV-TRAVEL	145.00
					Total for NJASBO/ 2712	**$290.00**
NJSCHOOLJOBS.COM, INC./ 8535						
	26-0865	11-000-230-590-AD-0130B-/ GEN ADMIN-MISC PUR SERVI	19921	CF	GEN ADMIN-MISC PUR SERVI	2,100.00
NJSIAA/ 4919						
	26-0342	11-402-100-890-HS-1020A-21/ ATHLETICS-OTHER OBJECTS	2331980	CF	ATHLETICS-OTHER OBJECTS	280.00
NOREDINK CORP/ 9464						
	26-0793	11-190-100-610-HS-0240A-A/ REG PROG UND-SUPPLIES	26-0793	CF	REG PROG UND-SUPPLIES	476.50
PEARSON EDUCATION INC./ 5347						
	26-0653	11-207-100-610-LR-0240 -/ AUD IMP-SUPPLIES	30184322	CF	AUD IMP-SUPPLIES	861.00
PERFORMANCE TROPHIES & MEDALS LLC/ 9446						
	26-0857	11-000-251-600-AD-0130I-/ CENTRAL SERV-SUPPLIES	4587	CF	CENTRAL SERV-SUPPLIES	25.00
PICKUP PATROL LLC/ 9508						

** 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

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check # Check Amount
Pending Payments						
	26-0808	11-000-240-610-WW-0250A-/ SCH ADMIN-SUPPLIES	I25004157	CF	SCH ADMIN-SUPPLIES	845.05
POMPTONIAN FOOD SERVICE/ 6640						
	26-0559	60-910-310-870-DW-000 -/ CAFE-COST OF SALES	MUL-574-101025	CF	CAFE-COST OF SALES	19,125.62
		60-910-310-870-DW-000 -/ CAFE-COST OF SALES	MUL 574-092625	CF	CAFE-COST OF SALES	25,339.13
					Total for POMPTONIAN FOOD SERVICE/ 6640	**$44,464.75**
PRINCIPALS/SUPERVISORS/DIRECTORS/ 2798						
	26-0800	11-190-100-500-TD-0720D-/ REG PROG UND-OTH SERVICE	REIMB -BLUEHOST-SUSB	CF	DAVID SANTOS	36.19
SAGE ALLIANCE/ 9005						
	26-0370	11-000-100-566-CS-0870F-/ TUIT TO PRIV SCH INSTATE	157340	CF	TUIT TO PRIV SCH INSTATE	9,609.38
SAGE THRIVE INC/ 6766						
	26-0767	11-000-213-330-CS-0431A-/ HEALTH-OTH PUR PROF SERV	157522	CF	HEALTH-OTH PUR PROF SERV	13,081.00
SCHOOL HEALTH CORPORATION/ 3169						
	26-0714	11-000-213-610-WW-0420A-/ HEALTH-SUPPLIES	000310290	CF	HEALTH-SUPPLIES	379.11
SCHOOL SPECIALTY, LLC/ 9170						
	26-0805	11-000-240-610-BC-0250A-/ SCH ADMIN-SUPPLIES	208136444091	CF	SCH ADMIN-SUPPLIES	69.02
		11-190-100-610-BC-0240A-/ REG PROG UND-SUPPLIES	208136444091	CF	REG PROG UND-SUPPLIES	22.98
	26-0188	11-190-100-610-WW-0240A-U/ REG PROG UND-SUPPLIES	208136373476	CF	REG PROG UND-SUPPLIES	29.90
	26-0644	11-207-100-610-LR-0240 -/ AUD IMP-SUPPLIES	208136241439	CF	AUD IMP-SUPPLIES	171.35
	26-0694	20-043-100-610-WW- -/ MLEF-WW-SUPPLIES	208136419245	CF	MLEF-WW-SUPPLIES	137.24
	26-0718	11-213-100-610-CS-1106A-64/ RESOURCE RM-SUPPLIES	308104809585	CF	RESOURCE RM-SUPPLIES	349.45
	26-0734	11-190-100-610-WW-0240A-U/ REG PROG UND-SUPPLIES	208136428503	CF	REG PROG UND-SUPPLIES	88.54
					Total for SCHOOL SPECIALTY, LLC/ 9170	**$868.48**
SCIENCE CONVENTION OF NEW JERSEY (NJSC)/ 9617						
	26-0867	11-000-223-580-HS-0250B-/ INSTR TRAIN-TRAVEL	REGISTRATION-SICA	CF	INSTR TRAIN-TRAVEL	220.00
SCRAPLIFE II LLC/ 9590						
	26-0404	11-402-100-610-HS-1020A-54/ ATHLETICS-SUPPLIES	101822	CF	ATHLETICS-SUPPLIES	732.00
STANTON'S SHEET MUSIC, INC */ 7172						

** 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

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check # Check Amount
Pending Payments						
	26-0691	11-190-100-640-BC-0220A-G/ REG PROG UND-TEXTBOOKS	2013453	CF	REG PROG UND-TEXTBOOKS	434.91
STAPLES BUSINESS CREDIT/ 7945						
	26-0851	11-000-240-610-WW-0250A-/ SCH ADMIN-SUPPLIES	6045115332	CF	SCH ADMIN-SUPPLIES	753.44
	26-0842	11-190-100-610-BC-0730A-/ REG PROG UND-SUPPLIES	6045115335	CF	REG PROG UND-SUPPLIES	142.69
	26-0807	11-000-240-610-BC-0250A-/ SCH ADMIN-SUPPLIES	6044679160	CF	SCH ADMIN-SUPPLIES	3.70
		11-190-100-610-BC-0240A-/ REG PROG UND-SUPPLIES	6044679160	CF	REG PROG UND-SUPPLIES	85.88
	26-0845	11-207-100-610-LR-0240 -/ AUD IMP-SUPPLIES	6044746186	CF	AUD IMP-SUPPLIES	413.92
					Total for STAPLES BUSINESS CREDIT/ 7945	**$1,399.63**
SUNRISE SHOPRITE OF PARSIPPANY, LLC/ 9504						
	26-0425	11-190-100-610-HS-0240A-F/ REG PROG UND-SUPPLIES	SEPTEMBER25 -INVOICES	CF	REG PROG UND-SUPPLIES	156.99
SUSSEX COUNTY REGIONAL COOPERATIVE/ 7680						
	26-0757	11-000-270-512-DW-0520E-/ TRANSP-CONTR OTH H/S	T03-000116	CF	TRANSP-CONTR OTH H/S	10,824.47
TAYLOR & FRANCIS GROUP LLC/ 8987						
	26-0695	11-190-100-610-HS-0240A-C/ REG PROG UND-SUPPLIES	6698643261	CF	REG PROG UND-SUPPLIES	113.13
TEACHER/ 3320						
	26-0846	11-190-100-500-BC- -/ REG PROG UND-OTH SERVICE	REIMB-ERICA. E	CF	ERICA EBERSOLE	324.99
	26-0822	11-219-100-580-LI-0250 -/ SP ED HOME INSTR-TRAVEL	AUG-SEPT25-M ILEA-DR	CF	DEANNA RICHTER	57.81
	26-0823	11-219-100-580-LI-0250 -/ SP ED HOME INSTR-TRAVEL	AUG-SEPT25-M ILEA-EP	CF	ELISE PASTOR	50.10
	26-0827	11-219-100-530-LI-0641 -/ SP ED HOME INSTR-COMMUNI	SEPT25-PHON E-AP	CF	ALANA PEGUERO	40.00
	26-0826	11-219-100-580-LI-0250 -/ SP ED HOME INSTR-TRAVEL	SEPT25-MILEA GE-AP	CF	ALANA PEGUERO	237.71
	26-0828	11-219-100-580-LI-0250 -/ SP ED HOME INSTR-TRAVEL	SEPT25-MILEA -KC	CF	KERI CIASULLI	43.43
	26-0830	11-219-100-580-LI-0250 -/ SP ED HOME INSTR-TRAVEL	AUG-SEPT25-M ILEA-JB	CF	JENNIFER BECHT	248.16
	26-0831	11-219-100-530-LI-0641 -/ SP ED HOME INSTR-COMMUNI	AUG-SEPT25-P HONEJB	CF	JENNIFER BECHT	40.00

** 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

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check # Check Amount
Pending Payments						
	26-0832	11-219-100-580-LI-0250 -/ SP ED HOME INSTR-TRAVEL	AUG-SEPT25-MILEA-KO	CF	KELLY ORAVEC	414.07
	26-0833	11-219-100-530-LI-0641 -/ SP ED HOME INSTR-COMMUNI	AUG-SEPT25-PHONE-KO	CF	KELLY ORAVEC	40.00
	26-0834	11-219-100-530-LI-0641 -/ SP ED HOME INSTR-COMMUNI	SEPT25-PHONE-MP	CF	MEREDITH PERKINS	40.00
	26-0836	11-219-100-580-LI-0250 -/ SP ED HOME INSTR-TRAVEL	AUG-SEPT25-MILEA-JS	CF	JOBI SCHWARTZ	188.00
	26-0840	11-219-100-580-LI-0250 -/ SP ED HOME INSTR-TRAVEL	AUG-SEPT25-MILEA-MP	CF	MEREDITH PERKINS	145.32
	26-0843	11-219-100-580-LI-0250 -/ SP ED HOME INSTR-TRAVEL	SEPT25-MILEA-MM	CF	MARIA MORES	4.84
	26-0852	11-219-100-580-LI-0250 -/ SP ED HOME INSTR-TRAVEL	AUG-SEP25-MILEA-BK	CF	BARRY KESSLER	40.47
			Total for TEACHER/ 3320			**$1,914.90**
THE CENTER SCHOOL/ 9613						
	26-0785	11-000-100-566-CS-0870F-/ TUIT TO PRIV SCH INSTATE	SEPT2025-46	CF	TUIT TO PRIV SCH INSTATE	8,915.94
		11-000-100-566-CS-0870F-/ TUIT TO PRIV SCH INSTATE	OCT2025-32	CF	TUIT TO PRIV SCH INSTATE	10,897.26
		11-000-100-566-CS-0870F-/ TUIT TO PRIV SCH INSTATE	NOV2025-30	CF	TUIT TO PRIV SCH INSTATE	7,925.28
			Total for THE CENTER SCHOOL/ 9613			**$27,738.48**
THE MUSIC SHOP, LLC/ 2563						
	26-0568	11-190-100-500-HS- -/ REG PROG UND-OTH SERVICE	201550	CF	REG PROG UND-OTH SERVICE	129.00
		11-190-100-500-HS- -/ REG PROG UND-OTH SERVICE	201551	CF	REG PROG UND-OTH SERVICE	215.00
		11-190-100-500-HS- -/ REG PROG UND-OTH SERVICE	201552	CF	REG PROG UND-OTH SERVICE	155.00
		11-190-100-500-HS- -/ REG PROG UND-OTH SERVICE	201553	CF	REG PROG UND-OTH SERVICE	115.00
		11-190-100-500-HS- -/ REG PROG UND-OTH SERVICE	201554	CF	REG PROG UND-OTH SERVICE	165.00
		11-190-100-500-HS- -/ REG PROG UND-OTH SERVICE	201555	CF	REG PROG UND-OTH SERVICE	35.00
		11-190-100-500-HS- -/ REG PROG UND-OTH SERVICE	201556	CF	REG PROG UND-OTH SERVICE	147.75
		11-190-100-500-HS- -/ REG PROG UND-OTH SERVICE	201559	CF	REG PROG UND-OTH SERVICE	492.20
			Total for THE MUSIC SHOP, LLC/ 2563			**$1,453.95**
TIOGA SOLAR MORRIS COUNTY 1, LLC/ 8054						
	26-0562	11-000-262-622-HS-0640B-/ CUSTODIAL-ELECTRICITY	MLSD-SEPT2025	CF	CUSTODIAL-ELECTRICITY	2,007.62

** 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

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check # Check Amount
Pending Payments						
UNITED BUSINESS SYSTEMS/ 7754						
	26-0164	11-190-100-500-TD-0720C-/ REG PROG UND-OTH SERVICE	598712	CF	REG PROG UND-OTH SERVICE	5,765.19
VERIZON/ 9144						
	26-0163	11-190-100-500-TD-0720C-/ REG PROG UND-OTH SERVICE	OCT2025-SERVICE	CF	REG PROG UND-OTH SERVICE	641.95
VERIZON/ 9188						
	26-0162	11-190-100-500-TD-0720C-/ REG PROG UND-OTH SERVICE	Z1753406 Z1746448	CF	REG PROG UND-OTH SERVICE	680.23
VIKING TERMITE & PEST CONTROL, LLC/ 9571						
	26-0254	11-000-263-420-DW-0720A-/ GROUNDS-CLN/REPAIR/MNT	42487-488 37528-530	CF	GROUNDS-CLN/REPAIR/MNT	360.00
VISUAL COMPUTER SOLUTIONS, INC/ 9304						
	26-0835	11-402-100-500-HS- -/ ATHLETICS-SERVICES	136000259	CF	ATHLETICS-SERVICES	488.68
W.B. MASON CO., INC./ 6480						
	26-0456	11-000-218-600-BC-0250E-6/ GUIDANCE-SUPPLIES	257289660	CF	GUIDANCE-SUPPLIES	1.00
		11-000-240-610-BC-0250A-/ SCH ADMIN-SUPPLIES	257289660	CF	SCH ADMIN-SUPPLIES	1.00
		11-190-100-610-BC-0730A-/ REG PROG UND-SUPPLIES	257289660	CF	REG PROG UND-SUPPLIES	36.99
					Total for W.B. MASON CO., INC./ 6480	**$38.99**
WILSON LANGUAGE TRAINING CORP./ 5446						
	26-0755	11-213-100-610-CS-1106A-64/ RESOURCE RM-SUPPLIES	121981	CF	RESOURCE RM-SUPPLIES	435.24
					Total for Pending Payments	**$272,419.38**

** 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

va_bill5.032923
09/01/2025

1

Resolution that the list of claims for goods received and services rendered and certified to be correct by the Business Administrator, be approved for payment and further that the Secretary's and Treasurer's financial reports be accepted as filed.

Run on 10/17/2025 at 12:08:32 PM

Fund Summary

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	11	$227,638.28				$227,638.28
20	20	$316.35				$316.35
60	60	$44,464.75				$44,464.75
GRAND	TOTAL	$272,419.38	$0.00	$0.00	$0.00	$272,419.38

Chairman Finance Committee _____

Member Finance Committee _____

va_s1701
09/01/2025

Mountain Lakes Board of Education
Monthly Transfer Report

2

Budget Category	Accounts	Original Budget	Revenues Allowed + Pr Yr Reserve	Orig + Rvnues Allowed + Pr Yr Reserve	Maximum Transfer Out Allowed	YTD Net Transfers	% change of Transfers	Remaining Transfers Out Allowed	Account Balance
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	917,703.84
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	540,017.01	5.94	1,449,462.49	963,575.22
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	969,194.13
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**					**2,850,473.19**
UNDISTRIBUTED EXPENDITURES									
Tuition	11-000-100-XXX	1,087,636.00	31,385.00	1,119,021.00	111,902.10	(39,175.98)	-3.50	72,726.12	409,421.15
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	(237,203.98)	-6.97	103,281.27	112,235.23
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	171,282.34
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	102,445.00
School Administration	1X-000-240-XXX	1,622,571.00	141,528.33	1,764,099.33	176,409.93	58,542.91	3.32	234,952.84	215,110.19
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	53,170.80
Operation and Maintenance of Plant Services	1X-000-26X-XXX	4,030,354.00	10,736.76	4,041,090.76	404,109.08	29,727.44	0.74	433,836.52	719,760.39
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	493,178.99

va_s1701
09/01/2025

Mountain Lakes Board of Education
Monthly Transfer Report

2

Budget Category	Accounts	Original Budget	Revenues Allowed + Pr Yr Reserve	Orig + Rvnues Allowed + Pr Yr Reserve	Maximum Transfer Out Allowed	YTD Net Transfers	% change of Transfers	Remaining Transfers Out Allowed	Account Balance
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	2,836,552.09
Food Services	11-000-310-XXX	63,500.00	745.00	64,245.00	6,424.50	2,500.00	3.89	8,924.50	3,500.00
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**					**5,116,656.18**
TOTAL GENERAL CURRENT EXPENSE		**43,329,866.00**	**740,676.60**	**44,070,542.60**					**7,967,129.37**
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	137,967.61
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**					**8,282,630.19**

School Business Administrator Signature

10.17.2025
Date

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MOUNTAIN LAKES
SCHOOL DISTRICT
Treasurer's Report
ALL FUNDS
Month Ending
SEPTEMBER 30, 2025

FUNDS	OPENING CASH BALANCE 9/1/25	ADJUSTMENTS	CURRENT MONTH RECEIPTS	CURRENT MONTH DISBURSEMENTS	ENDING CASH BALANCE 9/30/25
GOVERNMENTAL FUNDS					
10 GENERAL FUND	$8,757,339.25		$2,885,100.97	$4,084,783.43	$7,557,656.79
20 SPECIAL REVENUE FUND	$585,893.57		$52,661.66	$1,793.91	$636,761.32
30 CAPITAL PROJECTS FUND	($712,609.16)		$0.00	$0.00	($712,609.16)
40 DEBT SERVICE FUND	($437,128.28)		$165,135.67	$528,562.50	($800,555.11)
51 TECHNOLOGY - CHROME INS	$1,460.00		$6,800.00	$0.00	$8,260.00
	$8,194,955.38	$0.00	$3,109,698.30	$4,615,139.84	$6,689,513.84
60 CAFETERIA ACCOUNT	($645.27)		$86,638.40	$44,907.39	$41,085.74
TOTAL GOVERNMENTAL FUNDS:	**$8,194,310.11**	**$0.00**	**$3,196,336.70**	**$4,660,047.23**	**$6,730,599.58**
TRUST & AGENCY FUNDS					
FLEX SPENDING	$17,549.64		$4,156.54	$773.60	$20,932.58
UNEMPLOYMENT	$400,643.08		$1,108.04	$3,257.16	$398,493.96
NET PAYROLL	$0.00		$1,724,063.91	$1,724,063.91	$0.00
PAYROLL AGENCY	$8,981.15		$1,221,479.65	$968,623.95	$261,836.85
TOTAL TRUST & AGENCY FUNDS:	**$427,173.87**	**$0.00**	**$2,950,808.14**	**$2,696,718.62**	**$681,263.39**
TOTAL ALL FUNDS:	**$8,621,483.98**	**$0.00**	**$6,147,144.84**	**$7,356,765.85**	**$7,411,862.97**

PREPARED AND SUBMITTED BY:

TREASURER OF SCHOOL MONIES
LISA PALMIERI

10/17/2025
DATE

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MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - GENERAL ACCOUNT
AS OF SEPTEMBER 30, 2025

Balance per Books - September 1, 2025			8,194,955.38
Add: Receipts			3,109,698.30
			11,304,653.68
Less: Disbursements			4,615,139.84
Balance per Books - September 30, 2025			6,689,513.84
Balance per Bank			
Lakeland Bank #624615786 (General)			0.00
Lakeland Bank #624611616 (General)			7,436,429.93
			7,436,429.93
Add: Due from Cafeteria Account:			
Check #102586	9/30/25	3,332.60	
Check #102623	9/30/25	1,746.22	
Check #102656	9/30/25	39,789.32	
			44,868.14
			7,481,298.07
Less: Outstanding Checks			(791,784.23)
			6,689,513.84

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MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - GENERAL ACCOUNT
AS OF SEPTEMBER 30, 2025

Date Issued	Check #	Amount	Date Issued	Check #	Amount	Date Issued	Check #	Amount
7/31/24	100450	4,653.28	8/31/25	102582	12,104.40	9/30/25	102628	652.28
9/4/24	100512	30.00	9/30/25	102586	3,332.60	9/30/25	102629	1,300.00
10/15/24	100928	36.61	9/30/25	102587	3,550.20	9/30/25	102630	496.00
11/29/24	101031	21.20	9/30/25	102588	7,803.90	9/30/25	102631	460.00
11/29/24	101056	68.98	9/30/25	102589	450.00	9/30/25	102632	325.00
11/29/24	101058	68.98	9/30/25	102590	5,247.00	9/30/25	102633	1,450.00
11/29/24	101059	37.71	9/30/25	102591	1,925.97	9/30/25	102634	484.00
11/29/24	101060	26.98	9/30/25	102592	33.50	9/30/25	102635	170.00
11/29/24	101061	26.98	9/30/25	102593	237.00	9/30/25	102636	320.00
11/29/24	101064	68.98	9/30/25	102594	13.47	9/30/25	102637	350.00
11/29/24	101076	600.00	9/30/25	102595	356.11	9/30/25	102638	375.00
12/20/24	101215	135.00	9/30/25	102596	830.00	9/30/25	102639	28.16
12/20/24	101270	23.12	9/30/25	102597	480.00	9/30/25	102640	31,385.00
12/20/24	101288	20.00	9/30/25	102598	500.00	9/30/25	102641	296,275.02
1/28/25	101389	21.20	9/30/25	102599	53.44	9/30/25	102642	550.00
3/18/25	101630	212.79	9/30/25	102600	33.64	9/30/25	102643	75.00
3/18/25	101697	17.34	9/30/25	102601	1,050.00	9/30/25	102644	146.53
4/15/25	101818	7.71	9/30/25	102602	6,250.00	9/30/25	102645	6,240.56
5/20/25	101948	60.00	9/30/25	102603	16,941.90	9/30/25	102646	370.43
5/20/25	101953	21.20	9/30/25	102604	1,666.23	9/30/25	102647	2,325.00
5/30/25	102025	32.76	9/30/25	102605	1,124.55	9/30/25	102648	2,997.00
6/24/25	102090	1,631.36	9/30/25	102606	1,666.37	9/30/25	102649	145.00
6/24/25	102109	9.64	9/30/25	102607	9,644.00	9/30/25	102650	173.38
6/30/25	102179	9.40	9/30/25	102608	600.00	9/30/25	102651	688.00
6/30/25	102190	588.50	9/30/25	102609	5,459.00	9/30/25	102652	7,785.56
6/30/25	102279	18,075.00	9/30/25	102610	175.00	9/30/25	102653	324.47
6/30/25	102291	5,250.00	9/30/25	102611	60.00	9/30/25	102654	663.00
7/15/25	102242	500.00	9/30/25	102612	8,111.01	9/30/25	102655	3,853.33
7/15/25	102246	267.76	9/30/25	102613	276.80	9/30/25	102656	39,789.32
7/31/25	102300	250.00	9/30/25	102614	20,500.00	9/30/25	102657	4,295.09
7/31/25	102304	200.00	9/30/25	102615	1,000.00	9/30/25	102658	774.00
7/31/25	102321	455.00	9/30/25	102616	5,948.14	9/30/25	102659	461.51
7/31/25	102460	515.12	9/30/25	102617	1,466.72	9/30/25	102660	405.90
7/31/25	102461	999.00	9/30/25	102618	3,975.00	9/30/25	102661	24,438.96
7/31/25	102481	200.00	9/30/25	102619	3,233.84	9/30/25	102662	12,652.48
8/31/25	102497	3,750.00	9/30/25	102620	1,282.10	9/30/25	102663	1,600.00
8/31/25	102498	8,333.00	9/30/25	102621	375.00	9/30/25	102664	8,735.80
8/31/25	102518	60.00	9/30/25	102622	3,300.00	9/30/25	102665	13,081.00
8/31/25	102524	87,544.27	9/30/25	102623	1,746.22	9/30/25	102666	35.24
8/31/25	102525	135.00	9/30/25	102624	4,297.91	9/30/25	102667	76.30
8/31/25	102542	150.00	9/30/25	102625	825.00	9/30/25	102668	151.35
8/31/25	102564	120.00	9/30/25	102626	420.00	9/30/25	102669	8,344.67
8/31/25	102569	2,042.50	9/30/25	102627	106.77	9/30/25	102670	11,944.80
		137,276.37			138,452.79			487,194.14

3

MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - GENERAL ACCOUNT
AS OF SEPTEMBER 30, 2025

Date Issued	Check #	Amount	Date Issued	Check #	Amount	Date Issued	Check #	Amount
9/30/25	102671	660.00						
9/30/25	102672	10.00						
9/30/25	102673	996.14						
9/30/25	102674	2,474.00						
9/30/25	102675	58.28						
9/30/25	102676	65.00						
9/30/25	102677	1,018.30						
9/30/25	102678	4,237.34						
9/30/25	102679	80.00						
9/30/25	102680	2,469.40						
9/30/25	102681	2,742.47						
9/30/25	102682	240.00						
9/30/25	102683	13,550.00						
9/30/25	102684	90.00						
9/30/25	102685	170.00						
		28,860.93			0.00			0.00

3

MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - GENERAL ACCOUNT
AS OF SEPTEMBER 30, 2025

RECAP:

	137,276.37	
	138,452.79	
	487,194.14	
	28,860.93	
	0.00	
	0.00	
TOTAL	**791,784.23**	Total outstanding checks as of September 30, 2025

3

MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - CAFETERIA ACCOUNT
AS OF SEPTEMBER 30, 2025

Balance per Books - September 1, 2025			(645.27)
Add: Receipts			86,638.40
			85,993.13
Less: Disbursements			44,907.39
Balance per Books - September 30, 2025			41,085.74
Balance per Bank			
Lakeland Bank #624611829 (Cafeteria)			85,953.88
Less: Due to General Account:			
Check #102586	9/30/25	3,332.60	
Check #102623	9/30/25	1,746.22	
Check #102656	9/30/25	39,789.32	
			44,868.14
			41,085.74

3

MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - FLEX SPENDING ACCOUNT
AS OF SEPTEMBER 30, 2025

Balance per Books - September 1, 2025		17,549.64
Add:	Receipts	4,156.54
		21,706.18
Less:	Disbursements	773.60
Balance per Books - September 30, 2025		20,932.58
Balance per Bank		
	Lakeland Bank #624611608 (Flex Spending)	20,932.58

3

MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - UNEMPLOYMENT ACCOUNT
AS OF SEPTEMBER 30, 2025

Balance per Books - September 1, 2025		400,643.08
Add:	Receipts	1,108.04
		401,751.12
Less:	Disbursements	3,257.16
Balance per Books - September 30, 2025		398,493.96
Balance per Bank		
	Lakeland Bank #624611802 (Unemployment)	398,493.96

3

MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - NET PAYROLL ACCOUNT
AS OF SEPTEMBER 30, 2025

Balance per Books - September 1, 2025			0.00
Add:	Receipts		1,724,063.91
			1,724,063.91
Less:	Disbursements		1,724,063.91
Balance per Books - September 30, 2025			0.00
Balance per Bank			
	Lakeland Bank #624611691 (Net Payroll)		23,487.43
	Less: Interest due to General Fund		
	July - 2025	205.54	
	August - 2025	115.36	
	September - 2025	442.62	
			763.52
			22,723.91
	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	
	7/30/25 #151599	1,014.45	
	9/30/25 #151618	2,921.51	
	9/30/25 #151619	2,900.80	
	9/30/25 #151620	270.28	
	9/30/25 #151621	2,249.04	
	9/30/25 #151622	2,186.51	
	9/30/25 #151623	1,392.30	
	9/30/25 #151624	2,052.19	
	9/30/25 #151625	2,129.83	
			22,723.91
			0.00

MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - PAYROLL AGENCY ACCOUNT
AS OF SEPTEMBER 30, 2025

lance per Books - September 1, 2025					8,981.15
ld:	Receipts				1,221,479.65
					1,230,460.80
.ess:	Disbursements				968,623.95
Balance per Books - September 30, 2025					261,836.85
Balance per Bank					
	Lakeland Bank #624611640 (Payroll Agency)				267,483.87
	Less: Outstanding Checks				
	Garnishment	9/30/25	#453	1,160.00	
	Prudential	9/30/25	#454	3,496.52	
	AFLAC	9/30/25	WIRE	990.50	
					5,647.02
					261,836.85

10/17 2:37pm

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REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
General Fund - Fund 10
Interim Balance Sheet
For 3 Month Period Ending 09/01/2025

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

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

101	Cash in bank		$4,084,199.93
102-107	Cash and cash equivalents		$2,031.72
116	Capital reserve Account		$3,473,456.86
121	Tax levy receivable		$18,727,313.94
	Accounts receivable:		
132	Interfund	$152,784.19	
141	Intergovernmental - State	$1,262,108.77	
153,154	Other (net of est uncollectible of $_____)	$11,832,272.28	$13,247,165.24
	Other Current Assets		$0.00

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

301	Estimated Revenues	$42,593,560.00	
302	Less Revenues	($39,316,580.74)	
			$3,276,979.26
	Total assets and resources		$42,811,146.95

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
General Fund - Fund 10
Interim Balance Sheet
For 3 Month Period Ending 09/01/2025

LIABILITIES AND FUND EQUITY

--- L I A B I L I T I E S ---					
421	Accounts Payable				$227,638.28
481	Deferred Revenues				$90,680.13
	Other current liabilities including Net Assets				$80,232.55
	TOTAL LIABILITIES				$398,550.96
F U N D B A L A N C E					
--- A p p r o p r i a t e d ---					
753	Reserve for Encumbrances - Current Year			$28,199,394.68	
754	Reserve for Encumbrance - Prior Year			$238,040.12	
	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	$8,851,891.93			
603	Encumbrances	$28,437,434.80	($37,289,326.73)		
				$8,282,630.19	
	Total Appropriated			$41,942,439.85	
--- U n a p p r o p r i a t e d ---					
770	Unreserved Fund Balance -			$3,146,106.14	
303	Budgeted Fund Balance			($2,675,950.00)	
	TOTAL FUND BALANCE				$42,412,595.99
	TOTAL LIABILITIES AND FUND EQUITY				$42,811,146.95

Mountain Lakes Board of Education

General Fund - Fund 10

Interim Balance Sheet

For 3 Month Period Ending 09/01/2025

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	$45,571,956.92	$37,289,326.73	$8,282,630.19
Revenues	($42,593,560.00)	($39,316,580.74)	($3,276,979.26)
	$2,978,396.92	($2,027,254.01)	$5,005,650.93
Less: Adjust for prior year encumb.	($302,446.92)	($302,446.92)	
Budgeted Fund Balance	$2,675,950.00	($2,329,700.93)	$5,005,650.93
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	$2,675,950.00	($2,329,700.93)	$5,005,650.93
TOTAL Budgeted Fund Balance	$2,675,950.00	($2,329,700.93)	$5,005,650.93

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 3 Month Period Ending 09/01/2025

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	$41,204,690.00	$37,860,441.74		$3,344,248.26
3XXX	From State Sources	$1,388,870.00	$1,456,139.00		($67,269.00)
	TOTAL REVENUE/SOURCES OF FUNDS	$42,593,560.00	$39,316,580.74		$3,276,979.26

*** EXPENDITURES ***		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	$11,954,774.49	$1,733,604.85	$9,303,465.80	$917,703.84
11-2XX-100-XXX	Special Education - Instruction	$8,379,444.09	$799,611.61	$6,733,917.36	$845,915.12
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	$180,462.12	$248,601.89	$715,083.09
--- UNDISTRIBUTED EXPENDITURES ---					
11-000-100-XXX	Instruction	$1,079,845.02	$263,330.66	$407,093.21	$409,421.15
11-000-211-XXX	Attendance and Social Work Services	$35,048.40	$8,762.10	$26,286.30	$0.00
11-000-213-XXX	Health Services	$793,382.54	$122,226.72	$618,830.74	$52,325.08
11-000-216-XXX	Speech, OT,PT & Related Svcs	$834,693.00	$51,547.70	$667,529.90	$115,615.40
11-000-217-XXX	Other Support Serv - Students Extra Srvc	$420,334.70	$33,079.39	$385,210.61	$2,044.70
11-000-218-XXX	Guidance	$916,995.07	$150,980.50	$752,242.13	$13,772.44
11-000-219-XXX	Child Study Teams	$1,079,345.55	$204,349.98	$840,297.33	$34,698.24
11-000-221-XXX	Improv of Inst. - Instruc Staff	$743,025.33	$296,142.72	$292,616.03	$154,266.58
11-000-222-XXX	Educational Media Serv/School Library	$342,877.00	$64,729.60	$266,707.93	$11,439.47
11-000-223-XXX	Instructional Staff Training Services	$60,600.00	$9,079.22	$34,505.02	$17,015.76
11-000-230-XXX	Supp. Serv.-General Administration	$935,349.18	$399,461.47	$433,442.71	$102,445.00
11-000-240-XXX	Supp. Serv.-School Administration	$1,822,642.24	$447,856.57	$1,159,675.48	$215,110.19
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	$705,110.31	$201,743.75	$450,195.76	$53,170.80
11-000-261-XXX	Require Maint. for School Facilities	$1,223,077.96	$432,714.58	$414,831.80	$375,531.58
11-000-262-XXX	Custodial Services	$2,573,162.91	$596,449.05	$1,728,475.20	$248,238.66
11-000-263-XXX	Care and Upkeep of Grounds	$263,077.33	$71,342.21	$104,775.57	$86,959.55
11-000-266-XXX	Security	$11,500.00	$2,469.40	$0.00	$9,030.60
11-000-270-XXX	Student Transportation Services	$771,964.00	$37,743.38	$241,041.63	$493,178.99
11-XXX-XXX-2XX	Allocated and Unallocated Benefits	$7,670,940.00	$1,777,898.59	$3,056,489.32	$2,836,552.09
11-000-310-XXX	Food Services	$66,745.00	$7,106.66	$56,138.34	$3,500.00
	TOTAL GENERAL CURRENT EXPENSE EXPENDITURES/USES OF FUNDS	$44,094,692.72	$7,904,595.59	$28,222,967.76	$7,967,129.37

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 3 Month Period Ending 09/01/2025

*** 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	$48,162.10	$510.65	$137,967.61
TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	$524,348.28	$385,870.02	$510.65	$137,967.61
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	$8,851,891.93	$28,437,434.80	$8,282,630.19

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 3 Month Period Ending 09/01/2025

		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	$1,041,986.70	$78,661.30
1320	Tuition from LEAs Within State	$14,757,581.00	$11,686,580.80	$3,071,000.20
1350	Tuition From Summer School	$73,609.00	.00	$73,609.00
1410	Transp Fees from Individuals	$8,000.00	$3,068.00	$4,932.00
1510	Interest	$200,100.00	$80,231.78	$119,868.22
1910	Rents and Royalties	$20,000.00	$2,635.00	$17,365.00
1XXX	Miscellaneous	$55,000.00	$76,187.42	($21,187.42)
	TOTAL LOCAL	$41,204,690.00	$37,860,441.74	$3,344,248.26
--- STATE SOURCES ---				
3121	Categorical Transportation Aid	$65,857.00	$65,857.00	.00
3131	Extraordinary Aid	$84,437.00	$109,902.00	($25,465.00)
3132	Categorical Special Education Aid	$1,090,282.00	$1,090,282.00	.00
3177	Categorical Security	$148,294.00	$148,294.00	.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	$1,456,139.00	($67,269.00)
	TOTAL REVENUES/SOURCES OF FUNDS	$42,593,560.00	$39,316,580.74	$3,276,979.26

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 3 Month Period Ending 09/01/2025

	Appropriations	Expenditures	Encumbrances	Available Balance
*** G E N E R A L C U R R E N T E X P E N S E ***				
--- Regular Programs - Instruction ---				
11-105-100-101 Preschool - Salaries of Teachers	$89,570.00	$7,607.98	$67,122.02	$14,840.00
11-110-100-101 Kindergarten - Salaries of Teachers	$421,852.00	$32,592.90	$389,259.10	.00
11-120-100-101 Grades 1-5 - Salaries of Teachers	$2,957,102.50	$284,817.64	$2,473,491.86	$198,793.00
11-130-100-101 Grades 6-8 - Salaries of Teachers	$2,374,644.00	$239,915.17	$2,103,969.63	$30,759.20
11-140-100-101 Grades 9-12 - Salaries of Teachers	$4,736,715.08	$442,319.09	$3,936,871.71	$357,524.28
11-150-100-320 Purchased Prof.-Ed. Services	$15,000.00	$660.00	.00	$14,340.00
--- Regular Programs - Undistr. Instruction ---				
11-190-100-106 Other Salaries for Instruction	$222,727.00	$58,027.72	$164,699.28	.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	$276,937.09	$133,688.81	$70,490.61
11-190-100-610 General Supplies	$529,743.52	$311,911.78	$24,771.75	$193,059.99
11-190-100-640 Textbooks	$96,153.88	$77,590.48	$8,266.64	$10,296.76
11-190-100-800 Other Objects	$20,150.00	$1,225.00	$1,325.00	$17,600.00
TOTAL	$11,954,774.49	$1,733,604.85	$9,303,465.80	$917,703.84
--- SPECIAL EDUCATION - INSTRUCTION ---				
Auditory Impairments:				
11-207-100-101 Salaries of Teachers	$3,767,494.25	$359,252.92	$3,167,123.38	$241,117.95
11-207-100-106 Other Salaries for Instruction	$1,083,664.28	$92,343.28	$786,305.68	$205,015.32
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	$26,842.75	$3,157.70	$34,749.55
11-207-100-640 Textbooks	$17,500.00	.00	.00	$17,500.00
11-207-100-800 Other Objects	$300,000.00	.00	.00	$300,000.00
TOTAL	$5,238,408.53	$478,438.95	$3,958,322.76	$801,646.82
Resource Room/Resource Center:				
11-213-100-101 Salaries of Teachers	$2,254,328.00	$228,236.45	$2,026,091.55	$0.00
11-213-100-610 General supplies	$6,780.00	$4,155.14	$371.44	$2,253.42
TOTAL	$2,261,108.00	$232,391.59	$2,026,462.99	$2,253.42
Autism:				
11-214-100-101 Salaries of Teachers	$179,910.00	$17,991.00	$161,919.00	$0.00
11-214-100-106 Other Salaries for Instruction	$27,939.30	$7,153.74	$20,785.56	.00
TOTAL	$207,849.30	$25,144.74	$182,704.56	$0.00
Preschool Disabilities - Full-Time:				
11-216-100-101 Salaries of Teachers	$74,730.00	$7,608.02	$67,121.98	$0.00
11-216-100-106 Other Salaries for Instruction	$698.48	$698.48	.00	.00
TOTAL	$75,428.48	$8,306.50	$67,121.98	$0.00
Home Instruction:				
11-219-100-101 Salaries of Teachers	$534,748.00	$53,224.80	$481,523.20	$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	$2,105.03	$17,781.87	$22,014.88
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 3 Month Period Ending 09/01/2025

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	$596,649.78	$55,329.83	$499,305.07	$42,014.88
TOTAL SPECIAL ED - INSTRUCTION	$8,379,444.09	$799,611.61	$6,733,917.36	$845,915.12
--- 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	$117,601.04	$192,960.46	$594,996.50
11-402-100-500 Purchased Services (300-500 series)	$35,257.25	$14,812.63	$8,795.93	$11,648.69
11-402-100-600 Supplies and Materials	$82,000.00	$30,290.15	$14,286.20	$37,423.65
11-402-100-800 Other Objects	$121,331.85	$17,758.30	$32,559.30	$71,014.25
TOTAL	$1,144,147.10	$180,462.12	$248,601.89	$715,083.09
--- UNDISTRIBUTED EXPENDITURES ---				
--- Instruction ---				
11-000-100-563 Tuition to Co.Voc.School Dist.-reg.	$141,567.00	$12,211.00	.00	$129,356.00
11-000-100-564 Tuition to Co.Voc. School Dist.-spec.	$75,000.00	.00	.00	$75,000.00
11-000-100-566 Tuition to Priv Sch for Disbl w/i State	$863,278.02	$251,119.66	$407,093.21	$205,065.15
TOTAL	$1,079,845.02	$263,330.66	$407,093.21	$409,421.15
--- Attendance and social work services ---				
11-000-211-100 Salaries	$35,048.40	$8,762.10	$26,286.30	.00
TOTAL	$35,048.40	$8,762.10	$26,286.30	$0.00
--- Health services ---				
11-000-213-100 Salaries	$423,878.26	$66,761.87	$350,868.95	$6,247.44
11-000-213-300 Purchased Prof. & Tech. Svc.	$358,084.28	$49,447.48	$267,960.06	$40,676.74
11-000-213-600 Supplies and Materials (600-615)	$11,185.00	$5,795.87	$1.73	$5,387.40
11-000-213-800 Other Objects	$235.00	$221.50	.00	$13.50
TOTAL	$793,382.54	$122,226.72	$618,830.74	$52,325.08
--- Speech, OT,PT & Related Svcs ---				
11-000-216-100 Salaries	$827,759.00	$50,822.75	$661,445.25	$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	$724.95	$20.65	$124.40
TOTAL	$834,693.00	$51,547.70	$667,529.90	$115,615.40
--- Other support services - Students - Extra Srvc				
11-000-217-100 Salaries	$420,334.70	$33,079.39	$385,210.61	$2,044.70
TOTAL	$420,334.70	$33,079.39	$385,210.61	$2,044.70
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	$799,542.47	$102,653.94	$691,729.02	$5,159.51
11-000-218-105 Sal Secr. & Clerical Asst.	$97,302.60	$38,645.10	$58,657.50	.00
11-000-218-320 Purchased Prof. - Ed. Services	$5,427.11	$5,427.11	.00	.00

Mountain Lakes Board of Education

GENERAL FUND - FUND 10

STATEMENT OF APPROPRIATIONS

COMPARED WITH EXPENDITURES AND ENCUMBRANCES

For 3 Month Period Ending 09/01/2025

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-218-500 Other Purchased Services (400-500 series)	$2,024.00	$535.00	$1,488.06	$0.94
11-000-218-600 Supplies and Materials	$10,326.00	$3,629.35	$37.55	$6,659.10
11-000-218-800 Other Objects	$2,372.89	$90.00	$330.00	$1,952.89
TOTAL	$916,995.07	$150,980.50	$752,242.13	$13,772.44
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	$910,456.85	$172,808.36	$736,275.35	$1,373.14
11-000-219-105 Sal Secr. & Clerical Asst.	$125,010.12	$24,307.50	$100,702.62	.00
11-000-219-592 Misc Purch Ser(400-500 O/than Resid costs)	$36,192.58	$759.00	$2,491.00	$32,942.58
11-000-219-600 Supplies and Materials	$7,686.00	$6,475.12	$828.36	$382.52
TOTAL	$1,079,345.55	$204,349.98	$840,297.33	$34,698.24
--- Improv. of instr. Serv. ---				
11-000-221-102 Salaries Superv. of Instr.	$641,250.38	$201,399.02	$290,449.78	$149,401.58
11-000-221-104 Salaries Other Prof. Staff	$67,183.70	$67,183.70	.00	.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	$296,142.72	$292,616.03	$154,266.58
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	$257,253.00	$26,640.50	$230,612.50	.00
11-000-222-177 Salaries of Technology Coordinators	$48,055.77	$12,013.94	$36,041.83	.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	$64,729.60	$266,707.93	$11,439.47
--- Instructional Staff Training Services ---				
11-000-223-320 Purchased Prof. - Ed. Services	$40,050.00	$7,458.94	$32,591.06	.00
11-000-223-500 Other Purchased Services (400-500 series)	$16,500.00	$697.28	$864.97	$14,937.75
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	$9,079.22	$34,505.02	$17,015.76
--- Support services-general administration ---				
11-000-230-100 Salaries	$410,600.00	$108,188.53	$297,726.95	$4,684.52
11-000-230-331 Legal Services	$68,000.00	.00	$68,000.00	.00
11-000-230-332 Audit Fees	$45,000.00	.00	$43,350.00	$1,650.00
11-000-230-339 Other Purchased Prof. Svc.	$36,624.18	$5,923.42	$4,215.76	$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	$266,519.00	$17,250.00	$39,856.00
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	$6,038.00	$3,538.00	.00	$2,500.00

Mountain Lakes Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 3 Month Period Ending 09/01/2025

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-230-895 BOE Membership Dues and Fees	$17,962.00	$15,292.52	.00	$2,669.48
TOTAL	$935,349.18	$399,461.47	$433,442.71	$102,445.00
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	$891,626.00	$222,906.36	$668,719.08	$0.56
11-000-240-104 Salaries Other Prof. Staff	$105,114.00	$36,663.70	$68,450.30	.00
11-000-240-105 Sal Secr. & Clerical Asst.	$650,952.83	$112,676.63	$408,276.00	$130,000.20
11-000-240-199 Unused Vac Payment to Term/Ret Staff	$47,571.08	$31,982.47	.00	$15,588.61
11-000-240-500 Other Purchased Services (400-500 series)	$32,922.34	$9,515.96	$8,245.84	$15,160.54
11-000-240-600 Supplies and Materials	$81,705.99	$26,028.45	$5,984.26	$49,693.28
11-000-240-800 Other Objects	$12,750.00	$8,083.00	.00	$4,667.00
TOTAL	$1,822,642.24	$447,856.57	$1,159,675.48	$215,110.19
--- Central Services ---				
11-000-251-100 Salaries	$455,158.00	$112,207.98	$330,411.06	$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 seriess)	$24,241.98	$6,457.33	$11,498.31	$6,286.34
11-000-251-600 Supplies and Materials	$5,000.00	$1,116.85	$4.34	$3,878.81
11-000-251-89X Other Objects	$6,401.67	$2,428.00	$824.67	$3,149.00
TOTAL	$494,937.31	$126,345.82	$342,738.38	$25,853.11
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	$112,103.14	$28,032.52	$84,070.62	.00
11-000-252-340 Purchased Technical Services	$51,450.00	$21,679.81	$14,430.00	$15,340.19
11-000-252-500 Other Pur Serv. (400-500 seriess)	$36,419.86	$20,342.56	$8,956.76	$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	$4,936.00	.00	$714.00
TOTAL	$210,173.00	$75,397.93	$107,457.38	$27,317.69
TOTAL Cent. Svcs. & Admin IT	$705,110.31	$201,743.75	$450,195.76	$53,170.80
--- Required Maint.for School Facilities ---				
11-000-261-100 Salaries	$281,426.00	$41,492.22	$178,793.52	$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	$379,667.37	$186,184.03	$243,529.25
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	$5,554.68	$40,351.25	$54,094.07
11-000-261-800 Other Objects	$20,783.00	$600.00	$9,503.00	$10,680.00
TOTAL	$1,223,077.96	$432,714.58	$414,831.80	$375,531.58
--- Custodial Services ---				
11-000-262-1XX Salaries	$1,334,335.17	$302,570.07	$906,996.32	$124,768.78
11-000-262-199 Unused Vac Payment to Term/Ret Staff	$26,964.76	$26,964.76	.00	.00
11-000-262-420 Cleaning, Repair & Maint. Svc.	$140,000.00	$33,935.80	$66,668.00	$39,396.20
11-000-262-441 Rental of Land & Bldgs Other Than Lease	$45,000.00	$15,000.00	$30,000.00	.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	$32,047.55	$10,788.25	$67,604.20

Mountain Lakes Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 3 Month Period Ending 09/01/2025

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-262-621 Energy (Natural Gas)	$317,585.96	$23,985.63	$293,600.33	.00
11-000-262-622 Energy (Electricity)	$382,750.00	$74,240.97	$307,827.68	$681.35
11-000-262-8XX Other Objects	$6,587.02	$160.00	$0.00	$6,427.02
TOTAL	$2,573,162.91	$596,449.05	$1,728,475.20	$248,238.66
--- Care and Upkeep of Grounds ---				
11-000-263-100 Salaries	$107,857.20	$27,176.80	$80,680.40	.00
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	$110,000.00	$38,711.16	$20,731.04	$50,557.80
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	$310.00	.00	$7,190.00
TOTAL	$263,077.33	$71,342.21	$104,775.57	$86,959.55
--- Security ---				
11-000-266-300 Purchased Prof. & Tech. Svc.	$3,969.40	$2,469.40	.00	$1,500.00
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	$11,500.00	$2,469.40	$0.00	$9,030.60
TOTAL Oper & Maint of Plant Services	$4,070,818.20	$1,102,975.24	$2,248,082.57	$719,760.39
--- Student transportation services ---				
11-000-270-161 Sal Pupil Trans(Bet Home & Sch)-Sp Ed	$25,171.00	$1,053.89	.00	$24,117.11
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	$10,824.47	$99,070.73	$185,489.80
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	$25,001.52	.00	$195,998.48
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	$37,743.38	$241,041.63	$493,178.99
--- Personal Services-Employee Benefits---				
11-XXX-XXX-220 Social Security Contributions	$562,742.00	$130,691.81	$432,050.19	.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	$5,214.52	$44,210.48	.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	$1,520,683.24	$1,875,389.17	$2,619,617.59
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	$1,777,898.59	$3,056,489.32	$2,836,552.09
--- Food services ---				
11-000-310-93X Transfers to Cover Deficit (Enterprise)	$66,745.00	$7,106.66	$56,138.34	$3,500.00

Mountain Lakes Board of Education

GENERAL FUND - FUND 10

STATEMENT OF APPROPRIATIONS

COMPARED WITH EXPENDITURES AND ENCUMBRANCES

For 3 Month Period Ending 09/01/2025

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	$66,745.00	$7,106.66	$56,138.34	$3,500.00
Total Undistributed Expenditures	$22,349,715.54	$5,179,014.25	$11,936,385.01	$5,234,316.28
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	$44,094,692.72	$7,904,595.59	$28,222,967.76	$7,967,129.37
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	$44,094,692.72	$7,904,595.59	$28,222,967.76	$7,967,129.37

Mountain Lakes Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 3 Month Period Ending 09/01/2025

		Appropriations	Expenditures	Encumbrances	Available Balance
*** C A P I T A L O U T L A Y ***					
--- E Q U I P M E N T ---					
	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
*** S P E C I A L S C H O O L S ***					
--- 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	$41,352.89	$0.00	$128,637.11
13-4XX-100-610	General supplies	$16,650.36	$6,809.21	$510.65	$9,330.50
	TOTAL	$186,640.36	$48,162.10	$510.65	$137,967.61
	TOTAL OTHER SPECIAL SCHOOLS	$186,640.36	$48,162.10	$510.65	$137,967.61
	TOTAL SPECIAL SCHOOLS EXPENDITURES	$524,348.28	$385,870.02	$510.65	$137,967.61

Mountain Lakes Board of Education

GENERAL FUND - FUND 10

STATEMENT OF APPROPRIATIONS

COMPARED WITH EXPENDITURES AND ENCUMBRANCES

For 3 Month Period Ending 09/01/2025

	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	$8,851,891.93	$28,437,434.80	$8,282,630.19

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REPORT OF THE SECRETARY CERTIFICATION PAGE

TO THE BOARD OF EDUCATION

Mountain Lakes Board of Education

General Fund - Fund 10

For 3 Month Period Ending 09/01/2025

I, James Riley, Board Secretary/Business Administrator
certify that no line item account has encumbrances and expenditures,
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

Board Secretary/Business Administrator

10.17.25
Date

10/17 2:37pm

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 3 Month Period Ending 09/01/25

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

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

101	Cash in bank		$636,761.32
	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	($997,595.73)	
			$303,492.42
	Total assets and resources		$1,041,306.76

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 3 Month Period Ending 09/01/25

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	$316.35
481	Deferred revenues	($1,394,780.23)
	Other current liabilities	$27,127.64
	TOTAL LIABILITIES	($1,344,229.99)

F U N D B A L A N C E

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

753	Reserve for encumbrances - Current Year			$19,239.86	
754	Reserve for encumbrances - Prior Year			$1,116,556.21	
601	Appropriations		$1,301,088.15		
602	Less: Expenditures	$32,107.61			
603	Encumbrances	$19,239.86	($51,347.47)		
				$1,249,740.68	
	TOTAL FUND BALANCE				$2,385,536.75
	TOTAL LIABILITIES AND FUND EQUITY				$1,041,306.76

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 3 Month Period Ending 09/01/25

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	$79,563.55	$32,141.13		$47,422.42
3XXX	From State Sources	$106,930.00	$88,146.00		$18,784.00
4XXX	From Federal Sources	$1,114,594.60	$877,308.60		$237,286.00
	TOTAL REVENUE/SOURCES OF FUNDS	$1,301,088.15	$997,595.73		$303,492.42

*** EXPENDITURES ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
LOCAL PROJECTS:				
Other Local Projects (001-199)	$79,563.55	$13,252.62	$19,239.86	$47,071.07
TOTAL LOCAL PROJECTS	$79,563.55	$13,252.62	$19,239.86	$47,071.07
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	$32,107.61	$19,239.86	$1,249,740.68

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 3 Month Period Ending 09/01/25

		ESTIMATED	ACTUAL	UNREALIZED
1XXX	Other Revenue from Local Sources	$79,563.55	$32,141.13	$47,422.42
	Total Revenues from Local Sources	$79,563.55	$32,141.13	$47,422.42
--- STATE SOURCES ---				
3257	SDA Emergent Needs & Capital Maintenance	$68,582.00	$68,582.00	.00
32XX	Other Restricted Entitlements	$38,348.00	$19,564.00	$18,784.00
	Total Revenue from State Sources	$106,930.00	$88,146.00	$18,784.00
--- 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	$997,595.73	$303,492.42

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 3 Month Period Ending 09/01/25

	Appropriations	Expenditures	Encumbrances	Available Balance
Local Projects:				
20-001-XXX-XXX to 20-199-XXX-XXX Local Projects	$79,563.55	$13,252.62	$19,239.86	$47,071.07
TOTAL LOCAL PROJECTS	$79,563.55	$13,252.62	$19,239.86	$47,071.07
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
T O T A L E X P E N D I T U R E S	$1,301,088.15	$32,107.61	$19,239.86	$1,249,740.68

REPORT OF THE SECRETARY CERTIFICATION PAGE

TO THE BOARD OF EDUCATION

Mountain Lakes Board of Education

Special Revenue Fund - Fund 20

For 3 Month Period Ending 09/01/25

I, James Riley, Board Secretary/Business Administrator
certify that no line item account has encumbrances and expenditures,
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

Board Secretary/Business Administrator

10.17.25
Date

10/17 2:37pm

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 3 Month Period Ending 09/01/25

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

--- 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 3 Month Period Ending 09/01/25

LIABILITIES AND FUND EQUITY

F U N D B A L A N C E

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

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

770	Fund balance	$191,590.84	
	TOTAL FUND BALANCE		$191,590.84
	TOTAL LIABILITIES AND FUND EQUITY		$191,590.84

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

Capital Projects Fund - Fund 30
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 3 Month Period Ending 09/01/25

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				

*** 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 3 Month Period Ending 09/01/25

I, James Riley, Board Secretary/Business Administrator certify that no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

Board Secretary/Business Administrator

10.17.25

Date

10/17 2:37pm

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
Debt Service Fund - Fund 40
Interim Balance Sheet
For 3 Month Period Ending 09/01/25

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

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

101	Cash in bank		($800,555.11)
121	Tax levy receivable		$1,135,734.02

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

301	Estimated Revenues	$1,755,201.00	
302	Less Revenues	($1,619,227.96)	
			$135,973.04
	Total assets and resources		$471,151.95

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

Debt Service Fund - Fund 40
Interim Balance Sheet
For 3 Month Period Ending 09/01/25

LIABILITIES AND FUND EQUITY

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

	Other current liabilities			$140,041.17
	TOTAL LIABILITIES			$140,041.17

F U N D B A L A N C E

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

753	Reserve for encumbrances - Current Year			$210,753.13	
	Reserved fund balance:				
601	Appropriations		$1,634,756.26		
602	Less : Expenditures	$1,424,003.13			
603	Encumbrances	$210,753.13	($1,634,756.26)		
				$0.00	
	Total Appropriated			$210,753.13	

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

770	Fund Balance			($87.09)	
303	Budgeted Fund Balance			$120,444.74	
	TOTAL FUND BALANCE				$331,110.78
	TOTAL LIABILITIES AND FUND EQUITY				$471,151.95

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	$1,634,756.26	$1,634,756.26	$0.00
Revenues	($1,755,201.00)	($1,619,227.96)	($135,973.04)
	($120,444.74)	$15,528.30	($135,973.04)
--- Change in Maint. / Capital reserve account ---			
Subtotal	($120,444.74)	$15,528.30	($135,973.04)
Less: Adjust for prior year encumb.	$0.00	$0.00	
Budgeted Fund Balance	($120,444.74)	$15,528.30	($135,973.04)

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

Debt Service Fund - Fund 40
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 3 Month Period Ending 09/01/25

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
--- Local Sources ---					
1210	Local tax levy	$1,634,756.00	$1,514,310.96		$120,445.04
	Total Local Sources	$1,634,756.00	$1,514,310.96		$120,445.04
--- State Sources ---					
3160	Debt service aid Type II	$120,445.00	$104,917.00		$15,528.00
	Total State Sources	$120,445.00	$104,917.00		$15,528.00
	TOTAL REVENUE/SOURCES OF FUNDS	$1,755,201.00	$1,619,227.96		$135,973.04

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

Debt Service Fund - Fund 40
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 3 Month Period Ending 09/01/25

*** EXPENDITURES ***	APPROPRIATIONS	EXPENDITURES/Enc.	AVAILABLE BALANCE
--- 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
TOTAL	$1,634,756.26	$1,634,756.26	$0.00
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

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REPORT OF THE SECRETARY CERTIFICATION PAGE

TO THE BOARD OF EDUCATION

Mountain Lakes Board of Education

Debt Service Fund - Fund 40

For 3 Month Period Ending 09/01/25

I, James Riley, Board Secretary/Business Administrator
certify that no line item account has encumbrances and expenditures,
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

Board Secretary/Administrator

10.17.25
Date

NJ DEPARTMENT OF EDUCATION
SCHOOL FACILITIES

12

Form M-1

Annual Maintenance
Budget Amount Worksheet
Per N.J.A.C. 6A:26-20.8

County	Morris	Current Area Cost Allowance per SF	$ 143.00
District Name	Mountain Lakes	District contact name	James Riley
District Number	3460	District contact phone	973-334-8280
Filing Date	11/15/2025	District contact e-mail	sba@mlschools.org

A	B	C	D	E	F	G
School Facility Name	School Number	Gross Building Area (GSF)	Building Replacement Value	Prior 10 Years' Actual + Current Year's Budgeted Expenditures (See Detailed Sheet)	Min. Annual Target Expenditure for FY 26-27	Anticipated Budget for FY 26-27
Mountain Lakes High School	050	150,021	$ 21,453,003	$ 4,477,874	$ 42,906	$ 600,629
Briarcliff Middle School	060	64,800	9,266,400	1,848,776	18,533	$ 259,435
Lake Drive School	070	48,000	6,864,000	1,647,930	13,728	$ 192,174
Wildwood Elementary School	080	45,580	6,517,940	1,444,708	13,036	$ 182,486
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District Total		308,401	$ 44,101,343	$ 9,419,288		
Min. Required amount for FY 26-27					$ 88,203	
Anticipated Budget amount for FY 26-27						$ 1,234,724

Max. Maintenance Reserve Amount (4% of column D)	$ 1,764,054
Current District Maintenance Reserve Amount	$ 553,950

Prepared by:

District School Business Administrator — *Print* James Riley — Date 10/15/2025

Sign

21

New Jersey Department of Education

School Self-Assessment for Determining Grades under the *Anti-Bullying Bill of Rights Act*

School Name: Lake Drive Program for Hearing Impaired
District Name: Mountain Lakes Public School District
School Year: July 1, 2024 - June 30, 2025

School Name: Lake Drive Program for Hearing Impaired
District Name: Mountain Lakes Public School District
School Year: July 1, 2024 - June 30, 2025

21

Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)

Indicators	Score (0-3)
A. The school annually *established* HIB programs, approaches or other initiatives.	3
B. The school annually *implemented* and documented HIB programs, approaches, or other initiatives.	3
C. The school annually *assessed* HIB programs, approaches or other initiatives.	2
D. The school's HIB programs, approaches or other initiatives were designed to *create school-wide* conditions to prevent and address HIB.	3
E. The school safety/school climate team (SS/SCT) *identified patterns* of HIB and *reviewed* school climate and school policies for the prevention of HIB.	2
SUB-TOTAL (possible 15)	13

Core Element #2: Training on the BOE-approved HIB Policy and Procedures (N.J.S.A. 18A:37-17b and c)

Indicators	Score (0-3)
A. School employees, contracted service providers and volunteers were provided *training* on the HIB policy.	2
B. The HIB policy training included instruction on preventing HIB on the basis of *protected categories* enumerated in the ABR and *other distinguishing characteristics* that may incite incidents of discrimination or HIB.	3
C. The HIB policy was *discussed* with students, in accordance with the district's process for these discussions.	2
SUB-TOTAL (possible 9)	7

School Name: Lake Drive Program for Hearing Impaired
District Name: Mountain Lakes Public School District
School Year: July 1, 2024 - June 30, 2025

21

Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)

Indicators	Score (0-3)
A. Each teaching staff member completed at least 2 hours of *instruction in suicide prevention that included information on HIB*, in each five-year professional development period.	3
B. Each teaching staff member completed at least 2 hours of *instruction on HIB prevention*, in each five-year professional development period.	3
C. The school anti-bullying specialist (ABS) was given *time during the usual school schedule* to participate in in-service training in preparation to act as the ABS.	3
D. The members of the school safety/school climate team (SS/SCT) were provided with professional development in effective practices of successful school climate programs or approaches.	3
E. School building leaders* have received information on the prevention of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.	2
SUB-TOTAL (possible 15)	14

Core Element #4: Curriculum and Instruction on HIB and Related Information and Skills (N.J.S.A. 18A:37-29)

Indicators	Score (0-3)
A. The school *provided ongoing, age-appropriate instruction* on preventing HIB in accordance with the New Jersey Student Learning Standards.	2
B. The school observed the *"Week of Respect,"* during the week beginning with the first Monday in October of each year, *recognizing the importance of character education* by providing age-appropriate instruction focusing on HIB prevention.	3
SUB-TOTAL (possible 6)	5

School Name: Lake Drive Program for Hearing Impaired
District Name: Mountain Lakes Public School District
School Year: July 1, 2024 - June 30, 2025

21

Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)

Indicators	Score (0-3)
A. The principal *appointed* a school anti-bullying specialist (ABS).	3
B. The ABS *met* at least two times per school year with the district anti-bullying coordinator (ABC).	2
C. The school safety/school climate team (SS/SCT) *met* at least two times per school year to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues including HIB.	2
SUB-TOTAL (possible 9)	7

Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A: 37-15b(6)(a))
Option B

Indicators	Score (0-3)
A. The school has a process for ensuring that staff are implementing the district's procedure for reporting HIB that includes all required elements.	3
B. The school fosters a positive school climate that encourages reports of all concerning behaviors, including HIB, AND implements effective prevention strategies which resulted in no incidents of HIB.	3
SUB-TOTAL (possible 6)	6

21

School Name: Lake Drive Program for Hearing Impaired
District Name: Mountain Lakes Public School District
School Year: July 1, 2024 - June 30, 2025

Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b)) Option B

Indicators	Score (0-3)
A. Responsible staff are knowledgeable about the process to notify parents of alleged offenders and alleged victims in each reported HIB incident and how to implement the process.	3
B. The school has a process in place to ensure completion of each investigation within 10 school days of the written incident report.	3
C. The school has a process in place to prepare a written report on the findings of each HIB investigation.	3
D. The school has a procedure for reporting the results of each investigation to the chief school administrator (CSA) within 2 school days of completion of the investigation.	3
SUB-TOTAL (possible 12)	12

Core Element #8: HIB Reporting (N.J.S.A. 18A:17- 46)

Indicators	Score (0-3)
A. The school has a *procedure* for *ensuring* that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	3
B. The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	3
SUB-TOTAL (possible 6)	6
TOTAL SCORE (possible 78)	70

21

School Name: Lake Drive Program for Hearing Impaired
District Name: Mountain Lakes Public School District
School Year: July 1, 2024 - June 30, 2025

Preliminary Determination

Did your school district's policy permit the use of a preliminary determination for reports of HIB during the 2024-2025 school year?	Yes
During the 2024-2025 school year, how many times was a preliminary determination made in your school that an incident or complaint was outside the scope of the definition of HIB and did not need to be investigated as HIB?	0

21

School Name: Lake Drive Program for Hearing Impaired
District Name: Mountain Lakes Public School District
School Year: July 1, 2024 - June 30, 2025

Lake Drive Program for Hearing Impaired (3460-070)
STATEMENT OF ASSURANCES

By submitting the *School Self-Assessment for Determining Grades under the ABR* (Self-Assessment), the chief school administrator (CSA) assures that:

1. The school safety/school climate team (CC/SCT) had the lead role in completing the Self-Assessment.
2. The public was given the opportunity to comment on the Self-Assessment prior to district board of education (BOE) approval.
3. The BOE approved the Self-Assessment at a public meeting, prior to submission to the New Jersey Department of Education (NJDOE).
4. All information in the Self-Assessment is an accurate and complete account of the status of the school's efforts at implementing the ABR at the time of submission, the SS/SCT's report, the public comment on the report, and the district BOE's review of and decision on the report.
5. The NJDOE or its authorized representatives will be provided with access to, and the right to examine, all records, books, papers, or documents related to the Self-Assessment.
6. The grade assigned by the Commissioner for the school and for the school district in the district will be posted on the home page of the *school's* website within 10 days of its receipt from the NJDOE.
7. The grade assigned by the Commissioner for the school district and each school in the district will be posted on the home page of the *school district's* website within 10 days of its receipt from the NJDOE.
8. The BOE at a public meeting will review the grades assigned by the Commissioner for each school and the school district.

21

New Jersey Department of Education

School Self-Assessment for Determining Grades under the *Anti-Bullying Bill of Rights Act*

School Name: Wildwood Elementary School
District Name: Mountain Lakes Public School District
School Year: July 1, 2024 - June 30, 2025

21

School Name: Wildwood Elementary School
District Name: Mountain Lakes Public School District
School Year: July 1, 2024 - June 30, 2025

Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)

Indicators	Score (0-3)
A. The school annually *established* HIB programs, approaches or other initiatives.	3
B. The school annually *implemented* and documented HIB programs, approaches, or other initiatives.	2
C. The school annually *assessed* HIB programs, approaches or other initiatives.	2
D. The school's HIB programs, approaches or other initiatives were designed to *create school-wide* conditions to prevent and address HIB.	3
E. The school safety/school climate team (SS/SCT) *identified patterns* of HIB and *reviewed* school climate and school policies for the prevention of HIB.	2
SUB-TOTAL (possible 15)	12

Core Element #2: Training on the BOE-approved HIB Policy and Procedures (N.J.S.A. 18A:37-17b and c)

Indicators	Score (0-3)
A. School employees, contracted service providers and volunteers were provided *training* on the HIB policy.	3
B. The HIB policy training included instruction on preventing HIB on the basis of *protected categories* enumerated in the ABR and *other distinguishing characteristics* that may incite incidents of discrimination or HIB.	2
C. The HIB policy was *discussed* with students, in accordance with the district's process for these discussions.	3
SUB-TOTAL (possible 9)	8

School Name: Wildwood Elementary School
District Name: Mountain Lakes Public School District
School Year: July 1, 2024 - June 30, 2025

21

Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)

Indicators	Score (0-3)
A. Each teaching staff member completed at least 2 hours of *instruction in suicide prevention that included information on HIB*, in each five-year professional development period.	2
B. Each teaching staff member completed at least 2 hours of *instruction on HIB prevention*, in each five-year professional development period.	3
C. The school anti-bullying specialist (ABS) was given *time during the usual school schedule* to participate in in-service training in preparation to act as the ABS.	3
D. The members of the school safety/school climate team (SS/SCT) were provided with professional development in effective practices of successful school climate programs or approaches.	2
E. School building leaders* have received information on the prevention of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.	2
SUB-TOTAL (possible 15)	12

Core Element #4: Curriculum and Instruction on HIB and Related Information and Skills (N.J.S.A. 18A:37-29)

Indicators	Score (0-3)
A. The school *provided ongoing, age-appropriate instruction* on preventing HIB in accordance with the New Jersey Student Learning Standards.	2
B. The school observed the *"Week of Respect,"* during the week beginning with the first Monday in October of each year, *recognizing the importance of character education* by providing age-appropriate instruction focusing on HIB prevention.	3
SUB-TOTAL (possible 6)	5

School Name: Wildwood Elementary School
District Name: Mountain Lakes Public School District
School Year: July 1, 2024 - June 30, 2025

21

Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)

Indicators	Score (0-3)
A. The principal *appointed* a school anti-bullying specialist (ABS).	3
B. The ABS *met* at least two times per school year with the district anti-bullying coordinator (ABC).	3
C. The school safety/school climate team (SS/SCT) *met* at least two times per school year to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues including HIB.	2
SUB-TOTAL (possible 9)	8

Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A: 37-15b(6)(a))
Option A

Indicators	Score (0-3)
A. The school *implemented* the district's procedure for reporting HIB that includes all required elements.	3
B. The school *implemented* the district's procedure for reporting new information on a prior HIB report.	3
SUB-TOTAL (possible 6)	6

School Name: Wildwood Elementary School
District Name: Mountain Lakes Public School District
School Year: July 1, 2024 - June 30, 2025

21

Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b)) Option A

Indicators	Score (0-3)
A. *Notification* to parents of alleged offenders and alleged victims in each reported HIB incident.	3
B. *Completion* of the investigation within 10 school days of the written incident report.	3
C. Preparation of a *written report* on the findings of each HIB investigation	3
D. Indicator D. Results of the investigation reported to the chief school administrator (CSA) within *2 school days* of completion of the investigation.	3
SUB-TOTAL (possible 12)	12

Core Element #8: HIB Reporting (N.J.S.A. 18A:17- 46)

Indicators	Score (0-3)
A. The school has a *procedure* for *ensuring* that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	2
B. The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	2
SUB-TOTAL (possible 6)	4
TOTAL SCORE (possible 78)	67

School Name: Wildwood Elementary School
District Name: Mountain Lakes Public School District
School Year: July 1, 2024 - June 30, 2025

21

Preliminary Determination

Did your school district's policy permit the use of a preliminary determination for reports of HIB during the 2024-2025 school year?	Yes
During the 2024-2025 school year, how many times was a preliminary determination made in your school that an incident or complaint was outside the scope of the definition of HIB and did not need to be investigated as HIB?	1

School Name: Wildwood Elementary School
District Name: Mountain Lakes Public School District
School Year: July 1, 2024 - June 30, 2025

21

Wildwood Elementary School (3460-080)
STATEMENT OF ASSURANCES

By submitting the *School Self-Assessment for Determining Grades under the ABR* (Self-Assessment), the chief school administrator (CSA) assures that:

1. The school safety/school climate team (CC/SCT) had the lead role in completing the Self-Assessment.
2. The public was given the opportunity to comment on the Self-Assessment prior to district board of education (BOE) approval.
3. The BOE approved the Self-Assessment at a public meeting, prior to submission to the New Jersey Department of Education (NJDOE).
4. All information in the Self-Assessment is an accurate and complete account of the status of the school's efforts at implementing the ABR at the time of submission, the SS/SCT's report, the public comment on the report, and the district BOE's review of and decision on the report.
5. The NJDOE or its authorized representatives will be provided with access to, and the right to examine, all records, books, papers, or documents related to the Self-Assessment.
6. The grade assigned by the Commissioner for the school and for the school district in the district will be posted on the home page of the *school's* website within 10 days of its receipt from the NJDOE.
7. The grade assigned by the Commissioner for the school district and each school in the district will be posted on the home page of the *school district's* website within 10 days of its receipt from the NJDOE.
8. The BOE at a public meeting will review the grades assigned by the Commissioner for each school and the school district.

21

New Jersey Department of Education

School Self-Assessment for Determining Grades under the *Anti-Bullying Bill of Rights Act*

School Name: Briarcliff Middle School
District Name: Mountain Lakes Public School District
School Year: July 1, 2024 - June 30, 2025

21

School Name: Briarcliff Middle School
District Name: Mountain Lakes Public School District
School Year: July 1, 2024 - June 30, 2025

Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)

Indicators	Score (0-3)
A. The school annually *established* HIB programs, approaches or other initiatives.	3
B. The school annually *implemented* and documented HIB programs, approaches, or other initiatives.	3
C. The school annually *assessed* HIB programs, approaches or other initiatives.	2
D. The school's HIB programs, approaches or other initiatives were designed to *create school-wide* conditions to prevent and address HIB.	2
E. The school safety/school climate team (SS/SCT) *identified patterns* of HIB and *reviewed* school climate and school policies for the prevention of HIB.	2
SUB-TOTAL (possible 15)	12

Core Element #2: Training on the BOE-approved HIB Policy and Procedures (N.J.S.A. 18A:37-17b and c)

Indicators	Score (0-3)
A. School employees, contracted service providers and volunteers were provided *training* on the HIB policy.	2
B. The HIB policy training included instruction on preventing HIB on the basis of *protected categories* enumerated in the ABR and *other distinguishing characteristics* that may incite incidents of discrimination or HIB.	2
C. The HIB policy was *discussed* with students, in accordance with the district's process for these discussions.	2
SUB-TOTAL (possible 9)	6

School Name: Briarcliff Middle School
District Name: Mountain Lakes Public School District
School Year: July 1, 2024 - June 30, 2025

21

Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)

Indicators	Score (0-3)
A. Each teaching staff member completed at least 2 hours of *instruction in suicide prevention that included information on HIB*, in each five-year professional development period.	3
B. Each teaching staff member completed at least 2 hours of *instruction on HIB prevention*, in each five-year professional development period.	3
C. The school anti-bullying specialist (ABS) was given *time during the usual school schedule* to participate in in-service training in preparation to act as the ABS.	3
D. The members of the school safety/school climate team (SS/SCT) were provided with professional development in effective practices of successful school climate programs or approaches.	1
E. School building leaders* have received information on the prevention of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.	3
SUB-TOTAL (possible 15)	13

Core Element #4: Curriculum and Instruction on HIB and Related Information and Skills (N.J.S.A. 18A:37-29)

Indicators	Score (0-3)
A. The school *provided ongoing, age-appropriate instruction* on preventing HIB in accordance with the New Jersey Student Learning Standards.	2
B. The school observed the *"Week of Respect,"* during the week beginning with the first Monday in October of each year, *recognizing the importance of character education* by providing age-appropriate instruction focusing on HIB prevention.	3
SUB-TOTAL (possible 6)	5

School Name: Briarcliff Middle School
District Name: Mountain Lakes Public School District
School Year: July 1, 2024 - June 30, 2025

21

Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)

Indicators	Score (0-3)
A. The principal *appointed* a school anti-bullying specialist (ABS).	3
B. The ABS *met* at least two times per school year with the district anti-bullying coordinator (ABC).	1
C. The school safety/school climate team (SS/SCT) *met* at least two times per school year to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues including HIB.	2
SUB-TOTAL (possible 9)	6

Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A: 37-15b(6)(a))
Option A

Indicators	Score (0-3)
A. The school *implemented* the district's procedure for reporting HIB that includes all required elements.	3
B. The school *implemented* the district's procedure for reporting new information on a prior HIB report.	2
SUB-TOTAL (possible 6)	5

School Name: Briarcliff Middle School
District Name: Mountain Lakes Public School District
School Year: July 1, 2024 - June 30, 2025

21

Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))
Option A

Indicators	Score (0-3)
A. *Notification* to parents of alleged offenders and alleged victims in each reported HIB incident.	3
B. *Completion* of the investigation within 10 school days of the written incident report.	3
C. Preparation of a *written report* on the findings of each HIB investigation	3
D. Indicator D. Results of the investigation reported to the chief school administrator (CSA) within *2 school days* of completion of the investigation.	3
SUB-TOTAL (possible 12)	12

Core Element #8: HIB Reporting (N.J.S.A. 18A:17- 46)

Indicators	Score (0-3)
A. The school has a *procedure* for *ensuring* that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	2
B. The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	3
SUB-TOTAL (possible 6)	5
TOTAL SCORE (possible 78)	64

School Name: Briarcliff Middle School
District Name: Mountain Lakes Public School District
School Year: July 1, 2024 - June 30, 2025

21

Preliminary Determination

Did your school district's policy permit the use of a preliminary determination for reports of HIB during the 2024-2025 school year?	Yes
During the 2024-2025 school year, how many times was a preliminary determination made in your school that an incident or complaint was outside the scope of the definition of HIB and did not need to be investigated as HIB?	1

School Name: Briarcliff Middle School
District Name: Mountain Lakes Public School District
School Year: July 1, 2024 - June 30, 2025

21

Briarcliff Middle School (3460-060)
STATEMENT OF ASSURANCES

By submitting the *School Self-Assessment for Determining Grades under the ABR* (Self-Assessment), the chief school administrator (CSA) assures that:

1. The school safety/school climate team (CC/SCT) had the lead role in completing the Self-Assessment.
2. The public was given the opportunity to comment on the Self-Assessment prior to district board of education (BOE) approval.
3. The BOE approved the Self-Assessment at a public meeting, prior to submission to the New Jersey Department of Education (NJDOE).
4. All information in the Self-Assessment is an accurate and complete account of the status of the school's efforts at implementing the ABR at the time of submission, the SS/SCT's report, the public comment on the report, and the district BOE's review of and decision on the report.
5. The NJDOE or its authorized representatives will be provided with access to, and the right to examine, all records, books, papers, or documents related to the Self-Assessment.
6. The grade assigned by the Commissioner for the school and for the school district in the district will be posted on the home page of the *school's* website within 10 days of its receipt from the NJDOE.
7. The grade assigned by the Commissioner for the school district and each school in the district will be posted on the home page of the *school district's* website within 10 days of its receipt from the NJDOE.
8. The BOE at a public meeting will review the grades assigned by the Commissioner for each school and the school district.

21

New Jersey Department of Education

School Self-Assessment for Determining Grades under the *Anti-Bullying Bill of Rights Act*

School Name: Mountain Lakes High School
District Name: Mountain Lakes Public School District
School Year: July 1, 2024 - June 30, 2025

21

School Name: Mountain Lakes High School
District Name: Mountain Lakes Public School District
School Year: July 1, 2024 - June 30, 2025

Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)

Indicators	Score (0-3)
A. The school annually *established* HIB programs, approaches or other initiatives.	2
B. The school annually *implemented* and documented HIB programs, approaches, or other initiatives.	2
C. The school annually *assessed* HIB programs, approaches or other initiatives.	2
D. The school's HIB programs, approaches or other initiatives were designed to *create school-wide* conditions to prevent and address HIB.	3
E. The school safety/school climate team (SS/SCT) *identified patterns* of HIB and *reviewed* school climate and school policies for the prevention of HIB.	2
SUB-TOTAL (possible 15)	11

Core Element #2: Training on the BOE-approved HIB Policy and Procedures (N.J.S.A. 18A:37-17b and c)

Indicators	Score (0-3)
A. School employees, contracted service providers and volunteers were provided *training* on the HIB policy.	3
B. The HIB policy training included instruction on preventing HIB on the basis of *protected categories* enumerated in the ABR and *other distinguishing characteristics* that may incite incidents of discrimination or HIB.	3
C. The HIB policy was *discussed* with students, in accordance with the district's process for these discussions.	2
SUB-TOTAL (possible 9)	8

21

School Name: Mountain Lakes High School
District Name: Mountain Lakes Public School District
School Year: July 1, 2024 - June 30, 2025

Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)

Indicators	Score (0-3)
A. Each teaching staff member completed at least 2 hours of *instruction in suicide prevention that included information on HIB*, in each five-year professional development period.	3
B. Each teaching staff member completed at least 2 hours of *instruction on HIB prevention*, in each five-year professional development period.	3
C. The school anti-bullying specialist (ABS) was given *time during the usual school schedule* to participate in in-service training in preparation to act as the ABS.	3
D. The members of the school safety/school climate team (SS/SCT) were provided with professional development in effective practices of successful school climate programs or approaches.	2
E. School building leaders* have received information on the prevention of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.	3
SUB-TOTAL (possible 15)	14

Core Element #4: Curriculum and Instruction on HIB and Related Information and Skills (N.J.S.A. 18A:37-29)

Indicators	Score (0-3)
A. The school *provided ongoing, age-appropriate instruction* on preventing HIB in accordance with the New Jersey Student Learning Standards.	2
B. The school observed the *"Week of Respect,"* during the week beginning with the first Monday in October of each year, *recognizing the importance of character education* by providing age-appropriate instruction focusing on HIB prevention.	3
SUB-TOTAL (possible 6)	5

21

School Name: Mountain Lakes High School
District Name: Mountain Lakes Public School District
School Year: July 1, 2024 - June 30, 2025

Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)

Indicators	Score (0-3)
A. The principal *appointed* a school anti-bullying specialist (ABS).	3
B. The ABS *met* at least two times per school year with the district anti-bullying coordinator (ABC).	3
C. The school safety/school climate team (SS/SCT) *met* at least two times per school year to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues including HIB.	2
SUB-TOTAL (possible 9)	8

Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A: 37-15b(6)(a))
Option A

Indicators	Score (0-3)
A. The school *implemented* the district's procedure for reporting HIB that includes all required elements.	3
B. The school *implemented* the district's procedure for reporting new information on a prior HIB report.	3
SUB-TOTAL (possible 6)	6

School Name: Mountain Lakes High School
District Name: Mountain Lakes Public School District
School Year: July 1, 2024 - June 30, 2025

21

Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b)) Option A

Indicators	Score (0-3)
A. *Notification* to parents of alleged offenders and alleged victims in each reported HIB incident.	3
B. *Completion* of the investigation within 10 school days of the written incident report.	3
C. Preparation of a *written report* on the findings of each HIB investigation	3
D. Indicator D. Results of the investigation reported to the chief school administrator (CSA) within *2 school days* of completion of the investigation.	3
SUB-TOTAL (possible 12)	12

Core Element #8: HIB Reporting (N.J.S.A. 18A:17- 46)

Indicators	Score (0-3)
A. The school has a *procedure* for *ensuring* that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	3
B. The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	3
SUB-TOTAL (possible 6)	6
TOTAL SCORE (possible 78)	70

21

School Name: Mountain Lakes High School
District Name: Mountain Lakes Public School District
School Year: July 1, 2024 - June 30, 2025

Preliminary Determination

Did your school district's policy permit the use of a preliminary determination for reports of HIB during the 2024-2025 school year?	Yes
During the 2024-2025 school year, how many times was a preliminary determination made in your school that an incident or complaint was outside the scope of the definition of HIB and did not need to be investigated as HIB?	2

School Name: Mountain Lakes High School
District Name: Mountain Lakes Public School District
School Year: July 1, 2024 - June 30, 2025

21

Mountain Lakes High School (3460-050)
STATEMENT OF ASSURANCES

By submitting the *School Self-Assessment for Determining Grades under the ABR* (Self-Assessment), the chief school administrator (CSA) assures that:

1. The school safety/school climate team (CC/SCT) had the lead role in completing the Self-Assessment.
2. The public was given the opportunity to comment on the Self-Assessment prior to district board of education (BOE) approval.
3. The BOE approved the Self-Assessment at a public meeting, prior to submission to the New Jersey Department of Education (NJDOE).
4. All information in the Self-Assessment is an accurate and complete account of the status of the school's efforts at implementing the ABR at the time of submission, the SS/SCT's report, the public comment on the report, and the district BOE's review of and decision on the report.
5. The NJDOE or its authorized representatives will be provided with access to, and the right to examine, all records, books, papers, or documents related to the Self-Assessment.
6. The grade assigned by the Commissioner for the school and for the school district in the district will be posted on the home page of the *school's* website within 10 days of its receipt from the NJDOE.
7. The grade assigned by the Commissioner for the school district and each school in the district will be posted on the home page of the *school district's* website within 10 days of its receipt from the NJDOE.
8. The BOE at a public meeting will review the grades assigned by the Commissioner for each school and the school district.

BYLAW GUIDE

[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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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~~ provide**s** 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~~ direct~~ed~~ **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-**1**~~2~~. 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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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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BYLAW GUIDE

[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** designate~~s~~ **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 s~~S~~chool **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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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~~T~~he 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~~ service**s**, 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

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BYLAW GUIDE

[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

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POLICY GUIDE

[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 **O**~~o~~ffice 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 **O**~~o~~ffice 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**~~M~~anual 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~~ use**s** 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

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

R 1570 INTERNAL CONTROLS

A. Segregation of ~~Business~~ Duties; ~~and~~ Organization~~al~~ 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 **O**~~o~~ffice 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~~ district~~s~~.

   b. The functions of purchasing and accounts payable shall be segregated and completed by different employees in **the** ~~all~~ district~~s~~.

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 (SOP~~s~~) 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**~~M~~anual 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 ensure~~s~~ 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** s~~S~~chool district~~s~~ **has a** ~~with~~ budget~~s~~ 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:

(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.

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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 charter~~s~~ **schools**, within the **c**~~C~~ounty 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 contract**s** 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 the~~se~~ 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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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 ~~those~~ benefits are already contained in the existing contract between **that** ~~the~~ employee and the district.

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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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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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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.

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POLICY GUIDE

[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**~~P~~rogram 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**~~t~~he ~~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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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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[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**~~P~~rogram 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,** "**m**~~M~~aximum 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.

c~~3~~. 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~~.

d~~4~~. 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~~ **S**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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e~~5~~. 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**~~R~~egional **d**~~D~~ay **s**~~S~~chools; and

(6)~~f.~~ **County s**~~S~~pecial **s**~~S~~ervice **s**~~S~~chool **d**~~D~~istricts.

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.**

h~~6~~. 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.~~

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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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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.

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[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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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.~~]

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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]

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POLICY GUIDE

22

[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

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[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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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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10. Lyme Disease Prevention (N.J.S.A. 18A:35-5.1 through **18A:35-**5.3) requires the development of Lyme **d**~~D~~isease 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.

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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.

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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.

26~~25~~. **Any o**~~O~~ther **s**~~S~~tatutory or **a**~~A~~dministrative **c**~~C~~odes **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.

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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~~.

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[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.

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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

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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;

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

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