



Mountain Lakes School District

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

March 2, 2026

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
Dr. Don	X	
Mrs. Forman	X (arrived at 8:01pm)	
Dr. Hirschfeld	X (arrived at 6:48pm)	
Mr. Johnson	X	
Mrs. Kulkarni	X	
Mrs. Parker (<i>Vice President</i>)	X (arrived at 6:36pm)	
Dr. Sheth	X	
Dr. Silva McIntyre	X (arrived at 6:34pm)	
Mrs. Barkauskas (<i>President</i>)	X	

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

EXECUTIVE SESSION

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

The motion was approved 5-0-0.

BE IT RESOLVED, by the Mountain Lakes Board of Education on this 2nd day of March 2026 at 6:33pm as follows:

6:34pm - Mrs. McIntyre arrived

6:36pm - Mrs. Parker arrived

6:48pm - Dr. Hirschfeld arrived

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 Board interviews for vacant seat.

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.

8:01pm - Mrs. Forman arrived

3. This resolution shall take effect immediately.

MOTION to leave executive session at 8:03pm was made by Dr. Hirschfeld and seconded by Mrs. Parker.

The motion was approved 9-0-0 and the Board returned to public session at 8:03pm.

REPORT AND RECOMMENDATIONS OF THE SUPERINTENDENT

A. PERSONNEL

Motion by Mrs. Forman and seconded by Mr. Johnson for motion #1(a)

1(a). Administrator Contract

BE IT FURTHER RESOLVED, that the Mountain Lakes Board of Education approve the administrator contract of Gregory Brennan, Interim School Business Administrator / Board Secretary, at a daily rate of \$700/day for three days per week at an 0.60 FTE, effective March 3, 2026 - June 30, 2026, recommended by the Superintendent.*

District Roll Call 9-0-0

REPORT AND RECOMMENDATIONS OF THE SCHOOL BUSINESS ADMINISTRATOR / BOARD SECRETARY

A. FINANCE

Motion by Dr. Hirschfeld and seconded by Mrs. Forman for motion #1(b)

1(b). School Facility Naming

BE IT RESOLVED, the Mountain Lakes Board of Education recognizes the significance of naming district facilities in a manner that reflects the values and history of the community and honors individuals or contributions that have significantly impacted the district; and

WHEREAS, the Mountain Lakes Board of Education has followed the district's policy and procedures for facility naming, in accordance with Board Policy 7250 School and Facility Names; and

WHEREAS, the Co-Curricular Committee has submitted its recommendation to the Mountain Lakes Board of Education for naming the newly renovated turf athletic field located on the Mountain Lakes School District's campus as "**Flynn Field**" based on the honoree's contributions to the district and community; and

WHEREAS, the Mountain Lakes Board of Education finds that the name "**Flynn Field**" best represents the contribution of Timothy P. Flynn and exemplifies the spirit and values of the Mountain Lakes School District;

NOW, THEREFORE, BE IT RESOLVED, by the Mountain Lakes Board of Education, that:

1. The new athletic field located on the Mountain Lakes School District's campus is hereby officially named "**Flynn Field**".
2. This official naming shall take effect immediately upon adoption of this resolution.
3. District staff is directed to take all necessary steps to implement the approved name, including but not limited to signage, communication, and any dedication ceremony deemed appropriate.

BE IT FURTHER RESOLVED that the Mountain Lakes Board of Education expresses its sincere appreciation for the contributions of Tim Flynn in service to the district and community, as recommended by the Superintendent.

District Roll Call 9-0-0

Board Discussion

- Mrs. Barkauskas read a statement/speech to honor and recognize Mr. Flynn
- Mr. Flynn made an acceptance speech

8:26pm - Motion by Dr. Don and seconded by Dr. Sheth to take a short recess for cake and pictures

8:44pm - Motion by Dr. Sheth and seconded by Mr. Johnson to resume meeting

STUDENT GOVERNMENT REPORT - None

MOUNTAIN LAKES SCHOOL DISTRICT STUDENT COMMENT - None

COMMENTS AND REQUESTS FROM THE MLEA CO-PRESIDENTS - None

PRESENTATIONS

- *Anxious Generation*: Professional Book Study, by Mr. Erik Carlson
 - Dr. Siegel introduced Mr. Carlson

BOARD PRESIDENT REPORT - None

SUPERINTENDENT / ASSISTANT SUPERINTENDENT UPDATE - None

SCHOOL BUSINESS ADMINISTRATOR UPDATE

- Mr. Steve Robinson provided the following update:
 - Timeline in NJ from the Governor
 - Cap adjustment of an additional 6% over Cap to account for health care insurance costs
 - December 31, 2027 Chapter 44 sunset
 - Reviewed key budget components

APPROVAL OF MINUTES

Motion by Dr. Sheth and seconded by Mrs. Forman for motion

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

Date	Minutes
February 2, 2026	Regular and Executive Session Minutes

District Roll Call 8-0-1 (A: A. Don)

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

COMMUNICATIONS - None

BOONTON TOWNSHIP REPORT

- Mr. Johnson reviewed:
 - MTSS

COMMITTEE REPORTS

- Co-Curricular Committee
 - Naming of Flynn Field
 - Establishing committee charter
 - Cyclical review of clubs
 - Scholarships / Internships
- Facilities Committee
 - Facilities usage classes to debrief at next BOE meeting
- Finance Committee
 - Steve Robibnson provided an earlier update on the budget
- Policy Committee
 - New policy on e-bikes, and how do we monitor this

- Cell phone policy - more restrictive
- AI - Mr. Santos will meet with the Committee in March
- Special Education/Student Services
 - SEL Panorama was discussed

LIAISON REPORTS - None

REPORT AND RECOMMENDATIONS OF THE SCHOOL BUSINESS ADMINISTRATOR / BOARD SECRETARY
(continued)

A. FINANCE (continued)

- Dr. Siegel reviewed the Finance resolutions

Motion by Mrs. Kulkarni and seconded by Mrs. Parker for motions #2 - #12

2. Presentation of Bills

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following bills list and check journals as of January 30, 2026 - February 26, 2025, as recommended by the Superintendent.*

	Fund	Amount
1.	General Fund (10)	\$386,489.09
2.	Special Revenue Fund (20)	\$26,564.96
3.	Capital Project Fund (30)	N/A
4.	Debt Service Fund (40)	N/A
5.	Cafeteria Account Fund (60)	\$66,197.19
6.	Total	\$479,790.49

District Roll Call 9-0-0

3. 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 December Transfer Report, as recommended by the Superintendent.*

District Roll Call 9-0-0

4. Treasurer's Report

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

District Roll Call 9-0-0

5. Board Secretary's Report

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

District Roll Call 9-0-0

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

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

	Action	Student ID	School-Program	Start Date	End Date	Tuition	Extra Services
DISTRICT							
1.	New	Temp-14	Lake Drive Regular	1/22/26	6/30/26	\$41,248.80	
2.	New	IFB-2	Lake Drive Itinerant	3/12/26	6/30/26	\$1,520	
3.	New	IBB-7	Lake Drive Itinerant	2/6/26	6/30/26	\$760	
4.	New	IBB-8	Lake Drive Itinerant	2/23/26	6/30/26	\$2,850	
5.	Change	7224	Lake Drive Regular	1/6/26	6/30/26		\$21,046.29
6.	Change	9780	Lake Drive Regular	2/5/26	6/30/26		\$19,002.99
7.	Change	5525	Lake Drive Regular	2/3/26	6/30/26		\$1,118.43
8.	Change	5525	Lake Drive Regular	3/2/26	6/30/26		\$13,690.29
9.	Change	IWP-2	Lake Drive Itinerant	2/1/26	6/30/26	\$22,040	

District Roll Call 9-0-0

7. 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
DISTRICT						
1.	BWS Architects	6/15/26	8/25/26	Partial Window Replacement Project (MLHS)	\$19,000	N/A
2.	Panorama Education	3/2/26	3/2/27	Social-Emotional Learning Student Planning Platform and Evaluation System	\$11,185 (split over 2 budget years)	N/A

District Roll Call 9-0-0

8. Travel / Conferences Expenditures 4

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

	Name	School	Location	Date	Event Name	Cost
DISTRICT						
1.	Ciresi, Ivonne	DW	Ewing, NJ	3/11/26	TCNJ Job Fair	\$60
2.	Lazeration, Julie	LD	Ewing, NJ	3/11/26	TCNJ Job Fair	\$34

IVY H/WW/BC						
3.	Alves, Michael	BC ▾	Hamilton Township, NJ	2/23/26	NJEA All Presidents Conference	\$0
4.	Dorward, Julia	WW ▾	Pompton Plains, NJ	3/3/26	NJSLS Year 1 - Data Literacy	\$0
5.	Dorward, Julia	WW ▾	Pompton Plains, NJ	4/21/26	NJSLS Year 1 - Geometry	\$0
6.	Elko, Kimberly	WW ▾	Westwood, NJ	3/03/26	Reading and Writing Project	\$0
7.	McNeill, Nicole	WW ▾	Westwood, NJ	3/03/26	Reading and Writing Project	\$16
8.	Posner, Dennis	BC ▾	Montclair, NJ	3/10/26	NJECC Annual Technology Conference: Finding Balance in Your Classroom	\$142

District Roll Call 9-0-0

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

9. 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.	BC Class of 2026	Home and School Association	Charleston Wrap Fundraiser. Donation to pay for part of the 8th-grade annual overnight trip to Boston.	\$3,896.70

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

10. Fundraising

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 ▾	Wingman - Habitat Burger Parsippany - Restaurant Fundraiser - 2/4/26	Raise funds for t-shirts for the 8th grade mixer.
2.	MLHS ▾	MLHS Theatre Concessions & Show Merchandise Sales at all performances of Spring Musical (Frozen- 3/5/26 - 3/7/26)	Funding for MLHS Theatre Production Costs

District Roll Call 9-0-0

11. Facilities Use *Δ*

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

	Request	Purpose of Use	Facilities	Date	Time	Fee Type
DISTRICT						
1.	Garden Club of Mountain Lakes	Photography Show	HS Lobby	3/4/26 & 3/12/26 3/7/26	3:00 pm - 5:00 pm 1:00 pm - 5:00 pm	Class III Facility Use
2.	Grayhawks Football & Cheerleading	Football Games	Wilkins Field	Sundays 9/6 /26 - 11/8/26 Mondays 9/7/26 - 11/16/26	12:00 pm - 6:00 pm 6:00 pm - 9:00 pm	Class III Field use
3.	Heart Hustle Hockey	Field Hockey Practice	Wilkins Field	Sundays 3/29/26 - 6/7/26	8:00 am - 10:00 am	Class IV Field Use

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Monday, March 2, 2026

BOE approved: April 13, 2026

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4.	Lakeland YMCA	Parking For Summer Camp Staff	HS Parking Lot	Daily (Mon. - Fri.) 6/22/26 - 8/21/26	7:45 am - 5:45 am	Class III Facility Use
5.	Lakeland YMCA	Soccer Club	Halsey B Field	Saturdays 3/21/26 - 6/13/26 Tuesdays 3/17/26 - 6/11/26	9:00 am - 12:00 pm 5:00 pm - 7:00 pm	Class IV Field Use
6.	Mountain Lakes Recreation	Adult Soccer	Wilkins Field	Sundays 8/16/26 - 11/15/26	7:50 am - 10:00 am	Class III Field Use
7.	Mountain Lakes Recreation	Field Hockey	Wilkins Field	Saturday 8/29/26 - 11/14/26 Sundays 8/30/26 - 11/8/26	1:00 pm - 4:00 pm 10:00 am - 12:00 pm	Class III Field Use
8.	Mountain Lakes Recreation	Field Hockey	HS New Turf Field	Mondays 8/31/26 - 11/9/26	5:30 pm - 7:00 pm	Class III Field Use
9.	Mountain Lakes Recreation	Jr. Track	HS Track/Wilkins Field	Sundays 3/8/26 - 6/7/26	5:00 pm - 6:00 pm	Class III Field Use
10.	Mountain Lakes Recreation	Lacrosse (Boys)	Wilkins Field	Saturdays 3/7/26 - 5/23/26 Sundays 3/8/26 - 5/17/26	3:00 pm - 8:00 pm 12:00 pm - 5:00 pm	Class III Field Use
11.	Mountain Lakes Recreation	Lacrosse (Girls)	Wilkins Field	Mon. & Wed. 3/9/26 - 5/20/26 Sundays 3/8/26 - 5/17/26	7:00 pm - 9:00 pm 10:00 am - 12:00 pm	Class III Field Use
12.	Mountain Lakes Recreation	Rec. Rugby	Halsey Field A	Mondays 6/8/26 - 7/15/26	6:00 pm - 8:00 pm	Class III Field Use
13.	Mountain Lakes Recreation	Summer Camp Activities	Wilkins Field	Daily (Mon. - Fri.) 6/29/26 - 7/27/26	9:00 am - 11:45 am	Class III Field Use
14.	Mountain Lakes Recreation	Jr. Laker Wrestling	HS Auxiliary Gym	Wednesdays 3/25/26 - 6/3/26	6:00 pm - 9:00 pm	Class III Facility Use
16.	Mountain Lakes Library	Lunar New Year Celebration	HS Auxiliary Gym & Main Gym	Rescheduled to 3/8/26	11:00 am - 6:15 pm	Class III Facility Use Custodial Fee
17.	Towermen Lacrosse	Lacrosse Spring AM	Wilkins Field	Sundays 3/01/26 & 3/15/26	8:00 am - 10:00 am	Class V Field Use
18.	Towermen Lacrosse	Lacrosse Spring Practices	Halsey Field A & Halsey Field B	Sundays 4/5/26 - 5/25/26	9:00 am - 11:00 am	Class V Field Use
19.	Towermen Lacrosse	Lacrosse Spring MC	Halsey Field A & Halsey Field B	5/30/26 & 5/31/26	8:00 am - 11:00 am	Class V Field Use
IVY H/WW/BC						
20.	Girl Scouts Daisy Troop#98929	Monthly Troop Meetings	Wildwood Classroom TBD	January - June 2026	3:00 pm - 3:45 pm	Class III Facility Use
21.	Girl Scouts 4th Gr. Junior Troop#98116	Monthly Troop Meetings	Wildwood Classroom TBD	January - June, 2026	3:00 pm - 4:00 pm	Class III Facility Use
22.	Mountain Lakes Recreation	Extended Summer Camp	Wildwood Playground/Field	Mon. - Wed. 6/29/26 - 7/22/26	12:00 pm - 2:30 pm	Class III Field Use
23.	Mountain Lakes Recreation	Jr. Track	Wildwood Playground/Field	Sundays 3/8/26 - 6/7/26	5:00 pm - 6:00 pm	Class III Field Use
24.	Mountain Lakes Recreation	Summer Camp	Briarcliff Parking Lot (pick-up & drop-off)	Daily 7/6/26 - 7/31/26	9:00 am - 7:00 pm	Class III Facility Use
25.	Mountain Lakes Recreation	Summer Camp	Wildwood Cafeteria	Daily 6/29/26 - 7/31/26	11:45 am - 12:45 pm	Class III Facility Use

				Daily (*in case of inclement weather) 6/29/26 - 7/31/26	8:45 am - 2:30 pm	
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District Roll Call 9-0-0

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

12. Authorized Signatures / Annual Appointments

BE IT RESOLVED, that the Mountain Lakes Board of Education extends the following appointments and authorized signatures for the following accounts for the period of March 3, 2026, to June 30, 2026, as recommended by the Superintendent:

1	Interim School Business Administrator/Board Secretary	Gregory Brennan
2	Authorized Signatures School Warrants	Gregory Brennan

District Roll Call 9-0-0

B. MISCELLANEOUS

REPORT AND RECOMMENDATIONS OF THE SUPERINTENDENT (continued)

A. PERSONNEL (continued)

- Dr. Siegel reviewed:
 - Personnel agenda resolutions and hand-carry motions

Motion by Dr. Sheth and seconded by Mr. Johnson for motions #13 - #21, HC#14

13. Position Creation/Modifications Δ

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:

TCH-WW-TCH-36 - Teacher (1.0)
TCH-WW-CST-09 - Teacher (1.0)
TCH-WW-TCH-08 - Teacher (1.0)

NOW THEREFORE, BE IT RESOLVED, that the Mountain Lakes Board of Education approves the elimination of the following personnel positions as listed below:

TCH-DIST-MUS-02 -Teacher (1.0)
TCH-BC-CST-05 - Teacher (1.0)
TCH-WW-CST-09 -Teacher (1.0)

District Roll Call 9-0-0

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

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:

Additional Class Coverages										
	Name	Action	UPC	Position	School	FTE	Degree/ Step	Rate of Pay	Start Date	Term Date
DISTRICT										
1.	Questa, Alexandra	Appoint ▾	TCH-BC-CST-06	Teacher - Additional Class Coverage	BC ▾	0.2	BA/ Step 11	\$3,104	2/27/26	4/23/26

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

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										
7.	Baytops, Evan	Appoint	CUST-DW-CUST-08	Custodian - Days F/T	DW	1.0	Step 7	\$58,920 (prorated)	3/25/26 (or sooner pending paperwork)	6/30/26
9.	Rigby-Krause, Effie	Appoint	TCH-HS-MATH-09	Teacher	MLHS	1.0	MA/ Step 15	\$103, 105	5/26/26 (or sooner pending paperwork)	6/30/26
IVY H/WW/BC										

8.	Nakashian, Cheryl	Transfer	TCH-WW-CST-06 to TCH-WW-TCH-08	Teacher	WW	1.0	MA+60 /Step 15	\$119,913	8/25/25	6/30/26
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District Roll Call 9-0-0

IVY H/WW/BC 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
DISTRICT							
1.	5198	MLOA (paid w/ benefits)	Teacher	LD@BC ▾	1.0	5/4/26	6/17/26
2.	5198	FMLA/NJFLA (unpaid w/benefits)	Teacher	LD@BC ▾	1.0	8/24/26	11/13/26
3.	5353	Revise MLOA (paid w/benefits)	Custodian	DW ▾	1.0	2/2/26	2/20/26
4.	5544	MLOA(paid w/ benefits)	Occupational Therapist	LD ▾	1.0	5/25/26	6/10/26 (.5)
5.	5544	FMLA (unpaid w/benefits)	Occupational Therapist	LD ▾	1.0	6/10/26 (.5)	6/30/26
6.	5544	FMLA/NJFLA (unpaid w/benefits)	Occupational Therapist	LD ▾	1.0	8/24/26	11/13/26
7.	4064	MLOA (paid w/benefits)	Custodian	DW ▾	1.0	2/13/26	6/12/26
8.	5389	MLOA (paid w/benefits)	Teacher	LD@MLHS ▾	1.0	1/22/26	2/27/26 (.5)
9.	5389	FMLA (unpaid w/ benefits)	Teacher	LD@MLHS ▾	1.0	2/27/26 (.5)	3/31/26
10.	5389	FMLA/NJFLA (unpaid w/benefits)	Teacher	LD@MLHS ▾	1.0	4/1/26	5/22/26
11.	5389	NJFLA (unpaid w/benefits)	Teacher	LD@MLHS ▾	1.0	5/23/26	6/13/26
IVY H/WW/BC							
12.	5174	MLOA(paid w/ benefits)	School Social Worker	BC ▾	1.0	4/22/26	5/20/26
13.	5174	FMLA/NJFLA (unpaid w/benefits)	School Social Worker	BC ▾	1.0	5/21/26	10/9/26
14.	5214	Revise/Extend CCLOA (unpaid w/o benefits)	Teacher	BC ▾	1.0	11/17/25	6/30/26

District Roll Call 9-0-0

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

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

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
IVY H/WW/BC								
1.	Olearchik, Nicole	Appoint ▾	Chorus Club (4th Grade)	WW ▾	Step 1 ▾	\$1,201	8/25/25	6/30/26
2.	Suarez, Elisa	Appoint ▾	Set Design	WW ▾	Step 1 ▾	\$1,020	1/12/26	6/30/26

IVY H/WW/BC 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.	Chandra, Mukta	Appoint ▾	Academic Support Program Instructor	MLHS ▾	Hourly Rate (NTE 30 hrs.)	1/13/26	05/1/26
2.	Cottone, Margo	Appoint ▾	Morris County Unsung Heroes Event	MLHS ▾	\$50/hr., (NTE 2 hrs.)	3/5/26	3/5/26
3.	Cukar, Steven	Appoint ▾	Home Instruction SID: 7714	MLHS ▾	\$50/hr., (NTE 10 hrs.)	2/9/26	3/19/26
4.	Doniloski, Jason	Appoint ▾	Chaperone - DECA	MLHS ▾	\$125/night (NTE 2 nights)	3/3/26	3/5/26
5.	Dunn, Ryan	Appoint ▾	Stipend - Cert. Educ. Facil. Mgr. (CEFM)	DW ▾	\$2,000	7/1/25	6/30/26
6.	Feltmann, Steven	Appoint ▾	Chaperone - DECA	MLHS ▾	\$125/night (NTE 2 nights)	3/3/26	3/5/26
7.	Fusco, Darrell	Appoint ▾	Chaperone - DECA	MLHS ▾	\$125/night (NTE 2 nights)	3/3/26	3/5/26
8.	Gerhart, Pamela	Appoint ▾	Home Instruction SID: 7714	MLHS ▾	\$50/hr., (NTE 10 hrs.)	2/9/26	3/19/26
9.	Geveke, Diane	Appoint ▾	Chaperone - DECA	MLHS ▾	\$125/night (NTE 2 nights)	3/3/26	3/5/26
10.	Gillespie, Sarah	Appoint ▾	Home Instruction SID: 7714	MLHS ▾	\$50/hr., (NTE 10 hrs.)	2/9/26	3/19/26
11.	Goldstein, Debbie	Appoint ▾	Morris County Unsung Heroes Event	MLHS ▾	\$50/hr., (NTE 2 hrs.)	3/5/26	3/5/26
12.	Lawrey, Michele	Appoint ▾	Home Instruction SID: 6612	MLHS ▾	\$50/hr., (NTE 5 hrs.)	2/9/26	3/6/26
13.	Lawrey, Michele	Appoint ▾	Home Instruction SID: 7279	MLHS ▾	\$50/hr., (NTE 4 hrs.)	2/9/26	3/6/26
14.	Levy, Ellen (OOD)	Appoint ▾	Home Instruction SID: 6612	MLHS ▾	\$50/hr., (NTE 5 hrs.)	2/9/26	3/6/26
15.	Levy, Ellen (OOD)	Appoint ▾	Home Instruction SID: 7279	MLHS ▾	\$50/hr., (NTE 5 hrs.)	1/22/26	2/13/26
16.	Merritt, Douglas	Appoint ▾	Home Instruction SID: 7714	MLHS ▾	\$50/hr., (NTE 10 hrs.)	2/9/26	3/19/26
17.	Olear, Jacquelyn	Appoint ▾	Chaperone - DECA	MLHS ▾	\$125/night (NTE 2 nights)	3/3/26	3/5/26
18.	Percy, Meredith	Appoint ▾	Chaperone - DECA	MLHS ▾	\$125/night (NTE 2 nights)	3/3/26	3/5/26
19.	Price, Ryan	Appoint ▾	Pit Orchestra Musician, Musical	MLHS ▾	\$500	1/5/26	3/7/26
20.	Stolarczuk, Kayla	Appoint ▾	Home Instruction SID: 7714	MLHS ▾	\$50/hr., (NTE 10 hrs.)	2/9/26	3/19/26
21.	Vallies, Austin	Appoint ▾	Pit Orchestra Musician, Musical	MLHS ▾	\$500	1/5/26	3/7/26
22.	Vecchio, Christine	Appoint ▾	Academic Support Program Instructor	MLHS ▾	Hourly Rate (NTE 30 hrs.)	1/13/26	5/1/26
23.	Venanzi, Mary	Appoint ▾	Chaperone - DECA	MLHS ▾	\$125/night (NTE 2 nights)	3/3/26	3/5/26
24.	Wallace, Christopher	Appoint ▾	Home Instruction SID: 7279	MLHS ▾	\$50/hr., (NTE 10 hrs.)	2/9/26	3/6/26
IVY H/WW/BC							
25.	Alves, Michael	Appoint ▾	8th Gr. Dance Chaperone	BC ▾	\$50/hr., (NTE 2 hrs.)	2/6/26	2/6/26
26.	Alves, Michael	Appoint ▾	Home Instruction SID: 9264	BC ▾	\$50/hr., (NTE 10 hrs.)	2/27/26	4/16/26
27.	Fleming, Marissa	Appoint ▾	8th Gr. Dance Chaperone	BC ▾	\$50/hr., (NTE 2 hrs.)	2/6/26	2/6/26
28.	Lombardi, Deirdre	Appoint ▾	8th Gr. Dance Chaperone	BC ▾	\$50/hr., (NTE 2 hrs.)	2/6/26	2/6/26

29.	Lih, Erik	Appoint ▾	Home Instruction SID: 9264	BC ▾	\$50/hr., (NTE 10 hrs.)	2/27/26	4/16/26
30.	Lih, Erik	Appoint ▾	8th Gr. Dance Chaperone	BC ▾	\$50/hr., (NTE 2 hrs.)	2/6/26	2/6/26
31.	Pecarific, Melissa	Appoint ▾	Home Instruction SID: 9264	BC ▾	\$50/hr., (NTE 10 hrs.)	2/27/26	4/16/26
32.	Pecarific, Melissa	Appoint ▾	8th Gr. Dance Chaperone	BC ▾	\$50/hr., (NTE 2 hrs.)	2/6/26	2/6/26
33.	Pelliconi, Debbie	Appoint ▾	8th Gr. Dance Chaperone	BC ▾	\$50/hr., (NTE 2 hrs.)	2/6/26	2/6/26
34.	Major, Michelle	Appoint ▾	8th Gr. Dance Chaperone	BC ▾	\$50/hr., (NTE 2 hrs.)	2/6/26	2/6/26
35.	Sumsion, Marlee	Appoint ▾	8th Gr. Dance Chaperone	BC ▾	\$50/hr., (NTE 2 hrs.)	2/6/26	2/6/26
36.	Winget, Ava	Appoint ▾	8th Gr. Dance Chaperone	BC ▾	\$50/hr., (NTE 2 hrs.)	2/6/26	2/6/26

District Roll Call 9-0-0

IVY H/WW/BC 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.	Berghorn, Arlene	Appoint ▾	Per Diem Substitute Nurse	DW ▾	Board Approved Rate	3/3/26	6/30/26
2.	Gil Cadillo, Abril	Appoint ▾	Long Term Substitute (5236 & 4075)	LD ▾	\$190/day	3/16/26	4/15/26
3.	Grove, Karen	Appoint ▾	Per Diem Substitute	DW ▾	Board Approved Rate	3/3/26	6/30/26
4.	Keenan, Amanda	Appoint ▾	Per Diem Substitute	LD ▾	Board Approved Rate	3/3/26	6/30/26
5.	Lauto, Steven	Appoint ▾	Per Diem Substitute	DW ▾	Board Approved Rate	3/3/26 (pending paperwork)	6/30/26
6.	Price, Ryan	Appoint ▾	Internship Montclair State University - 300hrs -#5451	MLHS ▾	N/A	2/6/26	5/1/26
7.	Stevens, Jesse	Appoint ▾	CCM -Field Experience 25 Obsv. hours - #4691 & #5069	MLHS ▾	N/A	3/3/26	4/24/26
8.	Weiss, Owen	Appoint ▾	Montclair State University 40 PreClinical Obsv. hours - #4686 & #5505	MLHS ▾	N/A	3/3/26	5/4/26
9.	Wu, Frank	Appoint ▾	Per Diem Substitute	DW ▾	Board Approved Rate	3/3/26	6/30/26
10.	Wojtach, Ashley	Appoint ▾	Per Diem Substitute Nurse	DW ▾	Board Approved Rate	3/3/26 (pending paperwork)	6/30/26

District Roll Call 9-0-0

19. Field Trips 4

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

	School	Destination	Reason	Date
DISTRICT				
1.	MLHS ▾	Atlantic City, NJ	State Wrestling Championship	3/26
2.	MLHS ▾	East Rutherford, NJ	Jets Business Day	3/26

3.	MLHS ▾	New York, NY	Columbia Cup Spring Championship IV -0 Academic Team Competition	3/26
4.	MLHS ▾	Princeton, NJ	Mid Atlantic History Bee & Bowl Competition	3/26
5.	MLHS ▾	BC, WW, LD & RWVS	High School Musical “Teaser Tour”	3/26
IVY H/WW/BC				
6.	BC ▾	Princeton, NJ	NJ Middle School State Championship - Quiz Bowl	2/26
7.	WW ▾	Mountain Lakes, NJ	5th Grade End of Year Party	6/26

District Roll Call 9-0-0

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

20. Tuition Reimbursement ▴

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

	Name	School	College/University	Course Title / #	Credits
IVY H/WW/BC					
1.	Bogucz, Kelly	BC ▾	Savannah College of Art & Design	Influences in Illustration/505	5.0
2.	Bogucz, Kelly	BC ▾	Savannah College of Art & Design	Illustration Concepts & Composition/727	5.0
3.	Doolittle, Christina	BC ▾	Univ. of California/San Diego	Proactive Strategies for Middle & High School Behavior Management/EDUC42654	3.3
4.	Doolittle, Christina	BC ▾	Univ. of California/San Diego	Adopting High-Leverage Strategies to Engage Struggling Students/EDUC42647	3.3
5	Hunt, Francesca	WW ▾	Kean University	Learning, Instruction, Evaluation and Curriculum Development/EDL 5614	3.0

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

B. CURRICULUM / SPECIAL SERVICES**C. MISCELLANEOUS****21. 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 0142.1	236	Nepotism	2/2/26	3/2/26
2.	Revised	P 1220	236	Employment of Chief School Administrator (M)	2/2/26	3/2/26
3.	New	P 1552	236	Sexual Harassment – Staff (M)	2/2/26	3/2/26
4.	New	R 1552	236	Sexual Harassment – Staff (M)	2/2/26	3/2/26
5.	Revised	P 2530	236	Resource Materials	2/2/26	3/2/26
6.	Revised	R 2530	236	Resource Materials	2/2/26	3/2/26
7.	New	P 2535	236	Library Material (M)	2/2/26	3/2/26
8.	New	R 2535	236	Library Material (M)	2/2/26	3/2/26
9.	Abolished	P 3362	236	Sexual Harassment (M)	2/2/26	3/2/26

10.	Abolished	R 3362	236	Sexual Harassment of Teaching Staff Members Complaint Procedure	2/2/26	3/2/26
11.	Abolished	P 4352	236	Sexual Harassment (M)	2/2/26	3/2/26
12.	Abolished	R 4352	236	Sexual Harassment of Support Staff Members Complaint Procedure (M)	2/2/26	3/2/26
13.	Revised	P 9130	236	Public Complaints	2/2/26	3/2/26
14.	Revised	R 9130	236	Public Complaints	2/2/26	3/2/26

District Roll Call 9-0-0

UNFINISHED BUSINESS - None

NEW BUSINESS

- Dr. Hirschfeld mentioned he would like an update ML student retention

PENDING LEGISLATION - None

COMMENTS AND REQUESTS FROM THE PUBLIC - None

EXECUTIVE SESSION II

MOTION to enter into Executive Session was made by Dr. Hirschfeld seconded by Dr. Sheth, that the Board of Education adopt the following resolution.

The motion was approved 9-0-0.

BE IT RESOLVED, by the Mountain Lakes Board of Education on this 2nd day of March 2026 at 9:52pm 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: Board deliberation for vacant seat and student matters.
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 10:41pm was made by Mrs. Forman and seconded by Dr. Hirschfeld. The motion was approved 9-0-0 and the Board returned to public session at 10:41pm.

22. Board Member Appointment Δ

BE IT RESOLVED, that the Mountain Lakes Board of Education hereby approves the nomination of Julia McVeigh to fill the current vacancy on the Board, effective March 17, 2026, through the reorganization meeting on January 4, 2027, as recommended by the Superintendent.

District Roll Call 9-0-0

ADJOURNMENT

MOTION to adjourn the meeting at 10:34pm was made by Dr. Hirschfeld and seconded by Dr. McIntyre.

District Roll Call 9-0-0

Respectfully Submitted,

Mrs. Ivonne Ciresi
Board Secretary pro tem

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

Thirty years of experience in various administrative roles in the education profession, most recently as School Business Administrator/Board Secretary.

EDUCATION

Master of Arts in Administration and Supervision – Educational Leadership
Montclair State University – Montclair, NJ

Bachelor of Science in Finance
Seton Hall University – South Orange, NJ

PROFESSIONAL LICENSURES & AFFILIATIONS

School Business Administrator (NJ Lic. No. 423604)
Qualified Purchasing Agent (NJ Lic. No. Q-1483)
Association of School Business Officials International
New Jersey Association of School Business Officials
Certificate of Eligibility - School Principal (NJ Lic. No. 564185)

ACCOMPLISHMENTS

- Implemented accountabilities resulting in the recovery of \$500K in School Development Authority grant funds that were due the District for approximately ten years.
- Spearheaded healthcare cost savings solutions resulting in the implementation of a new prescription program yielding savings of \$430K over a two-year period
- Guided and drove a reverse energy auction for electric and gas resulting in \$350K savings over a two-year period.
- Developed fiscally responsible budgets resulting in modest (0.5% to 1.0%) or no tax levy increases over three fiscal years from 2013 to 2016 in Green Brook. Maintained a 2.0 % cap on the tax levy in Union.
- Advised and actively participated in labor negotiations resulting in an average three-year salary settlement of 2.7% without relinquishing employee Tier 4 health benefit contributions. Moved UTEA (Union) from a direct access 20 to direct access 15 plan that yielded 550K in savings to the district.
- Developed RFP/RFQ's for all professional services in Union. including Food Service, Attorney, Auditor, Architect, Engineer, Health Insurance Broker, Property & Casualty-Workers Compensation Insurance Broker.
- Managed large capital projects and implemented an Energy Savings Improvement Program (ESIP). Savings on utilities freed up funds in the operating budget to fund capital projects via long term low interest lease purchase financing.

PROFESSIONAL EXPERIENCE

INTERIM SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

High Point Regional High School - Sussex, NJ

July 2024 - June 2025

Chief financial officer for a public school district managing an \$25 million annual operating budget.

Frelinghuysen Township School - Newton, NJ

July 2023 - June 2024

Chief financial officer for a public school district managing an \$2.7 million annual operating budget.

Lenape Valley Regional High School - Union, NJ

June 2021 - June 2023

Chief financial officer for a public school district managing an \$18 million annual operating budget.

Edison Public Schools -Edison, NJ

February 2021 – September 2021

Chief financial officer for a public school district managing an \$290 million annual operating budget.

Jamesburg Public Schools - Jamesburg, NJ

August 2020 – March 2021

Chief financial officer for a public school district managing a \$22 million annual operating budget.

TOWNSHIP OF UNION PUBLIC SCHOOLS – Union, NJ

2016 – 2019

School Business Administrator/Board Secretary

Chief financial officer for a public school district managing a \$130 million annual operating budget for Governmental and Enterprise Funds (\$140 million in assets). Oversaw all aspects of district finance, insurance program and risk management, information technology, procurement, facilities construction and maintenance programs, policy and regulation development and maintenance, and support operations. Coordinated with the Superintendent and Board of Education on the Board's governance of district policy and operations.

GREEN BROOK TOWNSHIP PUBLIC SCHOOLS – Green Brook, NJ

2013 – 2016

School Business Administrator/Board Secretary

Chief financial officer for a public school district managing a \$22.5 million annual operating budget for Governmental and Enterprise Funds (\$27.2 million in assets). Duties and responsibilities outlined above as Business Administrator of Union.

WEST ORANGE PUBLIC SCHOOLS – West Orange, NJ

1994 – 2013

Assistant Business Administrator/Management Information Systems (MIS), Registrar

Provided leadership and budget development for the MIS and Registration departments. Secured vendor contracts, quotes and proposals. Provided training and support for all staff using programs such as Power School, Powerteacher, Power Grade Book and CSI Budget/Personnel. Coordinated with the Superintendent and Administration to generate New Jersey State Reports.

NATIONAL REINSURANCE CORPORATION – Stamford, CT

1991 - 1994

Programmer Analyst

Led project teams in the design, programming, testing and implementation of actuarially based systems supporting the company's objectives and its client base. Successfully drove the implementation of a "loss cost history system" to project future exposure to insurance company losses.

Mountain Lakes Board of Education

Bills And Claims Report By Vendor Name

2

va_bill5.032923
01/01/2026

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
A.M.E. INC./ 9489							
	26-0082	11-000-261-420-DW-0750 -/ REQ MAINT-CLN/REPAIR/MNT	407638	CF	REQ MAINT-CLN/REPAIR/MNT		1,760.00
ABS ENVIRONMENTAL GROUP, LLC/ 5299							
	26-1291	11-000-261-420-DW-0750 -/ REQ MAINT-CLN/REPAIR/MNT	2026-050	CF	REQ MAINT-CLN/REPAIR/MNT		2,900.00
AC DAUGHTRY, INC/ 4813							
	26-0594	11-000-261-420-DW-0750 -/ REQ MAINT-CLN/REPAIR/MNT	7697102	CF	REQ MAINT-CLN/REPAIR/MNT		149.85
ACCESS/ 6086							
	26-0397	11-000-251-500-AD- -/ MISCELLANEOUS PURCHASED	12011832	CF	MISCELLANEOUS PURCHASED		1,263.66
ALL IN FOR INCLUSIVE EDUCATION/ 8512							
	26-1014	11-000-223-580-CS-0250B-/ INSTR TRAIN-TRAVEL	FY2025-1142	CF	INSTR TRAIN-TRAVEL		1,500.00
AMERICAN ASSOCIATION OF TEACHERS OF FRENCH/ 7444							
	26-1248	11-000-223-890-HS-0250D-/ INSTR TRAIN-OTH OBJECTS	09-28495	CF	INSTR TRAIN-OTH OBJECTS		55.00
AMTNJ/ 4256							
	26-1299	11-000-223-580-BC-0250B-/ INSTR TRAIN-TRAVEL	7641-7642-7643	CF	INSTR TRAIN-TRAVEL		537.00
B&H PHOTO/ 6282							
	26-1252	11-190-100-610-TD-0730A-/ REG PROG UND-SUPPLIES	242023844	CF	REG PROG UND-SUPPLIES		333.10
BAKER TILLY VANTAGEN, LLC/ 7916							
	26-0032	11-000-230-339-AD-0120D-/ GEN ADMIN-OTH PROF SERV	54504	CF	GEN ADMIN-OTH PROF SERV		1,310.14
BARBARA C. MILLER P.T., P.A./ 9528							
	26-0739	11-000-213-330-CS-0431A-/ HEALTH-OTH PUR PROF SERV	01.31.2026	CF	HEALTH-OTH PUR PROF SERV		925.00
		11-000-219-500-CS- -/ CST-OTH PUR SERVICES	01.31.2026	CF	CST-OTH PUR SERVICES		400.00
Total for BARBARA C. MILLER P.T., P.A./ 9528							\$1,325.00
BLICK ART MATERIALS/ 1273							
	26-0910	11-190-100-610-HS-0240A-L/ REG PROG UND-SUPPLIES	6961896 - 7013635	CF	REG PROG UND-SUPPLIES		543.28
BLUE MOUNTAIN DISTRIBUTION, LLC / TWIN ROCKS WATER/ 9567							
	26-0638	11-000-240-500-BC- -/ SCH ADMIN-OTH SERVICE	7553665	CF	SCH ADMIN-OTH SERVICE		75.81
BOOSTER CLUB FOR WAYNE VALLEY WRESTLING/ 9635							
	26-1249	11-402-100-890-HS-1020A-21/ ATHLETICS-OTHER OBJECTS	WRESTLING (2)2.15.26	CF	ATHLETICS-OTHER OBJECTS		100.00

* 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

2

va_bill5.032923
01/01/2026

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
BOROUGH OF MOUNTAIN LAKES/ 1290							
	26-0078	11-000-262-490-DW-0640A-/ CUSTODIAL-OTH PROP SERVI	OCT-NOV-DEC 2025	CF	CUSTODIAL-OTH PROP SERVI		6,727.06
BOROUGH OF MOUNTAIN LAKES/ 6140							
	26-0075	11-000-262-441-DW- -/ CUSTODIAL-FIELD RENTAL	MARCH-26 FIELDLEASE	CF	CUSTODIAL-FIELD RENTAL		3,750.00
CABLEVISION LIGHTPATH, INC./ 8745							
	26-0160	11-190-100-500-TD-0720C-/ REG PROG UND-OTH SERVICE	100109-260201 FEB26	CF	REG PROG UND-OTH SERVICE		9,269.27
CANON FINANCIAL SERVICES, INC/ 8659							
	26-0165	11-000-252-500-TD- -/ IT-OTH PUR SERVICES	42612952	CF	IT-OTH PUR SERVICES		619.58
		11-190-100-440-TD- -/ REG PROG UND-RENTALS	42612952	CF	REG PROG UND-RENTALS		2,477.68
Total for CANON FINANCIAL SERVICES, INC/ 8659							\$3,097.26
CAPITAL SUPPLY COMPANY/ 1252							
	26-1272	11-000-262-610-DW-0620C-/ CUSTODIAL-SUPPLIES	836177	CF	CUSTODIAL-SUPPLIES		434.85
	26-1269	11-000-262-420-DW-0620A-/ CUSTODIAL-CLN/REPAIR/MNT	836744	CF	CUSTODIAL-CLN/REPAIR/MNT		1,327.87
	26-1308	11-000-262-610-DW-0620C-/ CUSTODIAL-SUPPLIES	836624-836625-836855	CF	CUSTODIAL-SUPPLIES		3,287.28
Total for CAPITAL SUPPLY COMPANY/ 1252							\$5,050.00
CDW GOVERNMENT, INC./ 5750							
	26-1253	11-190-100-610-TD-0730A-/ REG PROG UND-SUPPLIES	AH7KC8X	CF	REG PROG UND-SUPPLIES		517.09
CENTRAL POLY-BAG CORP./ 9084							
	26-1292	11-000-263-610-DW- -/ GROUNDS-SUPPLIES	303278	CF	GROUNDS-SUPPLIES		745.00
CHANGEBRIDGE MEDICAL ASSOCIATES PA/ 9194							
	26-0610	11-000-213-300-DW- -/ HEALTH-PUR PROF/TECH	JANUARY26 MED-SERV	CF	HEALTH-PUR PROF/TECH		1,666.67
COMBUSTION SERVICE CORP./ 5011							
	26-1288	11-000-261-420-DW-0750 -/ REQ MAINT-CLN/REPAIR/MNT	10990	CF	REQ MAINT-CLN/REPAIR/MNT		250.00
CONQUER MATHEMATICS, LLC / NANCY SCHULTZ/ 9330							
	26-1296	20-272-200-500-DW- -/ TITLE IIA-OTH SERVICES	2602-03-17	CF	TITLE IIA-OTH SERVICES		600.00
CORNERSTONE DAY SCHOOL, LLC/ 8376							

* 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

2

va_bill5.032923
01/01/2026

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	26-0377	11-000-100-566-CS-0870F-/ TUIT TO PRIV SCH INSTATE	1038504	CF	TUIT TO PRIV SCH INSTATE		10,608.40
CY DRAKE LOCKSMITHS, INC./ 1612							
	26-0513	11-000-261-420-DW-0750 -/ REQ MAINT-CLN/REPAIR/MNT	106319	CF	REQ MAINT-CLN/REPAIR/MNT		562.00
		11-000-261-420-DW-0750 -/ REQ MAINT-CLN/REPAIR/MNT	106477	CF	REQ MAINT-CLN/REPAIR/MNT		277.50
Total for CY DRAKE LOCKSMITHS, INC./ 1612							\$839.50
DEMCO INC/ 1641							
	26-1132	11-190-100-610-HS-0240A-U/ REG PROG UND-SUPPLIES	7750465	CF	REG PROG UND-SUPPLIES		9,117.42
DIXON BROTHERS INC./ 8741							
	26-0564	11-000-262-621-HS-0630 -/ CUSTODIAL-NATURAL GAS	596991	CF	CUSTODIAL-NATURAL GAS		498.07
EDUC SVCS COMM. MORRIS CNTY */ 2500							
	26-0988	11-000-270-517-DW- -/ TRANSP-ESC REG ED	202600870	CF	TRANSP-ESC REG ED		18,301.30
		11-000-270-518-DW- -/ TRANSP-ESC SPEC ED	202600870	CF	TRANSP-ESC SPEC ED		4,323.24
		11-000-270-517-DW- -/ TRANSP-ESC REG ED	202601040	CF	TRANSP-ESC REG ED		10,393.22
			FEB26				
		11-000-270-518-DW- -/ TRANSP-ESC SPEC ED	202601040	CF	TRANSP-ESC SPEC ED		4,323.24
			FEB26				
	26-0948	20-507-200-320-CS- -/ NP CH193 EXAM & CLASS-IN	202600730	CF	NP CH193 EXAM & CLASS-IN		806.00
		20-507-200-320-CS-A -/ NP CH193 EXAM & CLASS-AN	202600730	CF	NP CH193 EXAM & CLASS-AN		806.00
		20-508-200-320-CS- -/ NP CH193 CORRECT SPEECH	202600730	CF	NP CH193 CORRECT SPEECH		806.00
		20-507-200-320-CS- -/ NP CH193 EXAM & CLASS-IN	202600911	CF	NP CH193 EXAM & CLASS-IN		1,515.62
		20-507-200-320-CS-A -/ NP CH193 EXAM & CLASS-AN	202600911	CF	NP CH193 EXAM & CLASS-AN		1,003.74
		20-508-200-320-CS- -/ NP CH193 CORRECT SPEECH	202600911	CF	NP CH193 CORRECT SPEECH		2,418.00
Total for EDUC SVCS COMM. MORRIS CNTY */ 2500							\$44,696.36
ELO INCORPORATED / THE GRAMON SCHOOL/ 9566							
	26-0429	11-000-100-566-CS-0870F-/ TUIT TO PRIV SCH INSTATE	GR16203	CF	TUIT TO PRIV SCH INSTATE		11,000.00
EXTECH BUILDING MATERIALS, INC/ 9413							
	26-1273	11-000-263-610-DW- -/ GROUNDS-SUPPLIES	10298877	CF	GROUNDS-SUPPLIES		884.40
FERGUSON ENTERPRISES, LLC/ 4312							
	26-0402	11-000-261-610-DW-0730B-/ REQ MAINT-SUPPLIES	3908428	CF	REQ MAINT-SUPPLIES		438.24
			3908428-1				
FINGERPRINT REIMB/ 6341							

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Pending Payments							
	26-1176	11-000-230-890-AD-0130D-/ GEN ADMIN-OTH OBJECTS	FINGERPRINT	CF	VICTORIA BUXBAUM		30.55
			S BUXBAUM				
		11-000-230-890-AD-0130D-/ GEN ADMIN-OTH OBJECTS	FINGERPRINT	CF	MARY DUFFY		67.73
			MDUFFY				
		11-000-230-890-AD-0130D-/ GEN ADMIN-OTH OBJECTS	FINGERPRINT	CF	AARON FREEDMAN		25.73
			FREEDMAN				
		11-000-230-890-AD-0130D-/ GEN ADMIN-OTH OBJECTS	FINGERPRINT	CF	SHEETAL GAITONDE		67.73
			GAITONDE				
		11-000-230-890-AD-0130D-/ GEN ADMIN-OTH OBJECTS	FINGERPRINT	CF	TARA GERITY		25.73
			T.GERITY				
		11-000-230-890-AD-0130D-/ GEN ADMIN-OTH OBJECTS	FINGERPRINT	CF	ERIC GOLDSTEIN		25.73
			GOLDSTEI				
		11-000-230-890-AD-0130D-/ GEN ADMIN-OTH OBJECTS	FINGERPRINT	CF	SONIA GRAY		67.73
			S.GRAY				
		11-000-230-890-AD-0130D-/ GEN ADMIN-OTH OBJECTS	FINGERPRINT	CF	ELENA KOPLIK		67.73
			KOPLIK				
		11-000-230-890-AD-0130D-/ GEN ADMIN-OTH OBJECTS	FINGERPRINT	CF	JESSICA MCGRADY		25.73
			MCGRADY				
		11-000-230-890-AD-0130D-/ GEN ADMIN-OTH OBJECTS	FINGERPRINT	CF	JOSEPH SLUCK		106.70
			J.SLUCK				
		11-000-230-890-AD-0130D-/ GEN ADMIN-OTH OBJECTS	FINGERPRINT	CF	CHRISTINA LEE		67.73
			C.LEE				
Total for FINGERPRINT REIMB/ 6341							\$578.82
FOLLETT CONTENT SOLUTIONS, LLC/ 7491							
	26-1074	11-000-222-610-HS-0230B-/ MEDIA-SUPPLIES	663000	CF	MEDIA-SUPPLIES		317.87
		11-000-222-610-HS-0230B-/ MEDIA-SUPPLIES	663000A	CF	MEDIA-SUPPLIES		175.66
		11-000-222-610-HS-0230B-/ MEDIA-SUPPLIES	661000F	CF	MEDIA-SUPPLIES		31.94
Total for FOLLETT CONTENT SOLUTIONS, LLC/ 7491							\$525.47
GENERATIONS SERVICES INC./ 9030							
	26-1208	11-000-252-340-TD- -/ IT-OTH PUR TECH SERVICES	11129	CF	IT-OTH PUR TECH SERVICES		954.08
	26-1298	11-190-100-610-HS-0240A-U/ REG PROG UND-SUPPLIES	11137	CF	REG PROG UND-SUPPLIES		3,800.00
Total for GENERATIONS SERVICES INC./ 9030							\$4,754.08
GLANDER ELECTRIC CO. INC./ 8134							

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Pending Payments							
	26-1285	11-000-263-420-DW-0720A-/ GROUND-CLN/REPAIR/MNT	260126	CF	GROUND-CLN/REPAIR/MNT		3,150.00
GLENVIEW ACADEMY/ 9175							
	26-1302	11-000-100-566-CS-0870F-/ TUIT TO PRIV SCH INSTATE	GR15249 JUNE 25	CF	TUIT TO PRIV SCH INSTATE		6,433.44
GRAINGER/ 2005							
	26-0403	11-000-262-610-DW-0620C-/ CUSTODIAL-SUPPLIES	7275	CF	CUSTODIAL-SUPPLIES		121.35
GRAVITY GOLDBERG, DR./ 9609							
	26-0704	11-000-223-320-CI- -/ INSTR TRAIN-PUR PROF SVC	3718	CF	INSTR TRAIN-PUR PROF SVC		2,200.00
HERITAGE MIDDLE SCHOOL/ 9427							
	26-1287	11-190-100-890-BC-0250A-/ REG PROG UND-OTHER OBJ	QUIZBOWL 07/26	CF	REG PROG UND-OTHER OBJ		200.00
HOME DEPOT USA, INC/ 2059							
	26-0398	11-000-261-610-DW-0730B-/ REQ MAINT-SUPPLIES	25088	CF	REQ MAINT-SUPPLIES		38.68
	26-1222	11-000-240-610-WW-0250A-/ SCH ADMIN-SUPPLIES	4465607	CF	SCH ADMIN-SUPPLIES		127.98
Total for HOME DEPOT USA, INC/ 2059							\$166.66
JEFFREY KEITH/ 6761							
	26-1281	11-000-240-610-WW-0250A-/ SCH ADMIN-SUPPLIES	01.22.26 J.KEITH	CF	SCH ADMIN-SUPPLIES		1,200.00
JOSTEN'S/ 2203							
	26-1148	11-000-240-610-HS-0250D-BA/ SCH ADMIN-SUPPLIES	38541752	CF	SCH ADMIN-SUPPLIES		3,477.30
	26-1286	11-000-240-610-HS-0250D-BA/ SCH ADMIN-SUPPLIES	38800570	CF	SCH ADMIN-SUPPLIES		660.45
Total for JOSTEN'S/ 2203							\$4,137.75
KAREN J NOBLE/ 9212							
	26-0489	11-000-213-330-LR-0430A-/ HEALTH-OTH PUR PROF SERV	01/29/26 2526-11	CF	HEALTH-OTH PUR PROF SERV		978.12
		11-000-213-330-LR-0430A-/ HEALTH-OTH PUR PROF SERV	02.02.26 2526-14(LW)	CF	HEALTH-OTH PUR PROF SERV		969.83
		11-000-213-330-LR-0430A-/ HEALTH-OTH PUR PROF SERV	02.12.26 2526-19(AC)	CF	HEALTH-OTH PUR PROF SERV		978.09
Total for KAREN J NOBLE/ 9212							\$2,926.04
KENVIL POWER MOWER/ 6240							
	26-1168	11-000-261-420-DW-0750 -/ REQ MAINT-CLN/REPAIR/MNT	261839-40-41-4 2	CF	REQ MAINT-CLN/REPAIR/MNT		2,798.81

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Pending Payments							
KINNELON BOARD OF EDUCATION/ 6452							
	26-1303	11-402-100-890-HS-1020A-21/ ATHLETICS-OTHER OBJECTS	2026 KGOLF ENTRYFORM	CF	ATHLETICS-OTHER OBJECTS		390.00
LAKESHORE LEARNING MATERIALS/ 1345							
	26-1243	20-250-200-300-CS- / IDEA B-PROF & TECH SERV	93304604	CF	IDEA B-PROF & TECH SERV		638.08
MARILYN A. KUBICHEK, MD, FAAP/ 8960							
	26-0284	11-000-213-330-CS-0431A-/ HEALTH-OTH PUR PROF SERV	KC 01/26/2026	CF	HEALTH-OTH PUR PROF SERV		725.00
MARY OSBORNE/ 4428							
	26-0490	11-000-213-330-LR-0430A-/ HEALTH-OTH PUR PROF SERV	JAN2026 SERVICES	CF	HEALTH-OTH PUR PROF SERV		8,555.00
MATGUARD USA, LLC/ 8278							
	26-0415	11-402-100-610-HS-1020A-54/ ATHLETICS-SUPPLIES	12/29/2025 MLHS	CF	ATHLETICS-SUPPLIES		396.00
MCI COMM SERVICE/ 9169							
	26-0684	11-190-100-500-TD-0720C-/ REG PROG UND-OTH SERVICE	FEBRUARY 2026 SERV	CF	REG PROG UND-OTH SERVICE		14.19
MCKIE SPLINTS, LLC/ 9631							
	26-1162	11-207-100-610-LR-0240 -/ AUD IMP-SUPPLIES	00092211	CF	AUD IMP-SUPPLIES		106.86
MCSSADA INC/ 8398							
	26-1268	11-402-100-890-HS-1020A-21/ ATHLETICS-OTHER OBJECTS	2387909	CF	ATHLETICS-OTHER OBJECTS		396.00
	26-1294	11-402-100-890-HS-1020A-21/ ATHLETICS-OTHER OBJECTS	2413051	CF	ATHLETICS-OTHER OBJECTS		687.00
	26-1282	11-402-100-890-HS-1020A-21/ ATHLETICS-OTHER OBJECTS	MC SWIM CHAMP FEE	CF	ATHLETICS-OTHER OBJECTS		340.00
Total for MCSSADA INC/ 8398							\$1,423.00
MICHELLE MARKEL COHEN/ 9637							
	26-1250	20-044-100-610-BC- / MLEF-BC-SUPPLIES	ZOOM 02/04/26	CF	MLEF-BC-SUPPLIES		1,575.00
MORRIS COUNTY TRACK COACHES ASSOC./ 8850							
	26-1278	11-402-100-890-HS-1020A-21/ ATHLETICS-OTHER OBJECTS	2389726	CF	ATHLETICS-OTHER OBJECTS		550.00
MORRIS HILL REGIONAL DISTRICT/ 9641							
	26-1295	11-402-100-890-HS-1020A-21/ ATHLETICS-OTHER OBJECTS	MK2026-05	CF	ATHLETICS-OTHER OBJECTS		175.00
	26-1311	11-402-100-890-HS-1020A-21/ ATHLETICS-OTHER OBJECTS	MH2026-19	CF	ATHLETICS-OTHER OBJECTS		50.00
Total for MORRIS HILL REGIONAL DISTRICT/ 9641							\$225.00

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Pending Payments							
MORRIS-UNION JOINTURE COMM./ 2566							
	26-1290	11-000-223-580-CS-0250B-/ INSTR TRAIN-TRAVEL	39142	CF	INSTR TRAIN-TRAVEL		115.00
MOUNT FREEDOM PRINTING/ 7960							
	26-1309	11-000-230-610-AD-0130E-/ GEN ADMIN-SUPPLIES	34679	CF	GEN ADMIN-SUPPLIES		238.00
	26-1289	11-000-240-610-WW-0250A-/ SCH ADMIN-SUPPLIES	34635	CF	SCH ADMIN-SUPPLIES		540.00
Total for MOUNT FREEDOM PRINTING/ 7960							\$778.00
MOUNTAIN LAKES BD-CAFE ACCT/ 7019							
	26-0933	11-000-310-930-DW-0920A-/ FOOD SERV-IF TRANSFER	574-2526-60	CF	FOOD SERV-IF TRANSFER		386.00
	26-0533	11-000-230-585-AD-0130F-/ GEN ADMIN-BOE OTH PUR SE	574-2526-53	CF	GEN ADMIN-BOE OTH PUR SE		96.00
		11-000-230-585-AD-0130F-/ GEN ADMIN-BOE OTH PUR SE	574-2526-54	CF	GEN ADMIN-BOE OTH PUR SE		144.00
	26-0426	11-190-100-610-HS-0240A-F/ REG PROG UND-SUPPLIES	574-2526-55	CF	REG PROG UND-SUPPLIES		237.40
	26-1066	11-000-240-500-HS- -/ SCH ADMIN-OTH SERVICE	574-2526-57	CF	SCH ADMIN-OTH SERVICE		40.00
	26-1054	13-424-100-610-WW- -/ BEFORE/AFTER PROG SUPPLI	574-2526-61	CF	2025-20226 Time to Soar Snacks		539.25
	26-0887	11-000-310-930-LR-0920 -/ FOOD SERV-IF TRANSFER	MLU 574 2526 58	CF	FOOD SERV-IF TRANSFER		2,186.00
		11-000-310-930-LR-0920 -/ FOOD SERV-IF TRANSFER	MLU 574 2526 59	CF	FOOD SERV-IF TRANSFER		4,323.36
Total for MOUNTAIN LAKES BD-CAFE ACCT/ 7019							\$7,952.01
N.J. NATURAL GAS CO./ 2592							
	26-0641	11-000-262-621-BC-0640C-/ CUSTODIAL-NATURAL GAS	JAN09-FEB10 2026SERV	CF	CUSTODIAL-NATURAL GAS		22,774.34
		11-000-262-621-HS-0630 -/ CUSTODIAL-NATURAL GAS	JAN09-FEB10 2026SERV	CF	CUSTODIAL-NATURAL GAS		36,299.05
		11-000-262-621-LR-0640C-/ CUSTODIAL-NATURAL GAS	JAN09-FEB10 2026SERV	CF	CUSTODIAL-NATURAL GAS		10,539.72
		11-000-262-621-WW-0640C-/ CUSTODIAL-NATURAL GAS	JAN09-FEB10 2026SERV	CF	CUSTODIAL-NATURAL GAS		24,261.99
Total for N.J. NATURAL GAS CO./ 2592							\$93,875.10
NAETI SERVICES, LLC/ 9277							
	26-1190	11-000-261-890-DW-0660A-13/ REQ MAINT-OTHER OBJECTS	1681	CF	REQ MAINT-OTHER OBJECTS		695.00
NEW YORK BLACKBOARD OF N.J., INC./ 9505							
	26-0985	11-190-100-610-HS-0240A-U/ REG PROG UND-SUPPLIES	14402	CF	REG PROG UND-SUPPLIES		307.40

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Pending Payments							
		20-088-100-610-HS- -/ ALUMNI DONATION	14402	CF	ALUMNI DONATION		700.00
				Total for NEW YORK BLACKBOARD OF N.J., INC./ 9505			\$1,007.40
NJSIAA/ 4919							
	26-0342	11-402-100-890-HS-1020A-21/ ATHLETICS-OTHER OBJECTS	2426925	CF	ATHLETICS-OTHER OBJECTS		754.00
O'DOWD TRANSPORTATION/ 8993							
	26-0527	11-000-270-511-DW-0520A-/ TRANSP-CONTR H/S VENDORS	JANUARY26	CF	TRANSP-CONTR H/S VENDORS		10,514.34
			TRANSPSERV				
		11-000-270-511-DW-0520A-/ TRANSP-CONTR H/S VENDORS	FEBRUARY26	CF	TRANSP-CONTR H/S VENDORS		10,514.34
			TRANSPSER				
				Total for O'DOWD TRANSPORTATION/ 8993			\$21,028.68
OVERDRIVE, INC./ 9419							
	26-1247	11-000-222-610-HS-0230B-/ MEDIA-SUPPLIES	H-0118312	CF	MEDIA-SUPPLIES		500.00
PATRICIA FILIACI/ 9290							
	26-0488	11-000-213-330-LR-0430A-/ HEALTH-OTH PUR PROF SERV	02.02.26	CF	HEALTH-OTH PUR PROF SERV		800.00
			2526-21				
		11-000-213-330-LR-0430A-/ HEALTH-OTH PUR PROF SERV	2526-17	CF	HEALTH-OTH PUR PROF SERV		800.00
			02.10.26				
				Total for PATRICIA FILIACI/ 9290			\$1,600.00
PERFORMANCE TROPHIES & MEDALS LLC/ 9446							
	26-1306	11-000-251-600-AD-0130I-/ CENTRAL SERV-SUPPLIES	5311	CF	CENTRAL SERV-SUPPLIES		183.33
PITSCO EDUCATION, LLC/ 9185							
	26-1057	20-044-100-610-BC- -/ MLEF-BC-SUPPLIES	26-000002177	CF	MLEF-BC-SUPPLIES		1,079.10
POMPTONIAN FOOD SERVICE/ 6640							
	26-0559	60-910-310-870-DW-000 -/ CAFE-COST OF SALES	MUL	CF	CAFE-COST OF SALES		26,718.95
			574-013026				
		60-910-310-870-DW-000 -/ CAFE-COST OF SALES	MUL 574	CF	CAFE-COST OF SALES		12,898.58
			020626				
		60-910-310-870-DW-000 -/ CAFE-COST OF SALES	MLU 574	CF	CAFE-COST OF SALES		26,579.66
			021326				
				Total for POMPTONIAN FOOD SERVICE/ 6640			\$66,197.19
POWER PLACE, INC/ 2911							

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Pending Payments							
	26-1125	11-000-263-420-DW-0720A-/ GROUND-CLN/REPAIR/MNT	1311376	CF	GROUND-CLN/REPAIR/MNT		233.67
PRIME HEALTHCARE SVCS - ST CLARE'S, LLC/ 8918							
	26-1304	11-000-213-330-HS- -/ HEALTH-OTH PUR PROF SERV	SC 438	CF	HEALTH-OTH PUR PROF SERV		250.00
PRINCIPALS/SUPERVISORS/DIRECTORS/ 2798							
	26-1092	11-000-252-580-TD- -/ IT-TRAVEL	REIMB D.SANTOS NJASA	CF	DAVID SANTOS		467.84
	26-1313	11-000-221-320-CI- -/ IMPROV INSTR-PUR PROF SV	REIMB PATRICK HIGGIN	CF	PATRICK HIGGINS		1,000.00
Total for PRINCIPALS/SUPERVISORS/DIRECTORS/ 2798							\$1,467.84
REED ACADEMY/ 9298							
	26-0427	20-250-100-560-CS-1411T-/ IDEA B-OTH PURCH SERVICE	11160 MARCH26	CF	IDEA B-OTH PURCH SERVICE		13,159.44
RICH TREE SERVICE, INC/ 8957							
	26-1264	11-000-263-420-DW-0720A-/ GROUND-CLN/REPAIR/MNT	2600191	CF	GROUND-CLN/REPAIR/MNT		3,260.00
RICHARD KLEINMANN MD, LLC/ 8992							
	26-0283	11-000-213-330-CS-0431A-/ HEALTH-OTH PUR PROF SERV	0347	CF	HEALTH-OTH PUR PROF SERV		1,750.00
RYDIN DECAL/ 4735							
	26-1149	11-000-240-610-HS-0250D-BA/ SCH ADMIN-SUPPLIES	006777	CF	SCH ADMIN-SUPPLIES		740.00
SAGE ALLIANCE/ 9005							
	26-0370	11-000-100-566-CS-0870F-/ TUIT TO PRIV SCH INSTATE	169554	CF	TUIT TO PRIV SCH INSTATE		8,299.01
		11-000-100-566-CS-0870F-/ TUIT TO PRIV SCH INSTATE	173458	CF	TUIT TO PRIV SCH INSTATE		7,862.22
Total for SAGE ALLIANCE/ 9005							\$16,161.23
SAGE THRIVE INC/ 6766							
	26-0767	11-000-213-330-CS-0431A-/ HEALTH-OTH PUR PROF SERV	165688 DIC25	CF	HEALTH-OTH PUR PROF SERV		13,081.00
		11-000-213-330-CS-0431A-/ HEALTH-OTH PUR PROF SERV	169686 JAN26	CF	HEALTH-OTH PUR PROF SERV		13,081.00
		11-000-213-330-CS-0431A-/ HEALTH-OTH PUR PROF SERV	173724 FEB26	CF	HEALTH-OTH PUR PROF SERV		13,081.00
Total for SAGE THRIVE INC/ 6766							\$39,243.00
SCHOOL ACCOUNTING SERVICES LLC/ 9633							

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Pending Payments							
	26-1300	11-000-230-339-AD-0120D-/ GEN ADMIN-OTH PROF SERV	JANUARY26 SERVICES	CF	GEN ADMIN-OTH PROF SERV		9,275.00
SCHOOL SPECIALTY, LLC/ 9170							
	26-1196	20-044-100-610-BC- -/ MLEF-BC-SUPPLIES	208136670093	CF	MLEF-BC-SUPPLIES		1,457.98
	26-0982	11-207-100-610-LR-0240 -/ AUD IMP-SUPPLIES	208136560444	CF	AUD IMP-SUPPLIES		86.15
Total for SCHOOL SPECIALTY, LLC/ 9170							\$1,544.13
SHI INTERNATIONAL CORP/ 8712							
	26-0998	11-190-100-610-TD-0730E-/ REG PROG UND-SUPPLIES	B20508020	CF	REG PROG UND-SUPPLIES		64.58
		11-190-100-610-TD-0730E-/ REG PROG UND-SUPPLIES	B20510380	CF	REG PROG UND-SUPPLIES		995.76
		11-190-100-610-TD-0730E-/ REG PROG UND-SUPPLIES	B20518498	CF	REG PROG UND-SUPPLIES		660.06
Total for SHI INTERNATIONAL CORP/ 8712							\$1,720.40
SILVERGATE PREP/ 8445							
	26-1312	11-150-100-320-CS-1101A-/ HOME INSTR-PUR PROF SERV	57029 57200 57363	CF	HOME INSTR-PUR PROF SERV		1,000.00
STAPLES/ 7945							
	26-1307	11-000-252-610-TD-0130A-/ IT-SUPPLIES	6055336125	CF	IT-SUPPLIES		148.00
SUNRISE SHOPRITE OF PARSIPPANY, LLC/ 9504							
	26-0425	11-190-100-610-HS-0240A-F/ REG PROG UND-SUPPLIES	1/5 & 01/21 SUNRISE	CF	REG PROG UND-SUPPLIES		232.01
TEACHER/ 3320							
	26-0822	11-219-100-580-LI-0250 -/ SP ED HOME INSTR-TRAVEL	JAN26 MILEAGE D.R.	CF	DEANNA RICHTER		42.39
	26-0823	11-219-100-580-LI-0250 -/ SP ED HOME INSTR-TRAVEL	JAN26 MILEAGE E.P.	CF	ELISE PASTOR		32.76
	26-0830	11-219-100-580-LI-0250 -/ SP ED HOME INSTR-TRAVEL	JAN26 MILEAGE J.B.	CF	JENNIFER BECHT		199.28
	26-0831	11-219-100-530-LI-0641 -/ SP ED HOME INSTR-COMMUNI	JAN26 PHONE REIB JB	CF	JENNIFER BECHT		40.00
	26-0834	11-219-100-530-LI-0641 -/ SP ED HOME INSTR-COMMUNI	JAN26 PHONE REIB MP	CF	MEREDITH PERKINS		40.00
	26-0840	11-219-100-580-LI-0250 -/ SP ED HOME INSTR-TRAVEL	JAN26 MILEAGE MP	CF	MEREDITH PERKINS		176.34

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Pending Payments							
	26-0843	11-219-100-580-LI-0250 -/ SP ED HOME INSTR-TRAVEL	JAN26	CF	MARIA MORES		7.76
			MILEAGE M.M.				
	26-0852	11-219-100-580-LI-0250 -/ SP ED HOME INSTR-TRAVEL	JAN26	CF	BARRY KESSLER		26.98
			MILEAGE BK				
	26-1182	11-219-100-580-LI-0250 -/ SP ED HOME INSTR-TRAVEL	JAN26	CF	RYLEY WHITE		159.05
			MILEAGE R.W.				
			Total for TEACHER/ 3320				724.56
TEANECK COMMUNITY CHARTER SCHOOL/ 9218							
	26-1280	11-190-100-890-BC-0250A-/ REG PROG UND-OTHER OBJ	2025-1	CF	REG PROG UND-OTHER OBJ		100.00
THE CENTER SCHOOL/ 9613							
	26-0785	11-000-100-566-CS-0870F-/ TUIT TO PRIV SCH INSTATE	FEB 2026-32	CF	TUIT TO PRIV SCH INSTATE		8,915.94
THE MUSIC SHOP, LLC/ 2563							
	26-0956	11-190-100-500-HS- -/ REG PROG UND-OTH SERVICE	208350-51-52-5 3	CF	REG PROG UND-OTH SERVICE		1,072.15
TIOGA SOLAR MORRIS COUNTY 1, LLC/ 8054							
	26-0562	11-000-262-622-HS-0640B-/ CUSTODIAL-ELECTRICITY	MLSD JAN2026	CF	CUSTODIAL-ELECTRICITY		456.73
TK ELEVATOR CORP./ 5481							
	26-0088	11-000-261-420-DW-0750 -/ REQ MAINT-CLN/REPAIR/MNT	3009247841	CF	REQ MAINT-CLN/REPAIR/MNT		1,613.16
TRANSPORTATION REIMBURSEMENT/ 2983							
	26-0526	11-000-270-503-DW-0520E-/ TRANSP-AIL NONPUB	REIMB FUNG K&M	CF	AGATA BRYN		1,177.00
		11-000-270-503-DW-0520E-/ TRANSP-AIL NONPUB	REIMB PATEL E&L	CF	KARTIK PATEL		1,177.00
		11-000-270-503-DW-0520E-/ TRANSP-AIL NONPUB	REIMB TAIRU L&T	CF	Olufemi & Adebisi Tairu		1,177.00
		11-000-270-503-DW-0520E-/ TRANSP-AIL NONPUB	REIMB E.BARNARD	CF	WERNER BARNARD		588.50
		11-000-270-503-DW-0520E-/ TRANSP-AIL NONPUB	REIMB G.BRIGHT	CF	DIANE BRIGHT		588.50
		11-000-270-503-DW-0520E-/ TRANSP-AIL NONPUB	REIMB M.FORMAN	CF	SARA FORMAN		588.50
		11-000-270-503-DW-0520E-/ TRANSP-AIL NONPUB	REIMB N.L'ESTRANGE	CF	JENNIFER L'ESTRANGE		588.50

* 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

2

va_bill5.032923
01/01/2026

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
		11-000-270-503-DW-0520E-/ TRANSP-AIL NONPUB	REIMB	CF	Lisa & Michael Lukas		588.50
			L.CAILYN				
		11-000-270-503-DW-0520E-/ TRANSP-AIL NONPUB	REIMB	CF	Katherine & Michael Markowitz		588.50
			L.MARKOWITZ				
		11-000-270-503-DW-0520E-/ TRANSP-AIL NONPUB	REIMB	CF	IAN MATTY		588.50
			L.MATTY				
		11-000-270-503-DW-0520E-/ TRANSP-AIL NONPUB	REIMB	CF	PETER MOSER		588.50
			A.MOSER				
		11-000-270-503-DW-0520E-/ TRANSP-AIL NONPUB	REIMB	CF	BETH O'CONNOR		588.50
			H.O'CONNOR				
		11-000-270-503-DW-0520E-/ TRANSP-AIL NONPUB	REIMB	CF	JENNIFER SCARPATI		588.50
			J.SCHINDER				
		11-000-270-503-DW-0520E-/ TRANSP-AIL NONPUB	REIMB	CF	AMY SHERMAN		588.50
			E.SHERMAN-B				
		11-000-270-503-DW-0520E-/ TRANSP-AIL NONPUB	REIMB	CF	KELLY YU		588.50
			Y.WANG				
		11-000-270-503-DW-0520E-/ TRANSP-AIL NONPUB	REIMB LEO	CF	DAVID YOON		588.50
			YOON				
		11-000-270-503-DW-0520E-/ TRANSP-AIL NONPUB	REIMB	CF	KATRINA LEPELLETIER		588.50
			J.LEPELLETIE				
			R				
Total for TRANSPORTATION REIMBURSEMENT/ 2983							\$11,770.00
VERIZON/ 9144							
	26-0163	11-190-100-500-TD-0720C-/ REG PROG UND-OTH SERVICE	FEBRUARY	CF	REG PROG UND-OTH SERVICE		640.29
			2026 SERV				
VIKING TERMITE & PEST CONTROL, LLC/ 9571							
	26-0254	11-000-263-420-DW-0720A-/ GROUNDS-CLN/REPAIR/MNT	653600-02	CF	GROUNDS-CLN/REPAIR/MNT		360.00
			658087-88				
VIVACITY TECH PBC/ 9374							
	26-1016	61-190-100-610-TD- -/ TECH-CHROMEBOOK SUPPLIES	1158728-65726	CF	TECH-CHROMEBOOK SUPPLIES		3,136.90
			5-72864				
	26-1155	61-190-100-610-TD- -/ TECH-CHROMEBOOK SUPPLIES	1172811	CF	TECH-CHROMEBOOK SUPPLIES		42.00
Total for VIVACITY TECH PBC/ 9374							\$3,178.90

* 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

2

va_bill5.032923
01/01/2026

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
W.B. MASON CO., INC./ 6480							
	26-0918	11-190-100-610-HS-0240A-L/ REG PROG UND-SUPPLIES	258080922	CF	REG PROG UND-SUPPLIES		253.51
	26-0866	11-000-240-610-HS-0250A-/ SCH ADMIN-SUPPLIES	259966413	CF	SCH ADMIN-SUPPLIES		1,455.85
Total for W.B. MASON CO., INC./ 6480							\$1,709.36
WEST CHESTER MACHINERY/ 5838							
	26-1293	11-000-263-420-DW-0720A-/ GROUNDS-CLN/REPAIR/MNT	01-75708	CF	GROUNDS-CLN/REPAIR/MNT		1,080.64
Total for Pending Payments							\$482,969.39

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

Run on 02/26/2026 at 11:29:55 AM

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Mountain Lakes Board of Education

Monthly Transfer Report

3

va_s1701
12/01/2025

Budget Category	Accounts	Original Budget	Revenues Allowed + Pr Yr Reserve	Orig + Rvnues Allowed + Pr Yr Reserve	Maximum Transfer Out Allowed	YTD Net Transfers	% change of Transfers	Remaining Transfers Out Allowed	Account Balance
INSTRUCTION									
Regular Programs	11-1XX-100-XXX 12-1XX-100-XXX 13-1XX-100-XXX 15-1XX-100-XXX	12,280,674.00	10,543.51	12,291,217.51	1,229,121.75	(556,558.26)	-4.53	672,563.49	430,775.65
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	418,437.01	4.60	1,327,882.49	625,905.40
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	732,716.25
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					1,789,397.30
UNDISTRIBUTED EXPENDITURES									
Tuition	11-000-100-XXX	1,087,636.00	31,385.00	1,119,021.00	111,902.10	(377,555.98)	-33.74	0.00	130.95
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	(237,511.42)	-6.98	102,973.83	62,546.60
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	(3,978.92)	-0.49	77,628.61	4,793.26
General Administration	1X-000-230-XXX	875,100.00	52,080.18	927,180.18	92,718.02	7,298.29	0.79	100,016.31	88,153.11
School Administration	1X-000-240-XXX	1,622,571.00	141,528.33	1,764,099.33	176,409.93	54,369.90	3.08	230,779.83	206,309.97
Central Services & Administrative Information Technology	1X-000-25X-XXX	694,862.00	6,112.65	700,974.65	70,097.47	4,155.66	0.59	74,253.13	42,568.58
Operation and Maintenance of Plant Services	1X-000-26X-XXX	4,030,354.00	10,736.76	4,041,090.76	404,109.08	121,757.44	3.01	525,866.52	493,618.02
Student Transportation Services	1X-000-270-XXX	757,119.00	14,845.00	771,964.00	77,196.40	395.40	0.05	77,591.80	86,793.95
Personal Services-Employee Benefits	1X-XXX-XXX-2XX	7,661,440.00	0.00	7,661,440.00	766,144.00	594,010.00	7.75	1,360,154.00	137,230.96

Mountain Lakes Board of Education

Monthly Transfer Report

3

va_s1701
12/01/2025

Budget Category	Accounts	Original Budget	Revenues Allowed + Pr Yr Reserve	Orig + Rvnues Allowed + Pr Yr Reserve	Maximum Transfer Out Allowed	YTD Net Transfers	% change of Transfers	Remaining Transfers Out Allowed	Account Balance
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	0.00
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					1,122,145.40
TOTAL GENERAL CURRENT EXPENSE		43,329,866.00	740,676.60	44,070,542.60					2,911,542.70
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	86,539.66
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					3,175,615.57

School Business Administrator Signature

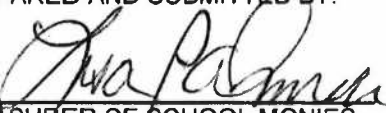
Date

4

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

FUNDS	OPENING CASH BALANCE 12/1/25	ADJUSTMENTS	CURRENT MONTH RECEIPTS	CURRENT MONTH DISBURSEMENTS	ENDING CASH BALANCE 12/31/25
<u>GOVERNMENTAL FUNDS</u>					
10 GENERAL FUND	\$8,999,533.76		\$3,592,185.63	\$4,752,411.17	\$7,839,308.22
20 SPECIAL REVENUE FUND	\$602,082.22		\$65,886.43	\$1,023,754.54	(\$355,785.89)
30 CAPITAL PROJECTS FUND	(\$712,609.16)				(\$712,609.16)
40 DEBT SERVICE FUND	(\$548,169.77)		\$126,192.65		(\$421,977.12)
31 TECHNOLOGY - CHROME INS	\$12,810.00		\$35.00	\$4,967.81	\$7,877.19
	<u>\$8,353,647.05</u>	<u>\$0.00</u>	<u>\$3,784,299.71</u>	<u>\$5,781,133.52</u>	<u>\$6,356,813.24</u>
30 CAFETERIA ACCOUNT	\$83,096.05		\$91,829.41	\$142,927.85	\$31,997.61
TOTAL GOVERNMENTAL FUNDS:	<u>\$8,436,743.10</u>	<u>\$0.00</u>	<u>\$3,876,129.12</u>	<u>\$5,924,061.37</u>	<u>\$6,388,810.85</u>
<u>TRUST & AGENCY FUNDS</u>					
FLEX SPENDING	\$23,397.49		\$4,245.86	\$2,239.28	\$25,404.07
UNEMPLOYMENT	\$403,508.76		\$1,020.78	\$8,046.51	\$396,483.03
NET PAYROLL	\$0.00		\$1,774,602.59	\$1,774,602.59	\$0.00
PAYROLL AGENCY	\$54,908.88		\$1,238,310.46	\$1,017,496.65	\$275,722.69
TOTAL TRUST & AGENCY FUNDS:	<u>\$481,815.13</u>	<u>\$0.00</u>	<u>\$3,018,179.69</u>	<u>\$2,802,385.03</u>	<u>\$697,609.79</u>
TOTAL ALL FUNDS:	<u>\$8,918,558.23</u>	<u>\$0.00</u>	<u>\$6,894,308.81</u>	<u>\$8,726,446.40</u>	<u>\$7,086,420.64</u>

PREPARED AND SUBMITTED BY:


TREASURER OF SCHOOL MONIES
LISA PALMIERI

1/28/26
DATE

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

4

Balance per Books - December 1, 2025				8,353,647.05
Add: Receipts				<u>3,784,299.71</u>
				12,137,946.76
Less: Disbursements				<u>5,781,133.52</u>
Balance per Books - December 31, 2025				<u><u>6,356,813.24</u></u>
Balance per Bank				
Lakeland Bank #624615786 (General)				9,783.71
Lakeland Bank #624611616 (General)				<u>7,856,261.37</u>
				7,866,045.08
Add: Due from Cafeteria Account:				
Check #102738	11/18/25	560.00	1/8/26	
Check #102747	11/18/25	12,851.84	1/8/26	
Check #102774	11/18/25	127,946.04	1/8/26	
Check #102903	12/16/25	560.00	1/28/26	
Check #102941	12/16/25	68,331.98	1/28/26	
Check #103008	12/29/25	2,058.86	1/28/26	
Check #103077	12/29/25	<u>69,874.56</u>	1/28/26	
				<u>282,183.28</u>
				8,148,228.36
Less: Outstanding Checks				<u>(1,791,415.12)</u>
				<u><u>6,356,813.24</u></u>

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

4

Date Issued	Check #	Amount	Date Issued	Check #	Amount	Date Issued	Check #	Amount
7/31/24	100450	4,653.28	12/16/25	102895	350.00	12/29/25	103023	9,000.00
9/4/24	100512	30.00	12/16/25	102902	975.00	12/29/25	103024	2,037.04
10/15/24	100928	36.61	12/16/25	102906	772.48	12/29/25	103025	4,494.98
11/29/24	101031	21.20	12/16/25	102910	100.00	12/29/25	103026	3,369.00
11/29/24	101056	68.98	12/16/25	102914	190.00	12/29/25	103027	3,097.54
11/29/24	101058	68.98	12/16/25	102919	99,112.52	12/29/25	103028	1,624.60
11/29/24	101059	37.71	12/16/25	102924	105.00	12/29/25	103029	1,666.37
11/29/24	101060	26.98	12/16/25	102926	270.00	12/29/25	103030	540.50
11/29/24	101061	26.98	12/16/25	102930	905.00	12/29/25	103031	9,103.00
11/29/24	101064	68.98	12/16/25	102931	20.00	12/29/25	103032	9,161.80
11/29/24	101076	600.00	12/16/25	102933	69.00	12/29/25	103033	160.00
12/20/24	101215	135.00	12/16/25	102934	90.00	12/29/25	103034	700.00
12/20/24	101270	23.12	12/16/25	102939	2,623.50	12/29/25	103035	29,484.96
12/20/24	101288	20.00	12/16/25	102946	3,195.00	12/29/25	103036	610.80
1/28/25	101389	21.20	12/16/25	102951	228.10	12/29/25	103037	31,471.91
3/18/25	101630	212.79	12/16/25	102958	7,574.23	12/29/25	103038	3,200.00
3/18/25	101697	17.34	12/16/25	102959	1,267.00	12/29/25	103039	914,703.02
4/15/25	101818	7.71	12/16/25	102964	8,975.00	12/29/25	103040	10,328.00
5/20/25	101948	60.00	12/16/25	102969	576.63	12/29/25	103041	87.63
6/24/25	102090	1,631.36	12/16/25	102970	1,718.92	12/29/25	103042	8,787.84
6/30/25	102179	9.40	12/16/25	102971	11,830.00	12/29/25	103043	2,524.87
6/30/25	102190	588.50	12/16/25	102974	25.05	12/29/25	103044	283.29
7/15/25	102242	500.00	12/16/25	102976	14.10	12/29/25	103045	4,700.00
7/15/25	102246	267.76	12/16/25	102983	9.40	12/29/25	103046	450.00
7/31/25	102300	250.00	12/16/25	102987	80.00	12/29/25	103047	2,047.99
9/30/25	102685	170.00	12/16/25	102988	740.72	12/29/25	103048	13,360.04
11/18/25	102751	150.00	12/29/25	103006	3,332.60	12/29/25	103049	2,257.60
11/18/25	102762	300.00	12/29/25	103007	8,735.80	12/29/25	103050	1,480.00
11/18/25	102764	2,100.00	12/29/25	103008	2,058.86	12/29/25	103051	1,148.95
11/18/25	102812	40.47	12/29/25	103009	419.56	12/29/25	103052	1,890.73
11/18/25	102822	36.61	12/29/25	103010	1,354.54	12/29/25	103053	201.75
12/16/25	102847	1,860.00	12/29/25	103011	1,500.00	12/29/25	103054	947.00
12/16/25	102848	65.00	12/29/25	103012	111.60	12/29/25	103055	191.96
12/16/25	102849	6,270.00	12/29/25	103013	312.69	12/29/25	103056	502.74
12/16/25	102855	3,000.00	12/29/25	103014	1,632.00	12/29/25	103057	1,450.00
12/16/25	102862	613.18	12/29/25	103015	1,637.35	12/29/25	103058	5,800.00
12/16/25	102864	503.86	12/29/25	103016	179.66	12/29/25	103059	14.29
12/16/25	102879	18,980.00	12/29/25	103017	1,270.00	12/29/25	103060	30.00
12/16/25	102880	160.00	12/29/25	103018	3,276.00	12/29/25	103061	9,656.00
12/16/25	102883	15,306.43	12/29/25	103019	2,568.00	12/29/25	103062	1,337.75
12/16/25	102886	32,000.14	12/29/25	103020	6,331.85	12/29/25	103063	5,950.00
12/16/25	102887	18,000.00	12/29/25	103021	35,452.48	12/29/25	103064	450.00
12/16/25	102891	80.00	12/29/25	103022	3,750.00	12/29/25	103065	15,532.80
		<u>109,019.57</u>			<u>215,739.64</u>			<u>1,115,836.75</u>

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

<u>Date</u> <u>Issued</u>	<u>Check</u> <u>#</u>	<u>Amount</u>	<u>Date</u> <u>Issued</u>	<u>Check</u> <u>#</u>	<u>Amount</u>	<u>Date</u> <u>Issued</u>	<u>Check</u> <u>#</u>	<u>Amount</u>
12/29/25	103066	985.41	12/29/25	103109	11.28			
12/29/25	103067	62,615.00	12/29/25	103110	667.46			
12/29/25	103068	2,029.07	12/29/25	103111	632.80			
12/29/25	103069	45,078.87	12/29/25	103112	1,250.00			
12/29/25	103070	1,200.00	12/29/25	103113	70.00			
12/29/25	103071	4,324.00	12/29/25	103114	8,509.05			
12/29/25	103072	10,514.34	12/29/25	103115	641.95			
12/29/25	103073	639.99	12/29/25	103116	680.00			
12/29/25	103074	1,600.00	12/29/25	103117	360.00			
12/29/25	103075	25,773.72	12/29/25	103118	1,455.85			
12/29/25	103076	99.00	12/29/25	103119	50.00			
12/29/25	103077	69,874.56	12/29/25	103120	415.80			
12/29/25	103078	2,940.00	12/29/25	103121	2,163.00			
12/29/25	103079	461.51	12/29/25	103122	100.00			
12/29/25	103080	345.00	12/29/25	103123	14,414.07			
12/29/25	103081	10,652.88	12/29/25	103124	13,081.00			
12/29/25	103082	9,250.00	12/29/25	103125	753.00			
12/29/25	103083	300.00	12/29/25	103126	350.00			
12/29/25	103084	2,745.00						
12/29/25	103085	450.00						
12/29/25	103086	4,987.50						
12/29/25	103087	0.21						
12/29/25	103088	449.48						
12/29/25	103089	150.00						
12/29/25	103090	134.46						
12/29/25	103091	6,000.00						
12/29/25	103092	145.90						
12/29/25	103093	39,886.49						
12/29/25	103094	15.00						
12/29/25	103095	440.00						
12/29/25	103096	236.18						
12/29/25	103097	40.00						
12/29/25	103098	56.40						
12/29/25	103099	180.48						
12/29/25	103100	40.00						
12/29/25	103101	250.51						
12/29/25	103102	40.00						
12/29/25	103103	40.00						
12/29/25	103104	119.15						
12/29/25	103105	12.03						
12/29/25	103106	46.24						
12/29/25	103107	44.32						
12/29/25	103108	21.20						
		<u>305,213.90</u>			<u>45,605.26</u>			<u>0.00</u>

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

4

RECAP:

109,019.57
215,739.64
1,115,836.75
305,213.90
45,605.26
0.00

TOTAL **1,791,415.12** Total outstanding checks as of December 31, 2025

4

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

Balance per Books - December 1, 2025					83,096.05
Add: Receipts					<u>91,829.41</u>
					174,925.46
Less: Disbursements					<u>142,927.85</u>
Balance per Books - December 31, 2025					<u><u>31,997.61</u></u>
Balance per Bank					
Lakeland Bank #624611829 (Cafeteria)					316,283.34
Less: Outstanding Checks:					
	12/1/25	#1189	49.70		
	12/1/25	#1190	52.75		
	12/1/25	#1191	<u>2,000.00</u>		
					<u>2,102.45</u>
					314,180.89
Less: Due to General Account:					
Check #102738	11/18/25		560.00	1/8/26	
Check #102747	11/18/25		12,851.84	1/8/26	
Check #102774	11/18/25		127,946.04	1/8/26	
Check #102903	12/16/25		560.00	1/28/26	
Check #102941	12/16/25		68,331.98	1/28/26	
Check #103008	12/29/25		2,058.86	1/28/26	
Check #103077	12/29/25		<u>69,874.56</u>	1/28/26	
					<u>282,183.28</u>
					<u><u>31,997.61</u></u>

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

Balance per Books - December 1, 2025	23,397.49
Add: Receipts	<u>4,245.86</u>
	27,643.35
Less: Disbursements	<u>2,239.28</u>
Balance per Books - December 31, 2025	<u><u>25,404.07</u></u>
Balance per Bank	
Lakeland Bank #624611608 (Flex Spending)	<u><u>25,404.07</u></u>

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

Balance per Books - December 1, 2025	403,508.76
Add: Receipts	1,020.78
	<u>404,529.54</u>
Less: Disbursements	8,046.51
	<u>396,483.03</u>
Balance per Books - December 31, 2025	<u><u>396,483.03</u></u>
Balance per Bank	
Lakeland Bank #624611802 (Unemployment)	<u><u>396,483.03</u></u>

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

4

Balance per Books - December 1, 2025				0.00
Add: Receipts				<u>1,774,602.59</u>
				1,774,602.59
Less: Disbursements				<u>1,774,602.59</u>
Balance per Books - December 31, 2025				<u><u>0.00</u></u>
Balance per Bank				
Lakeland Bank #624611691 (Net Payroll)				6,760.13
Less: Interest due to General Fund				
July - 2025			205.54	
August - 2025			115.36	
September - 2025			442.62	
October - 2025			385.73	
November - 2025			314.26	
Stale O/S Checks write-off difference			0.30	12/19/25
December - 2025			<u>541.89</u>	
				<u>2,005.70</u>
				4,754.43
Less: Outstanding Checks				
	12/30/24	#151454	2,190.36	
	2/28/25	#151481	<u>2,564.07</u>	
				<u>4,754.43</u>
				<u><u>0.00</u></u>

4

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

Balance per Books - December 1, 2025	54,908.88
Add: Receipts	<u>1,238,310.46</u>
	1,293,219.34
Less: Disbursements	<u>1,017,496.65</u>
Balance per Books - December 31, 2025	<u><u>275,722.69</u></u>
Balance per Bank	
Lakeland Bank #624611640 (Payroll Agency)	<u><u>275,722.69</u></u>

2/2 2:24pm
2/2 2:24pm

5

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
General Fund - Fund 10
Interim Balance Sheet
For 6 Month Period Ending 12/31/2025

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$4,365,851.36
102-107	Cash and cash equivalents		\$2,031.72
116	Capital reserve Account		\$3,473,456.86
121	Tax levy receivable		\$12,484,875.95
	Accounts receivable:		
132	Interfund	\$152,784.19	
141	Intergovernmental - State	\$815,962.58	
153,154	Other (net of est uncollectible of \$_____)	\$8,643,975.62	\$9,612,722.39

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

301	Estimated Revenues	\$42,593,560.00	
302	Less Revenues	(\$41,302,884.14)	
			\$1,290,675.86

Total assets and resources

\$31,229,614.14

=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
General Fund - Fund 10
Interim Balance Sheet
For 6 Month Period Ending 12/31/2025

=====

LIABILITIES AND FUND EQUITY

=====

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

421	Accounts Payable	\$411,252.78
481	Deferred Revenues	\$872.32
	Other current liabilities including Net Assets	\$79,129.55

TOTAL LIABILITIES

\$491,254.65

=====

FUND BALANCE

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

753	Reserve for Encumbrances - Current Year	\$21,826,757.97
754	Reserve for Encumbrance - Prior Year	\$43,454.95
	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	\$20,526,128.43
603	Encumbrances	\$21,870,212.92
		(\$42,396,341.35)
		\$3,175,615.57

Total Appropriated

\$30,268,203.35

--- 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

\$30,738,359.49

TOTAL LIABILITIES AND FUND EQUITY

\$31,229,614.14

=====

5

Mountain Lakes Board of Education
General Fund - Fund 10
Interim Balance Sheet
For 6 Month Period Ending 12/31/2025

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$45,571,956.92	\$42,396,341.35	\$3,175,615.57
Revenues	(\$42,593,560.00)	(\$41,302,884.14)	(\$1,290,675.86)
	<u>\$2,978,396.92</u>	<u>\$1,093,457.21</u>	<u>\$1,884,939.71</u>
Less: Adjust for prior year encumb.	<u>(\$302,446.92)</u>	<u>(\$302,446.92)</u>	
Budgeted Fund Balance	<u>\$2,675,950.00</u>	<u>\$791,010.29</u>	<u>\$1,884,939.71</u>
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	\$2,675,950.00	\$791,010.29	\$1,884,939.71
TOTAL Budgeted Fund Balance	<u><u>\$2,675,950.00</u></u>	<u><u>\$791,010.29</u></u>	<u><u>\$1,884,939.71</u></u>

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 6 Month Period Ending 12/31/2025

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$41,204,690.00	\$39,846,745.14		\$1,357,944.86
3XXX From State Sources	\$1,388,870.00	\$1,456,139.00		(\$67,269.00)
 TOTAL REVENUE/SOURCES OF FUNDS	 \$42,593,560.00	 \$41,302,884.14		 \$1,290,675.86
 =====				
				AVAILABLE
*** EXPENDITURES ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	BALANCE
 --- CURRENT EXPENSE ---				
11-1XX-100-XXX Regular Programs - Instruction	\$11,734,659.25	\$5,031,072.74	\$6,272,810.86	\$430,775.65
11-2XX-100-XXX Special Education - Instruction	\$8,357,864.09	\$3,173,768.16	\$4,583,271.85	\$600,824.08
11-401-100-XXX School-Spon. Cocurr. Acti-Instr	\$266,611.50	\$33,524.76	\$2,091.27	\$230,995.47
11-402-100-XXX School-Spons. Athletics - Instruction	\$1,144,147.10	\$476,240.98	\$166,185.34	\$501,720.78
 --- UNDISTRIBUTED EXPENDITURES ---				
11-000-100-XXX Instruction	\$741,465.02	\$406,565.76	\$334,768.31	\$130.95
11-000-211-XXX Attendance and Social Work Services	\$35,048.40	\$17,524.20	\$17,524.20	\$0.00
11-000-213-XXX Health Services	\$789,115.23	\$314,051.85	\$425,833.75	\$49,229.63
11-000-216-XXX Speech, OT,PT & Related Svcs	\$734,693.00	\$256,504.88	\$462,600.50	\$15,587.62
11-000-217-XXX Other Support Serv - Students Extra Srvc	\$420,334.70	\$125,543.72	\$285,297.28	\$9,493.70
11-000-218-XXX Guidance	\$919,035.86	\$414,615.59	\$498,857.69	\$5,562.58
11-000-219-XXX Child Study Teams	\$1,080,782.52	\$530,184.54	\$550,287.19	\$310.79
11-000-221-XXX Improv of Inst. - Instruc Staff	\$748,328.33	\$503,887.61	\$243,462.27	\$978.45
11-000-222-XXX Educational Media Serv/School Library	\$343,359.11	\$160,063.67	\$175,851.84	\$7,443.60
11-000-223-XXX Instructional Staff Training Services	\$63,768.00	\$30,725.04	\$29,228.15	\$3,814.81
11-000-230-XXX Supp. Serv.-General Administration	\$934,478.47	\$620,035.29	\$226,290.07	\$88,153.11
11-000-240-XXX Supp. Serv.-School Administration	\$1,818,469.23	\$837,363.60	\$774,795.66	\$206,309.97
11-000-25X-XXX Central Serv & Admin. Inform. Tech.	\$705,130.31	\$363,011.30	\$299,550.43	\$42,568.58
11-000-261-XXX Require Maint. for School Facilities	\$1,262,547.96	\$797,203.97	\$232,265.18	\$233,078.81
11-000-262-XXX Custodial Services	\$2,533,712.91	\$1,216,588.16	\$1,107,273.01	\$209,851.74
11-000-263-XXX Care and Upkeep of Grounds	\$263,087.33	\$149,150.34	\$66,274.62	\$47,662.37
11-000-266-XXX Security	\$103,500.00	\$58,220.56	\$42,254.34	\$3,025.10
11-000-270-XXX Student Transportation Services	\$772,359.40	\$284,575.01	\$400,990.44	\$86,793.95
11-XXX-XXX-2XX Allocated and Unallocated Benefits	\$8,255,450.00	\$3,490,992.87	\$4,627,226.17	\$137,230.96
11-000-310-XXX Food Services	\$66,745.00	\$26,729.15	\$40,015.85	.00
 TOTAL GENERAL CURRENT EXPENSE				
EXPENDITURES/USES OF FUNDS	\$44,094,692.72	\$19,318,143.75	\$21,865,006.27	\$2,911,542.70
	=====	=====	=====	=====

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 6 Month Period Ending 12/31/2025

*** 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	\$643,665.73	.00	\$164,166.36
	=====	=====	=====	=====
 TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	 \$943,450.32	 \$775,382.71	 \$0.00	 \$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	\$94,894.05	\$5,206.65	\$86,539.66
	=====	=====	=====	=====
 TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	 \$524,348.28	 \$432,601.97	 \$5,206.65	 \$86,539.66
	=====	=====	=====	=====
 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	 \$20,526,128.43	 \$21,870,212.92	 \$3,175,615.57
	=====	=====	=====	=====

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 6 Month Period Ending 12/31/2025

	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	\$1,214,925.90	(\$94,277.90)
1320 Tuition from LEAs Within State	\$14,757,581.00	\$13,353,054.68	\$1,404,526.32
1350 Tuition From Summer School	\$73,609.00	\$66,731.81	\$6,877.19
1410 Transp Fees from Individuals	\$8,000.00	\$5,369.00	\$2,631.00
1510 Interest	\$200,100.00	\$143,741.02	\$56,358.98
1910 Rents and Royalties	\$20,000.00	\$10,929.00	\$9,071.00
1XXX Miscellaneous	\$55,000.00	\$82,241.69	(\$27,241.69)
	=====	=====	=====
TOTAL LOCAL	\$41,204,690.00	\$39,846,745.14	\$1,357,944.86
	=====	=====	=====
--- 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	\$41,302,884.14	\$1,290,675.86
	=====	=====	=====

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 6 Month Period Ending 12/31/2025

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- Regular Programs - Instruction ---				
11-105-100-101 Preschool - Salaries of Teachers	\$89,570.00	\$30,431.92	\$44,298.08	\$14,840.00
11-110-100-101 Kindergarten - Salaries of Teachers	\$421,852.00	\$149,556.20	\$272,295.80	.00
11-120-100-101 Grades 1-5 - Salaries of Teachers	\$2,879,634.50	\$1,148,791.17	\$1,663,732.52	\$67,110.81
11-130-100-101 Grades 6-8 - Salaries of Teachers	\$2,364,812.00	\$938,785.69	\$1,418,887.11	\$7,139.20
11-140-100-101 Grades 9-12 - Salaries of Teachers	\$4,604,665.08	\$1,798,231.96	\$2,640,753.84	\$165,679.28
11-150-100-320 Purchased Prof.-Ed. Services	\$15,000.00	\$3,162.74	.00	\$11,837.26
--- Regular Programs - Undistr. Instruction ---				
11-190-100-106 Other Salaries for Instruction	\$222,727.00	\$109,205.21	\$113,521.79	.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)	\$476,015.46	\$358,165.27	\$93,267.93	\$24,582.26
11-190-100-610 General Supplies	\$543,611.84	\$404,783.35	\$21,898.76	\$116,929.73
11-190-100-640 Textbooks	\$89,333.54	\$84,783.40	\$2,860.03	\$1,690.11
11-190-100-800 Other Objects	\$17,437.83	\$5,175.83	\$1,295.00	\$10,967.00
TOTAL	\$11,734,659.25	\$5,031,072.74	\$6,272,810.86	\$430,775.65
--- SPECIAL EDUCATION - INSTRUCTION ---				
Visual Impairments:				
11-206-100-101 Salaries of Teachers	\$2,045.00	\$2,013.75	\$0.00	\$31.25
TOTAL	\$2,045.00	\$2,013.75	\$0.00	\$31.25
Auditory Impairments:				
11-207-100-101 Salaries of Teachers	\$3,768,920.59	\$1,485,896.95	\$2,201,144.72	\$81,878.92
11-207-100-106 Other Salaries for Instruction	\$1,058,142.94	\$387,753.43	\$544,143.60	\$126,245.91
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	\$29,537.88	\$2,040.98	\$33,171.14
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	\$5,214,313.53	\$1,903,188.26	\$2,749,065.30	\$562,059.97
Resource Room/Resource Center:				
11-213-100-101 Salaries of Teachers	\$2,254,328.00	\$911,808.93	\$1,342,519.07	\$0.00
11-213-100-610 General supplies	\$6,780.00	\$4,544.99	\$68.11	\$2,166.90
TOTAL	\$2,261,108.00	\$916,353.92	\$1,342,587.18	\$2,166.90
Autism:				
11-214-100-101 Salaries of Teachers	\$179,910.00	\$71,964.00	\$107,946.00	\$0.00
11-214-100-106 Other Salaries for Instruction	\$27,939.30	\$27,241.74	\$697.56	.00
TOTAL	\$207,849.30	\$99,205.74	\$108,643.56	\$0.00
Preschool Disabilities - Full-Time:				
11-216-100-101 Salaries of Teachers	\$74,730.00	\$30,432.08	\$44,297.92	\$0.00
11-216-100-106 Other Salaries for Instruction	\$6,048.21	\$6,017.40	.00	\$30.81
TOTAL	\$80,778.21	\$36,449.48	\$44,297.92	\$30.81
Home Instruction:				

Mountain Lakes Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 6 Month Period Ending 12/31/2025

	Appropriations	Expenditures	Encumbrances	Available Balance
11-219-100-101 Salaries of Teachers	\$533,418.27	\$210,790.54	\$321,557.46	\$1,070.27
11-219-100-320 Purchased Prof.-Ed. Services	\$11,450.00	.00	.00	\$11,450.00
11-219-100-500 Other Purch. Serv. (400-500 series)	\$41,901.78	\$5,766.47	\$17,120.43	\$19,014.88
11-219-100-610 General Supplies	\$5,000.00	.00	.00	\$5,000.00
TOTAL	\$591,770.05	\$216,557.01	\$338,677.89	\$36,535.15
TOTAL SPECIAL ED - INSTRUCTION	\$8,357,864.09	\$3,173,768.16	\$4,583,271.85	\$600,824.08
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$258,173.00	\$31,651.00	.00	\$226,522.00
11-401-100-500 Purchased Services (300-500 series)	\$200.00	\$100.00	\$100.00	.00
11-401-100-600 Supplies and Materials	\$8,238.50	\$1,773.76	\$1,991.27	\$4,473.47
TOTAL	\$266,611.50	\$33,524.76	\$2,091.27	\$230,995.47
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$905,558.00	\$339,856.79	\$130,999.73	\$434,701.48
11-402-100-500 Purchased Services (300-500 series)	\$42,257.25	\$20,251.20	\$8,307.25	\$13,698.80
11-402-100-600 Supplies and Materials	\$68,000.00	\$50,500.25	\$666.00	\$16,833.75
11-402-100-800 Other Objects	\$128,331.85	\$65,632.74	\$26,212.36	\$36,486.75
TOTAL	\$1,144,147.10	\$476,240.98	\$166,185.34	\$501,720.78
--- UNDISTRIBUTED EXPENDITURES ---				
--- Instruction ---				
11-000-100-563 Tuition to Co.Voc.School Dist.-reg.	\$99,267.00	\$63,931.00	\$35,280.00	\$56.00
11-000-100-564 Tuition to Co.Voc. School Dist.-spec.	\$75,000.00	\$41,476.00	\$33,524.00	.00
11-000-100-566 Tuition to Priv Sch for Disbl w/i State	\$567,198.02	\$301,158.76	\$265,964.31	\$74.95
TOTAL	\$741,465.02	\$406,565.76	\$334,768.31	\$130.95
--- Attendance and social work services ---				
11-000-211-100 Salaries	\$35,048.40	\$17,524.20	\$17,524.20	.00
TOTAL	\$35,048.40	\$17,524.20	\$17,524.20	\$0.00
--- Health services ---				
11-000-213-100 Salaries	\$423,878.26	\$184,781.14	\$226,844.68	\$12,252.44
11-000-213-300 Purchased Prof. & Tech. Svc.	\$354,084.28	\$123,016.08	\$198,653.26	\$32,414.94
11-000-213-600 Supplies and Materials (600-615)	\$10,896.19	\$5,998.13	\$335.81	\$4,562.25
11-000-213-800 Other Objects	\$256.50	\$256.50	.00	.00
TOTAL	\$789,115.23	\$314,051.85	\$425,833.75	\$49,229.63
--- Speech, OT,PT & Related Svcs ---				
11-000-216-100 Salaries	\$727,759.00	\$255,752.15	\$456,515.85	\$15,491.00
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	\$752.73	\$20.65	\$96.62
TOTAL	\$734,693.00	\$256,504.88	\$462,600.50	\$15,587.62
--- Other support services - Students - Extra Srvc				
11-000-217-100 Salaries	\$420,334.70	\$125,543.72	\$285,297.28	\$9,493.70
TOTAL	\$420,334.70	\$125,543.72	\$285,297.28	\$9,493.70

Mountain Lakes Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 6 Month Period Ending 12/31/2025

	Appropriations	Expenditures	Encumbrances	Available Balance
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$799,542.47	\$334,630.27	\$459,752.69	\$5,159.51
11-000-218-105 Sal Secr. & Clerical Asst.	\$97,302.60	\$58,197.60	\$39,105.00	.00
11-000-218-320 Purchased Prof. - Ed. Services	\$7,227.11	\$7,227.11	.00	.00
11-000-218-500 Other Purchased Services (400-500 series)	\$2,023.06	\$2,023.06	.00	.00
11-000-218-600 Supplies and Materials	\$10,968.62	\$10,595.55	.00	\$373.07
11-000-218-800 Other Objects	\$1,972.00	\$1,942.00	.00	\$30.00
TOTAL	\$919,035.86	\$414,615.59	\$498,857.69	\$5,562.58
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$911,893.82	\$429,715.81	\$482,039.75	\$138.26
11-000-219-105 Sal Secr. & Clerical Asst.	\$125,010.12	\$57,875.04	\$67,135.08	.00
11-000-219-592 Misc Purch Ser(400-500 O/than Resid costs)	\$36,192.58	\$35,141.58	\$1,051.00	\$0.00
11-000-219-600 Supplies and Materials	\$7,686.00	\$7,452.11	\$61.36	\$172.53
TOTAL	\$1,080,782.52	\$530,184.54	\$550,287.19	\$310.79
--- Improv. of instr. Serv. ---				
11-000-221-102 Salaries Superv. of Instr.	\$640,250.38	\$398,954.36	\$241,296.02	.00
11-000-221-104 Salaries Other Prof. Staff	\$73,083.70	\$73,083.70	.00	.00
11-000-221-320 Purchased Prof. - Ed. Services	\$21,501.00	\$21,501.00	.00	.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	\$2,998.00	\$2,929.55	.00	\$68.45
11-000-221-800 Other Objects	\$8,329.00	\$7,419.00	.00	\$910.00
TOTAL	\$748,328.33	\$503,887.61	\$243,462.27	\$978.45
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$257,253.00	\$106,562.00	\$150,691.00	.00
11-000-222-177 Salaries of Technology Coordinators	\$48,055.77	\$24,027.86	\$24,027.91	.00
11-000-222-600 Supplies and Materials	\$37,600.34	\$29,473.81	\$1,132.93	\$6,993.60
11-000-222-800 Other Objects	\$450.00	.00	.00	\$450.00
TOTAL	\$343,359.11	\$160,063.67	\$175,851.84	\$7,443.60
--- Instructional Staff Training Services ---				
11-000-223-320 Purchased Prof. - Ed. Services	\$40,050.00	\$20,676.82	\$19,373.18	.00
11-000-223-500 Other Purchased Services (400-500 series)	\$19,590.00	\$7,425.94	\$8,599.97	\$3,564.09
11-000-223-600 Supplies and Materials	\$1,500.00	\$1,433.28	.00	\$66.72
11-000-223-800 Other Objects	\$2,628.00	\$1,189.00	\$1,255.00	\$184.00
TOTAL	\$63,768.00	\$30,725.04	\$29,228.15	\$3,814.81
--- Support services-general administration ---				
11-000-230-100 Salaries	\$410,473.03	\$211,107.61	\$196,734.35	\$2,631.07
11-000-230-331 Legal Services	\$68,000.00	\$64,974.21	\$3,025.79	.00
11-000-230-332 Audit Fees	\$45,000.00	\$35,350.00	\$8,000.00	\$1,650.00
11-000-230-339 Other Purchased Prof. Svc.	\$36,624.18	\$12,844.44	\$3,532.24	\$20,247.50
11-000-230-340 Purchased Tech. Services	\$5,000.00	.00	.00	\$5,000.00
11-000-230-530 Communications/Telephone	\$4,756.26	.00	.00	\$4,756.26
11-000-230-580 Travel - All Other	\$4,000.00	\$1,209.20	.00	\$2,790.80
11-000-230-585 BOE Other Purchased Prof. Svc.	\$3,500.00	\$797.31	\$1,852.69	\$850.00

Mountain Lakes Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 6 Month Period Ending 12/31/2025

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-230-590 Misc Purchased Services (400-500)	\$323,625.00	\$271,532.00	\$11,145.00	\$40,948.00
11-000-230-610 General Supplies	\$4,500.00	.00	.00	\$4,500.00
11-000-230-820 Judgments Against. School District.	\$3,000.00	\$890.00	.00	\$2,110.00
11-000-230-890 Misc. Expenditures	\$8,038.00	\$6,038.00	\$2,000.00	.00
11-000-230-895 BOE Membership Dues and Fees	\$17,962.00	\$15,292.52	.00	\$2,669.48
TOTAL	\$934,478.47	\$620,035.29	\$226,290.07	\$88,153.11
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$891,626.00	\$445,812.72	\$445,812.72	\$0.56
11-000-240-104 Salaries Other Prof. Staff	\$105,114.00	\$64,692.17	\$40,421.83	.00
11-000-240-105 Sal Secr. & Clerical Asst.	\$647,482.83	\$249,846.95	\$272,184.00	\$125,451.88
11-000-240-199 Unused Vac Payment to Term/Ret Staff	\$47,571.08	\$19,557.43	.00	\$28,013.65
11-000-240-500 Other Purchased Services (400-500 series)	\$30,364.73	\$10,579.32	\$7,647.48	\$12,137.93
11-000-240-600 Supplies and Materials	\$83,560.59	\$38,443.01	\$8,729.63	\$36,387.95
11-000-240-800 Other Objects	\$12,750.00	\$8,432.00	.00	\$4,318.00
TOTAL	\$1,818,469.23	\$837,363.60	\$774,795.66	\$206,309.97
--- Central Services ---				
11-000-251-100 Salaries	\$446,308.00	\$216,054.67	\$228,232.29	\$2,021.04
11-000-251-199 Unused Vac Payment to Term/Ret Staff	\$13,005.66	\$12,968.02	.00	\$37.64
11-000-251-592 Misc Pur Serv (400-500 series)	\$24,241.98	\$11,222.10	\$6,214.36	\$6,805.52
11-000-251-600 Supplies and Materials	\$5,000.00	\$3,015.56	\$4.34	\$1,980.10
11-000-251-89X Other Objects	\$6,401.67	\$2,560.08	\$1,692.59	\$2,149.00
TOTAL	\$494,957.31	\$245,820.43	\$236,143.58	\$12,993.30
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$112,103.14	\$56,065.06	\$56,038.08	.00
11-000-252-340 Purchased Technical Services	\$51,450.00	\$41,909.81	\$2,504.08	\$7,036.11
11-000-252-500 Other Pur Serv. (400-500 series)	\$36,419.86	\$13,475.50	\$4,097.34	\$18,847.02
11-000-252-600 Supplies and Materials	\$4,550.00	\$804.50	\$767.35	\$2,978.15
11-000-252-800 Other Objects	\$5,650.00	\$4,936.00	.00	\$714.00
TOTAL	\$210,173.00	\$117,190.87	\$63,406.85	\$29,575.28
TOTAL Cent. Svcs. & Admin IT	\$705,130.31	\$363,011.30	\$299,550.43	\$42,568.58
--- Required Maint.for School Facilities ---				
11-000-261-100 Salaries	\$283,056.00	\$94,327.50	\$127,552.56	\$61,175.94
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	\$847,220.65	\$665,290.55	\$73,557.88	\$108,372.22
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	\$21,689.61	\$27,097.74	\$51,212.65
11-000-261-800 Other Objects	\$20,783.00	\$10,496.00	\$4,057.00	\$6,230.00
TOTAL	\$1,262,547.96	\$797,203.97	\$232,265.18	\$233,078.81
--- Custodial Services ---				
11-000-262-1XX Salaries	\$1,294,335.17	\$612,800.70	\$612,080.68	\$69,453.79
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.	\$100,550.00	\$59,603.80	\$1,327.87	\$39,618.33

Mountain Lakes Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 6 Month Period Ending 12/31/2025

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-262-441 Rental of Land & Bldgs Other Than Lease	\$45,000.00	\$30,000.00	\$15,000.00	.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	\$4,595.89	\$20,404.11	.00
11-000-262-610 General Supplies	\$110,300.00	\$51,041.84	\$8,528.02	\$50,730.14
11-000-262-621 Energy (Natural Gas)	\$317,585.96	\$164,478.33	\$153,107.63	.00
11-000-262-622 Energy (Electricity)	\$422,750.00	\$179,238.57	\$202,830.08	\$40,681.35
11-000-262-8XX Other Objects	\$6,727.02	\$320.00	\$6,400.00	\$7.02
TOTAL	\$2,533,712.91	\$1,216,588.16	\$1,107,273.01	\$209,851.74
--- Care and Upkeep of Grounds ---				
11-000-263-100 Salaries	\$108,487.20	\$54,833.98	\$53,641.10	\$12.12
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$110,000.00	\$76,927.70	\$8,026.99	\$25,045.31
11-000-263-610 General Supplies	\$37,720.13	\$17,078.66	\$4,606.53	\$16,034.94
11-000-263-800 Other Objects	\$6,880.00	\$310.00	.00	\$6,570.00
TOTAL	\$263,087.33	\$149,150.34	\$66,274.62	\$47,662.37
--- Security ---				
11-000-266-100 Salaries	\$92,000.00	\$50,756.98	\$41,243.02	.00
11-000-266-300 Purchased Prof. & Tech. Svc.	\$5,969.40	\$4,912.80	\$1,011.32	\$45.28
11-000-266-420 Cleaning, Repair, & Maintenance Serv.	\$530.60	.00	.00	\$530.60
11-000-266-610 General Supplies	\$5,000.00	\$2,550.78	.00	\$2,449.22
TOTAL	\$103,500.00	\$58,220.56	\$42,254.34	\$3,025.10
TOTAL Oper & Maint of Plant Services	\$4,162,848.20	\$2,221,163.03	\$1,448,067.15	\$493,618.02
--- Student transportation services ---				
11-000-270-161 Sal Pupil Trans(Bet Home & Sch)-Sp Ed	\$25,171.00	\$7,377.23	\$14,754.46	\$3,039.31
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	\$42,332.36	\$63,086.04	\$581.60
11-000-270-512 Contract Svc (other btw home & sch)-vndrs	\$295,780.40	\$92,798.44	\$138,255.40	\$64,726.56
11-000-270-514 Contract Svc (Sp Ed.)-vendors	\$14,104.48	.00	.00	\$14,104.48
11-000-270-517 Contract Svc (reg std) - ESCs	\$85,466.00	\$34,056.18	\$51,409.82	.00
11-000-270-518 Contract Svc (Sp Ed) - ESCs	\$203,929.52	\$107,272.30	\$96,657.22	.00
11-000-270-800 Misc. Expenditures	\$750.00	\$150.00	.00	\$600.00
TOTAL	\$772,359.40	\$284,575.01	\$400,990.44	\$86,793.95
--- Personal Services-Employee Benefits---				
11-XXX-XXX-220 Social Security Contributions	\$562,742.00	\$277,735.47	\$285,006.53	.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	\$22,099.76	\$27,325.24	.00
11-XXX-XXX-260 Workman's Compensation	\$161,546.00	\$158,835.80	.00	\$2,710.20
11-XXX-XXX-270 Health Benefits	\$6,640,200.00	\$2,873,635.59	\$3,649,167.40	\$117,397.01
11-XXX-XXX-280 Tuition Reimbursement	\$75,000.00	\$14,137.00	\$60,000.00	\$863.00
11-XXX-XXX-290 Other Employee Benefits	\$86,310.00	\$86,291.75	.00	\$18.25
11-XXX-XXX-299 Unused Sick Payment to Term/Ret Staff	\$74,500.00	\$58,257.50	.00	\$16,242.50
TOTAL	\$8,255,450.00	\$3,490,992.87	\$4,627,226.17	\$137,230.96

Mountain Lakes Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 6 Month Period Ending 12/31/2025

	Appropriations	Expenditures	Encumbrances	Available Balance
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
--- Food services ---				
11-000-310-93X Transfers to Cover Deficit (Enterprise)	\$66,745.00	\$26,729.15	\$40,015.85	.00
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL	\$66,745.00	\$26,729.15	\$40,015.85	\$0.00
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Undistributed Expenditures	\$22,591,410.78	\$10,603,537.11	\$10,840,646.95	\$1,147,226.72
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$44,094,692.72	\$19,318,143.75	\$21,865,006.27	\$2,911,542.70
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$44,094,692.72	\$19,318,143.75	\$21,865,006.27	\$2,911,542.70
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Mountain Lakes Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 6 Month Period Ending 12/31/2025

	Appropriations	Expenditures	Encumbrances	Available Balance
*** CAPITAL OUTLAY ***				
--- EQUIPMENT ---				
Regular programs-instruction				
12-120-100-730 Grades 1-5	\$18,076.25	\$17,815.00	.00	\$261.25
12-130-100-730 Grades 6-8	\$7,635.00	\$7,635.00	.00	.00
12-140-100-730 Grades 9-12	\$24,000.00	\$20,360.00	.00	\$3,640.00
12-000-252-730 Admin. Info. Tech.	\$8,038.75	\$8,038.75	.00	.00
12-000-261-730 Undist. Exp.-Req. Maint. Schl Facilities	\$77,868.23	\$77,868.23	.00	.00
Undist. Exp. - Non-instructional Services				
TOTAL	\$135,618.23	\$131,716.98	\$0.00	\$3,901.25
--- Facilities acquisition and construction services ---				
12-000-400-450 Construction Services	\$759,534.09	\$595,367.73	.00	\$164,166.36
12-000-400-896 Assmt for Debt Service on SDA Funding	\$48,298.00	\$48,298.00	.00	.00
Sub Total	\$807,832.09	\$643,665.73	\$0.00	\$164,166.36
TOTAL	\$807,832.09	\$643,665.73	\$0.00	\$164,166.36
TOTAL CAPITAL OUTLAY EXPENDITURES	\$943,450.32	\$775,382.71	\$0.00	\$168,067.61
*** SPECIAL SCHOOLS ***				
--- Summer school - Instruction ---				
13-422-100-101 Salaries of Teachers	\$159,028.58	\$159,028.58	\$0.00	\$0.00
13-422-100-106 Other salaries of instruction	\$155,413.34	\$155,413.34	.00	.00
13-422-100-300 Purchased prof. & tech. services	\$23,266.00	\$23,266.00	.00	.00
TOTAL	\$337,707.92	\$337,707.92	\$0.00	\$0.00
TOTAL SUMMER SCHOOL	\$337,707.92	\$337,707.92	\$0.00	\$0.00
--- Other special schools - instruction ---				
13-4XX-100-101 Salaries of Teachers	\$169,990.00	\$85,403.51	\$0.00	\$84,586.49
13-4XX-100-610 General supplies	\$16,650.36	\$9,490.54	\$5,206.65	\$1,953.17
TOTAL	\$186,640.36	\$94,894.05	\$5,206.65	\$86,539.66
TOTAL OTHER SPECIAL SCHOOLS	\$186,640.36	\$94,894.05	\$5,206.65	\$86,539.66
TOTAL SPECIAL SCHOOLS EXPENDITURES	\$524,348.28	\$432,601.97	\$5,206.65	\$86,539.66

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Mountain Lakes Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 6 Month Period Ending 12/31/2025

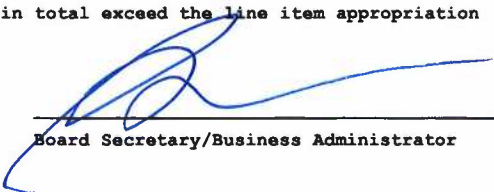
	Appropriations	Expenditures	Encumbrances	Available Balance
10-000-100-56X Transfer of Funds to Charter Schls.	\$9,465.60	.00	.00	\$9,465.60
TOTAL GENERAL FUND EXPENDITURES	\$45,571,956.92	\$20,526,128.43	\$21,870,212.92	\$3,175,615.57

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

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For 6 Month Period Ending 12/31/2025

I, Steven Robinson, 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

2/2/26

Date

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 6 Month Period Ending 12/31/25

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LIABILITIES AND FUND EQUITY

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

411	Intergovernmental accounts payable - State	\$23,106.25
421	Accounts Payable	\$14,413.67
481	Deferred revenues	(\$1,393,354.82)
	Other current liabilities	\$30,616.41
TOTAL LIABILITIES		(\$1,325,218.49)

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FUND BALANCE

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

753	Reserve for encumbrances - Current Year	\$180,681.59
754	Reserve for encumbrances - Prior Year	\$200,427.78
601	Appropriations	\$1,388,655.15
602	Less: Expenditures	\$220,734.89
603	Encumbrances	\$180,681.59
		(\$401,416.48)
		\$987,238.67
TOTAL FUND BALANCE		\$1,368,348.04
TOTAL LIABILITIES AND FUND EQUITY		\$43,129.55

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REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
Special Revenue Fund - Fund 20
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 6 Month Period Ending 12/31/25

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$84,763.55	\$34,391.13		\$50,372.42
3XXX From State Sources	\$189,297.00	\$141,854.00		\$47,443.00
4XXX From Federal Sources	\$1,114,594.60	\$914,547.60		\$200,047.00
TOTAL REVENUE/SOURCES OF FUNDS	\$1,388,655.15	\$1,090,792.73		\$297,862.42
=====				
				AVAILABLE
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	BALANCE
=====				
LOCAL PROJECTS:				
Other Local Projects (001-199)	\$84,763.55	\$42,199.54	\$5,360.11	\$37,203.90
TOTAL LOCAL PROJECTS	\$84,763.55	\$42,199.54	\$5,360.11	\$37,203.90
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	\$1,702.80	.00	\$3,080.20
Nonpublic handicapped services (506)	\$82,367.00	\$4,650.00	\$77,717.00	.00
Nonpublic nursing services (509)	\$12,522.00	\$12,522.00	.00	.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	\$998,597.60	\$37,729.79	\$77,717.00	\$883,150.81
FEDERAL PROJECTS:				
I.D.E.A. Part B (Handicapped) (250-259)	\$294,458.00	\$132,605.56	\$97,604.48	\$64,247.96
ESSA Title II - Part A/D (270-279)	\$10,836.00	\$8,200.00	.00	\$2,636.00
TOTAL FEDERAL PROJECTS	\$305,294.00	\$140,805.56	\$97,604.48	\$66,883.96
*** TOTAL EXPENDITURES ***	\$1,388,655.15	\$220,734.89	\$180,681.59	\$987,238.67
=====				

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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 6 Month Period Ending 12/31/25

	ESTIMATED	ACTUAL	UNREALIZED
1XXX Other Revenue from Local Sources	\$84,763.55	\$34,391.13	\$50,372.42
Total Revenues from Local Sources	\$84,763.55	\$34,391.13	\$50,372.42

--- STATE SOURCES ---			
3257 SDA Emergent Needs & Capital Maintenance	\$68,582.00	\$68,582.00	.00
32XX Other Restricted Entitlements	\$120,715.00	\$73,272.00	\$47,443.00
Total Revenue from State Sources	\$189,297.00	\$141,854.00	\$47,443.00

--- FEDERAL SOURCES ---			
4411-16 Title I		\$3,088.00	(\$3,088.00)
4451-55 Title II	\$10,836.00	\$2,924.00	\$7,912.00
4409 ARP - IDEA Preschool		\$34,315.00	(\$34,315.00)
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	\$914,547.60	\$200,047.00

TOTAL REVENUES/SOURCES OF FUNDS	\$1,388,655.15	\$1,090,792.73	\$297,862.42

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 6 Month Period Ending 12/31/25

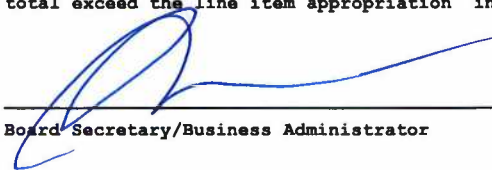
	Appropriations	Expenditures	Encumbrances	Available Balance
Local Projects:				
20-001-XXX-XXX to 20-199-XXX-XXX Local Projects	\$84,763.55	\$42,199.54	\$5,360.11	\$37,203.90
TOTAL LOCAL PROJECTS	\$84,763.55	\$42,199.54	\$5,360.11	\$37,203.90
State Projects:				
-- Other State Programs --				
20-501-XXX-XXX to 20-511-XXX-XXX Nonpublic Programs	\$120,715.00	\$36,504.79	\$77,717.00	\$6,493.21
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 --	\$998,597.60	\$37,729.79	\$77,717.00	\$883,150.81
TOTAL STATE PROJECTS	\$998,597.60	\$37,729.79	\$77,717.00	\$883,150.81
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	\$132,605.56	\$97,604.48	\$64,247.96
20-27X-XXX-XXX ESSA Title II - Part A/D	\$10,836.00	\$8,200.00	.00	\$2,636.00
TOTAL Other Federal Programs	\$305,294.00	\$140,805.56	\$97,604.48	\$66,883.96
TOTAL FEDERAL PROJECTS	\$305,294.00	\$140,805.56	\$97,604.48	\$66,883.96
20-XXX-XXX-XXX All Other State/Fed/Loc Projects	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENDITURES	\$1,388,655.15	\$220,734.89	\$180,681.59	\$987,238.67

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

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Special Revenue Fund - Fund 20
For 6 Month Period Ending 12/31/25

I, Steven Robison, 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

2/2/26

Date

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

Capital Projects Fund - Fund 30
Interim Balance Sheet
For 6 Month Period Ending 12/31/25

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

--- Unappropriated ---

770	Fund balance	\$191,590.84
-----	--------------	--------------

TOTAL FUND BALANCE	\$191,590.84
--------------------	--------------

TOTAL LIABILITIES AND FUND EQUITY	\$191,590.84
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5

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 6 Month Period Ending 12/31/25

*** REVENUES/SOURCES OF FUNDS ***

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

*** EXPENDITURES ***

APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
_____	_____	_____	_____
=====	=====	=====	=====

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

Capital Projects Fund - Fund 30
For 6 Month Period Ending 12/31/25

5

I, Steven Robinson, 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

2/2/26
Date

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
Debt Service Fund - Fund 40
Interim Balance Sheet
For 6 Month Period Ending 12/31/25

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank	(\$421,977.12)
121	Tax levy receivable	\$757,156.03

--- 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 6 Month Period Ending 12/31/25

LIABILITIES AND FUND EQUITY

--- LIABILITIES ---

Other current liabilities \$140,041.17

TOTAL LIABILITIES \$140,041.17

FUND BALANCE

--- Appropriated ---

753 Reserve for encumbrances - Current Year \$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

--- Unappropriated ---

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 6 Month Period Ending 12/31/25

	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 6 Month Period Ending 12/31/25

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

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

5

For 6 Month Period Ending 12/31/25

I, Steven Robinson, 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

2/2/26
Date

BYLAW GUIDE

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Nepotism
Dec 25
M

[See POLICY ALERT Nos. 182, 184, 188, and 236]

0142.1 NEPOTISM

The Board of Education adopts this Nepotism Policy as a condition of receiving State aid pursuant to N.J.A.C. 6A:23A-6.2(a).

For the purposes of this Policy, “relative” means an individual’s spouse, ~~by marriage or civil union partner as defined at pursuant to N.J.S.A. 37:1-2833 et seq.~~, domestic partner as defined ~~at in~~ N.J.S.A. 26:8A-3, or the ~~individual’s or spouse’s~~ parent, child, sibling, aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother, or half-sister **of the individual or of the individual’s spouse, civil union partner, or domestic partner**, whether the relative is related to the individual or the individual’s spouse, **civil union partner, or domestic partner** by blood, marriage, or adoption **pursuant to N.J.A.C. 6A:23A-1.2.**

For the purposes of this Policy, “immediate family member” means the person’s spouse, partner in a civil union as defined ~~at in~~ N.J.S.A. 37:1-2833 **et seq.**, domestic partner as defined ~~at in~~ N.J.S.A. 26:8A-3, or dependent child, residing in the same household.

For the purposes of this Policy, “administrator” is defined as set forth in N.J.S.A. 18A:12-23.

No relative of a Board member or the Superintendent of Schools shall be employed in an office or position in this school district except: ~~that a person employed by the school district on the effective date of the Policy or the date a relative becomes a Board member or Superintendent shall not be prohibited from continuing to be employed or promoted in the district.~~

1. **A person employed by the district on or before October 1, 2008 or on or before the date an employee’s relative becomes a Board member or Superintendent shall not be prohibited from continuing to be employed or to be promoted in the district in accordance with the effective date as outlined in the initial version of N.J.A.C. 6A:32A-6.2 adopted on July 1, 2008.**



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Nepotism

However, this shall not pertain to extending an employment contract to allow for an increase in annual pay directly related to an extension of the work year; and

2. The district may employ a relative of a Board member or the Superintendent provided the district has obtained approval from the Executive County Superintendent. Such approval shall be granted only upon demonstration by the district that it conducted a thorough search for candidates and the proposed candidate is the only qualified and available person for the position.

The Superintendent of Schools shall not recommend to the Board, of Education pursuant to N.J.S.A. 18A:27-4.1, ~~the any relative of a Board member or the Superintendent or a Board member, unless the relative is subject to an exception as outlined at N.J.A.C. 6A:23A-6.2(a)2. and at 1. and 2. above.~~ **[Optional —** However, in accordance with N.J.A.C. 6A:23A-6.2(a)2, the district may employ a relative of a Board member or Superintendent of Schools provided the district obtains the approval from the Executive County Superintendent of Schools. Such approval shall be granted only upon demonstration by the school district that it conducted a thorough search for candidates and that the proposed candidate is the only qualified and available person for the position.]

[Optional — In accordance with N.J.A.C. 6A:23A-6.2(a)6.(b), per diem substitutes and student employees who are relatives of a Board member or the Superintendent of Schools shall be excluded from the provisions of this Policy and N.J.A.C. 6A:23A-6.2.]

A school district administrator shall **not exercise** ~~be prohibited from exercising~~ direct or indirect authority, supervision, or control over **the administrator's** ~~relative of the administrator.~~ **If** Where it is not feasible to eliminate such a direct or indirect supervisory relationship, appropriate screens and/or alternative supervision and reporting mechanisms **shall must** be put in place.

A school district administrator or Board member **whose who has** a relative who is a member of the bargaining unit shall **not discuss or vote** ~~be prohibited from discussing or voting~~ on the proposed collective bargaining agreement with that unit or from participating in any way in negotiations, including, but not limited to, being a member of the negotiating team; nor should that school district



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Nepotism

administrator be present with the Board in closed session when negotiation strategies are being discussed; ~~provided however, that~~ the administrator may serve as a technical resource to the negotiating team and may provide technical information necessary to the collective bargaining process when no one else in the district can provide such information.

A ~~school~~ district administrator or Board member who has an immediate family member who is a member of the same Statewide union in another school district shall **not participate** ~~be prohibited from participating~~ in any way in negotiations, including, but not limited to, being a member of the negotiating team or being present with the Board of Education in closed sessions when negotiation strategies are being discussed, prior to the Board of Education attaining a ~~t~~tentative ~~m~~Memorandum of ~~a~~Agreement with the bargaining unit that includes a salary guide and total compensation package. Once the ~~t~~tentative ~~m~~Memorandum of ~~a~~Agreement is established, a ~~school~~ district administrator with an immediate family member who is a member of the same Statewide union in another school district may fully participate in the process, absent other conflicts. **However** ~~Notwithstanding these provisions~~, a district administrator who has an immediate family member who is a member of the same Statewide union in another district may serve as a technical resource to the negotiating team and may provide technical information necessary to the collective bargaining process when no one else in the district can provide the information.

[Optional – In accordance with N.J.A.C. 6A:23A-6.2(b), per diem substitutes and student employees who are relatives of a Board member or the Superintendent shall be excluded from the provisions of this Policy and N.J.A.C. 6A:23A-6.2.]

N.J.A.C. 6A:23A-6.2

Adopted:



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ADMINISTRATION

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Employment of Chief School Administrator

Dec 25

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[See POLICY ALERT Nos. 184, 186, 209, and 236]

1220 EMPLOYMENT OF CHIEF SCHOOL ADMINISTRATOR

The Board of Education vests the primary responsibility for the administration of this school district in a Superintendent of Schools and recognizes the appointment of a person to that office is one of the most important functions this Board can perform. The Superintendent shall have a seat on the Board **employing the Superintendent of Education** and the right to speak on **all** matters at meetings of the Board (~~pursuant to N.J.S.A. 18A:17-20.a or N.J.S.A. 18A:17-20.b~~), but shall have no vote **pursuant to N.J.S.A. 18A:17-20.b**.

Recruitment Procedures

The Board shall actively seek the best qualified and most capable candidate for the position of Superintendent. The Board may use a consultant service to assist in the recruitment process. Recruitment procedures may include, but are not limited to, the following activities:

1. The preparation of a new or a review of an existing written job description;
2. **The p**Preparation of informative material describing the ~~school~~ district and its educational goals and objectives;
3. ~~Where feasible, T~~he opportunity for applicants to visit the district, **where feasible**;
4. **An Establish an** interview process that encourages the candidate and the Board members to have a meaningful discussion of the ~~school~~ district's needs and expectations. The Board members shall review and discuss the candidate's credentials, qualifications,



POLICY GUIDE

ADMINISTRATION

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Employment of Chief School Administrator

educational philosophy, and other qualities and expertise **the candidate** ~~he/she~~ can offer to the district;

5. Solicitation of applications from a wide geographical area; and
6. Strict compliance with law and Policy 1530 on equal employment opportunity.

Qualifications

The candidate must possess or be eligible for a valid New Jersey administrative certificate endorsed for school administrator or a provisional school administrator's endorsement in accordance with N.J.A.C. 6A:9B-12.4 et seq. and must qualify for employment following a criminal history record check.

Employment Contract

A person appointed Superintendent must enter **into** an employment contract with the Board.

An employment contract for the Superintendent ~~of Schools~~ shall be reviewed and approved by the Executive County Superintendent in accordance with the provisions of N.J.A.C. 6A:23A-3.1 and Policy 1620. Any action(s) by the Executive County Superintendent undertaken pursuant to N.J.A.C. 6A:23A-3.1 may be appealed to the Commissioner pursuant to the procedures set forth in N.J.A.C. 6A:3 **pursuant to N.J.A.C. 6A:23A-3.1(f).**

The employment contract with the Superintendent must be approved with a recorded roll call majority vote of the full membership of the Board at a public Board meeting.

In the event there is a Superintendent vacancy at the expiration of the existing contract, only the Board seated at the time of the expiration of the current Superintendent's contract may appoint and approve an employment contract for the next Superintendent.



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ADMINISTRATION

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Employment of Chief School Administrator

In the event there is a Superintendent vacancy prior to the expiration of the existing contract, the Board seated at the time the position becomes vacant may appoint and approve an employment contract for the next Superintendent.

The contract for the Superintendent who does not acquire tenure, but who holds tenure during the term of **the Superintendent's** ~~his/her~~ employment contract will include: a term of not less than three nor more than five years and expiring July 1; a beginning and ending date; the salary to be paid and benefits to be received; a provision for termination of the contract by the Superintendent; an evaluation process pursuant to N.J.S.A. 18A:17-20.3; and other terms agreed to between the Board and the Superintendent.

During the term of the contract, the Superintendent shall not be dismissed or reduced in compensation except for inefficiency, incapacity, **or** conduct unbecoming a Superintendent; or other just cause and **then only in the manner prescribed by N.J.S.A. 18A:6 Article 2 Subarticle B pursuant to N.J.S.A. 18A:17-20.2** ~~by the Commissioner of Education pursuant to the tenure hearing laws.~~

At the conclusion of the term of the initial contract or of any subsequent contract, in accordance with N.J.S.A. 18A:17-20.1, the Superintendent shall be deemed reappointed for another contracted term of the same duration as the previous contract unless either: the Board by contract reappoints the Superintendent for a different term which shall ~~be not be~~ less than three nor more than five years, in which event reappointments thereafter shall be deemed for the new term unless a different term is again specified; or the Board notifies the Superintendent in writing the Superintendent will not be reappointed at the end of the current term, in which event **the Superintendent's** ~~his/her~~ employment shall cease at the expiration of that term. In the event the Board notifies the Superintendent **they** ~~he/she~~ will not be reappointed, the notification shall be given prior to the expiration of the first or any subsequent contract by a length of time equal to thirty days for each year in the term of the current contract.

Pursuant to N.J.S.A. 18A:17-20.2a, the Board shall submit to the Commissioner of **Education** for prior approval an early termination of employment agreement that includes the payment of compensation as a condition of separation. **As used in accordance with** ~~N.J.S.A. 18A:17-20.2a~~, "compensation" includes, but is not



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ADMINISTRATION

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Employment of Chief School Administrator

limited to, salary, allowances, bonuses and stipends, payments ~~for~~ of accumulated sick or vacation leave, contributions toward the costs of health, dental, life, and other types of insurance, medical reimbursement plans, retirement plans, and any in-kind or other form of remuneration.

An early termination of an employment agreement **of the Superintendent** shall be limited in its terms and conditions as outlined in N.J.A.C. 6A:23A-3.2. The Commissioner shall evaluate ~~the such~~ agreements in accordance with the provisions of N.J.S.A. 18A:17-20.2a and N.J.A.C. 6A:23A-3.2 and **shall have** ~~has~~ the authority to disapprove the agreement **if the payment of compensation has a condition of separation from service is found to be excessive pursuant to N.J.S.A. 18A:17-20.2a.** The agreement shall be submitted to the Commissioner by the district by certified mail, return receipt requested. The determination shall be made within thirty days of the Commissioner's receipt of the agreement from the ~~school~~ district.

Disqualification

Any candidate's misstatement of fact material to qualifications for employment or the determination of salary will be considered by this Board to constitute grounds for dismissal.

Certificate Revocation

All Superintendent contracts shall include, pursuant to N.J.S.A. 18A:17-15.1, the required provision that states that the contract is null and void in the event the Superintendent's certificate is revoked in accordance with N.J.A.C. 6A:23A-3.1(e)13.

~~In accordance with N.J.A.C. 6A:23A-3.1(e)(12), in the event the Superintendent's certificate is revoked, the Superintendent's contract is null and void.~~

N.J.S.A. 18A:16-1; 18A:17-15; 18A:17-20; 18A:17-20.1;

18A:17-20.2; 18A:17-20.2a; 18A:17-20.3

N.J.A.C. 6A:9B-12.3; 6A:9B-12.4; 6A:23A-3.1; 6A:23A-3.2

Adopted:



POLICY GUIDE

ADMINISTRATION
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Sexual Harassment – Staff
Dec 25
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[See POLICY ALERT No. 236]

1552 SEXUAL HARASSMENT – STAFF

The Board of Education (employer) recognizes that an employee's right to freedom from employment discrimination includes the opportunity to work in an environment untainted by sexual harassment. Sexually offensive speech and conduct are wholly inappropriate to the harmonious employment relationships necessary to the operation of the school district and intolerable in a workplace to which the children of the district are exposed.

A. Title VII of the Civil Rights Act of 1964 – 29 CFR 1604

1. Sexual Harassment – 29 CFR 1604.11

a. Definition of Sexual Harassment – Title VII

- (1) Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
 - (b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
 - (c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.



POLICY GUIDE

ADMINISTRATION

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Sexual Harassment – Staff

- b. With respect to conduct between fellow employees, an employer is responsible for acts of sexual harassment in the workplace where the employer (or its agents or supervisory employees) knows or should have known of the conduct, unless the employer can show that it took immediate and appropriate corrective action.
- c. The employer may also be responsible for the acts of non-employees, with respect to sexual harassment of employees in the workplace, where the employer (or its agents or supervisory employees) knows or should have known of the conduct and fails to take immediate and appropriate corrective action.
- d. The employer should take all steps necessary to prevent sexual harassment from occurring, such as affirmatively raising the subject, expressing strong disapproval, developing appropriate sanctions, informing employees of their right to raise and how to raise the issue of harassment under Title VII, and developing methods to sensitize all concerned.
 - (1) The employee may submit a complaint, under 29 CFR 1604 to the Affirmative Action Officer.
 - (2) Upon receipt of the complaint the employer shall initiate the grievance procedure in accordance with Regulation 1552.
- e. Where employment opportunities or benefits are granted because of an individual's submission to the employer's sexual advances or requests for sexual favors, the employer may be held liable for unlawful sex discrimination against other individuals who were qualified for but denied that employment opportunity or benefit.



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2. Job Opportunities Advertising – 29 CFR 1604.5

It is a violation of Title VII for a help-wanted advertisement to indicate a preference, limitation, specification, or discrimination based on sex unless sex is a bona fide occupational qualification for the particular job involved. The placement of an advertisement in columns classified by publishers on the basis of sex, such as columns headed “Male” or “Female,” will be considered an expression of a preference, limitation, specification, or discrimination based on sex.

3. Pre-Employment Inquiries as to Sex – 29 CFR 1604.7

A pre-employment inquiry may ask “Male....., Female.....”; or “Mr. Mrs. Miss,” provided that the inquiry is made in good faith for a nondiscriminatory purpose. Any pre-employment inquiry in connection with prospective employment which expresses directly or indirectly any limitation, specification, or discrimination as to sex shall be unlawful unless based upon a bona fide occupational qualification.

4. Fringe Benefits – 29 CFR 1604.9

- a. “Fringe benefits,” as used in 29 CFR 1604.9, Regulation 1552, and this Policy, includes medical, hospital, accident, life insurance and retirement benefits; profit-sharing and bonus plans; leave; and other terms, conditions, and privileges of employment.
- b. It shall be an unlawful employment practice for the employer to discriminate between men and women with regard to fringe benefits.
- c. Where the employer conditions benefits available to employees and their spouses and families on whether the employee is the “head of the household” or “principal wage earner” in the family unit, the benefits tend to be available



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only to male employees and their families. Due to the fact that such conditioning discriminatorily affects the rights of women employees, and that “head of household” or “principal wage earner” status bears no relationship to job performance, benefits which are so conditioned will be found a prima facie violation of the prohibitions against sex discrimination contained in Title VII of the Civil Rights Act of 1964 (Act).

- d. It shall be an unlawful employment practice for the employer to make available benefits for the wives and families of male employees where the same benefits are not made available for the husbands and families of female employees; or to make available benefits for the wives of male employees which are not made available for female employees; or to make available benefits to the husbands of female employees which are not made available for male employees. An example of such an unlawful employment practice is a situation in which wives of male employees receive maternity benefits while female employees receive no such benefits.
- e. It shall not be a defense under Title VII to a charge of sex discrimination in benefits that the cost of such benefits is greater with respect to one sex than the other.
- f. It shall be an unlawful employment practice for the employer to have a pension or retirement plan which establishes different optional or compulsory retirement ages based on sex, or which differentiates in benefits on the basis of sex.

5. Employment Policies Relating to Pregnancy and Childbirth – 29 CFR 1604.10

- a. A written or unwritten employment policy or practice which excludes from employment applicants or employees



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because of pregnancy, childbirth or related medical conditions is in prima facie violation of Title VII.

- b. Disabilities caused or contributed to by pregnancy, childbirth, or related medical conditions, for all job-related purposes, shall be treated the same as disabilities caused or contributed to by other medical conditions, under any health or disability insurance or sick leave plan available in connection with employment. Written or unwritten employment policies and practices involving matters such as the commencement and duration of leave, the availability of extensions, the accrual of seniority and other benefits and privileges, reinstatement, and payment under any health or disability insurance or sick leave plan, formal or informal, shall be applied to disability due to pregnancy, childbirth or related medical conditions on the same terms and conditions as they are applied to other disabilities.
- c. Where the termination of an employee who is temporarily disabled is caused by an employment policy under which insufficient or no leave is available, such a termination violates the Act if it has a disparate impact on employees of one sex and is not justified by business necessity.
- d. Any fringe benefit program implemented after October 31, 1978, must comply with the provisions of 29 CFR 1604.10(b) upon implementation.

B. Title IX of the Education Amendments of 1972 – 34 CFR 106

1. Definitions – Title IX – 34 CFR 106.2 and 34 CFR 106.30

- a. “Sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:



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- (1) An employee of the employer conditioning the provision of an aid, benefit, or service of the employer on an individual's participation in unwelcome sexual conduct;
 - (2) Unwelcome conduct determined by a reasonable individual to be so severe, pervasive, and objectively offensive that it effectively denies an individual equal access to the employer's education program or activity; or
 - (3) "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8), or "stalking" as defined in 34 USC 12291(a)(30).
- b. "Program or activity" and "program" means all of the operations of a local educational agency (as defined in 20 USC 8801), system of vocational education, or other school system.
 - c. "Title IX" means Title IX of the Education Amendments of 1972, Pub. L. 92-318, as amended by section 3 of Pub. L. 93-568, 88 Stat. 1855, except sections 904 and 906 thereof; 20 USC 1681, 1682, 1683, 1685, 1686.
2. Effect of Employment Opportunities – 34 CFR 106.7

The employer's obligation to comply with 34 CFR 106, Regulation 1552, and this Policy is not obviated or alleviated because employment opportunities in any occupation or profession are or may be more limited for members of one sex than for members of the other sex.
 3. Designation of Title IX Coordinator and Notice to Employees – 34 CFR 106.8



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- a. The employer must designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under 34 CFR 106, which employee must be referred to as the “Title IX Coordinator.”
- b. The employer must notify applicants for employment, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the employer, of the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator.
 - (1) Any individual may report sex discrimination, including sexual harassment (whether or not the individual reporting is the individual alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the individual’s verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.
 - (2) Sexual harassment may take place electronically or on an online platform used by the school, including, but not limited to, computer and internet networks; digital platforms; and computer hardware or software owned or operated by, or used in the operations of the school.



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c. Dissemination of Policy

(1) Notification of Policy

- (a) The employer must notify applicants for employment, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the employer, that the employer does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX and 34 CFR 106 not to discriminate in such a manner. Such notification must state that the requirement not to discriminate in the education program or activity extends to employment, and that inquiries about the application of Title IX and 34 CFR 106 to such employer may be referred to the employer's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

(2) Publications

- (a) Each employer must prominently display the contact information required to be listed for the Title IX Coordinator and this Policy on its website, if any, and in each handbook or catalog that it makes available to applicants for employment, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the employer.



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- (b) The employer must not use or distribute a publication stating that the employer treats applicants for employment or employees differently on the basis of sex except as such treatment is permitted by Title IX or 34 CFR 106.
- 4. Discrimination on the Basis of Sex and Employment in Education Programs or Activities Prohibited – 34 CFR 106 Subpart E
 - a. Employment – 34 CFR 106.51
 - (1) General
 - (a) No individual shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, or recruitment, consideration, or selection therefor, whether full-time or part-time, under any education program or activity operated by the employer which receives Federal financial assistance.
 - (b) The employer shall make all employment decisions in any education program or activity operated by such employer in a nondiscriminatory manner and shall not limit, segregate, or classify applicants or employees in any way which could adversely affect any applicant's or employee's employment opportunities or status because of sex.
 - (c) The employer shall not enter into any contractual or other relationship which directly or indirectly has the effect of subjecting employees or students to



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discrimination prohibited by 34 CFR 106 Subpart E, including relationships with employment and referral agencies, with labor unions, and with organizations providing or administering fringe benefits to employees of the employer.

- (d) The employer shall not grant preferences to applicants for employment on the basis of attendance at any educational institution or entity which admits as students only or predominantly members of one sex, if the giving of such preferences has the effect of discriminating on the basis of sex in violation of 34 CFR 106.

(2) 34 CFR 106 Subpart E applies to:

- (a) Recruitment, advertising, and the process of application for employment;
- (b) Hiring, upgrading, promotion, consideration for and award of tenure, demotion, transfer, layoff, termination, application of nepotism policies, right of return from layoff, and rehiring;
- (c) Rates of pay or any other form of compensation, and changes in compensation;
- (d) Job assignments, classifications and structure, including position descriptions, lines of progression, and seniority lists;
- (e) The terms of any collective bargaining agreement;



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- (f) Granting and return from leaves of absence, leave for pregnancy, childbirth, false pregnancy, termination of pregnancy, leave for individuals of either sex to care for children or dependents, or any other leave;
- (g) Fringe benefits available by virtue of employment, whether or not administered by the employer;
- (h) Selection and financial support for training, including apprenticeship, professional meetings, conferences, and other related activities, selection for tuition assistance, selection for sabbaticals and leaves of absence to pursue training;
- (i) Employer-sponsored activities, including those that are social or recreational; and
- (j) Any other term, condition, or privilege of employment.

b. Employment Criteria – 34 CFR 106.52

- (1) The employer shall not administer or operate any test or other criterion for any employment opportunity which has a disproportionately adverse effect on individuals on the basis of sex unless:
 - (a) Use of such test or other criterion is shown to predict validly successful performance in the position in question; and
 - (b) Alternative tests or criteria for such purpose, which do not have such disproportionately adverse effect, are shown to be unavailable.



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c. Recruitment – 34 CFR 106.53

(1) Nondiscriminatory Recruitment and Hiring

The employer shall not discriminate on the basis of sex in the recruitment and hiring of employees.

Where the employer has been found to be presently discriminating on the basis of sex in the recruitment or hiring of employees, or has been found to have in the past so discriminated, the employer shall recruit members of the sex so discriminated against so as to overcome the effects of such past or present discrimination.

(2) Recruitment Patterns

The employer shall not recruit primarily or exclusively at entities which furnish as applicants only or predominantly members of one sex if such actions have the effect of discriminating on the basis of sex in violation of 34 CFR 106.53.

d. Compensation – 34 CFR 106.54

(1) The employer shall not make or enforce any policy or practice which, on the basis of sex:

- (a) Makes distinctions in rates of pay or other compensation;
- (b) Results in the payment of wages to employees of one sex at a rate less than that paid to employees of the opposite sex for equal work on jobs the performance of which requires equal skill, effort, and responsibility,



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and which are performed under similar working conditions.

e. Job Classification and Structure – 34 CFR 106.55

(1) The employer shall not:

- (a) Classify a job as being for males or for females;
- (b) Maintain or establish separate lines of progression, seniority lists, career ladders, or tenure systems based on sex; or
- (c) Maintain or establish separate lines of progression, seniority systems, career ladders, or tenure systems for similar jobs, position descriptions, or job requirements which classify individuals on the basis of sex, unless sex is a bona-fide occupational qualification for the positions in question as set forth in 34 CFR 106.61.

f. Fringe Benefits – 34 CFR 106.56

- (1) For the purpose of 34 CFR 106, “fringe benefits” means: Any medical, hospital, accident, life insurance or retirement benefit, service, policy or plan, any profit-sharing or bonus plan, leave, and any other benefit or service of employment not subject to the provision of 34 CFR 106.54.
- (2) The employer shall not:
 - (a) Discriminate on the basis of sex with regard to making fringe benefits available to employees or make fringe benefits available



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to spouses, families, or dependents of employees differently upon the basis of the employee's sex;

- (b) Administer, operate, offer, or participate in a fringe benefit plan which does not provide either for equal periodic benefits for members of each sex, or for equal contributions to the plan by the employer for members of each sex; or
- (c) Administer, operate, offer, or participate in a pension or retirement plan which establishes different optional or compulsory retirement ages based on sex or which otherwise discriminates in benefits on the basis of sex.

g. Marital or Parental Status – 34 CFR 106.57

- (1) The employer shall not apply any policy or take any employment action:
 - (a) Concerning the potential marital, parental, or family status of an employee or applicant for employment which treats individuals differently on the basis of sex; or
 - (b) Which is based upon whether an employee or applicant for employment is the head of household or principal wage earner in such employee's or applicant's family unit.
- (2) The employer shall not discriminate against or exclude from employment any employee or applicant for employment on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom.



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- (3) The employer shall treat pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom and any temporary disability resulting therefrom as any other temporary disability for all job-related purposes, including commencement, duration and extensions of leave, payment of disability income, accrual of seniority and any other benefit or service, and reinstatement, and under any fringe benefit offered to employees by virtue of employment.
 - (4) In the case of the employer which does not maintain a leave policy for its employees, or in the case of an employee with insufficient leave or accrued employment time to qualify for leave under such a policy, the employer shall treat pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom as a justification for a leave of absence without pay for a reasonable period of time, at the conclusion of which the employee shall be reinstated to the status which the employee held when the leave began or to a comparable position, without decrease in rate of compensation or loss of promotional opportunities, or any other right or privilege of employment.
- h. Effect of State or Local Law or Other Requirements – 34 CFR 106.58
- (1) The obligation to comply with 34 CFR 106.58 is not obviated or alleviated by the existence of any State or local law or other requirement which imposes prohibitions or limits upon employment of members of one sex which are not imposed upon members of the other sex.



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- (2) The employer which provides any compensation, service, or benefit to members of one sex pursuant to a State or local law or other requirement shall provide the same compensation, service, or benefit to members of the other sex.

i. Advertising – 34 CFR 106.59

The employer shall not in any advertising related to employment indicate preference, limitation, specification, or discrimination based on sex unless sex is a bona-fide occupational qualification for the particular job in question.

j. Pre-Employment Inquiries – 34 CFR 106.60

- (1) The employer shall not make pre-employment inquiry as to the marital status of an applicant for employment, including whether such applicant is “Miss or Mrs.”

- (2) The employer may make pre-employment inquiry as to the sex of an applicant for employment, but only if such inquiry is made equally of such applicants of both sexes and if the results of such inquiry are not used in connection with discrimination prohibited by 34 CFR 106.

k. Sex as a Bona-Fide Occupational Qualification – 34 CFR 106.61

The employer may take action otherwise prohibited by 34 CFR 106 Subpart E provided it is shown that sex is a bona-fide occupational qualification for that action, such that consideration of sex with regard to such action is essential to successful operation of the employment function concerned. The employer shall not take action pursuant to 34 CFR 106.61 which is based upon alleged comparative



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employment characteristics or stereotyped characterizations of one or the other sex, or upon preference based on sex of the employer, employees, students, or other individuals, but nothing contained in 34 CFR 106.61 shall prevent the employer from considering an employee's sex in relation to employment in a locker room or toilet facility used only by members of one sex.

5. Effect of Other Federal Provisions – 34 CFR 106.6(a)

- a. The obligations imposed by 34 CFR 106 are independent of, and do not alter, obligations not to discriminate on the basis of sex imposed by Executive Order 11246, as amended; sections 704 and 855 of the Public Health

Service Act (42 USC 292d and 298b-2); Title VII of the Civil Rights Act of 1964 (42 USC 2000e et seq.); the Equal Pay Act (29 USC 206 and 206(d)); and any other Act of Congress or Federal regulation.

- b. Nothing in 34 CFR 106 may be read in derogation of any individual's rights under Title VII of the Civil Rights Act of 1964, 42 USC 2000e et seq. or any regulations promulgated thereunder.

C. Grievance Procedures

1. Upon receiving a complaint alleging sexual harassment, the employer shall review the alleged conduct to determine whether to apply the grievance procedure for Title VII or Title IX outlined in Regulation 1552. When making this determination, the

Superintendent or designee should consult with the Board Attorney to determine which definition of sexual harassment (Title VII, Title IX, or both), applies to the alleged conduct. If the alleged conduct is addressed by both definitions, the employer shall proceed with the



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grievance procedure outlined for Title IX in Section B. of Regulation 1552.

- a. Title VII of the Civil Rights Act of 1964 – 29 CFR 1604
 - (1) Upon receipt of a complaint of sexual harassment under Title VII, the employer shall follow the grievance procedure outlined in Section A. of Regulation 1552.
- b. Title IX of the Education Amendments of 1972 – 34 CFR 106
 - (1) Upon receipt of a complaint of sexual harassment under Title IX, the employer shall follow the grievance procedure outlined in Section B. of Regulation 1552.
 - (2) The employer must provide to applicants for employment, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the employer notice of the employer's Title IX grievance procedures and grievance process, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the employer will respond.

29 CFR 1604

34 CFR 106

Adopted:



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[See POLICY ALERT No. 236]

R 1552 SEXUAL HARASSMENT – STAFF

The Board of Education will not tolerate sexual harassment of employees by other school employees or third parties. The employer shall investigate and resolve allegations of sexual harassment pursuant to Title VII of the Civil Rights Act of 1964 (29 CFR 1604); Title IX of the of the Education Amendments of 1972 (34 CFR 106); Policy 1552; and this Regulation.

A. Title VII of the Civil Rights Act of 1964 – 29 CFR 1604

1. Sexual Harassment – 29 CFR 1604.11

a. Definition of Sexual Harassment – Title VII

- (1) Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
 - (b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
 - (c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.



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- b. With respect to conduct between fellow employees, an employer is responsible for acts of sexual harassment in the workplace where the employer (or its agents or supervisory employees) knows or should have known of the conduct, unless it can show that it took immediate and appropriate corrective action.
- c. The employer may also be responsible for the acts of non-employees, with respect to sexual harassment of employees in the workplace, where the employer (or its agents or supervisory employees) knows or should have known of the conduct and fails to take immediate and appropriate corrective action.
- d. The employer should take all steps necessary to prevent sexual harassment from occurring, such as affirmatively raising the subject, expressing strong disapproval, developing appropriate sanctions, informing employees of their right to raise and how to raise the issue of harassment under Title VII, and developing methods to sensitize all concerned.
 - (1) The employee may submit a complaint, under 29 CFR 1604 to the Affirmative Action Officer.
 - (2) Upon receipt of the complaint the employer shall initiate the grievance procedure in accordance with Regulation 1552.
- e. Where employment opportunities or benefits are granted because of an individual's submission to the employer's sexual advances or requests for sexual favors, the employer may be held liable for unlawful sex discrimination against other individuals who were qualified for but denied that employment opportunity or benefit.



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2. Grievance Procedure for Title VII Complaints

The following grievance procedure shall be used for an allegation(s) of sexual harassment:

a. Reporting of Sexual Harassment Conduct

- (1) Any individual with any information regarding actual and/or potential sexual harassment of an employee must report the information to the Principal, their immediate supervisor, the Title IX Coordinator, or the Affirmative Action Officer. The employer's Title IX Coordinator and the Affirmative Action Officer may be the same individual.
- (2) The employer can learn of sexual harassment through other means such as from a witness to an incident, an anonymous letter, or a telephone call.
- (3) The report may be made: in person; in writing; verbally by telephone; by mail to the office address; or by electronic mail. The report may be reported during business or non-business hours.
- (4) A report to the Principal or an immediate supervisor will be forwarded to the Superintendent or designee and Affirmative Action Officer within one working day, even if the Principal or immediate supervisor feels sexual harassment conduct was not present.
- (5) In the event the report alleges conduct by the Principal or the Affirmative Action Officer, the report shall be submitted to the Superintendent who will designate a school official to assume the Principal's or Affirmative Action Officer's responsibilities.



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b. Affirmative Action Officer's Investigation

- (1) Upon receipt of any report of potential sexual harassment conduct, the Affirmative Action Officer will begin an immediate investigation. The Affirmative Action Officer will promptly investigate all alleged complaints of sexual harassment, whether or not a formal grievance is filed, and steps will be taken to resolve the situation, if needed. This investigation will be prompt, thorough, and impartial. The investigation will be completed no more than ten working days after receiving notice.
- (2) When an employee provides information about possible sexual harassment, the Affirmative Action Officer will initially discuss what actions the employee seeks in response to the sexual harassment.
- (3) The investigation may include, but is not limited to, interviews with all individuals with potential knowledge of the alleged conduct, interviews with any employee(s) who may have been sexually harassed in the past by the employee, and any other reasonable methods to determine if sexual harassment conduct existed.
- (4) The Affirmative Action Officer may request an employee involved in the investigation to assist in the investigation.
- (5) The Affirmative Action Officer will provide a copy of Policy 1552 and this Regulation to all individuals who are interviewed with potential knowledge, upon request, and to any other individual the Affirmative Action Officer feels would be served by a copy of such documents.



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- (6) Any individual interviewed by the Affirmative Action Officer may be provided an opportunity to present witnesses and other evidence.
- (7) The Affirmative Action Officer and/or Superintendent will contact law enforcement agencies if the conduct could potentially be criminal in nature.
- (8) The employer may take interim measures during an investigation of a complaint.
- (9) The Affirmative Action Officer will consider particular issues of welcomeness based on the allegations.

c. Investigation Results

- (1) Upon the conclusion of the investigation, but not later than ten working days after reported to the Affirmative Action Officer, the Affirmative Action Officer will prepare a summary of findings to the parties. At a minimum, this summary shall include the individual(s) providing notice to the employer and the employee(s) who was alleged to be sexually harassed.
- (2) The Affirmative Action Officer shall make a determination whether sexual harassment conduct was present.
- (3) If the Affirmative Action Officer concludes sexual harassment conduct was not, or is not present, the investigation is concluded.



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- (4) If the Affirmative Action Officer determines that sexual harassment has occurred, the employer shall take reasonable and effective corrective action, including steps tailored to the specific situation. Appropriate steps will be taken to end the harassment such as counseling, warning, and/or disciplinary action. The steps will be based on the severity of the harassment or any record of prior incidents or both. A series of escalating consequences may be necessary if the initial steps are ineffective in stopping the harassment.
- (5) In the event the Affirmative Action Officer determines a hostile environment exists, the Superintendent shall take steps to eliminate the hostile environment. The employer may need to deliver special training or other interventions to repair the educational environment. Other measures may include directing the harasser to apologize to the employee that was sexually harassed, dissemination of information, distribution of new policy statements or other steps to communicate the message that the employer does not tolerate sexual harassment and will be responsive to any employee that reports such conduct.
- (6) In some situations, the employer may need to provide other services to the employee that was sexually harassed, if necessary, to address the effects of the sexual harassment on that employee. Depending on the type of sexual harassment found, these additional services may include an independent reassessment of the work performance of the employee that was sexually harassed, counseling, and/or other measures that are appropriate to the situation.



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Sexual Harassment – Staff

- (7) The Superintendent will take steps to avoid any further sexual harassment and to prevent any retaliation against the employee who made the complaint, was the subject of the sexual harassment, or against those who provided the information or were witnesses.
 - (a) The Affirmative Action Officer will inform the employee that was sexually harassed to report any subsequent problems and will make follow-up inquiries to see if there have been any new incidents or retaliation.
- (8) All sexual harassment grievances and accompanied investigation notes will be maintained in a confidential file by the Affirmative Action Officer.

d. Affirmative Action Officer's Investigation Appeal Process

- (1) Any individual found by the Affirmative Action Officer's investigation to be guilty of sexual harassment conduct, or any individual who believes they were sexually harassed but not supported by the Affirmative Action Officer's investigation, may appeal to the Superintendent.
 - (a) The Superintendent will make their determination within ten working days of receiving the appeal.
- (2) Any individual who is not satisfied with the Superintendent's determination may appeal in writing to the Board.



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- (a) The Board will make its determination within forty-five calendar days of receiving an appeal from the Superintendent's determination.

3. United States Equal Employment Opportunity Commission (EEOC) Case Resolution

Individuals not satisfied with the resolution of a Title VII allegation of sexual harassment by the employer may request the EEOC to investigate the allegations.

- a. Any alleged victim of sexual harassment may appeal a decision of the Affirmative Action Officer, Superintendent, or the employer to the EEOC.
- b. Any individual may report an allegation of sexual harassment to the EEOC at any time. If the EEOC is asked to investigate or otherwise resolve incidents of sexual harassment of employees, the EEOC will consider whether:
 - (1) The employer has a policy prohibiting sexual harassment and a grievance procedure;
 - (2) The employer has appropriately investigated or otherwise responded to allegations of sexual harassment; and
 - (3) The employer has taken immediate and appropriate corrective action responsive to quid pro quo or hostile environment sexual harassment.

B. Title IX of the of the Education Amendments of 1972 – 34 CFR 106

1. Definitions – 34 CFR 106.30



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Sexual Harassment – Staff

- a. For the purpose of Section B. of this Regulation and in accordance with 34 CFR 106:
- (1) “Sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:
 - (a) An employee of the employer conditioning the provision of an aid, benefit, or service of the employer on an employee’s participation in unwelcome sexual conduct;
 - (b) Unwelcome conduct determined by a reasonable individual to be so severe, pervasive, and objectively offensive that it effectively denies an individual equal access to the employer’s education program or activity; or
 - (c) “Sexual assault” as defined in 20 USC 1092(f)(6)(A)(v), “dating violence” as defined in 34 USC 12291(a)(10), “domestic violence” as defined in 34 USC 12291(a)(8), or “stalking” as defined in 34 USC 12291(a)(30).
 - (2) “Complainant” means an employee currently employed by the employer who is alleged to be the victim of conduct that could constitute sexual harassment.
 - (3) “Decision-maker” (34 CFR 106.45(b)(7)) means an employee(s) who is not the Title IX Coordinator or the employee who conducted the investigation, designated by the Superintendent, to objectively evaluate the relative evidence and reach conclusions about whether the respondent is responsible for the alleged sexual harassment in accordance with the provisions of 34 CFR 106.



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- (4) “Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the employer investigate the allegation of sexual harassment. The phrase “document filed by a complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the employer) that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the individual filing the formal complaint.
- (5) “Investigator” (34 CFR 106.45(b)(5)) means an employee(s) who may be the Title IX Coordinator and who is not a decision-maker designated by the Superintendent to investigate alleged sexual harassment in accordance with 34 CFR 106. The investigator may be the employer’s Affirmative Action Officer only if the Affirmative Action Officer is not the Title IX decision-maker.
- (6) “Program or activity” and “program” (34 CFR 106.2(h)(2)(ii)) means all of the operations of a local educational agency (as defined in 20 USC 8801), system of vocational education, or other school system.
 - (a) “Education program or activity” (34 CFR 106.44(a)) includes locations, events, or circumstances over which the employer exercised substantial control over both the respondent and the context in which the sexual harassment occurs.
- (7) “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.



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- (8) “Title IX Coordinator” (34 CFR 106.8(a)) means an individual designated and approved by the employer to coordinate its efforts to comply with its responsibilities under 34 CFR 106, Policy 1552, and this Regulation. The individual must be referred to as the “Title IX Coordinator” and may also be the investigator but cannot be the decision-maker.

2. Employer’s Response to Sexual Harassment – 34 CFR 106.44

- a. The employer with actual knowledge of sexual harassment in an education program or activity of the employer against an individual in the United States, must respond promptly in a manner that is not deliberately indifferent.

- (1) The employer has “actual knowledge” when an employee receives a complaint of sexual harassment or an employee is aware of behavior that could constitute sexual harassment.

- (a) Any school employee who receives a complaint of sexual harassment or is aware of behavior that could constitute sexual harassment is required to report that information to the Title IX Coordinator.

- (2) The employer is deliberately indifferent only if the employer’s response to sexual harassment is clearly unreasonable in light of the known circumstances, pursuant to 34 CFR 106.44(a).

The United States Department of Education Office of Civil Rights may not deem the employer to have satisfied the employer’s duty to not be deliberately indifferent under 34 CFR 106 based on the employer’s restriction of rights protected under the United States Constitution, including the First Amendment, Fifth Amendment, and Fourteenth Amendment.



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- b. Informal Resolution – 34 CFR 106.45
- (1) The employer may not require as a condition of employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment. Similarly, the employer may not require the parties to participate in an informal resolution process and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility, the employer may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the employer:
- (a) Provides to the parties a written notice disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided; however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared; and
- (b) Obtains the parties' voluntary, written consent to the informal resolution process.



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3. Grievance Process - 34 CFR 106.45
 - a. The employer will use the grievance process outlined in 34 CFR §106.45 and this Regulation to address formal complaints of sexual harassment.
 - b. Parents, students, unions and associations, and staff members shall receive notice of the grievance procedures and the Title IX Coordinator's name or title, office, address, email address, and telephone number in accordance with 34 CFR 106.8(a).
 - c. The employer's grievance process may, but need not, provide for a hearing pursuant to 34 CFR 106.45(b)(6)(ii).
 - d. The Title IX Coordinator must promptly contact the complainant in accordance with 34 CFR 106.44(a).
 - e. In response to a formal complaint, the employer will follow a grievance process that complies with 34 CFR 106.45.
 - (1) Upon receipt of a formal complaint, the Title IX Coordinator shall provide written notice to the parties who are known in accordance with 34 CFR 106.45(b)(2)(i).
 - (2) The Title IX Coordinator shall provide the investigator with a copy of the formal complaint if the Title IX Coordinator is not the investigator.
 - (3) The investigator shall investigate the allegations contained in a formal complaint pursuant to 34 CFR 106.45(b).
 - f. The investigator shall create an investigative report in accordance with the provisions of 34 CFR 106.45(b)(5)(vii).



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- (1) The investigator will attempt to collect all relevant information and evidence.
 - (2) While the investigator will have the burden of gathering evidence, it is crucial that the parties present evidence and identify witnesses to the investigator so that they may be considered during the investigation.
 - (3) While all evidence gathered during the investigative process and obtained through the exchange of written questions will be considered, the decision-maker may in their discretion grant lesser weight to last minute information or evidence introduced through the exchange of written questions that was not previously presented for investigation by the investigator.
 - (4) To the greatest extent possible, and subject to Title IX, the employer will make reasonable accommodations in an investigation to avoid potential re-traumatization of a complainant.
 - (5) The investigative report shall be provided to the decision-maker in accordance with the provisions of 34 CFR 106.45(b)(6)(ii).
- g. The decision-maker, who cannot be the same person as the Title IX Coordinator or the investigator, shall issue a written determination regarding responsibility pursuant to 34 CFR 106.45(b)(7).



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- (1) To reach this determination, the decision-maker will apply **the preponderance of the evidence standard**, which shall be the same standard of evidence for formal complaints against students as for formal complaints against employees, including faculty, and apply the same standard of evidence to all formal complaints of sexual harassment pursuant to 34 CFR 106.45(b)(1)(vii).
- (2) The decision-maker will facilitate a written question and answer period between the parties.
 - (a) Each party may submit their written questions for the other party and witnesses to the decision-maker for review.
 - (b) The questions must be relevant to the case and the decision-maker will determine if the questions submitted are relevant and will then forward the relevant questions to the other party or witnesses for a response.
 - (c) The decision-maker shall then review all the responses, determine what is relevant or not relevant, and issue a decision as to whether the respondent is responsible for the alleged sexual harassment.
 - (d) The decision-maker will issue a written determination following the review of evidence. The written determination will include:
 - (i) Identification of allegations potentially constituting sexual harassment as defined in Policy and Regulation 1552 and 34 CFR 106.30;



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- (ii) A description of the procedural steps taken from the receipt of the complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather evidence;
 - (iii) Findings of fact supporting the determination, conclusions regarding the application of this formal grievance process to the facts; and
 - (iv) A statement of and rationale for the result as to each allegation, including any determination regarding responsibility, any disciplinary sanctions the decision-maker imposed on the respondent that directly relate to the complainant, and whether remedies designed to restore or preserve equal access to the employer's education program or activity will be provided to the complainant; and procedures and permissible bases for the parties to appeal the determination.
- (e) The written determination will be provided to the parties simultaneously.
- (f) Notwithstanding a temporary delay of the grievance procedure or the limited extension of the grievance procedure time frames with good cause, the written determination shall



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be provided within sixty calendar days from receipt of the complaint.

- (i) The sixty calendar day time frame does not include the appeal process.

4. Appeals – 34 CFR 106.45(b)(8)

- a. The employer will offer both parties an appeal from a determination regarding responsibility, and from the Title IX Coordinator's dismissal of a formal complaint or any allegations therein in accordance with 34 CFR 106.45(b)(8)(i).
- b. As to all appeals, the employer will comply with the requirements of 34 CFR 106.45(b)(8).
- c. The Superintendent shall designate an appeal officer for each appeal filed.
 - (1) The appeal officer shall not be the same individual as the decision-maker that reached the determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator in accordance with 34 CFR 106.45(b)(8)(iii)(B).
 - (2) Ensure that the appeal officer complies with the standards set forth in 34 CFR 106.45(b)(1)(iii).
- d. The employer shall give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
- e. The employer shall administer the appeal process, but is not a party and will not advocate for or against any appeal.



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- f. A party may appeal only on the following grounds and the appeal shall identify the reason(s) why the party is appealing:
- (1) There was a procedural error in the hearing process that materially affected the outcome;
 - (a) Procedural error refers to alleged deviations from employer policy, and not challenges to policies or procedures themselves;
 - (2) There is new evidence that was not reasonably available at the time of the hearing and that could have affected the outcome;
 - (3) The decision-maker had a conflict of interest or bias that affected the outcome;
 - (4) The determination regarding the policy violation was unreasonable based on the evidence before the decision-maker:
 - (a) Appealing on this basis is available only to a party who participated in the hearing; and
 - (5) The sanctions were disproportionate to the hearing officer's findings.
 - (6) The employer may offer an appeal equally to both parties on additional bases.
- g. The appeal must be submitted in writing to the Title IX Coordinator within ten calendar days following the issuance of the notice of determination.



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- h. The appeal must identify the ground(s) for appeal and contain specific arguments supporting each ground for appeal.
 - i. The Title IX Coordinator shall notify the other party of the appeal, and that other party shall have an opportunity to submit a written statement in response to the appeal, within ten calendar days.
 - j. The Title IX Coordinator shall inform the parties that they have an opportunity to meet with the appeal officer separately to discuss the proportionality of the sanction.
 - k. The appeal officer shall decide the appeal considering the evidence presented at the hearing, the investigation file, and the appeal statements of both parties.
 - l. In disproportionate sanction appeals, input the parties provided during the meeting may also be considered.
 - m. The appeal officer shall summarize their decision in a written report that will be sent to the complainant and respondent within twenty calendar days of receiving the appeal.
5. Supportive Measures – 34 CFR 106.30
- a. “Supportive measures” mean non-disciplinary, non-punitive, individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed pursuant to 34 CFR 106.30(a).
 - b. The employer’s response must treat complainants and respondents equitably by offering supportive measures as defined in 34 CFR 106.30 to a complainant, and by following a grievance process that complies with 34 CFR



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106.45 before the imposition of any disciplinary sanctions or other actions that are not supportive measures as defined in 34 CFR 106.30, against a respondent.

- c. The Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures as defined in 34 CFR 106.30, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
 - (1) Supportive measures shall be available to the complainant, respondent, and as appropriate, witnesses or other impacted individuals.
- d. The Title IX Coordinator shall maintain consistent contact with the parties to ensure that safety, emotional well-being and physical well-being are being addressed.
- e. Generally, supportive measures are meant to be short-term in nature and will be re-evaluated on a periodic basis.
 - (1) To the extent there is a continuing need for supportive measures after the conclusion of the resolution process, the Title IX Coordinator will work with appropriate employer resources to provide continued assistance to the parties.
- f. The employer is required to offer supportive measures to the complainant even if the respondent ceased being employed by the employer prior to the filing of a formal complaint.
 - (1) If the respondent ceases to be employed by the employer after a formal complaint is filed, the employer may dismiss the complaint, but must still



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offer supportive measures to the complainant pursuant to 34 CFR 106.45(b)(3)(ii).

6. Remedies - 34 CFR 106.45

- a. The Title IX Coordinator shall be responsible for effective implementation of any remedies in accordance with 34 CFR 106.45(b)(7)(iv).
- b. Following receipt of the written determination from the decision-maker, the Title IX Coordinator will facilitate the imposition of sanctions, if any, the provision of remedies, if any, and to otherwise complete the formal resolution process.

(1) Emergency Removal

Nothing in 34 CFR 106 precludes the employer from removing a respondent from the employer's education program or activity on an emergency basis, provided that the employer undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

(2) Administrative Leave

Nothing in 34 CFR 106 Subpart D precludes the employer from placing an employee on



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administrative leave during the pendency of a grievance process that complies with 34 CFR 106.45. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

- c. The Superintendent or designee, after consultation with the Title IX Coordinator, will determine the sanctions imposed and remedies provided, if any.
 - (1) The imposition of sanctions or provisions of remedies will be revisited by the Title IX Coordinator following the appeal officer's decision, as appropriate.
- d. The Title IX Coordinator must provide written notice to the parties simultaneously.
- e. The employer must disclose to the complainant the sanctions imposed on the respondent that directly relate to the complainant when such disclosure is necessary to ensure equal access to the employer's education program or activity.
 - (1) Remedies and supportive measures that do not impact the respondent should not be disclosed in the written determination; rather the determination should simply state that remedies will be provided to the complainant.
- f. It is important to note that conduct that does not meet the criteria under Title IX may violate other Federal or State laws or employer policies regarding employee misconduct or may be inappropriate and require an immediate response in the form of supportive measures and remedies to prevent its recurrence and address its effects.



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7. Recordkeeping – 34 CFR 106.45(b)(10)
 - a. The employer must maintain for a period of seven years records of:
 - (1) Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under 34 CFR 106.45(b)(6)(i), any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the employer's education program or activity;
 - (2) Any appeal and the result therefrom;
 - (3) Any informal resolution and the result therefrom; and
 - (4) All materials used to train Title IX Coordinators, investigators, decision-makers, and any individual who facilitates an informal resolution process. The employer must make these training materials publicly available on its website, or if the employer does not maintain a website the employer must make these materials available upon request for inspection by members of the public.
 - b. For each response required under 34 CFR 106.44, the employer must create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the employer must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the employer's education program or activity. If the employer



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does not provide a complainant with supportive measures, then the employer must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the employer in the future from providing additional explanations or detailing additional measures taken.

8. Compliance

The Superintendent or designee shall consult with the Board Attorney to ensure the employer's response to any allegations of sexual harassment and the employer's grievance process are in accordance with 34 CFR 106.44 and 34 CFR 106.45.

9. Training

a. The Superintendent or designee shall ensure that Title IX Coordinators, investigators, decision-makers, appeal officers, and any person who facilitates an informal resolution process, receive training in accordance with 34 CFR 106.45(b)(1)(iii).

(1) The employer must ensure that decision-makers receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in 34 CFR 106.45(b)(6).

(2) The employer also must ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in 34 CFR 106.45 (b)(5)(vii). Any materials used to train Title IX Coordinators, investigators, decision-makers, and any individual who facilitates an informal resolution process, must



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not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

Adopted:



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[See POLICY ALERT No. 236]

2530 RESOURCE MATERIALS

The Board of Education shall provide resource materials to implement **the school district's and school** educational goals and objectives **to meet** as student needs dictate and as district resources permit. **Resource** Such materials include, **but are not limited to**, reference materials books; **fiction and nonfiction books; maps; audio and audio-visual materials; pamphlets; periodicals; pictures; online references;** other supplementary titles; maps, library print and non-print materials, and other sources of information for use by students that are not designated as textbooks. **Resource materials are not library material as defined in N.J.S.A. 18A:34A-3 and Policy and Regulation 2535.**

~~The Superintendent shall be responsible for the selection and maintenance of all resource materials, in accordance with the following standards:~~

- ~~1. Material will be suited to the varied interests, abilities, reading levels, and maturation levels of the students to be served;~~
- ~~2. Wherever possible, materials will provide major opposing views on controversial issues so that students may develop under guidance the practice of critical reading and thinking;~~
- ~~3. Wherever possible, materials will represent the many religious, ethnic, and cultural groups and their contribution to American heritage;~~
- ~~4. Materials will be factually accurate and of genuine literary or artistic value;~~
- ~~5. Materials will be of a quality and durability appropriate to their intended uses and longevity;~~
- ~~6. Materials will relate to, support, and enrich the courses of study adopted by the Board.~~



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The Superintendent will develop regulations for the selection of resource materials **pursuant to Regulation 2530** that provide for the effective consultation of teaching staff members at all appropriate levels,; ensure that the Board's budgetary allotment for resource materials is efficiently spent and **appropriately** wisely distributed throughout the instructional program and the district,; and ensure an inventory of resource materials that is well balanced ~~and well rounded in coverage of subject, types of materials, and variety of content.~~

The Superintendent will evaluate ~~the continuing effectiveness and utility of~~ resource materials and recommend to the Board the removal of **resource** ~~those~~ materials that no longer meet the standards set forth in ~~this Ppolicy and Regulation 2530~~. Any request **by an individual** for the removal of resource materials will be governed by Policy **and Regulation** 9130 ~~on public complaints~~.

Adopted:



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[See POLICY ALERT No. 236]

R 2530 RESOURCE MATERIALS

A. Definition

“Resource materials” **means** ~~are~~ all those sources of information for the use of students that have not been designated as textbooks and generally must be shared by individual students. Resource materials include, **but are not limited to**, reference **materials** ~~books~~; fiction and nonfiction books; maps; audio and audio-visual materials; ~~CD-ROM's~~; pamphlets; periodicals; pictures; and on-line references; **other supplementary titles; and other sources of information for use by students that are not designated as textbooks.** Resource materials **are not library material as defined in N.J.S.A. 18A:34A-3 and Policy and Regulation 2535** ~~may be maintained in classroom library collections and/or in the school library or media center.~~

B. Selection Process

1. **The teaching staff member shall submit written requests for new resource materials to the Principal or designee in the teaching staff member's school building.** ~~The _____ in each school building will accept the written requests of teaching staff members for new and revised reference materials.~~ Each **written** request should include the:
 - a. **The nName** and originator of the **resource material**; ~~work~~;
 - b. **The** ~~its~~ publisher or distributor;
 - c. A brief description of the **resource** material; and
 - d. The reason for the request, including the relevance of the **resource** material to the instructional program;



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2. All **written requests** ~~recommendations~~ will be forwarded to the **Superintendent or designee** _____ for consideration; **and**, The _____ will attempt to ~~review each requested work or, alternatively, to consult with other educational institutions that have used the material.~~
3. ~~The _____ may consult such selection aids as booklists, school library journals, previews, school library catalogs, and subject bibliographies prepared by specialists in the field.~~
34. The **Superintendent or designee** _____ **shall evaluate** ~~will measure~~ each **written request** ~~recommendation~~ against the **selection** standards ~~for selection as outlined in (see C. below paragraph C)~~ and the amount budgeted for resource materials in the current or succeeding school year, as appropriate.
45. The _____ ~~will present to the Superintendent or designee~~ **will develop** a list of recommended purchases, ~~no later than _____ each year.~~ The list ~~may~~ **will** include multiple copies of **resource materials** ~~when for which~~ a high level of interest and need is anticipated.

C. Selection Standards

Standards to be applied in the selection of resource materials are those set forth **below:** ~~in Policy 2530, repeated here.~~

1. **Resource mMaterials** will be suited to the varied interests, abilities, reading levels, and maturation levels of the students to be served.
2. Wherever **appropriate possible**, **resource** materials will provide major opposing views on controversial issues so that students may develop, under guidance, the practice of critical reading and thinking.



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3. Wherever **appropriate** possible, **resource** materials will **include the basic tenets of multiculturalism in accordance with N.J.A.C. 6A:7-1.7** ~~represent the many religious, ethnic, and cultural groups and their contributions to American heritage.~~
4. **Resource m**Materials will be factually accurate, **as appropriate**, and of genuine literary or artistic value.
5. **Resource m**Materials will be of a quality and durability appropriate to their intended uses ~~and longevity.~~
6. **Resource m**Materials will relate to, support, and enrich the **curriculum** ~~courses of study~~ adopted by the Board of Education.
7. **Resource materials will support the New Jersey Student Learning Standards.**

D. Periodic Removal of **Resource Reference** Materials

1. The **Superintendent or designee** _____ **shall will** conduct a periodic review of **resource materials** ~~reference collections~~ for their:
 - a. Continuing usefulness;;
 - b. Relevance to the curriculum **and the New Jersey Student Learning Standards;;**
 - c. Representation of the needs and interests of all grade levels, subject areas, and departments;; and



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- d. Balance of content, types of **resource** materials, and manner of presentation.
2. Standard **resource** materials subject to frequent use that are worn or missing should be replaced periodically.
3. Outdated **resource** materials and **resource** materials no longer relevant to the curriculum may be withdrawn from the collection on Board of Education approval.
4. **Any request by an individual for the removal of resource materials will be governed by** ~~A complaint about reference materials shall be handled in accordance with~~ Policy and Regulation 9130.

Issued:



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[See POLICY ALERT No. 236]

2535 LIBRARY MATERIAL

The Board of Education believes the freedom to read is a human right, constitutionally protected by the First Amendment of the United States Constitution, and individuals have the right to free inquiry and the right to form their own opinions. The freedom to read does not require an individual to agree with topics or themes within a material, but instead allows a reader to explore and engage with differing perspectives to form and inform their own views pursuant to the "Freedom to Read Act" N.J.S.A. 18A:34A-1 through N.J.S.A. 18A:34A-7.

In accordance with N.J.S.A. 18A:34A-4, the purpose of Regulation 2535 and this Policy is to: provide standards for the curation of library material, establish criteria for the removal of existing school library material or library material selected for inclusion in the school library, and provide protection against attempts to censor library material.

A. Definitions – N.J.S.A. 18A:34A-3

1. For the purpose of Policy and Regulation 2535:
 - a. "Board of Education" means a Board of Education as defined in N.J.S.A. 18A:18A-2, the Board of Directors of an educational services commission, a Board of Trustees of a charter school, a Board of Trustees of a renaissance school project, or any other local education agency.
 - b. "Censorship" means to block, suppress, or remove library material based on disagreement with a viewpoint, idea, or concept or solely because an individual finds certain content offensive, but does not include limiting or restricting access to any library material deemed developmentally inappropriate for certain students.



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- c. “Diverse and inclusive material” means any material that reflects any protected class as enumerated in the “Law Against Discrimination,” N.J.S.A. 10:5-1 et seq.; material produced by an author who is a member of a protected class as enumerated in the “Law Against Discrimination,” N.J.S.A. 10:5-1 et seq.; and material that contains the author’s points of view concerning contemporary problems and issues, whether international, national, or local; but excludes content that is inappropriate for grades served by the school library.
- d. “Individual with a vested interest” means any teaching staff member employed by the Board of Education, any parent of a student enrolled in the school district at the time the removal form required pursuant to N.J.S.A. 18A:34A-5 is filed, and any student enrolled in the district at the time the removal form required pursuant to N.J.S.A. 18A:34A-5 is filed.
- e. “Library material” means any material including, but not limited to, nonfiction and fiction books, magazines, reference books, supplementary titles, multimedia and digital material, software and instructional material, and other material not required as part of classroom instruction belonging to, on loan to, or otherwise in the custody of a school library.
- f. “School library staff member” means a school library media specialist, school librarian, any certificated or non-certificated staff member assigned to duties in a school library, or any individual carrying out or assisting with the functions of a school library media specialist or school librarian.



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B. Library Material Curation – N.J.S.A. 18A:34A-4

1. The Board of Education shall have control over the content of this Policy, except this Policy shall at a minimum:
 - a. Recognize that library material should be provided for the interest, information, and enlightenment of all students and should present diverse points of view in the collection as a whole;
 - b. Acknowledge that library material shall not be removed from a school library because of the origin, background, or views of the library material or those contributing to its creation;
 - c. Recognize the importance of school libraries as centers for voluntary inquiry and the dissemination of information and ideas;
 - d. Promote the free expression and free access to ideas by students by prohibiting the censorship of library material;
 - e. Acknowledge that a school library media specialist is professionally trained to curate and develop the school library collection that provides students with access to the widest array of developmentally appropriate library material available to schools; and
 - f. Establish a procedure for a school library staff member to review library material within a school library on an ongoing basis, which shall include, but not be limited to:
 - (1) The library material's relevance;
 - (2) The condition of the library material;
 - (3) The availability of duplicates;



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- (4) The availability of more recent developmentally appropriate library material; and
 - (5) The continued demand for the library material.
- 2. The Board of Education, in consultation with school library staff members, shall have discretion in selecting, purchasing, or acquiring library material for inclusion in the school library. Nothing in N.J.S.A. 18A:34A-4 or this Policy shall be construed to require the Board of Education to purchase, or otherwise acquire, library material for a school library.
- 3. Nothing in N.J.S.A. 18A:34A-4 and this Policy shall be construed to restrict the Board of Education's authority to select textbooks and school supplies related to the curriculum.

C. Library Material Recommendation and Selection Process

- 1. The school library staff member in each school building will accept the written requests of teaching staff members for new and revised library material. Each request should include:
 - a. The name and originator of the library material;
 - b. The publisher or distributor;
 - c. A brief description of the library material; and
 - d. The reason for the request, including the relevance of the library material to the instructional program.
- 2. The school library staff member shall review each recommendation against the standards for selection in B.1.f. above and the amount budgeted for library material in the current or succeeding school year, as appropriate.



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3. The school library staff member shall present to the Superintendent or designee a list of recommended purchases of library material. The list will include multiple copies of library material when a high level of interest and need is anticipated.
 4. Standards to be applied in the selection of library material shall relate to, support, and enrich the courses of study adopted by the Board of Education.
- D. Censorship of School Library Material Prohibited, Right to Reserve, Check Out – N.J.S.A. 18A:34A-6
1. The Board of Education shall not remove library material from a school library in the district because of the origin, background, or views of the library material or those contributing to its creation, and shall not engage in censorship of library material.
 2. The Board of Education shall allow a student to reserve or check out any developmentally appropriate library material, including diverse and inclusive material, regardless of the origin, background, or views of the library material or those contributing to its creation.
- E. Removal Request Procedure
- Any request by an individual with a vested interest to have library material removed from a school library in the district shall follow the grievance procedure outlined in Regulation 2535 in accordance with N.J.S.A. 18A:34A-5.
- F. Immunity, School Library Staff – N.J.S.A. 18A:34A-7
- A school library staff member who engages in activities as required by N.J.S.A. 18A:34A-4 through 18A:34A-6 and B. through E. above shall be immune from civil and criminal liability arising from good faith actions performed pursuant to the provisions of N.J.S.A. 18A:34A-4 through 18A:34A-6 and B. through E. above



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N.J.S.A. 18A:34A-1 through N.J.S.A. 18A:34A-7

Adopted:



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[See **POLICY ALERT No. 236**]

R 2535 LIBRARY MATERIAL

Any individual with a vested interest requesting to have library material removed from a school library in the district shall follow the grievance procedure outlined below in accordance with the provisions of N.J.S.A. 18A:34A-5.

A. Definitions – N.J.S.A. 18A:34A-3

1. For the purpose of Policy 2535 and this Regulation:
 - a. “Board of Education” means a Board of Education as defined in N.J.S.A. 18A:18A-2, the Board of Directors of an educational services commission, a Board of Trustees of a charter school, a Board of Trustees of a renaissance school project, or any other local education agency.
 - b. “Censorship” means to block, suppress, or remove library material based on disagreement with a viewpoint, idea, or concept or solely because an individual finds certain content offensive, but does not include limiting or restricting access to any library material deemed developmentally inappropriate for certain students.
 - c. “Diverse and inclusive material” means any material that reflects any protected class as enumerated in the “Law Against Discrimination,” N.J.S.A. 10:5-1 et seq.; material produced by an author who is a member of a protected class as enumerated in the “Law Against Discrimination,” N.J.S.A. 10:5-1 et seq.; and material that contains the author’s points of view concerning contemporary problems and issues, whether international, national, or local; but excludes content that is inappropriate for grades served by the school library.



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- d. "Individual with a vested interest" means any teaching staff member employed by the Board of Education, any parent of a student enrolled in the school district at the time the removal form required pursuant to N.J.S.A. 18A:34A-5 is filed, and any student enrolled in the district at the time the removal form required pursuant to N.J.S.A. 18A:34A-5 is filed.
 - e. "Library material" means any material including, but not limited to, nonfiction and fiction books, magazines, reference books, supplementary titles, multimedia and digital material, software and instructional material, and other material not required as part of classroom instruction belonging to, on loan to, or otherwise in the custody of a school library.
 - f. "School library staff member" means a school library media specialist, school librarian, any certificated or non-certificated staff member assigned to duties in a school library, or any individual carrying out or assisting with the functions of a school library media specialist or school librarian.
- B. The following procedure shall be adhered to any time an individual with a vested interest submits a complaint requesting removal of library material from any of the district's school libraries.
- 1. Complaints about library material shall be made on a request for removal form and submitted to the Principal of the school building in which the library material is challenged to initiate a review of the material.
 - 2. The individual with a vested interest shall complete and sign a request for removal form available in the Principal's office. The request for removal form shall include:



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- a. The title, author, and publisher of the library material at issue;
 - b. Sections of the library material to which the individual with a vested interest objects; and
 - c. An explanation of the reasons for the objection.
3. Within five working days of the receipt of the request for removal form, the Principal or designee shall forward the request for removal to the Superintendent.
4. Upon receipt of the request for removal form, the Superintendent or designee shall appoint a review committee consisting of:
- a. The Superintendent or designee;
 - b. The Principal or designee of the school in which the library material is challenged;
 - c. The school library media specialist or a school library staff member;
 - d. A representative selected by the Board of Education;
 - e. At least one grade-appropriate teacher familiar with the library material, provided the teacher selected is not the individual who submitted the request for removal form;
 - f. A parent of a student enrolled in the school district, provided the parent selected is not the individual who submitted the request for removal form;
 - g. If appropriate, and at the discretion of the Superintendent, in cases where a student enrolled in the district in grades nine through twelve filed the request for removal form, a student enrolled in the district in grades nine through twelve may volunteer to serve on the review committee if that student did not file the request for removal form. The Superintendent



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shall consult with the Principal of the school involved in the removal request in making this determination; and

- h. Any additional members the Superintendent or designee deem necessary.
- 5. The challenged library material shall remain within the school library and available for a student to reserve, check out, or access until there is a final decision reached by the Board of Education pursuant to N.J.S.A. 18A:34A-5.b.(5) and B.7. below.
- 6. The review committee members shall evaluate the request for removal form and review the challenged library material in its entirety. The review committee shall meet to discuss the library material and concerns raised and make a recommendation on whether the challenged library material should be removed from circulation, retained, or limited in use. The review committee shall submit its written report with recommendations to the Board of Education no later than sixty school days from the date of the next regularly scheduled Board of Education meeting after receipt of the request for removal form:
 - a. A copy of the review committee's report shall also be provided to the individual with a vested interest who filed the request for removal form and the Principal who received the request for removal form.
- 7. The Board of Education shall review the review committee's report and make a final determination on whether the library material is to be removed from the school library or limited in use. The Board of Education shall provide a written statement of reasons for:
 - a. The removal, limitation, or non-removal of a library material; and
 - b. Any final determination that is contrary to the recommendations of the review committee.



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8. The written statement of reasons shall be posted on the Board of Education's website in a prominent and easily accessible location within thirty days of the determination.
9. All decisions on whether to remove from circulation, retain, or limit in use library material shall be based on the library material as a whole, not isolated passages.
10. All request for removal forms and outcomes shall be maintained in accordance with other similar records in the district.
11. Library material that has been challenged pursuant N.J.S.A. 18A:34A-5.b.(1) through 18A:34A-5.b.(5), Policy 2535, and this Regulation shall not be subject to challenge for at least one year in accordance with N.J.S.A. 18A:34A-5.b.(6).
12. The district may consolidate requests for removal of the same challenged library material in accordance with N.J.S.A. 18A:34A-5.b.(7).
13. The Board of Education's determination issued in accordance with N.J.S.A. 18A:34A-5, Policy 2535, and this Regulation which denies a request for removal shall not constitute a controversy or dispute pursuant to N.J.S.A. 18A:6-9. However, an individual with a vested interest, as defined in N.J.S.A. 18A:34A-3, may file a petition of appeal of the Board of Education's final determination to remove library material to the Commissioner of Education through the Office of Controversies and Disputes in accordance with N.J.S.A. 18A:6-9 and the procedures set forth in State Board of Education regulations.
14. Nothing in N.J.S.A. 18A:34A-1 through 18A:34A-7, Policy 2535, and this Regulation shall be construed as creating a separate legal cause of action regarding any determination issued pursuant to N.J.S.A. 18A:34A-1 through 18A:34A-7, Policy 2535, and this Regulation.



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15. A school library staff member who engages in activities as required by N.J.S.A. 18A:34A-4 through 18A:34A-6 shall be immune from civil and criminal liability arising from good faith actions performed pursuant to the provisions of N.J.S.A. 18A:34A-4 through 18A:34A-6.

Adopted:



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Dec 25

[See POLICY ALERT No. 236]

9130 PUBLIC COMPLAINTS AND GRIEVANCES

The Board of Education shall establish procedures for the hearing and settlement of ~~Any person or group having a legitimate interest in the schools of this district may present a request, suggestion, or complaints concerning district staff members personnel, the educational program, instructional or resource materials, or the operations of the district.~~ **Complaints regarding library material as defined in N.J.S.A. 18A:34A-3 shall be addressed in accordance with Policy and Regulation 2535.** ~~The Board directs the establishment of procedures for the hearing and settlement of requests and complaints shall that provide a means for resolving complaints them fairly and impartially, and permit appropriate resolution redress, and protect district personnel from unnecessary harassment.~~

The grievance procedure outlined in Regulation 9130 shall not be utilized by a district staff member or Board member unless the district staff member or Board member is doing so in their capacity as a parent of a student currently enrolled in the district.

When a Board member is confronted with a complaint concerning district staff members, the educational program, instructional or resource materials, or the operations of the district an issue, the Board member he/she will withhold comment, commitment, and/or opinion and refer the complaint or inquiry to the Superintendent in accordance with N.J.S.A. 18A:12-24.1.j., who shall review the complaint in accordance with Regulation 9130 according to established procedures.

~~Only in those cases where satisfactory adjustment cannot be made by the Superintendent and the staff shall communications and complaints be referred to the Board for resolution.~~

Any misunderstandings or disputes between the public and school district staff members should, whenever possible, be settled by direct, informal discussions among the interested parties. It is only when such informal meetings fail to resolve



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differences that more formal procedures shall be employed. A complaint about a school program or personnel should be addressed to the Building Principal; a complaint about instructional or resource materials should be addressed to the Superintendent.

The Superintendent shall establish Pprocedures for the **resolution** hearing of requests and complaints regarding district **staff members** personnel, the educational program, instructional and resource materials, and the operations of the school district **shall**. Procedures will be governed by **Regulation 9130**. the following guidelines:

1. The matter will be resolved initially, wherever possible, by informal discussions between or among the interested parties.
2. A matter that cannot be resolved informally may be appealed at successive levels of authority, up to and including the Board of Education.
3. The complaint and its immediate resolution be reduced to writing at the first and at each successive level of appeal.
4. A reasonable period of time, not to exceed _____ working days, will be permitted for the filing of an appeal in writing at each successive level. A decision at each level of appeal must be rendered no later than _____ working days after the appeal is filed, except that the Board shall have thirty calendar days to make its decision.
5. In the case of complaints about instructional or resource materials, the initial complaint must set forth in writing the author, title, and publisher of the materials as well as those specific portions of the material or the work to which objection is taken; the complainant's familiarity with the work; the reasons for the objection; and the use of the work in the schools. The Superintendent shall appoint a committee of professional staff members and community representatives to review the challenged material against the standards for the selection of resource materials established by



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~~Board policy. The committee will report its findings to the Board. No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board of Education, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.~~

6. ~~A complainant shall be notified that a decision of the Board may be appealed to the Commissioner of Education.~~

Adopted:



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[See POLICY ALERT No. 236]

R 9130 PUBLIC COMPLAINTS AND GRIEVANCES

All complaints ~~and grievances~~ addressed to the Board of Education, Board members individually, school officials, or district staff members shall be referred to the Superintendent for consideration in accordance with the following procedures.

A. Complaints Regarding a Teaching Staff Member Other Than an Administrator or Supervisor

1. First Level

- a. The complainant will be directed to address the **complaint matter** to the **teaching** staff member.
- b. The **teaching** staff member will ~~be directed to discuss the matter directly with the complainant and to make every reasonable effort to~~ **address the complaint** ~~explain the difficulty and/or~~ **and take appropriate action, if necessary,** in accordance with district **policies and** regulations and within **the teaching staff member's** ~~his/her~~ authority and ~~district regulations.~~
- c. The **teaching** staff member will report the **complaint in writing matter**, and whatever action **that** may have been taken to resolve the **complaint matter**, to the **teaching staff member's** Principal or supervisor.

2. Second Level

- a. If the **complaint matter** cannot be satisfactorily resolved to **the complainant's satisfaction at A.1. above the first level**, the complainant **may appeal the teaching staff member's**



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resolution to may discuss the matter with the teaching staff member's Principal or supervisor.

- b. The Principal **or supervisor** will take all reasonable and prudent steps to resolve the complaint **and meet with the complainant to discuss the Principal or supervisor's resolution to the complaint** ~~or to explain to the complainant why the matter cannot be resolved as the complainant wishes.~~

3. Third Level

- a. If the **complaint matter** cannot be satisfactorily resolved to **the complainant's satisfaction** at A.2. ~~above the second level~~, the complainant may, within **five** ~~three~~ working days (see Policy 9130) of ~~their~~ **his/her** meeting with the **teaching staff member's Principal or supervisor**, submit **a written request for a conference** to the Superintendent ~~a written request for a conference~~. The **written** request shall, **at a minimum**, include: **the specific nature of the complaint and a statement of the facts giving rise to it.**

(1) ~~The specific nature of the complaint and a brief statement of the facts giving rise to it,~~

(2) ~~The respect in which it is alleged that the complainant or the complainant's child has been unfairly treated or adversely affected, and~~

(3) ~~The remedy sought by the complainant.~~

- b. A copy of the **complainant's written** request for a conference will be **submitted** ~~sent~~ to the Board of Education **by the Superintendent.**

- b. Within seven working days (~~see Policy 9130~~) of the **Superintendent's receipt of the written request for a**



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conference, the Superintendent shall conduct **the** a conference, at a time convenient to the complainant **and the Superintendent**, and attempt to resolve the **complaint** matter informally. ~~The time for conference will be extended if the complainant is unable to schedule a convenient meeting.~~

- d. The Superintendent shall record in writing **their** ~~his/her~~ disposition of the complaint and shall, within ten working days (see Policy 9130) of the conference, **submit** ~~provide~~ a copy of **their** ~~the~~ written disposition to the complainant and to the Board.

4. Fourth Level

- a. A complaint that is not resolved **to the complainant's satisfaction** by a conference with the Superintendent at **A.3.c. above** or that seeks a remedy beyond the Superintendent's ~~jurisdiction~~ **authority** may be appealed **by the complainant** to the Board of Education.

- (1) **The complainant shall, within three working days of their receipt of the Superintendent's written disposition, submit a written request with supporting documentation to the Superintendent for an informal hearing before the Board. The complainant's request, along with the Superintendent's disposition at A.3.d. above, shall be provided to the Board.**

- ~~b. The complainant may, within three working days (see Policy 9130) of his/her receipt of the Superintendent's written disposition, submit a written request for a hearing before the Board. The request will include a copy of the Superintendent's disposition at Level 3.~~



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be. The Board shall, **decide whether to grant or deny within forty-five calendar days (see Policy 9130) of the receipt of the complainant's request for conduct an informal hearing and provide their decision in writing to the complainant within five working days upon receiving the request for an informal hearing before a committee of Board members, in which the complainant will present his/her complaint. The Board may, on the petition of the complainant, permit the examination of witnesses. The Board may permit the teaching staff member complained of to testify in his/her own behalf.**

- (1) **If the Board denies the request for an informal hearing, the Board shall render a decision on the appeal and provide the decision in writing to the complainant within ten working days.**
- (2) **If the Board grants the request for an informal hearing, the Board shall schedule the informal hearing within forty-five working days upon receiving the request for an informal hearing. At the conclusion of the informal hearing, the Board shall render a decision and provide the decision in writing to the complainant within ten working days at the conclusion of the informal hearing.**
 - (a) **The Board may designate a committee of the Board to conduct an informal hearing with the complainant.**
 - (b) **The Board may permit the complainant to present witnesses.**
 - (c) **The Board will comply with the provisions of the Open Public Meetings Act and Bylaw 0162 regarding any public complaints, where applicable.**



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d. ~~The Board shall, within ten calendar days (see Policy 9130) of the hearing, advise the complainant in writing of the Board's disposition of the complaint.~~

e. ~~The complainant will be advised that the Board's decision may be appealed to the Commissioner of Education.~~

5. Reasonable efforts will be made to expedite **time sensitive** a complaints that arises at the end of the school year so that the matter can be resolved before the interruption of summer vacations.

B. ~~Complaints About an Administrative Staff Member~~

1. ~~The procedure set forth in A will be followed and the complainant will be directed to discuss the matter first with the administrator.~~
2. ~~A complaint about a Principal or a central office administrator will omit the second level of the complaint procedure. Appeal of the first level discussion will be made directly to the Superintendent in accordance with A3.~~

BC. Complaints **Regarding** a Support Staff Member

1. The **complaint** procedure set forth in A.1. above will be followed and the complainant will be directed to discuss the **complaint** first with the support staff member, **if appropriate**.
2. **If the complaint cannot be resolved to the complainant's satisfaction at A.1. above, the complainant may follow the complaint procedure set forth in A.2. above.**
3. **If the complaint cannot be resolved to the complainant's satisfaction at A.2. above, the complainant may, within three working days of their meeting with the support staff member's supervisor, submit to the Superintendent a written request for a conference in accordance with A.3. above.**



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4. A complaint that is not resolved to the complainant's satisfaction by a conference with the Superintendent at A.3.c. above or that seeks a remedy beyond the Superintendent's authority may be appealed to the Board of Education in accordance with A.4. above.

C. Complaints Regarding an Administrative Staff Member or Supervisory Staff Member

1. The complainant shall discuss the complaint first with the administrative staff member or supervisory staff member who is the subject of the complaint.
2. An appeal of the discussion with the administrative staff member or supervisory staff member will be made directly to the Superintendent in accordance with A.3. above.
3. A complainant wanting to appeal the Superintendent's written disposition to the Board of Education shall follow the appeal procedures as outlined in A.4. above.

D. Complaints Regarding About a Program, Practice, or Operation

1. A complaint **regarding** ~~directed to a matter of~~ district or school policy;; procedure;; program;; or operation, including entitlement programs established by Sstate or Ffederal law, should be addressed, initially, to the **Superintendent who will refer the complaint to the appropriate** administrator or supervisor ~~department head most directly concerned with the matter, in accordance with A1.~~
2. A complaint that cannot be ~~satisfactorily~~ resolved **to the complainant's satisfaction at D.1. above** ~~at the first level~~ may be appealed to the Superintendent and, thereafter, the Board of Education in accordance with the procedures set forth in A.3. and A.4.



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E. Complaints **Regarding Textbooks, About Instructional Supplies, and Resource Materials**

1. Complaints **regarding** ~~about~~ textbooks, ~~library books, reference works, and other~~ instructional **supplies, and resource** materials used in the district ~~shall will~~ be **submitted made** in writing **by the complainant and submitted** to the Superintendent.
2. ~~The complainant will complete and sign a complaint form available in the Principal's office.~~ The **written complaint form shall, at a minimum, will** include:
 - a. The title, author, and publisher of the **material at issue;** ~~work complained of;~~
 - b. **Sections of the material to which the complainant objects** ~~The specific portions or language complained of (by page(s) and item(s));~~
 - c. ~~The complainant's familiarity with the work objected to;~~
 - cd. **An explanation of t**~~The reason(s) for the objection;~~
 - de. The students or class for whom the **material work** is intended;; and
 - ef. The way in which the **material work** is used **or presented to students.**
3. Within seven working days of the receipt of the **written** complaint ~~form~~, the Superintendent shall appoint a review committee consisting of:
 - a. The head of the department in which the **material work** is being used;;



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- b. **A teaching staff member** ~~teacher~~ in the subject area of the **material; work;**
 - c. ~~A library staff member;~~
 - cd. **A Board of Education member;**
 - e. ~~A lay person knowledgeable in the area of the work, and~~
 - df. **The Principal of the a school in which the material work is used or presented; and**
 - e. **Any other staff member designated by the Superintendent.**
4. The review committee will meet to evaluate the complaint and review the material **at issue** ~~objected to. The standards used by the committee will be those set forth in Policy 2530.~~
- a. **The standards used by the review committee to review textbooks will be those set forth in Regulation 2510.**
 - b. **The standards used by the review committee to review instructional supplies will be those set forth in Regulation 2520.**
 - c. **The standards used by the review committee to review resource materials will be those set forth in Regulation 2530.**
5. The **review** committee will report its findings and recommendations to the **Superintendent Board within fifteen working days upon the appointment of the review committee.**
6. **The Superintendent will submit the review committee's findings and recommendations to the Board at the next regularly scheduled Board meeting.**



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76. ~~The Board will receive the report of the committee.~~ If the Board acts to remove the **material at issue work complained of** or to limit access to the **material at issue work**, its action will be accompanied by a statement of reasons for the removal or limitation.
- a. **The Board shall render its decision within forty-five working days of receipt of the review committee's findings and recommendations.**
87. A copy of the **review committee's findings and recommendations report** and the Board's action, if any, will be given to the complainant **within five working days of the Board's action.**
98. The complainant will be informed, **in writing**, that a decision of the Board may be appealed to the Commissioner of Education **as permitted by law.**

Issued:

