SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
14 Vogt Drive
Bridgewater, New Jersey 08807

Regular Meeting
July 27, 2026

Call to Order

Mr. Lalevee called the meeting to order at 5:00 p.m.

Roll Call of Members

Gregory Lalevee, President
Adam Beder, Vice President
Matthew Loper, absent
Lily Wong
Roger Jinks, absent

Also Present

Robert Presuto, Superintendent of Schools
Raelene Sipple, School Business Administrator/Board Secretary
Michael Meyer, High School Principal
Elizabeth Graner, Somerset County Commissioner Liaison

Adequate notice of this meeting was given in accordance with the requirement of the New Jersey Open Public Meeting Act, Ch. 231, P.L. 1975 and published in The Courier News on January 9, 2026.

Pledge of Allegiance

Approval of Minutes

On motion by Ms. Wong, seconded by Mr. Beder, the minutes of the Regular Meeting and Executive Session held on June 22, 2026 were approved. Mr. Beder abstained.

Correspondence

- None

Presentations/Recognitions

- School Ethics – Board member training required during public session – Part 1 of 3 part series

Old or Unfinished Business

- None

Construction Projects

- Mr. Presuto read the report that was prepared by John Heinbach, Director of Buildings & Grounds.

Committee Reports

- Board of School Estimate – Mr. Lalevee, Mr. Beder
- NJSBA (Delegate) – Ms. Wong
- SCESC (Representative) – Mr. Lalevee; (Alternate) – Mr. Loper
- SCJIF – (Commissioner) – Ms. Sipple; (Alternate) – Mr. Beder
- SSRHIF – (Commissioner) – Mr. Beder; (Alternate) – Ms. Sipple

School Communications Report

- None

Open to the Public – Action Items Only

Individuals and/or groups are invited to present their comments regarding the following action items to the Board of Education at this time. In accordance with Board policy, members of the public are allotted one opportunity to address the Board for a maximum of three (3) minutes during this period of the meeting.

Please understand that our public forums are not structured as question and answer sessions, but offered as opportunities to share your thoughts with the Board. There may be times when a member of the public makes a comment or asks a question about personnel or hiring decisions. New Jersey Statutes do not permit the Board to discuss personnel issues in Public Session.

- None

Superintendent's Report

On recommendation of Mr. Presuto and motion by Mr. Beder, seconded by Ms. Wong and on roll call vote, agenda items A through G as follows:

A. Resignations
The Board of Education accepted the resignation of Mr. Stephen Palmer, effective June 24, 2026.

The Board of Education accepted the resignation of Ms. Edenes Nunez, effective August 14, 2026.

B. Employment of Full-Time Personnel – 2026-27 School Year
The Board of Education appointed Mr. Brian Coletta to the position of Health Occupations Instructor (UPC# TCH-HS-HEAL-FL-02), at a salary of $70,235.00, Step 1/D (based upon the 2025-26 salary guide), effective September 1, 2026. (11-310-100-101-011-000)

C. Position Change
The Board of Education appointed Mr. Troy Shandor as Automotive Instructor (UPC# TCH-HS-AUME-FL-01), effective September 1, 2026. (11-310-100-101-011-000)

D. Employment of Part-Time Personnel – Summer 2026
The Board of Education approved the following part-time personnel for summer 2026:

<u>High School</u>

Troy Shandor	Program Transition (10 hrs)	$38.25/hr	(11-000-221-104-004-001)

E. Employment of Part-Time Personnel – 2026-27 School Year
The Board of Education approved the following part-time personnel for the 2026-27 school year:

<u>Performing Arts - Dance</u>

Sheila Sullivan	Dance Program Auditions (Incoming 2027-28 SY) (10 hrs)	$74.10/hr*	(11-310-100-101-011-002)
	College Admission Audition Screenings (30 hrs)	$74.10/hr*	(11-310-100-101-011-002)

Maureen Glennon Clayton	Repertory Dance Company Instructor (25 hrs)	$60.20/hr*	(11-310-100-101-010-000)
	Dance Program Auditions (10 hrs)	$60.20/hr*	(11-310-100-101-011-002)
	Little Steps Dance Program (8 hrs)	$60.20/hr*	(11-310-100-101-010-000)
	Production (40 hrs)	$38.25/hr	(11-310-100-101-011-002)
Mary Lynne McAnally	Tap Dance Company Instructor (60 hrs)	$59.03/hr*	(11-310-100-101-010-000)
	Dance Program Auditions (Incoming 2027-28 SY) (10 hrs)	$59.03/hr*	(11-310-100-101-011-002)
	Production (40 hrs)	$38.25/hr	(11-310-100-101-011-002)
David Seamon	Theatre Arts Program Auditions (Incoming 2027-28 SY) (20 hrs)	$55.40/hr*	(11-310-100-101-011-002)
Paul O'Connor	Theatre Arts Program Auditions (Incoming 2027-28 SY) (20 hrs)	$60.11/hr*	(11-310-100-101-011-002)
Alison Mingle	Theatre Arts Program Auditions (Incoming 2027-28 SY) (20 hrs)	$65.42/hr*	(11-310-100-101-011-002)

*Based upon 2025-26 salary guide

Erika Mero	Ballet II (190 hrs)	$50.53/hr	(11-310-100-101-010-000)
Zachary Grubbs	Ballet III (110 hrs)	$50.53/hr	(11-310-100-101-010-000)
Christynn Morris	Accompanist (220 hrs)	$45.35/hr	(11-310-100-101-010-000)
Ian Howells	Accompanist (140 hrs)	$45.35/hr	(11-310-100-101-010-000)
Bonnie Grube	Costumier (190 hrs)	$37.64/hr	(11-310-100-101-010-000)
	Production Assistant (60 hrs)	$26.49/hr	(11-310-100-101-010-000)
Catherine Homa-Rocchio	Costumier (190 hrs)	$37.64/hr	(11-310-100-101-010-000)
<u>Performing Arts – Theatre Arts</u>			
Alexander Scoloveno	Acting (300 hrs)	$50.53/hr	(11-310-100-101-010-000)
Denise Mihalik	Acting – Yoga Voice (55 hrs)	$50.53/hr	(11-310-100-101-010-000)
Christynn Morris	Accompanist (400 hrs)	$45.35/hr	(11-310-100-101-010-000)
Bonnie Grube	Tech Support/Prop Mgt/Costume Maint. (150 hrs)	$26.49/hr	(11-310-100-101-010-000)
	Costumier (200 hrs)	$37.64/hr	(11-310-100-101-010-000)

Kenneth Savoy	Set Builder/Loader (250 hrs)	$40.00/hr	(11-310-100-101-010-000)
Paul O'Connor	Comedy Showcase Director (40 hrs)	$38.25/hr	(11-310-100-101-011-002)

F. Extra-Curricular Appointments – 2026-27 School Year

The Board of Education approved the following extra-curricular activities for the 2026-27 school year as follows: (Stipends to be determined upon completion of negotiated agreement)

Alison Mingle	Performing Arts Coach (shared position)	$1,801.91
David Seamon	Performing Arts Coach (shared position)	$1,801.91
Brian Coletta	Health Occupations Students of America Club Advisor	$2,705.59

G. School Business/Professional Development Travel

The Board of Education approved requests for district staff and Board of Education members to attend school business and professional development travel as they appear on Addendum #1.

Roll Call	Yes	No
Mr. Lalevee	X	
Mr. Beder	X	
Mr. Loper	absent	
Ms. Wong	X	
Mr. Jinks	absent	

H. Field Trips

On recommendation of Mr. Presuto and motion by Mr. Beder, seconded by Ms. Wong and on roll call vote, the Board of Education approved field trips for high school students as they appear on Addendum #2.

Roll Call	Yes	No
Mr. Lalevee	X	
Mr. Beder	X	
Mr. Loper	absent	
Ms. Wong	X	
Mr. Jinks	absent	

On recommendation of Mr. Presuto and motion by Mr. Beder, seconded by Mr. Beder, seconded by Ms. Wong and on roll call vote, agenda items I through L as follows:

I. Harassment, Intimidation and Bullying Coordinator

The Board of Education appointed Ms. Maria Johnson as the Harassment, Intimidation and Bullying Coordinator for the 2026-27 school year.

J. Harassment, Intimidation and Bullying Specialists

The Board of Education appointed the following staff members as Harassment, Intimidation and Bullying Specialists for the 2026-27 school year:

Susan Kiser
Melissa Norrbom
JaLisa Williamson
Karen Winfield

K. Title IX Coordinator

The Board of Education appointed Mr. Patrick Pelliccia as the Coordinator of Title IX Amendment of 1972 for the 2026-27 school year.

L. Title II/ADA/504 Coordinator

The Board of Education appointed Ms. Maria Johnson as the Title II/ADA/504 Coordinator of the Rehabilitation Act of 1973 for the 2026-27 school year.

Roll Call	Yes	No
Mr. Lalevee	X	
Mr. Beder	X	
Mr. Loper	absent	
Ms. Wong	X	
Mr. Jinks	absent	

M. Curriculum

On recommendation of Mr. Presuto and motion by Mr. Beder, seconded by Ms. Wong and on roll call vote, the Board of Education approved the following curriculum:

Biomedical
Human Body Systems (Yr. 2)

Roll Call	Yes	No
Mr. Lalevee	X	
Mr. Beder	X	
Mr. Loper	absent	
Ms. Wong	X	
Mr. Jinks	absent	

N. Donation

On recommendation of Mr. Presuto and motion by Mr. Beder, seconded by Ms. Wong and on roll call vote, the Board of Education accepted the following donation:

Item	Donor
$20,000.00	The George W. Bauer Family Foundation 663 Raritan Road Cranford, NJ 07016

Roll Call	Yes	No
Mr. Lalevee	X	
Mr. Beder	X	
Mr. Loper	absent	
Ms. Wong	X	
Mr. Jinks	absent	

On recommendation of Mr. Presuto and motion by Mr. Beder, seconded by Ms. Wong and on roll call vote, agenda items O through R as follows:

O. Abolish Board Policies and Regulations
The Board of Education abolished the following policies and regulations:

2200 – Curriculum Content
R2411 – Guidance Counseling
R2460.30 – Additional/Compensatory Special Education and Related Services
5111/R5111 - Eligibility/Acceptance of Resident/Non-Resident Students
2363 – Student Use of Privately-Owned Technology

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

1230 – Superintendent's Duties
5460 – High School Graduation
0162 – Notice of Board Meetings
1643 - Family Leave
2260 – Equity in School and Classroom Practices
5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
6112 – Reimbursement of Federal and Other Grant Expenditures
6115.02 – Federal Awards/Funds Internal Controls – Mandatory Disclosures
6311 – Contracts for Goods or Services Funded by Federal Grants
8561 – Procurement Procedures for School Nutrition Programs
8660 – Transportation by Private Vehicles – To and From School-Related Activities (formerly Transportation by Private Vehicle)
6311- Contracts for Goods or Services Funded by Federal Grants

Q. Rewritten Board Policies and Regulations
The Board of Education approved the following rewritten policies and regulations at this first reading as they appear on Addendum #4.

2200 – Curriculum (formerly Curriculum Content)
2411 – Career Education and Academic Counseling (formerly Guidance Counseling)
R6115.01 – Federal Awards/Funds Internal Controls – Allowability of Costs
5516/R5516 – Student Use of Internet-Enabled Devices (formerly Use of Electronic Communication Devices)

R. Board Policies
The Board of Education approved the following policies at this first reading as they appear on Addendum #5.

5461 – High School Diplomas
0162.01 – Legal Notices
5111.4 – Admissions for Vocational Schools (formerly included in Policy/Regulation 5111 – Eligibility/Acceptance of Resident/Non-Resident Students)

- Mr. Beder asked about the district cell phone policy. Mr. Meyer outlined his plan for the cell phone policy with the Board members.

Roll Call	Yes	No
Mr. Lalevee	X	
Mr. Beder	X	
Mr. Loper	absent	
Ms. Wong	X	
Mr. Jinks	absent	

On recommendation of Mr. Presuto and motion by Ms. Wong, seconded by Mr. Beder and on roll call vote, agenda items S and T as follows:

S. Application for Funds

The Board of Education adopted the following resolution: The governing body of the Somerset County Vocational & Technical Schools at its July 27, 2026 meeting authorized application for funds for the following:

NJ Department of Education	ESEA (FY 2027) (Elementary & Secondary Education Act)		$ 77,783.00
	Title I - A	$ 56,323.00	
	Title II - A	$ 11,460.00	
	Title IV – Part A	$ 10,000.00	

T. Refusal to Apply for Funds

The Board of Education adopted the following resolution: The governing body of the Somerset County Vocational & Technical Schools at its July 27, 2026 meeting hereby resolves not to apply for the following funds:

NJ Department of Education	ESEA (FY 2027) – Title III	$ 536.00

Roll Call	Yes	No
Mr. Lalevee	X	
Mr. Beder	X	
Mr. Loper	absent	
Ms. Wong	X	
Mr. Jinks	absent	

U. School Business/Professional Development Travel - NJSBA Workshop – October 19-22, 2026

On recommendation of Mr. Presuto and motion by Ms. Wong, seconded by Mr. Lalevee and on roll call vote, the Board of Education approved travel expenses/reimbursements for Mr. Adam Beder during his attendance at the NJ School Boards Association Workshop in Atlantic City, NJ as follows:

Registration $550.00 Hotel - $375.00 Meals - $238.00 Parking - $40.00 Tolls - $30.00
Mileage - $118.44

Roll Call	Yes	No
Mr. Lalevee	X	
Mr. Beder	abstain	
Mr. Loper	absent	
Ms. Wong	X	
Mr. Jinks	absent	

V. School Business/Professional Development Travel - NJSBA Workshop – October 19-22, 2026
On recommendation of Mr. Presuto and motion by Mr. Beder, seconded by Ms. Wong and on roll call vote, the Board of Education approved travel expenses/reimbursements for Mr. Matthew Loper during his attendance at the NJ School Boards Association Workshop in Atlantic City, NJ as follows:

Registration - $550.00 Hotel - $375.00 Meals - $238.00 Parking - $40.00 Tolls - $30.00
Mileage - $115.62

Roll Call	Yes	No
Mr. Lalevee	X	
Mr. Beder	X	
Mr. Loper	absent	
Ms. Wong	X	
Mr. Jinks	absent	

W. School Business/ Professional Development Travel - NJSBA Workshop – October 19-22, 2026
On recommendation of Mr. Presuto and motion by Ms. Wong, seconded by Mr. Beder and on roll call vote, the Board of Education approved travel expenses/reimbursements for Ms. Roger Jinks during his attendance at the NJ School Boards Association Workshop in Atlantic City, NJ as follows:

Registration - $550.00 Hotel - $375.00 Meals - $238.00 Parking - $40.00 Tolls - $30.00
Mileage - $146.64

Roll Call	Yes	No
Mr. Lalevee	X	
Mr. Beder	X	
Mr. Loper	absent	
Ms. Wong	X	
Mr. Jinks	absent	

X. Resolution - Harassment, Intimidation or Bullying Decision – Case #2526-009
On recommendation of Mr. Presuto and motion by Ms. Wong, seconded by Mr. Beder and on roll call vote, the Board of Education approved the following:

Whereas, the Somerset County Vocational Board of Education has received and accepted the HIB Investigation Report (Case #2526-009) at its meeting held on June 22, 2026; and

Whereas, the HIB Investigation Report indicated each reported case of Harassment, Intimidation or Bullying and the results of the investigation known as the Superintendent's decision – including any services provided, training established or discipline imposed; and

Whereas, the parties involved in those cases reported were notified of the results of the investigation, Superintendent's decision, and the rights of those parties to request a hearing before the Board of Education; and

Whereas, no requests for a hearing before the Board of Education have been received; and

Whereas, the Anti-Bullying Bill of Rights provides the Board of Education the opportunity to affirm, modify or reject the Superintendent's decisions on reported cases of Harassment, Intimidation or Bullying;

Now, therefore be it resolved, that the Board of Education affirmed the Superintendent's decision in the case (#2526-009) listed in the HIB Investigation Report previously accepted by the Board at its Board of Education meeting held on June 22, 2026.

Roll Call	Yes	No
Mr. Lalevee	X	
Mr. Beder	abstain	
Mr. Loper	absent	
Ms. Wong	X	
Mr. Jinks	absent	

Y. Resolution - Harassment, Intimidation or Bullying Decision – Case #2526-010
On recommendation of Mr. Presuto and motion by Ms. Wong, seconded by Mr. Beder and on roll call vote, the Board of Education approved the following:

Whereas, the Somerset County Vocational Board of Education has received and accepted the HIB Investigation Report (Case #2526-010) at its meeting held on June 22, 2026; and

Whereas, the HIB Investigation Report indicated each reported case of Harassment, Intimidation or Bullying and the results of the investigation known as the Superintendent's decision – including any services provided, training established or discipline imposed; and

Whereas, the parties involved in those cases reported were notified of the results of the investigation, Superintendent's decision, and the rights of those parties to request a hearing before the Board of Education; and

Whereas, no requests for a hearing before the Board of Education have been received; and
Whereas, the Anti-Bullying Bill of Rights provides the Board of Education the opportunity to affirm, modify or reject the Superintendent's decisions on reported cases of Harassment, Intimidation or Bullying;

Now, therefore be it resolved, that the Board of Education affirmed the Superintendent's decision in the case (#2526-010) listed in the HIB Investigation Report previously accepted by the Board at its Board of Education meeting held on June 22, 2026.

Roll Call	Yes	No
Mr. Lalevee	X	
Mr. Beder	abstain	
Mr. Loper	absent	
Ms. Wong	X	
Mr. Jinks	absent	

Superintendent's Update

- HIB Report – New cases submitted for July review = 0; HIB cases submitted month prior for Board decision in July = 2; Total YTD reports submitted for review = 0
- SSDS (NJDOE Student Safety Data System/Certified) 2025-26 School Year – M. Meyer

Incidents (Violence, Vandalism, Substances, Weapons and HIB Confirmed)	9
Other Incidents Leading to Removal	6
Restraint/Seclusion	0
HIB Alleged	8
HIB Trainings	10
HIB Programs	1

Submission of Bills

On motion by Ms. Wong, seconded by Mr. Beder and on roll call vote, he Board of Education approved the bills list for June 30, 2026 and July 27, 2026 which are included in the Board packet and will be attached to the regular meeting minutes.

Roll Call	Yes	No
Mr. Lalevee	X	
Mr. Beder	X	
Mr. Loper	absent	
Ms. Wong	X	
Mr. Jinks	absent	

Report of the School Business Administrator/Board Secretary

A. Board Secretary Report/Cash Report

On motion by Ms. Wong, seconded by Mr. Beder and on roll call vote, the Board of Education adopted the monthly financial statement reports for the School Business Administrator/Board Secretary and the Cash Report for the month of June 2026, after review of the secretary's monthly financial report (appropriations section), and upon consultation with the appropriate district officials, to the best of our knowledge no major fund has been overextended in violation to N.J.A.C. 6:20-2A.10(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. (Addendum #6)

Roll Call	Yes	No
Mr. Lalevee	X	
Mr. Beder	X	
Mr. Loper	absent	
Ms. Wong	X	
Mr. Jinks	absent	

On motion by Mr. Beder, seconded by Ms. Wong and on roll call vote, agenda items B and C as follows:

B. Award Purchases in Excess of Bid Threshold in Compliance with NJSA 18A:18A – 2025-26 School Year

The Board of Education awarded the following purchases in excess of the bid threshold for the 2025-26 school year which are year to date amounts and are in compliance with law.

Puresan Holdings, LLC	$63,450.00	Co-Op	Custodial Supplies

C. Audit/Consulting Services – 2026-27 School Year

The Board of Education appointed Suplee, Clooney & Company to provide audit/consulting services as per their proposal and fee of $43,150.00 for the school year July 1, 2026 to June 30, 2027. (Correction of fee previously approved June 22, 2026)

Roll Call	Yes	No
Mr. Lalevee	X	
Mr. Beder	X	
Mr. Loper	absent	
Ms. Wong	X	
Mr. Jinks	absent	

New Business

- None

Next Meeting

The next regular meeting of the Somerset County Vocational Board of Education will be held:

August 24, 2026
5:00 p.m.
Somerset County Vocational & Technical Schools
14 Vogt Drive
Bridgewater, New Jersey 08807

Remarks from the Public - Please understand that our public forums are not structured as question and answer sessions, but offered as opportunities to share your thoughts with the Board. In instances where the Board feels that there is a misunderstanding or inaccuracy, the Board President or Superintendent may address the comment. There may be times when a member of the public makes a comment or asks a question about personnel or hiring decisions. New Jersey Statutes do not permit the Board to discuss personnel issues in Public Session.

- None

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

A. This Board will go into closed session for the purpose of discussing matters within the provisions of 7A(11)c231.
B. The general nature of matters to be discussed relates to Superintendent's evaluation and potential litigation. Action may or may not be taken.
C. Under the provisions of the above stated laws, the public shall be excluded from attendance at the portion of the meeting relating to the above matters.
D. It is anticipated that the items discussed will be made public when the matters discussed are resolved.

Closed Session

On motion by Ms. Wong, seconded by Mr. Beder and passed, the Board of Education went into closed session at 5:57 p.m.

Open Session

On motion by Mr. Beder, seconded by Ms. Wong and passed, the Board of Education went into open session at 6:40 p.m.

Ms. Wong nominated Mr. Beder for the office of Board President. The nomination was seconded by Greg Lalevee. There being no further nominations, the Board voted by voice vote to elect Mr. Beder as Board President. Motion carried unanimously.

Ms. Wong nominated Mr. Loper for the office of Board Vice President. The nomination was seconded by Greg Lalevee. There being no further nominations, the Board voted by voice vote to elect Mr. Loper as Board Vice President. Motion carried unanimously.

Adjournment

On motion by Mr. Beder, seconded by Ms. Wong and passed, the meeting adjourned at 6:41 p.m.

Raelene Sipple
Business Administrator/Board Secretary

School Business/Professional Development Travel ADDENDUM #1
July 27, 2026

DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
October 19-22, 2026	Robert Presuto	$550.00	$375.00/lodging $238.00/meals $30.00/tolls $40.00/parking	NJSBA Workshop	Atlantic City, NJ
October 19-22, 2026	Raelene Sipple	$550.00	$375.00/lodging $238.00/meals $30.00/tolls $40.00/parking $115.81/mileage	NJSBA Workshop	Atlantic City, NJ
October 19-22, 2026	John Heinbach	$550.00	$375.00/lodging $238.00/meals $30.00/tolls $40.00/parking $79.90/mileage	NJSBA Workshop	Atlantic City, NJ
Self-paced	Shianti Frazier	$300.00	N/A	Google Data Analytics Professional Certification	Virtual

July 2026

FIELD TRIPS

CTE Program/Other	Location	Cost per Person/Paid by	Transportation Provided/Paid by
TOPS	Seaside Heights Boardwalk Seaside Heights, NJ	$8.00/TOPS Grant	District
TOPS	BSC Branchburg, NJ	$25.00/TOPS Grant	District
METRO/NAHB	Franklin Elementary School Succasaunna, NJ	$0.00	District
TOPS	F.M. Kirby Shakespeare Theater Madison, NJ	$27.00/TOPS Grant	District
TOPS	Agape House Somerville, NJ	$0.00	District
TOPS	YESTERcades Somerville, NJ	$13.13/TOPS Grant	District
TOPS	Strike-N-Spare Bowlero Green Brook, NJ	$30.24/TOPS Grant	District
TOPS	Zimmerli Art Museum, Rutgers New Brunswick, NJ	$0.00	District
TOPS	Liberty Science Center Jersey City, NJ	$24.81/TOPS Grant	District
TOPS	The Great Swamp National Wildlife Refuge Basking Ridge, NJ	$0.00	District
TOPS	Fosterfields Living Historical Farm Morristown, NJ	$8.34/TOPS Grant	District

POLICY GUIDE

[See POLICY ALERT Nos. 229 and 237]

0162 NOTICE OF BOARD MEETINGS

The Board of Education will give notice of all meetings in accordance with law.

Adequate Notice

The Board Secretary shall provide **adequate notice, which means** written advance notice of at least forty-eight hours, giving the time, date, location and, to the extent known, the agenda of any regular, special, or rescheduled meeting, which notice shall accurately state whether formal action may or may not be taken and which shall be prominently posted in at least one public place reserved for such or similar announcements~~; mailed, telephoned, telegrammed, or hand delivered to at least two newspapers which newspapers shall be designated by the public body to receive such notices because they have the greatest likelihood of informing the public within the area of jurisdiction of the public body of such meetings, one of which shall be the official newspaper, where any such has been designated by the public body or if the public body has failed to so designate, where any has been designated by the governing body of the political subdivision whose geographic boundaries are coextensive with that of the public body;~~ and filed with the clerk of the municipality when the public body's geographic boundaries are coextensive with that of a single municipality, with the clerk of the county when the public body's geographic boundaries are coextensive with that of a single county, and with the Secretary of State if the public body has Statewide jurisdiction. Where annual notice or revisions thereof in compliance with N.J.S.A. 10:4-~~16~~ et seq., the Open Public Meetings Act, set forth the location of any meeting, no further notice shall be required for such meeting. **The Board Secretary shall publish or advertise the legal notice of the meeting on the Board's official internet website conspicuously placed on the website's homepage in accordance with the provisions of N.J.S.A. 35:3-1 et seq. and Bylaw 0162.01.**

In accordance with N.J.S.A. 10:4-9., upon the affirmative vote of three-quarters of the members present, the Board may hold a meeting notwithstanding the failure to provide adequate notice if:

1. Such meeting is required in order to deal with matters of such urgency and importance that a delay for the purpose of providing adequate notice would be likely to result in substantial harm to the public interest; and



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2. The meeting is limited to discussion of and acting with respect to such matters of urgency and importance; and

3. Notice of such meeting is provided as soon as possible following the calling of such meeting by posting written notice of the same in the public place described in N.J.S.A. 10:4-8.d., and also by notifying the two newspapers described in N.J.S.A. 10:4-8.d. by telephone, telegram, or by delivering a written notice of same to such newspapers; and

4. Either the public body could not reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided or although the public body could reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided, it nevertheless failed to do so.

Personal Notice of Meeting

In accordance with the provisions of N.J.S.A. 10:4-12.b.(8), the Board may exclude the public from that portion of a meeting at which the Board discusses any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of, promotion, or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the Board, unless all the individual employees or appointees whose rights could be adversely affected request in writing that the matter or matters be discussed at a public meeting.

The Board will provide notice to the affected person that will include the date and time of the closed session meeting, the subject or subjects scheduled for discussion at the closed session meeting, and the right of the affected person to request that the discussions be conducted at a public meeting. Such notice will be given no less than forty-eight hours in advance of the closed session meeting.

A written request for public discussion must be submitted to the Board Secretary prior to the commencement of the meeting. Any such properly submitted request will be granted. In the event that one or more, but fewer than all, of a group of persons whose employment will be discussed request a public meeting, the discussion regarding the person or persons who have submitted the request will be severed from the rest and will be conducted publicly.

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A discussion held in public by reason of the written request of an individual will be conducted at a regularly scheduled meeting for which annual notice has been given or at a meeting for which adequate public notice has been given in accordance with law.

Nothing in this Bylaw will permit an employee to request or the Board to grant the public discussion of tenure charges or permit the public disclosure of information regarding a student.

N.J.S.A. 10:4-~~16~~ et seq.~~; 10:4-8; 10:4-9~~
N.J.S.A. 18A:6-11.; 18A:10-6.
N.J.S.A. 35:3-1 et seq.
N.J.A.C. 6A:32-3.1

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[See POLICY ALERT Nos. 192 and 237]

1230 SUPERINTENDENT'S DUTIES

Function

The Superintendent shall serve as Chief Executive and Administrative Officer of the **school** district by implementing policies established by the Board of Education and by discharging the duties imposed on **their** ~~his/her~~ office by law.

Authority

The Superintendent shall be the Chief School Administrator of the school district and **principal** ~~principle~~ advisor to the Board. **The Superintendent** ~~He/She~~ may delegate to an appropriate school official any duty not reserved to the Superintendent by law~~, but may not delegate the responsibility for duties mandated by law~~.

Work Relationships

The Superintendent shall report directly to the Board and shall directly or indirectly supervise all persons employed by the Board.

Duties and Responsibilities

A. In the discharge of **their** ~~his/her~~ responsibility as **principal** ~~principle~~ advisor to the Board, the Superintendent shall:

1. Ensure all aspects of **school** district operations comply with Board policy **and regulation**, **Federal and** State law**,** and **school** district contracts;

2. Report to the Board on the needs of the **school** district;

3. Advise the Board of any **revisions** ~~changes~~ or additions that should be made to its policies **and regulations**;

4. Provide the Board with ~~such~~ information as may be needed to ensure ~~the making of~~ informed decisions **are made by the Board**; and

5. Perform other duties as may be assigned by the Board.

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B. In the discharge of **their** ~~his/her~~ responsibility for the implementation of the operational action plan of the **school** district, the Superintendent shall:

1. Prepare, promulgate, and maintain a manual of **Board policies and** ~~administrative~~ regulations;

2. Evaluate the future needs of the **school** district and recommend a **school** district action plan including goals, objectives, and priorities to the Board; **and**

~~3. Maintain written objectives to implement the district action plan adopted by the Board;~~

~~4. Evaluate progress toward the attainment of the district action plan and report thereon to the Board; and~~

~~3~~5. Report to the **United States Department of Education and the New Jersey Department of Education, the New Jersey** Commissioner **of Education,** and the **Executive** County Superintendent **as required** ~~on or before August 1 of each year matters relating to the schools in the manner and form prescribed by the Commissioner~~.

C. In the discharge of **their** ~~his/her~~ responsibility as the administrator of the instructional program, the Superintendent shall:

1. Establish and maintain a written instructional plan for the schools of the **school** district consistent with the educational goals adopted by the Board;

2. Coordinate the proper implementation of the instructional plan as it applies to each school in the **school** district;

3. Evaluate at least annually the effectiveness of the program of studies and recommend ~~such~~ changes and additions ~~as may be required~~ to improve its effectiveness;

4. Evaluate the performance of students in relation to other public school districts, as well as in relation to State and national standards;



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5. Report periodically to the Board, as directed by the Board, on the condition of the educational program and facilities in the **school** district; and

6. Keep informed regarding current research in the field of education and inform the Board as appropriate.

D. In the discharge of **their** ~~his/her~~ responsibility for the direction and welfare of students, the Superintendent shall:

1. Strive to motivate students to achieve their individual best;

2. Create a climate of respect for authority and discipline in each of the schools of the **school** district; **and**

~~3. Report to the Board at its next meeting the suspension of a student; and~~

3~~4~~. Recommend any changes in the program of student management and support ~~as necessary~~ to respond to **school** district needs.

E. In the discharge of **their** ~~his/her~~ responsibility for the supervision of **school** district employees, the Superintendent shall:

1. Recommend to the Board all properly certified candidates for employment, assignment, or transfer;

2. Assign staff ~~so as~~ to achieve maximum effectiveness in the attainment of educational goals;

3. Train staff ~~as necessary~~ to implement approved changes in the curriculum or instructional methods of the **school** district;

4. Evaluate the effectiveness of staff ~~members~~ in the performance of their assigned tasks;

5. Recommend changes in staffing patterns based on the evaluation of staff and program effectiveness; and

6. Discipline staff ~~as required~~ and report to the Board ~~forthwith~~ any suspension of a ~~teaching~~ staff member.



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F. In the discharge of **their** ~~his/her~~ responsibility for the maintenance of the **school buildings and grounds** ~~physical plant~~, the Superintendent shall:

1. Strive to make efficient use of **school** district resources in the daily operations of the schools;

2. Assign support staff ~~so as~~ to achieve maximum effectiveness from the **school buildings and grounds** ~~facilities~~ of the **school** district;

3. Train support staff ~~as necessary~~ to maintain the **school buildings and grounds** ~~facilities~~ and to avoid safety and environmental hazards; and

4. Evaluate the effectiveness of the **school** district**'s school buildings and grounds** ~~facilities~~ in housing the instructional program and recommend to the Board ~~such~~ changes and improvements ~~as may be required~~.

G. In the discharge of **their** ~~his/her~~ responsibility for the management of the **school** district business affairs, the Superintendent shall:

1. Supervise the preparation of the annual budget and recommend its adoption to the Board;

2. Implement the budget adopted by the Board;

3. Establish sufficient fiscal controls to ensure that **school** district funds are expended wisely and efficiently; and

4. Report to the Board at its next meeting any expenditure in excess of a budgeted line item.

H. In the discharge of **their** ~~his/her~~ responsibility as liaison officer to the public, the Superintendent shall:

1. Strive to interpret the needs of the school **district** to the public and the concerns of the public to the Board;

2. As appropriate, involve members of the public in the review of **school** district needs, community needs, and the operation of the school **district's** programs;

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3. Keep the public informed about the accomplishments and challenges of the school district;

4. Cooperate with ~~the~~ news media; and

5. Work effectively with municipal government officials and public agencies concerned with the welfare of students.

Evaluation Criteria

The Superintendent will be evaluated in accordance with Policy ~~No.~~ 1240 and **the Board-approved** ~~this~~ job description.

N.J.S.A. 18A:7A-11.; 18A:17-17.; 18A:17-18.; 18A:17-20.; 18A:17-21.; 18A:22-8.1.; 18A:27-4.1.; 18A:37-4.
N.J.A.C. 6A:8-3.1; 6A:32-4.1~~; 6A:32-12.2~~

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[See POLICY ALERT Nos. 222 and 237]

1643 FAMILY LEAVE

The Board of Education will provide family leave to staff members in accordance with the New Jersey Family Leave Act (NJFLA) and the Federal Family and Medical Leave Act (FMLA). These laws have similar and different provisions that provide different rights and obligations for a staff member and the Board.

If a staff member is eligible for leave for reasons recognized under both the FMLA and NJFLA, then the time taken shall run concurrently and be applied to both laws. The NJFLA provides twelve weeks leave in a twenty-four month period and the FMLA provides twelve weeks leave in a twelve month period.

A. New Jersey Family Leave Act

1. Definitions Relative to New Jersey Family Leave Act

"Base Hours" means the hours of work for which a staff member receives compensation. Base hours shall include overtime hours for which a staff member is paid additional or overtime compensation, and hours for which a staff member receives workers' compensation benefits. Base hours shall also include hours a staff member would have worked except for having been in military service. Base hours do not include hours for when a staff member receives other types of compensation, such as administrative, personal leave, vacation, or sick leave.

"Child" means a biological, adopted, foster child, or resource family child, stepchild, legal ward, or child of a parent, including a child who becomes the child of a parent pursuant to a valid written agreement between the parent and a gestational carrier.

"Eligible employee" means any individual employed by the same employer for **three** ~~twelve~~ months or more, who has worked **250** ~~1,000~~ or more base hours during the preceding twelve month period.



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"Employer" includes the State, any political subdivision thereof, and all public offices, agencies, boards, or bodies.

"Family member" means a child, parent, parent-in-law, sibling, grandparent, grandchild, spouse, domestic partner, or one partner in a civil union couple, or any other individual related by blood to a staff member, and any other individual that a staff member shows to have a close association with a staff member which is the equivalent of a family relationship.

"Health care provider" means a duly licensed health care provider or other health care provider deemed appropriate by the Director of the Division on Civil Rights in the New Jersey Department of Law and Public Safety.

"Parent" means a person who is the biological parent, adoptive parent, foster parent, resource family parent, step-parent, parent-in-law, or legal guardian, having a "parent-child relationship" with a child as defined by law, or having sole or joint legal or physical custody, care, guardianship, or visitation with a child, or who became the parent of the child pursuant to a valid written agreement between the parent and a gestational carrier.

"Serious health condition" means an illness, injury, impairment, or physical or mental condition which requires:

a. Inpatient care in a hospital, hospice, or residential medical care facility; or

b. Continuing medical treatment or continuing supervision by a health care provider.

As used in the definition of a serious health condition, "continuing medical treatment or continuing supervision by a health care provider" means:

a. A period of incapacity (that is, inability to work, attend school, or perform regular daily activities due to a serious

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health condition, treatment therefore, and recovery therefrom) of more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:

(1) Treatment two or more times by a health care provider; or

(2) Treatment by a health care provider on one occasion which results in a regimen of continuing treatment under the supervision of a health care provider;

b. Any period of incapacity due to pregnancy, or for prenatal care;

c. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition;

d. A period of incapacity, which is permanent or long-term, due to a condition for which treatment may not be effective (such as Alzheimer's disease, a severe stroke, or the terminal stages of a disease) where the individual is under continuing supervision of, but need not be receiving active treatment by, a health care provider; or

e. Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).

"Spouse" means a person to whom a staff member is lawfully married as defined by New Jersey law.



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"State of emergency" means a natural or man-made disaster or emergency for which a state of emergency has been declared by the President of the United States or the Governor, or for which a state of emergency has been declared by a municipal emergency management coordinator.

2. Reasons for NJFLA Leave

a. A staff member may take NJFLA leave to provide care made necessary by reason of:

(1) The birth of a child of the staff member, including a child born pursuant to a valid written agreement between the staff member and the gestational carrier;

(2) The placement of a child into foster care with the staff member or in connection with adoption of such child by a staff member;

(3) The serious health condition of a family member of the staff member; or

(4) A state of emergency declared by the Governor of New Jersey, or when indicated to be needed by the Commissioner of Health – New Jersey Department of Health or other public health authority, an epidemic or communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of a communicable disease which:

(a) Requires in-home care or treatment of a child due to the closure of the school or place of care of the child of a staff member, by order of a public official due to the epidemic or other public health emergency;



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(b) Prompts the issuance by a public health authority of a determination, including by mandatory quarantine, requiring or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by a staff member would jeopardize the health of others; or

(c) Results in the recommendation of a health care provider or public health authority, that a family member in need of care by a staff member voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care by a staff member, would jeopardize the health of others.

3. Staff Member Eligibility

a. NJFLA leave may be taken for up to twelve weeks within any twenty-four month period. The NJFLA leave shall be unpaid with benefits subject to contributions required to be made by the staff member.

b. A staff member is eligible for NJFLA leave if a staff member is employed by the same Board for **three** ~~twelve~~ months or more, and has worked **250** ~~1,000~~ or more base hours during the preceding twelve month period.



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c. The method to determine the twenty-four month period in which the twelve weeks of NJFLA leave entitlement occurs shall be

[Select one option

____ the calendar year.

____ any fixed "leave year," such as a fiscal year or a year starting on a staff member's "anniversary date".

____ the twenty-four month period measured forward from the date any staff member's first leave under NJFLA begins.

_✓_ a "rolling" twenty-four month period measured backward from the date a staff member uses any leave under NJFLA. **(Recommended)]**

(Keep NJC)

d. This Policy shall serve as notice to all staff members of the method chosen in A.3.c. above. This method shall be applied consistently and uniformly to all staff members.

(1) If the Board transitions to another method, the Board is required to give at least sixty days' notice to all staff members and the transition must take place in such a way that staff members retain their full benefit of twelve weeks of NJFLA leave under whichever method affords the greatest benefit to a staff member.

e. The Board shall grant NJFLA leave to more than one staff member from the same family (for example, a husband and a wife, or a brother and a sister) at the same time, provided such staff members are otherwise eligible for NJFLA leave.

f. The fact that a holiday may occur within the week taken by a staff member as NJFLA leave has no effect and the week is counted as a week of NJFLA leave.



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(1) However, if a staff member is out on NJFLA leave and the staff member is not regularly scheduled to work for one or more weeks, the weeks the staff member is not regularly scheduled to work do not count against their NJFLA leave entitlement.

4. Types of NJFLA Leave

a. Staff members are required to provide notice in writing for any NJFLA leave requested. In emergent circumstances, a staff member may provide the Board with oral notice when written notice is impracticable.

(1) Staff members must provide the Board written notice after submitting oral notice in emergent circumstances.

b. Consecutive NJFLA leave is NJFLA leave that is taken without interruption based upon a staff member's regular work schedule and does not include breaks in employment in which a staff member is not regularly scheduled to work.

(1) A staff member must provide the Board with notice of consecutive NJFLA leave no later than thirty days prior to the commencement of consecutive NJFLA leave, except where emergent circumstances warrant shorter notice.

(2) A staff member shall provide the Board with certification pursuant to A.5. below.

c. Intermittent NJFLA leave is NJFLA leave due to a single qualifying reason, taken in separate periods of time, broken up by periods in which the staff member returns to work.



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(1) A staff member is entitled to take NJFLA leave intermittently for the birth of a child of the staff member, including a child born pursuant to a valid written agreement between the staff member and a gestational carrier or the placement of a child into foster care with the staff member or in connection with adoption of such child by the staff member.

(a) The staff member shall provide the Board with prior notice of not less than fifteen calendar days before the first day on which NJFLI benefits are paid for the intermittent NJFLA leave, unless an emergency or other unforeseen circumstance precludes prior notice.

(b) The staff member shall make a reasonable effort to schedule the intermittent NJFLA leave so as not to unduly disrupt the operations of the Board and, if possible, provide the Board, prior to the commencement of intermittent NJFLA leave, with a regular schedule of the days or days of the week on which the intermittent NJFLA leave will be taken.

(c) A staff member shall provide the Board with certification for intermittent NJFLA leave pursuant to A.5.b. below.

(2) The staff member is entitled to take intermittent NJFLA leave for the serious health condition of a family member of the staff member when medically necessary if:

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(a) The total time which the intermittent NJFLA leave is taken does not exceed twelve months if taken in connection with a single serious health condition. If the intermittent NJFLA leave is taken in connection with more than one serious health condition, the intermittent NJFLA leave must be taken within a consecutive twenty-four month period or until such time the twelve week NJFLA leave is exhausted, whichever is shorter;

(b) The staff member provides the Board with prior notice of not less than fifteen calendar days before the first day on which benefits are paid for the intermittent NJFLA leave.

(i) The staff member may provide notice less than fifteen days prior to the intermittent NJFLA leave if an emergency or other unforeseen circumstance precludes prior notice;

(c) The staff member makes a reasonable effort to schedule the intermittent NJFLA leave so as not to unduly disrupt the operations of the school district and, if possible, provide the school district, prior to the commencement of intermittent NJFLA leave, with a regular schedule of the days or days of the week on which the intermittent NJFLA leave will be taken; and

(d) The staff member provides the Board with a copy of the certification outlined in A.5.c. below.



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(3) In the case of NJFLA leave taken due to an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of the communicable disease, the NJFLA leave may only be taken intermittently if:

(a) The staff member provides the Board with prior notice of the intermittent NJFLA leave as soon as practicable;

(b) The staff member makes a reasonable effort to schedule the NJFLA leave so as not to unduly disrupt the operations of the school district and, if possible, provide the school district prior to the commencement of the intermittent NJFLA leave, with a regular schedule of the day or days of the week on which the intermittent NJFLA leave will be taken; and

(c) A staff member provides the Board with a copy of the certification outlined in A.5.d. below.

(4) Intermittent leave taken on a reduced leave schedule is NJFLA leave due to a single qualifying reason, that is scheduled for fewer than a staff member's usual number of hours worked per workweek, but not for fewer than a staff member's usual number of hours worked per workday and may only be taken to care for the serious health condition of a family member of a staff member when medically necessary, except that:

(a) A staff member shall not be entitled to intermittent NJFLA leave on a reduced leave schedule for a period exceeding twelve consecutive months for any one period of NJFLA leave;

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(b) The staff member must provide the Board with prior notice of the intermittent NJFLA leave on a reduced leave schedule as soon as practicable;

(c) A staff member shall make a reasonable effort to schedule intermittent NJFLA leave on a reduced leave schedule so as not to disrupt unduly the operations of the school district. A staff member shall provide the school district with prior notice of the care, medical treatment, or continuing supervision by a health care provider necessary due to a serious health condition of a family member, in a manner which is reasonable and practicable; and

(d) A staff member must provide the Board with a copy of the certification outlined in A.5.c. below.

d. NJFLA leave taken because of the birth or placement for adoption of a child of the staff member may commence at any time within a year after the date of the foster care placement, birth, or placement for adoption.

e. A staff member shall not, during any period of NJFLA leave, perform services on a full-time basis for any person for whom a staff member did not provide those services immediately prior to commencement of the NJFLA leave.

(1) A staff member on NJFLA leave may not engage in other full-time employment during the term of the NJFLA leave, unless such employment commenced prior to the NJFLA leave and is not otherwise prohibited by law.

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(2) During the term of NJFLA leave a staff member may commence part-time employment which shall not exceed half the regularly scheduled hours worked for the Board from whom a staff member requested NJFLA leave. A staff member may continue part-time employment which commenced prior to a staff member's NJFLA leave, at the same number of hours that a staff member was regularly scheduled prior to such NJFLA leave.

(3) The Board may not maintain a policy or practice which prohibits part-time employment during the course of a NJFLA leave.

5. Certification

a. The Board shall require a staff member who requests NJFLA leave to sign a form of certification established by the Board attesting that such staff member is taking NJFLA leave in accordance with the law.

(1) The Board may not require a staff member to sign or otherwise submit a form of certification attesting to additional facts, including a staff member's eligibility for NJFLA leave.

(2) The Board may subject a staff member to reasonable disciplinary measures, depending on the circumstances, when a staff member intentionally misrepresents the reason that such staff member is taking NJFLA leave.

(3) The form of certification established by the Board shall contain a statement warning a staff member of the consequences of refusing to sign the certification or falsely certifying. Any staff member who refuses to sign the certification established by the Board may be denied the requested NJFLA leave.



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(4) The Board requires that any period of NJFLA leave be supported by certification issued by a health care provider.

b. Where the certification, issued by the health care provider, is for the birth of a child of a staff member, including a child born pursuant to a valid written agreement between the staff member and a gestational carrier or the placement of a child into foster care with the staff member or in connection with adoption of such child by the staff member, the certification need only state the date of birth or date of placement, whichever is appropriate.

c. Any period of NJFLA leave for the serious health condition of a family member of a staff member shall be supported by certification provided by a health care provider. The certification shall be sufficient if it states:

(1) The date, if known, on which the serious health condition commenced;

(2) The probable duration of the condition;

(3) The medical facts within the knowledge of the provider of the certification regarding the condition;

(4) The serious health condition warrants the participation of the staff member in providing health care to the family member, as provided in the "Family Leave Act," P.L. 1989, c.261 (C.34:11B-1 et seq.) and regulations adopted pursuant to the NJFLA;

(5) An estimate of the amount of time the staff member is needed for participation in the care of the family member;

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(6) If the NJFLA leave is intermittent, a statement of the medical necessity for the intermittent NJFLA leave and the expected duration of the intermittent NJFLA leave; and

(7) If NJFLA leave is intermittent and for planned medical treatment, the dates of the treatment.

d. In any case in which the Board has reason to doubt the validity of the certification provided pursuant to A.5.c. above, the Board may require, at its own expense, that a staff member obtain an opinion regarding the serious health condition from a second health care provider designated or approved, but not employed on a regular basis, by the Board. If the second opinion differs from the certification provided pursuant to A.5.c. above, the Board may require, at its own expense, that a staff member obtain the opinion of a third health care provider designated or approved jointly by the Board and a staff member concerning the serious health condition. The opinion of the third health care provider shall be considered to be final and shall be binding on the Board and a staff member.

e. Where the certification is for an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent the spread of the communicable disease, the certification shall be sufficient if it includes:

(1) For NJFLA leave taken to provide in-home care or treatment of a child due to the closure of the school or place of care of the child of a staff member, by order of a public official due to the epidemic or other public health emergency, the date on which the closure of the school or place of care of the child of a staff member commenced and the reason for such closure;



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(2) For NJFLA leave taken due to a public health authority's issuance of a determination requiring or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by a staff member would jeopardize the health of others, the date of issuance of the determination, and the probable duration of the determination; or

(3) For NJFLA leave taken because a health care provider or public health authority recommends that a family member in need of care by a staff member voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care by a staff member would jeopardize the health of others, the date of the recommendation, the probable duration of the condition, and the medical or other facts within the health care provider or public health authority's knowledge regarding the condition.

f. The Board shall not use the certification requirements as outlined in A.5. to intimidate, harass, or otherwise discourage a staff member from requesting or taking NJFLA leave or asserting any of a staff member's rights to NJFLA leave.

6. Denial or Exemption of NJFLA Leave

a. Denial of NJFLA Leave

(1) The Board may deny NJFLA leave to a staff member if:

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(a) A staff member is a salaried staff member who is among the highest paid 5% of the Board's staff members or the seven highest paid staff members of the Board, whichever is greater;

(b) The denial is necessary to prevent substantial and grievous economic injury to the Board's operations; and

(c) The Board notifies a staff member of its intent to deny the NJFLA leave at the time the Board determines that the denial is necessary.

(2) The provisions of A.6.a.(1) above shall not apply when, in the event of a state of emergency declared by the Governor of New Jersey or when indicated to be needed by the Commissioner of Health – New Jersey Department of Health or other public health authority, the NJFLA leave is for an epidemic of a communicable disease, a known or suspected exposure to a communicable disease, or efforts to prevent spread of a communicable disease.

(3) In any case in which NJFLA leave has already commenced at the time of the notification pursuant to A.6.a.(1)(c) above, a staff member shall return to work within ten working days of the date of notification.

7. Reinstatement from NJFLA Leave

a. Upon the expiration of a NJFLA leave, a staff member shall be restored to the position such staff member held immediately prior to the commencement of the NJFLA leave. If such position has been filled, the Board shall reinstate such staff member to an equivalent position of like seniority, status, employment benefits, pay, and other terms and conditions of employment.



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b. If, during NJFLA leave, the Board experiences a reduction in force or layoff and a staff member would have lost their position had a staff member not been on NJFLA leave, as a result of the reduction in force or pursuant to the good faith operation of a bona fide layoff and recall system including a system under a collective bargaining agreement where applicable, a staff member shall not be entitled to reinstatement to the former or an equivalent position. A staff member shall retain all rights under any applicable layoff and recall system, including a system under a collective bargaining agreement, as if a staff member had not taken the NJFLA leave.

8. Notice to Staff Members

a. The Board shall display the official Family Leave Act poster of the Division on Civil Rights in the New Jersey Department of Law and Public Safety (Division) in accordance with N.J.A.C. 13:8-2.2. The poster is available for printing from the Division's website.

b. Access to and/or distribution of this Policy shall serve as school district notice to staff members of their rights pursuant to N.J.A.C. 13:14-1.14.

9. Local Board of Education Practices

a. Accrued Paid NJFLA Leave

(1) Whether a staff member is required to use any other accrued leave time concurrent with NJFLA leave time will depend upon either the school district's practice or a provision in a collective bargaining agreement, if applicable.

(a) Sick leave may only be used concurrently with the NJFLA leave in accordance with the provisions of N.J.S.A. 18A:30-1 and N.J.S.A. 34:11B-3.

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b. Multiple Leaves of Absence

(1) Where a Board maintains leaves of absence which provide benefits, other than health benefits, that differ depending upon the type of leave taken, the Board shall provide those benefits to a staff member on NJFLA leave in the same manner as it provides benefits to staff members who are granted other leaves of absence which most closely resemble NJFLA leave.

10. New Jersey Family Leave Insurance Program (NJFLI)

a. Board of Education staff members are eligible to apply for benefits under the NJFLI Program administered by the State of New Jersey Department of Labor and Workforce Development.

b. All applications for benefits under the NJFLI Program must be filed directly with the State of New Jersey Department of Labor and Workforce Development. The eligibility requirements, wage requirements, benefit duration and amounts, and benefit limitations shall be in accordance with the provisions of the NJFLI Program as administered by the State of New Jersey Department of Labor and Workforce Development. A formal appeal may be submitted to the State of New Jersey Department of Labor and Workforce Development if an employee or the Board disagrees with a determination on a claim.

c. The NJFLI Program provides eligible individuals a monetary benefit and not a leave benefit. The school district administrative and related staff will comply with the State of New Jersey Department of Labor and Workforce Development requests for information in accordance with the provisions of N.J.A.C. 12:21-3.9.



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d. A printed notification of staff members' rights relative to the receipt of benefits under the NJFLI Program will be posted in each of the school district worksites and in a place or places accessible to all employees at the worksite.

e. Each staff member shall receive a copy of this notification in writing at the time of the staff member's hiring, whenever the staff member provides written notice to the Superintendent of their intention to apply for benefits under the NJFLI Program, or at any time upon the first request of the staff member.

(1) The written notification may be transmitted to the staff member in electronic form.

(2) Access to and/or distribution of this Policy shall serve as school district notice to staff members of their rights under the NJFLI Program.

B. Federal Family and Medical Leave Act

1. Definitions Relative to Federal Family and Medical Leave Act

"Covered Employer" means any public or private elementary or secondary school(s) regardless of the number of employees employed.

"Employee" means a staff member eligible for family and medical leave in accordance with the Federal Family and Medical Leave Act (FMLA).

"Hours of Service" means hours actually worked by the employee. It does not mean hours paid. Thus, non-working time – such as vacations, holidays, furloughs, sick leave, or other time-off (paid or otherwise) – does not count for purposes of calculating FMLA eligibility for the employee.

"Parent" means a biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to a staff member when a staff member has a son or daughter as defined below. This term does not include parents "in law."



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"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical facility or continuing treatment by a health care provider. "Serious health condition" may include treatment of substance abuse pursuant to 29 CFR §825.119.

"Son" or "daughter" means a biological, adopted, or foster child, stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age eighteen or age eighteen or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence.

"Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under State law in the State in which the marriage was entered into or, in the case of a marriage entered into outside of any State, if the marriage is valid in the place where entered into and could have been entered into in at least one State. This definition includes an individual in a same-sex marriage or common law marriage.

"Week" or "Workweek" means the number of days a staff member normally works each calendar week.

2. Qualifying Reasons for FMLA Leave

a. A staff member may take FMLA leave to provide care made necessary:

(1) For the birth of a son or daughter of a staff member and in order to care for such son or daughter;

(2) For the placement of a son or daughter with a staff member for adoption or foster care;

(3) In order to care for the spouse, son, daughter, or parent of a staff member if such spouse, son, daughter, or parent has a serious health condition;

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(4) For a serious health condition that makes a staff member unable to perform the functions of the position of such staff member.

b. FMLA leave taken in relation to military service shall be in accordance with 29 CFR §825.112.

c. Entitlement to FMLA leave taken for the birth of a son or daughter or placement of a son or daughter with a staff member for adoption or foster care shall expire at the end of the twelve month period beginning on the date of such birth or placement.

3. Staff Member Eligibility

a. A staff member is eligible for up to twelve weeks of FMLA leave in a twelve month period.

b. A staff member shall become eligible for FMLA leave after the staff member has been employed at least twelve months by the Board and employed for at least 1,250 hours of service during the twelve month period immediately preceding the commencement of the FMLA leave.

(1) The twelve months a staff member must have been employed need not be consecutive months pursuant to 29 CFR §825.110(b).

(2) The minimum 1,250 hours of service shall be determined according to the principles established under the Fair Labor Standards Act (FLSA) for determining compensable hours of work pursuant to 29 CFR §785.

(3) The Board shall not provide pay for FMLA leave.

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c. The method to determine the twelve month period in which the twelve weeks of FMLA leave entitlement occurs will be

[Select one option

____ the calendar year.

____ a school year.

____ a staff member's employment anniversary date.

____ the twelve month period measured forward from when a staff member's first FMLA leave begins.

✓ (KeeP NJC) a "rolling" twelve month period measured backward from the date a staff member uses any FMLA leave. **(Recommended)]**

d. Pursuant to 29 CFR §825.201, a husband and wife both employed by the Board are limited to a combined total of twelve weeks of FMLA leave during the twelve month period if the FMLA leave is taken for the birth of a son or daughter of a staff member or to care for such son or daughter after birth; for placement of a son or daughter with a staff member for adoption or foster care or in order to care for the son or daughter after placement; or to care for a staff member's parent with a serious health condition.

4. Types of FMLA leave

a. Continuous FMLA leave is taken by staff members for a continuous period of time. Such FMLA leave is not broken up by a period of work and is continuous when a staff member is absent for three consecutive working days or more. Continuous FMLA leave may be taken for any qualifying reason.

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b. Intermittent FMLA leave is FMLA leave taken in separate blocks of time due to a single qualifying reason. A reduced FMLA leave schedule is a FMLA leave schedule that reduces a staff member's usual number of working hours per workweek, or hours per workday. A reduced FMLA leave schedule is a change in a staff member's schedule for a period of time, normally from full-time to part-time.

(1) Intermittent or reduced FMLA leave may be taken for the following qualifying reasons:

(a) For the serious health condition of the staff member or to care for a parent, son, or daughter with a serious health condition.

(i) For intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule taken for the reason outlined in B.4.b.(1)(a) above there must be a medical need for FMLA leave and it must be that such medical need can be best accommodated through an intermittent or reduced FMLA leave schedule.

(ii) The treatment regimen and other information described in the certification of a serious health condition and in the certification of a serious injury or illness, shall address the medical necessity of intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule.



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(iii) Intermittent FMLA leave may be taken for a serious health condition of a parent, son, or daughter, for a staff member's own serious health condition, which requires treatment by a health care provider periodically, rather than for one continuous period of time, and may include FMLA leave of periods from an hour or more to several weeks.

(b) For planned and/or unanticipated medical treatment of a serious health condition when medically necessary.

(c) To provide care or psychological comfort to a covered family member with a serious health condition when medically necessary.

(d) For absences where a staff member or family member is incapacitated or unable to perform the essential functions of the position because of a chronic serious health condition even if he or she does not receive treatment by a health care provider.

(e) For FMLA leave taken after the birth of a healthy child or placement of a healthy child for adoption or foster care, only if the Board agrees.

(i) The Board's agreement is not required; however, for FMLA leave during which the mother has a serious health condition in connection with the birth of her child or if the newborn child has a serious health condition.

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(2) If a staff member needs FMLA leave intermittently or on a reduced FMLA leave schedule for planned medical treatment, then a staff member must make a reasonable effort to schedule the treatment so as not to disrupt unduly the Board's operations.

(3) When a staff member takes FMLA leave on an intermittent or reduced FMLA leave schedule basis, the Board must account for the FMLA leave using an increment no greater than the shortest period of time that the Board uses to account for use of other forms of leave provided that it is not greater than one hour and provided further that a staff member's FMLA leave entitlement may not be reduced by more than the amount of FMLA leave actually taken.

(a) If the Board accounts for use of leave in varying increments at different times of the day or shift, the Board may not account for FMLA leave in a larger increment than the shortest period used to account for other leave during the period in which the FMLA leave is taken.

(b) If the Board accounts for other forms of leave use in increments greater than one hour, the Board must account for FMLA leave use in increments no greater than one hour.

5. Staff Member Notice Requirements

a. A staff member eligible for FMLA leave must give at least a thirty day written advance notice to the Superintendent or designee if the need for the FMLA leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of a staff member or a family member.



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(1) If thirty days is not practical, a staff member must provide notice "as soon as practicable" which means as soon as both possible and practical, taking into account all the facts and circumstances in the individual case.

(2) Where it is not possible to give as much as thirty days' notice, "as soon as practical" ordinarily would mean at least verbal notification to the Superintendent or designee within one or two business days or when the need for FMLA leave becomes known to a staff member.

(3) The written notice shall include the reasons for the FMLA leave, the anticipated duration of the FMLA leave, and the anticipated start of the FMLA leave.

(4) When planning medical treatment, a staff member must consult with the Superintendent or designee and make a reasonable effort to schedule the FMLA leave so as not to unduly disrupt the educational program, subject to the approval of the health care provider.

(a) Staff members are ordinarily expected to consult with the Superintendent or designee prior to scheduling of treatment that would require FMLA leave for a schedule that best suits the needs of the Board and a staff member.

(5) Intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule must be medically necessary due to a serious health condition or a serious injury or illness. A staff member shall advise the Board of the reasons why the intermittent/reduced FMLA leave schedule is necessary and of the schedule for treatment, if applicable.



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(a) A staff member and the Board shall attempt to work out a schedule for such FMLA leave that meets a staff member's needs without unduly disrupting the Board's operations, subject to the approval of the health care provider.

(6) Where a staff member does not comply with the Board's usual notice and procedural requirements, and no unusual circumstances justify the failure to comply, FMLA-protected leave may be delayed or denied.

b. When the approximate timing of the need for FMLA leave is not foreseeable, a staff member should give notice to the Superintendent or designee for FMLA leave as soon as practicable under the facts and circumstances of the particular case.

(1) It is expected a staff member will give notice to the Superintendent or designee within no more than one or two business days of learning of the need for FMLA leave, except in extraordinary circumstances where such notice is not foreseeable.

(2) A staff member should provide notice to the Board either in person, by telephone, telegraph, fax machine, email, or other electronic means.

6. Outside Employment During FMLA Leave

a. A staff member during any period of FMLA leave is prohibited from performing any services on a full-time basis for any person for whom a staff member did not provide services immediately prior to commencement of the FMLA leave.

(1) A staff member using FMLA leave may commence part-time employment that shall not exceed half the regularly scheduled hours worked for the Board.



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(2) A staff member may continue the part-time employment that commenced prior to the FMLA leave at the same number of hours that a staff member was regularly scheduled prior to such FMLA leave.

7. "Instructional Employees" Exceptions for FMLA Leave

a. "Instructional Employees" are those staff members whose principal function is to teach and instruct students in class, a small group, or in an individual setting. This term includes teachers, athletic coaches, driving instructors, and special education assistants, such as signers for the hearing impaired.

(1) Teacher assistants or aides who do not have as their principal job actual teaching or instructing, guidance counselors, child study team members, curriculum specialists, cafeteria workers, maintenance workers, and/or bus drivers are not considered instructional staff members for the purposes of this Policy.

(2) For purposes of this Policy "Instructional Employees" shall be referred to as "Instructional Staff Members".

b. "Semester" means the school semester that typically ends near the end of the calendar year and the end of the spring each school year. The Board can have no more than two semesters in a school year.

c. FMLA leave taken at the end of the school year and continues into the beginning of the next school year is considered consecutive FMLA leave.



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d. Eligible instructional staff members that need intermittent or reduced FMLA leave to care for a family member or for a staff member's own serious health condition which is foreseeable based on planned medical treatment and would be on FMLA leave more than twenty percent of the total number of working days over the period the FMLA leave would extend, the Board may:

(1) Require a staff member to take the FMLA leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or

(2) Transfer a staff member temporarily to an available alternative position for which a staff member is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of FMLA leave than does a staff member's regular position.

e. If the instructional staff member does not give the required notice for FMLA leave that is foreseeable and desires the FMLA leave to be taken intermittently or on a reduced FMLA leave schedule, the Board may require a staff member to take FMLA leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the Board may require a staff member to delay taking the FMLA leave until the notice provision is met.

f. If an instructional staff member begins FMLA leave more than five weeks before the end of the school year, the Board may require a staff member to continue taking FMLA leave until the end of the semester if:

(1) The FMLA leave will last three weeks; and

(2) A staff member would return to work during the three-week period before the end of the semester.



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g. If an instructional staff member begins FMLA leave for a purpose other than a staff member's own serious health condition during the five week period before the end of the semester, the Board may require a staff member to continue taking FMLA leave until the end of the semester if:

(1) The FMLA leave will last more than two weeks; and

(2) The staff member would return to work during the two week period before the end of the semester.

h. If an instructional staff member begins FMLA leave for a purpose other than a staff member's own serious health condition during the three week period before the end of a semester, the Board may require a staff member to continue taking FMLA leave until the end of the semester if the FMLA leave will last more than five working days.

i. An example of FMLA leave falling within the situations outlined in B.7.f., B.7.g., and B.7.h. above:

(1) If a staff member plans two weeks of FMLA leave to care for a family member which will begin three weeks before the end of the term, the Board could require a staff member to stay out on FMLA leave until the end of the term.

j. In the case of a staff member who is required to take FMLA leave until the end of an academic term, only the period of FMLA leave until a staff member is ready and able to return to work shall be charged against a staff member's FMLA leave entitlement.

k. The Board may require a staff member to stay on FMLA leave until the end of the school term. Any additional leave required by the Board to the end of the school term is not counted as FMLA leave; however:

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(1) The Board shall be required to maintain a staff member's group health insurance; and

(2) The Board shall be required to restore a staff member to the same or equivalent job including other benefits at the conclusion of the leave.

8. FMLA Leave Related to Military Service

a. Definitions for FMLA related to military service shall be in accordance with 29 CFR §§825.122; .126; .127; and .310.

b. The foreign deployment of the staff member's spouse, child, or parent in accordance with 29 CFR §§825.122 and .126:

(1) The district must grant an eligible staff member up to twelve work weeks of unpaid, job-protected FMLA leave during any twelve month period for qualifying exigencies that arise when the staff member's spouse, child, or parent is on covered active duty, or has been notified of an impending call or order to covered active duty.

c. Military caregiver FMLA leave provides care for a covered servicemember with a serious injury or illness in accordance with 29 CFR §§825.122 and .127:

(1) The district must grant up to a total of twenty-six workweeks of unpaid, job-protected FMLA leave during a "single twelve month period" to care for a covered servicemember with a serious injury or illness.

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9. Verification

a. The Board shall require that a staff member's FMLA leave to care for a staff member's covered family member with a serious health condition, or due to a staff member's own serious health condition that makes a staff member unable to perform one or more of the essential functions of a staff member's position, be supported by a certification issued by the health care provider of a staff member or a staff member's family member.

(1) The Board must give written notice of a requirement for certification each time a certification is required. The Board's oral request to a staff member to furnish any subsequent certification is sufficient.

b. The Board shall require a staff member furnish certification at the time a staff member gives notice of the need for FMLA leave or within five business days thereafter, or, in the case of unforeseen FMLA leave, within five business days after the FMLA leave commences.

(1) The Board may request certification at some later date if the Board later has reason to question the appropriateness of the FMLA leave or its duration.

(2) A staff member must provide the requested certification to the Board within fifteen calendar days after the Board's request, unless it is not practicable under the particular circumstances to do so despite a staff member's diligent, good faith efforts or the Board provides more than fifteen calendar days to return the requested certification.

c. When FMLA leave is taken because of a staff member's own serious health condition, or the serious health condition of a family member, the Board shall require a staff member to obtain a medical certification from a health care provider that sets forth the following information:



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(1) The name, address, telephone number, and fax number of the health care provider and type of medical practice/specialization;

(2) The approximate date on which the serious health condition commenced, and its probable duration;

(3) A statement or description of appropriate medical facts regarding the patient's health condition for which FMLA leave is requested. The medical facts must be sufficient to support the need for FMLA leave.

(a) Such medical facts may include information on symptoms, diagnosis, hospitalization, doctor visits, whether medication has been prescribed, any referrals for evaluation or treatment (physical therapy, for example), or any other regimen of continuing treatment;

(4) If a staff member is the patient, information sufficient to establish that a staff member cannot perform the essential functions of a staff member's job as well as the nature of any other work restrictions, and the likely duration of such inability;

(5) If the patient is a covered family member with a serious health condition, information sufficient to establish that the family member is in need of care, and an estimate of the frequency and duration of the FMLA leave required to care for the family member;

(6) If a staff member requests FMLA leave on an intermittent or reduced schedule basis for planned medical treatment of a staff member's or a covered family member's serious health condition, information sufficient to establish the medical



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necessity for such intermittent or reduced schedule FMLA leave and an estimate of the dates and duration of such treatments and any periods of recovery;

(7) If a staff member requests FMLA leave on an intermittent or reduced schedule basis for a staff member's serious health condition, including pregnancy, that may result in unforeseeable episodes of incapacity, information sufficient to establish the medical necessity for such intermittent or reduced schedule FMLA leave and an estimate of the frequency and duration of the episodes of incapacity; and

(8) If a staff member requests FMLA leave on an intermittent or reduced schedule basis to care for a covered family member with a serious health condition, a statement that such FMLA leave is medically necessary to care for the family member, which can include assisting in the family member's recovery, and an estimate of the frequency and duration of the required FMLA leave.

d. A staff member may choose to comply with the certification requirement by providing the Board with an authorization, release, or waiver allowing the Board to communicate directly with the health care provider of a staff member or his or her covered family member.

(1) It is a staff member's responsibility to provide the Board with complete and sufficient certification and failure to do so may result in the denial of FMLA leave.

e. If the Board has reason to doubt the validity of a medical certification, the Board may require a staff member to obtain a second opinion at the Board's expense.



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(1) The Board may designate the health care provider to furnish the second opinion, but the selected health care provider may not be employed on a regular basis by the Board.

f. If the opinions of a staff member's and the Board's designated health care providers differ, the Board may require a staff member to obtain certification from a third health care provider, again at the Board's expense. This third opinion shall be final and binding. The third health care provider must be designated or approved jointly by the Board and the staff member.

10. Reinstatement Following FMLA Leave

a. On return from FMLA leave a staff member is entitled to be returned to the same position a staff member held when FMLA leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

(1) A staff member is entitled to such reinstatement even if a staff member has been replaced or his or her position has been restructured to accommodate for a staff member's absence.

(2) The requirement that a staff member be restored to the same or equivalent job with the same or equivalent pay, benefits, and terms and conditions of employment does not extend to de minimis, intangible, or unmeasurable aspects of the job.

b. Denial of Reinstatement

(1) A staff member has no greater right to reinstatement or to other benefits and conditions of employment that if a staff member had been continuously employed during the FMLA leave period.



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(a) The Board must be able to show that a staff member would not otherwise have been employed at the time reinstatement is requested in order to deny restoration to employment.

(2) The Board may deny job restoration to "key employees", if such denial is necessary to prevent substantial and grievous economic injury to the operations of the Board.

(a) A "key employee" is a salaried FMLA-eligible staff member who is among the highest paid ten percent of all staff members employed by the Board within seventy-five miles of a staff member's worksite.

(3) If a staff member is unable to perform an essential function of the position because of a physical or mental condition, including the continuation of a serious health condition or an injury or illness also covered by workers' compensation, a staff member has no right to restoration to another position under the FMLA.

(a) The Board's obligation may; however, be governed by the Americans with Disabilities Act, State leave law, or workers' compensation laws.

(4) A staff member who fraudulently obtains FMLA leave from the Board is not protected by FMLA's job restoration or maintenance of health benefits provisions.



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c. Intent to Return to Work

(1) The Board may require a staff member on FMLA leave to report periodically on a staff member's status and intent to return to work.

d. Fitness for Duty Certification

(1) As a condition of restoring a staff member whose FMLA leave was a result of a staff member's own serious health condition that made a staff member unable to perform a staff member's job, the Board shall require all similarly-situated staff members (i.e., same occupation, same serious health condition) who take FMLA leave for such conditions to obtain and present certification from a staff member's health care provider that a staff member is able to resume work.

(2) A staff member has the same obligations to participate and cooperate in the fitness-for-duty certification process as in the initial certification process.

11. The Board of Education Notice

a. Notice of Staff Member Rights Under FMLA

(1) The Board shall post and keep posted on its premises, in conspicuous places where staff members are employed, a notice explaining the FMLA's provisions and providing information concerning the procedures for filing complaints of violations of the FMLA with the Wage and Hour Division.

(a) The notice will be posted prominently where it can be readily seen by staff members and applicants for employment.



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(b) The poster and the text will be large enough to be easily read and contain fully legible text.

(c) Electronic posting is sufficient to meet this posting requirement as long as it otherwise meets the requirements of B.11.

(2) The Board shall also provide this general notice to each staff member by including the notice in staff members' handbooks or other written guidance to staff members concerning staff member benefits or FMLA leave rights, if such written materials exist, or by distributing a copy of the general notice to each new staff member upon hiring. In either case, distribution may be accomplished electronically.

(3) Access to and/or distribution of this Policy shall serve as school district notice to staff members of their rights pursuant to 29 CFR §825 et seq.

b. Eligibility Notice

(1) When a staff member requests FMLA leave, or when the Board acquires knowledge that a staff member's FMLA leave may be for an FMLA-qualifying reason, the Board must notify the staff member of the staff member's eligibility to take FMLA leave within five business days, absent extenuating circumstances.

c. Designation Notice

(1) The Board is responsible in all circumstances for designating leave as FMLA-qualifying, and for giving notice of the designation to a staff member. The Board must notify a staff member whether the leave will be designated and will be counted as FMLA leave within five business days absent extenuating circumstances.

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(2) If the Board requires paid leave to be substituted for unpaid FMLA leave, or that paid leave taken under an existing leave plan be counted as FMLA leave, the Board must inform a staff member of this designation at the time of designating the FMLA leave.

12. Local Board of Education Practices

a. Substitution of Paid Leave

(1) Whether a staff member is required to use sick time or any other accrued leave time concurrent with FMLA leave time will depend upon either the district's practice or a provision in the district's collective bargaining agreement, if applicable.

b. Maintenance of Staff Member Benefits

(1) The Board must maintain a staff member's coverage under any group health plan on the same conditions as coverage would have been provided if a staff member had been continuously employed during the entire FMLA leave period.

C. Shared Provisions

1. Interference with Family Leave Rights

The NJFLA and the FMLA prohibit interference with a staff member's rights under the law, and with legal proceedings or inquiries relating to a staff member's rights. Unless permitted by the law, no staff member shall be required to take family leave or to extend family leave beyond the time requested. A staff member shall not be discriminated against for having exercised his/her rights under the NJFLA and the FMLA nor discouraged from the use of family leave.



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2. Non-Tenured Teaching Staff

Family leave granted to a nontenured staff member cannot extend a staff member's employment beyond the expiration of his/her employment contract.

3. Record Keeping

The Superintendent or designee shall ensure the keeping of accurate attendance records that distinguish family leave from other kinds of leave so a staff member's entitlement to NJFLA leave and FMLA leave can be properly determined.

4. Processing of Complaints

a. New Jersey Family Leave Act

(1) Any complaint alleging a violation of the NJFLA shall be processed in the same manner as a complaint filed under the terms of N.J.S.A. 10:5-1 et seq. and N.J.A.C. 13:4 through the New Jersey Department of Law and Public Safety, Division on Civil Rights.

b. Federal Family and Medical Leave Act (FMLA)

(1) If there is a dispute between the Board and a staff member as to whether leave qualifies as FMLA leave, it should be resolved through discussion between the staff member and the Superintendent or designee. Such discussions and the decision shall be documented by the Superintendent or designee.

(2) A staff member also may file, or have another person file on his/her behalf, a complaint with the United States Secretary of Labor. A complaint may be filed in person, by mail, or by telephone with the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, at any local office of the Wage and Hour Division.

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(3) This Policy 1643 shall be posted on the school district website, in a manner accessible to all staff members and a hard copy shall be provided to all staff members annually prior to the beginning of the school year and upon initial employment in the school district during the school year.

29 CFR §825 et seq.
29 CFR §785
N.J.S.A. 10:5-1;
N.J.S.A. 34:11B et seq.
N.J.A.C. 13:14-1 et seq.

Adopted:

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[See POLICY ALERT Nos. 191, 209, 232, and 237]

2260 EQUITY IN SCHOOL AND CLASSROOM PRACTICES

In accordance with N.J.A.C. 6A:7-1.7(a), ~~t~~The Board of Education shall provide all students with equitable and bias-free access to all school facilities, courses, programs, activities, and services, regardless of the protected categories listed at N.J.A.C. 6A:7-1.1(a), by:

1. Ensuring barrier-free access to all school and classroom facilities;

2. Attaining, within each school, minority representation~~,~~ that approximates the district's overall minority representation. Exact apportionment is not required~~;~~ the ultimate goal is a reasonable plan achieving the greatest degree of a representative balance that is feasible and consistent with sound educational values and procedures;

3. Utilizing, on an annual basis, a State-approved English language proficiency assessment that evaluates a student's English language proficiency on the four domains of listening, speaking, writing, and reading for determining the eligibility and placement of students who may be identified as multilingual learners, pursuant to N.J.A.C. 6A:15-1.3(a)3.;

4. Utilizing bias-free multiple measures for determining the special needs of students with disabilities, pursuant to N.J.A.C. 6A:14-3.4;

5. Ensuring support services, including intervention and referral services and school health services, pursuant to N.J.A.C. 6A:16, are available to all students; and

6. Ensuring a student is not discriminated against because of a medical condition. A student shall not be excluded from any education program or activity because of a long-term medical condition unless a physician certifies such exclusion is necessary.

    a. If excluded, the student shall be provided with equivalent and timely instruction that may include home instruction, without prejudice or penalty.

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Pursuant to N.J.A.C. 6A:7-1.7(b), the Board shall ensure the district's curriculum and instruction are aligned to the New Jersey Student Learning Standards (NJSLS). The Board also shall ensure its curriculum and instruction address the elimination of discrimination by narrowing the achievement and opportunity gaps, by providing equity in educational activities and programs, and by providing opportunities for students to interact positively with others regardless of the protected categories listed at N.J.A.C. 6A:7-1.1(a), by:

1. Ensuring there are no differential requirements for completion of course offerings or programs of study solely on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a);

2. Ensuring courses shall not be offered separately on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a)~~:~~;

   a. Portions of classes that deal exclusively with human sexuality may be conducted in separate developmentally appropriate sessions based on gender identity, provided ~~that~~ the course content for such separately conducted sessions is the same;~~.~~

3. Increasing and promoting equitable representation of all students in all classes and programs;

4. Ensuring schools demonstrate the inclusion of a multicultural curriculum in its instructional content, materials and methods, and ensuring students understand the basic tenet of multiculturalism;

5. Ensuring the Amistad Commission Curriculum is infused into the curriculum and is taught;

6. Ensuring the Commission on Holocaust Education curriculum is included in the curriculum of all elementary and secondary schools, as developmentally appropriate, pursuant to N.J.S.A. 18A:35-28.; and

7. Ensuring all curricular requirements pursuant to N.J.A.C. 6A:8 and the NJSLS are taught, including any curriculum developed concerning any of the protected categories listed at N.J.A.C. 6A:7-1.1(a) or curriculum developed by any commissions constituted for the development of curriculum concerning any of the protected categories listed at N.J.A.C. 6A:7-1.1(a).



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POLICY GUIDE

Pursuant to N.J.A.C. 6A:7-1.7(c), the Board shall ensure all students have access to adequate and appropriate counseling services.

1. **When informing students about possible careers or professional or vocational opportunities, the Board shall not restrict or limit the options presented to students on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a).**

2. **The Board shall not use tests or guidance or counseling materials that are biased or stereotyped on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a).**

Pursuant to N.J.A.C. 6A:7-1.7(d), t The Board shall ensure the district's physical education is in a co-educational setting that is developmentally appropriate and does not discriminate on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a), as follows:

1. The district shall provide separate restroom, locker room, and shower facilities on the basis of gender, but such facilities provided for students of each gender shall be comparable;

2. The district may choose to operate separate teams based on sex in one or more sports or single teams open competitively to members of all sexes, as long as the athletic program as a whole provides equal opportunities for students of all sexes to participate in sports at comparable levels of difficulty and competency; and

3. The activities comprising such athletic programs shall receive equitable treatment, including, but not limited to, staff salaries, purchase and maintenance of equipment, quality and availability of facilities, scheduling of practice and game time, length of season, and all other related areas or matters.

N.J.S.A. **18A:35-28.;** 18A:36-20.
N.J.A.C. 6A:7-1.1; 6A:7-1.3; 6A:7-1.7

Adopted:

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[See POLICY ALERT Nos. 186, 205, 208, 209, 211, 226, 234, and 237]

5460 HIGH SCHOOL GRADUATION

For a State-endorsed diploma, the Board of Education shall develop, adopt, and implement local graduation requirements that prepare students for success in postsecondary degree programs, careers, and civic life, that are delivered by educators who are appropriately certified within each of the New Jersey Student Learning Standards (NJSLS) content areas, and that include the requirements outlined in N.J.A.C. 6A:8-5.1.

~~The Board of Education will recognize the successful completion of the secondary school instructional program by the award of a State endorsed diploma certifying the student has met all State and local requirements for high school graduation in accordance with N.J.A.C. 6A:8-5.1 et seq. The Board will annually certify to the Executive County Superintendent each student who has been awarded a diploma and has met the requirements for graduation.~~

The words and terms used in this Policy shall have the meanings as defined in N.J.A.C. 6A:8-1.3.

As defined in N.J.A.C. 6A:8-1.3, "credit" means the award for the equivalent of a class period of instruction, which meets for a minimum of forty minutes, one time per week during the school year or as approved through N.J.A.C. 6A:8-5.1(a)2. and A.~~2~~1.~~b.~~ below.

A. High School Graduation Requirements ~~N.J.A.C. 6A:8-5.1~~

1. **Participation in a local program of study of not fewer than 120 credits in courses designed to meet all of the NJSLS, including, but not limited to,** ~~For a State-endorsed diploma, the Board of Education shall develop, adopt, and implement graduation requirements that prepare students for success in post-secondary degree programs, careers, and civic life in the 21st century, and that include~~ the following **credits**:

~~a. A graduating student must have earned a minimum of _____ (four-year high school: no fewer than 120) credits in courses designed to meet all of the New Jersey Student Learning Standards (NJSLS), including, but not limited to, the following credits:~~

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a.~~(1)~~ 20 **(At least twenty)** credits in English language arts (ELA), aligned to grade nine through twelve standards;

b.~~(2)~~ 15 **(At least fifteen)** credits in mathematics, including **a**~~A~~lgebra I or the content equivalent; geometry or the content equivalent; and a third year of mathematics that builds on the concepts and skills of algebra and geometry and that prepares students for college and ~~21st century~~ careers;

c.~~(3)~~ 15 **(At least fifteen)** credits in **evidence-based** science **courses that develop proficiency with the full range of grades nine through twelve NJSLS for science**, ~~including at least five credits in laboratory biology/life science or the content equivalent; one additional laboratory/inquiry based science course,~~ which shall include **the disciplines of physical science; life science; earth and space sciences; and engineering, technology, and applications of science** ~~chemistry, environmental science, or physics; and one additional laboratory/inquiry based science course~~;

d.~~(4)~~ 15 **(At least fifteen)** credits in social studies, including satisfaction of N.J.S.A. 18A:35-1. and **18A:35-**2.; five credits in world history; and the integration of civics, economics, geography, and global content in all course offerings;

e.~~(5)~~ 2.5 **(At least two and one-half)** credits in financial, economic, business, and entrepreneurial literacy;

f.~~(6)~~ 5 **(At least three and three-quarters)** credits in health, safety, and physical education during each year of enrollment, distributed as one hundred fifty minutes per week, **pursuant to** ~~as required by~~ N.J.S.A. 18A:35-5., **18A:35-**7., and **18A:35-**8.;

g.~~(7)~~ 5 **(At least five)** credits in visual and performing arts;

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h.~~(8)~~ 5 **(At least five)** credits in world languages or student demonstration of proficiency as set forth **at** ~~in~~ N.J.A.C. 6A:8-5.1(a)2.**v.**~~ii~~(2) and A.**2.e.**~~1.b.~~(2)~~(b)~~ below;

i.~~(9)~~ Technological literacy, consistent with the NJSLS, integrated throughout the curriculum;

j.~~(10)~~ 30 **(At least five)** credits in **career readiness or career and technical** ~~21st century life and careers, or career technical~~ education; and

k.~~(11)~~ Electives as determined by the high school program sufficient to total a minimum of ___ **(must be at least 120)** credits.

2~~b~~. The 120-credit requirement set forth in N.J.A.C. 6A:8-5.1(a)1. and in A.1.~~a.~~ above may be met ~~in whole or in part~~ through program completion of a range of experiences that enable students to pursue a variety of individualized **student** learning opportunities, as follows:

a.~~(1)~~ The **Board may** ~~district shall~~ establish **general policies and procedures for the implementation of** ~~a process to approve~~ individualized student learning opportunities that meet ~~or exceed~~ the NJSLS**, as well as any performance or competency assessment that will be used to determine student completion of programs**.

~~(a) Individualized student learning opportunities based upon specific instructional objectives aimed at meeting the NJSLS and intendent to supplant NJSLS-based courses shall in all NJSLS areas include, but are not limited to, the following:~~

~~(i) Independent study;~~

~~(ii) Online learning;~~

~~(iii) Study abroad programs;~~

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~~(iv) Student exchange programs; and~~

~~(v) Structured learning experiences, including, but not limited to, work-based programs, internships, apprenticeships, and service learning experiences.~~

(1~~b~~) Individualized student learning opportunities based upon specific instructional objectives aimed at meeting ~~or exceeding~~ the NJSLS **and intended to supplant NJSLS-based courses** shall:

(a) Be designed, approved, and delivered by appropriately certified educators, except as follows:

(i) For approved career and technical education programs and work-based learning experiences, individualized student learning opportunities shall be designed, approved, and supervised by appropriately certified educators in accordance with N.J.A.C. 6A:19-6.4, 6A:9B-14.19, and 6A:9B-14.20; or

(ii) For dual enrollment, individualized student learning opportunities shall be reviewed and approved by appropriately certified educators;

~~(i) Be based on student interest and career goals as reflected in the Personalized Student Learning Plans;~~

(**b**~~ii~~) Include demonstration of student competency **approved by appropriately certified educators**;

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(~~ciii~~) Be certified for completion based on the **Board** ~~district~~ process adopted **in accordance with** ~~according to~~ N.J.A.C. 6A:8-5.1(a)2.~~vii~~. and A.~~2~~1.~~cb~~.~~(2)~~ below; and

(~~div~~) Be on file in the ~~school~~ district and subject to review by the Commissioner of Education or **the Commissioner's** designee.

(2~~c~~) Group programs based upon specific instructional objectives aimed at meeting ~~or exceeding~~ the NJSLS shall be permitted **pursuant to N.J.A.C. 6A:8-5.1** and shall be approved in the same manner as other approved courses.

b. A Board that establishes a process pursuant to N.J.A.C. 6A:8-5.1(a)2.i. and A.2.a. above shall:

(1) Provide programs and related assessments based on specific instructional objectives aimed at meeting the NJSLS and overseen by educators appropriately certified within each aligned content area;

(2) Approve group programs in the same manner as other courses;

(3) Provide equitable access pursuant to N.J.A.C. 6A:7 – Managing for Equity in Education;

(4) Develop policies that clearly address student safety, transportation, tuition, and fee requirements and comply with applicable laws and rules as set forth at N.J.A.C. 6A:19-14.2; and

(5) Consider the need for procedures that are consistent with the Board's employment practices, including criminal background checks in accordance with N.J.S.A. 18A:6-7.1.

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c. **Coursework and experiences may bear credit for core academic courses or elective coursework. The Board may establish policies that:**

(1) **Allow the granting of credits for summer courses that replace traditional courses;**

(2) **Allow the granting of credits for work-based learning experiences, including, but not limited to, internships, apprenticeships, and service-learning;**

(3) **Limit opportunities to only courses that are not offered to all students by the Board; and**

(4) **Prioritize opportunities that are more experiential in nature and not designed to meet the course requirements at N.J.A.C. 6A:8-5.1(a)1. and A.1. above.**

d. **Boards that allow the granting of credit for experiences designed to supplant courses required for graduation as set forth at N.J.A.C. 6A:8-5.1(a)1. and A.1. above shall document the experiences' substantial equivalency with the identified NJSLS and locally adopted curriculum designed to meet the requirements at N.J.A.C. 6A:8-5.1(a)1. and A.1. above. The documentation shall be subject to review, in accordance with N.J.A.C. 6A:30, including the instruction and program indicators at 6A:30 Appendices A and B.**

e. **The Board shall establish a process for granting of credits through successful completion of assessments that verify student achievement in meeting the NJSLS at the high school level, including standards achieved by means of the individualized student learning opportunities set forth at N.J.A.C. 6A:8-5.1(a)2. and A.2. above. Such programs or assessments may occur all, or in part, prior to a student's high school enrollment; no such locally administered assessments shall preclude or exempt student participation in applicable Statewide assessments at grades three through twelve.**



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(1) The Board shall choose assessments that are aligned with the NJSLS and may include locally designed assessments.

(2) The Board shall determine if students have achieved the level of language proficiency designated as Novice-High as defined by the American Council on the Teaching of Foreign Languages (ACTFL) and recognized as fulfilling the world languages requirement of the NJSLS through either New Jersey Department of Education (NJDOE)-approved proficiency assessments or NJDOE-approved locally designed competency-based assessments;

~~(2) The district shall establish a process for granting of credits through successful completion of assessments that verify student achievement in meeting or exceeding the NJSLS at the high school level, including standards achieved by means of the individualized student learning opportunities enumerated at N.J.A.C. 6A:8-5.1(a)2 and A.1.b. above. Such programs or assessments may occur all or in part prior to a student's high school enrollment; no such locally administered assessments shall preclude or exempt student participation in applicable Statewide assessments at grades three through twelve.~~

~~(a) The district shall choose assessments that are aligned with or exceed the NJSLS and may include locally designed assessments.~~

~~(b) The district shall choose from among the following assessment options to determine if students have achieved the level of language proficiency designated as Novice High as defined by the American Council on the Teaching of Foreign Languages (ACTFL) and recognized as fulfilling the world languages requirement of the NJSLS:~~



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~~(i) The Standards based Measurement of Proficiency (STAMP) online assessment;~~

~~(ii) The ACTFL Oral Proficiency Interview (OPI) or the Modified Oral Proficiency Interview (MOPI); or~~

~~(iii) New Jersey Department of Education approved locally designed competency based assessments.~~

f.~~(3)~~ The **Board** ~~district~~ shall establish a process to approve **postsecondary** ~~post secondary~~ learning opportunities that may consist of Advanced Placement (AP) courses, College-Level Examination Program (CLEP), **International Baccalaureate (IB),** or concurrent/dual enrollment at accredited higher education institutions.

(**1**~~a~~) The **Board** ~~district~~ shall award credit for successful completion of an approved, accredited college course that **ensures** ~~assures~~ achievement of knowledge and skills that meets ~~or exceeds~~ the NJSLS.

3~~e~~. Local student attendance requirements;

4~~d~~. **Any o**~~O~~ther **local** requirements established by the Board as indicated below:

Requirements of CTE programs through the Senior year (minimum 30 credits required for CTE Certificates);

5e. Any statutorily mandated requirements for earning a high school diploma;

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6. **For students in the graduating classes of 2026 and 2027, completion of a financial aid application in a form prescribed by the Higher Education Student Assistance Authority, including, but not limited to, the Free Application for Federal Student Aid (FAFSA) or the New Jersey Alternative Financial Aid Application, or be exempted from the requirement in accordance with procedures set forth at P.L. 2023, c.295 and P.L. 2025, c.95 pursuant to N.J.A.C. 6A:8-5.1(a)6.;**

7~~f~~. **Pursuant to N.J.A.C. 6A:8-5.1(a)7., t**~~T~~he requirement that all students demonstrate proficiency by achieving a passing score on the ELA and mathematics components of the State graduation proficiency test or through the alternative means at N.J.A.C. 6A:8-5.1(f~~h~~) ~~and A.6. below~~, if applicable, or for students who take the State graduation proficiency test but do not achieve a passing score through the alternative means set forth at N.J.A.C. 6A:8-5.1(e~~g~~) and **E.** ~~(i) and A.5. and A.7.~~ below **and N.J.A.C. 6A:8-5.1(g) and G. below;**~~.~~

8~~g~~. **Pursuant to N.J.A.C. 6A:8-5.1(a)8., f**~~F~~or students who have not demonstrated proficiency on the ELA and/or mathematics components of the State graduation proficiency test, the opportunity **to demonstrate proficiency may be achieved by** ~~for~~ the following ~~will be provided~~:

a.~~(1)~~ Remediation, **as appropriate,** pursuant to N.J.S.A. 18A:7C-3.; and

b.~~(2)~~ One or more additional opportunities to demonstrate proficiency on the State graduation proficiency test, pursuant to N.J.S.A. 18A:7C-6.; ~~and~~

9. **The portfolio appeals process, pursuant to N.J.S.A. 18A:7C-3., for students who have not demonstrated proficiency on the ELA and/or mathematics components of the State graduation proficiency test and have been provided with the opportunities at A.8. above; and**

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10~~h~~. Students graduating from an adult high school shall demonstrate proficiency in the ELA and mathematics components of the State graduation proficiency test, or through **the** alternative means set forth at N.J.A.C. 6A:8-5.1(~~e~~**g**)**, (f), and (g)** ~~through (i)~~ and **E., F., and G.** ~~A.5. through A.7.~~ below.

~~2. In the development of Personalized Student Learning Plans according to N.J.A.C. 6A:8 3.2(a), the district shall actively encourage all students who have otherwise met the requirements for high school graduation according to N.J.A.C. 6A:8 5.1(a)1 through 3 and A.1.a. through A.1.c. above, to include in their programs of study the following additional credits:~~

~~a. Five credits in mathematics during each year of enrollment, aimed at preparation for entrance into post secondary programs or 21st century careers;~~

~~b. Five credits in a laboratory science during each year of enrollment, aimed at preparation for entrance into post secondary programs or 21st century careers;~~

~~c. Five credits in social studies during each year of enrollment, aimed at preparation for entrance into post secondary programs or 21st century careers; and~~

~~d. Five credits in world languages during each year of enrollment, aimed at preparation for entrance into post secondary programs or 21st century careers.~~

~~3. The district shall provide to the Executive County Superintendent the district's graduation requirements each year they are evaluated through Quality Single Accountability Continuum (QSAC) and update the district's filed copy each time the graduation policy is revised.~~

B. Alternative Requirements for State-Endorsed Diploma

1. Through the IEP process set forth at N.J.A.C. 6A:14-3.7 and pursuant to N.J.A.C. 6A:14-4.11, the Board may specify alternate requirements for a State-endorsed diploma for individual students with disabilities as defined at N.J.A.C. 6A:14-1.3 pursuant to N.J.A.C. 6A:8-5.1(b).

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F. Multilingual Learners (ML) Requirements for High School Graduation

~~6.~~ All ~~multilingual learners (MLs)~~ shall satisfy the requirements for high school graduation.~~,~~ **However,** ~~except~~ MLs may demonstrate they have attained State minimum levels of proficiency through passage of the portfolio appeals process in their native language, when available, and passage of a **NJDOE** ~~New Jersey Department of Education~~-approved~~,~~ English **language proficiency** ~~fluency~~ assessment.

G. Alternate Assessment Based on Alternate Academic Achievement

~~7.~~ Students, including students with disabilities as defined **at** ~~in~~ N.J.A.C. 6A:14-1.3 or eligible **pursuant to** ~~under~~ Section 504 of the Rehabilitation Act**,** who participate in the **alternate** ~~alternative~~ assessment **based on alternate academic achievement standards (AA-AAAS)** for students with **significant intellectual** disabilities~~,~~ are not required to participate in repeated administrations of high school assessment components required at N.J.A.C. 6A:8-4.1(c).

~~B. High School Diplomas N.J.A.C. 6A:8-5.2~~

~~1. The Board of Education shall award a State endorsed high school diploma to prospective graduates who have met all of the requirements adopted in accordance with N.J.A.C. 6A:8-5.1(a), (c), or N.J.A.C. 6A:8-5.2(d) and A.1 above, C.1. below, or B.4. below.~~

~~2. The Board shall not issue a high school diploma to any student not meeting the criteria specified in the rule provisions referenced in N.J.A.C. 6A:8-5.2(a) and B.1. above.~~

~~a. The district shall provide students exiting grade twelve without a diploma the opportunity for continued high school enrollment to age twenty or until the requirements for a State endorsed diploma have been met, whichever comes first.~~

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a. The Board shall specifically address any alternate requirements for graduation in a student's IEP, in accordance with N.J.A.C. 6A:14-4.11.

b. The Board shall develop and implement procedures for assessing whether a student has met the specified alternate requirements for graduation individually determined in an IEP.

C. Graduation Requirements Provided to Executive County Superintendent

The Board shall provide to the Executive County Superintendent their graduation requirements each year they are evaluated through NJQSAC and update the filed copy each time their graduation policies are revised pursuant to N.J.A.C. 6A:8-5.1(c).

D. Copy of Graduation Requirements to Students and Parents

~~4.~~ The **Board** ~~district~~ shall provide each student entering high school and **the student's** ~~their~~ parents with a copy of the **Board's** ~~district's~~ requirements for a State-endorsed diploma and the programs available to assist students in attaining a State-endorsed diploma, in accordance with N.J.S.A. 18A:7C-5. **pursuant to N.J.A.C. 6A:8-5.1(d).**

E. Alternative Means

15. ~~For students in the graduating classes of 2023, 2024, and 2025,~~ **T**~~t~~he alternative means referenced at N.J.A.C. 6A:8-5.1(a)**7.6** and A.7~~1~~.f. above shall be as follows:

a. Achieve a passing score, as determined by the Commissioner of Education and approved by the ~~New Jersey~~ State Board of Education, on a corresponding substitute competency test in ELA and/or mathematics, as applicable; and/or

b. Demonstrate proficiency through the portfolio appeals process, pursuant to N.J.S.A. 18A:7C-3.

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~~b. The district shall allow any out of school individual to age twenty who has otherwise met all State and local graduation requirements but has failed to pass the State proficiency test to demonstrate proficiency through alternative means as set forth at N.J.A.C. 6A:8 5.1(a)6 through N.J.A.C. 6A:8 5.1(i) and in A.1.f. through A.7. above, as applicable, pursuant to the standards applicable to the student's graduating class. Upon certification of passing the test applicable to the student's class in accordance with N.J.A.C. 6A:8 and this Policy, a State endorsed diploma shall be granted by the high school of record.~~

~~3. Pursuant to N.J.A.C. 6A:20 1.4, the Commissioner of Education shall award a State issued high school diploma based on achieving the Statewide standard score on the General Education Development test (GED) or other adult education assessments to individuals age sixteen or older who are no longer enrolled in school and have not achieved a high school credential.~~

~~4. The Commissioner shall award a State issued high school diploma to individuals age sixteen or older and no longer enrolled in high school based on official transcripts showing at least thirty general education credits leading to a degree at an accredited institution of higher education. Included in the thirty general education credits must be a minimum of fifteen credits with at least three credits in each of the five general education categories as follows: English; mathematics; science; social science; and the humanities.~~

~~5. The Board shall award a State endorsed high school diploma to any currently enrolled student, regardless of grade level, who:~~

~~a. Has demonstrated proficiency in the State graduation proficiency test, pursuant to N.J.A.C. 6A:8 5.1(a)6 and A.1.f. above, or as set forth at N.J.A.C. 6A:8 5.1(g) and A.5. above.~~

~~b. Has presented official transcripts showing at least thirty general education credits leading to a degree at an accredited institution of higher education; and~~

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c. Has formally requested such early award of a State-endorsed high school diploma.

6. Pursuant to N.J.S.A. 18A:7C-7 and 18A:7E-3, the Superintendent shall report annually to the Board at a public meeting not later than September 30, and to the Commissioner:

a. The total number of students graduated;

b. The number of students graduated under the substitute competency test process;

c. The number of students graduated under the portfolio appeals process;

d. The number of students receiving State-endorsed high school diplomas as a result of meeting any alternate requirements for graduation as specified in their individualized education programs (IEP);

e. The total number of students denied graduation from the twelfth grade class; and

f. The number of students denied graduation from the twelfth grade class solely because of failure to pass the New Jersey Department of Education approved high school end-of-course assessments, the State graduation proficiency test, substitute competency tests, or portfolio appeals process based on the provisions of N.J.A.C. 6A:8.

C. Students with Disabilities – N.J.A.C. 6A:8-5.1(c) and N.J.A.C. 6A:14-4.11

1. Through the IEP process set forth at N.J.A.C. 6A:14-3.7 and pursuant to N.J.A.C. 6A:14-4.11, the Board may specify alternate requirements for a State-endorsed diploma for individual students with disabilities as defined at N.J.A.C. 6A:14-1.3.

a. The district shall specifically address any alternate requirements for graduation in a student's IEP, in accordance with N.J.A.C. 6A:14-4.11.

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b. The district shall develop and implement procedures for assessing whether a student has met the specified alternate requirements for graduation individually determined in an IEP.

2. The IEP of a student with a disability who enters a high school program shall specifically address the graduation requirements. The student shall meet the high school graduation requirements pursuant to N.J.A.C. 6A:8-5.1 and A. above, except as specified in the student's IEP. The IEP shall specify which requirements would qualify the student with a disability for the State endorsed diploma issued by the Board responsible for the student's education.

3. Graduation with a State endorsed diploma is a change of placement that requires written notice pursuant to N.J.A.C. 6A:14-2.3(f) and (g).

a. As part of the written notice, the parent shall be provided with a copy of the procedural safeguards statement published by the NJDOE.

b. As with any proposal to change the educational program or placement of a student with a disability, the parent may resolve a disagreement with the proposal to graduate the student by requesting mediation or a due process hearing prior to graduation.

c. In accordance with N.J.A.C. 6A:14-3.8(d), a reevaluation shall not be required.

d. When a student graduates or exceeds the age of eligibility, the student shall be provided a written summary of their academic achievement and functional performance prior to the date of the student's graduation or the conclusion of the school year in which the student exceeds the age of eligibility. The summary shall include recommendations to assist the student in meeting their postsecondary goals.

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4. ~~If a student attends a school other than that of the school district of residence that is empowered to grant a diploma, the student shall have the choice of receiving the diploma of the school attended or the diploma of the school district of residence.~~

   a. ~~If the school the student is attending declines to issue a diploma to the student, the Board of the school district of residence shall issue the student a diploma if the student has satisfied all State and local graduation requirements, as specified in the student's IEP.~~

5. ~~If the Board grants an elementary school diploma, a student with a disability who fulfills the requirements of their IEP shall qualify for and receive a diploma.~~

6. ~~Students with disabilities who meet the standards for graduation according to N.J.A.C. 6A:14-4.11 and Section C. of this Policy shall have the opportunity to participate in graduation exercises and related activities on a nondiscriminatory basis.~~

D. ~~Financial Aid Application Graduation Requirement~~

1. ~~Beginning with the 2023-2024 grade eleven class, and for two school years thereafter, the Board shall require a student, and the student's parent, if applicable, to complete and submit a financial aid application in a form prescribed by the Higher Education Student Assistance Authority (Authority) as a prerequisite to the student receiving a high school diploma unless a waiver is submitted to the district as set forth in P.L.2023 c.295 and D.1.a. below.~~

   a. ~~A student shall be exempt from the requirement in P.L.2023 c.295 and D.1. above if the student or the student's parent submits to the district a waiver form signed by the parent, or by the student if the student is at least eighteen years of age, requesting the exemption from the requirement.~~

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~~b. If the student is under eighteen years of age and a form signed by the parent cannot be reasonably obtained, the student's school counselor may authorize the waiver as permitted by regulations promulgated by the State Board of Education pursuant to P.L.2023 c.295.~~

~~2. The district shall annually notify students and the parents of the requirement established pursuant to P.L.2023 c.295 and Section D.~~

~~3. No adverse action shall be taken by a Board against any student due to a student's receipt of an exemption from the requirement to complete and submit a financial aid application pursuant to D.1.a. above.~~

~~4. Nothing in P.L.2023 c.295 and this Policy shall be construed as requiring school counselors, or any other school employee, to assist students in completing the financial aid application. Nothing in P.L.2023 c.295 and this Policy shall be construed as creating a private right of action against the district or the State upon compliance or noncompliance with the provisions of P.L.2023 c.295 and this Policy.~~

[Optional Yes Keep

H~~E~~. State Seal of Biliteracy ~~– N.J.A.C. 6A:8-5.3~~

1. The Board ~~of Education may~~ **will participate in the State Seal of Biliteracy Program and** award a State Seal of Biliteracy to any student who has met all requirements **for a high school diploma at** ~~in~~ N.J.A.C. 6A:8-5.2 ~~and B. above~~ and demonstrates proficiency in the following:

   a. One or more ~~world~~ languages **other than English through** ~~via~~ an ~~approved~~ assessment **approved** pursuant to N.J.A.C. 6A:8-5.3(f) and **H~~E~~**.6. below during the student's next to last or final year of high school.~~; and~~

      (1) Pursuant to N.J.S.A. 18A:7C-15**.a.**, a ~~foreign~~ language other than English ~~also~~ shall include, but not be limited to, American Sign Language, Latin, and Native American languages.

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b. ELA as set forth **at** ~~in~~ N.J.A.C. 6A:8-5.1(a)6. and A.~~6.f.~~ above **or through a NJDOE-approved English proficiency assessment as set forth at N.J.A.C. 6A:8-5.1(f) and F. above.**

2. **Pursuant to N.J.A.C. 6A:8-5.3(b), the** ~~A~~ Board ~~that chooses to award the State Seal of Biliteracy~~ shall incorporate the process **for awarding the State Seal of Biliteracy** into **this Policy** ~~the~~ developed, adopted, and implemented ~~Policy 5460 – High School Graduation~~ pursuant to N.J.A.C. 6A:8-5.1(a) and A.1. above, denoting participation in the voluntary program. **Participation in the State Seal of Biliteracy Program is optional for students. The** ~~A~~ Board ~~choosing to participate~~ shall submit **to the Executive County Superintendent,** in accordance with N.J.A.C. 6A:8-5.1(~~c~~**d**) and **C.** ~~A.3.~~ above, a copy of this Policy that reflects the option for students to participate in the State Seal of Biliteracy.

3. The Board [X **will** ___ **will not] pay the costs** ~~[___ shall pay the costs ___ shall charge a fee to the student]~~ for related assessments ~~and transcript insignias~~. **If the Board does not pay the related costs, the Board will charge a fee.**

4. The Board shall ~~do the following~~:

a. Provide the NJDOE with information regarding students who qualify for the State Seal of Biliteracy pursuant to N.J.A.C. 6A:8-5.3(a) and **H**~~E~~.1. above;

b. Present each student who qualifies pursuant to N.J.A.C. 6A:8-5.3(a) and **H**~~E~~.1. above with a **NJDOE** ~~New Jersey Department of Education~~-issued certificate;

c. Include the Commissioner ~~of Education~~-developed insignia **"New Jersey State Seal of Biliteracy" and the language(s) for which it was awarded** on the student's transcript; and

d. Maintain appropriate records to identify students who have earned the State Seal of Biliteracy.

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5. The Board shall not award a State Seal of Biliteracy to any student who does not meet the criteria **for a State Seal of Biliteracy as required at** ~~in~~ N.J.A.C. 6A:8-5.3(a) and **H**~~E~~.1. above and shall not include the Commissioner ~~of Education~~-developed insignia on the student's transcript.

6. A list of **NJDOE** ~~New Jersey Department of Education~~-approved, nationally **or internationally** recognized assessments and the Statewide scores necessary for a student to satisfy requirements for the State Seal of Biliteracy shall be set by a resolution approved by the ~~New Jersey~~ State Board of Education.

   a. If an approved assessment, pursuant to N.J.A.C. 6A:8-5.3(f) and **H**~~E~~.6. above, does not exist for a particular language, the Board may administer a NJDOE-approved, locally designed proficiency-based assessment.]

N.J.S.A. **18A:6-7.1.;** 18A:7C-3.; ~~18A:7C-5;~~ 18A:7C-6.;
~~18A:7C-7; 18A:7C-15; 18A:7E-3~~
~~18A:35-1; 18A:35-2; 18A:35-5; 18A:35-7; 18A:35-8~~
N.J.A.C. **6A:8-4.1;** ~~6A:8-1.3;~~ 6A:8-5.1 ~~et seq.~~; **6A:8-5.3;**
6A:9B-14.19; 6A:9B-14.20;
6A:14-1.1 et seq.; ~~6A:14-1.3; 6A:14-2.3; 6A:14-3.7~~
~~6A:14-3.8; 6A:14-4.11;~~ **6A:19-6.4** ~~6A:20-1.4~~
~~P.L.2023 c.295~~

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POLICY GUIDE

[See POLICY ALERT Nos. 192, 215, 216, and 237]

5561 USE OF PHYSICAL RESTRAINT AND SECLUSION TECHNIQUES FOR STUDENTS WITH DISABILITIES

[Select Only One Option Below

✓ (KAE, PC) The Board of Education does not allow for the use of restraint and seclusion for students with disabilities.

___ The Board of Education strives to provide a safe, caring atmosphere that supports all students in the least restrictive environment. On occasion, during an emergency, a situation may arise making it necessary to temporarily restrain or seclude a student with a disability in accordance with N.J.S.A. 18A:46-13.4. through 13.7.]

A school district, an educational services commission, or an approved private school for students with disabilities (APSSD) that utilizes physical restraint on students with disabilities shall ensure that:

1. Physical restraint is used only in an emergency in which the student is exhibiting behavior that places the student or others in immediate physical danger;

2. A student is not restrained in the prone position, unless the student's primary care physician authorizes, in writing, the use of this restraint technique;

3. Staff members who are involved in the restraint of a student receive training in safe techniques for physical restraint from an entity determined by the Board ~~of Education~~ to be qualified to provide such training, and that the training is updated at least annually;

4. The parent of a student is immediately notified when physical restraint is used on the student. This notification may be by telephone or electronic communication. A post-incident written notification report of the incident of physical restraint shall be provided to the parent within forty-eight hours of the occurrence of the incident;



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5. Each incident in which physical restraint is used is carefully and continuously visually monitored to ensure it was used in accordance with established procedures set forth in **this** Policy and Regulation 5561 ~~Use of Physical Restraint and Seclusion Techniques for Students with Disabilities~~, developed in conjunction with the entity that trains staff in safe techniques for physical restraint, in order to protect the safety of the child and others; and

6. Each incident in which physical restraint is used is documented in writing in sufficient detail to enable staff to use this information to develop or improve the behavior intervention plan at the next individualized education plan (IEP) meeting.

A school district, an educational services commission, and an APSSD shall attempt to minimize the use of physical restraints through inclusion of positive behavior supports in the student's behavior intervention plans developed by the IEP team.

A school district, an educational services commission, or an APSSD that utilizes seclusion techniques on students with disabilities shall ensure that:

1. A seclusion technique is used on a student with disabilities only in an emergency in which the student is exhibiting behavior that places the student or others in immediate physical danger;

2. Each incident in which a seclusion technique is used is carefully and continuously visually monitored to ensure it was used in accordance with established procedures set forth in **this** Policy and Regulation 5561 ~~Use of Physical Restraint and Seclusion Techniques for Students with Disabilities~~, developed in conjunction with the entity that trains staff in safe techniques for physical restraint, in order to protect the safety of the child and others; and

3. Each incident in which a seclusion technique is used is documented in writing in sufficient detail to enable the staff to use this information to develop or improve the behavior intervention plan at the next IEP meeting.

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A school district, an educational services commission, and an APSSD shall attempt to minimize the use of seclusion techniques through inclusion of positive behavior supports in the student's behavior intervention plans developed by the IEP team.

The New Jersey Department of Education shall establish guidelines for school districts, educational services commissions, and APSSDs to ensure a review process is in place to examine the use of physical restraints or seclusion techniques in emergency situations, and for the repeated use of these methods for an individual child, within the same classroom, or by a single individual. The review process shall include educational, clinical, and administrative personnel. Pursuant to the review process the student's IEP team may, as deemed appropriate, determine to revise the behavior intervention plan or classroom supports, and a school district, educational services commission, or APSSD may determine to revise a staff member's professional development plan pursuant **to** N.J.S.A. 18A:46-13.7.

The Superintendent or designee may gather input from school staff members and parents of students with disabilities on this Policy and Regulation **5561**. All students with disabilities and their parents shall be afforded the procedural safeguards provided by the Individuals with Disabilities Education Act (IDEA).

The Superintendent or designee shall report all incidents of restraint and seclusion through the Student Safety Data System (SSDS). The Superintendent or designee shall annually inform parents of students with disabilities about **this** ~~the Board's~~ Policy **and Regulation 5561** regarding restraint and seclusion.

N.J.S.A. 18A:46-13.4.; 18A:46-13.5.; 18A:46-13.6.; 18A:46-13.7.
New Jersey Department of Education Restraint and Seclusion Guidance for Students with Disabilities – July 10, 2018

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POLICY GUIDE

[See POLICY ALERT Nos. 190, 218, 230, and 237]

6112 REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES

The Cash Management Improvement Act (CMIA) and related Federal regulations require a State to minimize the time elapsing between the transfer of funds from the United States Treasury and the expenditure of funds for program purposes. This requirement applies to grantees such as the State of New Jersey and their subgrantees, such as a school district. The State of New Jersey and school districts must assure funds have been, or will be, spent within a minimal amount of time after having been drawn from the Federal government.

In accordance with this requirement, the New Jersey Department of Education (NJDOE) has implemented a reimbursement request system of payment. The procedures as outlined in the **NJDOE** ~~New Jersey Department of Education~~ Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures shall be followed by school districts in submitting reimbursement requests. Reimbursement requests for entitlement grant awards under the Every Student Succeeds Act (ESSA), the Individuals with Disabilities Education Act (IDEA), the Strengthening Career and Technical Education for the 21st Century Act, and any other program designated by the NJDOE shall be made using the NJDOE's Electronic Web-Enabled Grant (EWEG) System.

Reimbursement requests by the School Business Administrator/Board Secretary or designee shall be made for individual titles and awards using the payment functionality of the EWEG system. Only one reimbursement request per month may be submitted for an individual title, award, or subgrant. Reimbursement requests may only be for expenditures that have already occurred or will occur within three business days of receipt of funds.

The submission of a reimbursement request constitutes a certification by the School Business Administrator/Board Secretary that the school district has previously made the appropriate expenditures and/or will make the expenditures within three business days of receipt of funds and that the expenditures are allowable and appropriate to the cost objective(s) of the subgrant.

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The Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if a new budget category for which no funds were previously budgeted or approved has been created. The Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if cumulative transfers among expenditure categories exceed ten percent of the total award. The Superintendent or designee is responsible for monitoring the cumulative ten percent level of fiscal change.

Reimbursement requests must be in accordance with approved grant applications. A reimbursement request may be submitted at any time after the subgrant has received final NJDOE approval. Reimbursement requests submitted at least ten business days before the end of the month but no later than the fifteenth day of the month will be reviewed and, if approved, processed for payment the first business day of the following month. School districts will normally receive payment by the fifth business day of the month and will be able to track the grant's payment history in EWEG through the payments link of the grant application.

Reimbursement requests must contain a brief description of the expenditures for which reimbursement is being requested. Individual line items need not be detailed. Expenditures must be supported by documentation at the school district level but should not be submitted to the NJDOE with a reimbursement request. The Superintendent or designee is responsible to maintain supporting documentation for seven years and for making it available to the NJDOE, the United States Department of Education, and/or their authorized representatives upon request. Documentation for salary expenditures is subject to the requirements of the Federal Uniform Grant Guidance. Documentation for all other expenditures must include evidence that the expenditures are allowable costs and of the relationship of the expenditure to the subgrant's cost objectives.

The NJDOE staff will review reimbursement requests to determine that they meet the subgrant's criteria. When a reimbursement request is approved or denied, the school district will receive an email notification through the EWEG system. Approval of a reimbursement request by NJDOE does not imply approval of the expenditures as allowable or appropriate to the subgrant's cost objectives as the approval of expenditures will continue to be processed through the final report.



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The School Business Administrator/Board Secretary or designee assumes responsibility for assuring that all funds requested through the EWEG system either have already been expended, or will be expended within three business days of receipt of funds.

New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures – **January 2023** ~~March 2014~~

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[See POLICY ALERT Nos. 224 and 237]

6115.02 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – MANDATORY DISCLOSURES

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.113 – Mandatory disclosures requires a non-Federal entity or applicant (a New Jersey Board of Education) for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or to the New Jersey Department of Education **(NJDOE)** all violations of Federal criminal law involving fraud, **conflict of interests,** bribery, or gratuity violations potentially affecting the Federal award.

If the Board of Education receives a Federal award including the terms and conditions outlined below as per 2 CFR §200 – Appendix XII – Award Term and Condition for Recipient Integrity and Performance Matters shall report certain civil, criminal, or administrative proceedings to the System for Award Management (SAM). Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338 – Remedies for noncompliance, including suspension or debarment. (See also 2 CFR §180, 31 USC 3321, and 41 USC 2313)

A. General Reporting Requirement

1. If the total value of all Board ~~of Education~~ currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds $10,000,000 for any period of time during the period of performance of this Federal award, then the Superintendent or designee, on behalf of the Board ~~of Education~~ as the recipient during that period of time, must maintain the currency of information reported to the SAM that is made available in the designated integrity and performance system about civil, criminal, or administrative proceedings described in B. below.

2. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 USC 2313).



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3. As required by section 3010 of Public Law 111-212, all information posted in designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

4. **The Superintendent or designee must disclose, in writing, any potential conflict of interest to the Federal agency or pass-through entity in accordance with the established Federal agency policies.**

B. Proceedings About Which the Board ~~of Education~~ Must Report

1. The Superintendent or designee must disclose**, in writing,** to the Federal awarding agency or to the **NJDOE** ~~New Jersey Department of Education~~ information required about each proceeding that:

   a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal g~~G~~overnment;

   b. Reached its final disposition during the most recent five-year period; and

   c. Is one of the following:

      (1) A criminal proceeding that resulted in a conviction, as defined in E. below;

      (2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of $5,000 or more;

      (3) An administrative proceeding, as defined in E. below, that resulted in a finding of fault and liability and the payment of either a monetary fine or penalty of $5,000 or more or reimbursement, restitution, or damages in excess of $100,000; or

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(4) Any other criminal, civil, or administrative proceeding if:

(a) It could have led to an outcome described in B.1.c.(1), (2), or (3) above of this award term and condition;

(b) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on the school district's part; and

(c) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

C. Reporting Procedures

1. The Superintendent or designee shall enter in the SAM Entity Management area the information that the SAM requires about each proceeding described in B. above.

2. The Superintendent or designee does not need to submit the information a second time under assistance awards the Board ~~of Education~~ received if the Superintendent or designee already provided the information through the SAM because the Board ~~of Education~~ was required to do so under Federal procurement contracts the Board ~~of Education~~ was awarded.

D. Reporting Frequency

1. During any period of time when the Board ~~of Education~~ is subject to the requirement in A. above, the Superintendent or designee must report proceedings information through the SAM for the most recent five-year period, either to report new information about any proceeding(s) the Board ~~of Education~~ has not reported previously or affirm that there is no new information to report.

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2. If the Board ~~of Education~~ has Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than $10,000,000, the Board ~~of Education~~ must disclose semiannually any information about the criminal, civil, and administrative proceedings.

E. Definitions

1. For **the** purpose~~s~~ of this Policy:

a. "Administrative proceeding" for the purpose~~s~~ of 2 CFR §200 – Appendix XII and this Policy means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability. This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.

b. "Conviction" for the purpose~~s~~ of 2 CFR §200 – Appendix XII and this Policy, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.

c. Total value of currently active grants, cooperative agreements, and procurement contracts includes:

(1) Only the Federal share of the funding under any Federal award with a Board ~~of Education~~ cost share or match; and

(2) The value of all expected funding increments under a Federal award and options, even if not yet exercised.

2 CFR §200.113; **200.212**

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[See POLICY ALERT Nos. 192, 224, 230, and 237]

6311 CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL GRANTS

Any vendor providing goods or services to the school district to be funded by a Federal grant must be cleared for contract in accordance with the provisions of the Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.21~~43~~ – Suspension and Debarment.

The School Business Administrator/Board Secretary shall be responsible to check the web-based System for Award Management (SAM), accessible at www.sam.gov maintained by the United States government – the General Services Administration (GSA). The purpose of the SAM is to provide a single comprehensive list of individuals and firms excluded by Federal government agencies from receiving Federal contracts or Federally approved contracts or Federally approved subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits.

The School Business Administrator/Board Secretary, upon opening of bids or upon receipt of proposals for goods or services to be funded by a Federal grant shall access the SAM to determine if the vendor has been disbarred, suspended, or proposed for disbarment. The School Business Administrator/Board Secretary shall also access the SAM list immediately prior to the award of a bid or contract to ensure that no award is made to a vendor on the list.

In the event a vendor under consideration to be awarded a bid or contract for goods or services to be funded by a Federal grant is on the SAM list or proposed for disbarment, the School Business Administrator/Board Secretary shall comply with the contracting restrictions as outlined in 2 CFR §200.

Continuation of current contracts and restrictions on subcontracting with vendors who are on the SAM list or proposed for disbarment shall be in accordance with the limitations as outlined in 2 CFR §200.

Any rejection of a bid or disqualification of a vendor who has been disbarred, suspended, or proposed for disbarment shall be consistent with the requirements as outlined in N.J.S.A. 18A:18A – Public School Contracts Law and all applicable State laws.

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POLICY GUIDE

The applicability of the provisions of this Policy apply to covered transactions as defined in 2 CFR §3485.220. A covered transaction is any contract that is awarded by the Board of Education that is covered under 2 CFR §180.210 and the amount of the contract is expected to equal or exceed $25,000, unless the Board chooses a lower threshold.

Compliance with the provisions of 2 CFR §200 and this Policy must be demonstrated by written evidence to be maintained by the School Business Administrator/Board Secretary. Examples of evidence include printouts of searches from the SAM, imprints from an ink stamp, or Avery or similar labels affixed to purchase orders memorializing performance of this verification.

2 CFR §200
2 CFR §3485.220
2 CFR §180.210

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[See POLICY ALERT Nos. 215, 216, 217, 221, 223, and 237]

[SCHOOL DISTRICTS NOT PARTICIPATING IN A UNITED STATES DEPARTMENT OF AGRICULTURE'S (USDA) SCHOOL NUTRITION PROGRAMS ARE NOT REQUIRED TO ADOPT POLICY 8561.]

8561 PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

The Board of Education adopts this Policy to identify their procurement plan for the United States Department of Agriculture's (USDA) School Nutrition Programs. School Nutrition Programs include, but are not limited to: the National School Lunch Program (NSLP); School Breakfast Program (SBP); Afterschool Snack Program (ASSP); Special Milk Program (SMP); Fresh Fruit and Vegetable Program (FFVP); Seamless Summer Option (SSO) of the NSLP; Summer Food Service Program (SFSP); the At-Risk Afterschool Meals component of the Child and Adult Care Food Program (CACFP); and the Schools/Child Nutrition USDA Foods Program.

The Board ~~of Education~~ is ultimately responsible for ensuring all procurement procedures for any purchases by the Board ~~of Education~~ and/or a food service management company (FSMC) comply with all Federal regulations, including but not limited to: 7 CFR Parts 210, 220, 225, 226, 245, 250; 2 CFR 200; State procurement statutes and administrative codes and regulations; local Board ~~of Education~~ procurement policies; and any other applicable State and local laws.

The procurement procedures contained in this Policy will be implemented beginning immediately, until amended. All procurements must maximize full and open competition. Source documentation will be maintained by the School Business Administrator/Board Secretary or designee and will be available to determine open competition, the reasonableness, the allowability, and the allocation of costs.

The Board ~~of Education~~ intentionally seeks to prohibit conflicts of interest in all procurement of goods and services.

A. General Procurement

The procurement procedures will maximize full and open competition, transparency in transactions, comparability, and documentation of all procurement activities. The school district's plan for procuring items for use in the School Nutrition Programs is as follows:

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1. The School Business Administrator/Board Secretary will ensure all purchases will be in accordance with the Federal Funds Procurement Method Selection Chart – State Agency Form #358. Formal procurement procedures will be used as required by 2 CFR 200.318 through .326 and any State and local procurement code and regulations. Informal procurement procedures (small purchase) will be required for purchases under the most restrictive small purchase threshold.

2. The following **threshold amounts apply** ~~procedures will be used~~ for all purchases:

Board Micro-Purchase Threshold: $15,000

Board Small Purchase Threshold: $350,000

The Board will follow formal procurement procedures for all purchases over the Small Purchase Threshold amount.

The Board will perform a cost or price analysis to determine the estimated dollar amounts for purchases and thus the required procurement method.

~~Product/ Services~~	~~Estimated Dollar Amount~~	~~Procurement Method~~	~~Evaluation~~	~~Contract Award Type~~	~~Contract Duration/ Frequency~~

B. Micro-Purchase Procedures

1. Public/Charter Schools

Purchases of supplies or services, as defined by 2 CFR 200.67, will be awarded without soliciting competitive price quotations if the price is reasonable in accordance with N.J.S.A. 18A:18A-37.~~(a.)~~ and below thresholds established by the State Treasurer for informal receipt of quotations. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.

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2. Non-Public Schools

Purchases of supplies or services, within the Federal micro-purchase threshold ~~(the aggregate amount does not exceed the Federal micro-purchase threshold~~ as **defined** ~~set~~ by 2 CFR 200.67~~)~~ will be awarded without soliciting competitive price quotations if the price is reasonable. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.

~~3. Formal bid procedures will be applied on the basis of:~~

~~**[Choose one or more of the following:**~~

~~___centralized system;~~
~~___individual school;~~
~~___multi-school system; and/or~~
~~___State contract.]~~

~~4. Because of the potential for purchasing more than public or non-public informal/small purchase threshold amount, or the Board approved threshold if less, it will be the responsibility of the School Business Administrator/Board Secretary to document the amounts to be purchased so the correct method of procurement will be followed.~~

C. Small Purchase Procedures

If the amount of purchases for items is less than the Board's small purchase threshold, the following small purchase procedures including quotes will be used. Quotes from a minimum number of three qualified sources will be required.

1. **Written specifications will be prepared and provided to all vendors.**

2. **Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of three vendors must be contacted.**

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3. **The School Business Administrator/Board Secretary or designee will be responsible for contacting potential vendors when price quotes are needed.**

4. **The price quotes will receive appropriate confidentiality before award.**

5. **Quotes will be awarded by the School Business Administrator/Board Secretary. Quotes will be awarded based on the lowest price.**

6. **The School Business Administrator/Board Secretary will be responsible for documentation of records to show selection of vendor, names of all vendors contacted, price quotes from each vendor, and written specifications.**

7. **The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified is received.**

8. **Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item.**

9. **The School Business Administrator/Board Secretary or designee is required to sign all quote tabulations, signifying a review and approval of the selections.**

D~~C~~. Formal Procurement

When a formal procurement method is required, ~~the following competitive sealed bid or an~~ Invitation for Bid (IFB) or ~~competitive proposal in the form of a~~ Request for Proposal (RFP) procedures will apply:

1. An announcement of an IFB or a RFP will be placed in the Board designated official newspaper to publicize the intent of the Board ~~of Education~~ to purchase needed items. ~~The advertisement for bids/proposals or legal notice will be published in the official newspaper for at least one day in accordance with the provisions of N.J.S.A. 18A:18A-21.~~

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a. The advertisement of the IFB or legal notice will run for one day a minimum of ten calendar days prior to the bid opening.

b. The advertisement of the RFP or legal notice will run for one day a minimum of twenty calendar days prior to the proposal due date.

2. An advertisement ~~in the official newspaper for at least one day~~ is required for all purchases over the school district's small purchase threshold ~~as outlined in Federal Funds Procurement Method Section Chart State Agency Form #358~~. The **announcement** (advertisement **or legal notice**) will contain ~~the following~~:

   a. A general description of items to be purchased;

   b. The deadline for submission of questions and the date written responses will be provided, including addenda to bid specifications, terms, and conditions as needed;

   c. The date of the pre-bid meeting, if provided, and if attendance is a requirement for bid award;

   d. The deadline for submission of sealed bids or proposals; and

   e. The address of the location where complete specifications and bid forms may be obtained.

3. In an IFB or RFP, each vendor will be given an opportunity to bid **or propose** on the same specifications.

4. The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.

5. The IFB or RFP **must** ~~will~~ clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:



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a. Contract period for the base year and renewals as permitted;

b. The Board ~~of Education~~ is responsible for all contracts awarded (statement);

c. Date, time, and location of IFB/RFP opening;

d. How the vendor is to be informed of bid acceptance or rejection;

e. Delivery schedule;

f. **IFB r**~~R~~equirements (terms and conditions) **that** ~~the~~ bidder must fulfill in order for bid to be **awarded** ~~evaluated~~;

g. RFP requirements (terms and conditions) that proposer must fulfill in order for proposal to be evaluated and awarded;

h~~g~~. Benefits to which the Board ~~of Education~~ will be entitled if the contractor cannot or will not perform as required;

~~i~~**h**. Statement assuring positive efforts will be made to involve small and minority businesses, women's business enterprises, and labor surplus area firms;

j~~i~~. Statement regarding the return of purchase incentives, discounts, rebates, and credits under a cost reimbursement FSMC contract to the Board ~~of Education~~'s nonprofit school food service account;

k~~j~~. Contract provisions as required in Appendix II to 2 CFR 200:

(1) Termination for cause and convenience – contracts in excess of $10,000;

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(2) Equal Opportunity Employment – "**F**~~f~~ederally assisted construction contracts";

(3) Davis-Bacon Act – construction contracts in excess of $2,000;

(4) Contract work Hours and Safety Standards – contracts in excess of $100,000;

(5) Right to inventions made under a contract or agreement – if the contract meets the definition of a "funding agreement" under 37 CFR 401.2(a);

(6) Clean Air Act – contracts in excess of $150,000;

(7) Debarment and Suspension – all Federal awarded contracts;

(8) Byrd Anti-Lobbying Amendment – contracts in excess of $100,000; and

(9) Contracts must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

l~~k~~. Contract provisions as required in 7 CFR 210.21(f) for all cost reimbursable contracts;

m~~l~~. Contract provisions as required in 7 CFR 210.16(a)(1-10) and 7 CFR 250.53 for food service management company contracts;

~~m. Procuring instrument to be used are purchase orders from firm fixed prices after formal bidding;~~

n. Price adjustment clause for renewal of multi-year contracts as defined in N.J.S.A. 18A:18A-42. – **Definitions**. The "index rate" means the annual percentage increase rounded

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to the nearest half percent in the implicit price deflator for State and local government purchases of goods and services computed and published quarterly by the U.S. Department of Commerce, Bureau of Economic Analysis;

o. Method of evaluation and type of contract to be awarded (solicitations using an IFB are awarded to the lowest responsive and responsible bidder; solicitations using a RFP are awarded to the most advantageous **proposer** ~~bidder/offeror~~ with price as the primary factor among **other** factors considered);

p. Method of award announcement and effective date (if intent to award is required by State or local procurement requirements);

q. Specific bid protest procedures including contact information of person and address and the date by which a written protest must be received;

r. Provision requiring access by duly authorized representatives of the Board ~~of Education~~, New Jersey Department of Agriculture (NJDA), ~~United States Department of Agriculture (~~USDA~~)~~, or Comptroller General to any books, documents, papers, and records of the contractor which are directly pertinent to all negotiated contracts;

s. Method of shipment or delivery upon contract award;

t. Provision requiring contractor to maintain all required records for three years after final payment and all other pending matters (audits) are closed for all negotiated contracts;

u. Description of process for enabling vendors to receive or pick up orders upon contract award;

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v. Provision requiring the contractor to recognize mandatory standards/policies related to energy efficiency contained in the Energy Policy and Conservation Act (PL 94-163);

w. Signed statement of non-collusion;

x. Signed Debarment/Suspension Certificate, clause in the contract or a copy of search results from the System for Award Management (SAM);

y. Provision requiring "Buy American" as outlined in 7 CFR Part 210.21(d) **and 7 CFR Part 220.16(d)** and USDA Guidance Memo SP **23-2024** ~~38-2017, including specific instructions for prior approval and documentation of utilization of non-domestic food products only~~;

z. Specifications and estimated quantities of products and services prepared by the **Board** ~~school district~~ and provided to potential contractors desiring to submit bids/proposals for the products or services requested; and

aa. The Board ~~of Education~~'s Electronic Signature Policy **(see New Jersey Uniform Electronic Signature Transaction Act, N.J.S.A. 12A:12-1 et seq.).**

6. If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, questions may be sent to the **representatives listed below** ~~School Business Administrator/Board Secretary~~. The **Board's** ~~School Business Administrator/Board Secretary or designee's~~ response will be provided in writing to all potential bidders **or proposers** within 10 days.

a. The School Business Administrator/Board Secretary will be responsible for providing responses to questions and securing all bids or proposals.

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b. The School Business Administrator/Board Secretary will be responsible to ensure all Board ~~of Education~~ procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.

~~c. The following criteria will be used in awarding contracts as a result of bids/proposals. Price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.~~

7. In awarding a RFP, a set of award criteria in the form of a weighted evaluation sheet will be provided to each **proposer** ~~bidder~~ in the initial **RFP** ~~bid~~ document materials. Price alone is not the sole basis for award, but remains the primary consideration among all factors when awarding a contract. Following evaluations ~~and negotiations~~, a firm fixed price or cost reimbursable contract is awarded.

a. The contracts will be awarded to the responsible ~~bidder/~~proposer whose ~~bid or~~ proposal is responsive to the **request** ~~invitation~~ and is most advantageous to the Board ~~of Education~~, price as the primary, and other factors considered. Any and all ~~bids or~~ proposals may be rejected in accordance with the law.

b. The School Business Administrator/Board Secretary or designee is required to sign on the ~~bid tabulation of competitive sealed bids or the~~ evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.

c. The School Business Administrator/Board Secretary shall review the procurement system to ensure compliance with applicable laws.

d. The School Business Administrator/Board Secretary or designee will be responsible for **the** documentation that the actual product specified was received.

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e. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. The contractor must inform the School Business Administrator/Board Secretary within one workday if a product is not available. In the event a nondomestic agricultural product is to be provided to the Board ~~of Education~~, the contractor must obtain, in advance, written approval for the product. The School Business Administrator/Board Secretary must comply with the "Buy American" p~~P~~rovision.

f. Full documentation regarding the reason an accepted item was unavailable, and the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is the School Business Administrator/Board Secretary.

g. The School Business Administrator/Board Secretary is responsible for maintaining all procurement documentation.

8. In awarding an IFB, price is the only consideration.

a. The contract will be awarded to the responsible bidder whose bid is responsive to the invitation and is the lowest price. Any and all bids may be rejected in accordance with the law.

b. The School Business Administrator/Board Secretary is required to sign on the bid tabulations of competitive sealed bids.

c. The School Business Administrator/Board Secretary reviews the procurement system to ensure compliance with applicable laws.

d. The School Business Administrator/Board Secretary is responsible for documentation that the actual product specified is received.

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e. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. The contractor must inform the School Business Administrator/Board Secretary within one workday if a product is not available. In the event a nondomestic agricultural product is to be provided to the Board, the contractor must obtain, in advance, written approval for the product. The School Business Administrator/Board Secretary must comply with the "Buy American" provision.

f. Full documentation regarding the reason an accepted item was unavailable, and the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is the School Business Administrator/Board Secretary.

g. The School Business Administrator/Board Secretary is responsible for maintaining all procurement documentation.

~~D. Small Purchase Procedures~~

~~If the amount of purchases for items is less than the school district's small purchase threshold as outlined in the Federal Funds Procurement Method Selection Chart – State Agency Form #358, the following small purchase procedures including quotes will be used. Quotes from a minimum number of three qualified sources will be required.~~

~~1. Written specifications will be prepared and provided to all vendors.~~

~~2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of three vendors shall be contacted.~~

~~3. The School Business Administrator/Board Secretary or designee will be responsible for contacting potential vendors when price quotes are needed.~~

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~~4. The price quotes will receive appropriate confidentiality before award.~~

~~5. Quotes/Bids will be awarded by the School Business Administrator/Board Secretary. Quotes/Bids will be awarded on the following criteria. Quote/Bid price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.~~

~~6. The School Business Administrator/Board Secretary will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and written specifications.~~

~~7. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified is received.~~

~~8. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item.~~

~~9. The School Business Administrator/Board Secretary or designee is required to sign all quote tabulations, signifying a review and approval of the selections.~~

E. Noncompetitive Proposal Procedures

If items are available only from a single source when the award of a contract is not feasible under small purchase, sealed bid or competitive negotiation, noncompetitive proposal procedures will be used:

1. Written specifications will be prepared and provided to the vendor.

2. The School Business Administrator/Board Secretary will be responsible for the documentation of records to fully explain the decision to use the noncompetitive proposal. The records will be available for audit and review.



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3. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product or service specified was received.

4. The School Business Administrator/Board Secretary will be responsible for reviewing the procedures to be certain all requirements for using single source or noncompetitive proposals are met.

~~5. The noncompetitive micro purchase method shall be used for one-time purchases of a new food item if the amount is less than the applicable Federal or State micro purchase threshold to determine food acceptance by students and provide samples for testing purposes. A record of noncompetitive negotiation purchase shall be maintained by the School Business Administrator/Board Secretary or designee. At a minimum, the record of noncompetitive purchases shall include: item name; dollar amount; vendor; and reason for noncompetitive procurement.~~

~~5~~6. A member or representative of the Board ~~of Education~~ will approve, in advance, all procurements that result from noncompetitive negotiations.

F. Miscellaneous Provisions

~~1. New product evaluation procedures will include a review of product labels and ingredients; an evaluation of the nutritional value; taste tests and surveys; and any other evaluations to ensure the new product would enhance the program.~~

~~1~~2. The Board ~~of Education~~ agrees the reviewing official of each transaction will be the School Business Administrator/Board Secretary.

~~2~~3. Payment will be made to the vendor when the contract has been met and verified and has met the Board ~~of Education~~'s procedures for payment. (If prompt payment is made, discounts, etc., are accepted.)

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~~3~~4. Specifications will be updated as needed.

~~4~~5. If the product is not as specified, the following procedure, including, but not limited to, will take place: remove product from service; contact vendor for approved alternate product; or remove product from bid.

G. Emergency Purchases

1. If it is necessary to make a one-time emergency procurement to continue service or obtain goods, and the public exigency or emergency will not permit a delay resulting from a competitive solicitation, the purchase must be authorized using a purchase order signed by the School Business Administrator/Board Secretary. The **following** emergency procedures **shall** ~~to~~ be followed ~~for such purchases shall be those procedures used by the school district for other emergency purchases consistent with N.J.S.A. 18A:18A-7~~.

   All emergency procurements shall be approved by the School Business Administrator/Board Secretary.

   At a minimum, the following emergency procurement procedures shall be documented ~~to include, but not be limited to~~: ~~item name; dollar amount; vendor; and reason for emergency.~~

   a. Item name;

   b. Dollar amount;

   c. Vendor; and

   d. Reason for emergency.

H. Purchasing Goods and Services – Cooperative Agreements, Agents, and Third-Party Services (Piggybacking)

1. When participating in intergovernmental and inter-agency agreements the Board ~~of Education~~ will ensure that competitive procurements are conducted in accordance with 2 CFR Part 200.318 through .326 and applicable program regulations and guidance.

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2. When utilizing the services of a co-op, agent, or third party the Board ~~of Education~~ will ensure that the following conditions have been met and considered as one source of pricing in addition to other prices:

   a. All procurements were subject to full and open competition and were made in accordance with Federal/State/local procurement requirements;

   b. The existing contract allows for the inclusion of additional Boards of Educations that were not contemplated in the original procurement to purchase the same supplies/equipment through the original award;

   c. The specifications in the existing contract meets their needs and that the items being ordered are in the contract;

   d. The awarded contract requires all the Federally required certifications; e.g. "Buy American," debarment, restrictions on lobbying, etc.;

   e. The agency will confirm the addition of their purchasing power (goods or services) to the procurement in scope or services does not create a material change, resulting in the needs to **re-procure** ~~re-bid~~ the contract;

   f. Administrative costs (fees) for participating in the agreement are adequately defined, necessary and reasonable, and the method of allocating the cost to the participating agencies must be specified;

   g. The "Buy American" provisions are included in the procurement of food and agricultural products; and

   h. The agreement includes the basis for and method of allocating each discount, rebate, or credit and how they will be returned to each participating agency when utilizing a cost-reimbursable contract.

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I. The "Buy American" Act

1. The "Buy American" provision requires the Board to purchase, to the maximum amount practicable, domestic commodities or products. This provision supports the mission of the Child Nutrition Programs, which is to serve children nutritious meals and support American agriculture. Program regulations that govern this provision apply to a Board that operates the NSLP and SBP and are found at 7 CFR 210.21(d) and 7 CFR 220.16(d). The Board complies by:

a. Purchasing domestic commercial food products for the school meals programs;

b. Including "Buy American" provision language in procurement procedures, solicitations, and contracts; and

c. Tracking non-domestic commercial food purchases.

~~J~~J. Records Retention

1. The Board ~~of Education~~ shall agree to retain all books, records, and other documents relative to the award of the contract for three years after final payment. If there are audit findings that have not been resolved, the records shall be retained beyond the three-year period as long as required for the resolution of the issues raised by the audit. Specifically, the Board ~~of Education~~ shall maintain, at a minimum, the following documents:

   a. Written rationale for the method of procurement;

   b. A copy of the original solicitation;

   c. The selection of contract type;

   d. The bidding and negotiation history and working papers;

   e. The basis for contractor selection;



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f. Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;

g. The basis for award cost or price;

h. The terms and conditions of the contract;

i. Any changes to the contract and negotiation history;

j. Billing and payment records;

k. A history of any contractor claims; **and**

l. A history of any contractor breaches.~~; and~~

~~m. Any other documents as required by N.J.S.A. 18A:18A Public School Contracts Law.~~

K~~J~~. Code of Conduct for Procurement

1. All procurements must ensure there is open and free competition and adhere to the most restrictive Federal, State, and local requirements. The Board ~~of Education~~ seeks to conduct all procurement procedures in compliance with stated regulations and to prohibit conflicts of interest and actions of employees engaged in the selection, award, and administration of contracts. All procurements will be in accordance with this Policy and all applicable provisions of N.J.S.A. 18A:18A – Public School Contracts Law.

2. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local award if **they have** ~~he or she has~~ a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent; any member of **their** ~~his or her~~ immediate family, **their** ~~his or her~~ partner; or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

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3. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.

4. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.

5. All questions and concerns regarding procurement solicitations, contract evaluations, and contract award, shall be directed to the School Business Administrator/Board Secretary.

~~L~~**K.** Food Service Management Company (FSMC)

1. In the operation of the school district's food service program, the school district shall ensure that a FSMC complies with the requirements of the Program Agreement, the school district's Free and Reduced School Lunch Policy Statement, all applicable USDA program policies and regulations, and applicable State and local laws. In order to operate an a la carte food service program, the FSMC shall agree to offer free, reduced price, and full price reimbursable meals to all eligible children.

2. The school district shall monitor the FSMC billing invoices to ensure compliance with Federal and State procurement regulations.

3. In accordance with N.J.S.A. 18A:18A-5.a.(22), RFPs are required in all solicitations for a FSMC.

N.J.S.A. 18A:18A-**1 et seq.** ~~– Public School Contracts Law~~
New Jersey Department of Agriculture
"Procurement Procedures for School Food Authorities" Model Policy – **October 2025** ~~September 2018~~

Adopted:

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POLICY GUIDE

[See POLICY ALERT No. 238]

8660 TRANSPORTATION BY PRIVATE VEHICLES – **TO AND FROM SCHOOL-RELATED ACTIVITIES**

The Board of Education authorizes the transportation by private vehicle of students of **the** ~~this~~ district between the school and ~~a~~ school-**related activities** ~~activity~~ approved by **the** ~~this~~ Board in accordance with this P~~p~~olicy **and N.J.A.C. 6A:27-7.6(a)**.

Any such transportation must be approved in advance and in writing by the Building Principal. The writing must set forth the date, time, and reason for the transportation; the places from and to which students will be transported; the name and address of the driver; the names of the students to be transported; a brief description of the transportation vehicle; and the signature of the driver. The parent(s) ~~or legal guardian(s)~~ of a participating student will be given, on request, the name of the driver and the description of the vehicle.

No person shall be approved as driver for the transportation of students in a private vehicle who is not an employee of **the** ~~this~~ Board or the parent(s) ~~or legal guardian(s)~~ of a student enrolled in **the** ~~this~~ district and the holder of a currently valid license to operate a motor vehicle in the State of New Jersey.

~~**[Optional**~~

~~No person shall be permitted to transport students who has been convicted of a moving vehicle violation within the period of three calendar years immediately preceding the request for transportation approval.]~~

The Board may withdraw the authorization of any private vehicle driver **at any time**.

Any private vehicle used for the transportation of students must be owned by the approved driver or the spouse of the approved driver,~~;~~ have the capacity to hold not more than eight persons,~~;~~ and must conform to registration, inspection, and

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insurance requirements of the State of New Jersey for privately owned vehicles. Seat belts shall be worn by the driver and the passengers while the vehicle is in motion. No vehicle may be used to transport more persons than its normal load capacity.

The responsibility of teaching staff members for the discipline and control of students will extend to their transportation of students in a private vehicle.

Drivers who are not teaching staff members are requested to report student misconduct to the Building Principal.

Expenses incurred by drivers of private vehicles **who are employees of the Board** in the course of transporting students **may** ~~will~~ be reimbursed by the Board **upon approval of the Superintendent** ~~at the approved mileage rate and upon presentation of evidence of costs for tolls and parking fees~~.

N.J.S.A. 18A:16-6.; 18A:25-2.; 18A:39-20.1.
N.J.A.C. 6A:27-7.6; 6A:27-7.7

Adopted:

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POLICY GUIDE

[See POLICY ALERT Nos. 209, 233, and 237]

2200 CURRICULUM ~~CONTENT~~

In accordance with N.J.A.C. 6A:8-3.1, the Board of Education shall ensure curriculum and instruction are designed and delivered in such a way that all students are able to demonstrate the knowledge and skills specified by the New Jersey Student Learning Standards (NJSLS). The Board also shall ensure that appropriate instructional adaptations are designed and delivered for students with disabilities, for multilingual learners (ML), for students enrolled in alternative education programs, and for students identified as gifted and talented.

The words and terms used in this Policy shall have the meanings as defined in N.J.A.C. 6A:8-1.3.

The Board shall encourage the active involvement of representatives from the community, including representatives from the local workforce and higher education, in the development of educational programs aligned with the NJSLS. The Board shall make all approved curriculum pacing guides and citations for core instructional materials publicly available pursuant to N.J.A.C. 6A:8-3.1(a)3.

The Board shall be responsible for the progress of all students in developing the knowledge and skills specified by the NJSLS, including all content areas not currently included in the Statewide assessment program.

The Board shall be responsible for the delivery of educational programs at all grade levels in the district using a coherent sequence of activities to prepare all students for college, careers, and civic life upon their graduation. Examples of such programs include, but are not limited to, academic programs; career and technical education programs; two-way bilingual immersion; heritage language education; and/or magnet programs. The Board shall implement educational programs that prepare all students for success in college, careers, and civic life, including, if applicable, the Kindergarten through grade eight development of academic skills integral to success in high school courses. When applicable, the Board shall provide students with access to advanced coursework. The Board shall develop, implement, and regularly evaluate strategies that identify, support, and encourage all student groups to enroll in and succeed in advanced coursework.

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In accordance with N.J.A.C. 6A:8-3.2, the Board shall provide all students enrolled in the district with the opportunity to attain the goals of an NJSLS-based curriculum in an educational environment that is designed to meet their needs. The Board shall create curriculum, customize instructional adaptations, allocate resources to provide equitable access to courses, programs, and experiences, and build student-centered learning environments that meet the NJSLS. The Board shall provide all students with disabilities an educational program aligned with the NJSLS, as well as the required individualized accommodations, instructional adaptations, and/or modifications as specified in a student's IEP or 504 plan. The Board shall be responsible for identifying students as gifted and talented and shall provide them with appropriate instructional adaptations and services as defined at N.J.S.A. 18A:35-35. The Board shall provide language instruction educational programs in accordance with N.J.A.C. 6A:15.

In accordance with N.J.A.C. 6A:8-3.3, the Board shall actively assist and support professional learning for teachers, educational services staff, and school leaders, including the district's plan and additional professional learning requirements at N.J.A.C. 6A:9C-3.

The Board shall provide to teachers, educational services staff, and school leaders professional learning on the following, when applicable:

1. The use of student and school performance data to provide insights into the strengths and areas for growth to improve the quality of instruction that students receive;

2. Evidence-based literacy instruction in accordance with N.J.S.A. 18A:6-142. through 18A:6-150.;

3. The content knowledge, instructional strategies, and collaborative skills needed to meet the needs of students with disabilities required at N.J.A.C. 6A:14;

4. The needs and educational development of students identified as gifted and talented; and

5. All additional statutory and regulatory requirements.



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In accordance with N.J.A.C. 6A:8-2, the Board shall be responsible for the review and continuous improvement of curriculum and instruction based upon changes in knowledge, technology, assessment results, and modifications to the NJSLS pursuant to N.J.A.C. 6A:8-3.4(a). The Board shall design curriculum that is comprehensive and meets the developmental needs of students at each grade level through complete alignment with the NJSLS. The curriculum shall be designed to prepare students for success in higher education, careers, and civic life by addressing essential academic subjects, fostering critical thinking, promoting social and emotional growth, and providing opportunities for creativity and contextual learning. The Board shall include interdisciplinary connections throughout the curriculum at every grade level in the district.

The Board shall annually approve a list of all programs and courses that comprise the district's curriculum and shall approve any subsequent changes in the curriculum in accordance with Policy 2220. The Superintendent or designee shall develop a procedure to address and eliminate any possible bias in the curriculum as programs, courses of study, and instructional materials that comprise the district's curriculum shall be designed to eliminate discrimination on the basis of any of the protected categories listed at N.J.A.C. 6A:7-1.1(a) and promote understanding and mutual respect between children.

In accordance with N.J.A.C. 6A:8-3.4(d), the Board shall provide educators with the time and resources to develop, review, and enhance contextual learning, supportive curricula, and instructional tools for helping students develop required knowledge and skills. The tools shall include, but are not limited to:

1. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements;

2. List of core instructional and supplemental materials, including grade level-appropriate texts and decodable texts for emergent readers;

3. Integrated accommodations and modifications for students with disabilities; MLs; students identified as gifted and talented; students not at grade-level proficiency; and students with 504 plans;

4. Assessments, including, formative; summative; benchmark; and alternative assessments;

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5. Universal literacy screeners and related instructional materials, as appropriate and as defined at, and required pursuant to, N.J.S.A. 18A:6-142. through 18A:6-150.;

6. Pacing guides; and

7. Opportunities for interdisciplinary connections and contextual learning.

The Superintendent shall establish an in-district team to develop a corrective action plan if the district is found to be in noncompliance with N.J.A.C. 6A:8-3. The in-district team shall consist, at a minimum, of district administrators, curriculum supervisor(s), and educators certified in one or more of the identified areas of noncompliance.

The corrective action plan shall include, but not be limited to, the following:

1. The curricular, policy, or programmatic changes to be implemented, including, but not limited to, changes to curriculum frameworks and other required course revisions;

2. The individual(s) responsible for addressing each change identified at N.J.A.C. 6A:8-3.5(e)1. and 1. above;

3. Specific timelines for the completion of each change identified at N.J.A.C. 6A:8-3.5(e)1. and 1. above; and

4. Alignment with, and incorporation of or references to, the relevant provisions of all applicable State and Federal plans.

Within sixty days of the district's receipt of the Commissioner's written notification pursuant to N.J.A.C. 6A:8-3.5(c), the Superintendent shall present the corrective action plan to the Board for approval.

1. The Board shall review and approve the corrective action plan.

2. The Superintendent shall submit to the Commissioner, or the Commissioner's designee, the corrective action plan approved by the Board.



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The Commissioner, or the Commissioner's designee, shall review the corrective action plan and notify the Superintendent if the plan is acceptable. The Superintendent shall implement the corrective action plan within thirty days of the Commissioner's written notification pursuant to N.J.A.C. 6A:8-3.5(g). The Commissioner, or the Commissioner's designee, shall review and verify the district's implementation of the corrective action plan.

When a corrective action plan is not submitted, it is determined by the Commissioner, or the Commissioner's designee, to be unacceptable, or it is not implemented, the Commissioner shall notify the Superintendent of the action(s) that the Commissioner intends to take pursuant to State law, rules, and regulations.

N.J.S.A. 18A:6-142. through 18A:6-150.;
18A:35-35.
N.J.A.C. 6A:8-3.1; 6A:8-3.2; 6A:8-3.3; 6A:8-3.4; 6A:8-3.5

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[See POLICY ALERT Nos. 209, 232, and 237]

2411 CAREER EDUCATION AND ACADEMIC ~~GUIDANCE~~ COUNSELING

The Board of Education shall develop and implement a comprehensive system for the delivery, to all students, of guidance and academic counseling that facilitates career awareness, exploration, and preparation pursuant to N.J.A.C. 6A:8-6.1.

The words and terms used in this Policy shall have the meanings as defined in N.J.A.C. 6A:8-1.3.

A. Comprehensive System of Guidance and Academic Counseling

1. The system for the delivery, to all students, of guidance and academic counseling that facilitates career awareness, exploration, and preparation shall:

   a. Be consistent with the New Jersey Student Learning Standards (NJSLS);

   b. Take into consideration the 2019 American School Counselor Association's National Standards for School Counseling Programs, incorporated herein by reference, as amended and supplemented;

   c. Be infused throughout the curriculum as appropriate for all students;

   d. Be supported by professional learning programs;

   e. Provide developmental career guidance and academic counseling, aligned with the NJSLS, designed to:

      (1) Assist students in making and implementing informed educational and career choices, including opportunities to change career focus;

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(2) Support students' academic attainment, career development, and personal/social development; and

(3) Develop students' understanding of the relationships among academic attainment, career development, and personal/social development; and

f. Specify the delivery format, which may include:

(1) An integrated curriculum that is based on the NJSLS and provides students with the opportunity to engage in contextual learning, service learning, and/or work-based learning to acquire information about their career interests and/or take advanced coursework linked to their career interests; and/or

(2) Specialized programs that reflect the needs of students and the community.

B. Students With Disabilities

For students with disabilities beginning at age fourteen or younger, if determined appropriate by the IEP team, the Board shall ensure that career guidance and academic counseling are coordinated with transition services provided in accordance with N.J.A.C. 6A:14-3.7.

C. Fulfillment of the NJSLS

1. In fulfillment of the NJSLS, the Board shall develop and implement the following for all students:

a. Curriculum and instructional methods that:

(1) Include the integration of technological literacy, consistent with the NJSLS;

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(2) Include the integration of information literacy, consistent with the NJSLS and delivered in partnership by school library media specialists and classroom educators, pursuant to N.J.S.A. 18A:7F-4.4. through 18A:7F-4.7.;

(3) Provide an understanding of the career applications of knowledge and skills learned in the classroom; and

(4) Provide opportunities to apply knowledge and skills learned in the classroom to real or simulated career challenges.

b. A system of career development activities that:

(1) Offers the opportunity to more fully explore career interests that are linked to the NJSLS, pursuant to N.J.A.C. 6A:19 – Career and Technical Education Programs and Standards;

(2) Provides the appropriate format for offering career-development activities based on school district resources, community needs, and student interest;

(3) Identifies the delivery format, which may include:

(a) An integrated curriculum that is based on the NJSLS and provides students the opportunity to acquire information about their career interests and/or take advanced coursework linked to their career interests; or

(b) Specialized programs that reflect the needs of students and the community; and

(4) Instills the concept of the need for continuous learning throughout life.

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[For Districts with High Schools Only

D. Work-Based Learning Experiences

1. The Board shall offer high school students the opportunity to more actively explore career interests by participating in work-based learning experiences aligned to the NJSLS.

   a. Work-based learning experiences shall give students opportunities to demonstrate and apply academic knowledge in authentic settings and to develop career and personal/social goals.

   b. Students may voluntarily select work-based learning experiences that:

      (1) Are co-curricular or extra-curricular activities; and

      (2) Take place within the district, at a work site, or in the community, in accordance with N.J.A.C. 6A:19-6.4.

   c. The Board shall ensure students participating in school-sponsored external work-based learning experiences, either paid or unpaid:

      (1) Are supervised by school personnel, in accordance with N.J.A.C. 6A:9B-14.19 and 14.20; and

      (2) Are in approved programs compliant with Federal and State law.

E. Enrollment in College Courses

1. The Board shall develop, implement, and regularly evaluate strategies that identify, support, and encourage students from diverse backgrounds to enroll in and succeed in college courses pursuant to N.J.A.C. 6A:8-6.2.



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2. The Board may enter into a dual enrollment agreement with one or more public institutions of higher education, in accordance with N.J.S.A. 18A:61C-10., to increase the availability of college-level instruction for high school students.

3. Credits earned by students shall be accepted at all New Jersey public higher education institutions, pursuant to N.J.S.A. 18A:61C-11.

4. The Board may participate in the Twelfth Grade Postsecondary Transition Year Pilot Program, pursuant to P.L. 2023, c.272, through a competitive grant award contingent upon available funds held within the Innovation Dual Enrollment II Fund.]

F. Guidance and Academic Counseling

The Board's comprehensive system for the delivery, to all students, of guidance and academic counseling that facilitates career awareness, exploration, and preparation shall

Choose only one of the following alternatives:

✓ (Keep N/C) be conducted entirely by teaching staff members certified as school counselors.

___ include the services of teaching staff members certified as school counselors and other designated teaching staff members.

___ be the responsibility of the classroom teacher, who may draw upon the services of other, more specialized staff members as required.

___ involve the coordinated efforts of all teaching staff members under the leadership of certified school counselor(s).

G. Evaluation

1. The program of career education and academic counseling will be reviewed annually to determine its strengths and weaknesses. The following information to be reviewed may include, but is not limited to:



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a. An annual record of graduate placements in post-secondary situations;

b. Assessments of past graduates as to the effectiveness of guidance services received in the high school;

c. Results of surveys of parents and staff evaluations of guidance services;

d. Analysis of the effectiveness of outside referrals;

e. Assessments by persons not employed in the school district and experts in the field of career education and academic counseling;

f. Personal evaluations of the career education and academic counseling staff members to identify weaknesses in the administration of the program; and

g. Any additional information that assists in determining the strengths and weaknesses of the career education and academic counseling program in the district.

N.J.S.A. 18A:7F-4.4. through 18A:7F-4.7.;
18A:61C-10.; 18A:61C-11.
N.J.A.C. 6A:7-1.1; 6A:7-1.3; 6A:7-1.7; 6A:8-6.1; 6A:8-6.2;
6A:19-1.1 et seq.

Adopted:

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POLICY GUIDE

[See POLICY ALERT Nos. 190, 207, 234, and 238]

5516 **STUDENT** USE OF **INTERNET-ENABLED** ~~ELECTRONIC~~ ~~COMMUNICATION~~ DEVICES

The Board of Education prohibits student use of internet-enabled devices on school grounds during the school day in accordance with N.J.S.A. 18A:36-40b. The Board adopts this Policy and Regulation 5516 pursuant to N.J.S.A. 18A:36-40b. and the guidelines developed by the Commissioner of Education concerning student use of internet-enabled devices during regular school hours, on a school bus, or during school-sponsored events when the student is under the direct supervision of a teaching staff member or employee of the Board.

For the purpose of this Policy and Regulation 5516:

1. "Bell-to-bell" means the timeframe when the bell rings at the start of the school day until the dismissal bell rings at the end of the academic day. Bell-to-bell includes time in between class periods and lunch.

2. "Digital citizenship" means the development of thoughtful, empathetic citizens who can wrestle with important ethical questions at the intersection of technology and humanity. Model digital citizens focus on using technology to make communities better, engage respectfully online with others, and leverage technology to amplify voices and perspectives. They are careful to determine the validity of online sources of information and are always respectful of ideas different than their own.

3. "District-managed tools" means school-issued technology or platforms used for educational purposes (e.g., laptops, tablets, learning management systems, etc.).

4. "Internet-enabled device" means any device capable of connecting to the internet and accessing online content (e.g., smartphones, tablets, smartwatches, smart glasses, etc.), including social media applications. An internet-enabled device does not include an internet-enabled device provided by the Board when used for educational purposes.

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5. "Non-internet-enabled device" means a basic communication device that is not capable of connecting to the internet or enabling the user to access content on the internet (e.g., basic flip-style cell phones, two-way radio/walkie-talkie, etc.).

6. "School grounds" means and includes land, portions of land, structures, buildings, and vehicles, not to include school buses, owned, operated, or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and other central facilities including, but not limited to, kitchens and maintenance shops. "School grounds" also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. "School grounds" also includes other facilities as defined in N.J.A.C. 6A:26-1.2; playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

A student's use of an internet-enabled device on a school bus or during school-sponsored events when the student is under the direct supervision of a teaching staff member or employee of the Board will be in accordance with the age-appropriate and grade-level differentiated requirements outlined in Regulation 5516.

District-issued technology and sponsored platforms are permitted to be used in classrooms for educational purposes. The district may use existing information technology systems to proactively establish and monitor restrictions to the district's network. The district may utilize device management software to restrict or monitor student browsing on school-issued devices or from devices connecting to the district's Wi-Fi. If the district chooses to use software or other technology to block students use of their internet-enabled devices, the district may collaborate with the local municipality to determine that there

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are no safety or security concerns. The Board shall notify students and parents about the monitoring practices in Policy and Regulation 2361.

The Board shall assume no responsibility for the security of or damage to a student's internet-enabled device brought onto school grounds. If a student brings an internet-enabled device to school, the internet-enabled device must remain off and may be required to be stored in a storage system as indicated in Regulation 5516. An internet-enabled device required to be stored in a district storage system shall be password protected by the student so only the student owner of the internet-enabled device can use the internet-enabled device.

The district shall provide instruction aligned to the New Jersey Student Learning Standards (NJSLS) on Digital Citizenship and shall ensure classroom instructional time is entirely free of internet-enabled devices. Teachers shall not incorporate students' personal technology into lesson plans. All digital engagement shall occur through district-managed tools and devices.

The district shall communicate behavioral expectations for student use of internet-enabled devices to students and their parent(s) and reinforce these behavioral expectations throughout the school year. Communication of this Policy and Regulation 5516 may include, but not be limited to, school-wide notifications, signage, and reinforcement as part of classroom routines.

The district shall comply with all applicable State and Federal laws that protect the rights of students with disabilities or health related needs, including, but not limited to, the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973.

Students shall be permitted to use their internet-enabled device on school grounds during the school day, on the school bus, and at school-sponsored events in the following circumstances in accordance with N.J.S.A. 18A:36-40b.:

1. To fulfill accommodations provided in a student's individualized education program (IEP);

2. To support the implementation of a 504 Plan;

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3. To implement a student health plan established to monitor or address a student's health condition (upon submission by a parent of documentation from a healthcare professional indicating that the use of an internet-enabled device is necessary for the health or well-being of the student);

4. For translation services;

5. For a student caregiver who is routinely responsible for the care or well-being of a family member;

6. When no reasonable alternative to the use of the internet-enabled device for a specific purpose exists (upon authorization by the Superintendent, Principal, or designee);

7. When required by law; and

8. In the event of an emergency.

The Superintendent or designee will inform students and parents of their right to request an internet-enabled device accommodation. The parent(s) shall submit a written request to the Superintendent or designee. The written request shall include, but not be limited to, supporting documentation from the student's physician, child study team, and/or any other documentation as required by the Superintendent or designee as to why the student requires an internet-enabled device accommodation. The Superintendent or designee shall inform the parent(s) of the approval or denial of the written request for an internet-enabled device accommodation within five school days of receiving the written request. The Superintendent or designee shall base such an accommodation determination on documented educational, medical, developmental, accessibility, or other needs or specific purposes and review them on a regular basis.

1/25 **[Optional**

A supervising staff member may submit a request for an internet-enabled device accommodation for their students to use their internet-enabled device for a specific purpose. The supervising staff member shall submit the written request to the Superintendent or designee at least 10 school days before the anticipated date of use and shall include, but not be limited to, supporting documentation as

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to why no reasonable alternatives exist for a student to use an internet-enabled device; the students who will be granted the accommodation; and the date of the activity. The Superintendent or designee shall inform the supervising staff member of the approval or denial of the written request for an internet-enabled device accommodation within 5 school days of receiving the written request.]

The Superintendent or designee may involve school nurses, case managers, and IEP/504 coordinators in planning for and implementing internet-enabled device accommodations. Staff responsible for implementation shall have ready access to documentation of the accommodation and shall ensure their enforcement strategies minimize disruption. The district shall develop and disseminate clear procedures to ensure staff implement internet-enabled device accommodations confidentially. Staff training may be necessary to recognize and honor valid internet-enabled device accommodations without drawing unnecessary attention to the student. Staff shall treat students with an internet-enabled device accommodation with sensitivity and dignity. As appropriate, the district may develop one-page "internet-enabled device use summaries" for staff to ensure awareness while maintaining student confidentiality.

Pursuant to N.J.A.C. 6A:16-5.1, the district has developed and implemented comprehensive plans, procedures, and mechanisms that provide for safety and security in the district's schools. School safety plans include thoughtful integration of internet-enabled device procedures during emergencies or perceived threats. The district has incorporated clear expectations into school safety plans, emergency drill protocols, and staff professional development.

In the event of an unplanned emergency closure that prevents students from retrieving stored internet-enabled devices, the district shall develop and communicate a clear, centralized protocol for retrieving stored internet-enabled devices safely and efficiently once the school building is accessible.

In the event of a family emergency or for non-emergency communication, families shall contact the school's main office directly rather than reaching out to students during the school day. District staff will then follow local notification procedures to ensure the student receives the information in a timely and appropriate manner.

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When a student leaves school grounds, whether for an open lunch period, internship, or other purpose, the student may be permitted to use their internet-enabled device. However, upon returning to school grounds, the student's internet-enabled device must be stored for the remainder of the school day in accordance with Regulation 5516.

The district shall ensure students, parents, and school staff members are aware of this Policy and Regulation 5516 and understand how this Policy and Regulation 5516 apply to them. The Board shall include information about this Policy and Regulation 5516 in student handbooks.

District staff shall apply clear, age-appropriate consequences and use strategies to redirect students who attempt to use internet-enabled devices. Discipline and consequences shall be addressed in Regulation 5516.

No student enrolled as a student of an elementary or secondary school, knowingly and without the express written permission of the Board, its delegated authority, or any Principal, shall bring or possess any remotely activated paging device on any property used for school purposes, at any time and regardless of whether school is in session or others are present pursuant to N.J.S.A. 2C:33-19.

N.J.S.A. 2C:33-19.
N.J.S.A. 18A:36-40a.; 18A:36-40b.
Guidance for Schools on Student Use of Internet-Enabled Devices, New Jersey Department of Education, January 2026
Guidance for Schools on Student Use of Internet-Enabled Devices, Frequently Asked Questions

Adopted:

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REGULATION GUIDE

[See POLICY ALERT Nos. 190, 207, 234, and 238]

R 5516 **STUDENT** USE OF **INTERNET-ENABLED** ~~ELECTRONIC~~ ~~COMMUNICATION~~ DEVICES

The following ~~age-appropriate and grade level differentiated~~ provisions shall govern student use of internet-enabled devices on school grounds during the school day.

1. Students in grade nine through grade twelve are prohibited from using an internet-enabled device on school grounds during the school day.

2. Students in grade nine through grade twelve shall store their internet-enabled device using the following storage options for internet-enabled devices during the school day. It is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the device.

   [Select One or More Options Below – Storage System

   _____ a. A locked pouch system – Upon entry to school, internet-enabled devices shall be placed into secure pouches which allow students to carry their internet-enabled devices but prevent their use. At the end of the school day, a school staff member will unlock each pouch and allow students to retrieve their internet-enabled devices.

   _____ b. A school locker or bin system – Upon entry to school, a school staff member will collect and store the internet-enabled devices in assigned lockers or bins. Students shall retrieve their internet-enabled devices at the end of the school day when the school staff member unlocks the storage unit.



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___ c. In-class storage stations – Upon entry to school, students are expected to store their internet-enabled devices in a teacher-managed system for the entire school day and retrieve them at dismissal. These storage stations may be locked or unlocked and include options such as numbered pockets/shelves, caddies, or lockers.

✓ d. A student storage system – Each student who brings an internet-enabled device to school is expected to turn off their internet-enabled device and store it in their backpack, locker, or other bag throughout the entire school day.

___ e. _____

___ f. _____

___ g. _____

[Select One Option Below – School Buses

✓ 3. Students in grade nine through grade twelve shall be permitted to use their internet-enabled device on a school bus on their way to school at the start of the school day or on their way home from school at the end of the school day.

___ 3. Students in grade nine through grade twelve are prohibited from using their internet-enabled device on a school bus on their way to school or on their way home from school at the end of the school day.

___ 3. _____

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[Select One Option Below – Before and After the Regular School Day on School Grounds

✓ 4. Students in grade nine through grade twelve shall be permitted to use their internet-enabled device on school grounds before the start of the regular school day and on school grounds after the regular school day.

___ 4. Students in grade nine through grade twelve are prohibited from using their internet-enabled device on school grounds before the start of the regular school day and on school grounds after the regular school day.]

[Select One Option Below – School-Sponsored Events Off School Grounds During the School Day

___ 5. Students in grade nine through grade twelve shall be permitted to use their internet-enabled device during school-sponsored events off school grounds during the school day while under the direct supervision of a school staff member or employee of the Board (e.g. field trip) only with the approval of the Principal or designee.

✓ 5. Students in grade nine through grade twelve are prohibited from using their internet-enabled device during school-sponsored events off school grounds during the school day while under the direct supervision of a school staff member or employee of the Board (e.g. field trip).]

[Select One Option Below – School-Sponsored Events Outside of the School Day

✓ 6. Students in grade nine through grade twelve shall be permitted to use their internet-enabled device during school-sponsored events taking place outside of the school day when students are under the direct supervision of a school staff member or employee of the Board (e.g., afterschool club meeting, sport team practice/game, etc.) only with the approval of the Principal or designee.



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___ 6. Students in grade nine through grade twelve are prohibited from using their internet-enabled device during school-sponsored events taking place outside of the school day when students are under the direct supervision of a school staff member or employee of the Board (e.g., afterschool club meeting, sport team practice/game, etc.). The supervising school staff member or employee of the Board may establish the storage method to be used for a student's internet-enabled device during school-sponsored events taking place outside of the school day when students are under the direct supervision of a school staff member or employee of the Board.

a. If the supervising school staff member establishes a storage method, it is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the internet-enabled device.

___ 6. _____

_____

_____]

[Select One Option Below – Use of Non-Internet-Enabled Devices

✓ 7. Students in grade nine through grade twelve shall be permitted to use non-internet-enabled devices under the direct supervision of a school staff member or employee of the Board.

___ 7. Students in grade nine through grade twelve are prohibited from using non-internet-enabled devices.]

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8. Discipline

a. School staff members shall apply clear, age-appropriate consequences and use strategies to redirect students who use internet-enabled devices in violation of this Regulation and Policy 5516.

(1) First Offense in a School Year

(a) The internet-enabled device shall be taken from the student by a school staff member or employee of the Board and turned in to the Principal or designee's office for the remainder of the school day.

(b) It is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the internet-enabled device before turning the internet-enabled device in to the school staff member or employee of the Board.

(c) The student will be permitted to pick up the internet-enabled device in the Principal or designee's office at the end of the school day.

(d) The student will have the internet-enabled device returned upon signing an acknowledgment of their first offense in a school year in violation of this Regulation and Policy 5516.

(e) The following discipline will be imposed on a student for a first offense in a school year in violation of the provisions in this Regulation and Policy 5516:

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Verbal warning
device confiscated until dismissal

(2) Second Offense in a School Year

(a) The internet-enabled device shall be taken from the student by the school staff member or employee of the Board and turned in to the Principal or designee's office for the remainder of the school day.

(b) It is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the internet-enabled device before turning the internet-enabled device in to the school staff member or employee of the Board.

(c) ~~**The internet-enabled device must be picked up at the Principal or designee's office by a parent at the end of the school day.**~~ **The student will be permitted to pick up the internet-enabled device in the Principal or designee's office at the end of the school day.**

(d) ~~**If the parent cannot pick up the internet-enabled device by the end of the school day, the parent may pick up the internet-enabled device before the end of the next or any subsequent school day.**~~ **The student will have the internet-enabled device returned upon signing an acknowledgment of their second offense in a school year in violation of this Regulation and Policy 5516.**

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~~(c)~~ ~~**The parent shall be required to sign for receipt of the internet-enabled device with notice provided of a second offense in a school year for their child.**~~

(e) ~~(d)~~ The following discipline will be imposed on a student for a second offense in a school year in violation of the provisions in this Regulation and Policy 5516:

One day after-school detention
device confiscated until dismissal

(3) Third Offense in a School Year

(a) The internet-enabled device shall be taken from the student by the school staff member or employee of the Board and turned in to the Principal or designee's office for the remainder of the school day.

(b) It is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the internet-enabled device before turning the internet-enabled device in to the school staff member or employee of the Board.

(c) ~~**The internet-enabled device must be picked up at the Principal or designee's office by a parent at the end of the school day.**~~ **The student will be permitted to pick up the internet-enabled device in the Principal or designee's office at the end of the school day.**

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(d) ~~**If the parent cannot pick up the internet-enabled device by the end of the school day, the parent may pick up the internet-enabled device before the end of the next or any subsequent school day.**~~ **The student will have the internet-enabled device returned upon signing an acknowledgment of their third offense in a school year in violation of this Regulation and Policy 5516.**

~~(e)~~ ~~**The parent shall be required to sign for receipt of the internet-enabled device with notice provided of a third offense in a school year for their child.**~~

(e) ~~XX~~ The following discipline will be imposed on a student for a third offense in a school year in violation of the provisions in this Regulation and Policy 5516:

Two days after-school detention
device confiscated until dismissal

(4) Fourth Offense in a School Year

(a) The internet-enabled device shall be taken from the student by the school staff member or employee of the Board and turned in to the Principal or designee's office for the remainder of the school day.

(b) It is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the internet-enabled device before turning the internet-enabled device in to the school staff member or employee of the Board.

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(c) The internet-enabled device must be picked up at the Principal or designee's office by a parent at the end of the school day.

(d) If the parent cannot pick up the internet-enabled device by the end of the school day, the parent may pick up the internet-enabled device before the end of the next or any subsequent school day.

(e) The parent shall be required to sign for receipt of the internet-enabled device with notice provided of a fourth offense in a school year for their child.

(f) The following discipline will be imposed on a student for a fourth offense in a school year in violation of the provisions in this Regulation and Policy 5516:

Saturday detention
device confiscated until parent picks up the device

(5) Fifth Offense in a School Year

(a) The internet-enabled device shall be taken from the student by the school staff member or employee of the Board and turned in to the Principal or designee's office for the remainder of the school day.

(b) It is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the internet-enabled device before turning the internet-enabled device in to the school staff member or employee of the Board.

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(c) ~~**The internet-enabled device must be picked up at the Principal or designee's office by a parent at the end of the school day.**~~ **The student will be permitted to pick up the internet-enabled device in the Principal or designee's office at the end of the school day.**

(d) ~~**If the parent cannot pick up the internet-enabled device by the end of the school day, the parent may pick up the internet-enabled device before the end of the next or any subsequent school day.**~~ **The student will have the internet-enabled device returned upon signing an acknowledgment of their fifth offense in a school year in violation of this Regulation and Policy 5516.**

~~(e)~~ ~~**The parent shall be required to sign for receipt of the internet-enabled device with notice provided of a fourth offense in a school year for their child.**~~

(e) ~~(f)~~ The following discipline will be imposed on a student for a fifth offense in a school year in violation of the provisions in this Regulation and Policy 5516:

Saturday detention
Student must turn in their device upon arrival to school each day and retrieve it at dismissal for a period of four weeks (20 school days)

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(6) Sixth Offense in a School Year

(a) The internet-enabled device shall be taken from the student by the school staff member or employee of the Board and turned in to the Principal or designee's office for the remainder of the school day.

(b) It is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the internet-enabled device before turning the internet-enabled device in to the school staff member or employee of the Board.

(c) ~~**The internet-enabled device must be picked up at the Principal or designee's office by a parent at the end of the school day.**~~ **The student will be permitted to pick up the internet-enabled device in the Principal or designee's office at the end of the school day.**

(d) ~~**If the parent cannot pick up the internet-enabled device by the end of the school day, the parent may pick up the internet-enabled device before the end of the next or any subsequent school day.**~~ **The student will have the internet-enabled device returned upon signing an acknowledgment of their sixth offense in a school year in violation of this Regulation and Policy 5516.**

~~(e)~~ ~~**The parent shall be required to sign for receipt of the internet-enabled device with notice provided of a fourth offense in a school year for their child.**~~

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(f) The following discipline will be imposed on a student for a sixth offense in a school year in violation of the provisions in this Regulation and Policy 5516:

Saturday detention

Student must turn in their device upon arrival to school each day and retrieve it at dismissal for the remainder of the school year

[**Optional**

(5) A student who violates the provisions of this Regulation and Policy 5516 more than four times during a school year shall, for the remainder of the school year, be prohibited from bringing an internet-enabled device on school grounds during the school day, on a school bus before and after school, or while participating in school-sponsored programs which include, but are not limited to: during before and after school programs; during co-curricular activities; during extra-curricular activities, and during intramurals and interscholastic games and practices.

(a) The following discipline will be imposed on a student for bringing their internet-enabled device to school after being prohibited to have their internet-enabled device on school grounds:

_____

_____]

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[See POLICY ALERT Nos. 224 and 237]

R 6115.01 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – ALLOWABILITY OF COSTS

Expenditures must be aligned with approved budgeted items. Any changes or variations from the State-approved budget and grant application need prior approval from the State.

A. Delegation of Responsibility

When determining how the school district will spend its grant funds, the School Business Administrator/Board Secretary, will review the proposed cost to determine whether it is an allowable use of Federal grant funds before obligating and spending those funds on the proposed good or service.

B. Allowability Determinations

1. All costs supported by Federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part 200, Subpart E, which are listed below. The School Business Administrator/Board Secretary, must consider these factors when making an allowability determination. A section entitled, Helpful Questions for Determining Whether Costs are Allowable, is located at the end of this Regulation.

   2 CFR Part 200 sets forth general cost guidelines that must be considered, as well as rules for specific types of items, both of which must be considered when determining whether a cost is an allowable expenditure of Federal funds. The expenditure must also be allowable under the applicable program statute (e.g., Title I of the Elementary and Secondary Education Act (ESEA), or the Carl D. Perkins Career and Technical Education Act (Perkins)), along with accompanying program regulations, nonregulatory guidance and grant award notifications.

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Restrictions in State and local rules or policy also must be considered. For example, travel and other job-related expenses incurred by employees are not allowable unless they also are in compliance with Policy and Regulation 6471 and related administrative regulations.

Whichever allowability requirements are stricter will govern whether a cost is allowable. General allowability determination factors include the following:

a. Be Necessary and Reasonable for the performance of the Federal award. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision to incur the cost was made. For example, "reasonable" means that sound business practices were followed, and purchases were comparable to market prices.

   When determining reasonableness of a cost, consideration must be given to:

   (1) Whether the cost is a type generally recognized as ordinary and necessary for the operation of the district or the proper and efficient performance of the Federal award.

   (2) The restraints or requirements imposed by factors, such as: sound business practices; arm's-length bargaining; Federal, State and other laws and regulations; and terms and conditions of the Federal award.

   (3) Market prices for comparable goods or services for the geographic area.

   (4) Whether the individual incurring the cost acted with prudence in the circumstances considering responsibilities to the district, its employees, its students, the public at large, and the Federal government.

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(5) Whether the district significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the Federal award's cost. (2 CFR 200.404)

Whether a cost is "necessary" will be determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the district can demonstrate that the cost addresses an existing need, and can prove it. For example, the school entity may deem a language skills software program necessary for a limited English proficiency program.

When determining whether a cost is necessary, consideration may be given to:

(1) Whether the cost is needed for the proper and efficient performance of the Federal award program.

(2) Whether the cost is identified in the approved budget or application.

(3) Whether there is an educational benefit associated with the cost.

(4) Whether the cost aligns with identified needs based on results and findings from a needs assessment.

(5) Whether the cost addresses program goals and objectives and is based on program data.

b. Allocable to the Federal award. A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received. This means that the Federal grant program derived a benefit in

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proportion to the funds charged to the program. (2 CFR 200.405) For example, if fifty percent of a teacher's salary is paid with grant funds, then that teacher must spend at least fifty percent of their time on the grant program.

c. Consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the school entity.

d. Conform to any limitations or exclusions set forth as cost principles in 2 CFR Part 200 or in the terms and conditions of the Federal award.

e. Consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.

f. Adequately documented. All expenditures must be properly documented.

g. Be calculated in accordance with generally accepted accounting principles (GAAP), unless provided otherwise in 2 CFR Part 200.

h. Not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such. Some Federal program statutes require the non-Federal entity to contribute a certain amount of non-Federal resources to be eligible for the Federal program.

i. Be the net of all applicable credits. The term "applicable credits" refers to those receipts or reduction of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits



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accruing to or received by the State relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate. (2 CFR 200.406)

C. Selected Items of Cost

2 CFR 200, Subpart E, sets forth principles to be applied in establishing the allowability of fifty-five specific cost items (commonly referred to as Selected Items of Cost), at 2 CFR 200.420 through 200.475. These specific cost items are listed in the chart below along with the citation to the section of Subpart E addressing the allowability of that item. These principles are in addition to the other general allowability standards, and apply whether or not a particular item of cost is properly treated as direct cost or indirect (Facilities and Administration) cost. Meeting the specific criteria for a listed item does not by itself mean the cost is allowable, as it may be unallowable under other standards or for other reasons, such as restrictions contained in the terms and conditions of a particular grant or restrictions established by the State or in Board policy. If an item is unallowable for any of these reasons, Federal funds cannot be used to purchase it.

School district personnel responsible for spending Federal grant funds and for determining allowability must be familiar with and refer to the 2 CFR Part 200 selected items of cost section. These rules must be followed when charging these specific expenditures to a Federal grant. When applicable, employees must check costs against the selected items of cost requirements to ensure the cost is allowable, and also check State, district and program-specific rules.

The selected item of cost addressed in 2 CFR Part 200 includes the following:

Item of Cost	Citation of Allowability Rule
Advertising and public relations costs	2 CFR 200.421
Advisory councils	2 CFR 200.422
Alcoholic beverages	2 CFR 200.423
Alumni/ae activities	2 CFR 200.424

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Audit services	2 CFR 200.425
Bad debts	2 CFR 200.426
Bonding costs	2 CFR 200.427
Collection of improper payments	2 CFR 200.428
Commencement and convocation costs	2 CFR 200.429
Compensation – personal services	2 CFR 200.430
Compensation – fringe benefits	2 CFR 200.431
Conferences	2 CFR 200.432
Contingency provisions	2 CFR 200.433
Contributions and donations	2 CFR 200.434
Defense and prosecution of criminal and civil proceedings, claims, appeals, and patent infringements	2 CFR 200.435
Depreciation	2 CFR 200.436
Employee health and welfare costs	2 CFR 200.437
Entertainment costs	2 CFR 200.438
Equipment and other capital expenditures	2 CFR 200.439
Exchange rates	2 CFR 200.440
Fines, penalties, damages, and other settlements	2 CFR 200.441
Fund raising and investment management costs	2 CFR 200.442
Gains and losses on disposition of depreciable assets	2 CFR 200.443
General costs of government	2 CFR 200.444
Goods and services for personal use	2 CFR 200.445
Idle facilities and idle capacity	2 CFR 200.446
Insurance and indemnification	2 CFR 200.447
Intellectual property	2 CFR 200.448
Interest	2 CFR 200.449
Lobbying	2 CFR 200.450
Losses on other awards or contracts	2 CFR 200.451
Maintenance and repairs costs	2 CFR 200.452
Materials and supplies costs, including costs of computing devices	2 CFR 200.453
Memberships, subscriptions, and professional activity costs	2 CFR 200.454

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Organization costs	2 CFR 200.455
Participant support costs	2 CFR 200.456
Plant and security costs	2 CFR 200.457
Pre-award costs	2 CFR 200.458
Professional services costs	2 CFR 200.459
Proposal costs	2 CFR 200.460
Publication and printing costs	2 CFR 200.461
Rearrangement and reconversion costs	2 CFR 200.462
Recruiting costs	2 CFR 200.463
Relocation costs of employees	2 CFR 200.464
Rental costs of real property and equipment	2 CFR 200.465
Scholarships and student aid costs	2 CFR 200.466
Selling and marketing costs	2 CFR 200.467
Specialized service facilities	2 CFR 200.468
Student activity costs	2 CFR 200.469
Taxes (including Value Added Tax)	2 CFR 200.470
Termination costs	2 CFR 200.471
Training and education costs	2 CFR 200.472
Transportation costs	2 CFR 200.473
Travel costs	2 CFR 200.474
Trustees	2 CFR 200.475

D. Helpful Questions for Determining Whether Costs are Allowable

1. In addition to applying the cost principles and standards described above, district staff involved in expending Federal funds should ask the following questions when assessing the allowability of a particular cost:

   a. Is the proposed cost allowable under the relevant program?

   b. Is the proposed cost consistent with an approved program plan and budget?

   c. Is the proposed cost consistent with program specific fiscal rules? For example, the school entity may be required to use Federal funds only to supplement the amount of funds available from non-Federal (and possibly other Federal) sources, or only as a match for funds from non-Federal sources.



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d. Is the proposed cost consistent with EDGAR?

e. Is the proposed cost consistent with specific conditions imposed on the grant (if applicable)?

f. Is the proposed cost consistent with the underlying needs of the program? For example, program funds must benefit the appropriate population of students for which they are allocated. This means that, for instance, funds allocated under Title III of the Elementary and Secondary Education Act (ESEA) governing language instruction programs for Limited English Proficient (LEP) students must only be spent on LEP students and cannot be used to benefit non-LEP students.

g. Will the cost be targeted at addressing specific areas of weakness that are the focus of the program, as indicated by available data?

Any questions related to specific costs should be forwarded to the School Business Administrator/Board Secretary, who shall consult with the school solicitor for clarification as appropriate.

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POLICY GUIDE

[See POLICY ALERT No. 237]

0162.01 LEGAL NOTICES

Whenever the Board of Education is required by law or by order or rule of any court to publish or advertise a legal notice, the Board shall publish or advertise the legal notice on the Board's official internet website in accordance with the provisions of N.J.S.A. 35:3-1 et seq.

For the purpose of this Policy, "legal notice" means any resolution, official proclamation, notice, or advertisement of any sort, kind, or character, including proposals for bids on public work and otherwise, required by law or by the order or rule of any court to be published by the Board.

For the purpose of this Policy, "online news publication" means a news publication in electronic format that contains news on matters of public concern and has published news predominantly in the English language at least once per week for at least one year continuously.

The Board's official internet website shall be accessible and available to the public free of charge. A direct hyperlink to legal notices published on the Board's official internet website shall be conspicuously placed on the Board's website's homepage. The Board shall submit the hyperlink to the New Jersey Secretary of State and provide any updates thereto prior to effectuation in accordance with the provisions of N.J.S.A. 35:3-2.b.

The Board shall maintain an internet archive of legal notices that are no longer displayed, which shall be kept for at least one year. The archive shall not be subject to any records retention schedule adopted by the State Records Committee nor to the "Destruction of Public Records Law (1953)," N.J.S.A. 47:3-15 et seq. The Board shall display a legal notice on its legal notices internet webpage for at least one week from the date of initial posting, or other time period as required by law, before transferring the publication to the Board's internet archive. The Board shall initially publish an internet archive no later than July 1, 2026 and shall maintain the archive thereafter in accordance with N.J.S.A. 35:3-2.c.



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The Board may, in addition to the publication on its official internet website, publish or advertise a legal notice separately on an eligible online news publication that meets the criteria of N.J.S.A. 35:3-3.b. The Board shall provide a notice in a prominent location on its official internet website if it publishes or advertises its legal notices in an online news publication and shall publish a hyperlink to the online news publication in accordance with the provisions of N.J.S.A. 35:3-2.d.

The Board, whenever required by law or by the order or rule of any court to publish or advertise a legal notice shall publish or advertise the notice in accordance with the applicable law or court order or rule. The Board shall be deemed to satisfy their legal obligations to provide a legal notice upon publication of the notice as required pursuant to N.J.S.A. 35:3-1 et seq.

Legal notices published on the Board's internet website or the internet website of an online news publication in accordance with N.J.S.A. 35:3-1 et seq. shall not be deemed defective if at least one of the following circumstances exist:

1. There is an error in the content or form of the legal notice published or advertised on the Board's internet website or online news publication due to a clerical, administrative, or any other error outside of the control of the Board whenever required by law or court order or rule to publish the legal notice;

2. There is a temporary outage, technical malfunction, disruption, or service interruption preventing the publishing, posting, or display of a legal notice on the Board's internet website or online news publication;

3. The operator of the Board's internet website or the online news publication imposes standard restrictions that prevent access to the website or online news publication;

4. The Board's internet website or the online news publication is subject to a cyberattack or cybersecurity incident, including, but not limited to, ransomware or a data breach, causing the failure to timely or accurately publish the legal notice; or

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5. Any other circumstances preventing the publishing, posting, or display of a legal notice on the Board's internet website or online news publication that are outside of the control of the Board whenever required by law or court order or rule to publish the legal notice.

Starting on January 1, 2026 and at least twice per month through December 31, 2026, the Board whenever required by law or court order to rule to publish the legal notice shall provide an advertisement in an online news publication meeting the eligibility criteria at N.J.S.A. 35:3-3. that:

1. States that the complete text of each legal notice may be obtained or viewed by the public on the official internet website of the Board; and

2. Provides the hyperlink to the Secretary of State's legal notices hyperlink internet webpage established pursuant to N.J.S.A. 35:3-2.b.

N.J.S.A. 35:3-1 et seq.

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[See POLICY ALERT No. 237]

5111.4 ADMISSIONS FOR VOCATIONAL SCHOOLS (M)

The Somerset County Vocational Schools Board of Education shall follow the rules prescribed in N.J.S.A 18A:54. In accordance with N.J.A.C. 6A:19-2.3(b), the Board approves the following process for admission to the school:

High School

To qualify for high school admission, it is necessary for a student to:

1. Have completed the eighth, ninth, tenth or eleventh grade successfully (admission at eleventh or twelfth grade level shall be permitted only in unusual circumstances);

2. Complete an online application (all necessary documentation and paperwork will be uploaded to the application by sending district school counselor);

3. Have parent(s) or legal guardian(s) permission;

4. Achieve minimum grade seven reading and math levels;

5. Be compliant with all State immunization and health records required for public school enrollment;

A. Application Process

1. Applications for admission will be received after October 1 of the applicant's eighth, ninth, or tenth grade school year.

2. All applications must be complete including all required signatures.

3. The following supporting materials are required:

   a. Academic report cards from the previous school year;

   b. Academic report cards from 1st and 2nd quarter of the current school year;

c. Most recent standardized test scores.

B. Acceptance Criteria

1. Applicants will be ranked according to the following:

Criteria	Rating
Academic Points Previous School Year	0-40
Academic Points Q1 & Q2 Current School Year	0-20
Current Standardized Test	
Math Level	2-10
LAL Level	2-10
Admission Test	
Mathematics	2-10
LAL	2-10
Total Possible Points	100
Minimum Score for Admission	65 out of 100 points

2. Ratings will be determined as follows:

a. Academic Points Previous School Year

Grade	Rating
All A's	40
A-B	30
A-B-C	20
A-B-C-D	10
D-F	0

b. Academic Points Q1 & Q2 Current School Year

Grade	Rating
All A's	20
A-B	15
A-B-C	10
A-B-C-D	5
D-F	0

c. Admission Test Score

Mathematics and LAL

≥ 7.0	6.0-6.9	5.0-5.9	4.0-4.9	≤ 3.9
10	8	6	4	2

d. Current Standardized Test

Mathematics an LAL

Level 5	Level 4	Level 3	Level 2	Level 1
10	8	6	4	2

The application review process is to determine appropriate placement in share or full time programs. This process includes consideration of report cards, standardized test scores academic progress attendance and discipline records, ability to meet safety and standards, evidence of a commitment to a particular career program and admission test.

Resident and non-resident students will be considered upon the recommendation of their sending district and based on available space. Somerset County students will receive first preference. Non-resident students are defined as those whose parent(s) and/or legal guardian(s) reside outside the sending school district's catchment area.

Students enrolled in the district must remain in good standing in order to continue their enrollment.

The Board of Education will not deny acceptance or participation into a program of a student because of financial hardship for the parent(s). In determining financial hardship, the criteria will be the same as the Statewide eligibility standards established by the State Board of Education for free and reduced price school meals.

An admissions committee reviews all applications. Under special circumstances, placement exceptions may be made on an individual basis and are considered conditional for the first (ninety) days. Students denied a placement in share or full time programs may appeal by submitting a letter to the Principal requesting an administrative review.

High School Academy for Medical and Health Sciences

A. Application Process

1. Applications for admission will be received after October 1 of the applicant's eighth grade school year.

2. All applications must be complete including all required signatures.

3. The following supporting materials are required:

   a. Academic transcript from grade seven;

   b. Academic transcript from 1st and 2nd quarter of grade eight;

   c. Standardized test scores from grade seven.

B. Acceptance Criteria

1. Applicants will be ranked according to the following:

Criteria	Rating
Grade Point Average – Grade Seven	0-20
Grade Point Average – Grade Eight	0-10
Standardized Test – Grade Seven	0-15
Entrance Exams	
Mathematics	0-15
Writing	0-15
Interview (If Used)	10
Total Possible Points	85
Minimum Score for Admission	68 out of 85 points

2. Ratings will be determined as follows:

a. GPA Rating

Number Grade	Letter Grade	Rating
97 - 99	A+	10
94 – 96	A	9
92 – 93	A-	8
90 – 91	B+	7
87 – 89	B	6
85 – 86	B-	5
83 – 84	C+	4
80 – 82	C	3
77 – 79	C-	2
70 - 76	D	1

b. Standardized Test Ratings

National Percentile	Ratings
95 – 99	20
90 – 94	18
85 – 89	16
75 – 84	14
65 – 74	12
55 – 64	10
45 – 54	8
35 – 44	6
25 – 34	4
15 - 24	2

c. Entrance Examination

An entrance examination will be administered in February of each year. It will consist of mathematics and a written essay. Each part will be scored on a scale of 0-15.

d. Attendance at a parental information session is mandatory.

C. Student Acceptance

If space does not permit acceptance of all qualified applicants who meet the acceptance criteria, selection will be made according to a formula that will insure an equal number of spaces for each resident district in Somerset and Hunterdon Counties. Qualified applicants will be defined as those meeting the minimum standards as defined in the acceptance criteria.

If appropriate, the Superintendent will establish a committee to assess qualitative criteria as an additional consideration for acceptance. The criteria will include, but is not limited to, projects submitted or activities in which the applicant participated. The Superintendent will determine annually the number of students who will be admitted under this provision.

Home Schooled Child's Eligibility to Attend Somerset County Vocational & Technical Schools

1. A child being educated at home may apply on an annual basis, to attend the Somerset County Vocational & Technical Schools ("School"). The school may permit the child being educated at home to attend its shared time vocational program provided that there is space available in the same.

2. As required by New Jersey Administrative Code, to the extent that space is available, each type of vocational training program offered by Somerset County Vocational & Technical Schools shall be made available to all students residing in the district served by the school. Once enrolled in the share time vocational school program, the home schooler becomes a public school student and is entitled to transportation services in accordance with New Jersey State statutes and the rules and policies of the student's local Board of Education. Transportation being to and from the local Board of Education designated facility where other students are transported to and from the school.

Adopted: 25 June 2007
Revised: 26 March 2012
Revised: 23 January 2017
Revised: 25 November 2024

[See POLICY ALERT No. 237]

5461 HIGH SCHOOL DIPLOMAS

The Board of Education shall award a State-endorsed high school diploma to prospective graduates who have met all of the requirements adopted in accordance with N.J.A.C. 6A:8-5.1(a), 6A:8-5.1(b), or 6A:8-5.2(d). The Board shall not issue a high school diploma to any student who does not meet the criteria specified in the requirements adopted in accordance with N.J.A.C. 6A:8-5.1(a), 6A:8-5.1(b), or 6A:8-5.2.(d).

The words and terms used in this Policy shall have the meanings as defined in N.J.A.C. 6A:8-1.3.

The Board shall provide students exiting grade twelve without a diploma the opportunity for continued high school enrollment to age twenty or until the requirements for a State-endorsed diploma have been met, whichever comes first.

The Board shall allow any out-of-school individual to age twenty who has otherwise met all State and local graduation requirements but has failed to pass the State proficiency test to demonstrate proficiency through alternative means as set forth at N.J.A.C. 6A:8-5.1(a)6. through 6A:8-5.1(f), as applicable, pursuant to the standards applicable to the student's graduating class. Upon certification of passing the test applicable to the student's class in accordance with N.J.A.C. 6A:8, a State-endorsed diploma shall be granted by the high school of record.

Pursuant to N.J.A.C. 6A:20-1.4, the Commissioner of Education shall award a State-issued high school diploma based on achieving the Statewide standard score on a New Jersey High School Equivalency Assessment (NJHSEA) to individuals age sixteen or older who are no longer enrolled in school and have not achieved a high school credential. The Board shall provide students awarded a State-issued high school diploma pursuant to N.J.A.C. 6A:8-5.2(c) or 6A:8-5.2(d) the opportunity for continued high school enrollment to age twenty-one if eligible pursuant to the IDEA.

Pursuant to N.J.A.C. 6A:8-5.2(d), the Commissioner shall award a State-issued high school diploma to individuals age sixteen or older and no longer enrolled in high school based on official transcripts showing at least thirty general education credits leading to a degree at an accredited institution of higher education.



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Included in the thirty general education credits must be a minimum of fifteen credits with at least three credits in each of the five general education categories as follows: English; mathematics; science; social science; and the humanities.

The Board shall award a State-endorsed high school diploma to any currently enrolled student, regardless of grade level, who:

1. Has demonstrated proficiency in the State graduation proficiency test, pursuant to N.J.A.C. 6A:8-5.1(a)7. or as set forth at N.J.A.C. 6A:8-5.1(e).

2. Has presented official transcripts showing at least thirty general education credits leading to a degree at an accredited institution of higher education; and

3. Has formally requested such early award of a State-endorsed high school diploma.

Pursuant to N.J.S.A. 18A:7C-7. and 18A:7E-3., the Superintendent shall report annually to the Board at a public meeting not later than September 30, and to the Commissioner:

1. The total number of students graduated;

2. The number of students graduated under the substitute competency test process;

3. The number of students graduated under the portfolio appeals process;

4. The number of students receiving State-endorsed high school diplomas as a result of meeting any alternate requirements for graduation as specified in their IEPs;

5. The total number of students denied graduation from the twelfth grade class; and



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6. The number of students denied graduation from the twelfth grade class solely due to failure to pass the State graduation proficiency test, substitute competency tests, or portfolio appeals process based on the provisions of N.J.A.C. 6A:8.

N.J.S.A. 18A:7C-7.; 18A:7E-3.
N.J.A.C. 6A:8-5.1; 6A:8-5.2; 6A:20-1.4

Adopted:



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SOMERSET COUNTY VOCATIONAL
BOARD OF EDUCATION

ALL FUNDS
For Month End: June 2026

CASH REPORT

Governmental Funds	Beginning Balance	Cash Receipts	Cash Disbursements	Ending Balance
General Fund (10)	$ 1,440,032.07	$ 1,653,999.67	$ (1,639,408.64)	$ 1,454,623.10
Capital Reserve (10-116)	$ 1,371,743.01	$ -	$ -	$ 1,371,743.01
Maintenance Reserve (10-117)	$ 431,685.83	$ -	$ -	$ 431,685.83
Special Revenue Fund (20)	$ 186,848.37	$ 19,172.00	$ (59,620.27)	$ 146,400.10
Capital Project Fund (30)	$ 11,701,920.07	$ -	$ (10,018,100.00)	$ 1,683,820.07
Total Governmental Funds	**$ 15,132,229.35**	**$ 1,673,171.67**	**$ (11,717,128.91)**	**$ 5,088,272.11**
Caféteria Acct #1253	$ 34,169.14	$ 17,015.12	$ (32,848.32)	$ 18,335.94
Student Activities Acct #1043	$ 252,040.58	$ 21,808.86	$ (23,785.80)	$ 250,063.64
Payroll Fund Acct #5868	$ -	$ 666,926.41	$ (666,926.41)	$ -
Agency Fund Acct #9311	$ 23,263.87	$ 526,062.32	$ (520,212.24)	$ 29,113.95
Summer Savings Acct #6028	$ 225,549.03	$ 23,848.22	$ -	$ 249,397.25
Total Trust & Agency	**$ 535,022.62**	**$ 1,255,660.93**	**$ (1,243,772.77)**	**$ 546,910.78**
Grand Totals	**$ 15,667,251.97**	**$ 2,928,832.60**	**$ (12,960,901.68)**	**$ 5,635,182.89**

X Robert Presuto
Robert Presuto

7/20/26
Date

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
BANK RECONCILIATION
OPERATING ACCOUNT #1199 FULTON
JUNE 30, 2026

Books	
Beginning Balance	$ 15,132,229.35
Cash Receipts	$. 1,673,171.67
Cash Disbursements	$ (11,717,128.91)
Ending Balance	**$ 5,088,272.11**

Bank	
Ending Balance on Bank Statement	$ 5,253,823.15
Deduct Service Charge etc.	
Outstanding Checks	$ 165,551.04
Ending Balance	**$ 5,088,272.11**

Outstanding Checks:

Date	Check #	Amount	Date	Check #	Amount
3/23/2026	83270	$48.88	6/22/2026	83569	$1,000.00
4/27/2026	83361	$100.00		83570	$757.95
6/22/2026	83522	$290.68		83571	$278.15
	83526	$39.00		83573	$265.00
	83527	$678.10		83574	$547.51
	83528	$2,927.24		83576	$200.00
	83530	$241.93		83578	$2,242.08
	83533	$100.00		83580	$240.99
	83534	$90.00		83581	$473.00
	83535	$562.08		83582	$724.95
	83539	$463.75		83586	$800.00
	83540	$742.25		83589	$213.21
	83548	$165.00		83590	$2,294.40
	83551	$2,312.31		83594	$473.00
	83552	$100.00		83595	$100.00
	83554	$345.00		83596	$1,600.00
	83555	$1,994.80		83600	$22.56
	83556	$100.00		83601	$279.07
	83557	$490.00		83603	$375.00
	83558	$300.00		83604	$1,047.59
	83559	$89.60		83612	$1,448.68
	83561	$165.57		83618	$800.00
	83567	$2,905.00		83619	$305.24
				Subtotal:	$ 16,488.38
Subtotal:		$ 15,251.19		**Total:**	**$ 31,739.57**

Outstanding Checks:

Date	Check #	Amount	Date	Check #	Amount
6/22/2026	83620	$255.70	6/30/2026	83659	$90.00
	83621	$258.52		83660	$6,686.40
6/30/2026	83624	$3,500.00		83661	$13.20
	83625	$151.43		83662	$800.00
	83626	$39.00		83663	$364.69
	83627	$165.07		83664	$205.65
	83628	$2,932.28		83665	$880.00
	83629	$423.79		83666	$499.00
	83630	$95.63		83667	$1,284.94
	83631	$227.50		83668	$658.42
	83632	$63.00		83669	$86.25
	83633	$2,625.00		83670	$4,930.60
	83634	$245.00		83671	$3,395.00
	83635	$490.00		83672	$29.88
	83636	$515.00		83673	$1,150.50
	83637	$5,875.00		83674	$7,800.00
	83638	$480.00		83675	$499.00
	83639	$4,143.89		83676	$44.00
	83640	$350.00		83677	$194.94
	83641	$350.00		83678	$60.21
	83642	$7,495.92		83679	$209.70
	83643	$827.68		83680	$57.29
	83644	$525.00		83681	$504.97
	83645	$499.00		83682	$265.32
	83646	$499.00			
	83647	$4,936.15			
	83648	$998.00			
	83649	$499.00			
	83650	$42.95			
	83651	$367.48			
	83652	$1,344.02			
	83653	$834.43			
	83654	$200.00			
	83655	$225.00			
	83656	$1,295.60			
	83657	$1,325.31			
	83658	$58,001.16			
					$ 30,709.96
Subtotal:		$103,101.51		**TOTAL:**	**$ 133,811.47**

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
BANK RECONCILIATION
CAFETERIA ACCOUNT #1253 FULTON
JUNE 30, 2026

Books		
Beginning Balance	$	34,169.14
Cash Receipts	$	17,015.12
Cash Disbursements	$	(32,848.32)
Ending Balance	**$**	**18,335.94**

Bank		
Ending Balance on Bank Statement	$	32,617.81
Add Deposits in Transit:	$	-
Deduct Service Charge etc.	$	-
Outstanding Checks	$	14,281.87
Ending Balance	**$**	**18,335.94**

Outstanding Checks:

Date	Check #	Amount	Date	Check #	Amount
6/29/2026	01839	$670.50			
	01840	$51.15			
	01841	$30.00			
	01842	$45.50			
	01843	$100.00			
	01844	$47.95			
	01845	$30.25			
	01846	$95.85			
	01847	$1,146.98			
	01848	$12,063.69			

				Subtotal:	$ -
	Subtotal:	$ 14,281.87		**Total:**	**$ 14,281.87**

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
BANK RECONCILIATION
STUDENT ACTIVITIES ACCOUNT #1043 FULTON
June, 30 2026

Books	
Beginning Balance	$ 252,040.58
Cash Receipts	$ 21,808.86
Cash Disbursements	$ (23,785.80)
Ending Balance	**$ 250,063.64**

Bank	
Ending Balance on Bank Statement	$ 262,762.60
Add Deposits in Transit:	
Deduct Service Charge etc.	
Outstanding Checks	$ 12,698.96
Ending Balance	**$ 250,063.64**

Outstanding Checks:

Date	Check #	Amount	Date	Check #	Amount
3/5/2026	07378	$2,000.00			
03/12/2026	07396	$300.00			
4/14/2026	07416	$5,540.00			
4/17/2026	07440	$1,352.00			
6/3/2026	07521	$200.00			
6/5/2026	07523	$390.00			
6/15/2026	07526	$500.00			
6/15/2026	07527	$305.00			
6/17/2026	07538	$86.75			
6/30/2026	07540	$2,025.21			

				Subtotal:	$ -
	Subtotal:	$ 12,698.96		**Total:**	**$ 12,698.96**

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
BANK RECONCILIATION
PAYROLL ACCOUNT #5868 FULTON
JUNE 30, 2026

Books		
Beginning Balance	$	-
Cash Receipts	$	666,926.41
Cash Disbursements	$	666,926.41
Ending Balance	**$**	**-**

Bank		
Ending Balance on Bank Statement	$	-
Add Deposits in Transit:	$	-
Deduct Service Charge etc.	$	-
Outstanding Checks	$	-
Ending Balance	**$**	**-**

Outstanding Checks:

Date	**Check #**	**Amount**	**Date**	**Check #**	**Amount**
				Subtotal:	$ -
	Subtotal:	$ -		**Total:**	**$ -**

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
BANK RECONCILIATION
AGENCY ACCOUNT #9311 FULTON
JUNE 30, 2026

Books	
Beginning Balance	$ 23,263.87
Cash Receipts	$ 526,062.32
Cash Disbursements	$ (520,212.24)
Ending Balance	**$ 29,113.95**

Bank	
Ending Balance on Bank Statement	$ 44,497.33
Add Deposits in Transit:	$ -
Deduct Service Charge etc.	$ -
Outstanding Checks	$ 15,383.38
Ending Balance	**$ 29,113.95**

Outstanding Checks:

Date	Check #	Amount	Date	Check #	Amount
6/30/2026	01047	$1,462.65			
6/30/2026	N0450	$835.22			
6/30/2026	N0453	$11,911.56			
6/30/2026	N0456	$1,173.95			

				Subtotal:	$ -
	Subtotal:	$ 15,383.38		**Total:**	**$ 15,383.38**

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
BANK RECONCILIATION
SUMMER SAVINGS ACCOUNT #6028 FULTON
JUNE 30, 2026

Books	
Beginning Balance	$ 225,549.03
Cash Receipts	$ 23,848.22
Cash Disbursements	$ -
Ending Balance	**$ 249,397.25**

Bank	
Ending Balance on Bank Statement	$ 249,397.25
Add Deposits in Transit:	
Deduct Service Charge etc.	
Outstanding Checks	$ -
Ending Balance	**$ 249,397.25**

Outstanding Checks:

Date	**Check #**	**Amount**	**Date**	**Check #**	**Amount**
				Subtotal:	$ -
	Subtotal:	$ -		**Total:**	**$ -**

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS			
101 Cash in checking account	$ 1,454,623.10		
102-106 Other cash equivalents	$ (10,338.78)		
Total cash		$	1,444,284.32
111 Investments		$	0.00
114 Investment interest receivable		$	0.00
116 Capital reserve account		$	1,371,743.01
117 Maintenance reserve account		$	431,685.83
121 Tax levy receivable		$	0.00
Accounts receivable			
132 Interfund	$ 3,762.95		
141 Intergovernmental - state	$ 168,020.58		
142 Intergovernmental - federal	$ 0.00		
143 Intergovernmental - other	$ 117,752.60		
153 Other Accounts Receivable	$ 0.00		
		$	289,536.13
Loans receivable			
131 Interfund	$ 0.00		
151 Other Loans Receivable	$ 0.00		
		$	0.00
199 Other current assets		$	0.00
RESOURCES			
301 Estimated revenues (from adjusted budget)	$ 17,137,866.00		
302 Less: revenues collected or accrued	$ (17,249,021.38)		
		$	(111,155.38)
TOTAL ASSETS AND RESOURCES		$	3,426,093.91

LIABILITIES AND FUND EQUITY

LIABILITIES	
401 Interfund loans payable	$ 0.00
402 Interfund accounts payable	$ 0.00
411 Intergovernmental accounts payable - state	$ 0.00
412 Intergovernmental accounts payable - federal	$ 0.00
413 Intergovernmental accounts payable - other	$ 0.00
421 Accounts payable	$ 13,892.06
422 Judgments payable	$ 0.00
430 Compensated absences payable	$ 0.00
431 Contracts payable	$ 0.00
451 Loans payable	$ 0.00
471 Payroll deductions and withholdings	$ 0.00
481 Deferred revenues	$ 0.00
499 Other current liabilities	$ 0.00
580 Unemployment Trust Liability	$ 0.00
Total liabilities	$ 13,892.06

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FUND EQUITY					
Appropriated:					
753 Reserve for encumbrances - current year				$ 4,593.89	
754 Reserve for encumbrances - prior year				$ 0.00	
761 Reserved fund balance Capital Reserve - July 1, 2025		$ 1,371,743.01			
604 Add: Increase in capital reserve		$ 0.00			
307 Less: Budgeted withdrawal from capital reserve - eligible costs		$ (173,700.00)			
309 Less: Budgeted withdrawal from capital reserve - excess costs		$ 0.00			
317 Less: Budgeted withdrawal from capital reserve - transfer to Debt Svc		$ 0.00			
Subtotal - capital reserve				$ 1,198,043.01	
764 Reserved fund balance Maintenance Reserve - July 1, 2025		$ 431,685.83			
606 Add: Increase in maintenance reserve		$ 0.00			
310 Less: Budgeted withdrawal from maintenance reserve		$ 0.00			
Subtotal - maintenance reserve				$ 431,685.83	
769 Reserved fund balance Unemployment Fund		$ 0.00			
320 Less: Budgeted withdrawal from Unemployment Fund Balance		$ 0.00			
Subtotal - Unemployment Reserve				$ 0.00	
760 Other reserves				$ 781,072.63	
771 Designated Fund Balance				$ 0.00	
772 Designated Fund Balance - ARRA/SEMI				$ 0.00	
601 Appropriations		$ 18,000,880.44			
602 Less: expenditures	$ 17,458,952.31				
603 Less: encumbrances	$ 4,593.89	$ (17,463,546.20)	$ 537,334.24		
Appropriations less expenditures					$ 2,952,729.60
Unappropriated:					
770 Fund Balance, July 1, 2025			$ 959,472.25		
303 Less: budgeted fund balance			$ (500,000.00)		
Unappropriated fund balance					$ 459,472.25
Total fund equity					$ 3,412,201.85
TOTAL LIABILITIES AND FUND EQUITY					$ 3,426,093.91

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	$ 18,000,880.44	$ 17,463,546.20	$ 537,334.24
Less: Revenues	$ (17,137,866.00)	$ (17,249,021.38)	$ 111,155.38
Subtotal	$ 863,014.44	$ 214,524.82	$ 648,489.62
Change in capital reserve			
Plus - Increase in reserve	$ 0.00	$ 0.00	$ 0.00
Less - Withdrawal from reserve	$ (173,700.00)	$ 0.00	$ (173,700.00)
Change in maintenance reserve			
Plus - Increase in reserve	$ 0.00	$ 0.00	$ 0.00
Less - Withdrawal from reserve	$ 0.00	$ 0.00	$ 0.00
Less: adjustment to appropriations for Prior Year Encumbrances	$ (189,314.44)	$ (189,314.44)	$ 0.00
Total current year budgeted fund balance	$ 500,000.00	$ 25,210.38	$ 474,789.62
Add: Unappropriated fund balance			$ 459,472.25
Total of budgeted and unappropriated fund balance			$ 934,261.87

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Revenues/Sources of Funds

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	500,000.00	189,314.44	689,314.44	214,524.82	474,789.62
307/309/317	Bgtd wdrwl from cap rsv	173,700.00	0.00	173,700.00	0.00	173,700.00
310	Bgtd wdrwl from maint rsv	0.00	0.00	0.00	0.00	0.00
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	15,709,304.00	0.00	15,709,304.00	15,819,216.38	(109,912.38)
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	1,428,562.00	0.00	1,428,562.00	1,429,805.00	(1,243.00)
4xxx	From Federal Sources	0.00	0.00	0.00	0.00	0.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		17,811,566.00	189,314.44	18,000,880.44	17,463,546.20	537,334.24

Fund 11 (Current Expense Fund)

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Regular Programs-Instruction		2,209,097.00	(67,695.92)	2,141,401.08	2,141,261.11	0.00	139.97	1,225.00
Regular Programs-Home Instruction		12,000.00	(11,104.00)	896.00	896.00	0.00	0.00	0.00
Vocational Programs		4,717,416.00	(40,034.42)	4,677,381.58	4,630,553.10	629.00	46,199.48	439,699.05
Co/Extra-Curricular Activities-Instr		110,844.00	32,483.62	143,327.62	90,042.13	1,016.00	52,269.49	100.00
Athletic Programs-Instruction		207,788.00	5,891.70	213,679.70	203,039.18	0.00	10,640.52	1,276.80
Attendance and Social Work Svcs		44,656.00	(500.00)	44,156.00	44,093.87	0.00	62.13	0.00
Health Services		173,265.00	2,990.60	176,255.60	168,351.68	2,548.89	5,355.03	0.00
Speech, O/T, P/T & Related Svcs		2,000.00	2,000.00	4,000.00	287.50	0.00	3,712.50	0.00
Undistributed Exp-Guidance		766,758.00	(7,068.01)	759,689.99	746,488.06	0.00	13,201.93	0.00
Undistributed Exp-Child Study Team		281,173.00	(6,773.09)	274,399.91	268,584.97	0.00	5,814.94	0.00
Improvement of Instructional Svs		427,577.00	(3,372.31)	424,204.69	423,186.76	0.00	1,017.93	0.00
Library and Educ Media		56,796.00	5,214.05	62,010.05	58,453.25	0.00	3,556.80	0.00
Instr. Staff Training Svcs		68,705.00	5,055.71	73,760.71	70,027.75	0.00	3,732.96	0.00
Support Svc-General Admin		816,710.00	98,747.30	915,457.30	847,379.30	0.00	68,078.00	14,991.22
Support Svc-School Admin		757,185.00	(30,349.65)	726,835.35	721,820.99	0.00	5,014.36	286.95
Central Services		504,662.00	9,790.82	514,452.82	505,838.40	0.00	8,614.42	2,541.27
Admin Inform Tech Support Svcs		379,727.00	5,258.10	384,985.10	365,417.64	0.00	19,567.46	0.00
Required Maint. of School Fac.		877,503.00	3,114.58	880,617.58	832,352.22	400.00	47,865.36	14,344.03
Custodial Services		1,450,339.00	104,204.50	1,554,543.50	1,491,870.92	0.00	62,672.58	0.00
Care & Upkeep of Grounds		14,000.00	0.00	14,000.00	11,630.37	0.00	2,369.63	0.00
Security		185,663.00	2,479.84	188,142.84	180,761.80	0.00	7,381.04	0.00
Student Transportation Svcs		113,433.00	2,811.41	116,244.41	92,724.54	0.00	23,519.87	0.00
Employee Benefits		3,430,181.00	(101,124.64)	3,329,056.36	3,182,508.52	0.00	146,547.84	632,028.75
606	Increase in Maint Rsv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Grand Totals for fund 11:	17,607,478.00	12,020.19	17,619,498.19	17,077,570.06	4,593.89	537,334.24	,106,493.07

Fund 12 (Capital Outlay Fund)

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
604	Increase in Cap Rsv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non-Inst. Equipment		10,000.00	177,294.25	187,294.25	187,294.25	0.00	0.00	0.00
Facil Acquis/Construction Svs		194,088.00	0.00	194,088.00	194,088.00	0.00	0.00	0.00
	Grand Totals for fund 12:	204,088.00	177,294.25	381,382.25	381,382.25	0.00	0.00	0.00
	Grand Totals for all Subfunds of Fund 10:	17,811,566.00	189,314.44	18,000,880.44	17,458,952.31	4,593.89	537,334.24	,106,493.07

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Revenues Summary

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	500,000.00	189,314.44	689,314.44	214,524.82	474,789.62
307/309/317	Bgtd wdrwl from cap rsv	173,700.00	0.00	173,700.00	0.00	173,700.00
310	Bgtd wdrwl from maint rsv	0.00	0.00	0.00	0.00	0.00
10-1210-000-000	COUNTY TAX LEVY	14,238,254.00	0.00	14,238,254.00	14,238,254.00	0.00
10-1310-000-000	ALTERNATIVE SCHOOL	449,750.00	0.00	449,750.00	426,435.00	23,315.00
10-1311-000-000	ACADEMY SCHOOL	147,250.00	0.00	147,250.00	171,900.00	(24,650.00)
10-1315-000-000	TUITION-VOCATIONAL	799,050.00	0.00	799,050.00	859,075.00	(60,025.00)
10-1510-000-000	INTEREST ON INVESTMENTS	75,000.00	0.00	75,000.00	18,104.73	56,895.27
10-1980-000-000	Refund of Prior Year's Expends	0.00	0.00	0.00	3,870.01	(3,870.01)
10-1990-000-000	MISC REVENUE LOCAL SOUR	0.00	0.00	0.00	100,177.64	(100,177.64)
10-1990-000-104	CREDIT CARD ACCT	0.00	0.00	0.00	0.00	0.00
10-1990-000-909	CREATIVE ARTS FOR KIDS	0.00	0.00	0.00	1,400.00	(1,400.00)
10-1990-000-910	OUT OF COUNTY CHARGEBA	0.00	0.00	0.00	0.00	0.00
10-3132-000-000	CATEGORICAL SPEC ED AID	567,872.00	0.00	567,872.00	567,872.00	0.00
10-3140-000-000	VOC EXPANSION STABLIZATI	766,212.00	0.00	766,212.00	766,212.00	0.00
10-3177-000-000	CATEGORICAL SECURITY AID	94,478.00	0.00	94,478.00	94,478.00	0.00
10-3301-000-000	State Reimb-Menstrual Products	0.00	0.00	0.00	1,243.00	(1,243.00)
Grand Totals		17,811,566.00	189,314.44	18,000,880.44	17,463,546.20	537,334.24

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Minimum Expense General Ledger Report

Fund 11 (Current Expense Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Regular Programs-Instruction								
11-140-100-101	Grades 9-12 - Sal Reg Teachers	1,892,812.00	46,307.30	1,939,119.30	1,939,119.30	0.00	0.00	450.00
11-140-100-106	SALARIES - AIDES	55,945.00	0.20	55,945.20	55,945.20	0.00	0.00	0.00
11-140-100-320	PURCHASED PROF ED SERVC	5,250.00	(5,250.00)	0.00	0.00	0.00	0.00	0.00
11-140-100-500	Other Purchased Services (400-500 Series)	108,130.00	(52,064.87)	56,065.13	56,065.13	0.00	0.00	0.00
11-140-100-610	9-12 Art Supplies	117,450.00	(42,923.39)	74,526.61	74,386.64	0.00	139.97	700.00
11-140-100-640	9-12 Textbooks Gen	24,200.00	(10,250.20)	13,949.80	13,949.80	0.00	0.00	0.00
11-140-100-800	OTHER OBJECTS	5,310.00	(3,514.96)	1,795.04	1,795.04	0.00	0.00	75.00
Regular Programs-Instruction Totals:		2,209,097.00	(67,695.92)	2,141,401.08	2,141,261.11	0.00	139.97	1,225.00
Regular Programs-Home Instruction								
11-150-100-101	Home Instruction	4,000.00	(4,000.00)	0.00	0.00	0.00	0.00	0.00
11-150-100-320	HI Purchased Prof Ed Svs	8,000.00	(7,104.00)	896.00	896.00	0.00	0.00	0.00
Regular Programs-Home Instruction Totals:		12,000.00	(11,104.00)	896.00	896.00	0.00	0.00	0.00
Vocational Programs								
11-310-100-101	Vocational Salaries Teachers	4,149,650.00	39,412.05	4,189,062.05	4,189,062.02	0.00	0.03	10,750.00
11-310-100-106	SALARIES - AIDES	27,601.00	14,103.44	41,704.44	41,704.44	0.00	0.00	0.00
11-310-100-320	PURCH PROF - THEATER	124,030.00	(27,588.75)	96,441.25	63,639.83	0.00	32,801.42	371,560.00
11-310-100-500	Purchased Services (400-500 Series)	104,071.00	236.07	104,307.07	99,930.55	535.00	3,841.52	99.00
11-310-100-610	Auto Shop - GS	288,154.00	(60,778.23)	227,375.77	220,339.10	94.00	6,942.67	57,290.05
11-310-100-640	Misc Texts	12,665.00	(5,750.00)	6,915.00	5,865.77	0.00	1,049.23	0.00
11-310-100-800	OTHER OBJECTS DANCE	10,975.00	331.00	11,306.00	10,011.39	0.00	1,294.61	0.00
11-310-100-890	OTHER OBJECTS-THEATER	270.00	0.00	270.00	0.00	0.00	270.00	0.00
Vocational Programs Totals:		4,717,416.00	(40,034.42)	4,677,381.58	4,630,553.10	629.00	46,199.48	439,699.05
Co/Extra-Curricular Activities-Instr								
11-401-100-100	Salaries	63,457.00	2,953.62	66,410.62	66,410.62	0.00	0.00	100.00
11-401-100-500	Purchased Services (300-500 Series)	29,000.00	29,080.00	58,080.00	14,890.00	0.00	43,190.00	0.00
11-401-100-610	SUPPLIES - HS	10,387.00	450.00	10,837.00	3,330.63	416.00	7,090.37	0.00
11-401-100-800	OTHER OBJECTS	8,000.00	0.00	8,000.00	5,410.88	600.00	1,989.12	0.00
Co/Extra-Curricular Activities-Instr Totals:		110,844.00	32,483.62	143,327.62	90,042.13	1,016.00	52,269.49	100.00
Athletic Programs-Instruction								
11-402-100-100	Salaries	94,188.00	6,531.70	100,719.70	100,719.70	0.00	0.00	0.00
11-402-100-500	Purchased Services (300-500 Series)	49,050.00	1,247.00	50,297.00	50,286.25	0.00	10.75	0.00
11-402-100-610	SUPPLIES-ATHLETICS	34,450.00	(1,247.00)	33,203.00	27,280.23	0.00	5,922.77	916.80
11-402-100-800	MEMBERSHIP DUES	30,100.00	(640.00)	29,460.00	24,753.00	0.00	4,707.00	360.00
Athletic Programs-Instruction Totals:		207,788.00	5,891.70	213,679.70	203,039.18	0.00	10,640.52	1,276.80
Attendance and Social Work Svcs								
11-000-211-100	Salaries	34,933.00	(500.00)	34,433.00	34,371.12	0.00	61.88	0.00
11-000-211-300	Purchased Prof. & Tech. Svcs	9,723.00	0.00	9,723.00	9,722.75	0.00	0.25	0.00
Attendance and Social Work Svcs Totals:		44,656.00	(500.00)	44,156.00	44,093.87	0.00	62.13	0.00
Health Services								
11-000-213-100	Salaries	143,815.00	(118,156.88)	25,658.12	24,171.35	0.00	1,486.77	0.00
11-000-213-300	Purchased Prof. & Tech. Svcs	19,000.00	121,147.48	140,147.48	137,598.59	2,548.89	0.00	0.00
11-000-213-610	SUPPLIES HEALTH SERVICES	9,900.00	(1,250.00)	8,650.00	5,050.20	0.00	3,599.80	0.00
11-000-213-616	Supplies - Menstrual Products	0.00	1,250.00	1,250.00	1,243.04	0.00	6.96	0.00
11-000-213-800	Other Objects-Health	300.00	0.00	300.00	90.00	0.00	210.00	0.00
11-000-213-890	MEMBERSHIPS	250.00	0.00	250.00	198.50	0.00	51.50	0.00
Health Services Totals:		173,265.00	2,990.60	176,255.60	168,351.68	2,548.89	5,355.03	0.00
Speech, O/T, P/T & Related Svcs								
11-000-216-320	Related Services Contracted	2,000.00	2,000.00	4,000.00	287.50	0.00	3,712.50	0.00
Speech, O/T, P/T & Related Svcs Totals:		2,000.00	2,000.00	4,000.00	287.50	0.00	3,712.50	0.00
Undistributed Exp-Guidance								
11-000-218-104	Salaries-Guidance	434,578.00	(5,324.91)	429,253.09	429,253.09	0.00	0.00	0.00
11-000-218-105	Guidance Clerical Salaries	108,620.00	0.00	108,620.00	107,820.34	0.00	799.66	0.00
11-000-218-110	OTHER SALARIES - GUIDANC	161,010.00	1,000.00	162,010.00	161,979.07	0.00	30.93	0.00
11-000-218-390	PURCH. PROF. SVS	40,000.00	4,093.00	44,093.00	43,704.72	0.00	388.28	0.00
11-000-218-500	Other Purchased Services (400-500 Series)	14,750.00	(2,389.60)	12,360.40	1,443.86	0.00	10,916.54	0.00
11-000-218-610	SUPPLIES GUIDANCE	7,700.00	(4,846.50)	2,853.50	2,286.98	0.00	566.52	0.00
11-000-218-890	Guidance Dues & Memberships	100.00	400.00	500.00	0.00	0.00	500.00	0.00
Undistributed Exp-Guidance Totals:		766,758.00	(7,068.01)	759,689.99	746,488.06	0.00	13,201.93	0.00

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Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Undistributed Exp-Child Study Team								
11-000-219-104	Salaries-CST Professional	215,203.00	(1,486.72)	213,716.28	213,360.58	0.00	355.70	0.00
11-000-219-105	Salaries-CST Admin Assistants	49,660.00	(4,500.00)	45,160.00	44,646.17	0.00	513.83	0.00
11-000-219-320	Professional Evaluations-CST	4,000.00	0.00	4,000.00	200.00	0.00	3,800.00	0.00
11-000-219-390	Sp Ser Prof & Tech Svs	7,900.00	0.00	7,900.00	7,521.05	0.00	378.95	0.00
11-000-219-500	Other Purchased Services (400-500 Series)	310.00	0.00	310.00	210.03	0.00	99.97	0.00
11-000-219-610	SUPPLIES - CST	3,500.00	(786.37)	2,713.63	2,217.14	0.00	496.49	0.00
11-000-219-890	MEMBERSHIPS/FEES	600.00	0.00	600.00	430.00	0.00	170.00	0.00
Undistributed Exp-Child Study Team Totals:		281,173.00	(6,773.09)	274,399.91	268,584.97	0.00	5,814.94	0.00
Improvement of Instructional Svs								
11-000-221-102	Salary Supervisor of Instruct	264,199.00	1,546.12	265,745.12	265,745.12	0.00	0.00	0.00
11-000-221-104	Salary Other Prof Staff	136,048.00	(2,918.43)	133,129.57	133,111.64	0.00	17.93	0.00
11-000-221-105	SALARIES - CLERICAL	24,330.00	0.00	24,330.00	24,330.00	0.00	0.00	0.00
11-000-221-500	Other Purchased Services (400-500 Series)	2,500.00	(2,000.00)	500.00	0.00	0.00	500.00	0.00
11-000-221-890	MEMBERSHIPS	500.00	0.00	500.00	0.00	0.00	500.00	0.00
Improvement of Instructional Svs Totals:		427,577.00	(3,372.31)	424,204.69	423,186.76	0.00	1,017.93	0.00
Library and Educ Media								
11-000-222-100	Salaries	42,115.00	0.00	42,115.00	41,615.00	0.00	500.00	0.00
11-000-222-300	PUR PROF & TECH SVC	3,500.00	0.00	3,500.00	649.64	0.00	2,850.36	0.00
11-000-222-500	Other Purchased Services (400-500 Series)	6,500.00	5,214.05	11,714.05	11,714.05	0.00	0.00	0.00
11-000-222-610	AVA MATERIALS - HS	4,606.00	0.00	4,606.00	4,474.56	0.00	131.44	0.00
11-000-222-890	MEMBERSHIPS/FEES - H.S.	75.00	0.00	75.00	0.00	0.00	75.00	0.00
Library and Educ Media Totals:		56,796.00	5,214.05	62,010.05	58,453.25	0.00	3,556.80	0.00
Instr. Staff Training Svcs								
11-000-223-102	SALARIES TEACHER LEADERS	64,605.00	3,300.00	67,905.00	67,890.80	0.00	14.20	0.00
11-000-223-390	TEACH IN-DISTRICT TRAING	500.00	0.00	500.00	0.00	0.00	500.00	0.00
11-000-223-500	Other Purchased Services (400-500 Series)	3,600.00	1,755.71	5,355.71	2,136.95	0.00	3,218.76	0.00
Instr. Staff Training Svcs Totals:		68,705.00	5,055.71	73,760.71	70,027.75	0.00	3,732.96	0.00
Support Svc-General Admin								
11-000-230-100	Salaries	463,070.00	(4,023.40)	459,046.60	459,046.60	0.00	0.00	740.33
11-000-230-331	Legal Services	45,000.00	0.00	45,000.00	5,596.50	0.00	39,403.50	0.00
11-000-230-332	Audit Fees	41,260.00	615.00	41,875.00	41,875.00	0.00	0.00	0.00
11-000-230-334	Architect/Engineer Fees	5,000.00	(2,615.00)	2,385.00	0.00	0.00	2,385.00	0.00
11-000-230-339	Policy Services	7,000.00	0.00	7,000.00	6,396.00	0.00	604.00	0.00
11-000-230-340	Purchased Technical Services	5,000.00	15.00	5,015.00	5,015.00	0.00	0.00	0.00
11-000-230-530	Communications/Telephone	108,580.00	3,363.45	111,943.45	94,747.30	0.00	17,196.15	12,215.89
11-000-230-585	BOE Other Purchased Services	5,000.00	(1,975.00)	3,025.00	2,607.76	0.00	417.24	805.00
11-000-230-590	Other Purchased Services (400-500 Series)	103,500.00	103,556.45	207,056.45	204,922.37	0.00	2,134.08	0.00
11-000-230-610	General Supplies	2,000.00	(189.20)	1,810.80	(398.26)	0.00	2,209.06	1,000.00
11-000-230-890	Misc Expenditures	24,000.00	0.00	24,000.00	20,722.46	0.00	3,277.54	230.00
11-000-230-895	BOE Membership Dues/Fees	7,300.00	0.00	7,300.00	6,848.57	0.00	451.43	0.00
Support Svc-General Admin Totals:		816,710.00	98,747.30	915,457.30	847,379.30	0.00	68,078.00	14,991.22
Support Svc-School Admin								
11-000-240-103	Sal Princ/Asst Princ/Prog Dir	253,582.00	(29,064.96)	224,517.04	224,517.04	0.00	0.00	0.00
11-000-240-104	Sal - Other Professional Staff	235,878.00	2,887.34	238,765.34	238,765.34	0.00	0.00	0.00
11-000-240-105	Salaries-Princ. Admin Assist.	227,540.00	243.01	227,783.01	227,368.62	0.00	414.39	0.00
11-000-240-500	Other Purchased Services (400-500 Series)	24,071.00	(8,953.04)	15,117.96	12,335.20	0.00	2,782.76	286.95
11-000-240-610	OFFICE SUPPLIES - HS	10,614.00	4,508.00	15,122.00	13,304.79	0.00	1,817.21	0.00
11-000-240-890	School Admin Dues/Membershps	5,500.00	30.00	5,530.00	5,530.00	0.00	0.00	0.00
Support Svc-School Admin Totals:		757,185.00	(30,349.65)	726,835.35	721,820.99	0.00	5,014.36	286.95
Central Services								
11-000-251-100	Salaries	441,712.00	1,038.92	442,750.92	442,750.92	0.00	0.00	0.00
11-000-251-330	Purchased Prof Svs-Business	37,000.00	6,044.36	43,044.36	39,401.90	0.00	3,642.46	0.00
11-000-251-340	BS Technical Service	5,000.00	0.00	5,000.00	4,985.00	0.00	15.00	0.00
11-000-251-592	Other Purchased Services (400-500 Series)	12,000.00	0.00	12,000.00	10,559.13	0.00	1,440.87	0.00
11-000-251-610	SUPPLIES AND MATERIALS	5,000.00	2,707.54	7,707.54	5,424.51	0.00	2,283.03	2,541.27
11-000-251-890	Misc Expenditures	3,950.00	0.00	3,950.00	2,716.94	0.00	1,233.06	0.00
Central Services Totals:		504,662.00	9,790.82	514,452.82	505,838.40	0.00	8,614.42	2,541.27
Admin Inform Tech Support Svcs								
11-000-252-100	Salaries	295,135.00	0.00	295,135.00	295,134.96	0.00	0.04	0.00
11-000-252-500	Other Purchased Services (400-500 Series)	56,200.00	7,458.10	63,658.10	47,849.35	0.00	15,808.75	0.00
11-000-252-610	SUPPLIES AND MATERIALS	28,392.00	(2,200.00)	26,192.00	22,433.33	0.00	3,758.67	0.00
Admin Inform Tech Support Svcs Totals:		379,727.00	5,258.10	384,985.10	365,417.64	0.00	19,567.46	0.00

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Fund 11 (Current Expense Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Required Maint. of School Fac.								
11-000-261-100	Salaries	519,892.00	(7,887.24)	512,004.76	505,030.34	0.00	6,974.42	10,029.03
11-000-261-420	Cleaning/Repair/Maintenance Services	251,200.00	11,001.82	262,201.82	240,683.09	400.00	21,118.73	4,315.00
11-000-261-610	General Supplies	93,411.00	0.00	93,411.00	86,488.79	0.00	6,922.21	0.00
11-000-261-800	MEMBERSHIPS	13,000.00	0.00	13,000.00	150.00	0.00	12,850.00	0.00
Required Maint. of School Fac. Totals:		877,503.00	3,114.58	880,617.58	832,352.22	400.00	47,865.36	14,344.03
Custodial Services								
11-000-262-420	Cleaning/Repair/Maint Svs	718,014.00	0.00	718,014.00	708,438.68	0.00	9,575.32	0.00
11-000-262-490	Town Water & Sewer	90,000.00	685.01	90,685.01	90,685.01	0.00	0.00	0.00
11-000-262-520	Property Insurance	202,325.00	24,565.06	226,890.06	226,890.06	0.00	0.00	0.00
11-000-262-621	Energy (Natural Gas)	140,000.00	0.00	140,000.00	86,902.74	0.00	53,097.26	0.00
11-000-262-622	Energy (Electricity)	300,000.00	78,954.43	378,954.43	378,954.43	0.00	0.00	0.00
Custodial Services Totals:		1,450,339.00	104,204.50	1,554,543.50	1,491,870.92	0.00	62,672.58	0.00
Care & Upkeep of Grounds								
11-000-263-420	Grounds Maintenance	14,000.00	0.00	14,000.00	11,630.37	0.00	2,369.63	0.00
Care & Upkeep of Grounds Totals:		14,000.00	0.00	14,000.00	11,630.37	0.00	2,369.63	0.00
Security								
11-000-266-100	Security Salaries	179,663.00	3,721.84	183,384.84	180,567.62	0.00	2,817.22	0.00
11-000-266-610	Security Supplies	6,000.00	(1,242.00)	4,758.00	194.18	0.00	4,563.82	0.00
Security Totals:		185,663.00	2,479.84	188,142.84	180,761.80	0.00	7,381.04	0.00
Student Transportation Svcs								
11-000-270-162	SALARY FOR PUPILS TRANS.	66,733.00	1,380.09	68,113.09	68,095.72	0.00	17.37	0.00
11-000-270-420	Trans Cleaning Repair & Maint	8,000.00	1,431.32	9,431.32	9,431.32	0.00	0.00	0.00
11-000-270-512	Contracted Svs (not Home/School)	7,000.00	0.00	7,000.00	1,602.50	0.00	5,397.50	0.00
11-000-270-517	ESC Reg Student	31,500.00	0.00	31,500.00	13,395.00	0.00	18,105.00	0.00
11-000-270-800	PERMITS & FEES	200.00	0.00	200.00	200.00	0.00	0.00	0.00
Student Transportation Svcs Totals:		113,433.00	2,811.41	116,244.41	92,724.54	0.00	23,519.87	0.00
Employee Benefits								
11-000-291-210	GROUP INSURANCE	8,000.00	(224.20)	7,775.80	6,924.49	0.00	851.31	0.00
11-000-291-220	Social Security Contribns	283,200.00	(20,075.80)	263,124.20	240,671.56	0.00	22,452.64	0.00
11-000-291-241	Other Retiremnt Cont Regular	434,100.00	(86,223.97)	347,876.03	347,526.77	0.00	349.26	0.00
11-000-291-250	Unemployment Compensation	33,600.00	0.00	33,600.00	32,963.04	0.00	636.96	0.00
11-000-291-260	Workmen's Compensation	280,000.00	0.00	280,000.00	260,643.88	0.00	19,356.12	0.00
11-000-291-270	Health Benefits	2,212,281.00	4,910.35	2,217,191.35	2,203,836.61	0.00	13,354.74	632,028.75
11-000-291-280	Tuition Reimbursement	80,000.00	0.00	80,000.00	28,785.00	0.00	51,215.00	0.00
11-000-291-290	Other Employee Benefits	64,000.00	488.98	64,488.98	58,157.17	0.00	6,331.81	0.00
11-000-291-299	UNUSED SICK PAY RETIRED	35,000.00	0.00	35,000.00	3,000.00	0.00	32,000.00	0.00
Employee Benefits Totals:		3,430,181.00	(101,124.64)	3,329,056.36	3,182,508.52	0.00	146,547.84	632,028.75
606	Increase in Maint Rsv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Grand Totals for fund 11:	17,607,478.00	12,020.19	17,619,498.19	17,077,570.06	4,593.89	537,334.24	,106,493.07

Fund 12 (Capital Outlay Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
604	Increase in Cap Rsv	0.00	0.00	0.00	0.00	0.00	0.00	$0.00
Non-Inst. Equipment								
12-310-100-730	DANCE EQUIP	0.00	13,976.41	13,976.41	13,976.41	0.00	0.00	0.00
12-000-252-730	IT EQUIPMENT	10,000.00	(10,000.00)	0.00	0.00	0.00	0.00	0.00
12-000-261-730	EQUIPMENT - FACILITIES	0.00	173,317.84	173,317.84	173,317.84	0.00	0.00	0.00
Non-Inst. Equipment Totals:		10,000.00	177,294.25	187,294.25	187,294.25	0.00	0.00	0.00
Facil Acquis/Construction Svs								
12-000-400-800	SDA Assessment	194,088.00	0.00	194,088.00	194,088.00	0.00	0.00	0.00
Facil Acquis/Construction Svs Totals:		194,088.00	0.00	194,088.00	194,088.00	0.00	0.00	0.00
	Grand Totals for fund 12:	204,088.00	177,294.25	381,382.25	381,382.25	0.00	0.00	0.00
	Grand Totals for all Subfunds of Fund 10:	17,811,566.00	189,314.44	18,000,880.44	17,458,952.31	4,593.89	537,334.24	,106,493.07

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Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of the date of this report no budgetary line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of 6A:23A-16.10(a).

Raelene Sipple, Bus Adm/Bd Secy Date

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Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS			
101 Cash in checking account	$ 146,400.10		
102-106 Other cash equivalents	$ 0.00		
Total cash		$	146,400.10
111 Investments		$	0.00
114 Investment interest receivable		$	0.00
121 Tax levy receivable		$	0.00
Accounts receivable			
132 Interfund	$ 0.00		
141 Intergovernmental - state	$ 18,478.00		
142 Intergovernmental - federal	$ 9,782.37		
143 Intergovernmental - other	$ 0.00		
153 Other Accounts Receivable	$ 0.00		
		$	28,260.37
Loans receivable			
131 Interfund	$ 0.00		
151 Other Loans Receivable	$ 0.00		
		$	0.00
199 Other current assets		$	0.00
RESOURCES			
301 Estimated revenues (from adjusted budget)	$ 1,051,053.90		
302 Less: revenues collected or accrued	$ (946,348.90)		
		$	104,705.00
TOTAL ASSETS AND RESOURCES		$	279,365.47

LIABILITIES AND FUND EQUITY

LIABILITIES	
401 Interfund loans payable	$ 0.00
402 Interfund accounts payable	$ 0.00
411 Intergovernmental accounts payable - state	$ 160,173.61
412 Intergovernmental accounts payable - federal	$ 0.00
413 Intergovernmental accounts payable - other	$ 0.00
421 Accounts payable	$ 4,282.50
422 Judgments payable	$ 0.00
430 Compensated absences payable	$ 0.00
431 Contracts payable	$ 0.00
451 Loans payable	$ 0.00
481 Deferred revenues	$ 0.00
499 Other current liabilities	$ 0.00
Total liabilities	$ 164,456.11

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FUND EQUITY					
Appropriated:					
753 Reserve for encumbrances - current year				$ 24,138.80	
754 Reserve for encumbrances - prior year				$ 0.00	
758 Reserved fund balance Student Activities				$ 0.00	
759 Reserved fund balance Scholarships				$ 0.00	
760 Other reserves				$ 0.00	
771 Designated Fund Balance				$ 0.00	
601 Appropriations			$ 1,054,085.90		
602 Less: expenditures	$ 936,264.54				
603 Less: encumbrances	$ 24,138.80		$ (960,403.34)	$ 93,682.56	
Appropriations less expenditures					$ 117,821.36
Unappropriated:					
770 Fund Balance, July 1, 2025				$ 0.00	
303 Less: budgeted fund balance				$ (2,912.00)	
Unappropriated fund balance					$ (2,912.00)
Total fund equity					$ 114,909.36
TOTAL LIABILITIES AND FUND EQUITY					$ 279,365.47

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Revenues/Sources of Funds

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Info Only	Revenue Req'd to Balance	0.00	3,032.00	3,032.00	14,054.44	(11,022.44)
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	0.00	5,000.00	5,000.00	5,000.00	0.00
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	0.00	542,020.00	542,020.00	516,285.00	25,735.00
4xxx	From Federal Sources	0.00	504,033.90	504,033.90	425,063.90	78,970.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		0.00	1,054,085.90	1,054,085.90	960,403.34	93,682.56

Fund 20 (Special Revenue Fund)

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Sustainable Jersey Grant		0.00	5,000.00	5,000.00	842.37	0.00	4,157.63	0.00
Title I Improving Basic Programs		0.00	47,466.00	47,466.00	45,522.31	0.00	1,943.69	0.00
IDEA Part B		0.00	90,942.90	90,942.90	90,942.90	0.00	0.00	0.00
Title IIA		0.00	10,263.00	10,263.00	5,270.70	0.00	4,992.30	0.00
Title IV Drug Free Schools		0.00	18,035.00	18,035.00	11,839.66	0.00	6,195.34	0.00
CTSO Statewide		0.00	161,412.00	161,412.00	136,070.63	23,768.98	1,572.39	8,375.00
C Perkins Grant		0.00	269,971.00	269,971.00	249,498.38	0.00	20,472.62	0.00
C Perkins Grant Reserve		0.00	24,561.00	24,561.00	22,357.27	0.00	2,203.73	0.00
WBL Grant		0.00	42,795.00	42,795.00	880.00	0.00	41,915.00	0.00
School Based Linkages		0.00	383,640.00	383,640.00	373,040.32	369.82	10,229.86	0.00
	Grand Totals for fund 20:	0.00	1,054,085.90	1,054,085.90	936,264.54	24,138.80	93,682.56	8,375.00

Revenues Summary

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Info Only	Revenue Req'd to Balance	0.00	3,032.00	3,032.00	14,054.44	(11,022.44)
20-1920-111-000	Contrib&Donation frm Priv Srcs	0.00	5,000.00	5,000.00	5,000.00	0.00
20-3257-492-000	SDA EMERGENT/CAP MAINT	0.00	0.00	0.00	0.00	0.00
20-3260-335-000	CTSO-SKILLS	0.00	158,500.00	158,500.00	132,765.00	25,735.00
20-3290-432-000	SCHOOL BASED-LINKAGES	0.00	383,520.00	383,520.00	383,520.00	0.00
20-4411-231-000	TITLE I A IMPR BASIC PRO	0.00	47,466.00	47,466.00	45,523.00	1,943.00
20-4420-250-000	IDEA Part B	0.00	90,942.90	90,942.90	90,942.90	0.00
20-4430-362-000	C. PERKINS SECONDARY	0.00	269,971.00	269,971.00	249,498.00	20,473.00
20-4430-363-000	C. PERKINS RESERVE	0.00	24,561.00	24,561.00	22,357.00	2,204.00
20-4438-365-000	WBL GRANT	0.00	42,795.00	42,795.00	0.00	42,795.00
20-4451-273-000	TITLE II A TRAIN/RECRUIT	0.00	10,263.00	10,263.00	4,903.00	5,360.00
20-4471-281-000	TITLE IV SAFE/DRUG FREE	0.00	18,035.00	18,035.00	11,840.00	6,195.00
Grand Totals		0.00	1,054,085.90	1,054,085.90	960,403.34	93,682.56

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Minimum Expense General Ledger Report

Fund 20 (Special Revenue Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Sustainable Jersey Grant								
20-011-100-600	Instructional Supplies	0.00	5,000.00	5,000.00	842.37	0.00	4,157.63	0.00
Sustainable Jersey Grant Totals:		0.00	5,000.00	5,000.00	842.37	0.00	4,157.63	0.00
Title I Improving Basic Programs								
20-231-100-101	TITLE I -SALARY INSTRUC	0.00	9,944.00	9,944.00	8,721.70	0.00	1,222.30	0.00
20-231-100-106	SALARIES OF AIDES	0.00	22,000.00	22,000.00	21,991.73	0.00	8.27	0.00
20-231-100-600	ESEA Title I Supplies	0.00	1.00	1.00	1.00	0.00	0.00	0.00
20-231-200-100	ESEA Admin Salaries	0.00	1,000.00	1,000.00	286.88	0.00	713.12	0.00
20-231-200-200	Benefits-Title I	0.00	2,521.00	2,521.00	2,521.00	0.00	0.00	0.00
20-231-200-300	ESEA Title I Purch Prof Svcs	0.00	12,000.00	12,000.00	12,000.00	0.00	0.00	0.00
Title I Improving Basic Programs Totals:		0.00	47,466.00	47,466.00	45,522.31	0.00	1,943.69	0.00
IDEA Part B								
20-250-200-104	IDEA-SAL PROF STAFF	0.00	54,847.00	54,847.00	54,847.00	0.00	0.00	0.00
20-250-200-200	IDEA-BENEFITS	0.00	36,095.90	36,095.90	36,095.90	0.00	0.00	0.00
IDEA Part B Totals:		0.00	90,942.90	90,942.90	90,942.90	0.00	0.00	0.00
Title IIA								
20-273-200-500	TITLE IIA - OTHER PUR SV	0.00	10,263.00	10,263.00	5,270.70	0.00	4,992.30	0.00
Title IIA Totals:		0.00	10,263.00	10,263.00	5,270.70	0.00	4,992.30	0.00
Title IV Drug Free Schools								
20-280-200-100	TITLE IV SALARIES	0.00	2,476.00	2,476.00	1,650.66	0.00	825.34	0.00
20-280-200-200	TITLE IV BENEFITS	0.00	189.00	189.00	189.00	0.00	0.00	0.00
20-280-200-300	TITLE IV PUR PROF&TECH	0.00	15,370.00	15,370.00	10,000.00	0.00	5,370.00	0.00
Title IV Drug Free Schools Totals:		0.00	18,035.00	18,035.00	11,839.66	0.00	6,195.34	0.00
CTSO Statewide								
20-335-200-100	CTSO-PERSONAL SVC SALARY	0.00	142,616.00	142,616.00	118,847.02	23,768.98	0.00	8,375.00
20-335-200-200	CTSO-EMPLOYEE BENEFITS	0.00	10,911.00	10,911.00	10,911.00	0.00	0.00	0.00
20-335-200-580	CTSO-TRAVEL	0.00	4,627.10	4,627.10	4,626.61	0.00	0.49	0.00
20-335-200-600	CTSO-SUPPLIES	0.00	3,257.90	3,257.90	1,686.00	0.00	1,571.90	0.00
CTSO Statewide Totals:		0.00	161,412.00	161,412.00	136,070.63	23,768.98	1,572.39	8,375.00
C Perkins Grant								
20-362-100-300	C. PERKINS-PURCH PROF	0.00	12,789.00	12,789.00	11,780.11	0.00	1,008.89	0.00
20-362-100-600	C. PERKINS-SUPPLIES	0.00	63,714.00	63,714.00	60,441.31	0.00	3,272.69	0.00
20-362-200-100	C. PERKINS-SALARIES	0.00	13,500.00	13,500.00	8,750.00	0.00	4,750.00	0.00
20-362-200-200	C. PERKINS-BENEFITS	0.00	1,033.00	1,033.00	1,033.00	0.00	0.00	0.00
20-362-200-300	C. PERKINS-PURCH PROF	0.00	12,000.00	12,000.00	12,000.00	0.00	0.00	0.00
20-362-200-500	C. PERKINS-OTHER PURCH S	0.00	600.00	600.00	530.00	0.00	70.00	0.00
20-362-200-580	C. PERKINS - TRAVEL	0.00	30,400.00	30,400.00	19,064.00	0.00	11,336.00	0.00
20-362-400-731	C. PERKINS-EQUIPMENT	0.00	135,935.00	135,935.00	135,899.96	0.00	35.04	0.00
C Perkins Grant Totals:		0.00	269,971.00	269,971.00	249,498.38	0.00	20,472.62	0.00
C Perkins Grant Reserve								
20-363-100-600	C. PERKINS RESERVE SUPPL	0.00	560.00	560.00	471.10	0.00	88.90	0.00
20-363-200-300	C. PERKINS RESERVE PPS	0.00	9,150.00	9,150.00	8,997.17	0.00	152.83	0.00
20-363-200-580	C.PERKINS RESERVE TRAVEL	0.00	5,782.00	5,782.00	4,070.00	0.00	1,712.00	0.00
20-363-400-731	C. PERKINS RESERVE EQUIP	0.00	9,069.00	9,069.00	8,819.00	0.00	250.00	0.00
C Perkins Grant Reserve Totals:		0.00	24,561.00	24,561.00	22,357.27	0.00	2,203.73	0.00
WBL Grant								
20-365-100-101	WBL Salaries of Teachers	0.00	3,978.00	3,978.00	0.00	0.00	3,978.00	0.00
20-365-100-300	WBL Purchased Services	0.00	22,650.00	22,650.00	0.00	0.00	22,650.00	0.00
20-365-200-200	WBL Benefits	0.00	304.00	304.00	0.00	0.00	304.00	0.00
20-365-200-500	WBL Other Purch Services	0.00	900.00	900.00	880.00	0.00	20.00	0.00
20-365-200-580	WBL Travel	0.00	3,963.00	3,963.00	0.00	0.00	3,963.00	0.00
20-365-200-600	WBL Supplies and Materials	0.00	11,000.00	11,000.00	0.00	0.00	11,000.00	0.00
WBL Grant Totals:		0.00	42,795.00	42,795.00	880.00	0.00	41,915.00	0.00

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Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
School Based Linkages								
20-432-200-104	LINKAGES -SALARIES	0.00	115,795.00	115,795.00	106,057.64	0.00	9,737.36	0.00
20-432-200-110	BUS DRIVER	0.00	390.00	390.00	0.00	0.00	390.00	0.00
20-432-200-200	LINKAGES-BENEFITS	0.00	48,051.00	48,051.00	48,051.00	0.00	0.00	0.00
20-432-200-330	LINKAGES-CONT. PERSONNEL	0.00	198,500.00	198,500.00	198,500.00	0.00	0.00	0.00
20-432-200-580	LINKAGES-TRAVEL	0.00	1,324.97	1,324.97	1,324.97	0.00	0.00	0.00
20-432-200-590	LINKAGES-RECREATION	0.00	1,200.00	1,200.00	1,098.00	0.00	102.00	0.00
20-432-200-600	LINKAGES-SUPPLIES	0.00	18,379.03	18,379.03	18,008.71	369.82	0.50	0.00
School Based Linkages Totals:		0.00	383,640.00	383,640.00	373,040.32	369.82	10,229.86	0.00
	Grand Totals for fund 20:	0.00	1,054,085.90	1,054,085.90	936,264.54	24,138.80	93,682.56	8,375.00

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of the date of this report no budgetary line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of 6A:23A-16.10(a).

Raelene Sipple, Bus Adm/Bd Secy Date

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Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS			
101 Cash in checking account	$ 1,683,820.07		
102-106 Other cash equivalents	$ 0.00		
Total cash		$	1,683,820.07
111 Investments		$	0.00
114 Investment interest receivable		$	0.00
121 Tax levy receivable		$	0.00
Accounts receivable			
132 Interfund	$ 0.00		
141 Intergovernmental - state	$ 0.00		
142 Intergovernmental - federal	$ 0.00		
143 Intergovernmental - other	$ 1,794,972.56		
153 Other Accounts Receivable	$ 0.00		
		$	1,794,972.56
Loans receivable			
131 Interfund	$ 0.00		
151 Other Loans Receivable	$ 0.00		
		$	0.00
199 Other current assets		$	0.00
RESOURCES			
301 Estimated revenues (from adjusted budget)	$ 0.00		
302 Less: revenues collected or accrued	$ 0.00		
		$	0.00
TOTAL ASSETS AND RESOURCES		$	3,478,792.63

LIABILITIES AND FUND EQUITY

LIABILITIES		
401 Interfund loans payable	$	0.00
402 Interfund accounts payable	$	(0.20)
411 Intergovernmental accounts payable - state	$	0.00
412 Intergovernmental accounts payable - federal	$	0.00
413 Intergovernmental accounts payable - other	$	0.00
421 Accounts payable	$	0.00
422 Judgments payable	$	0.00
430 Compensated absences payable	$	0.00
431 Contracts payable	$	0.00
451 Loans payable	$	0.00
481 Deferred revenues	$	0.00
499 Other current liabilities	$	1,664,658.82
Total liabilities	$	1,664,658.62

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FUND EQUITY				
Appropriated:				
753 Reserve for encumbrances - current year			$ 713,136.48	
754 Reserve for encumbrances - prior year			$ 258,625.42	
760 Other reserves			$ 0.00	
771 Designated Fund Balance			$ 0.00	
601 Appropriations		$ 5,579,717.22		
602 Less: expenditures	$ 3,765,583.41			
603 Less: encumbrances	$ 971,761.90	$ (4,737,345.31)	$ 842,371.91	
Appropriations less expenditures				$ 1,814,133.81
Unappropriated:				
770 Fund Balance, July 1, 2025			$ 2,566,608.44	
303 Less: budgeted fund balance			$ (2,566,608.24)	
Unappropriated fund balance				$ 0.20
Total fund equity				$ 1,814,134.01
TOTAL LIABILITIES AND FUND EQUITY				$ 3,478,792.63

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	$ 5,579,717.22	$ 4,737,345.31	$ 842,371.91
Less: Revenues	$ 0.00	$ 0.00	$ 0.00
Subtotal	$ 5,579,717.22	$ 4,737,345.31	$ 842,371.91
Less: adjustment to appropriations for Prior Year Encumbrances	$ (3,013,108.98)	$ (3,013,108.98)	$ 0.00
Total current year budgeted fund balance	$ 2,566,608.24	$ 1,724,236.33	$ 842,371.91
Add: Unappropriated fund balance			$ 0.20
Total of budgeted and unappropriated fund balance			$ 842,372.11

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Revenues/Sources of Funds

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	0.00	5,579,717.22	5,579,717.22	4,737,345.31	842,371.91
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	0.00	0.00	0.00	0.00	0.00
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	0.00	0.00	0.00	0.00	0.00
4xxx	From Federal Sources	0.00	0.00	0.00	0.00	0.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		0.00	5,579,717.22	5,579,717.22	4,737,345.31	842,371.91

Fund 30 (Capital Projects Fund)

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Capital Projects		0.00	5,579,717.22	5,579,717.22	3,765,583.41	971,761.90	842,371.91	0.00
	Grand Totals for fund 30:	0.00	5,579,717.22	5,579,717.22	3,765,583.41	971,761.90	842,371.91	0.00

Revenues Summary

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	0.00	5,579,717.22	5,579,717.22	4,737,345.31	842,371.91
30-1210-000-000	NEW CTE BUILDING	0.00	0.00	0.00	0.00	0.00
30-1210-219-000	COUNTY CAPITAL 2019	0.00	0.00	0.00	0.00	0.00
30-1210-221-000	COUNTY CAPITAL 2021	0.00	0.00	0.00	0.00	0.00
30-1210-GYM-00	AUX GYM CAP PROJ	0.00	0.00	0.00	0.00	0.00
Grand Totals		0.00	5,579,717.22	5,579,717.22	4,737,345.31	842,371.91

Minimum Expense General Ledger Report

Fund 30 (Capital Projects Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Capital Projects								
30-000-400-390	2018 COUNTY CAPITAL PROF	0.00	300,233.79	300,233.79	224,981.01	0.00	75,252.78	0.00
30-000-400-450	Construction Services	0.00	5,279,483.43	5,279,483.43	3,540,602.40	971,761.90	767,119.13	0.00
Capital Projects Totals:		0.00	5,579,717.22	5,579,717.22	3,765,583.41	971,761.90	842,371.91	0.00
	Grand Totals for fund 30:	0.00	5,579,717.22	5,579,717.22	3,765,583.41	971,761.90	842,371.91	0.00

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of the date of this report no budgetary line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of 6A:23A-16.10(a).

Raelene Sipple, Bus Adm/Bd Secy Date

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Somerset County Vocational Board of Education Budget Transfers printed on 5/5/2026

Report Includes Effective Dates from Apr 01, 2026 to Apr 30, 2026

Date	Source Account/Title	Target Account/Title	Comments	Amount
04/02/26	11-310-100-320-011-000 PURCH PROF-ED SERVICES	11-310-100-500-011-000 OTHER PURCHD SERVS	April Transfers	732.80
04/27/26	12-000-252-730-016-000 IT EQUIPMENT	11-310-100-610-011-004 SUPPLIES - AUTO BODY	April Transfers	1,500.00
04/27/26	12-000-252-730-016-000 IT EQUIPMENT	11-310-100-500-011-000 OTHER PURCHD SERVS	April Transfers	4,100.00
04/27/26	12-000-252-730-016-000 IT EQUIPMENT	11-310-100-800-011-000 OTHER OBJECTS - VOC	April Transfers	300.00
04/30/26	11-310-100-610-011-003 SUPPLIES - CULINARY ARTS	11-310-100-610-009-000 SUPPLIES - THEATER	April Transfers	200.00
04/30/26	11-310-100-610-011-003 SUPPLIES - CULINARY ARTS	11-310-100-500-011-000 OTHER PURCHD SERVS	April Transfers	275.00
04/30/26	11-310-100-320-060-000 PAYMENT - RVCC	11-310-100-500-011-000 OTHER PURCHD SERVS	April Transfers	250.00
04/30/26	11-310-100-320-060-000 PAYMENT - RVCC	11-310-100-101-011-001 VOC. SAL - SUBSITUTES	April Transfers	5,000.00
04/30/26	11-310-100-320-060-000 PAYMENT - RVCC	11-000-240-610-003-000 OFFICE SUPPLIES - HS	April Transfers	3,000.00
04/30/26	11-310-100-320-060-000 PAYMENT - RVCC	11-000-223-102-003-000 SALARIES TEACHER LEADERS	April Transfers	783.00
04/30/26	11-000-266-610-002-000 UE S GENERAL SUPPLIES	11-000-223-102-003-000 SALARIES TEACHER LEADERS	April Transfers	1,242.00
04/30/26	11-000-252-610-016-000 SUPPLIES AND MATERIALS	11-000-223-102-003-000 SALARIES TEACHER LEADERS	April Transfers	2,000.00
04/30/26	11-000-230-585-008-000 BOE - TRAVEL	11-000-223-102-003-000 SALARIES TEACHER LEADERS	April Transfers	1,975.00

The total of all transfers within fund 10 is: **21,357.80**

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Somerset County Vocational Board of Education Budget Transfers printed on 6/1/2026

Report Includes Effective Dates from May 01, 2026 to May 31, 2026

Date	Source Account/Title	Target Account/Title	Comments	Amount
05/01/26	11-310-100-101-010-000 PERF ARTS P-T SALARY	11-401-100-100-003-000 SAL - CO-CURRICULAR	May Transfers	1,060.00
05/01/26	11-310-100-101-010-000 PERF ARTS P-T SALARY	11-310-100-610-011-003 SUPPLIES - CULINARY ARTS	May Transfers	640.00
05/01/26	11-000-240-610-003-000 OFFICE SUPPLIES - HS	11-310-100-610-011-003 SUPPLIES - CULINARY ARTS	May Transfers	192.00
05/01/26	11-402-100-800-003-000 MEMBERSHIP DUES	11-401-100-100-003-000 SAL - CO-CURRICULAR	May Transfers	640.00
05/04/26	11-000-219-105-005-000 SALARIES - SECRETARIES	11-140-100-101-003-002 EXTRA HOURS	May Transfers	1,900.00
05/04/26	11-000-251-100-008-000 SALARIES-BUSINESS OFFICE	11-310-100-106-005-000 SALARIES - AIDES	May Transfers	101.88
05/04/26	11-000-240-103-003-000 SALARIES - PRINCIPALS	11-310-100-106-005-000 SALARIES - AIDES	May Transfers	9,898.12
05/04/26	11-000-240-103-003-000 SALARIES - PRINCIPALS	11-310-100-101-060-000 ACADEMY SALARIES-TEACHER	May Transfers	10,000.00
05/04/26	11-000-240-103-003-000 SALARIES - PRINCIPALS	11-310-100-101-011-002 EXTRA HOURS	May Transfers	7,000.00
05/04/26	11-000-240-103-003-000 SALARIES - PRINCIPALS	11-310-100-101-011-001 VOC. SAL - SUBSITUTES	May Transfers	5,271.88
05/04/26	11-000-230-100-008-001 SALARY - SUP'T OFFICE	11-310-100-101-011-001 VOC. SAL - SUBSITUTES	May Transfers	728.12
05/04/26	11-000-230-100-008-001 SALARY - SUP'T OFFICE	11-310-100-101-011-000 VOC SAL. - TEACHERS	May Transfers	2,800.00
05/04/26	11-000-230-100-008-001 SALARY - SUP'T OFFICE	11-310-100-101-005-000 SALARIES - INSTRUCTION	May Transfers	1,819.88
05/04/26	11-000-251-100-008-000 SALARIES-BUSINESS OFFICE	11-000-218-110-005-000 OTHER SALARIES - GUIDANC	May Transfers	1,000.00
05/04/26	11-000-219-105-005-000 SALARIES - SECRETARIES	11-310-100-101-005-000 SALARIES - INSTRUCTION	May Transfers	680.12
05/04/26	11-000-261-100-002-000 SALARIES - MAINTENANCE	11-000-223-102-003-000 SALARIES TEACHER LEADERS	May Transfers	7,300.00
05/04/26	11-000-219-105-005-000 SALARIES - SECRETARIES	11-140-100-101-003-001 SUBSTITUTES	May Transfers	1,600.00
05/04/26	11-000-219-105-005-000 SALARIES - SECRETARIES	11-140-100-101-003-000 SALARIES - REG INSTRUC	May Transfers	319.88
05/04/26	11-000-219-104-005-001 SUMMER WORK/EXTRA WORK	11-140-100-101-003-000 SALARIES - REG INSTRUC	May Transfers	4,564.12
05/04/26	11-000-218-104-005-000 SAL - GUID. COUNSELORS	11-140-100-101-003-000 SALARIES - REG INSTRUC	May Transfers	13,616.00
05/04/26	11-000-211-100-004-000 SALARIES-ATTENDANCE OFFI	11-140-100-101-003-000 SALARIES - REG INSTRUC	May Transfers	500.00
05/04/26	11-310-100-101-010-000 PERF ARTS P-T SALARY	11-140-100-101-003-000 SALARIES - REG INSTRUC	May Transfers	5,000.00
05/04/26	11-310-100-101-005-001 SUBSTITUTES/OT	11-140-100-101-003-000 SALARIES - REG INSTRUC	May Transfers	3,000.00
05/04/26	11-000-221-104-004-001 CURRICULUM WRITING	11-310-100-101-005-000 SALARIES - INSTRUCTION	May Transfers	4,400.00
05/04/26	11-000-261-100-002-000 SALARIES - MAINTENANCE	11-000-219-104-005-000 SAL-CHILD STUDY TEAM	May Transfers	901.88
05/04/26	11-000-261-100-002-000 SALARIES - MAINTENANCE	11-000-266-100-002-000 UE S SALS OF SEC G & INV	May Transfers	1,798.12

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Date	Source Account/Title	Target Account/Title	Comments	Amount
05/04/26	11-000-213-100-005-001 SUBSTITUTES/O.T.	11-000-266-100-002-000 UE S SALS OF SEC G & INV	May Transfers	656.88
05/04/26	11-000-213-100-005-001 SUBSTITUTES/O.T.	11-000-270-162-002-000 SALARY FOR PUPILS TRANS.	May Transfers	500.00
05/04/26	11-000-251-100-008-000 SALARIES-BUSINESS OFFICE	11-000-219-104-005-000 SAL-CHILD STUDY TEAM	May Transfers	298.12
05/04/26	11-140-100-101-007-000 SAL-ALT SCHOOL-REG	11-140-100-101-003-000 SALARIES - REG INSTRUC	May Transfers	75,000.00
05/05/26	12-000-252-730-016-000 IT EQUIPMENT	11-310-100-500-011-000 OTHER PURCHD SERVS	May Transfers	4,100.00
05/05/26	11-310-100-610-011-017 SUPPLIES - AG. SCIENCE	11-310-100-500-011-000 OTHER PURCHD SERVS	May Transfers	900.00
05/28/26	11-310-100-610-011-004 SUPPLIES - AUTO BODY	11-310-100-500-011-000 OTHER PURCHD SERVS	May Transfers	400.00
05/28/26	11-310-100-610-011-004 SUPPLIES - AUTO BODY	11-310-100-610-010-000 SUPPLIES DANCE	May Transfers	85.00
05/28/26	11-310-100-800-011-000 OTHER OBJECTS - VOC	11-310-100-610-011-003 SUPPLIES - CULINARY ARTS	May Transfers	93.00
05/29/26	11-140-100-610-016-000 HIGH SCH TECH SUPPLIES	11-310-100-106-011-000 SALARIES - AIDES	May Transfers	1,000.00
05/29/26	11-140-100-610-016-000 HIGH SCH TECH SUPPLIES	11-000-219-104-005-001 SUMMER WORK/EXTRA WORK	May Transfers	1,000.00
05/29/26	11-140-100-610-016-000 HIGH SCH TECH SUPPLIES	11-000-240-890-003-000 MEMBERSHIPS H.S.	May Transfers	30.00
05/29/26	11-140-100-610-016-000 HIGH SCH TECH SUPPLIES	11-000-266-100-002-001 OVERTIME	May Transfers	470.00
05/29/26	11-140-100-610-003-008 SUPPLIES - PHOTOGRAPHY	11-000-266-100-002-001 OVERTIME	May Transfers	30.00
05/29/26	11-140-100-610-003-008 SUPPLIES - PHOTOGRAPHY	11-000-291-270-000-004 VISION	May Transfers	2,970.00
05/29/26	11-310-100-106-005-000 SALARIES - AIDES	11-000-291-270-000-004 VISION	May Transfers	8,030.00
05/29/26	11-140-100-101-003-000 SALARIES - REG INSTRUC	11-310-100-106-011-000 SALARIES - AIDES	May Transfers	9,000.00
			The total of all transfers within fund 10 is:	**191,295.00**

Date	Source Account/Title	Target Account/Title	Comments	Amount
05/20/26	20-432-200-600-021-000 LINKAGES-SUPPLIES	20-432-200-580-021-000 LINKAGES-TRAVEL	May Transfers	4.97
			The total of all transfers within fund 20 is:	**4.97**

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Somerset County Vocational Board of Education Budget Transfers printed on 7/20/2026

Report Includes Effective Dates from Jun 01, 2026 to Jun 30, 2026

Date	Source Account/Title	Target Account/Title	Comments	Amount
06/30/26	11-310-100-101-011-000 VOC SAL. - TEACHERS	11-000-270-162-002-001 SUBSTITUTES/OT	June Transfers	880.09
06/30/26	11-140-100-610-003-007 SUPPLIES - HEALTH / D.E.	11-000-230-590-008-000 OTHER PURCH SERV (400-50	June Transfers	121.75
06/30/26	11-150-100-320-005-000 PURCH. PROF. SVS.- HOME	11-000-251-100-008-000 SALARIES-BUSINESS OFFICE	June Transfers	1,179.62
06/30/26	11-150-100-320-005-000 PURCH. PROF. SVS.- HOME	11-000-251-330-008-001 ACCOUNT/PAYROLL SOFTWARE	June Transfers	20.00
06/30/26	11-150-100-320-005-000 PURCH. PROF. SVS.- HOME	11-000-252-500-016-000 OTHER PURCH SCVS	June Transfers	1,258.10
06/30/26	11-150-100-320-005-000 PURCH. PROF. SVS.- HOME	11-000-261-100-002-000 SALARIES - MAINTENANCE	June Transfers	2,112.76
06/30/26	11-150-100-320-005-000 PURCH. PROF. SVS.- HOME	11-000-262-490-002-000 PUBLIC WATER & SEWER	June Transfers	685.01
06/30/26	11-150-100-320-005-000 PURCH. PROF. SVS.- HOME	11-000-262-622-002-000 ENERGY - ELECTRICITY	June Transfers	1,848.51
06/30/26	11-310-100-101-005-000 SALARIES - INSTRUCTION	11-000-262-622-002-000 ENERGY - ELECTRICITY	June Transfers	26.45
06/30/26	11-310-100-101-005-001 SUBSTITUTES/OT	11-000-262-622-002-000 ENERGY - ELECTRICITY	June Transfers	960.36
06/30/26	11-310-100-500-005-000 OTHER PURCHASED SERVICES	11-140-100-101-003-002 EXTRA HOURS	June Transfers	1.00
06/30/26	11-310-100-101-011-000 VOC SAL. - TEACHERS	11-000-266-100-002-001 OVERTIME	June Transfers	16.84
06/30/26	11-140-100-610-003-004 SUPPLIES - MATH	11-000-230-590-008-000 OTHER PURCH SERV (400-50	June Transfers	0.05
06/30/26	11-310-100-101-011-000 VOC SAL. - TEACHERS	11-000-270-420-002-000 CLEANING, REPAIR & MAINT	June Transfers	1,431.32
06/30/26	11-310-100-101-011-000 VOC SAL. - TEACHERS	11-000-291-270-000-000 MEDICAL PREMIUM	June Transfers	1,275.41
06/30/26	11-310-100-101-011-000 VOC SAL. - TEACHERS	11-000-291-290-000-000 WAIVERS / OTHER	June Transfers	488.98
06/30/26	11-310-100-101-011-000 VOC SAL. - TEACHERS	11-140-100-101-003-001 SUBSTITUTES	June Transfers	3,709.59
06/30/26	11-310-100-101-060-000 ACADEMY SALARIES-TEACHER	11-140-100-101-003-001 SUBSTITUTES	June Transfers	196.55
06/30/26	11-310-100-106-005-000 SALARIES - AIDES	11-140-100-101-003-001 SUBSTITUTES	June Transfers	275.26
06/30/26	11-310-100-106-005-000 SALARIES - AIDES	11-140-100-101-003-002 EXTRA HOURS	June Transfers	1,694.74
06/30/26	11-310-100-320-009-000 PURCH PROF - THEATER	11-140-100-101-003-002 EXTRA HOURS	June Transfers	525.00
06/30/26	11-310-100-320-010-000 PURCH PROF DANCE	11-140-100-101-003-002 EXTRA HOURS	June Transfers	704.17
06/30/26	11-310-100-101-011-000 VOC SAL. - TEACHERS	11-000-262-622-002-000 ENERGY - ELECTRICITY	June Transfers	1,119.11
06/30/26	11-140-100-500-007-000 OTH PURCH SERVICES	11-000-221-104-004-000 SAL-SUPERV. LEARN & TECH	June Transfers	955.77
06/30/26	11-140-100-101-003-000 SALARIES - REG INSTRUC	11-000-213-300-005-000 PHYSICIAN/NURSING SERVICES	June Transfers	272.74
06/30/26	11-140-100-101-003-000 SALARIES - REG INSTRUC	11-000-218-104-005-000 SAL - GUID. COUNSELORS	June Transfers	923.94

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Somerset County Vocational Board of Education Budget Transfers printed on 7/20/2026

Report Includes Effective Dates from Jun 01, 2026 to Jun 30, 2026

Date	Source Account/Title	Target Account/Title	Comments	Amount
06/30/2611	11-140-100-101-003-000 SALARIES - REG INSTRUC	11-000-218-104-005-001 EXTRA HOURS	June Transfers	1,061.90
06/30/2611	11-140-100-101-007-000 SAL-ALT SCHOOL-REG	11-000-218-104-005-001 EXTRA HOURS	June Transfers	255.98
06/30/2611	11-140-100-101-007-000 SAL-ALT SCHOOL-REG	11-000-219-104-005-000 SAL-CHILD STUDY TEAM	June Transfers	113.32
06/30/2611	11-140-100-320-003-000 PURCHASED PROF ED SERVC	11-000-219-104-005-000 SAL-CHILD STUDY TEAM	June Transfers	750.00
06/30/2611	11-140-100-320-016-000 PURCHASED SERVICES	11-000-219-104-005-000 SAL-CHILD STUDY TEAM	June Transfers	14.08
06/30/2611	11-140-100-320-016-000 PURCHASED SERVICES	11-000-221-102-003-000 SAL OF SUPERVISOR OF INS	June Transfers	0.04
06/30/2611	11-140-100-320-016-000 PURCHASED SERVICES	11-000-221-102-007-000 SAL OF SUPERVISOR (TOPS)	June Transfers	485.88
06/30/2611	11-140-100-610-003-006 SUPPLIES - ENGLISH	11-000-230-590-008-000 OTHER PURCH SERV (400-50	June Transfers	14.64
06/30/2611	11-140-100-500-003-000 OTH PURC SVCS-TRAVEL HS	11-000-221-104-004-000 SAL-SUPERV. LEARN & TECH	June Transfers	525.80
06/30/2611	11-140-100-610-003-005 SUPPLIES - WORLD LANG.	11-000-230-590-008-000 OTHER PURCH SERV (400-50	June Transfers	374.21
06/30/2611	11-140-100-500-007-000 OTH PURCH SERVICES	11-000-222-500-008-000 COPIER LEASE	June Transfers	831.75
06/30/2611	11-140-100-500-016-000 SITE LICENSING	11-000-222-500-008-000 COPIER LEASE	June Transfers	52.03
06/30/2611	11-140-100-500-016-000 SITE LICENSING	11-000-230-100-008-001 SALARY - SUP'T OFFICE	June Transfers	259.32
06/30/2611	11-140-100-610-003-000 SUPPLIES - HS	11-000-230-100-008-001 SALARY - SUP'T OFFICE	June Transfers	584.21
06/30/2611	11-140-100-610-003-001 SUPPLIES - PHYSICAL ED	11-000-230-100-008-001 SALARY - SUP'T OFFICE	June Transfers	481.07
06/30/2611	11-140-100-610-003-001 SUPPLIES - PHYSICAL ED	11-000-230-530-008-000 TELEPHONE - DISTRICT	June Transfers	656.53
06/30/2611	11-140-100-610-003-002 SUPPLIES - SOC. STUDIES	11-000-230-530-008-000 TELEPHONE - DISTRICT	June Transfers	306.92
06/30/2611	11-140-100-610-003-002 SUPPLIES - SOC. STUDIES	11-000-230-590-008-000 OTHER PURCH SERV (400-50	June Transfers	337.87
06/30/2611	11-140-100-610-003-003 SUPPLIES - SCIENCE	11-000-230-590-008-000 OTHER PURCH SERV (400-50	June Transfers	78.18
06/30/2611	11-310-100-500-009-000 OTHER PURCH SERV THEATER	11-140-100-101-003-002 EXTRA HOURS	June Transfers	2,495.44
06/30/2611	11-140-100-500-003-000 OTH PURC SVCS-TRAVEL HS	11-000-221-102-007-000 SAL OF SUPERVISOR (TOPS)	June Transfers	1,060.20
06/30/2611	11-310-100-610-011-023 SUPPLIES - BE&M	11-310-100-101-011-002 EXTRA HOURS	June Transfers	1,899.26
06/30/2611	11-310-100-610-011-011 SUPPL-COMM ARTS & DESIGN	11-310-100-101-010-000 PERF ARTS P-T SALARY	June Transfers	1,773.98
06/30/2611	11-310-100-610-011-012 SUPPLIES - ELECTRICAL	11-310-100-101-010-000 PERF ARTS P-T SALARY	June Transfers	211.02
06/30/2611	11-310-100-610-011-013 SUPPL-PLUMBING & HEATING	11-310-100-101-010-000 PERF ARTS P-T SALARY	June Transfers	39.32

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Date	Source Account/Title	Target Account/Title	Comments	Amount
06/30/26	11-310-100-610-011-014 SUPPLIES - COMPUTER SCIE	11-310-100-101-010-000 PERF ARTS P-T SALARY	June Transfers	2,888.40
06/30/26	11-310-100-610-011-015 SUPPLIES - WELDING	11-310-100-101-010-000 PERF ARTS P-T SALARY	June Transfers	705.63
06/30/26	11-310-100-610-011-017 SUPPLIES - AG. SCIENCE	11-310-100-101-010-000 PERF ARTS P-T SALARY	June Transfers	1,401.53
06/30/26	11-310-100-610-011-019 SUPPLIES-LAW&PUBLIC SAFE	11-310-100-101-010-000 PERF ARTS P-T SALARY	June Transfers	725.04
06/30/26	11-310-100-610-011-020 SUPPL-HEALTH OCCUPATIONS	11-310-100-101-010-000 PERF ARTS P-T SALARY	June Transfers	509.50
06/30/26	11-310-100-610-011-021 SUPPLIES-MEAM	11-310-100-101-010-000 PERF ARTS P-T SALARY	June Transfers	830.35
06/30/26	11-310-100-320-011-000 PURCH PROF-ED SERVICES	11-140-100-101-003-002 EXTRA HOURS	June Transfers	699.20
06/30/26	11-310-100-610-011-023 SUPPLIES - BE&M	11-310-100-101-011-001 VOC. SAL - SUBSITUTES	June Transfers	2,505.07
06/30/26	11-150-100-101-005-000 SALARIES - HOME INSTRUC	11-000-240-500-003-000 PRINTING EXPENSE - HS	June Transfers	508.91
06/30/26	11-310-100-610-011-024 SUPPLIES-HVACR	11-310-100-101-011-002 EXTRA HOURS	June Transfers	398.54
06/30/26	11-310-100-610-011-025 SUPPLIES-FINANCE	11-310-100-101-011-002 EXTRA HOURS	June Transfers	2,879.90
06/30/26	11-310-100-610-011-026 SUPPLIES-BIOMEDICAL	11-310-100-101-011-002 EXTRA HOURS	June Transfers	813.51
06/30/26	11-310-100-610-011-003 SUPPLIES - CULINARY ARTS	11-310-100-101-011-002 EXTRA HOURS	June Transfers	1,547.58
06/30/26	11-310-100-610-011-003 SUPPLIES - CULINARY ARTS	11-310-100-106-011-000 SALARIES - AIDES	June Transfers	4,103.44
06/30/26	11-310-100-610-011-003 SUPPLIES - CULINARY ARTS	11-310-100-610-009-000 SUPPLIES - THEATER	June Transfers	399.15
06/30/26	11-310-100-610-011-003 SUPPLIES - CULINARY ARTS	11-310-100-610-010-000 SUPPLIES DANCE	June Transfers	382.69
06/30/26	11-310-100-610-011-003 SUPPLIES - CULINARY ARTS	11-401-100-100-003-000 SAL - CO-CURRICULAR	June Transfers	1,253.62
06/30/26	11-310-100-610-011-003 SUPPLIES - CULINARY ARTS	11-402-100-100-003-000 SALARIES - A.D.	June Transfers	391.70
06/30/26	11-310-100-610-011-003 SUPPLIES - CULINARY ARTS	11-402-100-100-003-001 STIPENDS - COACHES	June Transfers	1,744.42
06/30/26	11-310-100-610-011-023 SUPPLIES - BE&M	11-310-100-101-010-000 PERF ARTS P-T SALARY	June Transfers	1,305.77
06/30/26	11-140-100-610-003-009 SUPPLIES - ART	11-000-230-590-008-000 OTHER PURCH SERV (400-50	June Transfers	169.43
06/30/26	11-310-100-500-010-000 OTHER PUR SVC DANCE	11-140-100-101-003-002 EXTRA HOURS	June Transfers	446.34
06/30/26	11-310-100-500-011-000 OTHER PURCHD SERVS	11-140-100-101-003-002 EXTRA HOURS	June Transfers	395.92
06/30/26	11-310-100-500-060-000 ACADEMY OTHER PURCH SERV	11-140-100-101-003-002 EXTRA HOURS	June Transfers	350.00
06/30/26	11-310-100-580-011-000 TRAVEL	11-140-100-101-003-002 EXTRA HOURS	June Transfers	6.03
06/30/26	11-310-100-610-005-000 SUPPL-SPEC ED. RES CTR	11-140-100-101-003-002 EXTRA HOURS	June Transfers	404.21

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Date	Source Account/Title	Target Account/Title	Comments	Amount
06/30/26	11-310-100-610-007-000 GENERAL SUPPLIES	11-140-100-101-003-002 EXTRA HOURS	June Transfers	40.00
06/30/26	11-310-100-610-011-005 SUPPLIES-AUTO MECHANICS	11-140-100-101-003-002 EXTRA HOURS	June Transfers	162.97
06/30/26	11-310-100-610-011-006 SUPPLIES-COSMETOLOGY	11-140-100-101-003-002 EXTRA HOURS	June Transfers	1,345.90
06/30/26	11-310-100-610-011-008 SUPPLIES - CARPENTRY	11-140-100-101-003-002 EXTRA HOURS	June Transfers	879.19
06/30/26	11-310-100-610-011-010 SUPPLIES - MECH & REPAIR	11-140-100-101-003-002 EXTRA HOURS	June Transfers	8.90
06/30/26	11-310-100-610-011-011 SUPPL-COMM ARTS & DESIGN	11-140-100-106-007-000 AIDES - ALTERNATIVE SCH	June Transfers	0.20
06/30/26	11-140-100-610-003-008 SUPPLIES - PHOTOGRAPHY	11-000-230-590-008-000 OTHER PURCH SERV (400-50	June Transfers	460.32
06/30/26	11-150-100-101-005-000 SALARIES - HOME INSTRUC	11-000-251-100-008-000 SALARIES-BUSINESS OFFICE	June Transfers	1,259.30
06/30/26	11-140-100-610-003-009 SUPPLIES - ART	11-000-240-103-003-000 SALARIES - PRINCIPALS	June Transfers	8.34
06/30/26	11-140-100-610-007-000 SUPPLIES - ALT. SCHOOL	11-000-240-103-003-000 SALARIES - PRINCIPALS	June Transfers	428.71
06/30/26	11-140-100-610-016-000 HIGH SCH TECH SUPPLIES	11-000-240-103-003-000 SALARIES - PRINCIPALS	June Transfers	707.39
06/30/26	11-140-100-640-003-000 TEXTBOOKS - REG INSTRUC	11-000-240-103-003-000 SALARIES - PRINCIPALS	June Transfers	344.20
06/30/26	11-140-100-800-003-000 OTHER OBJECTS	11-000-240-103-003-000 SALARIES - PRINCIPALS	June Transfers	626.00
06/30/26	11-140-100-800-007-000 OTHER OBJECTS	11-000-240-103-003-000 SALARIES - PRINCIPALS	June Transfers	990.40
06/30/26	11-140-100-800-007-000 OTHER OBJECTS	11-000-240-104-003-000 SALARIES - SUPERVISORS	June Transfers	898.56
06/30/26	11-150-100-101-005-000 SALARIES - HOME INSTRUC	11-000-240-104-003-000 SALARIES - SUPERVISORS	June Transfers	1,988.78
06/30/26	11-150-100-101-005-000 SALARIES - HOME INSTRUC	11-000-240-105-003-000 SALARIES - SEC/CLER.	June Transfers	243.01
06/30/26	11-310-100-320-060-000 PAYMENT - RVCC	11-402-100-100-003-001 STIPENDS - COACHES	June Transfers	4,395.58
06/30/26	11-310-100-610-011-011 SUPPL-COMM ARTS & DESIGN	11-140-100-101-003-002 EXTRA HOURS	June Transfers	1,094.77
			The total of all transfers within fund 10 is:	**80,994.47**

Date	Source Account/Title	Target Account/Title	Comments	Amount
06/22/26	20-365-200-580-000-000 WBL Travel	20-365-100-300-000-000 WBL Purchased Services	WBL Grant Adj	655.00
06/30/26	20-335-200-580-024-530 CTSO TRAVEL	20-335-200-600-024-730 CTSO SUPPLIES	June Transfers	958.90
			The total of all transfers within fund 20 is:	**1,613.90**

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SOMERSET COUNTY VOCATIONAL
BOARD OF EDUCATION

ALL FUNDS
For Month End: June 2026

CASH REPORT

Governmental Funds	Beginning Balance	Cash Receipts	Cash Disbursements	Ending Balance
General Fund (10)	$ 1,440,032.07	$ 1,653,999.67	$ (1,639,408.64)	$ 1,454,623.10
Capital Reserve (10-116)	$ 1,371,743.01	$ -	$ -	$ 1,371,743.01
Maintenance Reserve (10-117)	$ 431,685.83	$ -	$ -	$ 431,685.83
Special Revenue Fund (20)	$ 186,848.37	$ 19,172.00	$ (59,620.27)	$ 146,400.10
Capital Project Fund (30)	$ 11,701,920.07	$ -	$ (10,018,100.00)	$ 1,683,820.07
Total Governmental Funds	**$ 15,132,229.35**	**$ 1,673,171.67**	**$ (11,717,128.91)**	**$ 5,088,272.11**
Caféteria Acct #1253	$ 34,169.14	$ 17,015.12	$ (32,848.32)	$ 18,335.94
Student Activities Acct #1043	$ 252,040.58	$ 21,808.86	$ (23,785.80)	$ 250,063.64
Payroll Fund Acct #5868	$ -	$ 666,926.41	$ (666,926.41)	$ -
Agency Fund Acct #9311	$ 23,263.87	$ 526,062.32	$ (520,212.24)	$ 29,113.95
Summer Savings Acct #6028	$ 225,549.03	$ 23,848.22	$ -	$ 249,397.25
Total Trust & Agency	**$ 535,022.62**	**$ 1,255,660.93**	**$ (1,243,772.77)**	**$ 546,910.78**
Grand Totals	**$ 15,667,251.97**	**$ 2,928,832.60**	**$ (12,960,901.68)**	**$ 5,635,182.89**

x Robert Presuto
Robert Presuto

7/20/26
Date

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
BANK RECONCILIATION
OPERATING ACCOUNT #1199 FULTON
JUNE 30, 2026

Books	
Beginning Balance	$ 15,132,229.35
Cash Receipts	$. 1,673,171.67
Cash Disbursements	$ (11,717,128.91)
Ending Balance	**$ 5,088,272.11**

Bank	
Ending Balance on Bank Statement	$ 5,253,823.15
Deduct Service Charge etc.	
Outstanding Checks	$ 165,551.04
Ending Balance	**$ 5,088,272.11**

Outstanding Checks:

Date	Check #	Amount	Date	Check #	Amount
3/23/2026	83270	$48.88	6/22/2026	83569	$1,000.00
4/27/2026	83361	$100.00		83570	$757.95
6/22/2026	83522	$290.68		83571	$278.15
	83526	$39.00		83573	$265.00
	83527	$678.10		83574	$547.51
	83528	$2,927.24		83576	$200.00
	83530	$241.93		83578	$2,242.08
	83533	$100.00		83580	$240.99
	83534	$90.00		83581	$473.00
	83535	$562.08		83582	$724.95
	83539	$463.75		83586	$800.00
	83540	$742.25		83589	$213.21
	83548	$165.00		83590	$2,294.40
	83551	$2,312.31		83594	$473.00
	83552	$100.00		83595	$100.00
	83554	$345.00		83596	$1,600.00
	83555	$1,994.80		83600	$22.56
	83556	$100.00		83601	$279.07
	83557	$490.00		83603	$375.00
	83558	$300.00		83604	$1,047.59
	83559	$89.60		83612	$1,448.68
	83561	$165.57		83618	$800.00
	83567	$2,905.00		83619	$305.24
				Subtotal:	$ 16,488.38
	Subtotal:	$ 15,251.19		**Total:**	**$ 31,739.57**

Outstanding Checks:

Date	Check #	Amount	Date	Check #	Amount
6/22/2026	83620	$255.70	6/30/2026	83659	$90.00
	83621	$258.52		83660	$6,686.40
6/30/2026	83624	$3,500.00		83661	$13.20
	83625	$151.43		83662	$800.00
	83626	$39.00		83663	$364.69
	83627	$165.07		83664	$205.65
	83628	$2,932.28		83665	$880.00
	83629	$423.79		83666	$499.00
	83630	$95.63		83667	$1,284.94
	83631	$227.50		83668	$658.42
	83632	$63.00		83669	$86.25
	83633	$2,625.00		83670	$4,930.60
	83634	$245.00		83671	$3,395.00
	83635	$490.00		83672	$29.88
	83636	$515.00		83673	$1,150.50
	83637	$5,875.00		83674	$7,800.00
	83638	$480.00		83675	$499.00
	83639	$4,143.89		83676	$44.00
	83640	$350.00		83677	$194.94
	83641	$350.00		83678	$60.21
	83642	$7,495.92		83679	$209.70
	83643	$827.68		83680	$57.29
	83644	$525.00		83681	$504.97
	83645	$499.00		83682	$265.32
	83646	$499.00			
	83647	$4,936.15			
	83648	$998.00			
	83649	$499.00			
	83650	$42.95			
	83651	$367.48			
	83652	$1,344.02			
	83653	$834.43			
	83654	$200.00			
	83655	$225.00			
	83656	$1,295.60			
	83657	$1,325.31			
	83658	$58,001.16			
					$ 30,709.96
Subtotal:		$103,101.51		**TOTAL:**	**$ 133,811.47**

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
BANK RECONCILIATION
CAFETERIA ACCOUNT #1253 FULTON
JUNE 30, 2026

Books	
Beginning Balance	$ 34,169.14
Cash Receipts	$ 17,015.12
Cash Disbursements	$ (32,848.32)
Ending Balance	**$ 18,335.94**

Bank	
Ending Balance on Bank Statement	$ 32,617.81
Add Deposits in Transit:	$ -
Deduct Service Charge etc.	$ -
Outstanding Checks	$ 14,281.87
Ending Balance	**$ 18,335.94**

Outstanding Checks:

Date	Check #	Amount	Date	Check #	Amount
6/29/2026	01839	$670.50			
	01840	$51.15			
	01841	$30.00			
	01842	$45.50			
	01843	$100.00			
	01844	$47.95			
	01845	$30.25			
	01846	$95.85			
	01847	$1,146.98			
	01848	$12,063.69			

				Subtotal:	$ -
	Subtotal:	$ 14,281.87		**Total:**	**$ 14,281.87**

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
BANK RECONCILIATION
STUDENT ACTIVITIES ACCOUNT #1043 FULTON
June, 30 2026

Books	
Beginning Balance	$ 252,040.58
Cash Receipts	$ 21,808.86
Cash Disbursements	$ (23,785.80)
Ending Balance	**$ 250,063.64**

Bank	
Ending Balance on Bank Statement	$ 262,762.60
Add Deposits in Transit:	
Deduct Service Charge etc.	
Outstanding Checks	$ 12,698.96
Ending Balance	**$ 250,063.64**

Outstanding Checks:

Date	Check #	Amount	Date	Check #	Amount
3/5/2026	07378	$2,000.00			
03/12/2026	07396	$300.00			
4/14/2026	07416	$5,540.00			
4/17/2026	07440	$1,352.00			
6/3/2026	07521	$200.00			
6/5/2026	07523	$390.00			
6/15/2026	07526	$500.00			
6/15/2026	07527	$305.00			
6/17/2026	07538	$86.75			
6/30/2026	07540	$2,025.21			

				Subtotal:	$ -
	Subtotal:	$ 12,698.96		**Total:**	**$ 12,698.96**

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
BANK RECONCILIATION
PAYROLL ACCOUNT #5868 FULTON
JUNE 30, 2026

Books		
Beginning Balance	$	-
Cash Receipts	$	666,926.41
Cash Disbursements	$	666,926.41
Ending Balance	**$**	**-**

Bank		
Ending Balance on Bank Statement	$	-
Add Deposits in Transit:	$	-
Deduct Service Charge etc.	$	-
Outstanding Checks	$	-
Ending Balance	**$**	**-**

Outstanding Checks:

Date	**Check #**	**Amount**	**Date**	**Check #**	**Amount**
				Subtotal:	$ -
	Subtotal:	$ -		**Total:**	**$ -**

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
BANK RECONCILIATION
AGENCY ACCOUNT #9311 FULTON
JUNE 30, 2026

Books	
Beginning Balance	$ 23,263.87
Cash Receipts	$ 526,062.32
Cash Disbursements	$ (520,212.24)
Ending Balance	**$ 29,113.95**

Bank	
Ending Balance on Bank Statement	$ 44,497.33
Add Deposits in Transit:	$ -
Deduct Service Charge etc.	$ -
Outstanding Checks	$ 15,383.38
Ending Balance	**$ 29,113.95**

Outstanding Checks:

Date	Check #	Amount	Date	Check #	Amount
6/30/2026	01047	$1,462.65			
6/30/2026	N0450	$835.22			
6/30/2026	N0453	$11,911.56			
6/30/2026	N0456	$1,173.95			

				Subtotal:	$ -
	Subtotal:	$ 15,383.38		**Total:**	**$ 15,383.38**

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
BANK RECONCILIATION
SUMMER SAVINGS ACCOUNT #6028 FULTON
JUNE 30, 2026

Books	
Beginning Balance	$ 225,549.03
Cash Receipts	$ 23,848.22
Cash Disbursements	$ -
Ending Balance	**$ 249,397.25**

Bank	
Ending Balance on Bank Statement	$ 249,397.25
Add Deposits in Transit:	
Deduct Service Charge etc.	
Outstanding Checks	$ -
Ending Balance	**$ 249,397.25**

Outstanding Checks:

Date	Check #	Amount	Date	Check #	Amount

				Subtotal:	$ -
	Subtotal:	$ -		**Total:**	$ -

Bank Account Code(s): G Only

Check#	Date	Vendor (Payee)/Check Line Comments	Amount	PO or Bal Sht	Exp. Acct. or Balance Sheet Title
G:N0715	7/15/26	SCVTS PAYROLL			
		STATE A/R	4,147.01	10 - 141	STATE A/R
		EXTRA HOURS	191.25	P202699998	10-421: A/P
		SALARIES - A.D.	1,380.52	P202799999	11-402-100-100-003-000
		SAL - GUID. COUNSELORS	3,253.64	P202799999	11-000-218-104-005-000
		SAL. SECRETARIES	4,570.41	P202799999	11-000-218-105-005-000
		OTHER SALARIES - GUIDANC	2,808.33	P202799999	11-000-218-110-005-000
		SAL-CHILD STUDY TEAM	3,253.64	P202799999	11-000-219-104-005-000
		SALARIES - SECRETARIES	2,037.92	P202799999	11-000-219-105-005-000
		SAL OF SUPERVISOR OF INS	5,944.46	P202799999	11-000-221-102-003-000
		SAL OF SUPERVISOR (TOPS)	5,443.61	P202799999	11-000-221-102-007-000
		SAL-SUPERV. LEARN & TECH	5,217.64	P202799999	11-000-221-104-004-000
		SALARIES - CLERICAL	1,013.75	P202799999	11-000-221-105-004-000
		SALARY - SUP'T OFFICE	19,997.65	P202799999	11-000-230-100-008-001
		SALARIES - PRINCIPALS	10,930.41	P202799999	11-000-240-103-003-000
		SALARIES - SUPERVISORS	10,167.29	P202799999	11-000-240-104-003-000
		SALARIES - SEC/CLER.	9,430.83	P202799999	11-000-240-105-003-000
		SALARIES-BUSINESS OFFICE	15,671.97	P202799999	11-000-251-100-008-000
		SALARIES-TECHNOLOGY	12,297.29	P202799999	11-000-252-100-016-000
		SALARIES - MAINTENANCE	20,872.02	P202799999	11-000-261-100-002-000
		UE S SALS OF SEC G & INV	133.85	P202799999	11-000-266-100-002-000
		SALARY FOR PUPILS TRANS.	85.53	P202799999	11-000-270-162-002-000
		SUBSTITUTES/OT	429.54	P202699998	10-421: A/P
		SOCIAL SECURITY	6,495.70	P202799999	11-000-291-220-000-000
		SOCIAL SECURITY	313.08	P202799999	11-000-291-220-000-000
		UNEMPLOYMENT	273.11	P202799999	11-000-291-250-000-000
		WAIVERS / OTHER	1,083.35	P202799999	11-000-291-290-000-000
		CTSO-PERSONAL SVC SALARY	5,942.34	P202699998	20-335-200-100-024-000
		C. PERKINS SALARIES	2,500.00	P202699998	20-421: A/P
		LINKAGES -SALARIES	3,825.69	P202799999	20-432-200-104-021-000
		LINKAGES -SALARIES	968.50	P202699998	20-421: A/P
		Total Check Amount:	160,680.33		
G:N0114	7/23/26	SCVTS CAFETERIA			
		Correction of 7/22 error	602.44	10 - 132	INTERFUND
G:83683	7/27/26	Active Internet Technologies			
		OTHER PURCH SCVS	6,461.00	P202700086	11-000-252-500-016-000
G:83684	7/27/26	Airgas USA, LLC			
		Master PO 25-26 SY Assorted Gases	594.60	P202600038	10-421: A/P
G:83685	7/27/26	Atlantic A Program of DeLage Landen Financial			
		Copier Lease - HS Main Office	168.00	P202700054	11-000-240-500-003-000
		Copier Lease - B Building	510.10	P202700054	11-000-240-500-003-000
		Total Check Amount:	678.10		
G:83686	7/27/26	Atlantic Tomorrow's Office			
		Copier Contract Base 7/1/26-6/30/27 Photograph	1,247.00	P202700017	11-140-100-500-003-000
		Copier Contract Base 7/1/26-6/30/27 J Building	400.00	P202700017	11-310-100-500-011-000
		Copier Usage - Graphic Arts	1,946.00	P202700017	11-310-100-500-011-000
		Total Check Amount:	3,593.00		

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		Vendor (Payee)/Check Line Comments	Amount	PO or Bal Sht	Exp. Acct. or Balance Sheet Title
		ridgewater Township Sewer			
		PUBLIC WATER & SEWER	19,440.00	P202700015	11-000-262-490-002-000
	7/27/26	Brightly Software, Inc.			
		2026-27 Service Contract for School Dude	3,884.07	P202700026	11-000-261-420-002-020
G:83689	7/27/26	Bryant Jefopoulos			
		Tuition Reimbursement-25-26sy	2,706.00	P202600027	10-421: A/P
G:83690	7/27/26	Camcor, Inc.			
		SUPPL-COMM ARTS & DESIGN	21.86	P202703032	11-310-100-610-011-011
G:83691	7/27/26	Carolina Biologicial Supply Company			
		SUPPLIES - SCIENCE	86.54	P202703143	11-140-100-610-003-003
		SUPPLIES - SCIENCE	390.20	P202703147	11-140-100-610-003-003
		SUPPLIES - SCIENCE	706.68	P202703156	11-140-100-610-003-003
		SUPPLIES - AG. SCIENCE	62.79	P202703137	11-310-100-610-011-017
		Total Check Amount:	1,246.21		
G:83692	7/27/26	Cascade School Supplies, Inc.			
		SUPPLIES - PHOTOGRAPHY	16.99	P202703049	11-140-100-610-003-008
		SUPPL-COMM ARTS & DESIGN	24.81	P202703070	11-310-100-610-011-011
		SUPPLIES-HVACR	142.22	P202703017	11-310-100-610-011-024
		Total Check Amount:	184.02		
G:83693	7/27/26	CDK Systems, Inc.			
		ACCOUNT/PAYROLL SOFTWARE	20,860.00	P202700004	11-000-251-330-008-001
G:83694	7/27/26	CDW Government			
		HIGH SCH TECH SUPPLIES	59,000.00	P202700070	11-140-100-610-016-000
		SUPPLIES-TECHNOLOGY	6,500.00	P202700070	11-310-100-610-016-000
		Total Check Amount:	65,500.00		
G:83695	7/27/26	Chem-Aqua Inc			
		2026-27 Service Contract for Water Treatment	423.79	P202700027	11-000-261-420-002-020
G:83696	7/27/26	DELTA DENTAL PLAN OF NEW JERSEY INC			
		DENTAL INSURANCE	10,080.64	P202700006	11-000-291-270-000-003
G:83697	7/27/26	Discovery Education, Inc.			
		Discovery Education 26-27 supscription	5,580.00	P202700156	11-140-100-640-003-000
G:83698	7/27/26	E2E Exchange LLC			
		E-RATE CONSULTING	1,675.00	P202700052	11-000-252-500-016-002
G:83699	7/27/26	Educational Data Services, Inc.			
		Supply Procurement System 2025-2026SY	1,215.00	P202700024	11-000-251-340-008-000
G:83700	7/27/26	Educational Development Software			
		Hibster Renewal Subscription 26-27 SY	1,158.00	P202700150	11-000-218-500-005-000

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Check#	Date	Vendor (Payee)/Check Line Comments	Amount	PO or Bal Sht	Exp. Acct. or Balance Sheet Title
G:83701	7/27/26	Eric Armin Inc. dba EAI Education			
		SUPPLIES - SCIENCE	20.63	P202703152	11-140-100-610-003-003
		SUPPLIES-BIOMEDICAL	149.49	P202703088	11-310-100-610-011-026
		SUPPLIES - CST	386.78	P202703087	11-000-219-610-005-000
		Total Check Amount:	556.90		
G:83702	7/27/26	Family & Community Services of			
		Professional Contracted Services	6,021.92	P202700100	20-432-200-330-021-000
G:83703	7/27/26	Flinn Scientific, Inc			
		SUPPLIES - SCIENCE	83.57	P202703149	11-140-100-610-003-003
		SUPPLIES - SCIENCE	20.85	P202703157	11-140-100-610-003-003
		SUPPLIES - AG. SCIENCE	305.85	P202703139	11-310-100-610-011-017
		SUPPLIES-BIOMEDICAL	35.37	P202703165	11-310-100-610-011-026
		Total Check Amount:	445.64		
G:83704	7/27/26	Frontline Technologies Group LLC			
		Frontline Renewal Quote 26-27	1,190.10	P202700155	11-000-218-390-005-000
		Frontline Renewal Quote 26-27	8,273.16	P202700155	11-000-219-390-005-000
		OTHER PURCH SCVS	12,216.95	P202700081	11-000-252-500-016-000
		Total Check Amount:	21,680.21		
G:83705	7/27/26	Genesis Educational Services			
		Genesis Renewal Quotes 26-27	350.00	P202700158	11-140-100-500-016-000
		Genesis Renewal Quotes 26-27	10,142.25	P202700158	11-000-211-300-005-000
		Genesis Renewal Quotes 26-27	700.00	P202700158	11-000-213-300-005-000
		Genesis Renewal Quotes 26-27	10,142.25	P202700158	11-000-218-390-005-000
		Total Check Amount:	21,334.50		
G:83706	7/27/26	George L. Haider, Inc. dba Sportsman's			
		SUPPLIES-ATHLETICS	178.48	P202703030	11-402-100-610-003-000
G:83707	7/27/26	Great American Financial Services			
		Postage Meter Rental	177.00	P202700141	11-000-230-530-008-003
G:83708	7/27/26	Honeywell International Inc			
		2026-27 Service Contract for BMS	33,830.23	P202700033	11-000-261-420-002-020
G:83709	7/27/26	Interplay			
		WBL Purchased Services	12,450.00	P202700106	20-365-100-300-000-000
G:83710	7/27/26	James Strickhart			
			407.00	P202600025	20-421: A/P
G:83711	7/27/26	Jeff Donaldson			
		Tuition Reimbursement-25-26sy	2,520.00	P202600027	10-421: A/P
G:83712	7/27/26	Johnson Controls Building Solutions, LLC			
		2026-27 Service Contract for Chiller Maintenanc	9,799.00	P202700035	11-000-261-420-002-020

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G:83713	7/27/26	Johnson Lambe Company, Inc.			
		SUPPLIES-ATHLETICS	300.00	P202703027	11-402-100-610-003-000
G:83714	7/27/26	La Fontaine & Budd, Inc.			
		Student Accident Insurance	19,181.00	P202700169	11-000-230-590-008-000
G:83715	7/27/26	Marlene Perchinske			
		Tuition Reimbursement-25-26sy	2,706.00	P202600027	10-421: A/P
G:83716	7/27/26	Medco Supply dba Performance Health Supp			
		Bad Account Code	16.62	P202703082	11-000-213-610-005-000
G:83717	7/27/26	Metco Supply, Inc.			
		SUPPLIES-HVACR	82.00	P202703183	11-310-100-610-011-024
G:83718	7/27/26	Midwest Technology Products			
		SUPPLIES - ENGLISH	28.02	P202703169	11-140-100-610-003-006
		SUPPLIES-HVACR	398.48	P202703185	11-310-100-610-011-024
		Total Check Amount:	426.50		
G:83719	7/27/26	NASP			
		NASP Membership for Melissa Norrbom 26-27 S	240.00	P202700148	11-000-219-890-005-000
G:83720	7/27/26	NASSP			
		Nat. Honor Society Annual Renewal 7/1/26-6/30/	385.00	P202700046	11-401-100-800-003-000
G:83721	7/27/26	Nemnet Diversity Recruitment			
		Subscription Renewal Job Posting Package	900.00	P202700071	11-000-230-590-008-000
G:83722	7/27/26	New Jersey Motor Vehicle Commission			
		Transit Bus Registration	50.00	P202700127	11-000-261-420-002-018
G:83723	7/27/26	NJ American Water			
		PUBLIC WATER & SEWER	3,543.77	P202700008	11-000-262-490-002-000
		PUBLIC WATER & SEWER	471.75	P202700008	11-000-262-490-002-000
		Total Check Amount:	4,015.52		
G:83724	7/27/26	NJASBO			
			1,750.00	P202700066	11-000-251-890-008-000
G:83725	7/27/26	NJCCVTS			
		Annual Membership Dues - 2026-27	14,389.00	P202700147	11-000-230-890-008-001
G:83726	7/27/26	NJPSA			
			1,005.00	P202700063	11-000-230-890-008-001
			5,580.00	P202700063	11-000-240-890-003-000
		Total Check Amount:	6,585.00		
G:83727	7/27/26	NJSBA			
			6,814.83	P202700137	11-000-230-895-008-000

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G:83728	7/27/26	NJSBGA			
		NJSBGA Annual Membership	400.00	P202700132	11-000-261-800-002-000
G:83729	7/27/26	NJSIAA			
		NJSIAA and DAANJ Annual Dues	2,725.00	P202700088	11-402-100-800-003-000
G:83730	7/27/26	NJTAC, Michael McAleer			
		NJTAC 26-27 Membership and Fees	1,020.00	P202700116	11-402-100-800-003-000
G:83731	7/27/26	NORTHWESTERN MUTUAL LIFE			
		GROUP INSURANCE	559.57	P202700019	11-000-291-210-000-000
G:83732	7/27/26	NRG Business Marketing			
		Electricity	8,855.22	P202700140	11-000-262-622-002-000
G:83733	7/27/26	Open LMS, LLC			
		OTHER PURCH SCVS	6,410.25	P202700095	11-000-252-500-016-000
G:83734	7/27/26	Optimum			
		ONLINE/PROVIDER SERVICES	200.00	P202700014	11-000-230-530-008-001
G:83735	7/27/26	Pathful, Inc.			
		WBL Supplies and Materials	1,950.00	P202700099	20-365-200-600-000-000
G:83736	7/27/26	Pay Schools			
		PaySchools POS System	6,386.10	P202700061	11-140-100-500-016-000
G:83737	7/27/26	PC University Distributors Inc			
		SUPPL-COMM ARTS & DESIGN	113.00	P202703034	11-310-100-610-011-011
G:83738	7/27/26	Penn National Insurance			
			570.00	P202700138	11-000-230-590-008-000
G:83739	7/27/26	Pocket Nurse			
		Health Occupations supplies	2,147.05	P202700057	11-310-100-610-011-020
G:83740	7/27/26	Post Hardware			
		June Supplies	535.13	P202601301	10-421: A/P
G:83741	7/27/26	Pritchard Industries			
		CUSTODIAL CONTRACT 25-26SY	58,001.16	P202700003	11-000-262-420-002-000
G:83742	7/27/26	PSE&G			
		ENERGY - NATURAL GAS	3,234.34	P202700005	11-000-262-621-002-000
		ENERGY - ELECTRICITY	35,518.85	P202700005	11-000-262-622-002-000
		Total Check Amount:	38,753.19		
G:83743	7/27/26	Quench USA, Ins.			
		2026-27 Service Contract for Water Cooler Maint	13.20	P202700038	11-000-261-420-002-020
G:83744	7/27/26	Raelene Sipple			
		Cell Phone Reimbursement 25-26SY	97.90	P202700016	11-000-230-530-008-000

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G:83745	7/27/26	Randee Benaksas			
		Travel Reimbursement	13.68	P202700020	20-273-200-500-023-000
			407.00	P202600025	20-421: A/P
		Total Check Amount:	420.68		
G:83746	7/27/26	Renaissance Learning			
		Renaissance -Admission Testing 26-27 SY	14,406.00	P202700153	11-000-218-390-005-000
G:83747	7/27/26	Robert Presuto			
		Internet Reimb.	105.65	P202700053	11-000-230-530-008-000
		ChatGBT Reimb.	19.99	P202700053	11-000-230-530-008-000
		Cell Phone	100.00	P202700053	11-000-230-530-008-000
		Total Check Amount:	225.64		
G:83748	7/27/26	RSR Electronics Inc dba Electronix Express			
		SUPPLIES-HVACR	25.00	P202703182	11-310-100-610-011-024
G:83749	7/27/26	Safe Schools Integrated Pest Control			
		2026-27 Service Contract for IPM	400.00	P202700040	11-000-261-420-002-020
G:83750	7/27/26	SCASA			
		Annual Dues - 2026-27	450.00	P202700108	11-000-230-890-008-001
G:83751	7/27/26	SCASBO			
			450.00	P202700139	11-000-251-890-008-000
G:83752	7/27/26	School Health Corporation			
		SUPPLIES - CST	41.60	P202703168	11-000-219-610-005-000
G:83753	7/27/26	School Mint			
		SchoolMint 26-27 SY	6,615.00	P202700154	11-000-219-390-005-000
G:83754	7/27/26	School Specialty, LLC (Flaghouse Inc.)			
		SUPPLIES - SCIENCE	206.53	P202703145	11-140-100-610-003-003
		SUPPL-SPEC ED. RES CTR	15.85	P202703159	11-310-100-610-005-000
		SUPPLIES - BE&M	15.27	P202703068	11-310-100-610-011-023
		SUPPLIES-BIOMEDICAL	542.11	P202703161	11-310-100-610-011-026
		SUPPLIES-ATHLETICS	257.36	P202703028	11-402-100-610-003-000
		Total Check Amount:	1,037.12		
G:83755	7/27/26	Scoir, Inc.			
		SCOIR Renewal Quote 26-27	3,494.28	P202700151	11-000-218-390-005-000
G:83756	7/27/26	Sharda Paper			
		Paper for graduation program 2027	302.40	P202700055	11-000-240-610-003-000

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Check#	Date	Vendor (Payee)/Check Line Comments	Amount	PO or Bal Sht	Exp. Acct. or Balance Sheet Title
G:83757	7/27/26	Somerset County Joint Insurance Fund			
		OTHER PURCH SERV (400-50	78,975.00	P202700002	11-000-230-590-008-000
		PROPERTY INSURANCE	95,553.00	P202700002	11-000-262-520-008-001
		AUTOMOBILE INSURANCE	23,817.00	P202700002	11-000-262-520-008-003
		WORKERS' COMP INS	127,488.00	P202700002	11-000-291-260-000-000
		Total Check Amount:	325,833.00		
G:83758	7/27/26	Somerset County Treasurer			
		Fuel for vehicles	1,795.04	P202600363	10-421: A/P
G:83759	7/27/26	Southern Skyland Regional Health Insuran			
		MEDICAL PREMIUM	301,690.00	P202700001	11-000-291-270-000-000
G:83760	7/27/26	Splashtop			
		2026-27 Renewal	538.20	P202700045	11-140-100-500-016-000
G:83761	7/27/26	SSL Acquisition LLC dba Nasco Education LLC			
		SUPPLIES - SCIENCE	234.94	P202703146	11-140-100-610-003-003
		SUPPL-COMM ARTS & DESIGN	88.00	P202703073	11-310-100-610-011-011
		SUPPLIES - AG. SCIENCE	41.81	P202703136	11-310-100-610-011-017
		SUPPLIES - BE&M	21.20	P202703045	11-310-100-610-011-023
		SUPPLIES - BE&M	24.00	P202703069	11-310-100-610-011-023
		SUPPLIES-BIOMEDICAL	62.80	P202703162	11-310-100-610-011-026
		Total Check Amount:	472.75		
G:83762	7/27/26	Staples Inc dba Staples Contract & Commercial, I			
		Staples-National Geographic Maps	22.31	P202700123	11-140-100-610-003-002
G:83763	7/27/26	STATE OF NJ DEPT OF LABOR			
		Catastrophic Illness Fund	232.50	P202700107	11-000-291-290-000-000
G:83764	7/27/26	Strauss Esmay Associates, LLP			
		Policy Alert and Support System	5,015.00	P202700062	11-000-230-340-008-000
G:83765	7/27/26	Stronge & Associates, LLC			
		2026-27 Subscription Evaluation System	440.00	P202700072	11-000-230-890-008-000
G:83766	7/27/26	Susan Kiser			
		Tuition Reimbursement-25-26sy	2,142.00	P202600027	10-421: A/P
G:83767	7/27/26	Team LIfe, Inc.			
		Team Life AED Batteries	2,298.00	P202700157	11-000-213-610-005-000
G:83768	7/27/26	United Supply of NJ Corp.			
		SUPPLIES - PHYSICAL ED	321.27	P202703133	11-140-100-610-003-001
		SUPPLIES - ENGLISH	26.95	P202703170	11-140-100-610-003-006
		SUPPLIES - AG. SCIENCE	79.78	P202703142	11-310-100-610-011-017
		Bad Account Code	40.20	P202703083	11-000-213-610-005-000
		Total Check Amount:	468.20		
G:83769	7/27/26	VantageSportz			
		LEAGUEMINDER - SPORT SCHEDULER	400.00	P202700097	11-402-100-500-003-000

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G:83770	7/27/26	VISION SERVICE PLAN INC.			
		VISION	2,161.32	P202700009	11-000-291-270-000-004
G:83771	7/27/26	W.B. Mason Co., Inc.			
		SUPPLIES - ENGLISH	156.78	P202703065	11-140-100-610-003-006
		SUPPLIES - PHOTOGRAPHY	144.72	P202703054	11-140-100-610-003-008
		Event Supplies	91.13	P202601061	20-432-200-600-021-000
		Total Check Amount:	392.63		
G:83772	7/27/26	Wegmans Food Market, Inc			
		Culinary supplies	241.06	P202601302	10-421: A/P
G:83773	7/27/26	WEX HEALTH INC			
		FSA Administration & Fees 2025-2026	31.44	P202600251	10-421: A/P
G:83774	7/27/26	Where Trades Go			
		WBL Supplies and Materials	7,500.00	P202700105	20-365-200-600-000-000
G:83775	7/27/26	William Paterson University			
		Professor In Residence	6,000.00	P202700092	20-231-200-300-023-000
		Professor In Residence	6,000.00	P202700092	20-363-200-300-029-000
		Total Check Amount:	12,000.00		
G:83776	7/27/26	Zoom Video Communications, Inc.			
		OTHER PURCH SCVS	8,154.65	P202700083	11-000-252-500-016-000

The Grand Total of all Checks from Fund 10 is:	18,641.51
The Grand Total of all Checks from Fund 11 is:	1,229,540.23
The Grand Total of all Checks from Fund 20 is:	54,077.26
The Grand total of all checks for this period is:	1,302,259.00

We the undersigned board members certify that we have approved the expenditures represented by the above list of checks.

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