NOBLE PRODUCTIONS

CONTRACT

Printed on 9/17/2026

AGREEMENT made 9/17/2026 between Manasquan El. School Marion Ahern, hereinafter referred to as the Client, and Noble Productions, hereinafter referred to as the Agent.

Client agrees to purchasing services from Agent on the date of 6/11/2027 between the hours of 7:00 PM to 9:30 PM for the following End Of Year:

Services			Location(s)
Discount		($799.00)	Manasquan Elementary School in Manasquan
The Noble	MC/DJ ~ LED Facade Simple Lighting	$2,499.00	
Social Booth		$1,100.00	
Total amount for services: $2,800.00 **Deposit of $0.00 paid**			

Client agrees to the following terms of this agreement:

1. Balance of contract due prior to start of affair

2. Noble Productions reserves the right to substitute any entertainer with another Noble Productions staff member due to any unforeseen circumstance. For example, an MC will be replaced with an MC, a DJ will be replaced with a DJ.

3. Equipment and accessories provided will only be handled by company. Client is responsible for all attendees. If performers or equipment are in peril, performer may terminate performance as if fully completed. Company shall not be liable for damages or losses from acts of God or anything else outside company's direct control.

4. Company shall not be liable to client for any loss, damage or expense of any kind arising out of this agreement. The liability of company is limited to return of any deposit paid to company.

5. Company reserves rights to artistic control including selection of material, volume, set-up, appearance of equipment and parts therefore. This includes right to record, photograph or videotape event for promo use.

6. This agreement, when signed by both parties is the entire agreement. It is legal and binding and supersedes other agreements oral or written, past or present. All terms have been negotiable. If any part of this agreement is unenforceable then only such portion shall be deemed omitted and the balance remains in full effect. All terms are contractual by execution, both warrant that they have read and understood agreement.

7. Returned checks are subject to a $30.00 return fee.

8. Contracts will be null and void if not signed and returned with deposit within 1 week of receiving. Deposits are non-refundable.

Agreed: _____ Date: _____
Noble Productions Representative

Agreed: _____ Date: _____
Client Signature

Noble Productions 6 Timber Lane, Marlboro, New Jersey 07746
Office: 732-972-6944 Office: 732-972-2948
Website: www.nobleproductionsonline.com Email: lonnynarson@yahoo.com

MANASQUAN ELEMENTARY SCHOOL

"One School, One Team, Making a Difference"

Megan Manetta, Principal
Email: mmanetta@manasquan.k12.nj.us

Dear MES families,

The Manasquan Public School District is offering a program to reimburse parents of students in grades 4 through 8 whose students participate in the band program at Manasquan Elementary School and must rent an instrument to participate. Reimbursements for instrument rentals will be of the maximum amount according to the schedule provided below. The schedule was developed in consultation with local instrument rental facilities and is intended to reimburse parents for most, if not all, of the costs associated with renting a base-level instrument of the type listed below. Please note that sales tax cannot be reimbursed.

Parents participating in this program may be reimbursed for the full-year rental cost, up to the amount listed below, of one instrument per student in the program. Students playing multiple instruments or who choose to change instruments during the year would only be eligible for reimbursement of one of the instruments. A separate form should be filled out for each student. This form and a receipt from the rental company can be submitted to the main office at the Elementary School. Payment will be made via check mailed to the address of the student on file no more than 60 days after a completed form is submitted.

All reimbursement requests for the 2026-2027 school year must be submitted by June 30, 2027. All receipts being submitted for reimbursement must be dated between July 1, 2026 through June 30, 2027.

If you have any questions regarding the program, or if your student's instrument does not appear on the schedule below, please contact the main office at the Manasquan Elementary School at 732-528-8810.

Instrument	Maximum Reimbursement
Flute	$203.75
Clarinet	$203.75
Alto Saxophone	$303.75
Tenor Saxophone	$514.75
French Horn	$514.75
Trumpet	$203.75
Trombone	$203.75
Baritone	$514.75

Student Name:_____ Grade:_____
Instrument Rented:_____ Cost of Rental*:_____
*Must match pre-tax amount shown on receipt submitted with this form.

Claimant's Declaration: *I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as state therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.*

Parent Name:_____ Signature:_____ Date:_____

Office Use Only

Approved by below signed:

Band Director_____ **Date:**_____ **Principal:**_____ **Date:**_____

New Jersey Department of Education

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

School Name: Manasquan Elementary School
District Name: Manasquan School District
School Year: July 1, 2025 - June 30, 2026

School Name: Manasquan Elementary School
District Name: Manasquan School District
School Year: July 1, 2025 - June 30, 2026

Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)		
Indicators		**Score (0-3)**
A.	The school annually *established* HIB programs, approaches or other initiatives.	3
B.	The school annually *implemented* and documented HIB programs, approaches, or other initiatives.	3
C.	The school annually *assessed* HIB programs, approaches or other initiatives.	3
D.	The school's HIB programs, approaches or other initiatives were designed to *create school-wide* conditions to prevent and address HIB.	3
E.	The school safety/school climate team (SS/SCT) *identified patterns* of HIB and *reviewed* school climate and school policies for the prevention of HIB.	3
	SUB-TOTAL (possible 15)	15

Core Element #2: Training on the BOE-approved HIB Policy and Procedures (N.J.S.A. 18A:37-17b and c)		
Indicators		**Score (0-3)**
A.	School employees, contracted service providers and volunteers were provided *training* on the HIB policy.	3
B.	The HIB policy training included instruction on preventing HIB on the basis of *protected categories* enumerated in the ABR and *other distinguishing characteristics* that may incite incidents of discrimination or HIB.	3
C.	The HIB policy was *discussed* with students, in accordance with the district's process for these discussions.	3
	SUB-TOTAL (possible 9)	9

School Name: Manasquan Elementary School
District Name: Manasquan School District
School Year: July 1, 2025 - June 30, 2026

Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)		
Indicators		**Score (0-3)**
A.	Each teaching staff member completed at least 2 hours of *instruction in suicide prevention that included information on HIB*, in each five-year professional development period.	3
B.	Each teaching staff member completed at least 2 hours of *instruction on HIB prevention*, in each five-year professional development period.	3
C.	The school anti-bullying specialist (ABS) was given *time during the usual school schedule* to participate in in-service training in preparation to act as the ABS.	3
D.	The members of the school safety/school climate team (SS/SCT) were provided with professional development in effective practices of successful school climate programs or approaches.	3
E.	School building leaders* have received information on the prevention of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.	3
	SUB-TOTAL (possible 15)	15

Core Element #4: Curriculum and Instruction on HIB and Related Information and Skills (N.J.S.A. 18A:37-29)		
Indicators		**Score (0-3)**
A.	The school *provided ongoing, age-appropriate instruction* on preventing HIB in accordance with the New Jersey Student Learning Standards.	3
B.	The school observed the *"Week of Respect,"* during the week beginning with the first Monday in October of each year, *recognizing the importance of character education* by providing age-appropriate instruction focusing on HIB prevention.	3
	SUB-TOTAL (possible 6)	6

School Name: Manasquan Elementary School
District Name: Manasquan School District
School Year: July 1, 2025 - June 30, 2026

Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)		
Indicators		**Score (0-3)**
A.	The principal *appointed* a school anti-bullying specialist (ABS).	3
B.	The ABS *met* at least two times per school year with the district anti-bullying coordinator (ABC).	3
C.	The school safety/school climate team (SS/SCT) *met* at least two times per school year to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues including HIB.	3
	SUB-TOTAL (possible 9)	9

Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A: 37-15b(6)(a)) **Option A**		
Indicators		**Score (0-3)**
A.	The school *implemented* the district's procedure for reporting HIB that includes all required elements.	3
B.	The school *implemented* the district's procedure for reporting new information on a prior HIB report.	3
	SUB-TOTAL (possible 6)	6

School Name: Manasquan Elementary School
District Name: Manasquan School District
School Year: July 1, 2025 - June 30, 2026

Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b)) Option A		
Indicators		**Score (0-3)**
A.	*Notification* to parents of alleged offenders and alleged victims in each reported HIB incident.	3
B.	*Completion* of the investigation within 10 school days of the written incident report.	3
C.	Preparation of a *written report* on the findings of each HIB investigation	3
D.	Indicator D. Results of the investigation reported to the chief school administrator (CSA) within *2 school days* of completion of the investigation.	3
	SUB-TOTAL (possible 12)	12

Core Element #8: HIB Reporting (N.J.S.A. 18A:17- 46)		
Indicators		**Score (0-3)**
A.	The school has a *procedure* for *ensuring* that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	3
B.	The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	3
	SUB-TOTAL (possible 6)	6

TOTAL SCORE (possible 78)	78

School Name: Manasquan Elementary School
District Name: Manasquan School District
School Year: July 1, 2025 - June 30, 2026

Preliminary Determination	
Did your school district's policy permit the use of a preliminary determination for reports of HIB during the 2025-2026 school year?	Yes
During the 2025-2026 school year, how many times was a preliminary determination made in your school that an incident or complaint was outside the scope of the definition of HIB and did not need to be investigated as HIB?	0

School Name: Manasquan Elementary School
District Name: Manasquan School District
School Year: July 1, 2025 - June 30, 2026

Manasquan Elementary School (2930-060)
STATEMENT OF ASSURANCES

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

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

MANASQUAN

Professional Days

Date	Name	Destination	Purpose	Sub	Cost
November 23, 2026	Lauren Buss Michele Sayre Nancy Knitter Pam Kelly Lauren Brown Jessica Woytowicz Cheryl Femenella Jennifer Bilodeau Marissa Painchaud Christin Walsh Jackie Puleio	Avon ES	Sending District Collaboration	Yes – 9	Mileage - $4.60
November 17, 2026	Samantha Drazdik Brianna Snel Taylor Ames Jaimee McMullen Amelia Quigley Julie Temple Christin Walsh Jackie Puleio Oriana Kopec	Sea Girt ES	Sending District Collaboration	Yes – 7	Mileage - $.66
November 10, 2026	Samantha Drazdik Jaimee McMullen Oriana Kopec Taylor Ames Julie Temple Jessica Woytowicz Jennifer Bilodeau Marissa Painchaud Jackie Puleio Christin Walsh	Belmar ES	Sending District Collaboration	Yes – 7	Mileage - $3.76
December 3, 2026	Alyse Leybovich Marissa Melillo Brianna Yeager Danielle Romano Jessica O'Brien Carmen Rodriguez Katie Kappy Kristina Ferretti Christin Walsh Jackie Puleio	Spring Lake Mountz ES	Sending District Collaboration	Yes – 8	Mileage - $2.44
November 16, 2026	Kristine Pierce Jackie Puleio Oriana Kopec Rick Coppola Christin Walsh	Brielle ES	Sending District Collaboration	Yes – 2	Mileage - $1.70
October 29, 2026	Christin Walsh Megan Manetta	Princeton	NJ Leadership Summit	No	Mileage - $37.04
March 4, 5, 2027	Jenny Rostron	New York City	National Art Education Association Convention	Yes	Mileage - $60.44 Registration – $310.00

Costs per traveler unless otherwise noted.

MANASQUAN

Student Action
Field Trips

Date	Chaperone(s)*	Subject	Destination	Purpose	Sub	Other Board Costs	Other Funds
March 11, 2027	Catherine Kappy Carmen Rodriguez Kristina Ferretti Jessica O'Brien Roberta Morton Nurse	Grade 1	Algonquin Theater	Charlotte's Web Performance	Yes – 1	None	None
February 26, 2027	Catherine Kappy Carmen Rodriguez Kristina Ferretti Jessica O'Brien Roberta Morton Nurse	Grade 1	Jenkinson's Aquarium	Marine Life Lesson	Yes – 1	Bus - $452.26	None
November 10, 2026	Brianna Yeager Danielle Romano Alyse Leybovich Marissa Melillo Jessica Baldasare Nurse - TBD	Grade K	Jakes Branch Park	Animal and Plant Lesson	Yes – 1	None	Bus - $1,484.00 (Student Funds)
June 1, 2027	Samantha Drazdik Meghan Dullea Nurse – TBD	Grade 4	Bailey Reed	Town and State History	Yes - 1	None	None
June 2, 2027	Brianna Snel	Grade 4	Bailey Reed	Town and State History	No	None	None
February 4, 2027	Brianna Snel Samantha Drazdik Meghan Dullea Nurse – TBD	Grade 4	Algonquin Theater	Heroes of the Underground Railroad	Yes - 1	None	Student Funds
November 12, 2026	Teresa Reichey Jaimee McMullen Taylor Ames Amelia Quigley	Grade 5	Spring Lake Heights ES	Math 24 Tournament	Yes - 1	None	None

* Chaperones may be substituted by other district employees based on availability.

2026-2027 EXTERNAL PLACEMENTS

Student No.	Placement	Contract Date	Annual Tuition & Extra Svcs.	ESY Estimated Transportation	Sept-June Estimated Transportation	
	JULY 2026 - JUNE 2027 PLACEMENTS					
5128030635	Hawkswood School, Eatontown	July - June	$91,975.80	***$3,267.16***	TBD	
1675443924	Hawkswood School, Eatontown	July - June	$91,975.80	$20,200 (12 months)	-	
8301703925	Hawkswood School, Eatontown	July - June	$150,565.80	***$3,267.16***	TBD	
	Extraordinary Services $58,590.00					
4893883869	Alpha School, Jackson	July - June	$142,445.00	$20,200 (12 months)	-	
	Extraordinary Services $47,250					
8636445771	Alpha School, Jackson	*July - June*	*$95,195.10*	***$4,108.80***	TBD	
3246165165	LADACIN Nework's Schroth School	July - June	***$193,214.00***	$20,200 (12 months)	-	
	Nursing Services - Aveanna $100,000					
8479235878	LADACIN Nework's Schroth School	July - June	$129,941.02	$20,200 (12 months)	-	
	Extraordinary Services $36,737.02					
9256433899	***Brick Township Public Schools***	***July - June***	***$43,072.00***	***$20,200 (12 months)***	**-**	
	Plus 1:1 Aide $17,706					
8120243447	***Hawkswood School, Eatontown***	***Sept - June***	***$78,836.40***		***TBD***	
	SEPTEMBER 2026 - JUNE 2027 PLACEMENTS					
1667616081	*Wall High School*	*Sept. - June*	***$86,524.00***	$20,200 (12 months)	-	
	Extraordinary Services $43,268					
9817152573	Cambridge School, Pennington	Sept. - June	$67,650.00	N/A	$20,000.00	
	ESY ONLY					
1667616081	Wall High School	July-August	$5,400.00	n/a	n/a	

MANASQUAN ELEMENTARY SCHOOL ACCOUNT
BANK RECONCILIATION
FOR THE MONTH ENDING SEPTEMBER 2026

		RECORD BOOK ACCOUNT	BANK CHECKING ACCOUNT
BALANCE FORWARD		**$ 40,982.50**	
Plus Receipts:		$ 14,029.04	
	interest	$ 101.03	
		$ 55,112.57	
SUB TOTAL:			
Less Expenditures:	**$ (378.00)**	-378.00	
Adj for Bank Errors			
TOTAL FUNDS AVAILABLE:		**$ 54,734.57**	
Balance in Checking Account End Of September 2026			
Manasquan Bank			$ 54,966.45
Stop payment Reversal			
			$ -
Prior Year Check 5507 (orginal check# 5114)			$ (9.98)
Less Outstanding Checks:			$ (221.90)
TOTAL FUNDS AVAILABLE:			**$ 54,734.57**
			$ -

OUTSTANDING CHECKS

MES CENTRAL FUND SEPTEMBER 2026 OUTSTANDING CHECKS					
Check #	**Status**	**Payee**	**Type**	**Amount**	**Date**
6160	Paid	Sundaes	Accounts Payable	39.90	1/30/2026
6204	Paid	SD Winters LLC	Accounts Payable	36.00	6/18/2026
6215	Paid	Doug Murphy	Accounts Payable	73.00	9/25/2026
6216	Paid	John Terrigno	Accounts Payable	73.00	9/25/2026
				221.90	

Manasquan Board of Education
Expenditure Summary
7/1/2026 - 9/30/2026 - Funds 22

Account	Description	Original Appropriation	Current Appropriation	Total Encumbered	Req Encumbered	Disbursed	Outstanding	Available	Percent Used
22-401-100-600-02-100	GENERAL ACCOUNT			-173.51		-173.51		173.51	
22-401-100-600-02-101	ATHLETIC OFFICIAL			-6,604.86	.00	-6,960.86	356.00	6,604.86	
22-401-100-600-02-103	MES CHORUS			-61.18		-61.18		61.18	
22-401-100-600-02-171	CLASS OF 2012								
22-401-100-600-02-179	CLASS OF 2020								
22-401-100-600-02-180	CLASS OF 2021								
22-401-100-600-02-181	CLASS OF 2022			.00		.00		.00	
22-401-100-600-02-182	CLASS OF 2023								
22-401-100-600-02-183	CLASS OF 2024								
22-401-100-600-02-184	CLASS OF 2025			-.53		-.53		.53	
22-401-100-600-02-185	CLASS OF 2026			.00	.00	.00	.00	.00	
22-401-100-600-02-186	CLASS OF 2027			-10,922.71		-10,922.71		10,922.71	
22-401-100-600-02-187	CLASS OF 2028			-196.04		-196.04		196.04	
22-401-100-600-02-188	CLASS OF 2029			-14.81		-14.81		14.81	
22-401-100-600-02-189	CLASS OF 2030			-1,327.11		-1,327.11		1,327.11	
22-401-100-600-02-190	CLASS OF 2031			-8.74		-8.74		8.74	
22-401-100-600-02-191	CLASS OF 2032			-969.27		-969.27		969.27	
22-401-100-600-02-192	CLASS OF 2033			-61.05		-61.05		61.05	
22-401-100-600-02-193	CLASS OF 2034								
22-401-100-600-02-205	ART			-213.37		-213.37		213.37	
22-401-100-600-02-215	BAND			-134.46		-134.46		134.46	
22-401-100-600-02-216	BASKETBALL								
22-401-100-600-02-217	CHEERLEADING								
22-401-100-600-02-225	DRAMA CLUB			-6,221.40		-6,221.40		6,221.40	
22-401-100-600-02-226	HISTORY			-32.83		-32.83		32.83	
22-401-100-600-02-227	HEALTH & WELLNESS								
22-401-100-600-02-240	INTEREST			-284.03		-284.03		284.03	
22-401-100-600-02-250	LIBRARY			-11,820.49		-11,820.49		11,820.49	
22-401-100-600-02-255	MATH CLUB								
22-401-100-600-02-270	NATIONAL JR HONOR SOCIETY			-110.83		-110.83		110.83	
22-401-100-600-02-280	NOON WHISTLE								
22-401-100-600-02-281	ROAD RUNNERS								
22-401-100-600-02-282	SPRING TRACK			-696.90		-696.90		696.90	
22-401-100-600-02-290	STUDENT COUNCIL			-407.97	.00	-1,451.97	1,044.00	407.97	
22-401-100-600-02-291	STEM			-32.83		-32.83		32.83	
22-401-100-600-02-295	TECHNOLOGY CLUB								
22-401-100-600-02-296	VIDEO PRODUCTION			-32.83		-32.83		32.83	
22-401-100-600-02-300	YEARBOOK			-3,708.97		-3,708.97		3,708.97	
22-401-100-600-02-310	STUDENT ACTIVITY			-9,297.85	.00	-9,297.85	.00	9,297.85	
22-401-100-600-02-320	ENVIRONMENTAL CLUB								

Manasquan Board of Education
Expenditure Summary
7/1/2026 - 9/30/2026 - Funds 22

Account	Description	Original Appropriation	Current Appropriation	Total Encumbered	Req Encumbered	Disbursed	Outstanding	Available	Percent Used
22-401-100-600-02-321	WARRIOR ATHLETICS								
22-401-100-600-02-330	WARRIORS WARDROBE								
	22 ES Student Activities totals:	**.00**	**.00**	**-53,334.57**	**.00**	**-54,734.57**	**1,400.00**	**53,334.57**	

Account	Description	Original Appropriation	Current Appropriation	Total Encumbered	Req Encumbered	Disbursed	Outstanding	Available	Percent Used
	Report Total:	**.00**	**.00**	**-53,334.57**	**.00**	**-54,734.57**	**1,400.00**	**53,334.57**	

MANASQUAN SCHOOL DISTRICT

Enrollment Report

As of 10/27/2026

Manasquan High School

Resident Students	213
Tuition Paid by Another School District	546
Avon-by-the-Sea	21
Belmar	124
Brielle	203
Lake Como	26
Sea Girt	28
Spring Lake	31
Spring Lake Heights	109
[All Others]	4
Tuition Paid by Parents	24
Tuition Other (State, Staff/Free, Charter)	14
TOTAL:	797

Manasquan Elementary School

Resident Students	409
Tuition Paid by Another School District	1
Tuition Paid by Parents	44
Pre-Kindergarten	41
Kindergarten – 8th Grade	3
Tuition Other (State, Staff/Free, Charter)	23
TOTAL:	477

Manasquan High School

2026 - 2027 Suspensions by Month

OUT OF SCHOOL SUSPENSIONS:	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	TOTAL
Level IV: Possession	1										1
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
TOTALS	1	0	0	0	0	0	0	0	0	0	1

IN SCHOOL SUSPENSIONS:	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	TOTAL
Level IV: Possession	1										1
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
TOTALS	1	0	0	0	0	0	0	0	0	0	1
TOTAL STUDENTS SUSPENDED	2	0	0	0	0	0	0	0	0	0	2

TOTAL SATURDAY DETENTIONS											0

STUDENTS SUSPENDED 1 TIME	1
STUDENTS SUSPENDED 2 TIMES	
STUDENTS SUSPENDED 3 TIMES	
STUDENTS SUSPENDED 4 TIMES	
STUDENTS SUSPENDED 5 TIMES	
STUDENTS SUSPENDED 6 TIMES	
STUDENTS SUSPENDED 7 TIMES	
STUDENTS SUSPENDED 8 TIMES	
STUDENTS SUSPENDED 9 TIMES	

TOTAL NUMBER OF SUSPENSIONS TO DATE	1
TOTAL NUMBER OF INDIVIDUAL STUDENTS SUSPENDED TO DATE	1

Manasquan High School

2026 - 2027 Suspensions by Grade

OUT OF SCHOOL SUSPENSIONS:	9	10	11	12	TOTALS
Level IV: Possession			1		1
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
TOTALS	0	0	1	0	1
IN SCHOOL SUSPENSIONS:	**9**	**10**	**11**	**12**	**TOTALS**
Level IV: Possession			1		1
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
TOTALS	0	0	1	0	1
TOTAL STUDENTS SUSPENDED	**0**	**0**	**2**	**0**	**2**
TOTAL SATURDAY DETENTIONS					0

MANASQUAN SCHOOL DISTRICT

Board of Education Harassment, Intimidation, & Bullying Report

Pursuant to N.J.S.A. 18A:37-15

Investigations Completed Between: 09/16/2026 - 10/27/2026

School-Case	Incident Date	Reported	Investigation Completed	Nature of Bullying / Category	Conclusion	Discipline/Measures Imposed
MES-12848	9/23/2026	9/25/2026	10/6/2026	Other Distinguishing Category	Incident does not fit HIB definition	

INVESTMENT REPORT

(1) Earned Interest Previous Balance (General Funds):		$	29,810.05
Agency Salary			358.35
Salary			307.66
Prior Month Adjustment			0.00
Checking Account Interest This Month:			17,961.52
Total Interest Earned to Date:		**$**	**48,437.58**

(2) Bank Reconciliation for September, 2026

BANK BALANCES			
Manasquan Bank - Funds 10, 12, 20, 40			7,568,073.78
Manasquan Bank - Funds 30 REF#2023			591,371.14
Manasquan Bank - Funds 10/31 - Shared Service Agreement			0.00
Manasquan Bank - Funds 32 ESIP			228,756.03
Manasquan Bank - Fund (60) Before/After School			106,732.66
Manasquan Bank - Fund (61) Manasquan Schools Development Fund			20,596.98
Manasquan Bank - Fund 90 (Payroll Agency)			81,458.26
Manasquan Bank - Fund 96 (Salary)			409.97
Manasquan Bank - FSA Account			6,816.83
Manasquan Bank - Unemployment Account			262,872.12
Manasquan Bank - Combined Scholarship			82,275.81
Manasquan Bank - Cafeteria			251,388.65
Manasquan Bank - Staff Function Account			5,070.58
Plus Bank Adjustments and/or Deposit in Transit			13,273.26
Outstanding Checks-Funds 10, 12, 20, 40 (General)			-234,312.80
Outstanding Checks-Fund 30 REF#2023			-7,246.40
Outstanding Checks-Fund 32 (ESIP)			0.00
Oustanding Checks - Fund 60 (Before/After Care)			0.00
Oustanding Checks - Fund 61 (School Development Fund)			0.00
Outstanding Checks - Fund 62 (Cafeteria Account)			-9,917.18
Outstanding Checks - Fund 23 (Combined Scholarship)			-10,100.00
Outstanding Checks- Fund 90 (Payroll Agency)			-76,327.84
Outstanding Checks- (Payroll)			0.00
Outstanding Checks - Fund 92 (Unemployment Account)			0.00
Outstanding Checks - Fund 93 (Staff Account)			0.00
Outstanding Checks - Fund 98 (FSA Account)			0.00
Total Bank Balances:	**	**$**	**8,881,191.85**
FUND BALANCES**			
Governmental Funds			
Fund 10 (General)	$		5,087,953.79
Fund 10 (Capital Reserve)			934,382.15
Fund 10 (Maintenance Reserve)			202,000.00
Fund 20 (Special Project)	***		1,568,091.09
Fund 30 (Capital Project)			582,504.74
Fund 31 (Capital Project)-Moved to Fund 10			0.00
Fund 32 (ESIP)			228,756.03
Fund 40 (Debt Service)			-458,669.66
Total Governmental Funds			**8,145,018.14**
Enterprise Funds			
Before and After Care School Program (Fund 60)			106,732.66
Manasquan Schools Development Fund (Fund 61)			22,216.98
Cafeteria (Fund 62)			240,653.22
Total Enterprise Funds			**369,602.86**
Trust and Agency Funds			
Combined Scholarship Account (Fund 23)			72,175.81
Payroll Agency (Fund 90)			19,225.54
Unemployment Account (Fund 92)			262,872.12
Staff Function Account (Fund 93)			5,070.58
FSA (Fund 94)			6,816.83
Payroll (Fund 96)			409.97
Total Trust and Agency Funds			**366,570.85**
Total Fund Balances:	**	**$**	**8,881,191.85**

** As per Treasurer of School Monies Report.
*** Waiting for Federal Funding

Report of the Secretary to the Board of Education
Manasquan Board of Education

Fund 10 - Interim Balance Sheet
For the three month period ending 09/30/2026

Assets and Resources

Assets:

Account Number	Account Name	Subtotal Balance	Balance
101	Cash in Bank		5,087,953.79
116	Investment - Capital Reserve Account		934,382.15
117	Investment - Maintenance Reserve Account		202,000.00
121	Tax Levy Receivable		13,266,424.00
	Accounts Receivable:		
134	Interfund Accounts ReceivableAccounts Receivable:	15,151.31	
140	IntergovernmentalAccounts Receivable:	20,272.50	
141	Intergovernmental - StateAccounts Receivable:	924,312.68	
143	Intergovernmental - OtherAccounts Receivable:	13,002,011.05	
145	AR TECH FEESAccounts Receivable:	58,200.00	
146	AR FIELDHOUSE REPAIRSAccounts Receivable:	2,875.00	
153	Other Accounts ReceivableAccounts Receivable:	383,560.33	
154	Allowance for Uncollectible Accounts Receivable (Credit)Accounts Receivable:	0.00	14,406,382.87
	Loans Receivable:		
131	InterfundLoans Receivable:	5,000.00	
151,152	Other (net of estimated uncollectible of $ 0)Loans Receivable:	0.00	5,000.00
			33,902,142.81

Resources:

Account Number	Account Name	Subtotal Balance	Balance
301	Estimated Revenues	36,476,328.00	
302	Less Revenues	36,244,817.77	231,510.23
			231,510.23
		Total Assets and Resources:	**34,133,653.04**

Liabilities and Fund Equity

Liabilities:

Account Number	Account Name	Subtotal Balance	Balance
421	Accounts Payable		3,025.00
481	Deferred Revenues		16,765.19
499,xxx	Other Current Liabilities		1,296.00
			21,086.19

Fund Balance:

Account Number	Account Name	Subtotal Balance	Subtotal Balance 2	Subtotal Balance 3	Balance
	Appropriated:				
753	Reserve for Encumbrances - Current Year		29,022,054.04		
754	Reserve for Encumbrances - Prior Year		64,693.08		
754+753	Reserve for Encumbrances - Current + Prior			29,086,747.12	
	Reserve Fund Balance:				
761	Capital Reserve Account		934,382.15		
604	Add: Increase in Capital Reserve		105,000.00		
317	Less: Budgeted Withdrawal from Capital Reserve-Transfer to Debt Service		0.00	1,039,382.15	
764	Maintenance Reserve Account		202,000.00		
606	Add: Increase in Maintenance Reserve		2,000.00		
310	Less: Budgeted Withdrawal from Maintenance Reserve		0.00	204,000.00	
	Appropriations				
601	Appropriations		38,143,381.23		
602	Less: Expenditures	7,037,509.09			
603	Encumbrances	29,086,747.12	(36,124,256.21)	2,019,125.02	
	Total Appropriated			32,349,254.29	
	Unappropriated				
770	Unassigned Fund Balance			3,392,556.91	
303	Budgeted Fund Balance			1,629,244.35	
					34,112,566.85
				Total Liabilities and Fund Equity:	**34,133,653.04**

Report of the Secretary to the Board of Education
Manasquan Board of Education

Report of the Secretary to the Board of Education
Manasquan Board of Education

Fund 10 - Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	38,143,381.23	36,124,256.21	2,019,125.02
Revenues	(36,476,328.00)	(36,244,817.77)	(231,510.23)
	1,667,053.23	**(120,561.56)**	**1,787,614.79**
Change in Capital Reserve:			
Plus: Increase in Capital Reserve /Interest Deposit to Capital Reserve (604)	105,000.00	105,000.00	.00
	105,000.00	**105,000.00**	**.00**
Change in Maintenance Reserve:			
Plus: Increase in Maintenance Reserve (606)	2,000.00	2,000.00	.00
	2,000.00	**2,000.00**	**.00**

Report of the Secretary to the Board of Education
Manasquan Board of Education

Fund 10 - Interim Statements Comparing Budgeted Revenue with Actual to Date and Appropriations with Expenditures and Encumbrances to Date
For the three month period ending 09/30/2026

Revenues/Sources of Funds

Account Number	Line	Revenues/Sources of Funds	Original Budget Certified for Taxes	Budget Transfers	Budgeted / Estimated	Actual to Date	Note	Unrealized Balance
10-1xxx	370	From Local Sources	35,223,296.00	0.00	35,223,296.00	35,276,624.04	Over	(53,328.04)
10-3xxx	520	From State Sources	1,237,301.00	0.00	1,237,301.00	958,823.00	Under	278,478.00
10-4xxx	570	From Federal Sources	15,731.00	0.00	15,731.00	9,370.73	Under	6,360.27
	-	**Total Revenues/Sources Of Funds**	**36,476,328.00**	**0.00**	**36,476,328.00**	**36,244,817.77**	**Under**	**231,510.23**

General Fund

Current Expense

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-1xx-100-xxx	3200	Regular Programs - Instruction	11,042,527.00	162,062.48	11,204,589.48	1,674,035.19	9,252,827.82	277,726.47
11-2xx-100-xxx	10300	Special Education - Instruction	3,162,490.00	61,562.62	3,224,052.62	379,909.31	2,832,670.77	11,472.54
11-230-100-xxx	11160	Basic Skills/Remedial - Instruction	206,000.00	0.00	206,000.00	21,000.00	184,374.63	625.37
11-240-100-xxx	12160	Bilingual Education - Instruction	199,770.00	(101,824.00)	97,946.00	9,297.00	88,649.00	0.00
11-401-100-xxx	17100	School-Sponsored Cocurricular/Extracurricular Activities - Instruction	331,242.00	0.00	331,242.00	709.23	319,427.07	11,105.70
11-402-100-xxx	17600	School-Sponsored Athletics - Instruction	982,421.00	400.00	982,821.00	86,196.35	837,635.43	58,989.22
	72140	*Undistributed Expenditures:*						
11-000-100-xxx	29180	Instruction (Tuition)	1,187,273.00	(98,966.60)	1,088,306.40	75,718.31	828,511.65	184,076.44
11-000-211-xxx	29680	Attendance and Social Work Services	450,365.00	25,477.00	475,842.00	99,228.30	376,613.70	0.00
11-000-213-xxx	30620	Health Services	325,310.00	(4,550.00)	320,760.00	61,230.98	249,798.53	9,730.49
11-000-216-xxx	40580	Speech, OT, PT and Related Services	483,373.00	(6,676.10)	476,696.90	65,207.46	381,960.68	29,528.76
11-000-217-xxx	41080	Other Support Services Students - Extraordinary Services	726,885.00	(369,782.59)	357,102.41	(7,670.99)	364,773.40	0.00
11-000-218-xxx	41660	Guidance	964,283.00	34,830.72	999,113.72	172,240.69	728,250.49	98,622.54
11-000-219-xxx	42200	Child Study Teams	677,890.00	128,775.35	806,665.35	173,977.59	624,530.15	8,157.61
11-000-221-xxx	43200	Improvement of Instruction	798,234.00	(43,150.50)	755,083.50	198,711.26	553,055.09	3,317.15
11-000-222-xxx	43620	Educational Media Services/School Library	695,438.00	(59,360.18)	636,077.82	169,938.63	447,849.36	18,289.83
11-000-223-xxx	44180	Instructional Staff Training	76,320.00	1,875.00	78,195.00	30,586.25	31,722.50	15,886.25
11-000-230-xxx	45300	General Administration	763,483.00	51,441.24	814,924.24	270,147.84	435,309.06	109,467.34
11-000-240-xxx	46160	School Administration	1,359,199.00	154,657.00	1,513,856.00	406,442.84	1,072,811.87	34,601.29
11-000-251-xxx	47200	Central Services	665,943.00	113,885.00	779,828.00	205,349.73	558,734.85	15,743.42
11-000-252-xxx	47620	Administrative Information Technology	7,372.00	0.00	7,372.00	0.00	7,372.00	0.00
11-000-261-xxx	48580	Required Maintenance for School Facilities	161,860.00	101,546.52	263,406.52	2,211.69	93,430.42	167,764.41
11-000-262-xxx	49340	Custodial Services	2,706,862.00	73,861.10	2,780,723.10	1,012,461.80	1,622,472.38	145,788.92
11-000-263-xxx	50100	Care and Upkeep of Grounds	287,860.00	2,739.00	290,599.00	81,840.29	204,877.78	3,880.93
11-000-266-xxx	51100	Security	408,767.00	(975.00)	407,792.00	71,220.01	316,522.99	20,049.00
11-000-270-xxx	52480	Student Transportation	980,853.00	(95,817.49)	885,035.51	67,528.07	310,383.67	507,123.77
11-xxx-xxx-2xx	71260	Employee Benefits	8,303,243.00	0.00	8,303,243.00	1,697,791.26	6,331,275.17	274,176.57
		Total General Expense	**37,955,263.00**	**132,010.57**	**38,087,273.57**	**7,025,309.09**	**29,055,840.46**	**2,006,124.02**

Capital Outlay

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
12-xxx-xxx-73x	75880	Equipment	16,200.00	11,676.10	27,876.10	12,200.00	2,676.10	13,000.00
12-000-4xx-xxx	76260	Facilities Acquisition and Construction	27,109.00	1,122.56	28,231.56	0.00	28,230.56	1.00
		Total Capital Outlay	**43,309.00**	**12,798.66**	**56,107.66**	**12,200.00**	**30,906.66**	**13,001.00**

Report of the Secretary to the Board of Education
Manasquan Board of Education

Total General Fund	**37,998,572.00**	**144,809.23**	**38,143,381.23**	**7,037,509.09**	**29,086,747.12**	**2,019,125.02**

Report of the Secretary to the Board of Education
Manasquan Board of Education

Fund 10 - Schedule of Revenues
Actual Compared with Estimate
For the three month period ending 09/30/2026

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Estimated	Actual	Unrealized
Revenues/Sources of Funds							
- Local Sources							
10-121x	114	Local Tax Levy	19,899,637.00	0.00	19,899,637.00	19,899,637.00	0.00
10-12xx	120	Other Local Governmental Units-Restricted	18,000.00	0.00	18,000.00	24,272.50	(6,272.50)
10-1310	140	Tuition from Individuals	385,000.00	0.00	385,000.00	507,146.67	(122,146.67)
10-1320	150	Tuition from LEAs Within State	14,718,499.00	0.00	14,718,499.00	14,665,837.69	52,661.31
10-1xxx	350	Other Restricted Miscellaneous Revenues	202,160.00	0.00	202,160.00	179,730.18	22,429.82
10-1xxx	**370**	**Total Revenue from Local Sources**	**35,223,296.00**	**0.00**	**35,223,296.00**	**35,276,624.04**	**(53,328.04)**
- State Sources							
10-3121	420	Categorical Transportation Aid	45,834.00	0.00	45,834.00	45,834.00	0.00
10-3131	430	Extraordinary Aid	278,478.00	0.00	278,478.00	0.00	278,478.00
10-3132	440	Categorical Special Education Aid	806,672.00	0.00	806,672.00	806,672.00	0.00
10-3177	470	Categorical Security Aid	106,317.00	0.00	106,317.00	106,317.00	0.00
10-3xxx	**520**	**Total Revenue from State Sources**	**1,237,301.00**	**0.00**	**1,237,301.00**	**958,823.00**	**278,478.00**
- Federal Sources							
10-4200	540	Medicaid Reimbursement	15,731.00	0.00	15,731.00	9,370.73	6,360.27
10-4xxx	**570**	**Total Revenue from Federal Sources**	**15,731.00**	**0.00**	**15,731.00**	**9,370.73**	**6,360.27**
	-	**Total Revenues/Sources of Funds**	**36,476,328.00**	**0.00**	**36,476,328.00**	**36,244,817.77**	**231,510.23**

Report of the Secretary to the Board of Education
Manasquan Board of Education

Fund 10 - Statement of Appropriations
Compared with Expenditures and Encumbrances
For the three month period ending 09/30/2026

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
General Fund								
- General Current Expense								
-- Regular Programs - Instruction								
--- Regular Programs - Instruction								
11-105-100-101	2000	Preschool - Salaries of Teachers	340,478.00	218,875.00	559,353.00	56,434.39	502,918.61	0.00
11-110-100-101	2080	Kindergarten - Salaries of Teachers	229,677.00	12,908.00	242,585.00	23,793.19	218,791.81	0.00
11-120-100-101	2100	Grades 1-5 - Salaries of Teachers	1,813,029.00	4,454.00	1,817,483.00	187,510.27	1,629,972.73	0.00
11-130-100-101	2120	Grades 6-8 - Salaries of Teachers	1,493,109.00	15,369.67	1,508,478.67	148,539.37	1,359,939.30	0.00
11-140-100-101	2140	Grades 9-12 - Salaries of Teachers	5,941,680.00	199,414.27	6,141,094.27	641,709.77	5,366,928.07	132,456.43
subtotal	**subtotal**	**Total Regular Programs - Instruction**	**9,817,973.00**	**451,020.94**	**10,268,993.94**	**1,057,986.99**	**9,078,550.52**	**132,456.43**
--- Regular Programs - Home Instruction								
11-150-100-320	2540	Purchased Professional-Educational Services	35,000.00	0.00	35,000.00	509.52	32,490.48	2,000.00
subtotal	**subtotal**	**Total Regular Programs - Home Instruction**	**35,000.00**	**0.00**	**35,000.00**	**509.52**	**32,490.48**	**2,000.00**
--- Regular Programs - Undistributed Instruction								
11-190-100-106	3000	Other Salaries for Instruction	294,497.00	(283,393.12)	11,103.88	6,103.88	5,000.00	0.00
11-190-100-320	3020	Purchased Professional-Educational Services	5,900.00	0.00	5,900.00	0.00	300.00	5,600.00
11-190-100-340	3040	Purchased Technical Services	115,009.00	0.00	115,009.00	84,803.63	23,168.48	7,036.89
11-190-100-500	3060	Other Purchased Services (400-500 series)	35,710.00	4,541.70	40,251.70	5,432.10	9,549.60	25,270.00
11-190-100-610	3080	General Supplies	653,748.00	(4,414.04)	649,333.96	466,046.16	99,055.32	84,232.48
11-190-100-640	3100	Textbooks	53,221.00	(4,793.00)	48,428.00	38,512.91	4,310.42	5,604.67
11-190-100-800	3120	Other Objects	31,469.00	(900.00)	30,569.00	14,640.00	403.00	15,526.00
subtotal	**subtotal**	**Total Regular Programs - Undistributed Instruction**	**1,189,554.00**	**(288,958.46)**	**900,595.54**	**615,538.68**	**141,786.82**	**143,270.04**
11-1xx-100-xxxx	**3200**	**Total Regular Programs - Instruction**	**11,042,527.00**	**162,062.48**	**11,204,589.48**	**1,674,035.19**	**9,252,827.82**	**277,726.47**
-- Special Education Programs								
--- Learning and/or Language Disabilities - Mild/Moderate:								
11-204-100-101	4500	Salaries of Teachers	111,835.00	0.00	111,835.00	21,983.50	89,851.50	0.00
11-204-100-106	4520	Other Salaries for Instruction	37,708.00	0.00	37,708.00	3,770.75	33,937.25	0.00
11-204-100-610	4600	General Supplies	500.00	0.00	500.00	0.00	0.00	500.00
11-204-100-800	4640	Other Objects	1,500.00	(1,500.00)	0.00	0.00	0.00	0.00
11-204-100-xxx	**4660**	**Total Learning and/or Language Disabilities - Mild/Moderate**	**151,543.00**	**(1,500.00)**	**150,043.00**	**25,754.25**	**123,788.75**	**500.00**
--- Multiple Disabilities:								
11-212-100-101	6500	Salaries of Teachers	362,481.00	103,506.00	465,987.00	63,448.68	402,538.32	0.00
11-212-100-106	6520	Other Salaries for Instruction	449,683.00	(11,704.38)	437,978.62	68,572.78	369,405.84	0.00
11-212-100-320	6540	Purchased Professional-Educational Services	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
11-212-100-500	6580	Other Purchased Services (400-500 series)	1,800.00	0.00	1,800.00	0.00	500.00	1,300.00
11-212-100-610	6600	General Supplies	24,500.00	0.00	24,500.00	8,369.68	10,742.22	5,388.10
11-212-100-800	6640	Other Objects	12,510.00	0.00	12,510.00	1,058.06	10,667.50	784.44
11-212-100-xxx	**6660**	**Total Multiple Disabilities**	**853,974.00**	**91,801.62**	**945,775.62**	**141,449.20**	**793,853.88**	**10,472.54**
--- Resource Room/Resource Center:								
11-213-100-101	7000	Salaries of Teachers	2,150,473.00	(28,739.00)	2,121,734.00	212,705.86	1,909,028.14	0.00
11-213-100-610	7100	General Supplies	500.00	0.00	500.00	0.00	0.00	500.00
11-213-100-xxx	**7160**	**Total Resource Room/Resource Center**	**2,150,973.00**	**(28,739.00)**	**2,122,234.00**	**212,705.86**	**1,909,028.14**	**500.00**
--- Home Instruction:								
11-219-100-101	9260	Salaries of Teachers	6,000.00	0.00	6,000.00	0.00	6,000.00	0.00
11-219-100-xxx	**9420**	**Total Home Instruction**	**6,000.00**	**0.00**	**6,000.00**	**0.00**	**6,000.00**	**0.00**
subtotal special ed	**10300**	**Total Special Education - Instruction**	**3,162,490.00**	**61,562.62**	**3,224,052.62**	**379,909.31**	**2,832,670.77**	**11,472.54**
-- Basic Skills/Remedial - Instruction								
11-230-100-101	11000	Salaries of Teachers	204,500.00	0.00	204,500.00	20,350.00	184,150.00	0.00

Report of the Secretary to the Board of Education
Manasquan Board of Education

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-230-100-610	11100	General Supplies	1,500.00	0.00	1,500.00	650.00	224.63	625.37
11-230-100-xxx	**11160**	**Total Basic Skills/Remedial - Instruction**	**206,000.00**	**0.00**	**206,000.00**	**21,000.00**	**184,374.63**	**625.37**
-- Bilingual Education - Instruction								
11-240-100-101	12000	Salaries of Teachers	198,470.00	(100,524.00)	97,946.00	9,297.00	88,649.00	0.00
11-240-100-640	12120	Textbooks	1,300.00	(1,300.00)	0.00	0.00	0.00	0.00
11-240-100-xxx	**12160**	**Total Bilingual Education - Instruction**	**199,770.00**	**(101,824.00)**	**97,946.00**	**9,297.00**	**88,649.00**	**0.00**
-- School-Sponsored Cocurricular/Extracurricular Activities - Instruction								
11-401-100-100	17000	Salaries	317,869.00	0.00	317,869.00	0.00	317,869.00	0.00
11-401-100-500	17020	Purchased Services (300-500 series)	5,600.00	0.00	5,600.00	340.93	659.07	4,600.00
11-401-100-600	17040	Supplies and Materials	4,195.00	0.00	4,195.00	368.30	899.00	2,927.70
11-401-100-800	17060	Other Objects	3,578.00	0.00	3,578.00	0.00	0.00	3,578.00
11-401-100-xxx	**17100**	**Total School-Spon. Co/Extra-curricular Actvts. - Inst.**	**331,242.00**	**0.00**	**331,242.00**	**709.23**	**319,427.07**	**11,105.70**
-- School-Sponsored Athletics - Instruction								
11-402-100-100	17500	Salaries	722,097.00	0.00	722,097.00	52,472.61	669,624.39	0.00
11-402-100-500	17520	Purchased Services (300-500 series)	112,500.00	400.00	112,900.00	8,597.65	70,200.00	34,102.35
11-402-100-600	17540	Supplies and Materials	61,724.00	8,114.00	69,838.00	14,971.09	32,925.04	21,941.87
11-402-100-800	17560	Other Objects	11,100.00	0.00	11,100.00	5,155.00	3,000.00	2,945.00
11-402-100-930	17580	Transfers to Cover Deficit (Custodial Funds)	75,000.00	(8,114.00)	66,886.00	5,000.00	61,886.00	0.00
11-402-100-xxx	**17600**	**Total School-Sponsored Athletics - Instruction**	**982,421.00**	**400.00**	**982,821.00**	**86,196.35**	**837,635.43**	**58,989.22**
-- Total Undistributed Expenditures								
--- Undistributed Expenditures - Instruction (Tuition)								
11-000-100-562	29020	Tuition to Other LEAs Within the State-Special	338,295.00	(75,925.00)	262,370.00	30,406.99	172,179.01	59,784.00
11-000-100-563	29040	Tuition to County Voc. School Dist.-Regular	120,700.00	(22,000.00)	98,700.00	5,683.60	54,720.40	38,296.00
11-000-100-564	29060	Tuition to County Voc. School Dist.-Special	23,229.00	0.00	23,229.00	1,277.60	11,498.40	10,453.00
11-000-100-566	29100	Tuition to Priv. Sch. for the Disabled - Within the State	705,049.00	(1,041.60)	704,007.40	38,350.12	590,113.84	75,543.44
11-000-100-xxx	**29180**	**Total Undistributed Expenditures - Instruction (Tuition)**	**1,187,273.00**	**(98,966.60)**	**1,088,306.40**	**75,718.31**	**828,511.65**	**184,076.44**
--- Undistributed Expenditures - Attendance and Social Work								
11-000-211-100	29500	Salaries	450,365.00	25,477.00	475,842.00	99,228.30	376,613.70	0.00
11-000-211-xxx	**29680**	**Total Attendance and Work**	**450,365.00**	**25,477.00**	**475,842.00**	**99,228.30**	**376,613.70**	**0.00**
--- Undistributed Expenditures - Health Services								
11-000-213-100	30500	Salaries	289,945.00	(4,550.00)	285,395.00	59,818.66	225,576.34	0.00
11-000-213-300	30540	Purchased Professional and Technical Services	19,000.00	1,000.00	20,000.00	0.00	20,000.00	0.00
11-000-213-500	30560	Other Purchased Services (400-500 series)	7,965.00	(1,000.00)	6,965.00	346.35	887.65	5,731.00
11-000-213-600	30580	Supplies and Materials	7,250.00	0.00	7,250.00	895.97	3,334.54	3,019.49
11-000-213-616	30585	Supplies - Menstrual Products	500.00	0.00	500.00	0.00	0.00	500.00
11-000-213-800	30600	Other Objects	650.00	0.00	650.00	170.00	0.00	480.00
11-000-213-xxx	**30620**	**Total Undistributed Expenditures - Health Services**	**325,310.00**	**(4,550.00)**	**320,760.00**	**61,230.98**	**249,798.53**	**9,730.49**
--- Undistributed Expenditures - Speech, OT, PT and Related Services								
11-000-216-100	40500	Salaries	442,788.00	0.00	442,788.00	64,431.39	378,356.61	0.00
11-000-216-320	40520	Purchased Professional - Educational Services	37,000.00	(8,176.10)	28,823.90	0.00	0.00	28,823.90
11-000-216-600	40540	Supplies and Materials	3,585.00	1,500.00	5,085.00	776.07	3,604.07	704.86
11-000-216-xxx	**40580**	**Total Speech, OT, PT and Related Services**	**483,373.00**	**(6,676.10)**	**476,696.90**	**65,207.46**	**381,960.68**	**29,528.76**
--- Undistributed Expenditures-Other Supp. Serv. Students-Extraordinary Svcs								
11-000-217-100	41000	Salaries	726,885.00	(369,782.59)	357,102.41	(7,670.99)	364,773.40	0.00
11-000-217-xxx	**41080**	**Total Other Support Services Students-Extraordinary Serv.**	**726,885.00**	**(369,782.59)**	**357,102.41**	**(7,670.99)**	**364,773.40**	**0.00**
--- Undistributed Expenditures - Guidance								
11-000-218-104	41500	Salaries of Other Professional Staff	761,928.00	40,231.00	802,159.00	143,262.98	658,896.02	0.00
11-000-218-105	41520	Salaries of Secretarial and Clerical Assistants	99,090.00	(5,400.00)	93,690.00	24,574.53	69,115.47	0.00

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Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-218-320	41560	Purchased Professional - Educational Services	3,800.00	0.00	3,800.00	0.00	0.00	3,800.00
11-000-218-390	41580	Other Purchased Professional and Technical Services	87,365.00	(0.28)	87,364.72	3,708.51	0.00	83,656.21
11-000-218-500	41600	Other Purchased Services (400-500 series)	500.00	0.00	500.00	0.00	0.00	500.00
11-000-218-600	41620	Supplies and Materials	9,100.00	0.00	9,100.00	694.67	239.00	8,166.33
11-000-218-800	41640	Other Objects	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
11-000-218-xxx	**41660**	**Total Undistributed Expenditures - Guidance**	**964,283.00**	**34,830.72**	**999,113.72**	**172,240.69**	**728,250.49**	**98,622.54**
--- Undistributed Expenditures - Child Study Teams								
11-000-219-104	42000	Salaries of Other Professional Staff	533,732.00	1,076.83	534,808.83	119,854.59	414,954.24	0.00
11-000-219-105	42020	Salaries of Secretarial and Clerical Assistants	101,690.00	0.00	101,690.00	24,172.50	77,517.50	0.00
11-000-219-320	42060	Purchased Professional - Educational Services	6,350.00	113,120.00	119,470.00	3,333.83	115,341.17	795.00
11-000-219-390	42080	Other Purchased Prof. and Tech. Services	14,155.00	0.28	14,155.28	14,155.13	0.00	0.15
11-000-219-500	42100	Other Purchased Services (400-500 series) (voc and cssd only)	5,307.00	16,773.24	22,080.24	7,475.53	11,802.93	2,801.78
11-000-219-600	42160	Supplies and Materials	10,873.00	(2,195.00)	8,678.00	4,001.51	898.81	3,777.68
11-000-219-800	42180	Other Objects	5,783.00	0.00	5,783.00	984.50	4,015.50	783.00
11-000-219-xxx	**42200**	**Total Child Study Teams**	**677,890.00**	**128,775.35**	**806,665.35**	**173,977.59**	**624,530.15**	**8,157.61**
--- Undistributed Expenditures - Improvement of Instruction Services								
11-000-221-102	43000	Salaries of Supervisor of Instruction	649,152.00	(53,206.50)	595,945.50	134,988.22	460,957.28	0.00
11-000-221-104	43020	Salaries of Other Professional Staff	104,526.00	101.00	104,627.00	26,156.52	78,470.48	0.00
11-000-221-105	43040	Salaries of Secretarial and Clerical Assist.	16,903.00	0.00	16,903.00	4,225.62	12,677.38	0.00
11-000-221-110	43060	Other Salaries	21,150.00	9,930.00	31,080.00	31,080.00	0.00	0.00
11-000-221-500	43140	Other Purchased Services (400-500)	2,253.00	0.00	2,253.00	590.00	0.00	1,663.00
11-000-221-600	43160	Supplies and Materials	2,245.00	0.00	2,245.00	740.90	949.95	554.15
11-000-221-800	43180	Other Objects	2,005.00	25.00	2,030.00	930.00	0.00	1,100.00
11-000-221-xxx	**43200**	**Total Improvement of Instruction Services**	**798,234.00**	**(43,150.50)**	**755,083.50**	**198,711.26**	**553,055.09**	**3,317.15**
--- Undistributed Expenditures - Educational Media Services/School Library								
11-000-222-100	43500	Salaries	105,850.00	(602.00)	105,248.00	10,285.00	94,963.00	0.00
11-000-222-177	43520	Salaries of Technology Coordinators	557,007.00	(57,752.18)	499,254.82	150,717.55	348,537.27	0.00
11-000-222-500	43560	Other Purchased Services (400-500 series)	23,006.00	(15.00)	22,991.00	7,993.44	4,103.00	10,894.56
11-000-222-600	43580	Supplies and Materials	8,915.00	(991.00)	7,924.00	862.64	246.09	6,815.27
11-000-222-800	43600	Other Objects	660.00	0.00	660.00	80.00	0.00	580.00
11-000-222-xxx	**43620**	**Total Educational Media Services/School Library**	**695,438.00**	**(59,360.18)**	**636,077.82**	**169,938.63**	**447,849.36**	**18,289.83**
--- Undistributed Expenditures - Instructional Staff Training Services								
11-000-223-104	44020	Salaries of Other Professional Staff	42,480.00	900.00	43,380.00	20,047.50	23,332.50	0.00
11-000-223-320	44080	Purchased Professional - Educational Servic	25,600.00	975.00	26,575.00	9,317.98	8,000.00	9,257.02
11-000-223-500	44120	Other Purchased Services (400-500 series)	7,790.00	0.00	7,790.00	1,197.80	390.00	6,202.20
11-000-223-600	44140	Supplies and Materials	450.00	0.00	450.00	22.97	0.00	427.03
11-000-223-xxx	**44180**	**Total Instructional Staff Training Services**	**76,320.00**	**1,875.00**	**78,195.00**	**30,586.25**	**31,722.50**	**15,886.25**
--- Undistributed Expenditures - Support Services - General Administration								
11-000-230-100	45000	Salaries	350,185.00	0.00	350,185.00	86,341.65	263,843.35	0.00
11-000-230-331	45040	Legal Services	45,513.00	30,500.00	76,013.00	5,015.00	60,500.00	10,498.00
11-000-230-332	45060	Audit Fees	30,000.00	0.00	30,000.00	25,000.00	5,000.00	0.00
11-000-230-334	45080	Architectural/Engineering Services	5,000.00	3,750.00	8,750.00	8,750.00	0.00	0.00
11-000-230-339	45100	Other Purchased Professional Services	0.00	13,600.00	13,600.00	10,000.00	3,600.00	0.00
11-000-230-340	45120	Purchased Technical Services	37,422.00	6,317.84	43,739.84	22,239.84	6,500.00	15,000.00
11-000-230-530	45140	Communications / Telephone	113,440.00	(7,940.80)	105,499.20	23,303.13	79,524.08	2,671.99
11-000-230-590	45180	Misc Purchased Services (400-500 series, O/T 530 and 585)	90,993.00	2,461.20	93,454.20	64,406.16	3,517.16	25,530.88

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Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-230-610	45200	General Supplies	15,000.00	2,730.00	17,730.00	4,741.19	12,824.47	164.34
11-000-230-820	45240	Judgments Against The School District	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00
11-000-230-890	45260	Miscellaneous Expenditures	12,600.00	23.00	12,623.00	7,123.00	0.00	5,500.00
11-000-230-895	45280	BOE Membership Dues and Fees	13,330.00	0.00	13,330.00	13,227.87	0.00	102.13
11-000-230-xxx	**45300**	**Total Support Services - General Administration**	**763,483.00**	**51,441.24**	**814,924.24**	**270,147.84**	**435,309.06**	**109,467.34**
--- Undistributed Expenditures - Support Services - School Administration								
11-000-240-103	46000	Salaries of Principals/Assistant Principals	1,074,281.00	86,183.00	1,160,464.00	293,037.09	867,426.91	0.00
11-000-240-105	46040	Salaries of Secretarial and Clerical Assistants	148,453.00	64,160.00	212,613.00	50,007.04	162,605.96	0.00
11-000-240-300	46080	Purchased Professional and Technical Services	9,000.00	870.00	9,870.00	150.00	6,420.00	3,300.00
11-000-240-500	46100	Other Purchased Services (400-500 series)	69,285.00	9,814.00	79,099.00	55,170.84	16,317.96	7,610.20
11-000-240-600	46120	Supplies and Materials	46,850.00	(6,430.00)	40,420.00	247.87	19,691.04	20,481.09
11-000-240-800	46140	Other Objects	11,330.00	60.00	11,390.00	7,830.00	350.00	3,210.00
11-000-240-xxx	**46160**	**Total Support Services - School Administration**	**1,359,199.00**	**154,657.00**	**1,513,856.00**	**406,442.84**	**1,072,811.87**	**34,601.29**
--- Undistributed Expenditures - Central Services								
11-000-251-100	47000	Salaries	628,933.00	114,527.00	743,460.00	185,414.18	558,045.82	0.00
11-000-251-330	47020	Purchased Professional Services	2,250.00	0.00	2,250.00	2,200.00	0.00	50.00
11-000-251-340	47040	Purchased Technical Services	12,110.00	0.00	12,110.00	11,982.27	0.00	127.73
11-000-251-592	47060	Miscellaneous Purchased Services (400-500 series)	3,950.00	0.00	3,950.00	2,754.82	443.18	752.00
11-000-251-600	47100	Supplies and Materials	15,500.00	(642.00)	14,858.00	293.25	245.85	14,318.90
11-000-251-890	47180	Miscellaneous Expenditures	3,200.00	0.00	3,200.00	2,705.21	0.00	494.79
11-000-251-xxx	**47200**	**Total Central Services**	**665,943.00**	**113,885.00**	**779,828.00**	**205,349.73**	**558,734.85**	**15,743.42**
--- Undistributed Expenditures - Administrative Information Technology								
11-000-252-100	47500	Salaries	7,372.00	0.00	7,372.00	0.00	7,372.00	0.00
11-000-252-xxx	**47620**	**Total Administrative Information Technology**	**7,372.00**	**0.00**	**7,372.00**	**0.00**	**7,372.00**	**0.00**
--- Operation and Maintenance of Plant Services								
---- Undistributed Expenditures - Required Maintenance for School Facilities								
11-000-261-420	48520	Cleaning, Repair, and Maintenance Services	161,860.00	101,546.52	263,406.52	2,211.69	93,430.42	167,764.41
11-000-261-xxx	**48580**	**Total Required Maintenance for School Facilities**	**161,860.00**	**101,546.52**	**263,406.52**	**2,211.69**	**93,430.42**	**167,764.41**
---- Undistributed Expenditures - Custodial Services								
11-000-262-100	49000	Salaries	968,260.00	28,977.00	997,237.00	234,387.76	762,849.24	0.00
11-000-262-107	49020	Salaries of Non-Instructional Aides	55,683.00	0.00	55,683.00	13,520.70	42,162.30	0.00
11-000-262-420	49060	Cleaning, Repair, and Maintenance Services	325,040.00	23,435.00	348,475.00	120,199.07	121,443.83	106,832.10
11-000-262-441	49080	Rental of Land and Bldg. Oth. than Lease Pur Agrmt	248,300.00	0.00	248,300.00	248,300.00	0.00	0.00
11-000-262-490	49120	Other Purchased Property Services	37,911.00	(1.00)	37,910.00	6,373.77	25,795.07	5,741.16
11-000-262-520	49140	Insurance	297,583.00	(49,087.24)	248,495.76	123,964.00	117,518.00	7,013.76
11-000-262-590	49160	Miscellaneous Purchased Services	2,000.00	0.00	2,000.00	0.00	500.00	1,500.00
11-000-262-610	49180	General Supplies	92,285.00	1,166.34	93,451.34	72,160.54	6,515.18	14,775.62
11-000-262-621	49200	Energy (Natural Gas)	211,000.00	105,000.00	316,000.00	26,273.42	289,726.58	0.00
11-000-262-622	49220	Energy (Electricity)	305,000.00	(38,500.00)	266,500.00	75,437.82	191,062.18	0.00
11-000-262-800	49280	Other Objects	8,500.00	2,871.00	11,371.00	1,444.72	0.00	9,926.28
11-000-262-837	49300	Interest - Energy Savings Improvement Program Bonds	130,300.00	0.00	130,300.00	65,400.00	64,900.00	0.00
11-000-262-917	49320	Principal - Energy Savings Improvement Program Bonds	25,000.00	0.00	25,000.00	25,000.00	0.00	0.00
11-000-262-xxx	**49340**	**Total Custodial Services**	**2,706,862.00**	**73,861.10**	**2,780,723.10**	**1,012,461.80**	**1,622,472.38**	**145,788.92**
---- Undistributed Expenditures - Care and Upkeep of Grounds								
11-000-263-100	50000	Salaries	223,525.00	1,339.00	224,864.00	53,648.94	171,215.06	0.00
11-000-263-420	50040	Cleaning, Repair, and Maintenance Services	48,335.00	1,000.00	49,335.00	21,365.72	24,171.00	3,798.28
11-000-263-610	50060	General Supplies	16,000.00	400.00	16,400.00	6,825.63	9,491.72	82.65

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Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-263-xxx	**50100**	**Total Care And Upkeep Of Grounds**	**287,860.00**	**2,739.00**	**290,599.00**	**81,840.29**	**204,877.78**	**3,880.93**
---- Undistributed Expenditures - Security								
11-000-266-100	51000	Salaries	383,567.00	(8,475.00)	375,092.00	66,337.76	308,754.24	0.00
11-000-266-300	51020	Purchased Professional and Technical Services	13,200.00	7,500.00	20,700.00	3,812.25	5,600.00	11,287.75
11-000-266-420	51040	Cleaning, Repair, and Maintenance Services	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
11-000-266-610	51060	General Supplies	11,000.00	(1,070.00)	9,930.00	0.00	2,168.75	7,761.25
11-000-266-800	51080	Other Objects	0.00	1,070.00	1,070.00	1,070.00	0.00	0.00
11-000-266-xxx	**51100**	**Total Security**	**408,767.00**	**(975.00)**	**407,792.00**	**71,220.01**	**316,522.99**	**20,049.00**
subtotal of 11-000-26x-xxx	**51120**	**Total Operation and Maintenance of Plant Services**	**3,565,349.00**	**177,171.62**	**3,742,520.62**	**1,167,733.79**	**2,237,303.57**	**337,483.26**
--- Undistributed Expenditures - Student Transportation Services								
11-000-270-161	52040	Salaries for Pupil Trans. (Bet Home and Sch)-Special Ed.	17,845.00	0.00	17,845.00	4,461.24	13,383.76	0.00
11-000-270-162	52060	Salaries for Pupil Trans. (Other than Between Home and Sch)	69,400.00	0.00	69,400.00	8,272.91	61,127.09	0.00
11-000-270-420	52140	Cleaning, Repair, and Maintenance Services	0.00	1,057.35	1,057.35	1,057.35	0.00	0.00
11-000-270-442	52160	Rental Payments - School Buses	35,000.00	0.00	35,000.00	2,500.00	28,100.00	4,400.00
11-000-270-512	52280	Contracted Services (Other than Between Home and Sch)-Vendors	175,820.00	5,500.00	181,320.00	3,736.99	96,873.00	80,710.01
11-000-270-513	52300	Contracted Services (Between Home and Sch)-Joint Agreements	48,158.00	0.00	48,158.00	0.00	0.00	48,158.00
11-000-270-514	52320	Contracted Services (Special Ed Students)-Vendors	154,400.00	(6,557.00)	147,843.00	30,300.18	110,899.82	6,643.00
11-000-270-517	52360	Contracted Services (Regular Students)-ESCs and CTSAs	269,150.00	0.00	269,150.00	0.00	0.00	269,150.00
11-000-270-518	52380	Contracted Services (Special Ed. Students)-ESCs and CTSAs	211,080.00	(95,817.84)	115,262.16	17,199.40	0.00	98,062.76
11-000-270-xxx	**52480**	**Total Student Transportation Services**	**980,853.00**	**(95,817.49)**	**885,035.51**	**67,528.07**	**310,383.67**	**507,123.77**
--- Employee Benefits								
---- Unallocated Benefits								
11-000-291-220	71020	Social Security Contributions	543,619.00	0.00	543,619.00	93,198.83	450,420.17	0.00
11-000-291-241	71060	Other Retirement Contributions - PERS	565,935.00	0.00	565,935.00	1,184.78	554,435.00	10,315.22
11-000-291-260	71160	Worker's Compensation	158,174.00	0.00	158,174.00	0.00	0.00	158,174.00
11-000-291-270	71180	Health Benefits	6,392,730.00	0.00	6,392,730.00	1,589,087.58	4,803,642.42	0.00
11-000-291-280	71200	Tuition Reimbursement	186,320.00	0.00	186,320.00	13,160.82	67,471.83	105,687.35
11-000-291-290	71220	Other Employee Benefits	456,465.00	0.00	456,465.00	1,159.25	455,305.75	0.00
total unallocated benefits	**71240**	**11-000-291-2xx**	**8,303,243.00**	**0.00**	**8,303,243.00**	**1,697,791.26**	**6,331,275.17**	**274,176.57**
11-xxx-xxx-2xx	**71260**	**Total Employee Benefits**	**8,303,243.00**	**0.00**	**8,303,243.00**	**1,697,791.26**	**6,331,275.17**	**274,176.57**
	72140	**Total Undistributed Expenditures**	**22,030,813.00**	**9,809.47**	**22,040,622.47**	**4,854,162.01**	**15,540,255.74**	**1,646,204.72**
	72260	**Total General Expense**	**37,955,263.00**	**132,010.57**	**38,087,273.57**	**7,025,309.09**	**29,055,840.46**	**2,006,124.02**
- Capital Outlay								
-- Equipment								
--- Instructional Equipment - Regular Education:								
12-130-100-730	73060	Grades 6-8	0.00	3,645.00	3,645.00	3,645.00	0.00	0.00
12-140-100-730	73080	Grades 9-12	3,200.00	(3,200.00)	0.00	0.00	0.00	0.00
	-	**Total Instructional Equipment - Regular Education**	**3,200.00**	**445.00**	**3,645.00**	**3,645.00**	**0.00**	**0.00**
--- Equipment - Undistributed:								
12-000-100-730	75500	Undistributed Expenditures - Instruction	13,000.00	11,231.10	24,231.10	8,555.00	2,676.10	13,000.00
	-	**Total Equipment - Undistributed**	**13,000.00**	**11,231.10**	**24,231.10**	**8,555.00**	**2,676.10**	**13,000.00**
12-xxx-xxx-73x	**75880**	**Total Equipment**	**16,200.00**	**11,676.10**	**27,876.10**	**12,200.00**	**2,676.10**	**13,000.00**
-- Facilities Acquisition and Construction Services								
12-000-400-450	76080	Construction Services	0.00	1,121.56	1,121.56	0.00	1,121.56	0.00
12-000-400-721	76140	Lease Purchase Agreements - Principal	0.00	1.00	1.00	0.00	0.00	1.00
12-000-400-896	76210	Assessment for Debt Service on SDA Funding	27,109.00	0.00	27,109.00	0.00	27,109.00	0.00
12-000-400-xxx	**76260**	**Total Facilities Acquisition and Construction Services**	**27,109.00**	**1,122.56**	**28,231.56**	**0.00**	**28,230.56**	**1.00**

Report of the Secretary to the Board of Education
Manasquan Board of Education

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
12-xxx-xxx-xxx	76400	Total Capital Outlay	43,309.00	12,798.66	56,107.66	12,200.00	30,906.66	13,001.00
	84060	Total General Fund	37,998,572.00	144,809.23	38,143,381.23	7,037,509.09	29,086,747.12	2,019,125.02

Report of the Secretary to the Board of Education
Manasquan Board of Education

Fund 20 - Interim Balance Sheet
For the three month period ending 09/30/2026

Assets and Resources

Assets:

Account Number	Account Name	Subtotal Balance	Balance
101	Cash in Bank		2,075,205.98
	Accounts Receivable:		
	Loans Receivable:		
			2,075,205.98

Resources:

Account Number	Account Name	Subtotal Balance	Balance
301	Estimated Revenues	2,210,609.00	
302	Less Revenues	0.00	2,210,609.00
			2,210,609.00
		Total Assets and Resources:	**4,285,814.98**

Liabilities and Fund Equity

Liabilities:

Account Number	Account Name	Subtotal Balance	Balance
			0.00

Fund Balance:

Account Number	Account Name	Subtotal Balance	Subtotal Balance 2	Subtotal Balance 3	Balance
	Appropriated:				
753	Reserve for Encumbrances - Current Year		45,910.02		
754+753	Reserve for Encumbrances - Current + Prior			45,910.02	
	Reserve Fund Balance:				
758	Student Activity Fund			434,939.08	
759	Scholarship Fund			72,175.81	
601	Appropriations		2,210,609.00		
602	Less: Expenditures	276,065.44			
603	Encumbrances	45,910.02	(321,975.46)	1,888,633.54	
770	Unassigned Fund Balance			1,844,156.53	
					4,285,814.98
				Total Liabilities and Fund Equity:	**4,285,814.98**

Report of the Secretary to the Board of Education
Manasquan Board of Education

Fund 20 - Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	2,210,609.00	321,975.46	1,888,633.54
Revenues	(2,210,609.00)	(.00)	(2,210,609.00)
	.00	**321,975.46**	**(321,975.46)**

Report of the Secretary to the Board of Education
Manasquan Board of Education

Fund 20 - Interim Statements Comparing Budgeted Revenue with Actual to Date and Appropriations with Expenditures and Encumbrances to Date
For the three month period ending 09/30/2026

Revenues/Sources of Funds

Account Number	Line	Revenues/Sources of Funds	Original Budget Certified for Taxes	Budget Transfers	Budgeted / Estimated	Actual to Date	Note	Unrealized Balance
20-1xxx	745	From Local Sources	0.00	1,844,156.00	1,844,156.00	0.00	Under	1,844,156.00
20-4xxx	830	From Federal Sources	271,122.00	95,331.00	366,453.00	0.00	Under	366,453.00
	-	**Total Revenues/Sources Of Funds**	**271,122.00**	**1,939,487.00**	**2,210,609.00**	**0.00**	**Under**	**2,210,609.00**

Special Revenue Fund

Local Projects

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
20-xxx-xxx-xxx	84100	Local Projects	0.00	1,844,156.00	1,844,156.00	0.00	0.00	1,844,156.00
		Total Local Projects	**0.00**	**1,844,156.00**	**1,844,156.00**	**0.00**	**0.00**	**1,844,156.00**

Federal Projects

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
20-xxx-xxx-xxx	88500	Title I	15,761.00	13,645.00	29,406.00	11,979.00	0.00	17,427.00
20-xxx-xxx-xxx	88520	Title II	7,948.00	3,172.00	11,120.00	5,120.40	0.00	5,999.60
20-xxx-xxx-xxx	88540	Title III	2,804.00	(2,804.00)	0.00	0.00	0.00	0.00
20-xxx-xxx-xxx	88560	Title IV	7,500.00	2,500.00	10,000.00	1,984.75	0.00	8,015.25
20-xxx-xxx-xxx	88620	I.D.E.A. Part B (Handicapped)	227,476.00	70,930.00	298,406.00	252,281.29	45,910.02	214.69
20-xxx-xxx-xxx	88640	Vocational Education	12,437.00	5,084.00	17,521.00	4,700.00	0.00	12,821.00
20-xxx-xxx-xxx		**Total Federal Projects**	**273,926.00**	**92,527.00**	**366,453.00**	**276,065.44**	**45,910.02**	**44,477.54**
		Total Special Revenue Fund	**273,926.00**	**1,936,683.00**	**2,210,609.00**	**276,065.44**	**45,910.02**	**1,888,633.54**

Report of the Secretary to the Board of Education
Manasquan Board of Education

Fund 20 - Schedule of Revenues
Actual Compared with Estimate
For the three month period ending 09/30/2026

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Estimated	Actual	Unrealized
Revenues/Sources of Funds							
- Local Sources							
20-1xxx	740	Other Revenue from Local Sources	0.00	1,844,156.00	1,844,156.00	0.00	1,844,156.00
20-1xxx	**745**	**Total Local Sources**	**0.00**	**1,844,156.00**	**1,844,156.00**	**0.00**	**1,844,156.00**
- Federal Sources							
20-4411-4414	775	Title I	15,761.00	13,645.00	29,406.00	0.00	29,406.00
20-4451-4455	780	Title II	7,948.00	3,172.00	11,120.00	0.00	11,120.00
20-4471-4474	790	Title IV	7,500.00	2,500.00	10,000.00	0.00	10,000.00
20-4420-4429	805	I.D.E.A. Part B (Handicapped)	227,476.00	70,930.00	298,406.00	0.00	298,406.00
20-4430	810	Vocational Education	12,437.00	5,084.00	17,521.00	0.00	17,521.00
20-4xxx	**830**	**Total from Federal Sources**	**271,122.00**	**95,331.00**	**366,453.00**	**0.00**	**366,453.00**
	-	**Total Revenues/Sources of Funds**	**271,122.00**	**1,939,487.00**	**2,210,609.00**	**0.00**	**2,210,609.00**

Report of the Secretary to the Board of Education
Manasquan Board of Education

Fund 20 - Statement of Appropriations
Compared with Expenditures and Encumbrances
For the three month period ending 09/30/2026

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
Special Revenue Fund								
- Local Projects								
-- Local Projects								
20-xxx-xxx-xxx	84100	Local Projects	0.00	1,844,156.00	1,844,156.00	0.00	0.00	1,844,156.00
20-xxx-xxx-xxx	**84100**		**0.00**	**1,844,156.00**	**1,844,156.00**	**0.00**	**0.00**	**1,844,156.00**
	-	**Total Local Projects**	**0.00**	**1,844,156.00**	**1,844,156.00**	**0.00**	**0.00**	**1,844,156.00**
- Federal Projects								
-- Title I								
20-xxx-100-101	88480	Salaries- Instruction- Salaries of Teacher	15,761.00	13,645.00	29,406.00	11,979.00	0.00	17,427.00
20-xxx-xxx-xxx	**88500**	**Total Title I**	**15,761.00**	**13,645.00**	**29,406.00**	**11,979.00**	**0.00**	**17,427.00**
-- Title II								
20-xxx-100-300	88503	Purchased Services- Instruction	0.00	4,286.00	4,286.00	0.00	0.00	4,286.00
20-xxx-100-500	88504	Other Purchased Services-Instruction (400-500 series)	0.00	6,834.00	6,834.00	5,120.40	0.00	1,713.60
20-xxx-200-300	88512	Professional Tech Services-Support	7,948.00	(7,948.00)	0.00	0.00	0.00	0.00
20-xxx-xxx-xxx	**88520**	**Total Title II**	**7,948.00**	**3,172.00**	**11,120.00**	**5,120.40**	**0.00**	**5,999.60**
-- Title III								
20-xxx-100-600	88525	Instructional Supplies-Instruction	2,804.00	(2,804.00)	0.00	0.00	0.00	0.00
20-xxx-xxx-xxx	**88540**	**Total Title III**	**2,804.00**	**(2,804.00)**	**0.00**	**0.00**	**0.00**	**0.00**
-- Title IV								
20-xxx-100-500	88544	Other Purchased Services-Instruction (400-500 series)	0.00	10,000.00	10,000.00	1,984.75	0.00	8,015.25
20-xxx-100-600	88545	Instructional Supplies-Instruction	7,500.00	(7,500.00)	0.00	0.00	0.00	0.00
20-xxx-xxx-xxx	**88560**	**Total Title IV**	**7,500.00**	**2,500.00**	**10,000.00**	**1,984.75**	**0.00**	**8,015.25**
-- I.D.E.A. Part B (Handicapped)								
20-xxx-100-500	88604	Other Purchased Services-Instruction (400-500 series)	221,090.00	68,764.00	289,854.00	249,605.12	40,248.88	0.00
20-xxx-100-600	88607	Instructional Supplies-Instruction	6,386.00	2,166.00	8,552.00	2,676.17	5,661.14	214.69
20-xxx-xxx-xxx	**88620**	**Total I.D.E.A. Part B (Handicapped)**	**227,476.00**	**70,930.00**	**298,406.00**	**252,281.29**	**45,910.02**	**214.69**
-- Vocational Education								
20-xxx-100-101	88621	Salaries- Instruction- Salaries of Teacher	12,437.00	384.00	12,821.00	0.00	0.00	12,821.00
20-xxx-100-600	88625	Instructional Supplies-Instruction	0.00	1,470.00	1,470.00	1,470.00	0.00	0.00
20-xxx-100-800	88626	Other Objects-Instruction	0.00	3,230.00	3,230.00	3,230.00	0.00	0.00
20-xxx-xxx-xxx	**88640**	**Total Vocational Education**	**12,437.00**	**5,084.00**	**17,521.00**	**4,700.00**	**0.00**	**12,821.00**
20-xxx-xxx-xxx	**88740**	**Total Federal Projects**	**273,926.00**	**92,527.00**	**366,453.00**	**276,065.44**	**45,910.02**	**44,477.54**
	88760	**Total Special Revenue Fund**	**273,926.00**	**1,936,683.00**	**2,210,609.00**	**276,065.44**	**45,910.02**	**1,888,633.54**

Report of the Secretary to the Board of Education
Manasquan Board of Education

Fund 30 - Interim Balance Sheet
For the three month period ending 09/30/2026

Assets and Resources

Assets:

Account Number	Account Name	Subtotal Balance	Balance
101	Cash in Bank		582,504.74
	Accounts Receivable:		
	Loans Receivable:		
			582,504.74

Resources:

Account Number	Account Name	Subtotal Balance	Balance
301	Estimated Revenues	0.00	
302	Less Revenues	4,230.65	(4,230.65)
			(4,230.65)
		Total Assets and Resources:	**578,274.09**

Liabilities and Fund Equity

Liabilities:

Account Number	Account Name	Subtotal Balance	Balance
			0.00

Fund Balance:

Account Number	Account Name	Subtotal Balance	Subtotal Balance 2	Subtotal Balance 3	Balance
	Appropriated:				
753	Reserve for Encumbrances - Current Year			29,949.00	
754	Reserve for Encumbrances - Prior Year			272,470.18	
601	Appropriations		586,170.00		
602	Less: Expenditures	8,240.00			
603	Encumbrances	302,419.18	(310,659.18)	275,510.82	
	Unappropriated:				
770	Unassigned Fund Balance		344.09		
303	Budgeted Fund Balance		0.00	344.09	
	Total Fund Balance			578,274.09	
					578,274.09
				Total Liabilities and Fund Equity:	**578,274.09**

Report of the Secretary to the Board of Education
Manasquan Board of Education

Fund 30 - Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	586,170.00	310,659.18	275,510.82
Revenues	(.00)	(4,230.65)	(-4,230.65)
	586,170.00	**306,428.53**	**279,741.47**

Report of the Secretary to the Board of Education
Manasquan Board of Education

Fund 30 - Interim Statements Comparing Budgeted Revenue with Actual to Date and Appropriations with Expenditures and Encumbrances to Date
For the three month period ending 09/30/2026

Revenues/Sources of Funds

Account Number	Line	Revenues/Sources of Funds	Original Budget Certified for Taxes	Budget Transfers	Budgeted / Estimated	Actual to Date	Note	Unrealized Balance
30-1xxx		From Local Sources	0.00	0.00	0.00	4,230.65	Over	(4,230.65)
	-	**Total Revenues/Sources Of Funds**	**0.00**	**0.00**	**0.00**	**4,230.65**	**Over**	**(4,230.65)**

Total Capital Projects Fund Expenditures

Equipment

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
		Capital Projects Equipment	**0.00**	**5,936.11**	**5,936.11**	**0.00**	**0.00**	**5,936.11**

Facilities Acquisition and Construction Services

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
30-000-4xx-390	89060	Other Purchased Professional and Technical Services	0.00	43,901.83	43,901.83	8,240.00	34,749.00	912.83
30-000-4xx-450	89080	Construction Services	0.00	535,866.37	535,866.37	0.00	267,670.18	268,196.19
30-000-4xx-610	89100	General Supplies	0.00	465.69	465.69	0.00	0.00	465.69
			0.00	**580,233.89**	**580,233.89**	**8,240.00**	**302,419.18**	**269,574.71**
		Total Capital Projects Fund Expenditures	**0.00**	**586,170.00**	**586,170.00**	**8,240.00**	**302,419.18**	**275,510.82**

Report of the Secretary to the Board of Education
Manasquan Board of Education

Fund 30 - Schedule of Revenues
Actual Compared with Estimate
For the three month period ending 09/30/2026

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Estimated	Actual	Unrealized
Revenues/Sources of Funds							
- Local Sources							
30-1510	950	Earnings on Investments	0.00	0.00	0.00	4,230.65	(4,230.65)
30-1xxx		**Total Revenue from Local Sources**	**0.00**	**0.00**	**0.00**	**4,230.65**	**(4,230.65)**
	-	**Total Revenues/Sources of Funds**	**0.00**	**0.00**	**0.00**	**4,230.65**	**(4,230.65)**

Report of the Secretary to the Board of Education
Manasquan Board of Education

Fund 30 - Statement of Appropriations
Compared with Expenditures and Encumbrances
For the three month period ending 09/30/2026

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
Total Capital Projects Fund Expenditures								
- Equipment								
30-xxx-xxx-73x	89000	Capital Projects Equipment	0.00	5,936.11	5,936.11	0.00	0.00	5,936.11
		Capital Projects Equipment	**0.00**	**5,936.11**	**5,936.11**	**0.00**	**0.00**	**5,936.11**
- Facilities Acquisition and Construction Services								
-- Other Purchased Professional and Technical Services								
30-000-4xx-390	89060	Other Purchased Professional and Technical Services	0.00	43,901.83	43,901.83	8,240.00	34,749.00	912.83
30-000-4xx-390	**89060**		**0.00**	**43,901.83**	**43,901.83**	**8,240.00**	**34,749.00**	**912.83**
-- Construction Services								
30-000-4xx-450	89080	Construction Services	0.00	535,866.37	535,866.37	0.00	267,670.18	268,196.19
30-000-4xx-450	**89080**		**0.00**	**535,866.37**	**535,866.37**	**0.00**	**267,670.18**	**268,196.19**
-- General Supplies								
30-000-4xx-610	89100	General Supplies	0.00	465.69	465.69	0.00	0.00	465.69
30-000-4xx-610	**89100**		**0.00**	**465.69**	**465.69**	**0.00**	**0.00**	**465.69**
	89200		**0.00**	**580,233.89**	**580,233.89**	**8,240.00**	**302,419.18**	**269,574.71**
	84060	**Total Capital Projects Fund Expenditures**	**0.00**	**586,170.00**	**586,170.00**	**8,240.00**	**302,419.18**	**275,510.82**

Manasquan Board of Education
Balance Sheet (Condensed)
7/1/2026 - 9/30/2026

32 ESIP

ASSETS

Current Assets

101	Cash in Bank	228,756.03
	Total Assets:	**228,756.03**

LIABILITIES

Current Liabilities

	Total Liabilities:	**.00**

FUND EQUITY

Budgeting Accounts

302	Revenues (Control Account / Normal Credit Balance)	1,600.06

Fund Equities

601	Appropriations (Control Account/Normal Credit Balance)	227,155.97
603	Encumbrances (Control Account/Normal Debit or Credit Balance)	(189,338.99)
753	Reserve for Encumbrances - Current Year	15,132.00
754	Reserve for Encumbrances - Prior Year	174,206.99
	Total Fund Equity:	**228,756.03**
	Total Liabilities and Fund Equity:	**228,756.03**

Profit and Loss Report
Manasquan Board of Education
Fund 32

Interim Statements Comparing Budgeted Revenue with Actual to Date
and Appropriations with Expenditures and Encumbrances to Date
For the three month period ending 09/30/2026

Revenues

Account Number	Description	Revised	Accrued	Earned	Receipts	Balance
32-1510-011-01	Interest				1,600.06	-1,600.06
32-1510-402	ESIP Bond Principal					
		.00	**.00**	**.00**	**1,600.06**	**-1,600.06**

Current Expense

Account Number	Description	Appropriation	Requested	Outstanding	Disbursed To Date	Available
32-000-402-331-00-ES	ESIP 2023 - Legal					
32-000-402-390-00-ES	ESIP 2023 - Financial Svcs					
32-000-402-390-10-ES	ESIP 2023 - Arch/Engr/CM					
32-000-402-450-00-ES	ESIP - 2023 Construction			189,338.99		37,816.98
		.00	**.00**	**189,338.99**	**.00**	**37,816.98**

YTD Profit/Loss: $-187,738.93

Report of the Secretary to the Board of Education
Manasquan Board of Education

Fund 40 - Interim Balance Sheet
For the three month period ending 09/30/2026

Assets and Resources

Assets:

Account Number	Account Name	Subtotal Balance	Balance
101	Cash in Bank		(458,669.66)
121	Tax Levy Receivable		799,530.00
	Accounts Receivable:		
141	Intergovernmental - StateAccounts Receivable:	152,046.00	
153,154	Other (net of estimated uncollectible of $10,000)Accounts Receivable:	0.00	152,046.00
	Loans Receivable:		
			492,906.34

Resources:

Account Number	Account Name	Subtotal Balance	Balance
301	Estimated Revenues	2,312,347.00	
302	Less Revenues	2,312,347.00	0.00
			0.00
		Total Assets and Resources:	**492,906.34**

Liabilities and Fund Equity

Liabilities:

Account Number	Account Name	Subtotal Balance	Balance
			0.00

Fund Balance:

Account Number	Account Name	Subtotal Balance	Subtotal Balance 2	Subtotal Balance 3	Balance
	Appropriated:				
	Reserve Fund Balance:				
	Appropriations				
601	Appropriations		2,312,350.00		
602	Less: Expenditures	1,819,443.75			
603	Encumbrances	0.00	(1,819,443.75)	492,906.25	
	Total Appropriated			492,906.25	
	Unappropriated				
770	Unassigned Fund Balance			3.09	
303	Budgeted Fund Balance			3.00	
					492,906.34
				Total Liabilities and Fund Equity:	**492,906.34**

Report of the Secretary to the Board of Education
Manasquan Board of Education

Fund 40 - Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	2,312,350.00	1,819,443.75	492,906.25
Revenues	(2,312,347.00)	(2,312,347.00)	(.00)
	3.00	**(492,903.25)**	**492,906.25**

Report of the Secretary to the Board of Education
Manasquan Board of Education

Fund 40 - Interim Statements Comparing Budgeted Revenue with Actual to Date and Appropriations with Expenditures and Encumbrances to Date
For the three month period ending 09/30/2026

Revenues

Account Number	Line	Revenues/Sources of Funds	Original Budget Certified for Taxes	Budget Transfers	Budgeted / Estimated	Actual to Date	Note	Unrealized Balance
	-	Total Revenue from Local Sources	1,599,060.00	0.00	1,599,060.00	1,599,060.00		0.00
	-	Total from Revenue from State Sources	713,287.00	0.00	713,287.00	713,287.00		0.00
	-	**Total Revenues**	**2,312,347.00**	**0.00**	**2,312,347.00**	**2,312,347.00**		**0.00**

Expenditures

Regular Debt Service

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
40-701-510-910	89560	Redemption of Principal on Early Retirement Bonds	1,310,000.00	0.00	1,310,000.00	1,310,000.00	0.00	0.00
40-701-510-834	89600	Interest on Bonds	1,002,350.00	0.00	1,002,350.00	509,443.75	0.00	492,906.25
		Total Regular Debt Service Expenditures	**2,312,350.00**	**0.00**	**2,312,350.00**	**1,819,443.75**	**0.00**	**492,906.25**
		Total Debt Service Fund Expenditures	**2,312,350.00**	**0.00**	**2,312,350.00**	**1,819,443.75**	**0.00**	**492,906.25**

Report of the Secretary to the Board of Education
Manasquan Board of Education

Fund 40 - Schedule of Revenues
Actual Compared with Estimate
For the three month period ending 09/30/2026

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Estimated	Actual	Unrealized
Revenues							
- Local Sources							
40-1210	860	Local Tax Levy	1,599,060.00	0.00	1,599,060.00	1,599,060.00	0.00
	-	**Total Revenue from Local Sources**	**1,599,060.00**	**0.00**	**1,599,060.00**	**1,599,060.00**	**0.00**
- State Sources							
40-3160	890	Debt Service Aid Type II	713,287.00	0.00	713,287.00	713,287.00	0.00
	-	**Total from Revenue from State Sources**	**713,287.00**	**0.00**	**713,287.00**	**713,287.00**	**0.00**
	-	**Total Revenues**	**2,312,347.00**	**0.00**	**2,312,347.00**	**2,312,347.00**	**0.00**
Expenditures							
	-	**Total Debt Service Fund Expenditures**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

Report of the Secretary to the Board of Education
Manasquan Board of Education

Fund 40 - Statement of Appropriations
Compared with Expenditures and Encumbrances
For the three month period ending 09/30/2026

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
Expenditures								
- Regular Debt Service								
-- Redemption of Principal on Early Retirement Bonds								
40-701-510-910	89560	Redemption of Principal on Early Retirement Bonds	1,310,000.00	0.00	1,310,000.00	1,310,000.00	0.00	0.00
40-701-510-910	**89560**		**1,310,000.00**	**0.00**	**1,310,000.00**	**1,310,000.00**	**0.00**	**0.00**
-- Interest on Bonds								
40-701-510-834	89600	Interest on Bonds	1,002,350.00	0.00	1,002,350.00	509,443.75	0.00	492,906.25
40-701-510-834	**89600**		**1,002,350.00**	**0.00**	**1,002,350.00**	**509,443.75**	**0.00**	**492,906.25**
	89660	**Total Regular Debt Service Expenditures**	**2,312,350.00**	**0.00**	**2,312,350.00**	**1,819,443.75**	**0.00**	**492,906.25**
	-	**Total Debt Service Fund Expenditures**	**2,312,350.00**	**0.00**	**2,312,350.00**	**1,819,443.75**	**0.00**	**492,906.25**



School Business Administrator Signature

10/27/2026

Date

Manasquan Board of Education
Monthly Transfer Report
7/1/2026 - 9/30/2026

Budget Category	Accounts	Original Budget	Prior Year Encumbrances	Original Budget For 10% Calc	Maximum Transfer Out Allowed	YTD Net Transfers	% change of transfers	Remaining Transfers Out Allowed	Account Balance
Regular Programs	11-1xx-100-xxx 12-1xx-100-xxx 13-1xx-100-xxx 18-1xx-100-xxx	11,045,727.00	6,062.80	11,051,789.80	1,105,178.98	156,444.68	1.42	1,261,623.66	260,302.55
Special Education, Basic Skills/Remedial and Bilingual Instruction and Speech/OT/PT and Ex	1x-2xx-100-xxx 1x-000-216-xxx 1x-000-217-xxx	4,778,518.00	.00	4,778,518.00	477,851.80	-416,720.07	-8.72	61,131.73	41,626.67
Vocational Programs-Local	1x-3xx-100-xxx	.00	.00	.00	.00	.00	.00	.00	.00
School-Spon. Co/Extr a-Curr. Activities,School Sponsored Athletics, and Other Instructional	11-4xx-100-0xx 11-4xx-100-1xx 11-4xx-100-3xx 11-4xx-100-4xx 11-4xx-100-5xx 11-4xx-100-6xx 11-4xx-100-7xx 11-4xx-100-8xx 11-4xx-100-9xx 11-4xx-2xx-xxx 12-4xx-100-xxx	1,313,663.00	400.00	1,314,063.00	131,406.30	.00	.00	131,406.30	70,094.92
Community Services Programs/Operations	1x-800-330-xxx	.00	.00	.00	.00	.00	.00	.00	.00
UNDISTRIBUTED EXPENSES		**17,137,908.00**	**6,462.80**	**17,144,370.80**	**1,714,437.08**	**-260,275.39**	**-1.52**	**1,454,161.69**	**372,024.14**
Tuition	11-000-100-xxx 16-000-100-xxx 17-000-100-xxx 18-000-100-xxx	1,187,273.00	.00	1,187,273.00	118,727.30	-98,966.60	-8.34	19,760.70	184,076.44
Attendance and Social Work, Health, Guidance, Child Study Teams, Education, Media Services	1x-000-211-xxx 1x-000-213-xxx 1x-000-218-xxx 1x-000-219-xxx 1x-000-222-xxx	3,113,286.00	.00	3,113,286.00	311,328.60	125,172.89	4.02	436,501.49	132,800.47
Improvement of Instruction Services and Instructional Staff Training Services	1x-000-221-xxx 1x-000-223-xxx	874,554.00	.00	874,554.00	87,455.40	-41,275.50	-4.72	46,179.90	19,203.40
General Administration	11-000-230-xxx	763,483.00	2,488.00	765,971.00	76,597.10	48,953.24	6.39	125,550.34	109,467.34
School Administration	**11-000-240-xxx**	**1,359,199.00**	**.00**	**1,359,199.00**	**135,919.90**	**154,657.00**	**11.38**	**290,576.90**	**17,583.29**
Central Services & Administrative Information Technology	**11-000-25x-xxx**	**673,315.00**	**.00**	**673,315.00**	**67,331.50**	**113,885.00**	**16.91**	**181,216.50**	**15,743.42**
Operation and Maintenance of Plant Services	11-000-26x-xxx	3,565,349.00	126,181.52	3,691,530.52	369,153.05	50,990.10	1.38	420,143.15	333,533.26
Student Transportation Services	11-000-270-xxx	980,853.00	.00	980,853.00	98,085.30	-95,817.49	-9.77	2,267.81	507,123.77
Personal Services-Employee Benefits	11-xxx-xxx-2xx	8,303,243.00	.00	8,303,243.00	830,324.30	.00	.00	830,324.30	274,176.57
Food Services	11-000-310-xxx	.00	.00	.00	.00	.00	.00	.00	.00
Transfer Property Sale Proceedes to Debt Service Reserve	11-000-520-934	.00	.00	.00	.00	.00	.00	.00	.00

Manasquan Board of Education
Monthly Transfer Report
7/1/2026 - 9/30/2026

Budget Category	Accounts	Original Budget	Prior Year Encumbrances	Original Budget For 10% Calc	Maximum Transfer Out Allowed	YTD Net Transfers	% change of transfers	Remaining Transfers Out Allowed	Account Balance
Transfer from General Fund Surplus to Debt Service Fund to Repay CDL	11-000-520-936	.00	.00	.00	.00	.00	.00	.00	.00
TOTAL GENERAL CURRENT EXPENSE		**20,820,555.00**	**128,669.52**	**20,949,224.52**	**2,094,922.45**	**257,598.64**	**1.23**	**2,352,521.09**	**1,593,707.96**
Equipment	**12-xxx-xxx-73x**	**13,000.00**	**8,555.00**	**21,555.00**	**2,155.50**	**2,676.10**	**12.42**	**4,831.60**	**13,000.00**
Facilities Acquisition and Construction Services	12-000-4xx-xxx	27,109.00	1,121.56	28,230.56	2,823.06	1.00	.00	2,824.06	1.00
Capital Reserve-Transfer to Capital Expend. Fund	12-000-4xx-931	.00	.00	.00	.00	.00	.00	.00	.00
Capital Reserve-Transfer to Repayment of Debt	12-000-4xx-933	.00	.00	.00	.00	.00	.00	.00	.00
TOTAL CAPITAL EXPENDITURES		**40,109.00**	**9,676.56**	**49,785.56**	**4,978.56**	**2,677.10**	**5.38**	**7,655.66**	**13,001.00**
TOTAL SPECIAL SCHOOLS	13-xxx-xxx-xxx	.00	.00	.00	.00	.00	.00	.00	.00
Transfer of Funds to Charter Schools	10-000-100-56x	.00	.00	.00	.00	.00	.00	.00	.00
General Fund Contribution to School Based Budgets	10-000-520-930	.00	.00	.00	.00	.00	.00	.00	.00
OPERATING BUDGET GRAND TOTAL		**37,998,572.00**	**144,808.88**	**38,143,380.88**	**3,814,338.09**	**.35**	**.00**	**3,814,338.44**	**1,978,733.10**

School Business Administrator Signature

10/27/26
Date

Appropriation Adjustment Journal for 2026-27 September

Account Number	Act Description	Tx Id	Date	Tx Description	Current Appropriation	Adjustment	New Appropriation
62-910-310-420-20-00	Board-Repair of Equipment	124290	9/1/2026	Adjustment - Adjustments for cafeteria (Grease trap replacment)	.00	7,335.00	7,335.00
						7,335.00	
62-910-310-339-21-00	SCS Start Up Expense	124293	9/2/2026	Adjustment - Adjustments for cafeteria start up cost	.00	134.02	134.02
						134.02	
11-000-216-320-02-00-00-002	Es-Pur Pr-Ed Serv	124304	9/2/2026	Adjustment - Budget Transfer request from 6168 DeDomenico, Christine Pediatric VIEW Service Agreement - 1/2 Day Training	32,000.00	-4,000.00	28,000.00
11-000-219-580-01-00-00-001	Other Purchased Services	124304	9/2/2026	Adjustment - Budget Transfer request from 6168 DeDomenico, Christine Pediatric VIEW Service Agreement - 1/2 Day Training	600.00	4,000.00	4,600.00
						.00	
62-910-310-420-20-00	Board-Repair of Equipment	124412	9/8/2026	Adjustment - Adjustments for cafeteria repairs	7,335.00	500.00	7,835.00
						500.00	
11-000-217-106-02-00-00-002	ES-Salary In Class Aide	124442	9/9/2026	Adjustment - Adjustments for para mes salaries 11-000-217	335,829.00	287,694.00	623,523.00
11-000-217-107-02-00-00-002	Es-Salary In Class Aide	124442	9/9/2026	Adjustment - Adjustments for para mes salaries 11-000-217	287,694.00	-287,694.00	.00
						.00	
11-000-217-106-02-00-01-002	ES-Salary Inn Class Aide Sub	124450	9/9/2026	Adjustment - Adjustments for para	.00	15,000.00	15,000.00
11-000-217-107-02-00-01-002	Es-Salary In Class Aide Sub	124450	9/9/2026	Adjustment - Adjustments for para	15,000.00	-15,000.00	.00
						.00	
11-000-217-106-02-00-00-002	ES-Salary In Class Aide	124536	9/10/2026	Adjustment - Adjustments for contractual po	623,523.00	-287,694.00	335,829.00
11-000-222-177-01-01-00-001	Hs-Salary Ed Media Tech	124536	9/10/2026	Adjustment - Adjustments for contractual po	433,316.00	-98,550.00	334,766.00
11-105-100-106-02-03-00-002	ES_Salary PS Paraprofessional	124536	9/10/2026	Adjustment - Adjustments for contractual po	.00	252,763.00	252,763.00
11-140-100-101-01-01-00-001	Hs-Salary Hs Teacher	124536	9/10/2026	Adjustment - Adjustments for contractual po	5,645,288.00	133,481.00	5,778,769.00
						.00	
11-000-211-100-01-00-00-001	Hs-Salary Attendance/Social Worker	124538	9/10/2026	Adjustment - Adjustments for contractual PO	265,960.00	69,869.00	335,829.00
11-000-211-100-02-00-00-002	Es-Salary Attendance/Social Worker	124538	9/10/2026	Adjustment - Adjustments for contractual PO	184,405.00	-44,392.00	140,013.00
11-000-213-107-02-00-00-002	Es-Salary Nurse Para	124538	9/10/2026	Adjustment - Adjustments for contractual PO	13,382.00	-4,550.00	8,832.00
11-000-217-107-01-02-00-001	Hs-Salary In Class Aide	124538	9/10/2026	Adjustment - Adjustments for contractual PO	73,362.00	-82,223.00	-8,861.00
11-000-218-104-01-01-00-001	Hs-Sal Dir Of Schl Couns	124538	9/10/2026	Adjustment - Adjustments for contractual PO	57,938.00	34,071.00	92,009.00
11-000-218-104-01-03-00-001	Hs-Salary S.A.C.	124538	9/10/2026	Adjustment - Adjustments for contractual PO	50,675.00	-250.00	50,425.00
11-000-218-104-02-01-00-002	Es-Sal Dir Of Schl Couns	124538	9/10/2026	Adjustment - Adjustments for contractual PO	39,345.00	12,410.00	51,755.00

Appropriation Adjustment Journal for 2026-27 September

Account Number	Act Description	Tx Id	Date	Tx Description	Current Appropriation	Adjustment	New Appropriation
11-000-218-105-01-00-00-001	Hs-Salary Guid Secy	124538	9/10/2026	Adjustment - Adjustments for contractual PO	65,560.00	-5,400.00	60,160.00
11-000-219-104-02-04-00-002	Es-Salary Dist Soc Wkr	124538	9/10/2026	Adjustment - Adjustments for contractual PO	27,596.00	201.00	27,797.00
11-000-221-102-01-02-00-001	Hs-Sal Dist Supv Of Curr	124538	9/10/2026	Adjustment - Adjustments for contractual PO	338,758.00	-62,116.75	276,641.25
11-000-221-102-01-07-00-001	Hs-Salary Supv Athl & Co	124538	9/10/2026	Adjustment - Adjustments for contractual PO	203,281.00	-1,554.00	201,727.00
11-000-221-102-02-02-00-002	Es-Supervisor Of Instruc	124538	9/10/2026	Adjustment - Adjustments for contractual PO	64,954.00	-518.00	64,436.00
11-000-221-104-02-01-00-002	Es-Salary Impr Of Inst.	124538	9/10/2026	Adjustment - Adjustments for contractual PO	20,825.00	101.00	20,926.00
11-000-240-103-00-00-00-000	Salaries Program Directors-Support Services	124538	9/10/2026	Adjustment - Adjustments for contractual PO	263,746.00	75,583.00	339,329.00
11-000-240-105-01-00-00-001	Hs-Sal Secret & Clerical	124538	9/10/2026	Adjustment - Adjustments for contractual PO	67,106.00	2,086.00	69,192.00
11-000-240-105-02-00-00-002	Es-Salary Sec & Clerical	124538	9/10/2026	Adjustment - Adjustments for contractual PO	76,637.00	62,074.00	138,711.00
11-000-251-100-22-00-02	Salary Human Resource	124538	9/10/2026	Adjustment - Adjustments for contractual PO	98,550.00	116,550.00	215,100.00
11-000-251-100-22-01-00	Sal Sec/Ap/Pay	124538	9/10/2026	Adjustment - Adjustments for contractual PO	347,152.00	-2,023.00	345,129.00
11-000-262-100-01-00-00	Hs-Salary Custodian	124538	9/10/2026	Adjustment - Adjustments for contractual PO	534,277.00	30,638.00	564,915.00
11-000-262-100-02-00-00	Es-Salary Custodian	124538	9/10/2026	Adjustment - Adjustments for contractual PO	285,983.00	-1,661.00	284,322.00
11-000-263-100-01-01-00	Hs-Salary Grounds	124538	9/10/2026	Adjustment - Adjustments for contractual PO	163,593.00	488.00	164,081.00
11-000-263-100-02-02-00	Es-Salary Grounds	124538	9/10/2026	Adjustment - Adjustments for contractual PO	49,432.00	851.00	50,283.00
11-105-100-101-02-01-00-002	Es-Salary Preschool	124538	9/10/2026	Adjustment - Adjustments for contractual PO	317,953.00	-33,888.00	284,065.00
11-110-100-101-02-01-00-002	Es-Salary Kindergarten	124538	9/10/2026	Adjustment - Adjustments for contractual PO	217,477.00	17,858.00	235,335.00
11-120-100-101-02-01-00-002	Es-Salary 1-5 Teacher	124538	9/10/2026	Adjustment - Adjustments for contractual PO	1,758,529.00	7,979.00	1,766,508.00
11-130-100-101-02-01-00-002	Es-Salary Gr 6-8 Teacher	124538	9/10/2026	Adjustment - Adjustments for contractual PO	1,431,985.00	19,846.00	1,451,831.00
11-140-100-101-01-01-00-001	Hs-Salary Hs Teacher	124538	9/10/2026	Adjustment - Adjustments for contractual PO	5,778,769.00	108,910.75	5,887,679.75
11-190-100-106-02-03-00-002	Es-Salary Paraprofessional	124538	9/10/2026	Adjustment - Adjustments for contractual PO	285,689.00	-285,689.00	.00
11-212-100-101-12-02-02-002	Es-Salary MD - Lifeskills Teacher	124538	9/10/2026	Adjustment - Adjustments for contractual PO	88,631.00	103,506.00	192,137.00
11-212-100-106-10-01-00-001	HS-Salary-CLI Para	124538	9/10/2026	Adjustment - Adjustments for contractual PO	295,264.00	35,285.00	330,549.00
11-212-100-106-12-02-00-002	Es-Salary MD-Lifeskills Para	124538	9/10/2026	Adjustment - Adjustments for contractual PO	44,779.00	-44,779.00	.00
11-213-100-101-13-01-00-001	Hs-Salary RR Teacher	124538	9/10/2026	Adjustment - Adjustments for contractual PO	874,425.00	-2,933.00	871,492.00
11-213-100-101-13-02-01-002	Es-Salary RR Teacher	124538	9/10/2026	Adjustment - Adjustments for contractual PO	1,250,048.00	-25,806.00	1,224,242.00
11-240-100-101-20-01-00-001	Hs-Salary Bilingual Teacher	124538	9/10/2026	Adjustment - Adjustments for contractual PO	92,970.00	-29,750.00	63,220.00

Appropriation Adjustment Journal for 2026-27 September

Account Number	Act Description	Tx Id	Date	Tx Description	Current Appropriation	Adjustment	New Appropriation
11-240-100-101-20-02-00-002	Es-Salary Bilingual Teac	124538	9/10/2026	Adjustment - Adjustments for contractual PO	100,525.00	-70,774.00	29,751.00
						.00	
20-278-100-100-00-00-00-000	Title IIA Salaries	124599	9/10/2026	Adjustment - Adjustments for Title IIa	.00	-3,495.00	-3,495.00
20-278-100-300-00-00-00-002	Title II-A Prof & Tech Services	124599	9/10/2026	Adjustment - Adjustments for Title IIa	.00	4,286.00	4,286.00
20-278-100-500-00-00-00-002	Title II-A Other Purchased Services	124599	9/10/2026	Adjustment - Adjustments for Title IIa	.00	6,834.00	6,834.00
20-278-200-300-00-00-00-002	Title II-A Prof & Tech Services	124599	9/10/2026	Adjustment - Adjustments for Title IIa	7,948.00	-4,286.00	3,662.00
20-278-200-500-00-00-00-000	Title II-A Other Purchased Services	124599	9/10/2026	Adjustment - Adjustments for Title IIa	.00	-3,339.00	-3,339.00
						.00	
20-242-100-600-00-00-00-002	Title III - General Supplies	124605	9/10/2026	Adjustment - Adjustments for Title III (no funds should be available in 26-27)	2,804.00	-4,460.00	-1,656.00
						-4,460.00	
11-000-213-100-02-05-00-002	Es-Salary Nurse Extra	124755	9/11/2026	Adjustment - Adjustments for 9/15 payroll	500.00	-140.84	359.16
11-000-213-100-02-20-00-002	ES-Salary Nurse - Summer	124755	9/11/2026	Adjustment - Adjustments for 9/15 payroll	1,000.00	140.84	1,140.84
11-000-217-107-02-00-00-002	Es-Salary In Class Aide	124755	9/11/2026	Adjustment - Adjustments for 9/15 payroll	.00	77.41	77.41
11-000-218-105-01-00-00-001	Hs-Salary Guid Secy	124755	9/11/2026	Adjustment - Adjustments for 9/15 payroll	60,160.00	752.01	60,912.01
11-000-218-105-01-12-00-001	Hs-Salary Sub Guid Se	124755	9/11/2026	Adjustment - Adjustments for 9/15 payroll	1,000.00	-752.01	247.99
11-000-219-104-02-20-02-002	Es-Salary CST Summer	124755	9/11/2026	Adjustment - Adjustments for 9/15 payroll	20,325.00	85.00	20,410.00
11-000-221-110-01-00-00-001	HS-Curriculum Writing	124755	9/11/2026	Adjustment - Adjustments for 9/15 payroll	13,950.00	-420.00	13,530.00
11-000-221-110-02-00-00-002	ES-Curriculum Writing	124755	9/11/2026	Adjustment - Adjustments for 9/15 payroll	7,200.00	450.00	7,650.00
11-000-222-177-01-02-00-001	Hs-Salary Ed Media Asst	124755	9/11/2026	Adjustment - Adjustments for 9/15 payroll	30,000.00	5,264.60	35,264.60
11-000-222-177-02-02-00-002	Es-Salary Ed Media Asst	124755	9/11/2026	Adjustment - Adjustments for 9/15 payroll	10,000.00	1,316.15	11,316.15
11-000-240-103-01-00-00-003	Hs Salary Prin/Vp-(Sub-Kenney)	124755	9/11/2026	Adjustment - Adjustments for 9/15 payroll	.00	2,000.00	2,000.00
11-000-266-100-00-01-00-001	HS-Dog Stipend Security Sro	124755	9/11/2026	Adjustment - Adjustments for 9/15 payroll	4,800.00	-4,800.00	.00
11-000-266-100-00-02-00-002	Es-Dog Stipend Security Sro	124755	9/11/2026	Adjustment - Adjustments for 9/15 payroll	1,200.00	-1,200.00	.00
11-000-266-100-01-00-NB	HS-Salary Security SRO NB	124755	9/11/2026	Adjustment - Adjustments for 9/15 payroll	.00	4,800.00	4,800.00
11-000-266-100-02-00-NB	Es-Salary Security Sro NB	124755	9/11/2026	Adjustment - Adjustments for 9/15 payroll	.00	1,200.00	1,200.00
11-110-100-101-02-20-00-002	ES-Salary Kindergarten-Summer	124755	9/11/2026	Adjustment - Adjustments for 9/15 payroll	5,200.00	-4,950.00	250.00
11-130-100-101-02-20-00-002	ES-Salaries 6-8 Summer	124755	9/11/2026	Adjustment - Adjustments for 9/15 payroll	11,124.00	-1,823.16	9,300.84

Appropriation Adjustment Journal for 2026-27 September

Account Number	Act Description	Tx Id	Date	Tx Description	Current Appropriation	Adjustment	New Appropriation
11-140-100-101-01-01-00-001	Hs-Salary Hs Teacher	124755	9/11/2026	Adjustment - Adjustments for 9/15 payroll	5,887,679.75	-2,000.00	5,885,679.75
11-190-100-106-02-03-20-002	ES Salary Paraprofessional Summer	124755	9/11/2026	Adjustment - Adjustments for 9/15 payroll	3,808.00	277.88	4,085.88
11-212-100-106-12-20-00-002	Es-Salary MD-Lifeskills Para Summer	124755	9/11/2026	Adjustment - Adjustments for 9/15 payroll	6,760.00	-277.88	6,482.12
						.00	
20-231-100-100-00-00-00-002	Title I-A Salaries of Teachers	124756	9/11/2026	Adjustment - Title I Adjustment for 9/15 payroll	15,761.00	-180.00	15,581.00
20-231-100-100-02-00-00-002	Title I-A Salaries of Teachers (non-TPAF)	124756	9/11/2026	Adjustment - Title I Adjustment for 9/15 payroll	.00	180.00	180.00
						.00	
62-910-310-420-20-00	Board-Repair of Equipment	124818	9/14/2026	Adjustment - Adjustments for cafeteria PO 27-687	7,835.00	78.20	7,913.20
						78.20	
11-000-216-320-02-00-00-002	Es-Pur Pr-Ed Serv	125081	9/16/2026	Adjustment - Budget Transfer request from 4901 Lovell, Kara Transfer request for outside Psychiatric evals	28,000.00	-1,500.00	26,500.00
11-000-219-320-01-00-00-001	Hs-Pur Prof Ed Svc	125081	9/16/2026	Adjustment - Budget Transfer request from 4901 Lovell, Kara Transfer request for outside Psychiatric evals	2,250.00	1,500.00	3,750.00
						.00	
62-910-310-800-20-00	Board-Other Exp	125082	9/16/2026	Adjustment - Adjustments for cafeteria	.00	10.00	10.00
						10.00	
11-000-262-420-01-00-00	Hs-Clean, Repair & Maint	125083	9/16/2026	Adjustment - Adjustments for facilities	110,405.00	-180.00	110,225.00
11-000-262-420-03-00-00	Ga-Clean, Repair & Maint	125083	9/16/2026	Adjustment - Adjustments for facilities	5,000.00	180.00	5,180.00
						.00	
11-000-216-320-01-00-00-001	Speech Prof. Svcs.	125140	9/16/2026	Adjustment - Speech Equipment	5,000.00	-2,676.10	2,323.90
12-000-100-730-02-00-02	MES Equipment	125140	9/16/2026	Adjustment - Speech Equipment	.00	2,676.10	2,676.10
						.00	
11-402-100-600-01-00-03-001	Hs-Basketball-G-Supplies	125142	9/16/2026	Adjustment - Budget Transfer request from 4553 Price, Bailey Transfer to ES Cross Country	6,000.00	-26.00	5,974.00
11-402-100-600-01-00-10-001	Hs-Football Supplies	125142	9/16/2026	Adjustment - Budget Transfer request from 4553 Price, Bailey Transfer to ES Cross Country	3,000.00	-33.00	2,967.00
11-402-100-600-01-00-15-001	Hs-Soccer-B-Supplies	125142	9/16/2026	Adjustment - Budget Transfer request from 4553 Price, Bailey Transfer to ES Cross Country	1,000.00	-86.00	914.00
11-402-100-600-01-00-24-001	Hs-Wrestling Supplies	125142	9/16/2026	Adjustment - Budget Transfer request from 4553 Price, Bailey Transfer to ES Cross Country	1,000.00	-52.00	948.00
11-402-100-600-01-00-26-001	Hs-Gymnastic Supplies	125142	9/16/2026	Adjustment - Budget Transfer request from 4553 Price, Bailey Transfer to ES Cross Country	2,500.00	-149.00	2,351.00
11-402-100-600-01-00-29-001	Hs-Volleyball Supplies	125142	9/16/2026	Adjustment - Budget Transfer request from 4553 Price, Bailey Transfer to ES Cross Country	1,000.00	-194.00	806.00

Appropriation Adjustment Journal for 2026-27 September

Account Number	Act Description	Tx Id	Date	Tx Description	Current Appropriation	Adjustment	New Appropriation
11-402-100-600-02-00-05-002	Es-Cc-B-Supplies	125142	9/16/2026	Adjustment - Budget Transfer request from 4553 Price, Bailey Transfer to ES Cross Country	100.00	540.00	640.00
						.00	
11-190-100-610-01-01-00-001	Hs-Teaching Supplies	125143	9/16/2026	Adjustment - Budget Transfer request from 4826 Winter, Stephanie	114,427.00	5,000.00	119,427.00
11-190-100-640-01-01-00-001	Hs-English Textbook	125143	9/16/2026	Adjustment - Budget Transfer request from 4826 Winter, Stephanie	2,800.00	-2,500.00	300.00
11-190-100-640-01-02-00-001	Hs-Lang Textbook	125143	9/16/2026	Adjustment - Budget Transfer request from 4826 Winter, Stephanie	3,163.00	-2,500.00	663.00
						.00	
11-190-100-340-01-01-00-001	Hs-Comp Lab M/O	125144	9/16/2026	Adjustment - Budget Transfer request from 6327 Rotunno, Charles R Transfer for remaining 26-27 renewals	77,317.00	-5,178.00	72,139.00
11-190-100-340-02-01-00-002	Es-Comp Lab M/O	125144	9/16/2026	Adjustment - Budget Transfer request from 6327 Rotunno, Charles R Transfer for remaining 26-27 renewals	37,692.00	5,178.00	42,870.00
						.00	
11-402-100-600-01-00-09-001	Hs-Field Hockey Supplies	125145	9/16/2026	Adjustment - Budget Transfer request from 4553 Price, Bailey Field Hockey Supplies	1,000.00	-151.00	849.00
11-402-100-600-02-00-12-002	Es-Field Hockey Supplies	125145	9/16/2026	Adjustment - Budget Transfer request from 4553 Price, Bailey Field Hockey Supplies	100.00	151.00	251.00
						.00	
11-000-230-340-21-01-00	Pur Tech Svc Ga	125244	9/17/2026	Adjustment - transfer to cover video services	22,422.00	6,317.84	28,739.84
11-000-270-518-22-00-00	Con Sv Se Esc's	125244	9/17/2026	Adjustment - transfer to cover video services	211,080.00	-6,317.84	204,762.16
						.00	
11-190-100-610-02-01-00-002	Es-Teaching Supplies	125437	9/23/2026	Adjustment - Budget Transfer request from 6225 Walsh, Amy Fund Supplies	32,040.00	2,000.00	34,040.00
11-190-100-640-02-00-00-002	Es-Textbook-Upper	125437	9/23/2026	Adjustment - Budget Transfer request from 6225 Walsh, Amy Fund Supplies	45,780.00	-2,000.00	43,780.00
						.00	
11-000-262-610-01-00-00	Hs-Custodial Supplies	125522	9/25/2026	Adjustment - Adjustments	43,000.00	1,566.34	44,566.34
11-190-100-610-01-01-00-001	Hs-Teaching Supplies	125522	9/25/2026	Adjustment - Adjustments	119,427.00	-1,566.34	117,860.66
						.00	
11-000-219-320-02-00-00-002	Es-Pur Prof Ed Svc	125606	9/29/2026	Adjustment - Budget Transfer request from 6168 DeDomenico, Christine For Bilingual Speech/Language Evaluation	4,100.00	695.00	4,795.00
11-000-219-600-01-00-00-001	Hs-Supp & Mat	125606	9/29/2026	Adjustment - Budget Transfer request from 6168 DeDomenico, Christine For Bilingual Speech/Language Evaluation	6,825.00	-695.00	6,130.00
						.00	
11-000-262-610-02-00-00	Es-Custodial Supplies	125607	9/29/2026	Adjustment - Budget Transfer request from 4973 Picker, Michelle E SHERWIN WILLIAMS - GROUNDS SUPPLIES / PAINT	31,485.00	-400.00	31,085.00

Appropriation Adjustment Journal for 2026-27 September

Account Number	Act Description	Tx Id	Date	Tx Description	Current Appropriation	Adjustment	New Appropriation
11-000-263-610-02-03-00	Es-Grounds Supply	125607	9/29/2026	Adjustment - Budget Transfer request from 4973 Picker, Michelle E SHERWIN WILLIAMS - GROUNDS SUPPLIES / PAINT	4,000.00	400.00	4,400.00
						.00	
11-000-213-100-02-05-00-002	Es-Salary Nurse Extra	125741	9/29/2026	Adjustment - Adjustments for 9/30 payroll	359.16	-9.40	349.76
11-000-213-107-02-00-00-002	Es-Salary Nurse Para	125741	9/29/2026	Adjustment - Adjustments for 9/30 payroll	8,832.00	9.40	8,841.40
11-000-217-106-02-00-00-002	ES-Salary In Class Aide	125741	9/29/2026	Adjustment - Adjustments for 9/30 payroll	335,829.00	57.00	335,886.00
11-000-217-107-01-02-01-001	Hs-Salary In Class Aide Sub	125741	9/29/2026	Adjustment - Adjustments for 9/30 payroll	15,000.00	-460.00	14,540.00
11-000-217-107-02-00-01-002	Es-Salary In Class Aide Sub	125741	9/29/2026	Adjustment - Adjustments for 9/30 payroll	.00	460.00	460.00
11-000-222-100-01-12-00-001	Hs-Salary Sub Librarian	125741	9/29/2026	Adjustment - Adjustments for 9/30 payroll	1,000.00	-301.00	699.00
11-000-222-100-02-12-00-002	Es-Salary Sub Librarian	125741	9/29/2026	Adjustment - Adjustments for 9/30 payroll	1,000.00	-301.00	699.00
11-000-222-177-01-02-00-001	Hs-Salary Ed Media Asst	125741	9/29/2026	Adjustment - Adjustments for 9/30 payroll	35,264.60	602.00	35,866.60
11-000-222-177-01-03-00-001	HS-Salary Ed Media Tech-Extra	125741	9/29/2026	Adjustment - Adjustments for 9/30 payroll	.00	1,107.38	1,107.38
11-000-222-177-02-02-00-002	Es-Salary Ed Media Asst	125741	9/29/2026	Adjustment - Adjustments for 9/30 payroll	11,316.15	150.50	11,466.65
11-000-222-177-02-03-00-002	ES-Salary Ed Media Tech-Extra	125741	9/29/2026	Adjustment - Adjustments for 9/30 payroll	.00	545.44	545.44
11-000-240-103-01-00-00-003	Hs Salary Prin/Vp-(Sub-Kenney)	125741	9/29/2026	Adjustment - Adjustments for 9/30 payroll	2,000.00	2,600.00	4,600.00
11-000-240-105-02-00-00-002	Es-Salary Sec & Clerical	125741	9/29/2026	Adjustment - Adjustments for 9/30 payroll	138,711.00	19.10	138,730.10
11-000-240-105-02-12-00-002	Es-Salsub Secy	125741	9/29/2026	Adjustment - Adjustments for 9/30 payroll	1,500.00	-19.10	1,480.90
11-105-100-101-02-02-00-002	Es-Salary Pre-School Sub	125741	9/29/2026	Adjustment - Adjustments for 9/30 payroll	15,000.00	-57.00	14,943.00
11-105-100-106-02-03-00-002	ES_Salary PS Paraprofessional	125741	9/29/2026	Adjustment - Adjustments for 9/30 payroll	252,763.00	57.00	252,820.00
11-140-100-101-01-01-00-001	Hs-Salary Hs Teacher	125741	9/29/2026	Adjustment - Adjustments for 9/30 payroll	5,885,679.75	-4,460.32	5,881,219.43
11-140-100-101-01-20-00-001	HS-Salary-Teacher Salaries-Summer	125741	9/29/2026	Adjustment - Adjustments for 9/30 payroll	60,392.00	-85.50	60,306.50
11-190-100-106-02-03-20-002	ES Salary Paraprofessional Summer	125741	9/29/2026	Adjustment - Adjustments for 9/30 payroll	4,085.88	85.50	4,171.38
11-212-100-106-10-01-02-001	HS-Salary-CLI-Extra Services	125741	9/29/2026	Adjustment - Adjustments for 9/30 payroll	.00	81.94	81.94
11-212-100-106-10-20-03-001	HS-Salary-CLI-Para Summer	125741	9/29/2026	Adjustment - Adjustments for 9/30 payroll	27,600.00	-81.94	27,518.06
11-402-100-100-01-02-00-001	Hs-Salary Athletics	125741	9/29/2026	Adjustment - Adjustments for 9/30 payroll	150,697.00	390.00	151,087.00
11-402-100-100-01-02-WK-001	Hs-Worker Salary	125741	9/29/2026	Adjustment - Adjustments for 9/30 payroll	17,595.00	-390.00	17,205.00

Appropriation Adjustment Journal for 2026-27 September

Account Number	Act Description	Tx Id	Date	Tx Description	Current Appropriation	Adjustment	New Appropriation
						.00	
60-800-330-100-02-00-00-002	WCH-Salaries-Teachers/Para	125742	9/29/2026	Adjustment - Adjustments for wch for september	.00	1,165.00	1,165.00
						1,165.00	
11-000-230-610-21-00-00	Supt. Gen. Supp	125745	9/29/2026	Adjustment - Budget Transfer request from 4543 Place, Jesse Gann Law Books	15,000.00	642.00	15,642.00
11-000-251-600-22-00-00	Supplies	125745	9/29/2026	Adjustment - Budget Transfer request from 4543 Place, Jesse Gann Law Books	15,500.00	-642.00	14,858.00
						.00	
11-000-222-600-01-02-00-001	Hs-Per & News	125788	9/30/2026	Adjustment - Budget Transfer request from 4826 Winter, Stephanie supply	3,145.00	-1,000.00	2,145.00
11-190-100-610-01-01-00-001	Hs-Teaching Supplies	125788	9/30/2026	Adjustment - Budget Transfer request from 4826 Winter, Stephanie supply	117,860.66	4,150.00	122,010.66
11-190-100-610-01-02-00-001	Hs-Workbooks	125788	9/30/2026	Adjustment - Budget Transfer request from 4826 Winter, Stephanie supply	1,000.00	-500.00	500.00
11-190-100-640-01-02-00-001	Hs-Lang Textbook	125788	9/30/2026	Adjustment - Budget Transfer request from 4826 Winter, Stephanie supply	663.00	-2,000.00	-1,337.00
11-190-100-640-01-05-00-001	Hs-Soc Studies Textbook	125788	9/30/2026	Adjustment - Budget Transfer request from 4826 Winter, Stephanie supply	1,478.00	-650.00	828.00
						.00	

Appropriation Adjustment Journal for 2026-27 September

Summary Page

Fund	Program	Current Appropriation	Adjustment	New Appropriation
11 General Current Expense	000 Undistributed Expenditures	22,030,813.00	-119,360.44	21,911,452.56
	105 Regular Programs- Preschool	340,478.00	218,875.00	559,353.00
	110 Regular Programs - Kindergarten	229,677.00	12,908.00	242,585.00
	120 Regular Programs - Grades 1-5	1,813,029.00	4,454.00	1,817,483.00
	130 Regular Programs - Grades 6-8	1,493,109.00	15,369.67	1,508,478.67
	140 Regular Programs - Grades 9-12	5,941,680.00	199,414.27	6,141,094.27
	150 Regular Programs - Home Instruction	35,000.00	.00	35,000.00
	190 Regular Programs - Undistributed	1,189,554.00	-295,021.26	894,532.74
	204 Special Education - Learning and/or Language Disabilities	151,543.00	-1,500.00	150,043.00
	212 Special Education - Multiple Disabilities	853,974.00	91,801.62	945,775.62
	213 Special Education - Resource Room/Resource Center	2,150,973.00	-28,739.00	2,122,234.00
	219 Special Education - Home Instruction	6,000.00	.00	6,000.00
	230 Basic Skills/Remedial - Instruction	206,000.00	.00	206,000.00
	240 Bilingual Education - Instruction	199,770.00	-101,824.00	97,946.00
	401 School - Sponsored Co-curricular and Extra-curricular Activities	331,242.00	.00	331,242.00
	402 School - Sponsored Athletics	982,421.00	.00	982,421.00
		37,955,263.00	**-3,622.14**	**37,951,640.86**
12 Capital Outlay	000 Undistributed Expenditures	40,109.00	3,177.49	43,286.49
	130 Regular Programs - Grades 6-8	.00	3,645.00	3,645.00
	140 Regular Programs - Grades 9-12	3,200.00	-3,200.00	.00
		43,309.00	**3,622.49**	**46,931.49**
20 Special Revenue Fund	061 Athletic/Football - Summit	.00	3,000.00	3,000.00
	062 Athletic/Boys Basketball-Summit	.00	1,160.00	1,160.00
	063 Athletic/Soccer-Summit	.00	2,000.00	2,000.00
	065 Athletic/Golf Team-Summit	.00	1,000.00	1,000.00
	079 SSB-VEEVR_HVAC Grant	.00	1,836,996.00	1,836,996.00
	231 ESSA Title I, Part A	15,761.00	13,645.00	29,406.00
	242 ESSA Title III	2,804.00	-2,804.00	.00
	255 IDEA Part B	6,386.00	2,166.00	8,552.00
	256 IDEA Part B	221,090.00	68,764.00	289,854.00
	278 ESSA Title IIA / IID	7,948.00	3,172.00	11,120.00
	280 ESSA Title IV	7,500.00	2,500.00	10,000.00
	361 Vocational Programs - Federal	12,437.00	5,084.00	17,521.00
	432 Other State Projects	.00	1,480.00	1,480.00
		273,926.00	**1,938,163.00**	**2,212,089.00**
30 Capital Projects Fund-Ref#2023	000 Undistributed Expenditures	.00	.00	.00
		.00	**.00**	**.00**

Appropriation Adjustment Journal for 2026-27 September

Fund	Program	Current Appropriation	Adjustment	New Appropriation
32 ESIP	000 Undistributed Expenditures	.00	.00	.00
		.00	**.00**	**.00**
40 Debt Service Fund	701 Debt Service - Regular	2,312,350.00	.00	2,312,350.00
		2,312,350.00	**.00**	**2,312,350.00**
60 Manasquan Warrior Club	800 Community Services Programs	.00	3,225.00	3,225.00
		.00	**3,225.00**	**3,225.00**
61 Manasquan Schools Development Fund	800 Community Services Programs	.00	7,093.66	7,093.66
		.00	**7,093.66**	**7,093.66**
62 Manasquan Cafeteria	910 Food Services	.00	860,184.30	860,184.30
		.00	**860,184.30**	**860,184.30**

Report of the Secretary to the Board of Education
Manasquan Board of Education

Fund 10 - Statement of Appropriations
Compared with Expenditures and Encumbrances
For the four month period ending 10/31/2026

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
General Fund								
- General Current Expense								
-- Regular Programs - Instruction								
--- Regular Programs - Instruction								
11-105-100-101	2000	Preschool - Salaries of Teachers	340,478.00	218,875.00	559,353.00	84,741.19	474,611.81	0.00
11-110-100-101	2080	Kindergarten - Salaries of Teachers	229,677.00	12,908.00	242,585.00	36,027.46	206,557.54	0.00
11-120-100-101	2100	Grades 1-5 - Salaries of Teachers	1,813,029.00	4,454.00	1,817,483.00	276,727.47	1,540,755.53	0.00
11-130-100-101	2120	Grades 6-8 - Salaries of Teachers	1,493,109.00	15,369.67	1,508,478.67	223,934.08	1,284,544.59	0.00
11-140-100-101	2140	Grades 9-12 - Salaries of Teachers	5,941,680.00	199,414.27	6,141,094.27	935,688.38	5,073,014.46	132,391.43
subtotal	**subtotal**	**Total Regular Programs - Instruction**	**9,817,973.00**	**451,020.94**	**10,268,993.94**	**1,557,118.58**	**8,579,483.93**	**132,391.43**
--- Regular Programs - Home Instruction								
11-150-100-320	2540	Purchased Professional-Educational Services	35,000.00	0.00	35,000.00	509.52	32,490.48	2,000.00
subtotal	**subtotal**	**Total Regular Programs - Home Instruction**	**35,000.00**	**0.00**	**35,000.00**	**509.52**	**32,490.48**	**2,000.00**
--- Regular Programs - Undistributed Instruction								
11-190-100-106	3000	Other Salaries for Instruction	294,497.00	(283,393.12)	11,103.88	6,103.88	5,000.00	0.00
11-190-100-320	3020	Purchased Professional-Educational Services	5,900.00	0.00	5,900.00	0.00	300.00	5,600.00
11-190-100-340	3040	Purchased Technical Services	115,009.00	5,908.61	120,917.61	84,803.63	25,840.79	10,273.19
11-190-100-500	3060	Other Purchased Services (400-500 series)	35,710.00	4,541.70	40,251.70	2,544.60	12,437.10	25,270.00
11-190-100-610	3080	General Supplies	653,748.00	(10,322.65)	643,425.35	466,046.16	102,836.71	74,542.48
11-190-100-640	3100	Textbooks	53,221.00	(4,793.00)	48,428.00	38,512.91	4,310.42	5,604.67
11-190-100-800	3120	Other Objects	31,469.00	(900.00)	30,569.00	14,640.00	553.00	15,376.00
subtotal	**subtotal**	**Total Regular Programs - Undistributed Instruction**	**1,189,554.00**	**(288,958.46)**	**900,595.54**	**612,651.18**	**151,278.02**	**136,666.34**
11-1xx-100-xxxx	**3200**	**Total Regular Programs - Instruction**	**11,042,527.00**	**162,062.48**	**11,204,589.48**	**2,170,279.28**	**8,763,252.43**	**271,057.77**
-- Special Education Programs								
--- Learning and/or Language Disabilities - Mild/Moderate:								
11-204-100-101	4500	Salaries of Teachers	111,835.00	0.00	111,835.00	26,725.25	85,109.75	0.00
11-204-100-106	4520	Other Salaries for Instruction	37,708.00	0.00	37,708.00	5,656.13	32,051.87	0.00
11-204-100-610	4600	General Supplies	500.00	0.00	500.00	0.00	0.00	500.00
11-204-100-800	4640	Other Objects	1,500.00	(1,500.00)	0.00	0.00	0.00	0.00
11-204-100-xxx	**4660**	**Total Learning and/or Language Disabilities - Mild/Moderate**	**151,543.00**	**(1,500.00)**	**150,043.00**	**32,381.38**	**117,161.62**	**500.00**
--- Multiple Disabilities:								
11-212-100-101	6500	Salaries of Teachers	362,481.00	103,506.00	465,987.00	85,947.07	380,039.93	0.00
11-212-100-106	6520	Other Salaries for Instruction	449,683.00	(11,704.38)	437,978.62	87,748.59	350,230.03	0.00
11-212-100-320	6540	Purchased Professional-Educational Services	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
11-212-100-500	6580	Other Purchased Services (400-500 series)	1,800.00	0.00	1,800.00	0.00	500.00	1,300.00
11-212-100-610	6600	General Supplies	24,500.00	0.00	24,500.00	8,369.68	11,417.68	4,712.64
11-212-100-800	6640	Other Objects	12,510.00	0.00	12,510.00	1,382.42	10,959.64	167.94
11-212-100-xxx	**6660**	**Total Multiple Disabilities**	**853,974.00**	**91,801.62**	**945,775.62**	**183,447.76**	**753,147.28**	**9,180.58**
--- Resource Room/Resource Center:								
11-213-100-101	7000	Salaries of Teachers	2,150,473.00	(28,739.00)	2,121,734.00	318,508.49	1,803,225.51	0.00
11-213-100-610	7100	General Supplies	500.00	0.00	500.00	0.00	0.00	500.00
11-213-100-xxx	**7160**	**Total Resource Room/Resource Center**	**2,150,973.00**	**(28,739.00)**	**2,122,234.00**	**318,508.49**	**1,803,225.51**	**500.00**
--- Home Instruction:								
11-219-100-101	9260	Salaries of Teachers	6,000.00	0.00	6,000.00	0.00	6,000.00	0.00
11-219-100-xxx	**9420**	**Total Home Instruction**	**6,000.00**	**0.00**	**6,000.00**	**0.00**	**6,000.00**	**0.00**
subtotal special ed	**10300**	**Total Special Education - Instruction**	**3,162,490.00**	**61,562.62**	**3,224,052.62**	**534,337.63**	**2,679,534.41**	**10,180.58**
-- Basic Skills/Remedial - Instruction								
11-230-100-101	11000	Salaries of Teachers	204,500.00	0.00	204,500.00	30,525.00	173,975.00	0.00

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Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-230-100-610	11100	General Supplies	1,500.00	0.00	1,500.00	650.00	224.63	625.37
11-230-100-xxx	**11160**	**Total Basic Skills/Remedial - Instruction**	**206,000.00**	**0.00**	**206,000.00**	**31,175.00**	**174,199.63**	**625.37**
-- Bilingual Education - Instruction								
11-240-100-101	12000	Salaries of Teachers	198,470.00	(100,524.00)	97,946.00	13,945.50	84,000.50	0.00
11-240-100-640	12120	Textbooks	1,300.00	(1,300.00)	0.00	0.00	0.00	0.00
11-240-100-xxx	**12160**	**Total Bilingual Education - Instruction**	**199,770.00**	**(101,824.00)**	**97,946.00**	**13,945.50**	**84,000.50**	**0.00**
-- School-Sponsored Cocurricular/Extracurricular Activities - Instruction								
11-401-100-100	17000	Salaries	317,869.00	0.00	317,869.00	0.00	317,869.00	0.00
11-401-100-500	17020	Purchased Services (300-500 series)	5,600.00	0.00	5,600.00	340.93	2,349.07	2,910.00
11-401-100-600	17040	Supplies and Materials	4,195.00	0.00	4,195.00	368.30	2,497.68	1,329.02
11-401-100-800	17060	Other Objects	3,578.00	0.00	3,578.00	0.00	0.00	3,578.00
11-401-100-xxx	**17100**	**Total School-Spon. Co/Extra-curricular Actvts. - Inst.**	**331,242.00**	**0.00**	**331,242.00**	**709.23**	**322,715.75**	**7,817.02**
-- School-Sponsored Athletics - Instruction								
11-402-100-100	17500	Salaries	722,097.00	0.00	722,097.00	61,586.66	660,510.34	0.00
11-402-100-500	17520	Purchased Services (300-500 series)	112,500.00	(1,100.00)	111,400.00	8,597.65	70,200.00	32,602.35
11-402-100-600	17540	Supplies and Materials	61,724.00	9,614.00	71,338.00	14,971.09	37,631.19	18,735.72
11-402-100-800	17560	Other Objects	11,100.00	0.00	11,100.00	5,155.00	3,260.00	2,685.00
11-402-100-930	17580	Transfers to Cover Deficit (Custodial Funds)	75,000.00	(8,114.00)	66,886.00	5,000.00	61,886.00	0.00
11-402-100-xxx	**17600**	**Total School-Sponsored Athletics - Instruction**	**982,421.00**	**400.00**	**982,821.00**	**95,310.40**	**833,487.53**	**54,023.07**
-- Total Undistributed Expenditures								
--- Undistributed Expenditures - Instruction (Tuition)								
11-000-100-562	29020	Tuition to Other LEAs Within the State-Special	338,295.00	(75,925.00)	262,370.00	30,406.99	215,447.01	16,516.00
11-000-100-563	29040	Tuition to County Voc. School Dist.-Regular	120,700.00	(22,000.00)	98,700.00	5,683.60	54,720.40	38,296.00
11-000-100-564	29060	Tuition to County Voc. School Dist.-Special	23,229.00	0.00	23,229.00	1,277.60	11,498.40	10,453.00
11-000-100-566	29100	Tuition to Priv. Sch. for the Disabled - Within the State	705,049.00	(12,041.60)	693,007.40	38,350.12	590,113.84	64,543.44
11-000-100-xxx	**29180**	**Total Undistributed Expenditures - Instruction (Tuition)**	**1,187,273.00**	**(109,966.60)**	**1,077,306.40**	**75,718.31**	**871,779.65**	**129,808.44**
--- Undistributed Expenditures - Attendance and Social Work								
11-000-211-100	29500	Salaries	450,365.00	25,477.00	475,842.00	116,409.64	359,432.36	0.00
11-000-211-xxx	**29680**	**Total Attendance and Work**	**450,365.00**	**25,477.00**	**475,842.00**	**116,409.64**	**359,432.36**	**0.00**
--- Undistributed Expenditures - Health Services								
11-000-213-100	30500	Salaries	289,945.00	(4,550.00)	285,395.00	72,611.85	212,783.15	0.00
11-000-213-300	30540	Purchased Professional and Technical Services	19,000.00	1,000.00	20,000.00	0.00	20,000.00	0.00
11-000-213-500	30560	Other Purchased Services (400-500 series)	7,965.00	(1,000.00)	6,965.00	346.35	887.65	5,731.00
11-000-213-600	30580	Supplies and Materials	7,250.00	750.00	8,000.00	895.97	4,217.29	2,886.74
11-000-213-616	30585	Supplies - Menstrual Products	500.00	0.00	500.00	0.00	0.00	500.00
11-000-213-800	30600	Other Objects	650.00	0.00	650.00	170.00	0.00	480.00
11-000-213-xxx	**30620**	**Total Undistributed Expenditures - Health Services**	**325,310.00**	**(3,800.00)**	**321,510.00**	**74,024.17**	**237,888.09**	**9,597.74**
--- Undistributed Expenditures - Speech, OT, PT and Related Services								
11-000-216-100	40500	Salaries	442,788.00	0.00	442,788.00	84,948.22	357,361.28	478.50
11-000-216-320	40520	Purchased Professional - Educational Services	37,000.00	(8,176.10)	28,823.90	0.00	0.00	28,823.90
11-000-216-600	40540	Supplies and Materials	3,585.00	1,500.00	5,085.00	776.07	3,480.93	828.00
11-000-216-xxx	**40580**	**Total Speech, OT, PT and Related Services**	**483,373.00**	**(6,676.10)**	**476,696.90**	**85,724.29**	**360,842.21**	**30,130.40**
--- Undistributed Expenditures-Other Supp. Serv. Students-Extraordinary Svcs								
11-000-217-100	41000	Salaries	726,885.00	(369,782.59)	357,102.41	10,469.95	346,632.46	0.00
11-000-217-xxx	**41080**	**Total Other Support Services Students-Extraordinary Serv.**	**726,885.00**	**(369,782.59)**	**357,102.41**	**10,469.95**	**346,632.46**	**0.00**
--- Undistributed Expenditures - Guidance								
11-000-218-104	41500	Salaries of Other Professional Staff	761,928.00	38,631.00	800,559.00	179,748.81	620,810.19	0.00
11-000-218-105	41520	Salaries of Secretarial and Clerical Assistants	99,090.00	(5,400.00)	93,690.00	28,394.95	65,295.05	0.00

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Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-218-320	41560	Purchased Professional - Educational Services	3,800.00	0.00	3,800.00	0.00	0.00	3,800.00
11-000-218-390	41580	Other Purchased Professional and Technical Services	87,365.00	(0.28)	87,364.72	3,708.51	12,499.00	71,157.21
11-000-218-500	41600	Other Purchased Services (400-500 series)	500.00	0.00	500.00	0.00	0.00	500.00
11-000-218-600	41620	Supplies and Materials	9,100.00	0.00	9,100.00	694.67	3,856.80	4,548.53
11-000-218-800	41640	Other Objects	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
11-000-218-xxx	**41660**	**Total Undistributed Expenditures - Guidance**	**964,283.00**	**33,230.72**	**997,513.72**	**212,546.94**	**702,461.04**	**82,505.74**
--- Undistributed Expenditures - Child Study Teams								
11-000-219-104	42000	Salaries of Other Professional Staff	533,732.00	1,076.83	534,808.83	142,907.56	391,901.27	0.00
11-000-219-105	42020	Salaries of Secretarial and Clerical Assistants	101,690.00	0.00	101,690.00	28,201.25	73,488.75	0.00
11-000-219-320	42060	Purchased Professional - Educational Services	6,350.00	113,120.00	119,470.00	3,333.83	116,036.17	100.00
11-000-219-390	42080	Other Purchased Prof. and Tech. Services	14,155.00	0.28	14,155.28	14,155.13	0.00	0.15
11-000-219-500	42100	Other Purchased Services (400-500 series) (voc and cssd only)	5,307.00	16,731.24	22,038.24	7,475.53	11,802.93	2,759.78
11-000-219-600	42160	Supplies and Materials	10,873.00	(2,195.00)	8,678.00	4,001.51	1,097.28	3,579.21
11-000-219-800	42180	Other Objects	5,783.00	42.00	5,825.00	984.50	4,415.50	425.00
11-000-219-xxx	**42200**	**Total Child Study Teams**	**677,890.00**	**128,775.35**	**806,665.35**	**201,059.31**	**598,741.90**	**6,864.14**
--- Undistributed Expenditures - Improvement of Instruction Services								
11-000-221-102	43000	Salaries of Supervisor of Instruction	649,152.00	(53,206.50)	595,945.50	156,820.77	439,124.73	0.00
11-000-221-104	43020	Salaries of Other Professional Staff	104,526.00	101.00	104,627.00	30,515.94	74,111.06	0.00
11-000-221-105	43040	Salaries of Secretarial and Clerical Assist.	16,903.00	0.00	16,903.00	4,929.89	11,973.11	0.00
11-000-221-110	43060	Other Salaries	21,150.00	9,930.00	31,080.00	31,080.00	0.00	0.00
11-000-221-500	43140	Other Purchased Services (400-500)	2,253.00	0.00	2,253.00	590.00	0.00	1,663.00
11-000-221-600	43160	Supplies and Materials	2,245.00	0.00	2,245.00	740.90	949.95	554.15
11-000-221-800	43180	Other Objects	2,005.00	25.00	2,030.00	930.00	0.00	1,100.00
11-000-221-xxx	**43200**	**Total Improvement of Instruction Services**	**798,234.00**	**(43,150.50)**	**755,083.50**	**225,607.50**	**526,158.85**	**3,317.15**
--- Undistributed Expenditures - Educational Media Services/School Library								
11-000-222-100	43500	Salaries	105,850.00	(602.00)	105,248.00	15,427.50	89,820.50	0.00
11-000-222-177	43520	Salaries of Technology Coordinators	557,007.00	(57,752.18)	499,254.82	168,153.26	331,101.56	0.00
11-000-222-500	43560	Other Purchased Services (400-500 series)	23,006.00	(15.00)	22,991.00	7,993.44	4,103.00	10,894.56
11-000-222-600	43580	Supplies and Materials	8,915.00	(991.00)	7,924.00	862.64	463.18	6,598.18
11-000-222-800	43600	Other Objects	660.00	0.00	660.00	80.00	0.00	580.00
11-000-222-xxx	**43620**	**Total Educational Media Services/School Library**	**695,438.00**	**(59,360.18)**	**636,077.82**	**192,516.84**	**425,488.24**	**18,072.74**
--- Undistributed Expenditures - Instructional Staff Training Services								
11-000-223-104	44020	Salaries of Other Professional Staff	42,480.00	900.00	43,380.00	20,047.50	23,332.50	0.00
11-000-223-320	44080	Purchased Professional - Educational Servic	25,600.00	975.00	26,575.00	9,317.98	8,100.00	9,157.02
11-000-223-500	44120	Other Purchased Services (400-500 series)	7,790.00	0.00	7,790.00	1,197.80	390.00	6,202.20
11-000-223-600	44140	Supplies and Materials	450.00	0.00	450.00	22.97	54.02	373.01
11-000-223-xxx	**44180**	**Total Instructional Staff Training Services**	**76,320.00**	**1,875.00**	**78,195.00**	**30,586.25**	**31,876.52**	**15,732.23**
--- Undistributed Expenditures - Support Services - General Administration								
11-000-230-100	45000	Salaries	350,185.00	0.00	350,185.00	100,731.93	249,453.07	0.00
11-000-230-331	45040	Legal Services	45,513.00	30,500.00	76,013.00	5,015.00	60,500.00	10,498.00
11-000-230-332	45060	Audit Fees	30,000.00	0.00	30,000.00	25,000.00	5,000.00	0.00
11-000-230-334	45080	Architectural/Engineering Services	5,000.00	3,750.00	8,750.00	8,750.00	0.00	0.00
11-000-230-339	45100	Other Purchased Professional Services	0.00	13,600.00	13,600.00	10,000.00	3,600.00	0.00
11-000-230-340	45120	Purchased Technical Services	37,422.00	6,317.84	43,739.84	22,239.84	6,500.00	15,000.00
11-000-230-530	45140	Communications / Telephone	113,440.00	(6,317.52)	107,122.48	23,353.13	81,097.36	2,671.99
11-000-230-590	45180	Misc Purchased Services (400-500 series, O/T 530 and 585)	90,993.00	3,461.20	94,454.20	64,406.16	4,197.16	25,850.88

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11-000-230-610	45200	General Supplies	15,000.00	21,631.54	36,631.54	4,741.19	20,394.06	11,496.29
11-000-230-820	45240	Judgments Against The School District	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00
11-000-230-890	45260	Miscellaneous Expenditures	12,600.00	23.00	12,623.00	7,123.00	0.00	5,500.00
11-000-230-895	45280	BOE Membership Dues and Fees	13,330.00	0.00	13,330.00	13,227.87	0.00	102.13
11-000-230-xxx	**45300**	**Total Support Services - General Administration**	**763,483.00**	**72,966.06**	**836,449.06**	**284,588.12**	**430,741.65**	**121,119.29**
--- Undistributed Expenditures - Support Services - School Administration								
11-000-240-103	46000	Salaries of Principals/Assistant Principals	1,074,281.00	87,783.00	1,162,064.00	342,375.43	819,688.57	0.00
11-000-240-105	46040	Salaries of Secretarial and Clerical Assistants	148,453.00	64,160.00	212,613.00	58,805.17	153,807.83	0.00
11-000-240-300	46080	Purchased Professional and Technical Services	9,000.00	870.00	9,870.00	150.00	6,420.00	3,300.00
11-000-240-500	46100	Other Purchased Services (400-500 series)	69,285.00	9,814.00	79,099.00	55,170.84	16,317.96	7,610.20
11-000-240-600	46120	Supplies and Materials	46,850.00	(6,430.00)	40,420.00	247.87	19,691.04	20,481.09
11-000-240-800	46140	Other Objects	11,330.00	(690.00)	10,640.00	7,830.00	350.00	2,460.00
11-000-240-xxx	**46160**	**Total Support Services - School Administration**	**1,359,199.00**	**155,507.00**	**1,514,706.00**	**464,579.31**	**1,016,275.40**	**33,851.29**
--- Undistributed Expenditures - Central Services								
11-000-251-100	47000	Salaries	628,933.00	114,527.00	743,460.00	216,416.72	527,043.28	0.00
11-000-251-330	47020	Purchased Professional Services	2,250.00	0.00	2,250.00	2,200.00	0.00	50.00
11-000-251-340	47040	Purchased Technical Services	12,110.00	0.00	12,110.00	11,982.27	0.00	127.73
11-000-251-592	47060	Miscellaneous Purchased Services (400-500 series)	3,950.00	0.00	3,950.00	2,754.82	685.41	509.77
11-000-251-600	47100	Supplies and Materials	15,500.00	(642.00)	14,858.00	(9,637.88)	10,306.84	14,189.04
11-000-251-890	47180	Miscellaneous Expenditures	3,200.00	0.00	3,200.00	2,705.21	0.00	494.79
11-000-251-xxx	**47200**	**Total Central Services**	**665,943.00**	**113,885.00**	**779,828.00**	**226,421.14**	**538,035.53**	**15,371.33**
--- Undistributed Expenditures - Administrative Information Technology								
11-000-252-100	47500	Salaries	7,372.00	0.00	7,372.00	0.00	7,372.00	0.00
11-000-252-xxx	**47620**	**Total Administrative Information Technology**	**7,372.00**	**0.00**	**7,372.00**	**0.00**	**7,372.00**	**0.00**
--- Operation and Maintenance of Plant Services								
---- Undistributed Expenditures - Required Maintenance for School Facilities								
11-000-261-420	48520	Cleaning, Repair, and Maintenance Services	161,860.00	93,546.52	255,406.52	2,211.69	97,780.42	155,414.41
11-000-261-xxx	**48580**	**Total Required Maintenance for School Facilities**	**161,860.00**	**93,546.52**	**255,406.52**	**2,211.69**	**97,780.42**	**155,414.41**
---- Undistributed Expenditures - Custodial Services								
11-000-262-100	49000	Salaries	968,260.00	28,977.00	997,237.00	272,703.12	724,533.88	0.00
11-000-262-107	49020	Salaries of Non-Instructional Aides	55,683.00	0.00	55,683.00	15,774.15	39,908.85	0.00
11-000-262-300	49040	Purchased Professional and Technical Services	0.00	33,016.36	33,016.36	0.00	33,016.36	0.00
11-000-262-420	49060	Cleaning, Repair, and Maintenance Services	325,040.00	(38,804.21)	286,235.79	120,199.07	128,600.83	37,435.89
11-000-262-441	49080	Rental of Land and Bldg. Oth. than Lease Pur Agrmt	248,300.00	0.00	248,300.00	248,300.00	0.00	0.00
11-000-262-490	49120	Other Purchased Property Services	37,911.00	(1.00)	37,910.00	6,373.77	25,795.07	5,741.16
11-000-262-520	49140	Insurance	297,583.00	(49,087.24)	248,495.76	123,964.00	117,518.00	7,013.76
11-000-262-590	49160	Miscellaneous Purchased Services	2,000.00	0.00	2,000.00	0.00	500.00	1,500.00
11-000-262-610	49180	General Supplies	92,285.00	966.34	93,251.34	72,160.54	6,863.66	14,227.14
11-000-262-621	49200	Energy (Natural Gas)	211,000.00	105,000.00	316,000.00	26,273.42	289,726.58	0.00
11-000-262-622	49220	Energy (Electricity)	305,000.00	(38,500.00)	266,500.00	75,437.82	191,062.18	0.00
11-000-262-800	49280	Other Objects	8,500.00	27,868.64	36,368.64	1,444.72	5,757.50	29,166.42
11-000-262-837	49300	Interest - Energy Savings Improvement Program Bonds	130,300.00	0.00	130,300.00	65,400.00	64,900.00	0.00
11-000-262-917	49320	Principal - Energy Savings Improvement Program Bonds	25,000.00	0.00	25,000.00	25,000.00	0.00	0.00
11-000-262-xxx	**49340**	**Total Custodial Services**	**2,706,862.00**	**69,435.89**	**2,776,297.89**	**1,053,030.61**	**1,628,182.91**	**95,084.37**
---- Undistributed Expenditures - Care and Upkeep of Grounds								
11-000-263-100	50000	Salaries	223,525.00	1,339.00	224,864.00	62,580.74	162,283.26	0.00
11-000-263-420	50040	Cleaning, Repair, and Maintenance Services	48,335.00	2,042.05	50,377.05	21,365.72	28,121.00	890.33

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Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-263-610	50060	General Supplies	16,000.00	7,757.95	23,757.95	6,825.63	12,182.32	4,750.00
11-000-263-xxx	**50100**	**Total Care And Upkeep Of Grounds**	**287,860.00**	**11,139.00**	**298,999.00**	**90,772.09**	**202,586.58**	**5,640.33**
---- Undistributed Expenditures - Security								
11-000-266-100	51000	Salaries	383,567.00	(8,475.00)	375,092.00	80,890.26	294,201.74	0.00
11-000-266-300	51020	Purchased Professional and Technical Services	13,200.00	7,500.00	20,700.00	3,812.25	5,600.00	11,287.75
11-000-266-420	51040	Cleaning, Repair, and Maintenance Services	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
11-000-266-610	51060	General Supplies	11,000.00	(1,070.00)	9,930.00	0.00	2,168.75	7,761.25
11-000-266-800	51080	Other Objects	0.00	1,070.00	1,070.00	1,070.00	0.00	0.00
11-000-266-xxx	**51100**	**Total Security**	**408,767.00**	**(975.00)**	**407,792.00**	**85,772.51**	**301,970.49**	**20,049.00**
subtotal of 11-000-26x-xxx	**51120**	**Total Operation and Maintenance of Plant Services**	**3,565,349.00**	**173,146.41**	**3,738,495.41**	**1,231,786.90**	**2,230,520.40**	**276,188.11**
--- Undistributed Expenditures - Student Transportation Services								
11-000-270-161	52040	Salaries for Pupil Trans. (Bet Home and Sch)-Special Ed.	17,845.00	0.00	17,845.00	5,204.78	12,640.22	0.00
11-000-270-162	52060	Salaries for Pupil Trans. (Other than Between Home and Sch)	69,400.00	0.00	69,400.00	12,755.41	56,644.59	0.00
11-000-270-420	52140	Cleaning, Repair, and Maintenance Services	0.00	1,057.35	1,057.35	1,057.35	0.00	0.00
11-000-270-442	52160	Rental Payments - School Buses	35,000.00	0.00	35,000.00	2,500.00	28,739.25	3,760.75
11-000-270-512	52280	Contracted Services (Other than Between Home and Sch)-Vendors	175,820.00	5,500.00	181,320.00	3,736.99	96,873.00	80,710.01
11-000-270-513	52300	Contracted Services (Between Home and Sch)-Joint Agreements	48,158.00	0.00	48,158.00	0.00	0.00	48,158.00
11-000-270-514	52320	Contracted Services (Special Ed Students)-Vendors	154,400.00	(6,557.00)	147,843.00	30,300.18	110,899.82	6,643.00
11-000-270-517	52360	Contracted Services (Regular Students)-ESCs and CTSAs	269,150.00	(25,437.24)	243,712.76	0.00	0.00	243,712.76
11-000-270-518	52380	Contracted Services (Special Ed. Students)-ESCs and CTSAs	211,080.00	(70,380.60)	140,699.40	17,199.40	0.00	123,500.00
11-000-270-xxx	**52480**	**Total Student Transportation Services**	**980,853.00**	**(95,817.49)**	**885,035.51**	**72,754.11**	**305,796.88**	**506,484.52**
--- Employee Benefits								
---- Unallocated Benefits								
11-000-291-220	71020	Social Security Contributions	543,619.00	0.00	543,619.00	109,476.00	434,143.00	0.00
11-000-291-241	71060	Other Retirement Contributions - PERS	565,935.00	0.00	565,935.00	1,720.13	554,435.00	9,779.87
11-000-291-260	71160	Worker's Compensation	158,174.00	6,772.50	164,946.50	0.00	164,946.50	0.00
11-000-291-270	71180	Health Benefits	6,392,730.00	0.00	6,392,730.00	2,194,376.85	4,198,093.03	260.12
11-000-291-280	71200	Tuition Reimbursement	186,320.00	(7,000.00)	179,320.00	13,160.82	67,471.83	98,687.35
11-000-291-290	71220	Other Employee Benefits	456,465.00	(6,772.50)	449,692.50	1,159.25	448,533.25	0.00
total unallocated benefits	**71240**	**11-000-291-2xx**	**8,303,243.00**	**(7,000.00)**	**8,296,243.00**	**2,319,893.05**	**5,867,622.61**	**108,727.34**
11-xxx-xxx-2xx	**71260**	**Total Employee Benefits**	**8,303,243.00**	**(7,000.00)**	**8,296,243.00**	**2,319,893.05**	**5,867,622.61**	**108,727.34**
	72140	**Total Undistributed Expenditures**	**22,030,813.00**	**9,309.08**	**22,040,122.08**	**5,824,685.83**	**14,857,665.79**	**1,357,770.46**
	72260	**Total General Expense**	**37,955,263.00**	**131,510.18**	**38,086,773.18**	**8,670,442.87**	**27,714,856.04**	**1,701,474.27**
- Capital Outlay								
-- Equipment								
--- Instructional Equipment - Regular Education:								
12-130-100-730	73060	Grades 6-8	0.00	3,645.00	3,645.00	3,645.00	0.00	0.00
12-140-100-730	73080	Grades 9-12	3,200.00	(3,200.00)	0.00	0.00	0.00	0.00
	-	**Total Instructional Equipment - Regular Education**	**3,200.00**	**445.00**	**3,645.00**	**3,645.00**	**0.00**	**0.00**
--- Equipment - Undistributed:								
12-000-100-730	75500	Undistributed Expenditures - Instruction	13,000.00	11,731.49	24,731.49	8,555.00	13,787.83	2,388.66
	-	**Total Equipment - Undistributed**	**13,000.00**	**11,731.49**	**24,731.49**	**8,555.00**	**13,787.83**	**2,388.66**
12-xxx-xxx-73x	**75880**	**Total Equipment**	**16,200.00**	**12,176.49**	**28,376.49**	**12,200.00**	**13,787.83**	**2,388.66**
-- Facilities Acquisition and Construction Services								
12-000-400-450	76080	Construction Services	0.00	1,121.56	1,121.56	0.00	1,121.56	0.00
12-000-400-721	76140	Lease Purchase Agreements - Principal	0.00	1.00	1.00	0.00	0.00	1.00
12-000-400-896	76210	Assessment for Debt Service on SDA Funding	27,109.00	0.00	27,109.00	0.00	27,109.00	0.00

Report of the Secretary to the Board of Education
Manasquan Board of Education

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
12-000-400-xxx	76260	Total Facilities Acquisition and Construction Services	27,109.00	1,122.56	28,231.56	0.00	28,230.56	1.00
12-xxx-xxx-xxx	76400	Total Capital Outlay	43,309.00	13,299.05	56,608.05	12,200.00	42,018.39	2,389.66
	84060	Total General Fund	37,998,572.00	144,809.23	38,143,381.23	8,682,642.87	27,756,874.43	1,703,863.93

Manasquan Board of Education
Monthly Transfer Report
7/1/2026 - 10/31/2026

Budget Category	Accounts	Original Budget	Prior Year Encumbrances	Original Budget For 10% Calc	Maximum Transfer Out Allowed	YTD Net Transfers	% change of transfers	Remaining Transfers Out Allowed	Account Balance
Regular Programs	11-1xx-100-xxx 12-1xx-100-xxx 13-1xx-100-xxx 18-1xx-100-xxx	11,045,727.00	6,062.80	11,051,789.80	1,105,178.98	156,444.68	1.42	1,261,623.66	252,076.25
Special Education, Basic Skills/Remedial and Bilingual Instruction and Speech/OT/PT and Ex	1x-2xx-100-xxx 1x-000-216-xxx 1x-000-217-xxx	4,778,518.00	.00	4,778,518.00	477,851.80	-416,720.07	-8.72	61,131.73	40,936.35
Vocational Programs-Local	1x-3xx-100-xxx	.00	.00	.00	.00	.00	.00	.00	.00
School-Spon. Co/Extr a-Curr. Activities,School Sponsored Athletics, and Other Instructional	11-4xx-100-0xx 11-4xx-100-1xx 11-4xx-100-3xx 11-4xx-100-4xx 11-4xx-100-5xx 11-4xx-100-6xx 11-4xx-100-7xx 11-4xx-100-8xx 11-4xx-100-9xx 11-4xx-2xx-xxx 12-4xx-100-xxx	1,313,663.00	400.00	1,314,063.00	131,406.30	.00	.00	131,406.30	60,116.57
Community Services Programs/Operations	1x-800-330-xxx	.00	.00	.00	.00	.00	.00	.00	.00
UNDISTRIBUTED EXPENSES		**17,137,908.00**	**6,462.80**	**17,144,370.80**	**1,714,437.08**	**-260,275.39**	**-1.52**	**1,454,161.69**	**353,129.17**
Tuition	11-000-100-xxx 16-000-100-xxx 17-000-100-xxx 18-000-100-xxx	1,187,273.00	.00	1,187,273.00	118,727.30	-109,966.60	-9.26	8,760.70	129,808.44
Attendance and Social Work, Health, Guidance, Child Study Teams, Education, Media Services	1x-000-211-xxx 1x-000-213-xxx 1x-000-218-xxx 1x-000-219-xxx 1x-000-222-xxx	3,113,286.00	.00	3,113,286.00	311,328.60	124,322.89	3.99	435,651.49	116,392.36
Improvement of Instruction Services and Instructional Staff Training Services	1x-000-221-xxx 1x-000-223-xxx	874,554.00	.00	874,554.00	87,455.40	-41,275.50	-4.72	46,179.90	18,954.38
General Administration	11-000-230-xxx	763,483.00	2,488.00	765,971.00	76,597.10	70,478.06	9.20	147,075.16	120,540.73
School Administration	**11-000-240-xxx**	**1,359,199.00**	**.00**	**1,359,199.00**	**135,919.90**	**155,507.00**	**11.44**	**291,426.90**	**16,833.29**
Central Services & Administrative Information Technology	**11-000-25x-xxx**	**673,315.00**	**.00**	**673,315.00**	**67,331.50**	**113,885.00**	**16.91**	**181,216.50**	**15,371.33**
Operation and Maintenance of Plant Services	11-000-26x-xxx	3,565,349.00	126,181.52	3,691,530.52	369,153.05	46,964.89	1.27	416,117.94	249,746.23
Student Transportation Services	11-000-270-xxx	980,853.00	.00	980,853.00	98,085.30	-95,817.49	-9.77	2,267.81	292,734.52
Personal Services-Employee Benefits	11-xxx-xxx-2xx	8,303,243.00	.00	8,303,243.00	830,324.30	-7,000.00	-.08	823,324.30	108,727.34
Food Services	11-000-310-xxx	.00	.00	.00	.00	.00	.00	.00	.00
Transfer Property Sale Proceedes to Debt Service Reserve	11-000-520-934	.00	.00	.00	.00	.00	.00	.00	.00

Manasquan Board of Education
Monthly Transfer Report
7/1/2026 - 10/31/2026

Budget Category	Accounts	Original Budget	Prior Year Encumbrances	Original Budget For 10% Calc	Maximum Transfer Out Allowed	YTD Net Transfers	% change of transfers	Remaining Transfers Out Allowed	Account Balance
Transfer from General Fund Surplus to Debt Service Fund to Repay CDL	11-000-520-936	.00	.00	.00	.00	.00	.00	.00	.00
TOTAL GENERAL CURRENT EXPENSE		**20,820,555.00**	**128,669.52**	**20,949,224.52**	**2,094,922.45**	**257,098.25**	**1.23**	**2,352,020.70**	**1,069,108.62**
Equipment	**12-xxx-xxx-73x**	**13,000.00**	**8,555.00**	**21,555.00**	**2,155.50**	**3,176.49**	**14.74**	**5,331.99**	**2,388.66**
Facilities Acquisition and Construction Services	12-000-4xx-xxx	27,109.00	1,121.56	28,230.56	2,823.06	1.00	.00	2,824.06	1.00
Capital Reserve-Transfer to Capital Expend. Fund	12-000-4xx-931	.00	.00	.00	.00	.00	.00	.00	.00
Capital Reserve-Transfer to Repayment of Debt	12-000-4xx-933	.00	.00	.00	.00	.00	.00	.00	.00
TOTAL CAPITAL EXPENDITURES		**40,109.00**	**9,676.56**	**49,785.56**	**4,978.56**	**3,177.49**	**6.38**	**8,156.05**	**2,389.66**
TOTAL SPECIAL SCHOOLS	13-xxx-xxx-xxx	.00	.00	.00	.00	.00	.00	.00	.00
Transfer of Funds to Charter Schools	10-000-100-56x	.00	.00	.00	.00	.00	.00	.00	.00
General Fund Contribution to School Based Budgets	10-000-520-930	.00	.00	.00	.00	.00	.00	.00	.00
OPERATING BUDGET GRAND TOTAL		**37,998,572.00**	**144,808.88**	**38,143,380.88**	**3,814,338.09**	**.35**	**.00**	**3,814,338.44**	**1,424,627.45**

School Business Administrator Signature

Date

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
Run on 10/26/2026 2:29PM

PO-27-0000741 [09/15/2026] to **Bayada Home Health Care** (Vendor ID: 403)

Item Description	Unit Price	Qty	Total Price
FL1984 replacing voided check 58405	1410.00	1	1410.00
FL1952 replacing voided check 58427	1440.00	1	1440.00
Replacing lost checks for invoices FL1984, FL1952 and FL1927 Paid with checks 58405 and 58427			
FL1927 replacing voided check 58427	330.00	1	330.00

PO TOTAL COST: $3,180.00

PO-27-0000742 [09/15/2026] to **Mr. & Mrs. Jeff Kline** (Vendor ID: 9880)

Item Description	Unit Price	Qty	Total Price
Lunch Refund for graduated student Miles Kline	10.00	1	10.00

PO TOTAL COST: $10.00

PO-27-0000743 [09/16/2026] to **Monmouth County Tennis Championships** (Vendor ID: 2992)

Item Description	Unit Price	Qty	Total Price
Girls Tennis - Monmouth County Tournament 2026	330.00	1	330.00

PO TOTAL COST: $330.00

PO-27-0000744 [09/16/2026] to **Garden State Esports** (Vendor ID: 9257)

Item Description	Unit Price	Qty	Total Price
Manasquan High School Esports Team: 2026-2027 Garden State Esports Membership Dues. Membership runs from July 1, 2026 to July 1, 2027.	500.00	1	500.00

PO TOTAL COST: $500.00

PO-27-0000745 [09/16/2026] to **NJSIAA** (Vendor ID: 3288)

Item Description	Unit Price	Qty	Total Price
NJSIAA - Tournament Entry Fees - Fall 2026 (Field Hockey, Football, B+G Soccer, Volleyball)	450.00	1	450.00

PO TOTAL COST: $450.00

PO-27-0000746 [09/16/2026] to **Amazon.Com Llc** (Vendor ID: 203)

Item Description	Unit Price	Qty	Total Price
Promotion	-1.60	1	-1.60
ECR4Kids ACE Active Core Engagement Wobble Stool, 18-Inch Seat Height, Flexible Seating, Grey	63.04	1	63.04
Zonon Hard Plastic 2 Card Holder Clear Case Protector, Vertical, 20 Pcs |	15.99	2	31.98

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Run on 10/26/2026 2:29PM

PO TOTAL COST: $93.42

PO-27-0000747 [09/16/2026] to **Amazon.Com Llc** (Vendor ID: 203)

Item Description	Unit Price	Qty	Total Price
SEE ATTACHED	27.76	1	27.76

PO TOTAL COST: $32.25

PO-27-0000748 [09/16/2026] to **Strauss Esmay** (Vendor ID: 4283)

Item Description	Unit Price	Qty	Total Price
Registration for Jesse Place, Assistant Superintendent Strauss Esmay NJ Family Leave and Federal Family Leave and Medical Leave Program, 10/6/2026	145.00	1	145.00
Registration for Katelyn Bryndza, HR Coordinator Strauss Esmay NJ Family Leave and Federal Family Leave and Medical Leave Program, 10/6/2026	145.00	1	145.00

PO TOTAL COST: $290.00

PO-27-0000749 [09/16/2026] to **Mackin Educational Resources** (Vendor ID: 2569)

Item Description	Unit Price	Qty	Total Price
Purchase orders should be sent to orders@mackin.com. Please reference the quote/invoice number when submitting a PO and payment. My contact: Laura Meyer, laura.meyer@mackin.com	.00	1	.00
2026-27 ENGLISH LANGUAGE LEARNING PACKAGE	250.00	1	250.00
2026-27 HIGH SCHOOL COLLECTION (9-12) (501-1,000 STUDENTS)	750.00	1	750.00

PO TOTAL COST: $1,000.00

PO-27-0000750 [09/16/2026] to **BSN Sports, LLC** (Vendor ID: 622)

Item Description	Unit Price	Qty	Total Price
UA Men's Tech Team Polo (2 LRG, 1 XLG) Item #: UA1370399 410 Midnight Navy White	39.99	3	119.97
UA Women's Icon Fleece 1/4 Zip Hoodie (2 LRG) Item #: UA6012843 011 Mod Gray Full Head, Mod Gray	59.99	2	119.98

PO TOTAL COST: $259.15

PO-27-0000751 [09/16/2026] to **IB Source Inc.** (Vendor ID: 9573)

Item Description	Unit Price	Qty	Total Price
IB Mathematics Core Topics SL - EBook IB SLCORE E	29.00	20	580.00

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
Run on 10/26/2026 2:29PM

Item Description	Unit Price	Qty	Total Price
Mathematics: Analysis and Approaches SL WORKED SOLUTIONS 24 month license (School purchase only)	18.00	1	18.00
Mathematics: Core Topics SL WORKED SOLUTIONS 24 month license (School purchase only)	18.00	1	18.00
1 IB Mathematics Analysis & Approaches SL - E-Book IB SL ANALYSIS E	29.00	20	580.00

PO TOTAL COST: $1,196.00

PO-27-0000752 [09/16/2026] to **Cengage Learning** (Vendor ID: 731)

Item Description	Unit Price	Qty	Total Price
Gale In Context: High School	2000.00	1	2000.00

PO TOTAL COST: $2,000.00

PO-27-0000753 [09/16/2026] to **BSN Sports, LLC** (Vendor ID: 622)

Item Description	Unit Price	Qty	Total Price
Gatorade 32 oz. Contour Squeeze Botthle	3.11	20	62.20
MARK V BASKETBALL SCOREBOOK	12.99	5	64.95
Double Sided Basketball Coach Board	11.43	2	22.86
Navy-Wilson Evolution 28.5"	99.99	2	199.98
Orange - NCAA EVO NXT 28.5" MFHS	131.42	2	262.84

PO TOTAL COST: $632.83

PO-27-0000754 [09/16/2026] to **Amazon.Com Llc** (Vendor ID: 203)

Item Description	Unit Price	Qty	Total Price
REP - 24kg (53lb) Kettlebell for Strength and Conditioning	110.40	2	220.80

PO TOTAL COST: $220.80

PO-27-0000755 [09/16/2026] to **Cdwg** (Vendor ID: 725)

Item Description	Unit Price	Qty	Total Price
Veritas Essential Support - technical support (renewal) - for VERITAS Backup Mfg. Part#: 12303-M1-23 UNSPSC: 81112201	320.00	2	640.00
Veritas Essential Support - tech support (renewal) - for Veritas Backup Mfg. Part#: 12593-M1-23 UNSPSC: 81112201	199.00	1	199.00

Item Description	Unit Price	Qty	Total Price
Veritas Essential Support - technical support (renewal) - for VERITAS Backup Mfg. Part#: 13811-M1-23 UNSPSC: 81112201	199.00	1	199.00
CORP ESS 12MO RNW BE AGT WIN 1SVR ONPREM STD Mfg. Part#: 13813-M1-23 UNSPSC: 81112201	119.00	5	595.00
Veritas Essential Support - technical support (renewal) - for VERITAS Backup Mfg. Part#: 14749-M1-23 UNSPSC: 81112201	295.00	1	295.00

PO TOTAL COST: $1,928.00

PO-27-0000756 [09/16/2026] to **Rutgers School Of Health Professions** (Vendor ID: 3867)

Item Description	Unit Price	Qty	Total Price
end of course exams	80.00	10	800.00

PO TOTAL COST: $800.00

PO-27-0000757 [09/16/2026] to **Jersey Shore Party Shop LLC** (Vendor ID: 9877)

Item Description	Unit Price	Qty	Total Price
balloons for BTSN	222.00	1	222.00

PO TOTAL COST: $247.00

PO-27-0000758 [09/16/2026] to **Amazon.Com Llc** (Vendor ID: 203)

Item Description	Unit Price	Qty	Total Price
10 Pack Bulk Wired Headphones, On Ear with 3.5mm Jack, 4ft Tangle Free Cable, Comfortable Fit, Affordable and Cost Effective, Ideal for School Classroom Testing Students Events Groups, Mix Invoice #112-5617390-4104267	24.98	1	24.98

PO TOTAL COST: $24.98

PO-27-0000759 [09/16/2026] to **Dow Jones & Company, Inc.** (Vendor ID: 8631)

Item Description	Unit Price	Qty	Total Price
WSJ Online Off Premise Amenity Invoice #10001010036650	1450.00	1	1450.00

PO TOTAL COST: $1,450.00

PO-27-0000760 [09/16/2026] to **Environmental Connection** (Vendor ID: 1325)

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
Run on 10/26/2026 2:29PM

Item Description	Unit Price	Qty	Total Price
RTK TRAINING - SEPTEMBER 2026	500.00	1	500.00

PO TOTAL COST: $500.00

PO-27-0000761 [09/16/2026] to **Gannett New York-New Jersey LocaliQ** (Vendor ID: 312)

Item Description	Unit Price	Qty	Total Price
2027 Board Meeting Schedule Ad in APP 9/19/26	80.76	1	80.76

PO TOTAL COST: $80.76

PO-27-0000762 [09/16/2026] to **Sonova USA Inc.** (Vendor ID: 3520)

Item Description	Unit Price	Qty	Total Price
Phonak Roger DigiMaster to support a student with hearing loss.	2656.11	1	2656.11

PO TOTAL COST: $2,676.10

PO-27-0000763 [09/16/2026] to **Padierna Dance Project** (Vendor ID: 9382)

Item Description	Unit Price	Qty	Total Price
o Monday 10/5 (B Day - 7:34AM-8:31AM, 11:24AM-12:22PM)	215.00	2	430.00
o Monday 10/12 (C Day - 8:35AM-9:32AM, 12:26PM-1:23PM)	215.00	2	430.00
o Friday 9/18 (C Day - 8:35AM-9:32AM, 12:26PM-1:23PM)	215.00	2	430.00
o Monday 9/21 (D Day - 9:36AM-10:33AM, 1:27PM-2:24PM)	215.00	2	430.00
o Friday 9/25 (D Day - 9:36AM-10:33AM, 1:27PM-2:24PM)	215.00	2	430.00

PO TOTAL COST: $2,150.00

PO-27-0000764 [09/16/2026] to **Cdwg** (Vendor ID: 725)

Item Description	Unit Price	Qty	Total Price
Da-Lite Low Voltage Wall Switch for Smart Motor - White	87.55	1	87.55

PO TOTAL COST: $87.55

PO-27-0000765 [09/16/2026] to **Amazon.Com Llc** (Vendor ID: 203)

Item Description	Unit Price	Qty	Total Price
Seedfolks	5.61	35	196.35
Foldgers	138.16	1	138.16

PO TOTAL COST: $334.51

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
Run on 10/26/2026 2:29PM

PO-27-0000766 [09/16/2026] to **BSN Sports, LLC** (Vendor ID: 622)

Item Description	Unit Price	Qty	Total Price
OBO YAHOO REPLACE KICKER STRAPS Item#: 1466799	39.99	1	39.99

PO TOTAL COST: $47.99

PO-27-0000767 [09/16/2026] to **Monmouth-Ocean Educational Services Commission** (Vendor ID: 2971)

Item Description	Unit Price	Qty	Total Price
AUGUST BILLING		1	
SE2469 ESY St Mark School Bus Alpha School	1947.30	1	1947.30
ADMIN FEE	341.80	1	341.80
SE1805 ESY Queen Mary Hawkswood School	3096.83	1	3096.83
SE2201 ESY Philopater Trans Hawkswood School	1170.35	1	1170.35

PO TOTAL COST: $6,556.28

PO-27-0000768 [09/16/2026] to **A'S Home Center** (Vendor ID: 79)

Item Description	Unit Price	Qty	Total Price
MISC. SUPPLIES FOR THE DISTRICT	1000.00	1	1000.00

PO TOTAL COST: $1,000.00

PO-27-0000769 [09/16/2026] to **Little Dom's LLC** (Vendor ID: 9647)

Item Description	Unit Price	Qty	Total Price
Community based learning/enrichment for CLI/Academy students	1000.00	1	1000.00

PO TOTAL COST: $1,000.00

PO-27-0000770 [09/17/2026] to **Njsba** (Vendor ID: 3281)

Item Description	Unit Price	Qty	Total Price
School Law Forum Registration (10/22/2026) for: Jesse Place, Assistant Superintendent	299.00	1	299.00

PO TOTAL COST: $299.00

PO-27-0000771 [09/17/2026] to **Jeff Heckman Media LLC** (Vendor ID: 8773)

Item Description	Unit Price	Qty	Total Price
Videography Supplemental Services	6500.00	1	6500.00

PO TOTAL COST: $6,500.00

PO-27-0000772 [09/17/2026] to **Amazon.Com Llc** (Vendor ID: 203)

Item Description	Unit Price	Qty	Total Price
500PCS PVC Blank Credit Cards with Slot Punch	29.99	1	29.99

PO TOTAL COST: $29.99

PO-27-0000773 [09/17/2026] to **Shore Lanes** (Vendor ID: 4083)

Item Description	Unit Price	Qty	Total Price
CLI/Academy field trip 26/27	350.00	1	350.00

PO TOTAL COST: $350.00

PO-27-0000774 [09/17/2026] to **Jersey Mikes Sub** (Vendor ID: 9292)

Item Description	Unit Price	Qty	Total Price
Community based learning/enrichment for CLI/Academy students	550.00	1	550.00

PO TOTAL COST: $550.00

PO-27-0000775 [09/17/2026] to **Sky Zone Ocean** (Vendor ID: 9364)

Item Description	Unit Price	Qty	Total Price
CLI/Academy field trip 26/27	650.00	1	650.00

PO TOTAL COST: $650.00

PO-27-0000776 [09/17/2026] to **Squan Tavern** (Vendor ID: 4196)

Item Description	Unit Price	Qty	Total Price
CLI/Academy community-based enrichment/learning.	500.00	1	500.00

PO TOTAL COST: $500.00

PO-27-0000777 [09/17/2026] to **Amazon.Com Llc** (Vendor ID: 203)

Item Description	Unit Price	Qty	Total Price
Amazon order 112-4292792-4849845	132.28	1	132.28

PO TOTAL COST: $132.28

PO-27-0000778 [09/17/2026] to **Brick Twp Bd Of Ed** (Vendor ID: 578)

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Item Description	Unit Price	Qty	Total Price
July 7, 2025 - June 30, 2026		1	
26/27 Out of District placement for student ID: 9256433899	43072.00	1	43072.00

PO TOTAL COST: $43,072.00

PO-27-0000779 [09/17/2026] to **United Skates of America, Inc.** (Vendor ID: 8536)

Item Description	Unit Price	Qty	Total Price
CLI/Academy field trip 26/27	550.00	1	550.00

PO TOTAL COST: $550.00

PO-27-0000780 [09/17/2026] to **Balon, Kelly** (Vendor ID: 369)

Item Description	Unit Price	Qty	Total Price
Kelly Balon Mileage reimbursement for the 26/27 school year. BOE approved June 2026	500.00	1	500.00

PO TOTAL COST: $500.00

PO-27-0000781 [09/17/2026] to **Surf Taco** (Vendor ID: 4322)

Item Description	Unit Price	Qty	Total Price
Community based learning/enrichment for CLI/Academy students	500.00	1	500.00

PO TOTAL COST: $500.00

PO-27-0000782 [09/17/2026] to **Planet Fitness Wall** (Vendor ID: 8996)

Item Description	Unit Price	Qty	Total Price
10 Month Student Memberships	200.00	4	800.00

PO TOTAL COST: $800.00

PO-27-0000783 [09/17/2026] to **Dr. Richard Worth** (Vendor ID: 1197)

Item Description	Unit Price	Qty	Total Price
Psychiatric evaluations of special education students by Dr. Worth.	700.00	2	1400.00

PO TOTAL COST: $1,400.00

PO-27-0000784 [09/18/2026] to **Njace Science Education Institute** (Vendor ID: 3253)

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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Item Description	Unit Price	Qty	Total Price
***This Rental will be requested by our Science Department in the 2nd half of the school year - Contact Chryseis McHugh ***Potential Date request is April 19th through April 23rd 2027	.00	1	.00
Starlab Rental with w/ Northern Starfield and Greek Cylinders PLEASE HOLD PO UNTIL SPRING 2026 - EMAIL PO/VOUCHER to SWINTER	500.00	1	500.00

PO TOTAL COST: $500.00

PO-27-0000785 [09/18/2026] to **Lakeshore Learning Materials** (Vendor ID: 2386)

Item Description	Unit Price	Qty	Total Price
New Jersey Cooperative Bid Of 09/25/2025 Teaching Aids Supplies -#26 Edcp, Received By E.S.C. Of Morris County B/e, Morris Plains, New Jersey			
Play & Learn Sensory Tubes	35.99	1	35.99
Sensory Discovery Tray	53.99	1	53.99
The Pet Vet Kit With Tools For Animal Care, In A Plastic Case	35.99	1	35.99
Pet Dog	11.69	2	23.38
Pet Cat	11.69	2	23.38
Mail Carrier Costume For Children Ages 3 To 6 Years	35.99	1	35.99
Touch & Feel Activity Balls	44.99	1	44.99
Mold & Play Sensory Sand - 10-Pound Bag	35.99	3	107.97
Chunky Wooden Lacing Jewels With 6 Colors And Laces	35.99	1	35.99
Royal Kingdom Adventure Castle	71.99	1	71.99

PO TOTAL COST: $469.66

PO-27-0000786 [09/18/2026] to **Becker'S School Supply** (Vendor ID: 413)

Item Description	Unit Price	Qty	Total Price
New Jersey Cooperative Bid Of 09/25/2025 Teaching Aids Supplies -#26 Edcp, Received By E.S.C. Of Morris County B/e, Morris Plains, New Jersey Mark For: 718242627 Vendor Acct#: 0002071			
Community Helpers At Work Book Set	62.66	1	62.66
Plastic Bowls, 10 Pack	7.81	1	7.81
Candy Construction	39.88	6	239.28

PO TOTAL COST: $309.75

PO-27-0000787 [09/18/2026] to **Really Good Stuff** (Vendor ID: 3662)

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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Item Description	Unit Price	Qty	Total Price
New Jersey Cooperative Bid Of 09/25/2025 Teaching Aids Supplies -#26 Edcp, Received By E.S.C. Of Morris County B/e, Morris Plains, New Jersey Mark For: 718242626			
Ds Big Baf Of Pom-Poms - 1lb	27.91	1	27.91

PO TOTAL COST: $27.91

PO-27-0000788 [09/18/2026] to **Kurtz Bros.** (Vendor ID: 2373)

Item Description	Unit Price	Qty	Total Price
Paper Construction Tru Ray 9x12 Festive Green-03006	1.88	2	3.76
New Jersey Cooperative Bid Of 09/25/2025 Teaching Aids Supplies -#26 Edcp, Received By E.S.C. Of Morris County B/e, Morris Plains, New Jersey Mark For: 718242624 Vendor Acct#: Manasquanepo			
Pen Medium Retractable - 8 Colors/set Bk440bp8m	3.14	1	3.14

PO TOTAL COST: $6.90

PO-27-0000789 [09/18/2026] to **Howard Technology Solutions** (Vendor ID: 1822)

Item Description	Unit Price	Qty	Total Price
Linewize Monitor - 1 Year Subscription	5.00	1,200	6000.00
Classwize - 1 Year Subscription	4.25	1,200	5100.00

PO TOTAL COST: $11,100.00

PO-27-0000790 [09/18/2026] to **Ink Genie** (Vendor ID: 9697)

Item Description	Unit Price	Qty	Total Price
HP High Yield Toner 4 pack - W2100X W2101X W2102X W2103X - Black Cyan Magenta Yellow - Original HP Toner Cartridges	949.95	1	949.95

PO TOTAL COST: $949.95

PO-27-0000791 [09/18/2026] to **The Guild of International Baccalaureate of the Northeast** (Vendor ID: 9613)

Item Description	Unit Price	Qty	Total Price
IB Coordinator Name: Jamie Onorato EMAIL: IB@manasquan.k12.nj.us	.00	1	.00

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Item Description	Unit Price	Qty	Total Price
PAYMENT INSTRUCTIONS Please include with your payment: 1. School Name 2. IB Coordinator Name 3. GIBS Invoice Number You may pay with a credit card online or mail payment to: GIBS Northeast 615 Clinton Street P.O. Box 310028 Brooklyn, NY 11231 gibsnortheast@gmail.com **Please include both the PO Box and street name in the address	.00	1	.00
Membership, Level: (Option 3) IB World School with DP/CP GIBS Invoice #: 02859	350.00	1	350.00

PO TOTAL COST: $350.00

PO-27-0000792 [09/18/2026] to **Amazon.Com Llc** (Vendor ID: 203)

Item Description	Unit Price	Qty	Total Price
RiteAV Custom HDMI Wall Plate 1 Port - Rocker	10.94	1	10.94
LOWELL D8PID3 Rack Panel-Decora-3U, Mounts 8 Devices,	82.02	1	82.02

PO TOTAL COST: $101.91

PO-27-0000793 [09/18/2026] to **Amazon.Com Llc** (Vendor ID: 203)

Item Description	Unit Price	Qty	Total Price
Custom Engraved Office Door Name Plate & Desk Signs, Brushed Brass, 2x10 |	13.33	1	13.33

PO TOTAL COST: $13.33

PO-27-0000794 [09/18/2026] to **Alicia Testa** (Vendor ID: 9392)

Item Description	Unit Price	Qty	Total Price
EN548-50 Rhetoric of Science and Society (3 credits at Rutgers rate)	929.00	3	2787.00

PO TOTAL COST: $2,787.00

PO-27-0000795 [09/18/2026] to **Cascade School Supplies** (Vendor ID: 713)

Item Description	Unit Price	Qty	Total Price
New Jersey Cooperative Bid Of 09/25/2025 Teaching Aids Supplies -#26 Edcp, Received By E.S.C. Of Morris County B/e, Morris Plains, New Jersey Mark For: 718242622			
90041 Binder View 1 1/2 In White 18557	1.58	5	7.90

PO TOTAL COST: $7.90

PO-27-0000796 [09/18/2026] to **School Specialty/sax Arts** (Vendor ID: 3975)

Item Description	Unit Price	Qty	Total Price
New Jersey Cooperative Bid Of 09/25/2025 Teaching Aids Supplies -#26 Edcp, Received By E.S.C. Of Morris County B/e, Morris Plains, New Jersey Mark For: 718242623 Vendor Acct#: 622657			
Paper-Construction 9x12 White Pk50	1.74	2	3.48
Paper-Construction-100% Sulphite-9x12-50 Sheets/pkg-Blue Or Cascade#016491	1.85	2	3.70
Paper-Construction-100%sulphite-9x12-50 Sheets/pkg Orange Or Cascade#016494	1.85	2	3.70
Paper-Construction 9x12 Pink	1.83	2	3.66
Paper-Construction-100% Sulphite-9x12-50 Sheets/pkg-Violet Cascade#016497	1.83	2	3.66
Paper Construction Tru Ray 9x12 Sky Blue	1.74	2	3.48
Tru03027 Tru-Ray Sulphite Construction Paper, 9 X 12 Inches, Gray, 50 Sheets	1.74	2	3.48
School Smart Pinched Bottom Paper Bags, 12 X 15 Inches, Pack Of 14	13.98	2	27.96
Blocks Plastic 1cm Set Of 250 Bid Manufacturer: Si Manufacturing Bid Part Number: Si13690	7.97	2	15.94
Hand Punch Paper 1-Hole Nickel Plated - School Smart Bid Manufacturer: School Smart Bid Part Number: 039423	.67	3	2.01

PO TOTAL COST: $71.07

PO-27-0000797 [09/22/2026] to **Amazon.Com Llc** (Vendor ID: 203)

Item Description	Unit Price	Qty	Total Price
BATTERIES FOR HS PANEL	168.29	4	673.16
THICK CLEAR LEXAN POLYCARBONATE SHEET	11.17	1	11.17
AIRLESS PAINT SPRAYER EXTENSION POLE / GUN TIP	39.99	1	39.99
MOP HEAD REPLACEMENT / LOOP END	33.93	3	101.79
SPITFIRE / HEAVY DUTY DEGREASER	84.10	2	168.20
EXCHANGE FOR DIFFERENT SIZE SHOE / FROM REQUISITION 27-00437 PINNANCLE RUNNER WORK SHOES (ALBA VELASQUEZ).	113.98	1	113.98
EXCHANGE FOR DIFFERENT SIZE SHOE FROM REQUISITION 27-000437 / (JUSTIN LAURIEGH) DC WORK SHOES	116.35	1	116.35

PO TOTAL COST: $1,233.24

PO-27-0000798 [09/22/2026] to **Amazon.Com Llc** (Vendor ID: 203)

Item Description	Unit Price	Qty	Total Price
Halloween items for NHS trunk or treat	182.30	1	182.30

PO TOTAL COST: $182.30

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PO-27-0000799 [09/22/2026] to **Peabody, Evelyn** (Vendor ID: 3461)

Item Description	Unit Price	Qty	Total Price
9/11/26 - Varsity G. Soccer Officials vs. Southern	104.00	1	104.00

PO TOTAL COST: $104.00

PO-27-0000800 [09/22/2026] to **Art Criss** (Vendor ID: 301)

Item Description	Unit Price	Qty	Total Price
9/12/26 - V. Football Officials vs. Matawan	125.00	1	125.00

PO TOTAL COST: $125.00

PO-27-0000801 [09/22/2026] to **David G. Smith III** (Vendor ID: 9878)

Item Description	Unit Price	Qty	Total Price
9/12/26 - Announcer for V. Football vs. Matawan	50.00	1	50.00

PO TOTAL COST: $50.00

PO-27-0000802 [09/22/2026] to **Joseph Faiella** (Vendor ID: 7714)

Item Description	Unit Price	Qty	Total Price
9/12/26 - V. Football Officials vs. Matawan	125.00	1	125.00

PO TOTAL COST: $125.00

PO-27-0000803 [09/22/2026] to **Wallace Smith** (Vendor ID: 8141)

Item Description	Unit Price	Qty	Total Price
9/12/26 - V. Football Officials vs. Matawan	72.00	1	72.00

PO TOTAL COST: $72.00

PO-27-0000804 [09/22/2026] to **Eastern State Penitentiary Historic Site** (Vendor ID: 5850)

Item Description	Unit Price	Qty	Total Price
Field Trip Tickets	507.00	1	507.00

PO TOTAL COST: $507.00

PO-27-0000805 [09/22/2026] to **Amazon.Com Llc** (Vendor ID: 203)

Item Description	Unit Price	Qty	Total Price
Field Hockey Face Mask Force Clear Transparent Penalty Short Corner Protection White Padding (Senior, White)	72.00	3	216.00

PO TOTAL COST: $216.00

PO-27-0000806 [09/22/2026] to **Conor Murray** (Vendor ID: 9883)

Item Description	Unit Price	Qty	Total Price
9/16/26 - Surf Officials for Intersquad	50.00	1	50.00

PO TOTAL COST: $50.00

PO-27-0000807 [09/22/2026] to **Hawkswood School** (Vendor ID: 1720)

Item Description	Unit Price	Qty	Total Price
26/27 OOD Placement for SID# 8120243447		1	
September 2026 - June 2027 Student move in date: August 17, 2026	80000.00	1	80000.00

PO TOTAL COST: $80,000.00

PO-27-0000808 [09/22/2026] to **Winslow Technology Group LLC.** (Vendor ID: 9848)

Item Description	Unit Price	Qty	Total Price
Dell 14-16 EcoLoop Briefcase	17.00	110	1870.00

PO TOTAL COST: $1,870.00

PO-27-0000809 [09/22/2026] to **Kevin Musto** (Vendor ID: 8770)

Item Description	Unit Price	Qty	Total Price
9/2/26 - JV & F Boys Soccer Officials vs. Long Branch	146.00	1	146.00

PO TOTAL COST: $146.00

PO-27-0000810 [09/22/2026] to **Dombroski Jr, Howard** (Vendor ID: 1157)

Item Description	Unit Price	Qty	Total Price
9/17/26 - Freshman Football Officials vs. Midd North	75.00	1	75.00

PO TOTAL COST: $75.00

PO-27-0000811 [09/22/2026] to **Great Minds Pbc** (Vendor ID: 8194)

Item Description	Unit Price	Qty	Total Price
Grade 3 Teacher Edition - Wit and Wisdom	196.16	1	196.16

PO TOTAL COST: $214.80

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PO-27-0000812 [09/22/2026] to **Walter Merinsky** (Vendor ID: 7036)

Item Description	Unit Price	Qty	Total Price
9/2/26 - JV & F Boys Soccer Officials vs. Long Branch	146.00	1	146.00

PO TOTAL COST: $146.00

PO-27-0000813 [09/22/2026] to **Joey Valentino** (Vendor ID: 7750)

Item Description	Unit Price	Qty	Total Price
9/17/26 - Freshman Football Officials vs. Midd North	75.00	1	75.00

PO TOTAL COST: $75.00

PO-27-0000814 [09/22/2026] to **Ed Lenneper** (Vendor ID: 9375)

Item Description	Unit Price	Qty	Total Price
9/17/26 - Freshman Football Officials vs. Midd North	67.00	1	67.00

PO TOTAL COST: $67.00

PO-27-0000815 [09/22/2026] to **Bunt, Geoffrey** (Vendor ID: 630)

Item Description	Unit Price	Qty	Total Price
9/17/26 - Freshman Football Officials vs. Midd North	75.00	1	75.00

PO TOTAL COST: $75.00

PO-27-0000816 [09/22/2026] to **Wallace Smith** (Vendor ID: 8141)

Item Description	Unit Price	Qty	Total Price
9/17/26 - Freshman Football Officials vs. Midd North	67.00	1	67.00

PO TOTAL COST: $67.00

PO-27-0000817 [09/22/2026] to **Margaret Miller** (Vendor ID: 9558)

Item Description	Unit Price	Qty	Total Price
Alto Saxaphone rental	239.00	1	239.00

PO TOTAL COST: $239.00

PO-27-0000818 [09/22/2026] to **Amazon.Com Llc** (Vendor ID: 203)

Item Description	Unit Price	Qty	Total Price
Certificate Holders 8.5x11 - 48 Pack	19.99	1	19.99
Duracell C Batteries - 8 CT	16.89	1	16.89

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Item Description	Unit Price	Qty	Total Price
Duracell AA Batteries - 16 CT	14.13	1	14.13
Reusable/Disposable Dish Cloths - 100 CT	15.88	1	15.88
2 Pcs Thermal Coffee Carafe - 27oz	25.99	1	25.99

PO TOTAL COST: $92.88

PO-27-0000819 [09/22/2026] to **Tom Cusimano** (Vendor ID: 9344)

Item Description	Unit Price	Qty	Total Price
9/11/26 - V/JV Volleyball Officials vs. St. Rose	150.00	1	150.00

PO TOTAL COST: $150.00

PO-27-0000820 [09/22/2026] to **Dugan, James** (Vendor ID: 1212)

Item Description	Unit Price	Qty	Total Price
9/10/26 - V/JV Volleyball Officials vs. Lacey	150.00	1	150.00

PO TOTAL COST: $150.00

PO-27-0000821 [09/22/2026] to **Tony Benedetto** (Vendor ID: 4557)

Item Description	Unit Price	Qty	Total Price
9/12/26 - V. Football Officials vs. Matawan	125.00	1	125.00

PO TOTAL COST: $125.00

PO-27-0000822 [09/22/2026] to **Sirchio, Mike** (Vendor ID: 4110)

Item Description	Unit Price	Qty	Total Price
9/10/26 - V/JV Volleyball Officials vs. Lacey	150.00	1	150.00

PO TOTAL COST: $150.00

PO-27-0000823 [09/22/2026] to **Robert Ward** (Vendor ID: 8751)

Item Description	Unit Price	Qty	Total Price
9/12/26 - V. Football Officials vs. Matawan	125.00	1	125.00

PO TOTAL COST: $125.00

PO-27-0000824 [09/22/2026] to **Justin Gripp** (Vendor ID: 7717)

Item Description	Unit Price	Qty	Total Price
9/12/26 - V. Football Officials vs. Matawan	125.00	1	125.00

PO TOTAL COST: $125.00

PO-27-0000825 [09/22/2026] to **Dimiccio, Donald** (Vendor ID: 1131)

Item Description	Unit Price	Qty	Total Price
9/12/26 - V. Football Officials vs. Matawan	125.00	1	125.00

PO TOTAL COST: $125.00

PO-27-0000826 [09/22/2026] to **Dennis Kotch** (Vendor ID: 1099)

Item Description	Unit Price	Qty	Total Price
9/12/26 - V. Football Officials vs. Matawan	90.00	1	90.00

PO TOTAL COST: $90.00

PO-27-0000827 [09/22/2026] to **Roger Ackerman** (Vendor ID: 8796)

Item Description	Unit Price	Qty	Total Price
9/12/26 - V. Football Officials vs. Matawan	72.00	1	72.00

PO TOTAL COST: $72.00

PO-27-0000828 [09/22/2026] to **Roger Eichenour** (Vendor ID: 9350)

Item Description	Unit Price	Qty	Total Price
9/11/26 - Varsity G. Soccer Officials vs. Southern	104.00	1	104.00

PO TOTAL COST: $104.00

PO-27-0000829 [09/22/2026] to **Robert Doolittle** (Vendor ID: 9313)

Item Description	Unit Price	Qty	Total Price
9/12/26 - V. Football Officials vs. Matawan	72.00	1	72.00

PO TOTAL COST: $72.00

PO-27-0000830 [09/22/2026] to **Colin Sabia** (Vendor ID: 8130)

Item Description	Unit Price	Qty	Total Price
9/15/26 - Varsity G. Soccer Officials vs. SJV	104.00	1	104.00

PO TOTAL COST: $104.00

PO-27-0000831 [09/22/2026] to **John Cunningham** (Vendor ID: 5633)

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Item Description	Unit Price	Qty	Total Price
9/16/26 - V/JV Volleyball Officials vs. TRN	150.00	1	150.00

PO TOTAL COST: $150.00

PO-27-0000832 [09/22/2026] to **Warar, Neil** (Vendor ID: 4765)

Item Description	Unit Price	Qty	Total Price
9/15/26 - Varsity G. Soccer Officials vs. SJV	104.00	1	104.00

PO TOTAL COST: $104.00

PO-27-0000833 [09/22/2026] to **Neil Mosca** (Vendor ID: 3159)

Item Description	Unit Price	Qty	Total Price
9/16/26 - V/JV Volleyball Officials vs. TRN	150.00	1	150.00

PO TOTAL COST: $150.00

PO-27-0000834 [09/22/2026] to **Victa Mckenzie** (Vendor ID: 4700)

Item Description	Unit Price	Qty	Total Price
9/16/26 - Varsity Field Hockey Officials vs. Pt Boro	100.00	1	100.00

PO TOTAL COST: $100.00

PO-27-0000835 [09/22/2026] to **Lisa Manfreda** (Vendor ID: 2501)

Item Description	Unit Price	Qty	Total Price
9/16/26 - JV Field Hockey Officials vs. Pt Boro	70.00	1	70.00

PO TOTAL COST: $70.00

PO-27-0000836 [09/22/2026] to **Barbara Tucker** (Vendor ID: 382)

Item Description	Unit Price	Qty	Total Price
9/16/26 - Varsity Field Hockey Officials vs. Pt Boro	100.00	1	100.00

PO TOTAL COST: $100.00

PO-27-0000837 [09/22/2026] to **Sarah Corey** (Vendor ID: 9881)

Item Description	Unit Price	Qty	Total Price
9/16/26 - JV Field Hockey Officials vs. Pt Boro	70.00	1	70.00

PO TOTAL COST: $70.00

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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PO-27-0000838 [09/22/2026] to **Jude W. Clark** (Vendor ID: 5971)

Item Description	Unit Price	Qty	Total Price
9/16/26 - Surf Officials for Intersquad	50.00	1	50.00

PO TOTAL COST: $50.00

PO-27-0000839 [09/22/2026] to **Colin McNamara** (Vendor ID: 9882)

Item Description	Unit Price	Qty	Total Price
9/16/26 - Surf Officials for Intersquad	50.00	1	50.00

PO TOTAL COST: $50.00

PO-27-0000840 [09/22/2026] to **Robert Dombrowski** (Vendor ID: 5913)

Item Description	Unit Price	Qty	Total Price
9/15/26 - JV & F G. Soccer Officials vs. SJV	146.00	1	146.00

PO TOTAL COST: $146.00

PO-27-0000841 [09/22/2026] to **Robert Worthington** (Vendor ID: 3796)

Item Description	Unit Price	Qty	Total Price
9/15/26 - JV & F G. Soccer Officials vs. SJV	146.00	1	146.00

PO TOTAL COST: $146.00

PO-27-0000842 [09/22/2026] to **John Terrigno** (Vendor ID: 2142)

Item Description	Unit Price	Qty	Total Price
Soccer ref	73.00	1	73.00

PO TOTAL COST: $73.00

PO-27-0000843 [09/22/2026] to **Bresnahan, Barney** (Vendor ID: 552)

Item Description	Unit Price	Qty	Total Price
9/17/26 - Freshman Football Officials vs. Midd North	67.00	1	67.00

PO TOTAL COST: $67.00

PO-27-0000844 [09/22/2026] to **Demoulin Brothers & Company** (Vendor ID: 1092)

Item Description	Unit Price	Qty	Total Price
Deluxe Plume Bag (Tubes Not Included)	39.95	1	39.95
Dinkles Pink Long-Wristed Gloves	2.90	2	5.80

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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Item Description	Unit Price	Qty	Total Price
IN-STOCK Pink 14" French Upright Plume (Cancer Awareness)	16.05	30	481.50
PLUME CART	39.95	1	39.95
Dinkles Pink Long-Wristed Gloves	2.90	2	5.80

PO TOTAL COST: $630.30

PO-27-0000845 [09/22/2026] to **Jeanne Kinneally** (Vendor ID: 7110)

Item Description	Unit Price	Qty	Total Price
Replacing Prior Year Voided Check #6183 PO#26-2448 for Track official	130.00	1	130.00

PO TOTAL COST: $130.00

PO-27-0000846 [09/22/2026] to **Colin Sabia** (Vendor ID: 8130)

Item Description	Unit Price	Qty	Total Price
8/27/26 - JV Boys Soccer Officials vs. Asbury	73.00	1	73.00

PO TOTAL COST: $73.00

PO-27-0000847 [09/22/2026] to **Nancy Elliott** (Vendor ID: 9338)

Item Description	Unit Price	Qty	Total Price
Trumpet rental	170.00	1	170.00

PO TOTAL COST: $170.00

PO-27-0000848 [09/22/2026] to **Mrs. Jessica Smith** (Vendor ID: 9885)

Item Description	Unit Price	Qty	Total Price
Clarinet rental	269.00	1	269.00

PO TOTAL COST: $269.00

PO-27-0000849 [09/22/2026] to **Peter Bogdan** (Vendor ID: 9354)

Item Description	Unit Price	Qty	Total Price
9/11/26 - V/JV Volleyball Officials vs. St. Rose	150.00	1	150.00

PO TOTAL COST: $150.00

PO-27-0000850 [09/22/2026] to **Valenziano, Tony** (Vendor ID: 4674)

Item Description	Unit Price	Qty	Total Price
8/27/26 - JV Boys Soccer Officials vs. Asbury	73.00	1	73.00

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
Run on 10/26/2026 2:29PM

PO TOTAL COST: $73.00

PO-27-0000851 [09/22/2026] to **Doug Murphy** (Vendor ID: 9884)

Item Description	Unit Price	Qty	Total Price
Soccer ref	73.00	1	73.00

PO TOTAL COST: $73.00

PO-27-0000852 [09/23/2026] to **Six Flags Wild Safari Invitational** (Vendor ID: 4113)

Item Description	Unit Price	Qty	Total Price
Cross Country Entry Fee - Six Flags Invitational 2026	209.00	1	209.00

PO TOTAL COST: $209.00

PO-27-0000853 [09/23/2026] to **Ryan Tracy** (Vendor ID: 9346)

Item Description	Unit Price	Qty	Total Price
9/18/26 - Surf Officials vs. CBA	50.00	1	50.00

PO TOTAL COST: $50.00

PO-27-0000854 [09/23/2026] to **Amazon.Com Llc** (Vendor ID: 203)

Item Description	Unit Price	Qty	Total Price
Med T-shirts (6pk)	20.97	1	20.97
Chocolate Candy	37.37	1	37.37
Foam Brush (40pk)	7.99	1	7.99
Posterboard (50pk)	23.49	1	23.49
Silver Paint Marker (3pk)	8.48	1	8.48
Cellophane Bags	5.69	1	5.69
Large t-shirts (6pk)	20.97	1	20.97
Candy Mix	18.42	1	18.42
Bell	5.59	1	5.59
Hersheys/KitKat Variety	24.38	1	24.38
M&Ms/Snickers/Skittles Variety	33.99	1	33.99
Swedish Fish/Sour patch Variety	17.18	1	17.18
Paint Brush (10pk)	6.89	1	6.89
Navy Paint	2.97	12	35.64

PO TOTAL COST: $267.05

PO-27-0000855 [09/23/2026] to **Brzyski, John** (Vendor ID: 620)

Item Description	Unit Price	Qty	Total Price
9/19/26 - Varsity G. Soccer Officials vs. RBR	104.00	1	104.00

PO TOTAL COST: $104.00

PO-27-0000856 [09/23/2026] to **Brenner Hindes** (Vendor ID: 9886)

Item Description	Unit Price	Qty	Total Price
9/18/26 - Surf Officials vs. CBA	50.00	1	50.00

PO TOTAL COST: $50.00

PO-27-0000857 [09/23/2026] to **Joe Knipper** (Vendor ID: 2079)

Item Description	Unit Price	Qty	Total Price
9/19/26 - Varsity G. Soccer Officials vs. RBR	104.00	1	104.00

PO TOTAL COST: $104.00

PO-27-0000858 [09/23/2026] to **Dombroski Jr, Howard** (Vendor ID: 1157)

Item Description	Unit Price	Qty	Total Price
9/21/26 - JV Football Officials vs. Midd North	75.00	1	75.00

PO TOTAL COST: $75.00

PO-27-0000859 [09/23/2026] to **Bunt, Geoffrey** (Vendor ID: 630)

Item Description	Unit Price	Qty	Total Price
9/21/26 - JV Football Officials vs. Midd North	75.00	1	75.00

PO TOTAL COST: $75.00

PO-27-0000860 [09/23/2026] to **Scott Larkin** (Vendor ID: 9297)

Item Description	Unit Price	Qty	Total Price
9/21/26 - JV Football Officials vs. Midd North	75.00	1	75.00

PO TOTAL COST: $75.00

PO-27-0000861 [09/23/2026] to **Senecke, Phil** (Vendor ID: 4037)

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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Item Description	Unit Price	Qty	Total Price
9/21/26 - JV Football Officials vs. Midd North	70.00	1	70.00

PO TOTAL COST: $70.00

PO-27-0000862 [09/23/2026] to **Kevin Loesch** (Vendor ID: 2302)

Item Description	Unit Price	Qty	Total Price
9/21/26 - JV Football Officials vs. Midd North	67.00	1	67.00

PO TOTAL COST: $67.00

PO-27-0000863 [09/23/2026] to **Ed Lenneper** (Vendor ID: 9375)

Item Description	Unit Price	Qty	Total Price
9/21/26 - JV Football Officials vs. Midd North	67.00	1	67.00

PO TOTAL COST: $67.00

PO-27-0000864 [09/23/2026] to **Wallace Smith** (Vendor ID: 8141)

Item Description	Unit Price	Qty	Total Price
9/21/26 - JV Football Officials vs. Midd North	67.00	1	67.00

PO TOTAL COST: $67.00

PO-27-0000865 [09/23/2026] to **David Hiznay** (Vendor ID: 1042)

Item Description	Unit Price	Qty	Total Price
9/22/26 - V/JV Volleyball Officials vs. Brick Mem	150.00	1	150.00

PO TOTAL COST: $150.00

PO-27-0000866 [09/23/2026] to **Amazon.Com Llc** (Vendor ID: 203)

Item Description	Unit Price	Qty	Total Price
: Libima 200 Pcs Live Drug Free Wristband Bulk, Red Ribb	25.99	3	77.97

PO TOTAL COST: $72.51

PO-27-0000867 [09/23/2026] to **Maureen Mccann** (Vendor ID: 2748)

Item Description	Unit Price	Qty	Total Price
9/22/26 - V/JV Volleyball Officials vs. Brick Mem	150.00	1	150.00

PO TOTAL COST: $150.00

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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PO-27-0000868 [09/23/2026] to **Amazon.Com Llc** (Vendor ID: 203)

Item Description	Unit Price	Qty	Total Price
GADFISH Giant 4 in A Row - 2.6 FT Tall Outdoor 4 in A Row Perfect for Indoor & Outdoor Use, 4-to-Score Giant Game Set for Kids & Adults, with 42 Jumbo Rings & Quick-Release Slider (Red & Blue)	79.99	1	79.99
Wooden Table Hockey Board, Knock Hockey Set, 35 x 24 Inch Large Tabletop Game with 2 Sticks, 2 Round Strikers & 2 Pucks Sold by: DiyNew	62.99	1	62.99
Popdarts PRO Pack Game Set	33.99	1	33.99

PO TOTAL COST: $176.97

PO-27-0000869 [09/25/2026] to **Decker Equipment / School Fix** (Vendor ID: 1075)

Item Description	Unit Price	Qty	Total Price
see attached for details	1393.45	1	1393.45

PO TOTAL COST: $1,416.34

PO-27-0000870 [09/25/2026] to **Stone Graphics Company, Inc.** (Vendor ID: 4275)

Item Description	Unit Price	Qty	Total Price
Microwave in use signs	37.50	4	150.00

PO TOTAL COST: $150.00

PO-27-0000871 [09/25/2026] to **Toms River Township** (Vendor ID: 5814)

Item Description	Unit Price	Qty	Total Price
2026 WRSC Holiday Tournament Entry Fee - Ice Hockey	395.00	1	395.00

PO TOTAL COST: $395.00

PO-27-0000872 [09/25/2026] to **Wilson Language Training** (Vendor ID: 4844)

Item Description	Unit Price	Qty	Total Price
Alphabet Wall Strip	29.00	1	29.00
Large Sound Cards K	35.00	1	35.00
Fundations Standard Sound Cards K	29.00	1	29.00

PO TOTAL COST: $101.00

PO-27-0000873 [09/25/2026] to **Teachers Pay Teachers** (Vendor ID: 4367)

Item Description	Unit Price	Qty	Total Price
Please give access to Teacher: Eric Wasnesky: EWasnesky@manasquan.k12.nj.us	.00	1	.00

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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Item Description	Unit Price	Qty	Total Price
Submit Purchase order to: PurchaseOrders@TeachersPayTeachers.com	.00	1	.00
See attached list for Details of the Resources being ordered	213.59	1	213.59

PO TOTAL COST: $213.59

PO-27-0000874 [09/25/2026] to **Cdwg** (Vendor ID: 725)

Item Description	Unit Price	Qty	Total Price
AXIS PANORAMIC CAMERA MFG # 02634-001	1962.49	1	1962.49
AXIS T91D61 WALL MOUNT MFG # 5504-821	103.13	1	103.13
AXIS T94N01D PENDANT KIT MFG # 01513-001	103.13	1	103.13

PO TOTAL COST: $2,168.75

PO-27-0000875 [09/25/2026] to **Flinn Scientific Inc.** (Vendor ID: 1427)

Item Description	Unit Price	Qty	Total Price
Go Direct Force and Acceleration Sensor	159.00	4	636.00
Push/Pull Spring Scale, 250g	19.99	4	79.96
Vernier Go Direct® Photogate	109.00	4	436.00
Spring Scale, Pull Type, 1000g/10 N	8.99	12	107.88
Projectile Launcher	149.00	3	447.00

PO TOTAL COST: $1,877.52

PO-27-0000876 [09/25/2026] to **Coast Star** (Vendor ID: 857)

Item Description	Unit Price	Qty	Total Price
2026-2027 newspaper renewal for Manasquan High School Attention James Mawn	75.00	1	75.00

PO TOTAL COST: $75.00

PO-27-0000877 [09/28/2026] to **Rowan University Choirs** (Vendor ID: 3840)

Item Description	Unit Price	Qty	Total Price
TENOR BASS FESTIVAL FOR MANSQUAN HIGH SCHOOL	18.00	11	198.00

PO TOTAL COST: $198.00

PO-27-0000878 [09/28/2026] to **Karen Hill Miske** (Vendor ID: 2224)

Item Description	Unit Price	Qty	Total Price
WINTER SHOW: 2 Rehearsal for Manasquan High School Chorus	125.00	2	250.00
WINTER SHOW: Accompaniment for Manasquan High School Chorus	200.00	1	200.00
SPRING SHOW: 2 Rehearsal for Manasquan High School Chorus	125.00	2	250.00
SPRING SHOW: Accompaniment for Manasquan High School Chorus	200.00	1	200.00

PO TOTAL COST: $900.00

PO-27-0000879 [09/28/2026] to **Amazon.Com Llc** (Vendor ID: 203)

Item Description	Unit Price	Qty	Total Price
3 ring Binders	11.52	2	23.04

PO TOTAL COST: $23.04

PO-27-0000880 [09/28/2026] to **Amazon.Com Llc** (Vendor ID: 203)

Item Description	Unit Price	Qty	Total Price
: Educational Insights Pluffl	25.37	1	25.37
Crayola Washable Paint for Kids 12ct, Bulk Craft Paint Classroom	50.99	1	50.99
hand2mind Letter Trac	14.99	3	44.97

PO TOTAL COST: $121.33

PO-27-0000881 [09/28/2026] to **Lauren Kenny** (Vendor ID: 9541)

Item Description	Unit Price	Qty	Total Price
Instrument Rental - Tenor Sax	348.00	1	348.00

PO TOTAL COST: $348.00

PO-27-0000882 [09/28/2026] to **Bryndza, Katelyn** (Vendor ID: 9841)

Item Description	Unit Price	Qty	Total Price
Instrument Rental - Trumpet	140.00	1	140.00

PO TOTAL COST: $140.00

PO-27-0000883 [09/28/2026] to **Winter, Stephanie** (Vendor ID: 9591)

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Item Description	Unit Price	Qty	Total Price
Instrument Rental - trumpet	170.00	1	170.00

PO TOTAL COST: $170.00

PO-27-0000884 [09/28/2026] to **Meaghan Chase** (Vendor ID: 9521)

Item Description	Unit Price	Qty	Total Price
Instrument Rental - Trumpet	170.00	1	170.00

PO TOTAL COST: $170.00

PO-27-0000885 [09/29/2026] to **Mr. & Mrs. Brooks** (Vendor ID: 9427)

Item Description	Unit Price	Qty	Total Price
Refund for student JB returned laptop and charger	726.00	1	726.00

PO TOTAL COST: $726.00

PO-27-0000886 [09/29/2026] to **Ink Genie** (Vendor ID: 9697)

Item Description	Unit Price	Qty	Total Price
HP 78A Toner CE278A	86.95	1	86.95

PO TOTAL COST: $86.95

PO-27-0000887 [09/29/2026] to **Sherwin-Williams** (Vendor ID: 4070)

Item Description	Unit Price	Qty	Total Price
PAINT AND MISC. SUPPLIES	1000.00	1	1000.00

PO TOTAL COST: $1,207.56

PO-27-0000888 [09/29/2026] to **Coast Star** (Vendor ID: 857)

Item Description	Unit Price	Qty	Total Price
2027 Board meeting schedule ad	51.52	1	51.52

PO TOTAL COST: $51.52

PO-27-0000889 [09/29/2026] to **Forzani Family Chiropractic Center** (Vendor ID: 6011)

Item Description	Unit Price	Qty	Total Price
DRUG TESTING - WM	109.99	1	109.99

PO TOTAL COST: $109.99

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PO-27-0000890 [09/29/2026] to **Njasbo** (Vendor ID: 3263)

Item Description	Unit Price	Qty	Total Price
9/29/26		1	
The BA as Chief Rick Manager - North - Pete Crawley	199.00	1	199.00

PO TOTAL COST: $199.00

PO-27-0000891 [09/29/2026] to **Henry Schein, Inc.** (Vendor ID: 1748)

Item Description	Unit Price	Qty	Total Price
Splint Leg Prosplint Large	39.03	1	39.03
Prosplint Kit Adult	214.52	1	214.52

PO TOTAL COST: $253.55

PO-27-0000892 [09/30/2026] to **National Art Education Association** (Vendor ID: 9888)

Item Description	Unit Price	Qty	Total Price
Rostron Memebership	105.00	1	105.00

PO TOTAL COST: $105.00

PO-27-0000893 [09/30/2026] to **Noble Productions** (Vendor ID: 9423)

Item Description	Unit Price	Qty	Total Price
DJ for Homecoming	2675.00	1	2675.00

PO TOTAL COST: $2,675.00

PO-27-0000894 [09/30/2026] to **Gann Law Books** (Vendor ID: 1523)

Item Description	Unit Price	Qty	Total Price
NJ Open Public Records & Meetings Online + Paperback	194.00	1	194.00
NJ Statutes Title 59 - Claims Against Public Entities - Annotated Online + Paperback	221.00	1	221.00
NJ Public Employment Law: Education, Civil Service, Police & Fire Online + Paperback	212.00	1	212.00

PO TOTAL COST: $642.00

PO-27-0000895 [09/30/2026] to **Amazon.Com Llc** (Vendor ID: 203)

Item Description	Unit Price	Qty	Total Price
Amazon items see invoice	515.14	1	515.14

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
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Item Description	Unit Price	Qty	Total Price
Amazon items see attached invoice	27.50	1	27.50

PO TOTAL COST: $542.64

PO-27-0000896 [09/30/2026] to **4Imprint, Inc.** (Vendor ID: 6850)

Item Description	Unit Price	Qty	Total Price
Navy Manasquan pens	.47	250	117.50
Manasquan Notepads	.84	250	210.00

PO TOTAL COST: $356.71

PO-27-0000897 [09/30/2026] to **New Jersey Association for Gifted Children** (Vendor ID: 7931)

Item Description	Unit Price	Qty	Total Price
Reith membership renewal	50.00	1	50.00

PO TOTAL COST: $50.00

PO-27-0000898 [09/30/2026] to **William Hill** (Vendor ID: 4830)

Item Description	Unit Price	Qty	Total Price
Soccer ref	105.00	1	105.00

PO TOTAL COST: $105.00

PO-27-0000899 [09/30/2026] to **New Jersey Association for Gifted Children** (Vendor ID: 7931)

Item Description	Unit Price	Qty	Total Price
Levy membership renewal	50.00	1	50.00

PO TOTAL COST: $50.00

PO-27-0000900 [09/30/2026] to **Amazon.Com Llc** (Vendor ID: 203)

Item Description	Unit Price	Qty	Total Price
see attached for details	616.05	1	616.05

PO TOTAL COST: $616.05

PO-27-0000901 [09/30/2026] to **Njasc** (Vendor ID: 3264)

Item Description	Unit Price	Qty	Total Price
Student council annual dues	60.00	1	60.00
Student Council Fall conference	984.00	1	984.00

PO TOTAL COST: $1,044.00

PO-27-0000902 [09/30/2026] to **EBSCO Information Services, LLC** (Vendor ID: 9890)

Item Description	Unit Price	Qty	Total Price
OrderID: WSR1062627	.00	1	.00
Complete Online Package 2026 - 2027 $1,995.00 Single Sign-On Connection 09/01/2026 08/31/2027 MAS Reference eBook Subscription 09/01/2026 08/31/2027 Complete Online Package 09/01/2026 08/31/2027	1995.00	1	1995.00

PO TOTAL COST: $1,995.00

PO-27-0000903 [09/30/2026] to **Kevin Musto** (Vendor ID: 8770)

Item Description	Unit Price	Qty	Total Price
Soccer ref	73.00	1	73.00

PO TOTAL COST: $73.00

PO-27-0000904 [09/30/2026] to **Terence Tyndall** (Vendor ID: 4624)

Item Description	Unit Price	Qty	Total Price
Soccer ref	73.00	1	73.00

PO TOTAL COST: $73.00

PO-27-0000905 [09/30/2026] to **Dennis DeKenipp** (Vendor ID: 9872)

Item Description	Unit Price	Qty	Total Price
Field Hockey ref	105.00	1	105.00

PO TOTAL COST: $105.00

PO-27-0000906 [09/30/2026] to **Njche** (Vendor ID: 3268)

Item Description	Unit Price	Qty	Total Price
32nd History Conference at Princeton University on December 4, 2026 Attendee: James Fagen	95.00	1	95.00

PO TOTAL COST: $95.00

PO-27-0000907 [09/30/2026] to **Superior Central Boiler** (Vendor ID: 8191)

Item Description	Unit Price	Qty	Total Price
ANNUAL BOILER SERVICE / IA BUILDINGS -QUOTE 1358	1592.34	1	1592.34

PO TOTAL COST: $1,592.34

PO-27-0000908 [09/30/2026] to **National Geographic / Cengage Learning** (Vendor ID: 3130)

Item Description	Unit Price	Qty	Total Price
cvirok@manasquan.k12.nj.us Christina Virok	.00	1	.00
Western Civilization Since 1300 Enhanced AP Edition, 10th Student Edition K12 MindTap (1-year access)	54.00	25	1350.00

PO TOTAL COST: $1,350.00

PO-27-0000909 [09/30/2026] to **A-Generalplumbing & Sewer Service, Llc.** (Vendor ID: 83)

Item Description	Unit Price	Qty	Total Price
SERVICE CALL FOR HS TO SNAKE WATER FOUNTAIN OUTSIDE THE GYM	500.00	1	500.00

PO TOTAL COST: $500.00

PO-27-0000910 [09/30/2026] to **Mr. Keys Inc.** (Vendor ID: 3042)

Item Description	Unit Price	Qty	Total Price
Ru 16 keys	8.00	6	48.00
16 G Keys copies	6.00	6	36.00

PO TOTAL COST: $84.00

PO-27-0000911 [09/30/2026] to **Fast** (Vendor ID: 1386)

Item Description	Unit Price	Qty	Total Price
SERVICE CALL FOR HS PANEL	500.00	1	500.00

PO TOTAL COST: $500.00

PO-27-0000912 [09/30/2026] to **Jersey Shore Party Shop LLC** (Vendor ID: 9877)

Item Description	Unit Price	Qty	Total Price
10 small weights	2.50	10	25.00
30 11" balloons	3.50	30	105.00

PO TOTAL COST: $155.00

PO-27-0000913 [10/01/2026] to **Amazon.Com Llc** (Vendor ID: 203)

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Item Description	Unit Price	Qty	Total Price
Adaptermvp USB Over Cat6 Extender 2 Pairs RJ45 for Camera Printer Mouse	9.99	2	19.98
Jonard Tools HDMI-100 HDMI Cable Tester for HDMI and Mini HDMI Cables, Black	53.95	1	53.95
HP J9536A 20P GIG-T POE+/2P FP+ V2 SFP+ Module	139.90	1	139.90
BestParts DP 2.1 Display Card 7XD14 MFF Desktop Workstation Expansion Port	58.99	2	117.98
Monoprice HDMI Signal Generator and Display Analyzer	89.58	1	89.58
UGREEN USB C Docking Station Triple Monitor, 2xHDMI+DP, Only for Win Host	79.98	5	399.90

PO TOTAL COST: $821.29

PO-27-0000914 [10/01/2026] to **Payne & Sons LLC** (Vendor ID: 7211)

Item Description	Unit Price	Qty	Total Price
.		1	
Work Order #122778		1	
Cafeteria Expense-MHS Pizza Oven	300.00	1	300.00

PO TOTAL COST: $300.00

PO-27-0000915 [10/02/2026] to **Amazon.Com Llc** (Vendor ID: 203)

Item Description	Unit Price	Qty	Total Price
Office Supplies	145.30	1	145.30

PO TOTAL COST: $145.30

PO-27-0000916 [10/02/2026] to **Maria Lupo** (Vendor ID: 2662)

Item Description	Unit Price	Qty	Total Price
9/29/26 - Varsity/JV Field Hockey Officials vs. St. Rose	170.00	1	170.00

PO TOTAL COST: $170.00

PO-27-0000917 [10/02/2026] to **Ahern Printing & Graphics** (Vendor ID: 139)

Item Description	Unit Price	Qty	Total Price
classroom posters	1.20	88	105.60

PO TOTAL COST: $105.60

PO-27-0000918 [10/02/2026] to **Amazon.Com Llc** (Vendor ID: 203)

Item Description	Unit Price	Qty	Total Price
VEVOR Wide Format Paper, 24 in x 150 ft Plotter Roll,	26.88	1	26.88

PO TOTAL COST: $26.88

PO-27-0000919 [10/02/2026] to **Amazon.Com Llc** (Vendor ID: 203)

Item Description	Unit Price	Qty	Total Price
PRBW2350B 200b 350b y Compatible with Marineland Penguin	7.79	1	7.79
Marineland Bio-Wheel Penguin Rite-Size C Aquarium Filter Cartridge, 6 Count	18.79	1	18.79

PO TOTAL COST: $26.76

PO-27-0000920 [10/02/2026] to **Amazon.Com Llc** (Vendor ID: 203)

Item Description	Unit Price	Qty	Total Price
Bulk package of colored pencils	18.99	1	18.99
Bulk package of crayons	26.59	1	26.59
Bulk Markers	28.49	1	28.49

PO TOTAL COST: $74.07

PO-27-0000921 [10/02/2026] to **Amazon.Com Llc** (Vendor ID: 203)

Item Description	Unit Price	Qty	Total Price
Loop Experience 2 Ear Plugs - Stylish Certified Hearing Protection	34.60	1	34.60
MKDTNJT 100 Pack Bulk Earbuds for Kids School Classroom,Student Wired Headphones with 3.5 mm Jack Multi Colored Earphones for Computer Chromebook Laptop PC	35.95	1	35.95

PO TOTAL COST: $70.55

PO-27-0000922 [10/05/2026] to **Monmouth-Ocean Educational Services Commission** (Vendor ID: 2971)

Item Description	Unit Price	Qty	Total Price
Bilingual Speech/Language Evaluation of New Student for CST	695.00	1	695.00
Board Approved September 15, 2026		1	

PO TOTAL COST: $695.00

PO-27-0000923 [10/05/2026] to **Mr. Keys Inc.** (Vendor ID: 3042)

Item Description	Unit Price	Qty	Total Price
HS - MIDDLE GYM DOOR REPAIRS - QUOTE 10221	1968.00	1	1968.00
HS- ROOM 120 REPLACEMENT OF LEVER	382.00	1	382.00

PO TOTAL COST: $2,350.00

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PO-27-0000924 [10/05/2026] to **Culinary Classics** (Vendor ID: 7434)

Item Description	Unit Price	Qty	Total Price
College Night October 7, 2026 - Dinner for Representatives	20.00	75	1500.00

PO TOTAL COST: $1,500.00

PO-27-0000925 [10/05/2026] to **Maynard Electric** (Vendor ID: 2757)

Item Description	Unit Price	Qty	Total Price
SERVICE CALL TO INVESTIGATE GAS VALVE OUTSIDE OF HOME EC ROOM IN HS.	500.00	1	500.00

PO TOTAL COST: $500.00

PO-27-0000926 [10/05/2026] to **Robert Devish** (Vendor ID: 3776)

Item Description	Unit Price	Qty	Total Price
9/30/26 - Varsity B. Soccer Officials vs. RFH	104.00	1	104.00

PO TOTAL COST: $104.00

PO-27-0000927 [10/05/2026] to **Jennifer Mc Manus** (Vendor ID: 1999)

Item Description	Unit Price	Qty	Total Price
9/25/26 - Varsity Field Hockey Officials vs. Southern	100.00	1	100.00

PO TOTAL COST: $100.00

PO-27-0000928 [10/05/2026] to **Kevin McMahon** (Vendor ID: 2305)

Item Description	Unit Price	Qty	Total Price
9/28/26 - Varsity B. Soccer Officials vs. RBR	104.00	1	104.00

PO TOTAL COST: $104.00

PO-27-0000929 [10/05/2026] to **Blake, Candy** (Vendor ID: 474)

Item Description	Unit Price	Qty	Total Price
9/25/26 - Varsity Field Hockey Officials vs. Southern	100.00	1	100.00

PO TOTAL COST: $100.00

PO-27-0000930 [10/05/2026] to **Theresa Conte** (Vendor ID: 9893)

Item Description	Unit Price	Qty	Total Price
Field Hockey ref	100.00	1	100.00

PO TOTAL COST: $100.00

PO-27-0000931 [10/05/2026] to **Njsig** (Vendor ID: 3289)

Item Description	Unit Price	Qty	Total Price
WORKERS COMP SUPL 6477-5744	8629.54	1	8629.54
WORKERS COMP WCOMW639AR-01	162551.08	1	162551.08
RETURN OF SURPLUS WCOM	-6234.12	1	-6234.12

PO TOTAL COST: $164,946.50

PO-27-0000932 [10/05/2026] to **Nicholas Trocchio** (Vendor ID: 9384)

Item Description	Unit Price	Qty	Total Price
Boys soccer ref	95.00	1	95.00

PO TOTAL COST: $95.00

PO-27-0000933 [10/05/2026] to **Lisa Murray** (Vendor ID: 9403)

Item Description	Unit Price	Qty	Total Price
Rental reimbursement - Trombone	170.00	1	170.00

PO TOTAL COST: $170.00

PO-27-0000934 [10/06/2026] to **New Jersey Association for Gifted Children** (Vendor ID: 7931)

Item Description	Unit Price	Qty	Total Price
Annual NJAGC Membership Renewal - Jackie Puleio	50.00	1	50.00

PO TOTAL COST: $50.00

PO-27-0000935 [10/06/2026] to **Central Jersey Equipment** (Vendor ID: 737)

Item Description	Unit Price	Qty	Total Price
PICK UP OF JOHN DEERE 615E FOR SERVICE	150.00	1	150.00

PO TOTAL COST: $150.00

PO-27-0000936 [10/06/2026] to **Rke Athletic Lettering** (Vendor ID: 3759)

Item Description	Unit Price	Qty	Total Price
See attached quote	4960.00	1	4960.00

PO TOTAL COST: $4,960.00

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PO-27-0000937 [10/06/2026] to **Timothy Peters Plumbing & Heating Co.** (Vendor ID: 9874)

Item Description	Unit Price	Qty	Total Price
.		1	
Cafeteria Expense-HS Hydrant Installation	1615.00	1	1615.00
Estimate #1984		1	

PO TOTAL COST: $1,615.00

PO-27-0000938 [10/07/2026] to **Nassp** (Vendor ID: 3110)

Item Description	Unit Price	Qty	Total Price
Items for NHS induction	921.24	1	921.24

PO TOTAL COST: $921.24

PO-27-0000939 [10/07/2026] to **Dogwig Printing** (Vendor ID: 1154)

Item Description	Unit Price	Qty	Total Price
NHS shirts	7.85	200	1570.00
screens	25.00	2	50.00

PO TOTAL COST: $1,620.00

PO-27-0000940 [10/07/2026] to **Amazon.Com Llc** (Vendor ID: 203)

Item Description	Unit Price	Qty	Total Price
Yamaha 4C Alto Saxophone Mouthpiece, Standard Series	38.95	1	38.95
Alfred's Essentials of Jazz Theory, Book 1 (Book & CD)	13.98	4	55.92
EASTROCK 3C 5C 7C Set Trumpet Mouthpiece Silver Plated Bb, Vacuum Packed | 3C 5C 7C Trumpet Mouthpiece Set, Silver-Plated Brass, Compatible with Most Standard Trumpets, for Beginners and Players	18.04	1	18.04
Cheerock 12C Silver Plated Trombone Mouthpiece for Euphonium Baritone | standard bore fit, bright tone projection, student and professional , marching band compatible, wind instrument upgrade	12.99	2	25.98
L80 - Total Jazz Theory - A Flexible Workbook Approach to the Fundamentals of Jazz	16.99	4	67.96
PlugSaf 100 FT 10 Gauge Outdoor Extension Cord with Multiple Outlets Yellow | Light Indicator, Flexible 3 Outlet Weatherproof Heavy Duty Extension Cord Waterproof 100 Feet, 15A 1875W SJTW, ETL Listed	142.98	1	142.98
Yamaha Clarinet Ligature, Nickel	13.64	2	27.28
Fridge Deodorizer, Refrigerator Deodorizer, 4 Packs | Last for 10 Years Closet Deodorizer, Fridge Smell Eliminator, Baking Soda Odor Eliminator, Wardrobe, Car, Pet Smell Order	22.99	1	22.99
Neotech Soft Saxophone Neck Strap – Padded Neoprene Strap with Swivel Hook for Alto & Tenor Sax | Adjustable, Comfortable Support – Regular, Black, Made in USA	19.99	3	59.97
ACDelco Gold 18B431 (19171733) Rear Brake Drum	33.71	1	33.71
Fiada 2 Pcs Tenor Saxophone Ligature, Gold Sax Mouthpiece Fastener with Adjustable Screws, Replacement Instrument Parts for Tenor Sax	14.99	1	14.99

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Item Description	Unit Price	Qty	Total Price
Yamaha Alto Saxophone Ligature (YAC 1607) Brass	12.99	2	25.98
Yamaha 4C Clarinet Mouthpiece, Standard Series	44.95	1	44.95
DISCOUNT	-1.30	1	-1.30
OdoBan Solid Odor Absorber Eliminator for Home and Small Spaces, Fresh Linen Scent, 14 Ounces Each, 6-Pack	27.39	1	27.39
Cheerock 6 1/2AL Silver Plated Trombone Mouthpiece for Euphonium Baritone | standard bore fit, warm tone quality, beginner to advanced player, orchestra and band , brass instrument accessory	12.99	1	12.99
ZZRLQJ Mellophone Mouthpiece, Two-piece Horn Mouthpiece 3C, Gold Silver, for Trumpet, Beginners & Professionals	15.83	1	15.83
Kiwi Instant Shine & Protect Liquid Shoe Polish, Black, 1 Bottle with Sponge Applicator, 2.5 oz, Pack of 3	11.69	1	11.69
Belmonte Alto Clarinet Ligature Nickel	11.75	1	11.75
MUDY Max White Shoe Polish for Leather Sneaker and Textiles	9.49	1	9.49
Toddmomy 2pcs French Horn Mouthpiece, Copper Standard Size French Horn Replacement Accessory, Compatible with Most Brass Instrument	18.59	1	18.59
Eltean 48" Workbench,Heavy Duty 2500 LBS Capacity Work Benches for Garage | Work Bench with Drawers and Storage,Work Table with Light & Pegboard for Garage,Workshop,Shop	174.00	1	174.00
SYKIARIOL Rolling Cart with Drawers,8 Drawers Utility Cart,Grey Gradient | Craft Organizers and Storage with Wooden Tabletop for Living Room,Classroom,Bedroom,Bathroom,Dorm,Office	58.19	1	58.19
CCCEI 12 Gauge Heavy Duty Surge Protector, Yellow, 10FT, 1 | Individual Switches, Extension Cord with Multiple Outlets, Wall Mount Plug Extender, Grounded, Garage, Home Essentials.	38.24	2	76.48

PO TOTAL COST: $1,013.79

PO-27-0000941 [10/07/2026] to **Home Depot** (Vendor ID: 1790)

Item Description	Unit Price	Qty	Total Price
MATERIALS FOR FIRE DEPT. TRAINING HOUSES	156.36	1	156.36

PO TOTAL COST: $235.36

PO-27-0000942 [10/07/2026] to **Storr Tractor Company** (Vendor ID: 4276)

Item Description	Unit Price	Qty	Total Price
(4) TINE SDE EJECT. / GROUNDS PARTS	233.04	1	233.04

PO TOTAL COST: $233.04

PO-27-0000943 [10/07/2026] to **Centurion Printing** (Vendor ID: 748)

Item Description	Unit Price	Qty	Total Price
STUDENT ACCIDENT REPORTS	882.75	1	882.75

PO TOTAL COST: $882.75

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PO-27-0000944 [10/07/2026] to **Tokarski Millemann Architects, Llc** (Vendor ID: 4525)

Item Description	Unit Price	Qty	Total Price
ESIP-Construction Administration	959.22	1	959.22
.		1	
Invoice 2026-415		1	

PO TOTAL COST: $959.22

PO-27-0000945 [10/12/2026] to **Brainpop** (Vendor ID: 539)

Item Description	Unit Price	Qty	Total Price
School-wide subscription to BrainPOP Jr., BrainPOP 3-8, BrainPOP Español, and BrainPOP Français with access to over 1,200 topics to ensure every student can confidently access grade-level curriculum with background knowledge. Teachers will have access to an on-demand professional learning course to support an effective implementation.	2672.31	1	2672.31

PO TOTAL COST: $2,672.31

PO-27-0000946 [10/12/2026] to **Jude W. Clark** (Vendor ID: 5971)

Item Description	Unit Price	Qty	Total Price
9/18/26 - Surf Officials vs. CBA	50.00	1	50.00

PO TOTAL COST: $50.00

PO-27-0000947 [10/12/2026] to **the Children's Home of Pittsburgh** (Vendor ID: 9870)

Item Description	Unit Price	Qty	Total Price
Virtual Workshop for Cindy Cimino- CVI webinar series	400.00	1	400.00

PO TOTAL COST: $400.00

PO-27-0000948 [10/12/2026] to **Bob Abbot** (Vendor ID: 489)

Item Description	Unit Price	Qty	Total Price
9/24/26 - Varsity G. Tennis Officials vs. Ranney	95.00	1	95.00

PO TOTAL COST: $95.00

PO-27-0000949 [10/12/2026] to **Lucy DeRiggi** (Vendor ID: 9898)

Item Description	Unit Price	Qty	Total Price
9/24/26 - Varsity Gymnastics Official vs. Lacey	156.00	1	156.00

PO TOTAL COST: $156.00

PO-27-0000950 [10/12/2026] to **David G. Smith III** (Vendor ID: 9878)

Item Description	Unit Price	Qty	Total Price
9/28/26 - Announcer for V. Football vs. Midd South	50.00	1	50.00

PO TOTAL COST: $50.00

PO-27-0000951 [10/12/2026] to **DeFrancisi, Judy** (Vendor ID: 1059)

Item Description	Unit Price	Qty	Total Price
9/29/26 - Varsity/JV Field Hockey Officials vs. St. Rose	170.00	1	170.00

PO TOTAL COST: $170.00

PO-27-0000952 [10/12/2026] to **Roger Eichenour** (Vendor ID: 9350)

Item Description	Unit Price	Qty	Total Price
9/28/26 - Varsity B. Soccer Officials vs. RBR	104.00	1	104.00

PO TOTAL COST: $104.00

PO-27-0000953 [10/12/2026] to **Paul Pereira** (Vendor ID: 3447)

Item Description	Unit Price	Qty	Total Price
9/30/26 - Varsity B. Soccer Officials vs. RFH	104.00	1	104.00

PO TOTAL COST: $104.00

PO-27-0000954 [10/12/2026] to **Linda Capizzi** (Vendor ID: 5634)

Item Description	Unit Price	Qty	Total Price
9/25/26 - V/JV Volleyball Officials vs. Wall	150.00	1	150.00

PO TOTAL COST: $150.00

PO-27-0000955 [10/12/2026] to **Dan Mckenna** (Vendor ID: 1008)

Item Description	Unit Price	Qty	Total Price
9/28/26 - V. Football Officials vs. Midd South	125.00	1	125.00

PO TOTAL COST: $125.00

PO-27-0000956 [10/12/2026] to **Petrillo, Bart** (Vendor ID: 3510)

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Item Description	Unit Price	Qty	Total Price
10/1/26 - Freshman Football Officials vs. Brick Mem	75.00	1	75.00

PO TOTAL COST: $75.00

PO-27-0000957 [10/12/2026] to **Jim Maribo** (Vendor ID: 2046)

Item Description	Unit Price	Qty	Total Price
9/28/26 - V. Football Officials vs. Midd South	72.00	1	72.00

PO TOTAL COST: $72.00

PO-27-0000958 [10/12/2026] to **Scott Larkin** (Vendor ID: 9297)

Item Description	Unit Price	Qty	Total Price
9/28/26 - V. Football Officials vs. Midd South	125.00	1	125.00

PO TOTAL COST: $125.00

PO-27-0000959 [10/12/2026] to **Brady Becker** (Vendor ID: 9377)

Item Description	Unit Price	Qty	Total Price
9/28/26 - V. Football Officials vs. Midd South	125.00	1	125.00

PO TOTAL COST: $125.00

PO-27-0000960 [10/12/2026] to **Gregory Buday** (Vendor ID: 5973)

Item Description	Unit Price	Qty	Total Price
9/28/26 - V. Football Officials vs. Midd South	72.00	1	72.00

PO TOTAL COST: $72.00

PO-27-0000961 [10/12/2026] to **Bresnahan, Barney** (Vendor ID: 552)

Item Description	Unit Price	Qty	Total Price
10/1/26 - Freshman Football Officials vs. Brick Mem	67.00	1	67.00

PO TOTAL COST: $67.00

PO-27-0000962 [10/12/2026] to **Greg Skellinger** (Vendor ID: 1662)

Item Description	Unit Price	Qty	Total Price
9/28/26 - V. Football Officials vs. Midd South	125.00	1	125.00

PO TOTAL COST: $125.00

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PO-27-0000963 [10/12/2026] to **Steve Franco** (Vendor ID: 9897)

Item Description	Unit Price	Qty	Total Price
9/28/26 - V. Football Officials vs. Midd South	72.00	1	72.00

PO TOTAL COST: $72.00

PO-27-0000964 [10/12/2026] to **Moberg, Kyle** (Vendor ID: 2965)

Item Description	Unit Price	Qty	Total Price
10/1/26 - Freshman Football Officials vs. Brick Mem	75.00	1	75.00

PO TOTAL COST: $75.00

PO-27-0000965 [10/12/2026] to **Wallace Smith** (Vendor ID: 8141)

Item Description	Unit Price	Qty	Total Price
10/1/26 - Freshman Football Officials vs. Brick Mem	67.00	1	67.00

PO TOTAL COST: $67.00

PO-27-0000966 [10/12/2026] to **Tyler Redy** (Vendor ID: 7721)

Item Description	Unit Price	Qty	Total Price
10/1/26 - Surf Officials vs. Mainland	50.00	1	50.00

PO TOTAL COST: $50.00

PO-27-0000967 [10/12/2026] to **Farrell, Keith** (Vendor ID: 1383)

Item Description	Unit Price	Qty	Total Price
10/1/26 - Freshman Football Officials vs. Brick Mem	75.00	1	75.00

PO TOTAL COST: $75.00

PO-27-0000968 [10/12/2026] to **Isaias Calderon** (Vendor ID: 1897)

Item Description	Unit Price	Qty	Total Price
10/1/26 - Freshman Football Officials vs. Brick Mem	67.00	1	67.00

PO TOTAL COST: $67.00

PO-27-0000969 [10/12/2026] to **DeSantis Jr., Alfred** (Vendor ID: 1061)

Item Description	Unit Price	Qty	Total Price
9/28/26 - V. Football Officials vs. Midd South	125.00	1	125.00

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PO TOTAL COST: $125.00

PO-27-0000970 [10/12/2026] to **Anthony Molinaro** (Vendor ID: 9896)

Item Description	Unit Price	Qty	Total Price
9/28/26 - V. Football Officials vs. Midd South	125.00	1	125.00

PO TOTAL COST: $125.00

PO-27-0000971 [10/12/2026] to **Jim Larkin** (Vendor ID: 2045)

Item Description	Unit Price	Qty	Total Price
9/28/26 - V. Football Officials vs. Midd South	90.00	1	90.00

PO TOTAL COST: $90.00

PO-27-0000972 [10/12/2026] to **Lori Abate** (Vendor ID: 7791)

Item Description	Unit Price	Qty	Total Price
10/2/26 - Varsity/JV Field Hockey Officials vs. RFH	170.00	1	170.00

PO TOTAL COST: $170.00

PO-27-0000973 [10/12/2026] to **Lou Delmonte** (Vendor ID: 7718)

Item Description	Unit Price	Qty	Total Price
9/25/26 - V/JV Volleyball Officials vs. Wall	150.00	1	150.00

PO TOTAL COST: $150.00

PO-27-0000974 [10/12/2026] to **Peabody, Evelyn** (Vendor ID: 3461)

Item Description	Unit Price	Qty	Total Price
9/23/26 - Varsity G. Soccer Officials vs. Raritan	104.00	1	104.00

PO TOTAL COST: $104.00

PO-27-0000975 [10/12/2026] to **Amazon.Com Llc** (Vendor ID: 203)

Item Description	Unit Price	Qty	Total Price
Life Savers 5 Flavors Hard Candy - 2 lb Candy - Wrapped - Cherry - Orange	11.92	1	11.92
Life Savers Wint O Green Mints - 2lbs of Delicious Wintergreen Mints - Delicious Candy Everyone is Sure to Love - Individually Wrapped	21.05	2	42.10

PO TOTAL COST: $54.02

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PO-27-0000976 [10/12/2026] to **Chris Wilson** (Vendor ID: 795)

Item Description	Unit Price	Qty	Total Price
10/1/26 - Surf Officials vs. Mainland	50.00	1	50.00

PO TOTAL COST: $50.00

PO-27-0000977 [10/12/2026] to **Colin McNamara** (Vendor ID: 9882)

Item Description	Unit Price	Qty	Total Price
10/1/26 - Surf Officials vs. Mainland	50.00	1	50.00

PO TOTAL COST: $50.00

PO-27-0000978 [10/12/2026] to **Bob Chen** (Vendor ID: 7697)

Item Description	Unit Price	Qty	Total Price
10/2/26 - V/JV Volleyball Officials vs. Barnegat	150.00	1	150.00

PO TOTAL COST: $150.00

PO-27-0000979 [10/12/2026] to **Timothy Cusick** (Vendor ID: 7691)

Item Description	Unit Price	Qty	Total Price
10/2/26 - V/JV Volleyball Officials vs. Barnegat	150.00	1	150.00

PO TOTAL COST: $150.00

PO-27-0000980 [10/12/2026] to **Greg Adams** (Vendor ID: 8113)

Item Description	Unit Price	Qty	Total Price
10/2/26 - Varsity/JV Field Hockey Officials vs. RFH	170.00	1	170.00

PO TOTAL COST: $170.00

PO-27-0000981 [10/12/2026] to **Amoscato, John** (Vendor ID: 229)

Item Description	Unit Price	Qty	Total Price
10/5/26 - Varsity G. Soccer Officials vs. Neptune	104.00	1	104.00

PO TOTAL COST: $104.00

PO-27-0000982 [10/12/2026] to **Garden State Music Center Inc.** (Vendor ID: 9160)

Item Description	Unit Price	Qty	Total Price
1 - Yamaha Alto Sax - Adjust and Regulate - tone hole repair C, Eb S B keys - Repaired binding right hand stack - & D Replaced 4 pads, replaced neck cork - cleaned	180.00	1	180.00

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Item Description	Unit Price	Qty	Total Price
1 - Bach Trumpet 2nd valve slide missing -	50.00	1	50.00
l. - Bundy Clarinet ser#144246 - Overhaul	240.00	1	240.00
King Trombone #927812, solder 2 braces, clean, improved slide Repair slide crook dents, re place & soda missing crook guard	140.00	1	140.00
1 - Repair Dynasty Mellophone #E5855 - remove stuck slide Water key corrosion buildup - cleaned - penetrating oil	120.00	1	120.00
Eastman tenor Sax #2302984, repair several maior dents, tonehole Issues, solder posts adjust and regulate repair neck cork 3 pads	255.00	1	255.00
Allen tenor sax, neck cork, adj and reg, tone hole issues 2 pads	150.00	1	150.00
Yamaha advantage alto sax #275548, neck cork, adj & reg	95.00	1	95.00
Yamaha Alto Sax #024849A big clean 8 pads adi & reg binding	305.00	1	305.00
. Bundy Trumpet - #399259, remove stuck slide and clea	60.00	1	60.00
Selmber Alto Clarinet #28266 - adj & reg 2. pads light clean	95.00	1	95.00

PO TOTAL COST: $1,690.00

PO-27-0000983 [10/12/2026] to **Matt Doyle** (Vendor ID: 2728)

Item Description	Unit Price	Qty	Total Price
Soccer ref	105.00	1	105.00

PO TOTAL COST: $105.00

PO-27-0000984 [10/12/2026] to **Kasey Thievon** (Vendor ID: 9908)

Item Description	Unit Price	Qty	Total Price
10/6/26 - Varsity B. Soccer Officials vs. CBA	104.00	1	104.00

PO TOTAL COST: $104.00

PO-27-0000985 [10/12/2026] to **Amazon.Com Llc** (Vendor ID: 203)

Item Description	Unit Price	Qty	Total Price
Bostitch Heavy Duty Stapler	64.99	1	64.99

PO TOTAL COST: $64.99

PO-27-0000986 [10/12/2026] to **Amoscato, John** (Vendor ID: 229)

Item Description	Unit Price	Qty	Total Price
9/23/26 - Varsity G. Soccer Officials vs. Raritan	104.00	1	104.00

PO TOTAL COST: $104.00

PO-27-0000987 [10/12/2026] to **Gregory Aronne** (Vendor ID: 9906)

Item Description	Unit Price	Qty	Total Price
Rental reimbursement - Flute	170.00	1	170.00

PO TOTAL COST: $170.00

PO-27-0000988 [10/12/2026] to **Mrs. Leigh Mallin** (Vendor ID: 9895)

Item Description	Unit Price	Qty	Total Price
Trumpet Rental reimbursement for	170.00	1	170.00

PO TOTAL COST: $170.00

PO-27-0000989 [10/12/2026] to **Peabody, Evelyn** (Vendor ID: 3461)

Item Description	Unit Price	Qty	Total Price
10/5/26 - Varsity G. Soccer Officials vs. Neptune	104.00	1	104.00

PO TOTAL COST: $104.00

PO-27-0000990 [10/12/2026] to **David Fazzini** (Vendor ID: 9902)

Item Description	Unit Price	Qty	Total Price
9/28/26 - V/JV Volleyball Officials vs. Brick Twp	150.00	1	150.00

PO TOTAL COST: $150.00

PO-27-0000991 [10/12/2026] to **Bob Abbot** (Vendor ID: 489)

Item Description	Unit Price	Qty	Total Price
10/6/26 - Varsity G. Tennis Officials vs. Hopewell Valley - STATES	120.00	1	120.00

PO TOTAL COST: $120.00

PO-27-0000992 [10/12/2026] to **Everon , LLC** (Vendor ID: 122)

Item Description	Unit Price	Qty	Total Price
HS- PANEL NEEDS RESET AFTER WE CHANGED BATTERIES IN HOUSE.	1000.00	1	1000.00

PO TOTAL COST: $1,000.00

PO-27-0000993 [10/12/2026] to **Demco, Inc.** (Vendor ID: 1091)

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Item Description	Unit Price	Qty	Total Price
Media Center Supplies	217.09	1	217.09

PO TOTAL COST: $217.09

PO-27-0000994 [10/12/2026] to **Wall High School** (Vendor ID: 4744)

Item Description	Unit Price	Qty	Total Price
B.Soccer - F/JV Tournament Entry Fees 2026	280.00	1	280.00

PO TOTAL COST: $280.00

PO-27-0000995 [10/12/2026] to **STCA** (Vendor ID: 4239)

Item Description	Unit Price	Qty	Total Price
XC - Shore Coaches Invitational - Entry Fee 2026	285.00	1	285.00

PO TOTAL COST: $285.00

PO-27-0000996 [10/12/2026] to **Chris Wilson** (Vendor ID: 795)

Item Description	Unit Price	Qty	Total Price
9/30/26 - Surf Officials vs. St. Rose	50.00	1	50.00

PO TOTAL COST: $50.00

PO-27-0000997 [10/12/2026] to **Nick Gardella** (Vendor ID: 9905)

Item Description	Unit Price	Qty	Total Price
9/30/26 - Surf Officials vs. St. Rose	50.00	1	50.00

PO TOTAL COST: $50.00

PO-27-0000998 [10/12/2026] to **Joanne Luciano** (Vendor ID: 9899)

Item Description	Unit Price	Qty	Total Price
9/28/26 - Varsity Gymnastics Official vs. Wall	104.00	1	104.00

PO TOTAL COST: $104.00

PO-27-0000999 [10/12/2026] to **Christopher Witt** (Vendor ID: 9903)

Item Description	Unit Price	Qty	Total Price
9/29/26 - Freshman Volleyball Officials vs. Freehold	60.00	1	60.00

PO TOTAL COST: $60.00

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PO-27-0001000 [10/12/2026] to **Jimmys Cucina** (Vendor ID: 2056)

Item Description	Unit Price	Qty	Total Price
Catering for Curriculum Meeting 10.13.26 Taco Tuesday	255.25	1	255.25

PO TOTAL COST: $255.25

PO-27-0001001 [10/12/2026] to **Foligno, James** (Vendor ID: 1434)

Item Description	Unit Price	Qty	Total Price
Football Assignor Fees 2026	481.00	1	481.00

PO TOTAL COST: $481.00

PO-27-0001002 [10/12/2026] to **Gary Wagner** (Vendor ID: 1544)

Item Description	Unit Price	Qty	Total Price
10/7/26 - JV & F Boys Soccer Officials vs. Wall	146.00	1	146.00

PO TOTAL COST: $146.00

PO-27-0001003 [10/12/2026] to **Keira Shelly** (Vendor ID: 8356)

Item Description	Unit Price	Qty	Total Price
Instrument reimbursment - Saxophon	303.75	1	303.75

PO TOTAL COST: $303.75

PO-27-0001004 [10/12/2026] to **Colin Sabia** (Vendor ID: 8130)

Item Description	Unit Price	Qty	Total Price
10/7/26 - JV & F Boys Soccer Officials vs. Wall	146.00	1	146.00

PO TOTAL COST: $146.00

PO-27-0001005 [10/12/2026] to **Amazon.Com Llc** (Vendor ID: 203)

Item Description	Unit Price	Qty	Total Price
see attached for details	676.94	1	676.94

PO TOTAL COST: $676.94

PO-27-0001006 [10/12/2026] to **Amazon.Com Llc** (Vendor ID: 203)

Item Description	Unit Price	Qty	Total Price
Boys Soccer - Soccer Balls	24.99	10	249.90

PO TOTAL COST: $249.90

PO-27-0001007 [10/12/2026] to **Cdwg** (Vendor ID: 725)

Item Description	Unit Price	Qty	Total Price
Ricoh SP 330L - black - original - toner cartridge	131.65	7	921.55

PO TOTAL COST: $921.55

PO-27-0001008 [10/12/2026] to **A-Generalplumbing & Sewer Service, Llc.** (Vendor ID: 83)

Item Description	Unit Price	Qty	Total Price
SERVICE CALL FOR HS TO SNAKE 2ND FLOOR URINAL	500.00	1	500.00

PO TOTAL COST: $500.00

PO-27-0001009 [10/12/2026] to **Amazon.Com Llc** (Vendor ID: 203)

Item Description	Unit Price	Qty	Total Price
Bloazzup Extra Long Mount for Starlink Standard 4/4X/Gen 3, Adjustable Long Wall Mounts for Starlink with Telescoping Su pport Arm, Rustproof, Weatherproof for Concrete/Wo	64.64	1	64.64
(5 Pack) TV Power Cord 10ft.	27.99	1	27.99
FNIRSI FNB-C2 PD3.1 USB-C Tester 240W, Bi-Directional, E-Marker Reader	51.74	2	103.48
Legrand - C2G Single Gang Wallplate, Audio Wall Plate to Use as HDMI Wallplate as Pass Through Wall Plate	39.99	1	39.99
Coupon	-8.28	1	-8.28

PO TOTAL COST: $227.82

PO-27-0001010 [10/12/2026] to **Mary Milchanowski** (Vendor ID: 9900)

Item Description	Unit Price	Qty	Total Price
9/28/26 - Varsity Gymnastics Official vs. Wall	104.00	1	104.00

PO TOTAL COST: $104.00

PO-27-0001011 [10/12/2026] to **Tom Konopacki** (Vendor ID: 9901)

Item Description	Unit Price	Qty	Total Price
9/28/26 - V/JV Volleyball Officials vs. Brick Twp	150.00	1	150.00

PO TOTAL COST: $150.00

PO-27-0001012 [10/12/2026] to **Liam Mabie** (Vendor ID: 9904)

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Item Description	Unit Price	Qty	Total Price
9/30/26 - Surf Officials vs. St. Rose	50.00	1	50.00

PO TOTAL COST: $50.00

PO-27-0001013 [10/12/2026] to **Stephen Wisk** (Vendor ID: 9909)

Item Description	Unit Price	Qty	Total Price
10/6/26 - JV & F Boys Soccer Officials vs. CBA	146.00	1	146.00

PO TOTAL COST: $146.00

PO-27-0001014 [10/12/2026] to **Jesse Hulsart** (Vendor ID: 8488)

Item Description	Unit Price	Qty	Total Price
10/5/26 - Surf Officials vs. Point Boro	50.00	1	50.00

PO TOTAL COST: $50.00

PO-27-0001015 [10/12/2026] to **Jeff Dattilo** (Vendor ID: 7852)

Item Description	Unit Price	Qty	Total Price
10/6/26 - Varsity B. Soccer Officials vs. CBA	104.00	1	104.00

PO TOTAL COST: $104.00

PO-27-0001016 [10/12/2026] to **Alex Branch** (Vendor ID: 8774)

Item Description	Unit Price	Qty	Total Price
10/5/26 - Surf Officials vs. Point Boro	50.00	1	50.00

PO TOTAL COST: $50.00

PO-27-0001017 [10/12/2026] to **Geraldine Keale** (Vendor ID: 1577)

Item Description	Unit Price	Qty	Total Price
10/6/26 - JV & F Boys Soccer Officials vs. CBA	146.00	1	146.00

PO TOTAL COST: $146.00

PO-27-0001018 [10/12/2026] to **Amazon.Com Llc** (Vendor ID: 203)

Item Description	Unit Price	Qty	Total Price
Fox 40 Classic Whistle (3 pk)	22.99	1	22.99
Avery Business Cards	39.93	1	39.93
Corner Flags (Set of 4) for Soccer Field	36.99	3	110.97

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PO TOTAL COST: $173.89

PO-27-0001019 [10/12/2026] to **STCA** (Vendor ID: 4239)

Item Description	Unit Price	Qty	Total Price
2026 Monmouth County XC Championships	240.00	1	240.00

PO TOTAL COST: $240.00

PO-27-0001020 [10/12/2026] to **Shoretees, Llc** (Vendor ID: 4087)

Item Description	Unit Price	Qty	Total Price
Comfort Colors - Garment-Dyed Heavyweight T-Shirt ((1-Color LC Printing) + Custom Initial)	16.00	4	64.00
Comfort Colors - Garment-Dyed Heavyweight T-Shirt (1-Color LC Printing)	12.00	76	912.00

PO TOTAL COST: $976.00

PO-27-0001021 [10/12/2026] to **Sullivan Brothers Fence** (Vendor ID: 4299)

Item Description	Unit Price	Qty	Total Price
REPAIRS TO LOWER TURF FIELD FENCE.	3800.00	1	3800.00

PO TOTAL COST: $3,800.00

PO-27-0001022 [10/12/2026] to **Cdwg** (Vendor ID: 725)

Item Description	Unit Price	Qty	Total Price
STARLINK IMPACT PLAN 1Y MFG # STARLINK-IMPACT-PLAN	936.00	1	936.00
STARLINK PERFORMANCE KIT MFG # STARLINK-KIT-PERFORMANCE	1901.54	1	1901.54
PROLOGIC PROCARE BASIC SUP 2Y MFG # PL TIER1 PROCARE BASIC SUPPORT	687.28	1	687.28

PO TOTAL COST: $3,524.82

PO-27-0001023 [10/12/2026] to **Sneakers Plus** (Vendor ID: 4132)

Item Description	Unit Price	Qty	Total Price
Holloway Avenger Dri Fit Polo 222530 in Navy/White with Left Chest Embroidery (7-M, 6-L, 2-XL)	47.00	15	705.00
Holloway Ladies Avenger Dri Fit Polo 222730 in Navy/White with Left Chest Embroidery (1-S, 10-M, 2-L, 1-XL)	47.00	14	658.00

PO TOTAL COST: $1,363.00

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PO-27-0001024 [10/12/2026] to **Katherine Tassini** (Vendor ID: 9368)

Item Description	Unit Price	Qty	Total Price
Rental reimbursment - Alto Sax	239.00	1	239.00

PO TOTAL COST: $239.00

PO-27-0001025 [10/12/2026] to **Mathusek Incorporated** (Vendor ID: 2724)

Item Description	Unit Price	Qty	Total Price
REFINISHING OF THE HS GYM FLOORS - 2 COATS OF WATER BASED STAIN.	7157.00	1	7157.00

PO TOTAL COST: $7,157.00

PO-27-0001026 [10/12/2026] to **National Athletic Trainer Assoc.** (Vendor ID: 3118)

Item Description	Unit Price	Qty	Total Price
Hyland - NATA Membership 2026-2027	260.00	1	260.00

PO TOTAL COST: $260.00

PO-27-0001027 [10/13/2026] to **Feigus Office Furniture** (Vendor ID: 1397)

Item Description	Unit Price	Qty	Total Price
48" Square Top Table	189.00	1	189.00
28"h, OTG Metal Square Table Leg	52.20	4	208.80
Installation	175.00	1	175.00

PO TOTAL COST: $572.80

PO-27-0001028 [10/13/2026] to **Allaire Community Farm** (Vendor ID: 173)

Item Description	Unit Price	Qty	Total Price
Farm field trip 9 children tickets	10.00	9	90.00
Farm field trip 15 adult tickets	8.00	15	120.00
Sugar pumpkins	3.50	9	31.50

PO TOTAL COST: $268.50

PO-27-0001029 [10/13/2026] to **Amazon.Com Llc** (Vendor ID: 203)

Item Description	Unit Price	Qty	Total Price
Amazon 0868218	81.88	1	81.88
Amazon 5213050	22.99	1	22.99
Amazon 0725829	112.39	1	112.39

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Item Description	Unit Price	Qty	Total Price
Amazon 1052214	432.02	1	432.02
Amazon 5581017	26.18	1	26.18

PO TOTAL COST: $675.46

PO-27-0001030 [10/13/2026] to **Jersey Shore Party Shop LLC** (Vendor ID: 9877)

Item Description	Unit Price	Qty	Total Price
Column balloons	75.00	2	150.00
Topper	10.00	2	20.00
11" latex balloons	3.50	36	126.00
Small Weights	2.50	12	30.00
Delivery Fee	25.00	1	25.00

PO TOTAL COST: $351.00

PO-27-0001031 [10/13/2026] to **Amazon.Com Llc** (Vendor ID: 203)

Item Description	Unit Price	Qty	Total Price
Supplies - See attached	64.87	1	64.87

PO TOTAL COST: $64.87

PO-27-0001032 [10/13/2026] to **College Board** (Vendor ID: 4408)

Item Description	Unit Price	Qty	Total Price
2026 PSAT 10/11	8500.00	1	8500.00
2026 PSAT 8/9	3000.00	1	3000.00

PO TOTAL COST: $11,500.00

PO-27-0001033 [10/13/2026] to **Amazon.Com Llc** (Vendor ID: 203)

Item Description	Unit Price	Qty	Total Price
Football	21.99	8	175.92
Envelopes	22.55	1	22.55

PO TOTAL COST: $198.47

PO-27-0001034 [10/13/2026] to **Sally Scheib Sales** (Vendor ID: 6571)

Item Description	Unit Price	Qty	Total Price
Grade 8 door mats	3322.00	1	3322.00

PO TOTAL COST: $3,322.00

PO-27-0001035 [10/13/2026] to **Mark Clearwaters** (Vendor ID: 8762)

Item Description	Unit Price	Qty	Total Price
Soccer ref	105.00	1	105.00

PO TOTAL COST: $105.00

PO-27-0001036 [10/13/2026] to **Sherwin-Williams** (Vendor ID: 4070)

Item Description	Unit Price	Qty	Total Price
PAINT AND MISC. SUPPLIES	1500.00	1	1500.00

PO TOTAL COST: $1,500.00

PO-27-0001037 [10/13/2026] to **Decker Equipment / School Fix** (Vendor ID: 1075)

Item Description	Unit Price	Qty	Total Price
see attached for details	156.05	1	156.05

PO TOTAL COST: $191.95

PO-27-0001038 [10/14/2026] to **Dream It Athletics** (Vendor ID: 1202)

Item Description	Unit Price	Qty	Total Price
Cross Country Entry Fee - Thompson 2 Miler - 9/12/26	228.00	1	228.00

PO TOTAL COST: $228.00

PO-27-0001039 [10/14/2026] to **Gimkit, Inc.** (Vendor ID: 9843)

Item Description	Unit Price	Qty	Total Price
Department License Access to Gimkit Pro for up to 20 educators	650.00	1	650.00

PO TOTAL COST: $650.00

PO-27-0001040 [10/14/2026] to **Charles Reevey** (Vendor ID: 9296)

Item Description	Unit Price	Qty	Total Price
10/8/26 - Freshman Football Officials vs. Freehold Twp	75.00	1	75.00

PO TOTAL COST: $75.00

PO-27-0001041 [10/14/2026] to **Roger Ackerman** (Vendor ID: 8796)

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Item Description	Unit Price	Qty	Total Price
10/8/26 - Freshman Football Officials vs. Freehold Twp	67.00	1	67.00

PO TOTAL COST: $67.00

PO-27-0001042 [10/14/2026] to **Robert Doolittle** (Vendor ID: 9313)

Item Description	Unit Price	Qty	Total Price
10/8/26 - Freshman Football Officials vs. Freehold Twp	67.00	1	67.00

PO TOTAL COST: $67.00

PO-27-0001043 [10/14/2026] to **Ed Lenneper** (Vendor ID: 9375)

Item Description	Unit Price	Qty	Total Price
10/8/26 - Freshman Football Officials vs. Freehold Twp	67.00	1	67.00

PO TOTAL COST: $67.00

PO-27-0001044 [10/14/2026] to **John Terrigno** (Vendor ID: 2142)

Item Description	Unit Price	Qty	Total Price
10/8/26 - JV Boys Soccer Officials vs. Ranney	73.00	1	73.00

PO TOTAL COST: $73.00

PO-27-0001045 [10/14/2026] to **Dombroski Jr, Howard** (Vendor ID: 1157)

Item Description	Unit Price	Qty	Total Price
10/8/26 - Freshman Football Officials vs. Freehold Twp	75.00	1	75.00

PO TOTAL COST: $75.00

PO-27-0001046 [10/14/2026] to **Victa Mckenzie** (Vendor ID: 4700)

Item Description	Unit Price	Qty	Total Price
10/3/26 - Varsity/JV Field Hockey Officials vs. Ocean	170.00	1	170.00

PO TOTAL COST: $170.00

PO-27-0001047 [10/14/2026] to **Cindy Bulman** (Vendor ID: 818)

Item Description	Unit Price	Qty	Total Price
10/3/26 - Varsity/JV Field Hockey Officials vs. Ocean	170.00	1	170.00

PO TOTAL COST: $170.00

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PO-27-0001048 [10/14/2026] to **Bunt, Geoffrey** (Vendor ID: 630)

Item Description	Unit Price	Qty	Total Price
10/8/26 - Freshman Football Officials vs. Freehold Twp	75.00	1	75.00

PO TOTAL COST: $75.00

PO-27-0001049 [10/14/2026] to **Sirchio, Mike** (Vendor ID: 4110)

Item Description	Unit Price	Qty	Total Price
10/9/26 - Freshman Volleyball Officials vs. RFH	90.00	1	90.00

PO TOTAL COST: $90.00

PO-27-0001050 [10/14/2026] to **Tina Cros** (Vendor ID: 4516)

Item Description	Unit Price	Qty	Total Price
10/8/26 - Varsity Tennis Officials vs. RFH - States	90.00	1	90.00

PO TOTAL COST: $90.00

PO-27-0001051 [10/14/2026] to **Ribon, Nelson** (Vendor ID: 3709)

Item Description	Unit Price	Qty	Total Price
10/8/26 - Varsity Tennis Officials vs. RFH - States	90.00	1	90.00

PO TOTAL COST: $90.00

PO-27-0001052 [10/14/2026] to **Wallace Smith** (Vendor ID: 8141)

Item Description	Unit Price	Qty	Total Price
10/12/26 - JV Football Officials vs. Freehold Twp	67.00	1	67.00

PO TOTAL COST: $67.00

PO-27-0001053 [10/14/2026] to **Francis Burke** (Vendor ID: 8297)

Item Description	Unit Price	Qty	Total Price
10/12/26 - JV Football Officials vs. Freehold Twp	75.00	1	75.00

PO TOTAL COST: $75.00

PO-27-0001054 [10/14/2026] to **Jim Larkin** (Vendor ID: 2045)

Item Description	Unit Price	Qty	Total Price
10/12/26 - JV Football Officials vs. Freehold Twp	70.00	1	70.00

PO TOTAL COST: $70.00

PO-27-0001055 [10/14/2026] to **Kevin Loesch** (Vendor ID: 2302)

Item Description	Unit Price	Qty	Total Price
10/12/26 - JV Football Officials vs. Freehold Twp	67.00	1	67.00

PO TOTAL COST: $67.00

PO-27-0001056 [10/14/2026] to **Ed Lenneper** (Vendor ID: 9375)

Item Description	Unit Price	Qty	Total Price
10/12/26 - JV Football Officials vs. Freehold Twp	67.00	1	67.00

PO TOTAL COST: $67.00

PO-27-0001057 [10/14/2026] to **Cdwg** (Vendor ID: 725)

Item Description	Unit Price	Qty	Total Price
CISCO DIRECT C8231-E-G2 MFG # C8231-E-G2	3404.00	1	3404.00
CISCO C8200 SERIES SMARTNET MFG # MISC	2408.00	1	2408.00
CISCO DIRECT R-OS-M-E MFG # R-OS-M-E	660.00	1	660.00
CISCO DIRECT LIC-CSWAN-M-A MFG # LIC-CSWAN-M-A	2049.00	1	2049.00
CISCO DIRECT NIM-4FXO= MFG # NIM-4FXO=	944.15	1	944.15

PO TOTAL COST: $9,465.15

PO-27-0001058 [10/14/2026] to **Surdovel, William** (Vendor ID: 4318)

Item Description	Unit Price	Qty	Total Price
10/12/26 - JV Football Officials vs. Freehold Twp	75.00	1	75.00

PO TOTAL COST: $75.00

PO-27-0001059 [10/14/2026] to **Cdwg** (Vendor ID: 725)

Item Description	Unit Price	Qty	Total Price
EXTREME OUTDOOR INT DIR WIFI 6E ANT MFG # AP5050D-WW	2924.00	2	5848.00
EXTREME OUTDR 802.3AT 1PT POE MIDSPN MFG # PD-9001GO-ENT	307.79	2	615.58

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Item Description	Unit Price	Qty	Total Price
EXTREME MOUNTING BRCKT F/WRLS AP MFG # MBO-ART03	150.00	2	300.00
EXTREME IQ PILOT W/AI EXPERT MFG # USK12-STD-A-S-C-EW	122.57	2	245.14

PO TOTAL COST: $7,008.72

PO-27-0001060 [10/14/2026] to **Cdwg** (Vendor ID: 725)

Item Description	Unit Price	Qty	Total Price
Professional Services for Cisco WebEx Calling Migration as per Statement of Work #SOW 206216 dated October 8, 2026	33016.36	1	33016.36

PO TOTAL COST: $33,016.36

PO-27-0001061 [10/14/2026] to **Manasquan Cafeteria** (Vendor ID: 2614)

Item Description	Unit Price	Qty	Total Price
Breakfast Catering for 30ppl at $15pp	450.00	1	450.00

PO TOTAL COST: $450.00

PO-27-0001062 [10/14/2026] to **Dru Kegreiss** (Vendor ID: 7050)

Item Description	Unit Price	Qty	Total Price
10/12/26 - JV Football Officials vs. Freehold Twp	75.00	1	75.00

PO TOTAL COST: $75.00

PO-27-0001063 [10/15/2026] to **Hutchins Hvac, Inc** (Vendor ID: 1839)

Item Description	Unit Price	Qty	Total Price
Cafeteria Equipment Repairs 2026-27	10000.00	1	10000.00

PO TOTAL COST: $10,000.00

PO-27-0001064 [10/15/2026] to **Cristin Petruzziello** (Vendor ID: 9911)

Item Description	Unit Price	Qty	Total Price
Refund for student Paige Petruzziello (graduated)	37.25	1	37.25

PO TOTAL COST: $37.25

PO-27-0001065 [10/15/2026] to **Kuypers Consulting, Inc./The Zones of Regulation Inc.** (Vendor ID: 9677)

Item Description	Unit Price	Qty	Total Price
Pro Implementation Bundle SKU dc-new-pro Quote Q-01435	348.00	1	348.00

PO TOTAL COST: $348.00

PO-27-0001066 [10/15/2026] to **Growing Leaders Inc.** (Vendor ID: 7652)

Item Description	Unit Price	Qty	Total Price
Subscription Renewal	999.00	1	999.00

PO TOTAL COST: $999.00

PO-27-0001067 [10/15/2026] to **Sigma Tau Delta Society Inc.** (Vendor ID: 9892)

Item Description	Unit Price	Qty	Total Price
Chapter Sign-up Fee Manasquan High School Invoice NEHS-45060	150.00	1	150.00

PO TOTAL COST: $150.00

PO-27-0001068 [10/15/2026] to **Amazon.Com Llc** (Vendor ID: 203)

Item Description	Unit Price	Qty	Total Price
Amazon Basics LCD 8-Digit Desktop Calculator, Portable and Easy to Use, Black, 1-Pack	5.43	1	5.43
Wint O Green Hard Candy, 2 LB Bulk, Individually Wrapped | Wintergreen hard candy, refreshing breath mints, classic white, individually wrapped, great for office and parties	28.49	1	28.49
Amazon Basics Multipurpose Stainless Steel Scissors for Office, Crafts, Right/Left Handed, Comfort Grip, PVD Coated, 3-Pack, Multicolor	5.69	1	5.69

PO TOTAL COST: $39.61

PO-27-0001069 [10/15/2026] to **Research Institute for Learning & Development, Inc.** (Vendor ID: 9894)

Item Description	Unit Price	Qty	Total Price
SMARTS Connect Middle and High School	599.00	1	599.00
SMARTS Connect Middle and High School	595.00	1	595.00

PO TOTAL COST: $1,194.00

PO-27-0001070 [10/15/2026] to **Direct Bus Rental and Leasing, L.L.C.** (Vendor ID: 5950)

Item Description	Unit Price	Qty	Total Price
BUS VANDALISM DAMAGE TO 2017 THOMAS 54 PASSENGER		1	
Unit D-112 1 piece of glass for emergency read door - HA DeHart	389.25	1	389.25

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Item Description	Unit Price	Qty	Total Price
Shop Service	250.00	1	250.00

PO TOTAL COST: $639.25

PO-27-0001071 [10/16/2026] to **John Smith** (Vendor ID: 2141)

Item Description	Unit Price	Qty	Total Price
RENEWAL OF 3 YEAR BOILERS LICENSE	160.00	1	160.00

PO TOTAL COST: $160.00

PO-27-0001072 [10/19/2026] to **Manasquan Glass** (Vendor ID: 2625)

Item Description	Unit Price	Qty	Total Price
Estimate #22072		1	
1/4" clear glass with seamed edges - 17" x 35" Furnished and installed into existing frame supplied by customer. Customer pick up.	110.00	1	110.00
		1	

PO TOTAL COST: $110.00

PO-27-0001073 [10/22/2026] to **Peter Crawley** (Vendor ID: 5952)

Item Description	Unit Price	Qty	Total Price
PARKING	10.00	1	10.00
REIMBURSEMENT FOR NJSBA CONFERENCE 10/19-10/21 BD. APPROVED 6/9/26		1	
MEALS / INCIDENTALS	170.00	1	170.00

PO TOTAL COST: $180.00

PO-27-0001074 [10/22/2026] to **Tara Tholen-Lobel** (Vendor ID: 8856)

Item Description	Unit Price	Qty	Total Price
REIMBURSEMENT FOR NJSBA CONFERENCE 10/19-10/21 BD. APPROVED 6/9/26		1	
MEALS / INCIDENTALS	170.00	1	170.00
MILEAGE (66.2 EACH WAY)	.47	132.4	62.23
PARKING	10.00	1	10.00

PO TOTAL COST: $242.23

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
Run on 10/26/2026 2:29PM

PO-27-0001075 [10/22/2026] to **Gasket guy of central New Jersey** (Vendor ID: 9912)

Item Description	Unit Price	Qty	Total Price
Cafeteria Expense-MHS walk in cooler repairs		1	
Gasket-Kolpak Walk in Cooler	185.00	1	185.00
Gasket-Kolpak Frame Gasket Inside	185.00	1	185.00
Resettling Hinges to level door	100.00	1	100.00
.		1	
Estimate #4555		1	

PO TOTAL COST: $520.00

PO-27-0001076 [10/22/2026] to **New Jersey Basketball Coaches Association Inc.** (Vendor ID: 9285)

Item Description	Unit Price	Qty	Total Price
NJBCA Tip-Off Classic 12.13.26- Girls BBall Entry Fee	100.00	1	100.00

PO TOTAL COST: $100.00

PO-27-0001077 [10/22/2026] to **Steve Weiss Music, Inc.** (Vendor ID: 4261)

Item Description	Unit Price	Qty	Total Price
Mapex Marching Bass Drum Case - 30"	264.95	1	264.95
Woud-Timpani Challenge	31.99	1	31.99
Tompkins-Nine French-American Rudimental Solos Volume 1	35.00	1	35.00
https://www.steveweissmusic.com/products/small-yamaha-hard-marching-tenor-case?variant=43839250268214	252.95	1	252.95

PO TOTAL COST: $584.89

PO-27-0001078 [10/22/2026] to **New Jersey Association for Gifted Children** (Vendor ID: 7931)

Item Description	Unit Price	Qty	Total Price
Annual NJAGC Membership Renewal - Christin Walsh	50.00	1	50.00

PO TOTAL COST: $50.00

PO-27-0001079 [10/22/2026] to **Wall Township Board Of Education** (Vendor ID: 4750)

Item Description	Unit Price	Qty	Total Price
Refund for overpayment on Invoice 27-0001130 (check #140454)	9931.13	1	9931.13

PO TOTAL COST: $9,931.13

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
Run on 10/26/2026 2:29PM

PO-27-0001080 [10/22/2026] to **Jackson Township Girls Soccer** (Vendor ID: 9334)

Item Description	Unit Price	Qty	Total Price
G. Soccer - JV Tournament Entry Fee 2026	100.00	1	100.00

PO TOTAL COST: $100.00

PO-27-0001081 [10/22/2026] to **Paul Pereira** (Vendor ID: 3447)

Item Description	Unit Price	Qty	Total Price
10/13/26 - Varsity G. Soccer Officials vs. Southern SCT	104.00	1	104.00

PO TOTAL COST: $104.00

PO-27-0001082 [10/22/2026] to **Terri Connor** (Vendor ID: 4384)

Item Description	Unit Price	Qty	Total Price
10/13/26 - Varsity G. Soccer Officials vs. Southern SCT	104.00	1	104.00

PO TOTAL COST: $104.00

PO-27-0001083 [10/22/2026] to **Sneakers Plus** (Vendor ID: 4132)

Item Description	Unit Price	Qty	Total Price
Central Fund - MHS Dance Club - Dance Apparel Order (Clothes to sell at shows)	2265.00	1	2265.00

PO TOTAL COST: $2,265.00

PO-27-0001084 [10/22/2026] to **Future Business Leaders Of America** (Vendor ID: 7853)

Item Description	Unit Price	Qty	Total Price
Member Dues National	10.00	39	390.00
Member Dues - NJ	10.00	39	390.00

PO TOTAL COST: $780.00

PO-27-0001085 [10/22/2026] to **Amazon.Com Llc** (Vendor ID: 203)

Item Description	Unit Price	Qty	Total Price
Padfolio Portfolio Binder, Faux Leather Folder, Resume Interview Legal Document Organizer, Letter Sized Writing Pad w/Business Card Holder, A4 Professional Folio for Office Conference (Blue)	9.99	50	499.50

PO TOTAL COST: $499.50

PO-27-0001086 [10/22/2026] to **Amazon.Com Llc** (Vendor ID: 203)

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
Run on 10/26/2026 2:29PM

Item Description	Unit Price	Qty	Total Price
Long Way Down	5.82	22	128.04

PO TOTAL COST: $128.04

PO-27-0001087 [10/22/2026] to **Courtney Richardson** (Vendor ID: 9476)

Item Description	Unit Price	Qty	Total Price
10/15/26 - Varsity Field Hockey Officials vs. Pinelands	100.00	1	100.00

PO TOTAL COST: $100.00

PO-27-0001088 [10/22/2026] to **Kevin Mcknight** (Vendor ID: 2304)

Item Description	Unit Price	Qty	Total Price
10/15/26 - Varsity/JV Field Hockey Officials vs. Pinelands	170.00	1	170.00

PO TOTAL COST: $170.00

PO-27-0001089 [10/22/2026] to **Sue Dunn** (Vendor ID: 4296)

Item Description	Unit Price	Qty	Total Price
10/15/26 - Varsity Volleyball Officials vs. Shore	90.00	1	90.00

PO TOTAL COST: $90.00

PO-27-0001090 [10/22/2026] to **Dogwig Printing** (Vendor ID: 1154)

Item Description	Unit Price	Qty	Total Price
Gildan White Tshirt with Wizards Logo	13.00	24	312.00

PO TOTAL COST: $312.00

PO-27-0001091 [10/22/2026] to **Wallace Smith** (Vendor ID: 8141)

Item Description	Unit Price	Qty	Total Price
10/17/26 - V. Football Officials vs. Neptune	72.00	1	72.00

PO TOTAL COST: $72.00

PO-27-0001092 [10/22/2026] to **Dennis Bellantoni** (Vendor ID: 9617)

Item Description	Unit Price	Qty	Total Price
10/17/26 - V. Football Officials vs. Neptune	72.00	1	72.00

PO TOTAL COST: $72.00

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
Run on 10/26/2026 2:29PM

PO-27-0001093 [10/22/2026] to **Brzyski, John** (Vendor ID: 620)

Item Description	Unit Price	Qty	Total Price
10/17/26 - Varsity G. Soccer Officials vs. Midd North	104.00	1	104.00

PO TOTAL COST: $104.00

PO-27-0001094 [10/22/2026] to **Roger Domal** (Vendor ID: 3811)

Item Description	Unit Price	Qty	Total Price
10/19/26 - Varsity B. Soccer Officials vs. Freehold Twp SCT	104.00	1	104.00

PO TOTAL COST: $104.00

PO-27-0001095 [10/22/2026] to **Doug Schneider** (Vendor ID: 7855)

Item Description	Unit Price	Qty	Total Price
10/17/26 - Varsity G. Soccer Officials vs. Midd North	104.00	1	104.00

PO TOTAL COST: $104.00

PO-27-0001096 [10/22/2026] to **David G. Smith III** (Vendor ID: 9878)

Item Description	Unit Price	Qty	Total Price
10/17/26 - Announcer for V. Football vs. Neptune	50.00	1	50.00

PO TOTAL COST: $50.00

PO-27-0001097 [10/22/2026] to **Bacchetta, Dennis** (Vendor ID: 360)

Item Description	Unit Price	Qty	Total Price
10/17/26 - V. Football Officials vs. Neptune	125.00	1	125.00

PO TOTAL COST: $125.00

PO-27-0001098 [10/22/2026] to **Kristopher Parker** (Vendor ID: 6531)

Item Description	Unit Price	Qty	Total Price
10/17/26 - V. Football Officials vs. Neptune	125.00	1	125.00

PO TOTAL COST: $125.00

PO-27-0001099 [10/22/2026] to **Terrence King** (Vendor ID: 8795)

Item Description	Unit Price	Qty	Total Price
10/17/26 - V. Football Officials vs. Neptune	125.00	1	125.00

PO TOTAL COST: $125.00

PO-27-0001100 [10/22/2026] to **Sean Fitzsimmons** (Vendor ID: 4021)

Item Description	Unit Price	Qty	Total Price
10/17/26 - V. Football Officials vs. Neptune	125.00	1	125.00

PO TOTAL COST: $125.00

PO-27-0001101 [10/22/2026] to **Gregory Buday** (Vendor ID: 5973)

Item Description	Unit Price	Qty	Total Price
10/17/26 - V. Football Officials vs. Neptune	72.00	1	72.00

PO TOTAL COST: $72.00

PO-27-0001102 [10/22/2026] to **Dugan, James** (Vendor ID: 1212)

Item Description	Unit Price	Qty	Total Price
10/17/26 - V. Football Officials vs. Neptune	90.00	1	90.00

PO TOTAL COST: $90.00

PO-27-0001103 [10/22/2026] to **Gary Wagner** (Vendor ID: 1544)

Item Description	Unit Price	Qty	Total Price
Soccer ref	73.00	1	73.00

PO TOTAL COST: $73.00

PO-27-0001104 [10/22/2026] to **Andrea Pileri** (Vendor ID: 9871)

Item Description	Unit Price	Qty	Total Price
10/19/26 - Varsity B. Soccer Officials vs. Freehold Twp SCT	104.00	1	104.00

PO TOTAL COST: $104.00

PO-27-0001105 [10/22/2026] to **Fanning, Jerry** (Vendor ID: 1381)

Item Description	Unit Price	Qty	Total Price
Soccer ref	73.00	1	73.00

PO TOTAL COST: $73.00

PO-27-0001106 [10/22/2026] to **Peter Bogdan** (Vendor ID: 9354)

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
Run on 10/26/2026 2:29PM

Item Description	Unit Price	Qty	Total Price
10/13/26 - V/JV Volleyball Official vs. Raritan	225.00	1	225.00

PO TOTAL COST: $225.00

PO-27-0001107 [10/22/2026] to **SD Winters LLC** (Vendor ID: 7854)

Item Description	Unit Price	Qty	Total Price
Student council Bagels	144.00	1	144.00

PO TOTAL COST: $144.00

PO-27-0001108 [10/22/2026] to **Ricciardi Brothers Jersey Shore** (Vendor ID: 9879)

Item Description	Unit Price	Qty	Total Price
REPAIRS TO PAINT MACHINE (GROUNDS) - NEW PISTON AND NEW INLET VALVE NEEDED FOR REBUILD.	750.00	1	750.00

PO TOTAL COST: $750.00

PO-27-0001109 [10/22/2026] to **Lisa Manfreda** (Vendor ID: 2501)

Item Description	Unit Price	Qty	Total Price
10/15/26 - JV Field Hockey Officials vs. Pinelands	70.00	1	70.00

PO TOTAL COST: $70.00

PO-27-0001110 [10/22/2026] to **Fast** (Vendor ID: 1386)

Item Description	Unit Price	Qty	Total Price
SERVICE CALL TO INVESTIGATE ROOM 112 / FIRE DETECTORS NOT FUNCTIONING PROPERLY.	500.00	1	500.00

PO TOTAL COST: $500.00

PO-27-0001111 [10/22/2026] to **Christopher Witt** (Vendor ID: 9903)

Item Description	Unit Price	Qty	Total Price
10/15/26 - Varsity Volleyball Officials vs. Shore	90.00	1	90.00

PO TOTAL COST: $90.00

PO-27-0001112 [10/22/2026] to **Dogwig Printing** (Vendor ID: 1154)

Item Description	Unit Price	Qty	Total Price
t- shirts	9.75	31	302.25
sweatshirts	19.25	17	327.25
screens	25.00	6	150.00

PO TOTAL COST: $779.50

PO-27-0001113 [10/22/2026] to **Broad Street Dough Co** (Vendor ID: 592)

Item Description	Unit Price	Qty	Total Price
25 count Box Mini Donuts Squan Colors	34.75	2	69.50

PO TOTAL COST: $69.50

PO-27-0001114 [10/22/2026] to **Jeff Dattilo** (Vendor ID: 7852)

Item Description	Unit Price	Qty	Total Price
10/16/26 - Varsity B. Soccer Officials vs. SJV	104.00	1	104.00

PO TOTAL COST: $104.00

PO-27-0001115 [10/22/2026] to **Victor Abbate** (Vendor ID: 7911)

Item Description	Unit Price	Qty	Total Price
10/19/26 - Varsity B. Soccer Officials vs. Freehold Twp SCT	104.00	1	104.00

PO TOTAL COST: $104.00

PO-27-0001116 [10/22/2026] to **Chris Schalnat** (Vendor ID: 792)

Item Description	Unit Price	Qty	Total Price
10/17/26 - V. Football Officials vs. Neptune	125.00	1	125.00

PO TOTAL COST: $125.00

PO-27-0001117 [10/22/2026] to **Dan Caron** (Vendor ID: 1002)

Item Description	Unit Price	Qty	Total Price
10/16/26 - Varsity B. Soccer Officials vs. SJV	104.00	1	104.00

PO TOTAL COST: $104.00

PO-27-0001118 [10/22/2026] to **Douglas Barndt** (Vendor ID: 9632)

Item Description	Unit Price	Qty	Total Price
10/17/26 - V. Football Officials vs. Neptune	125.00	1	125.00

PO TOTAL COST: $125.00

PO-27-0001119 [10/22/2026] to **Mu Alpha Theta** (Vendor ID: 8054)

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
Run on 10/26/2026 2:29PM

Item Description	Unit Price	Qty	Total Price
Registration Fee	12.00	19	228.00

PO TOTAL COST: $228.00

PO-27-0001120 [10/22/2026] to **Joe Zanko** (Vendor ID: 2088)

Item Description	Unit Price	Qty	Total Price
Soccer ref	105.00	1	105.00

PO TOTAL COST: $105.00

PO-27-0001121 [10/22/2026] to **BSN Sports, LLC** (Vendor ID: 622)

Item Description	Unit Price	Qty	Total Price
BSN SPORTS Men's Full Zip Feather Weight Jacket - Item # - BSN9411 Navy 26 SMALL 28 MEDIUM 4 LARGE 2 X-LARGE	29.99	60	1799.40

PO TOTAL COST: $1,943.36

PO-27-0001122 [10/22/2026] to **Tony Salerno** (Vendor ID: 4562)

Item Description	Unit Price	Qty	Total Price
Volleyball Assignor Fees 2026	210.00	1	210.00

PO TOTAL COST: $210.00

PO-27-0001123 [10/22/2026] to **Colin Sabia** (Vendor ID: 8130)

Item Description	Unit Price	Qty	Total Price
Soccer ref	105.00	1	105.00

PO TOTAL COST: $105.00

PO-27-0001124 [10/22/2026] to **Nj Sea Grant Consortium** (Vendor ID: 3246)

Item Description	Unit Price	Qty	Total Price
Grade 6 deposit	75.00	1	75.00

PO TOTAL COST: $75.00

PO-27-0001125 [10/22/2026] to **Amazon.Com Llc** (Vendor ID: 203)

Report PO_DETAILS_BOE: Purchase Order by PO# for BOE
Run on 10/26/2026 2:29PM

Item Description	Unit Price	Qty	Total Price
Amazon Order - bake sale items	20.98	1	20.98

PO TOTAL COST: $20.98

PO-27-0001126 [10/22/2026] to **DeFrancisi, Judy** (Vendor ID: 1059)

Item Description	Unit Price	Qty	Total Price
Field Hockey	100.00	1	100.00

PO TOTAL COST: $100.00

PO-27-0001127 [10/22/2026] to **Doug Schneider** (Vendor ID: 7855)

Item Description	Unit Price	Qty	Total Price
10/20/26 - Varsity G. Soccer Officials vs. TRE	104.00	1	104.00

PO TOTAL COST: $104.00

PO-27-0001128 [10/22/2026] to **Grainger** (Vendor ID: 1642)

Item Description	Unit Price	Qty	Total Price
QMARK MOTOR FOR GREENHOUSE HEATER	336.12	1	336.12

PO TOTAL COST: $336.12

PO-27-0001129 [10/22/2026] to **Rob Goodall** (Vendor ID: 5070)

Item Description	Unit Price	Qty	Total Price
MILEAGE REIMBURSEMENT FOR THE 26-27 SCHOOL YEAR AT .47 CENTS PER MILE - NOT TO EXCEED $500 BOARD APPROVED 6/9/26	500.00	1	500.00

PO TOTAL COST: $500.00

FOOD SERVICE FUND BALANCE - SEPTEMBER 2026

CATEGORY	Sep-26	Y-T-D 2026-2027
INCOME		
Cash Sales	6,750.50	**6,750.50**
Paid Lunch	68,759.02	**68,759.02**
Refunds for Cash Sales		**-**
Catering	4,225.25	**4,225.25**
Catering Cancelled	-	**-**
Football	1,737.00	**1,737.00**
Interest on Deposit	-	**-**
Subsidiary Reimb- PBT	-	**-**
Subsidiary Reimb- SCA (Covid Reimburse)	-	**-**
Subsidiary Reimb-Income	11,712.65	**11,712.65**
Rebate/Discounts	-	-
TOTAL INCOME	**93,184.42**	**93,184.42**
EXPENSES		
Other Board Expenses	7,940.65	**7,940.65**
Football Expenses	1,619.74	**1,619.74**
Simplified Culinary Services - Operation	30,000.00	**30,000.00**
Simplified Culinary Services - Start Up Cost	8,873.02	**8,873.02**
TOTAL EXPENSES	**48,433.41**	**48,433.41**
OVERALL TOTAL	**44,751.01**	**44,751.01**

MANASQUAN HIGH SCHOOL ACCOUNT
BANK RECONCILIATION
FOR THE MONTH ENDING SEPTEMBER, 2026

		RECORD BOOK ACCOUNT	BANK CHECKING ACCOUNT
BALANCE FORWARD		$ 387,010.45	
Plus Receipts:		$8,146.04	
	interest	$921.80	
		$ -	
SUB TOTAL:		**$ 396,078.29**	
Less Expenditures:			
Expenditures	$0.00		
Disbursement transfer (from general to HS)	$0.00		
Checks	($15,873.78)	$ (15,873.78)	
Payover of Interest	$0.00		
	$0.00		
Adj for Bank Errors	$0.00		
		$0.00	
TOTAL FUNDS AVAILABLE:		**$ 380,204.51**	
Balance in Checking Account End Of September 2026			
MANASQUAN BANK			$ 393,794.29
Stop Payment Fee to be Reversed			
Less Outstanding Checks:			$ (13,589.78)
TOTAL FUNDS AVAILABLE:			**$ 380,204.51**

0.00

MHS CENTRAL FUND SEPTEMBER 2026 OUTSTANDING CHECKS					
Check #	Status	Payee	Type	Amount	Date
34549	Paid	Point Pleasant Beach Wrestling	Accounts Payable	300.00	12/11/2025
34596	Paid	Eddie Casler	Accounts Payable	114.00	1/8/2026
34642	Paid	Damien Hamlett	Accounts Payable	140.00	1/22/2026
34686	Paid	Jarret Digiantomasso	Accounts Payable	184.00	2/5/2026
34730	Paid	Nelson Ribon	Accounts Payable	104.00	2/19/2026
34787	Paid	Hannah Elarmo	Accounts Payable	255.00	3/20/2026
34797	Paid	Ms. Michaila Lee	Accounts Payable	25.00	3/23/2026
34800	Paid	Stephen Brooks	Accounts Payable	25.00	3/23/2026
34802	Paid	Xiaojuan Dong	Accounts Payable	25.00	3/23/2026
35054	Paid	New Jersey Basketball Coaches Association Inc.	Accounts Payable	100.00	7/23/2026
35058	Paid	Charles Bauer	Accounts Payable	125.00	9/2/2026
35059	Paid	Geoffrey Bunt	Accounts Payable	125.00	9/2/2026
35063	Paid	Geraldine Keale	Accounts Payable	104.00	9/2/2026
35064	Paid	John Terrigno	Accounts Payable	73.00	9/2/2026
35065	Paid	Nick Trezza	Accounts Payable	125.00	9/2/2026
35068	Paid	Andrea Pileri	Accounts Payable	104.00	9/14/2026
35070	Paid	Geoffrey Bunt	Accounts Payable	75.00	9/14/2026
35071	Paid	Dennis Cotter	Accounts Payable	75.00	9/14/2026
35075	Paid	Diego Garcia Perez	Accounts Payable	104.00	9/14/2026
35076	Paid	Ed Lenneper	Accounts Payable	134.00	9/14/2026
35079	Paid	Harlem Wizards	Accounts Payable	1,560.00	9/14/2026
35080	Paid	Joey Valentino	Accounts Payable	75.00	9/14/2026
35084	Paid	Lori Abate	Accounts Payable	100.00	9/14/2026
35085	Paid	Kyle Moberg	Accounts Payable	75.00	9/14/2026
35088	Paid	Roger Ackerman	Accounts Payable	134.00	9/14/2026
35094	Paid	Tara Byrnes	Accounts Payable	170.00	9/14/2026
35098	Paid	MHSN Finish Line Club	Accounts Payable	650.00	9/16/2026
35099	Paid	Garden State Esports	Accounts Payable	500.00	9/17/2026
35100	Paid	Jeff Fritts	Accounts Payable	104.00	9/17/2026
35104	Paid	Rumson - Fair Haven Regional High School	Accounts Payable	483.60	9/17/2026
35105	Paid	Rutgers School Of Health Related Prof.	Accounts Payable	800.00	9/17/2026
35106	Paid	Science National Honor Society	Accounts Payable	75.00	9/17/2026
35107	Paid	YouthPLAYS	Accounts Payable	264.18	9/17/2026
35108	Paid	Art Criss	Accounts Payable	125.00	9/25/2026
35109	Paid	Barbara Tucker	Accounts Payable	100.00	9/25/2026
35110	Paid	Brenner Hindes	Accounts Payable	50.00	9/25/2026
35111	Paid	Barney Bresnahan	Accounts Payable	67.00	9/25/2026
35112	Paid	John Brzyski	Accounts Payable	104.00	9/25/2026
35113	Paid	Geoffrey Bunt	Accounts Payable	150.00	9/25/2026
35114	Paid	Colin McNamara	Accounts Payable	50.00	9/25/2026
35115	Paid	Colin Sabia	Accounts Payable	177.00	9/25/2026
35116	Paid	Conor Murray	Accounts Payable	50.00	9/25/2026
35117	Paid	David G. Smith III	Accounts Payable	50.00	9/25/2026
35118	Paid	David Hiznay	Accounts Payable	150.00	9/25/2026
35119	Paid	Dennis Kotch	Accounts Payable	90.00	9/25/2026
35120	Paid	Donald Dimiccio	Accounts Payable	125.00	9/25/2026
35121	Paid	Howard Dombroski, Jr	Accounts Payable	150.00	9/25/2026
35122	Paid	Dugan, James	Accounts Payable	150.00	9/25/2026
35123	Paid	Eastern State Penitentiary Historic Site	Accounts Payable	507.00	9/25/2026
35124	Paid	Ed Lenneper	Accounts Payable	134.00	9/25/2026
35125	Paid	Joe Knipper	Accounts Payable	104.00	9/25/2026
35126	Paid	Joey Valentino	Accounts Payable	75.00	9/25/2026
35127	Paid	John Cunningham	Accounts Payable	150.00	9/25/2026
35128	Paid	Joseph Faiella	Accounts Payable	125.00	9/25/2026
35129	Paid	Jude W. Clark	Accounts Payable	50.00	9/25/2026
35130	Paid	Justin Gripp	Accounts Payable	125.00	9/25/2026
35131	Paid	Kevin Loesch	Accounts Payable	67.00	9/25/2026
35132	Paid	Kevin Musto	Accounts Payable	146.00	9/25/2026
35133	Paid	Lisa Manfreda	Accounts Payable	70.00	9/25/2026
35134	Paid	Maureen Mccann	Accounts Payable	150.00	9/25/2026
35135	Paid	Neil Mosca	Accounts Payable	150.00	9/25/2026
35136	Paid	Evelyn Peabody	Accounts Payable	104.00	9/25/2026
35137	Paid	Peter Bogdan	Accounts Payable	150.00	9/25/2026
35138	Paid	Robert Dombrowski	Accounts Payable	146.00	9/25/2026
35139	Paid	Robert Doolittle	Accounts Payable	72.00	9/25/2026
35140	Paid	Robert Ward	Accounts Payable	125.00	9/25/2026
35141	Paid	Robert Worthington	Accounts Payable	146.00	9/25/2026
35142	Paid	Roger Ackerman	Accounts Payable	72.00	9/25/2026
35143	Paid	Roger Eichenour	Accounts Payable	104.00	9/25/2026
35144	Paid	Ryan Tracy	Accounts Payable	50.00	9/25/2026
35145	Paid	Sarah Corey	Accounts Payable	70.00	9/25/2026
35146	Paid	Scott Larkin	Accounts Payable	75.00	9/25/2026
35147	Paid	Senecke, Phil	Accounts Payable	70.00	9/25/2026
35148	Paid	Sirchio, Mike	Accounts Payable	150.00	9/25/2026
35149	Paid	Six Flags Wild Safari Invitational	Accounts Payable	209.00	9/25/2026
35150	Paid	Tom Cusimano	Accounts Payable	150.00	9/25/2026
35151	Paid	Tony Benedetto	Accounts Payable	125.00	9/25/2026
35152	Paid	Valenziano, Tony	Accounts Payable	73.00	9/25/2026
35153	Paid	Victa Mckenzie	Accounts Payable	100.00	9/25/2026
35154	Paid	Wallace Smith	Accounts Payable	206.00	9/25/2026
35155	Paid	Walter Merinsky	Accounts Payable	146.00	9/25/2026
35156	Paid	Neil Warar	Accounts Payable	104.00	9/25/2026
35157	Paid	Toms River Township	Accounts Payable	395.00	9/25/2026
				13,589.78	

Manasquan Board of Education
Expenditure Summary
7/1/2026 - 9/30/2026 - Funds 21

Account	Description	Original Appropriation	Current Appropriation	Total Encumbered	Req Encumbered	Disbursed	Outstanding	Available	Percent Used
21-401-100-600-01-100	ART			-601.11		-601.11		601.11	
21-401-100-600-01-103	HS-ELL Cultural Experiences			-348.54		-348.54		348.54	
21-401-100-600-01-105	AMNESTY INTERNATIONAL			-851.95		-851.95		851.95	
21-401-100-600-01-110	ATHLETIC ASSOCIATION			-42,863.69	378.00	-42,863.69	.00	42,485.69	
21-401-100-600-01-113	AA-THANKSGIVING GAME			-21,886.13		-21,886.13		21,886.13	
21-401-100-600-01-115	ACADEMY OF FINANCE			-4,645.55		-4,645.55		4,645.55	
21-401-100-600-01-116	ACADEMIC HALL OF FAME			-312.63		-312.63		312.63	
21-401-100-600-01-117	ACADEMY OF PUBLIC SAFETY			-1,733.78	.00	-1,733.78	.00	1,733.78	
21-401-100-600-01-118	STEM Academy			-1,880.88		-1,880.88		1,880.88	
21-401-100-600-01-119	MANASQUAN ACE			-637.20		-637.20		637.20	
21-401-100-600-01-120	BAND			-7,105.68		-7,105.68		7,105.68	
21-401-100-600-01-121	ATHLETIC LEADERSHIP CLUB			-695.75		-695.75		695.75	
21-401-100-600-01-123	BIKE CLUB								
21-401-100-600-01-125	BOYS BASKETBALL			-279.34		-279.34		279.34	
21-401-100-600-01-126	BOYS & GIRLS BOWLIN			-265.62		-265.62		265.62	
21-401-100-600-01-130	BLUE & GRAY			-2,014.65		-2,014.65		2,014.65	
21-401-100-600-01-135	BASEBALL			-1,785.86		-1,785.86		1,785.86	
21-401-100-600-01-140	CHEERLEADING			-308.15		-308.15		308.15	
21-401-100-600-01-150	CHORUS								
21-401-100-600-01-171	Math Honor Society			-522.79		-522.79		522.79	
21-401-100-600-01-205	CLIPPER			-823.11		-823.11		823.11	
21-401-100-600-01-215	CROSS COUNTRY			-149.81		-149.81		149.81	
21-401-100-600-01-219	CLASS OF 2019			-5,496.05		-5,496.05		5,496.05	
21-401-100-600-01-220	CLASS OF 2020								
21-401-100-600-01-221	CLASS OF 2021			-3,901.86		-3,901.86		3,901.86	
21-401-100-600-01-222	CLASS OF 2022			-3,060.36		-3,060.36		3,060.36	
21-401-100-600-01-223	CLASS OF 2023			-4,676.07		-4,676.07		4,676.07	
21-401-100-600-01-224	CLASS OF 2024			-2,525.13		-2,525.13		2,525.13	
21-401-100-600-01-225	CLASS OF 2025			-8,102.69		-8,102.69		8,102.69	
21-401-100-600-01-226	CLASS OF 2026			-5,578.62		-5,578.62		5,578.62	
21-401-100-600-01-227	CLASS OF 2027			-10,888.69		-10,888.69		10,888.69	
21-401-100-600-01-228	CLASS OF 2028			-6,390.78		-6,390.78		6,390.78	
21-401-100-600-01-229	CLASS OF 2029			-3,169.33		-3,169.33		3,169.33	
21-401-100-600-01-230	CLASS OF 2030								
21-401-100-600-01-239	Dance Club			-15,550.94		-15,550.94		15,550.94	
21-401-100-600-01-240	DRAMA			-36,704.57	2,760.00	-36,704.57	.00	33,944.57	
21-401-100-600-01-241	ENVIRONMENTAL CLUB			-1,332.97		-1,332.97		1,332.97	
21-401-100-600-01-245	FELLOWSHIP OF			-153.98		-153.98		153.98	
21-401-100-600-01-250	FIELD HOCKEY			-2,282.46		-2,282.46		2,282.46	
21-401-100-600-01-260	FOOTBALL			-63.15		-63.15		63.15	

Manasquan Board of Education
Expenditure Summary
7/1/2026 - 9/30/2026 - Funds 21

Account	Description	Original Appropriation	Current Appropriation	Total Encumbered	Req Encumbered	Disbursed	Outstanding	Available	Percent Used
21-401-100-600-01-280	FBLA (Future Business Leaders of America)			-5,739.67		-5,739.67		5,739.67	
21-401-100-600-01-281	FISHING CLUB			-3,280.02		-3,280.02		3,280.02	
21-401-100-600-01-319	GENERAL ACCOUNT			-179.63		-179.63		179.63	
21-401-100-600-01-321	GIRLS BASKETBALL			-94.98		-94.98		94.98	
21-401-100-600-01-322	GIRLS SOCCER			-94.62		-94.62		94.62	
21-401-100-600-01-323	GYMNASTICS			-145.86		-145.86		145.86	
21-401-100-600-01-324	Garden Club			-705.42		-705.42		705.42	
21-401-100-600-01-325	WARRIOR FOR WELLNESS			-1,327.92		-1,327.92		1,327.92	
21-401-100-600-01-326	GIRLS VOLLEYBALL			-865.60		-865.60		865.60	
21-401-100-600-01-330	HONOR SOCIETY			-8,239.77	1,620.00	-8,422.07	182.30	6,619.77	
21-401-100-600-01-331	HISTORY HONORS			-1,426.02		-1,426.02		1,426.02	
21-401-100-600-01-340	INTEREST			-2,761.27		-2,761.27		2,761.27	
21-401-100-600-01-343	ICE HOCKEY			-.09		-.09		.09	
21-401-100-600-01-344	INNOVATION LAB			-2,287.70	.00	-2,287.70	.00	2,287.70	
21-401-100-600-01-345	ITALIAN CLUB			-5,769.12		-5,769.12		5,769.12	
21-401-100-600-01-350	KEY CLUB			-14,354.72		-14,354.72		14,354.72	
21-401-100-600-01-351	INTERNATIONAL CLUB			-310.07		-310.07		310.07	
21-401-100-600-01-360	LACROSS - BOYS			-130.80		-130.80		130.80	
21-401-100-600-01-361	LACROSS - GIRLS			-64.69		-64.69		64.69	
21-401-100-600-01-370	LIBRARY			-4.45		-4.45		4.45	
21-401-100-600-01-371	LIFE IS GOOD			-4,489.20		-4,489.20		4,489.20	
21-401-100-600-01-372	LGBTQ			-85.75		-85.75		85.75	
21-401-100-600-01-375	MODEL UN			-533.61		-533.61		533.61	
21-401-100-600-01-376	SQUANATHON			-416.88		-416.88		416.88	
21-401-100-600-01-380	PING PONG CLUB			-76.92		-76.92		76.92	
21-401-100-600-01-381	PSAT			-30.06		-30.06		30.06	
21-401-100-600-01-382	PEER LEADERSHIP			-1,034.59		-1,034.59		1,034.59	
21-401-100-600-01-383	Performing Arts Academy			-3,306.78		-3,306.78		3,306.78	
21-401-100-600-01-384	RALLY CAP CLUB			-327.32		-327.32		327.32	
21-401-100-600-01-390	RECORDING STUDIO			-2,023.35		-2,023.35		2,023.35	
21-401-100-600-01-392	RUTGERS HEALTH CAREERS ACADEMY			-2,689.94	.00	-2,689.94	.00	2,689.94	
21-401-100-600-01-393	ROBOTICS								
21-401-100-600-01-399	SPRING TRACK			-655.10		-655.10		655.10	
21-401-100-600-01-400	Science National Honor Society			-807.50	143.00	-807.50	.00	664.50	
21-401-100-600-01-401	YEARBOOK			-26,235.37	.00	-28,910.37	2,675.00	26,235.37	
21-401-100-600-01-402	SPANISH/FRENCH HONOR			-2,074.73		-2,074.73		2,074.73	
21-401-100-600-01-403	SURF TEAM			-88.37		-88.37		88.37	
21-401-100-600-01-410	STUDENT COUNCIL			-9,776.60	.00	-10,400.36	623.76	9,776.60	
21-401-100-600-01-411	STUDENT ALLIANCE			-268.26		-268.26		268.26	
21-401-100-600-01-415	TENNIS CLUB			-9.43		-9.43		9.43	

Manasquan Board of Education
Expenditure Summary
7/1/2026 - 9/30/2026 - Funds 21

Account	Description	Original Appropriation	Current Appropriation	Total Encumbered	Req Encumbered	Disbursed	Outstanding	Available	Percent Used
21-401-100-600-01-416	VIBE TRIBE								
21-401-100-600-01-417	VISUAL ARTS			-67.37		-67.37		67.37	
21-401-100-600-01-430	WINTER TRACK			-15.88		-15.88		15.88	
21-401-100-600-01-431	WOODWORKING CLUB								
21-401-100-600-01-432	WELCOME WARRIORS			-1,064.12	105.60	-1,606.76	542.64	958.52	
21-401-100-600-01-799	SOFTBALL			-1,527.21		-1,527.21		1,527.21	
21-401-100-600-01-800	P/Y CLASSES			-71,204.18		-71,204.18		71,204.18	
	21 HS Central Funds totals:	**.00**	**.00**	**-376,180.81**	**5,006.60**	**-380,204.51**	**4,023.70**	**371,174.21**	

Account	Description	Original Appropriation	Current Appropriation	Total Encumbered	Req Encumbered	Disbursed	Outstanding	Available	Percent Used
	Report Total:	**.00**	**.00**	**-376,180.81**	**5,006.60**	**-380,204.51**	**4,023.70**	**371,174.21**	

SchoolCraft STUDIOS

Contract
2026-2027

2 Wilson Drive ~ Sparta, NJ 07871
973-579-0005

Manasquan School District

Parents will be able to see the image before placing their order. All students will be photographed and all orders will be placed online. Our online ordering platform has a wide variety of packages and products that parents can choose from. Below are some sample packages.

PACKAGE A $26.00	PACKAGE B $31.00	PACKAGE C $36.00	PACKAGE D $41.00	PACKAGE E $46.00
2-5x7 4-3x5 8 wallets	4-5x7 4-3x5 8 wallets	1-8x10 2-5x7 4-3x5 8 wallets	1-8x10 4-5x7 4-3x5 8wallets	2-8x10 4-5x7 4-3x5 16wallets

All students and staff will be photographed

Images will be provided for yearbook and office.

Each student will receive a navy blue lanyard and ID card

Staff will receive a picture package at no cost

Retakes will be offered at no additional cost to the parents

Rebate $5,000

A photographer will attend graduation at the high school and elementary school

Class photos are only taken at the elementary school

Schoolcraft Signature Cristine Crescione 10/72026

School Signature _____

October 27, 2026

Manasquan Board of Education
Plan of Action for the 2027-2028 Budget

Step	Timeline*	Objective	Responsible Party
1	November 2026	Budget allocation memos and new initiative request forms distributed to department heads	Superintendent, Asst. Superintendent, Business Administrator
2	December 11, 2026	Completed budget request forms due back to the Business Administrator	Administrators/Supervisors
3	December 14, 2026**	Sending Districts Submit initial enrollment projections for the 2026-2027 school year	Sending District Superintendents & Business Administrator
4	January 2027	District Budget committee will review budget requests with Building Level Administrators. All Staffing requests will be reviewed by Superintendent/ Asst. Superintendent/Business Administrator/Director of Curriculum & Instruction	Superintendent/Asst. Superintendent/Business Administrator/Director of Curriculum & Instruction
5	January 25, 2027**	Sending Districts finalize their final enrollment projections for the 2026-2027 school year	Sending District Superintendents & Business Administrators
6	February 2027	Tuition Adjustments from the 2025-2026 school year sent to sending district Business Administrators	Business Administrator
7	Late February 2027	State Aid figures released	NJ Department of Education
8	Late February/Early March 2027	District Budget Committee presents initial submittals to Board of Education Finance Committee for review and determination	District Budget Committee and Board of Education Finance Committee
9	Early March 2027	Tentative Budget documents provided to all Board of Education Members	Superintendent and Business Administrator
10	March 18, 2027	Board of Education Adoption of Preliminary Budget & Tuition Rates for subsequent school year	Superintendent/Business Administrator/and Board of Education Members
11	Prior to April 20, 2027	Preliminary Budget approved by County Superintendent for advertising	Superintendent/Asst. Superintendent/Business Administrator
12	May 6, 2027	Formal Public Hearing on Budget/Board Adoption of Final Budget	Superintendent/Asst. Superintendent/Business Administrator

***Some dates are tentative and subject to change.**

****E-mail sent to all sending district Business Administrators confirming projection deadlines on 10/12/2026**

Board Approved: October 27, 2026

NJ DEPARTMENT OF EDUCATION
SCHOOL FACILITIES

Form M-1

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

County	**Monmouth**	**Current Area Cost Allowance per SF**	**$ 143.00**
District Name	**Manasquan**	**District contact name**	Peter Crawley
District Number	**732-528-8800**	**District contact phone**	732-528-8000 x1923
Filing Date	**10/27/2026**	**District contact e-mail**	pcrawley@manasquan.k12.nj.us

A	B	C	D	E	F	G
School Facility Name	**School Number**	**Gross Building Area (GSF)**	**Building Replacement Value**	**Prior 10 Years' Actual + Current Year's Budgeted Expenditures (See Detailed Sheet)**	**Min. Annual Target Expenditure for FY 27-28**	**Anticipated Budget for FY 27-28**
Manasquan High School	050	130,253	$ 18,626,179	$ 1,417,954	$ 37,252	$ 40,978
Manasquan Elementary School	060	111,800	15,987,400	709,444	31,975	$ 35,172
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District Total		**242,053**	**$ 34,613,579**	**$ 2,127,398**		
Min. Required amount for FY 27-28					**$ 69,227**	
Anticipated Budget amount for FY 27-28						**$ 76,150**

Max. Maintenance Reserve Amount (4% of column D) **$ 1,384,543**

Current District Maintenance Reserve Amount **$ 202,000**

Prepared by:

District School Business Administrator

Print Peter Crawley **Date** 10/14/2026

Sign

Detailed Actual Expenditures by Year by Building Worksheet

District Name	Manasquan													732-528-8800
A	B	C	Q	R	S	T	U	V	W	X	Y	Z	Z	Total
			Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Budgeted Amount	10 Year(s)+ Budgeted
A. School Facility Name	School Number	Gross Building Area (GSF)	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Total
		Years:	1	2	3	4	5	6	7	8	9	10	n/a	11
Manasquan High School	050	130,253	$ -	$ 116,374	$ 334,419	$ 133,852	$ 125,122	$ 94,767	$ 121,222	$ 144,365	$ 120,905	$ 129,468	$ 97,460	$ 1,417,954
Manasquan Elementary School	060	111,800		$ 42,696	$ 80,742	$ 54,858	$ 141,227	$ 111,509	$ 37,410	$ 78,549	$ 52,728	45,325	$ 64,400	709,444
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District Total		**#REF!**	**$ -**	**$ 159,070**	**$ 415,161**	**$ 188,710**	**$ 266,349**	**$ 206,276**	**$ 158,632**	**$ 222,914**	**$ 173,633**	**$ 174,793**	**$ 161,860**	**$ 2,127,398**

District:	**Manasquan Public School District**		
Comprehensive Maintenance Plan [NJAC 6A:26-20 et seq.]		**Contact Person:**	Dr. Pete Crawley
County/District Code	**25-2930**	**Email/Phone:**	pcrawley@manasquan.k12.nj.us
		Phone	732-528-8800 x1923

School Name	**Actual FY: 2025-26**	**Budgeted FY: 2026-27**	**Anticipated FY: 2027-28**
Intro Comments:	*Amts. In this column come from your audit (function 261) and are actual or simply based on a square foot allocation.*	*Amts. in this column are budgeted in function 261-Total of all objects for each facility. This column will be reviewed by your auditor at year's end for compliance.*	*Amts. in this column are what you plan to budget next year. This column should equal or exceed the required maintenance calculation from M-1. Unless you can support less!*
	NOTE: The Description below should be consistent with "Required Maintenance" activities [NJAC 6A:26-1.2]		
School:	**$ 129,468**	**$ 97,460**	**$ 40,978**
Manasquan High School	Localized repairs, pointing, water proofing.	Localized repairs, pointing, water proofing.	Localized repairs, pointing, water proofing.
060	Repair, replace frames, sash, caulk, etc.	Repair, replace frames, sash, caulk, etc.	Repair, replace frames, sash, caulk, etc.
	Prepare and paint walls, patch plaster.	Prepare and paint walls, patch plaster.	Prepare and paint walls, patch plaster.
	Inspect, repair, service valves, seals, etc.	Inspect, repair, service valves, seals, etc.	Inspect, repair, service valves, seals, etc.
	Repair piping or insulation,	Repair piping or insulation,	Repair piping or insulation,
	Chemical water treatment, other water testing	Chemical water treatment, other water testing	Chemical water treatment, other water testing
	Annual service and Inspection of all systems	Annual service and Inspection of all systems	Annual service and Inspection of all systems
School:	**$ 45,325**	**$ 64,400**	**$ 35,172**
Manasquan Elementary	Localized repairs, pointing, water proofing.	Localized repairs, pointing, water proofing.	Localized repairs, pointing, water proofing.
School	Repair, replace frames, sash, caulk, etc.	Repair, replace frames, sash, caulk, etc.	Repair, replace frames, sash, caulk, etc.
050	Prepare and paint walls, patch plaster.	Prepare and paint walls, patch plaster.	Prepare and paint walls, patch plaster.
	Inspect, repair, service valves, seals, etc.	Inspect, repair, service valves, seals, etc.	Inspect, repair, service valves, seals, etc.
	Repair piping or insulation,	Repair piping or insulation,	Repair piping or insulation,
	Chemical water treatment, other water testing	Chemical water treatment, other water testing	Chemical water treatment, other water testing
	Annual service and Inspection of all systems	Annual service and Inspection of all systems	Annual service and Inspection of all systems
Eligible Facilities-Total	**174,793**	**$ 161,860**	**76,150**
Non-Eligible Facilities			
Rounding			
Totals Function 261	**$ 174,793**	**$ 161,860**	**$ 76,150**
Total per ACFR or BSR at 6/30	174,793		
Total Per Budget		161,860	
Difference: Must Equal Zero	**0**	**0**	
Comments/Explanations			

STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

Health and Safety Evaluation of School Buildings Checklist 2026-2027

County: Monmouth **District:** Manasquan

Building	Check One (✓ or X)
Leased	
Owned	x

School Building: Center For Learning Independence (CLI)

Completed By: Matthew Hudson **Date:**

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

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

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

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

References:

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

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

100% Compliance

Section A: 100% Items

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

100% Compliance

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

100% Compliance

Exits/Exterior #11 to #12	Yes	No	N/A	Violation location
11. Exterior switches and receptacles are covered by securely fastened weather-proof plates and fixtures are securely mounted with no exposed wires.			x	
12. All exterior exits are in good condition, locked from outside access, are readily accessible and free of obstructions for use in an emergency, including: **a.** Fire escapes and/or exterior stairs can be safely negotiated. Exterior doors shall not be propped open. **b.** Panic hardware is provided on exit doors of all spaces with an occupancy load/capacity greater than 50.	x			

Interior #13 to #21	Yes	No	N/A	Violation Location
13. All electrical outlets, switches, receptacles and junction boxes, electric wires, fuses and/or circuit breaker panels, etc., are properly covered and/or secured and/or protected.	x			
14. Sufficient access and working space are provided and maintained around all electrical systems equipment. Items, especially combustibles, are a minimum of 36 inches from electrical power sources or equipment, i.e., circuit breaker panels, fuse boxes, transformers.	x			
15. Instructional areas are free of all unapproved construction, e.g., walls, partitions, doors and stairs, etc.	x			
16. Doors in any occupied space are free of deadbolts or slide bolts and permit exit without need of a key or special knowledge. N.J.A.C. 6A:26-8.1	x			
17. Unobstructed vision panels with code-approved glass are installed in doors opening into corridors. Interior glazing shall be safety glazing. N.J.A.C. 6A:26-8.1			x	
18. Kindergarten and Pre-K toilet requirements are met. N.J.A.C. 6A:26-6.3(h)4.			x	
19. District requested approvals as needed: Dual Use, Change-of-Use, Alternate (Toilet) Method of Compliance, Temporary sites (Temporary Classroom Units (TCUs) or rented facilities). Required DOE approvals in place.	x			
20. Dangerous chemicals (i.e., liquefied petroleum (LP) gas/propane) and/or explosive materials (i.e., gunpowder, picric acid) are *not* stored/present in the building. If needed, flammable and combustible materials are properly stored/maintained (i.e., in properly rated cabinets; **not** in boiler room/high-hazard areas).			x	
21. Carbon Monoxide (CO) Detectors must be in the vicinity of **all** fuel burning appliances. a. Gas and oil heating systems: boilers, furnaces, central and unitary equipment. b. Generators: portable and permanent.	x			

Interior #13 to #21	Yes	No	N/A	Violation Location
c. Natural gas and propane appliances: water heaters, ranges, stoves, ovens, laundry washers and dryers d. Fireplaces e. In hallways connected to space with the source N.J.A.C. 5:70-4.3(a), and N.J.A.C. 5:70-4.9(d)				

Vocational/Laboratories #22 to #25	Yes	No	N/A	Violation Location
22. Power machinery and equipment, as well as science laboratories, have appropriate safety features in place including, as applicable: **a.** Appropriate placement on the floor and required point-of-operation guards to protect users from injury due to moving parts. **b.** Clearly visible and accessible push-type emergency cut-off switches at appropriate locations within shops to de-energize electrical supply to non-portable machinery. **c.** Non-portable machinery provided with magnetic type switches to prevent automatic restart upon restoration of power after an electrical failure or reactivation of the emergency cut-off switch. **d.** Key-operated electric solenoid shut-off valves on natural gas lines in science laboratories and shops constructed after 1979. On all other gas lines there is an emergency shut-off valve which is clearly marked and accessible.			x	
23. At a minimum, one #20 ABC-rated fire extinguisher is provided in each laboratory and vocational area.			x	
24. Adequate eye and body protection are provided, including: **a.** Eye protection devices (glasses, goggles) for students and faculty in each laboratory and shop area, including appropriate provision for their sanitation. **b.** Emergency eyewash device(s), with 15 minutes continuous flow, where caustic or corrosive materials are used. **c.** An emergency cold-water shower for chemistry laboratory if constructed after October 1985. N.J.A.C. 6A:26-12.5(d)			x	
25. Provision of proper local or general ventilation and/or exhausting of toxic and/or dangerous fumes and/or odors, including for the following activities, as applicable: **a.** For science activities (i.e., via fume hoods) **b.** For welding operations **c.** For paint spraying operations: 1. Automotive: should have a separate exhaust system. 2. Art: proper ventilation for spray paint with fumes **d.** Art: Designated safe space/room for kilns with proper ventilation **e.** In dust generating operations, such as wood working, a dust collecting system which should be either single or multi-use vacuum packs or a central dust collection system			x	

100% Compliance

Total	Yes	No	N/A
100% Items Total	13	0	12

Space for Notes:

Section B: 80% Items

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

80% Compliance

Exits/Exterior #1 to #4	Yes	No	N/A	Violation Location
1. No evidence of major exterior building structural damage. Example(s) would include: **a.** Exterior walls appear free of structural cracks, loose masonry and crumbling parapets; lintels appear free of rust and flaking. **b.** Gutters and downspouts appear to be in good condition and are secured to the building; runoff does not appear to be obstructed or create poor drainage or soil erosion.	x			
2. All exterior receptacles are GFCI-protected in accordance with code.			x	
3. All school grounds, including general purpose play areas and athletic fields, are free of holes, glass, stumps, roots, rocks and other hazardous obstacles. Fences are maintained and are free of holes. The outside physical education area for students shall include, but not be limited to, sufficient space, equipment, and safe surfaces for students and program needs and are protected from hazards or traffic conditions.	x			
4. Playground area and equipment appear to be in safe operating condition and in compliance with code and the district maintains documentation of compliance and regular (annual and/or monthly) inspections.			x	

Interior Items #5 to #26	Yes	No	N/A	Violation Location
5. All interior exits and corridors are in good condition, readily accessible, and free of obstructions and/or excessive materials that would hinder exit.	x			
6. Emergency evacuation egress procedures are posted at a visible height and standard location in all areas.	x			
7. Doors leading to interior courtyards are clearly marked: "Not an Exit" and such doors should open into the corridor.			x	
8. Handrails on both sides of interior stairways, guardrails and interior stair treads are free of surface features that may cause injury and/or are properly secured. Interior stair treads do not show evidence of extensive wear and are generally in good repair.			x	
9. Stage curtains need to indicate flame proof or flame retardant and certificates are on file.			x	

Interior Items #5 to #26	Yes	No	N/A	Violation Location
10. All education spaces shall be equipped with a communication device/system connected to the main office and capable of emergency communication to local authorities or 9-1-1.	x			
11. Electric outlets and/or wiring appear appropriate, including: a. GFI protection for receptacle(s) within 6 feet of water in accordance with code. b. Electrical extension cords and surge protectors used appropriately, with extension cords only used *temporarily*. c. Sufficient electrical duplex outlets shall be provided to satisfy the program needs as provided in code. N.J.A.C. 6A:26-6.3(f)	x			
12. Nurse's Office: Space shall provide the necessary facilities, equipment and supplies for the performance of the duties required under State law and the rules by health services personnel. N.J.A.C. 6A:26-6.3(9) and N.J.A.C. 6A:26-12.3			x	This Building Uses the Main Campus Building for Nurse.
13. Individual or central mechanical ventilation unit(s) are operating in all student- and staff-occupied rooms/areas and toilet facilities; air conditioners are operational in windowless interior areas. Heating and ventilation requirements shall be as set forth in code. N.J.A.C. 6A:26-6.3(d)	x			
14. Lighting levels in all instructional areas at least 50-foot candles, as measured with a light meter, comply with code and lamps/bulbs are covered with a lens cover or equivalent protection. N.J.A.C. 6A:26-6.3(g)	x			
15. Instructional areas have no unauthorized and/or potentially hazardous materials/equipment in rooms. (see guidance doc) Uniform Fire Code Dangerous touch points in educational spaces, such as hot pipes and radiators, should be covered. N.J.A.C. 6A:26-6.3 (e) (5)	x			
16. A chalkboard, whiteboard, and/or electronic display board is/are provided in each instructional space and is/are free of cracks and jagged edges. N.J.A.C. 6A:26-8.1.viii.(1)	x			
17. Ceilings, walls and floors are free of holes, sags, and evidence of water damage. The average ceiling height shall [illegible]	x			

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

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

Total	Yes	No	N/A
80% Items Total	18	0	16

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

Misc: Purseuent to the State Fire Marshall guidance, clothes dryers, particularly lint collectors and exhaust vents shall receive regular maintenance to avoid fire hazard.

Space for Notes:

School Facility Score Summary 2026-2027

Note: This form must be signed and dated.

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

100% Section A Compliance

100% Section A Compliance	Score
Number of **No** Reponses in Section A	0

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

80% Section B Compliance

80% Section B Compliance	Score
A. Number of **Yes** Responses	18
B. Number of **No** Responses	0
C. Subtotal **[A + B]**	18
D. Multiply **[(C)** × 80%]	14.4

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

LEA Assurance Signatures

School Facility Name: Center For Learning Independence (CLI)

Title	Signature	Date
Completed by (add title below): Custodial Supervisor		
Certified Educational Facilities Manager (if position used by district) or Head/Lead Custodian		10-27-26
Chief School Administrator or SBA		
Building Principal		

STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

Health and Safety Evaluation of School Buildings Checklist 2026-2027

County: Monmouth **District:** Manasquan

Building	Check One (✓ or X)
Leased	
Owned	x

School Building: Manasquan Elementary School

Completed By: Matthew Hudson **Date:**

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

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

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

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

References:

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

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

100% Compliance

Section A: 100% Items

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

100% Compliance

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

Exits/Exterior #11 to #12	Yes	No	N/A	Violation location
11. Exterior switches and receptacles are covered by securely fastened weather-proof plates and fixtures are securely mounted with no exposed wires.	x			
12. All exterior exits are in good condition, locked from outside access, are readily accessible and free of obstructions for use in an emergency, including: **a.** Fire escapes and/or exterior stairs can be safely negotiated. Exterior doors shall not be propped open. **b.** Panic hardware is provided on exit doors of all spaces with an occupancy load/capacity greater than 50.	x			

Interior #13 to #21	Yes	No	N/A	Violation Location
13. All electrical outlets, switches, receptacles and junction boxes, electric wires, fuses and/or circuit breaker panels, etc., are properly covered and/or secured and/or protected.	x			
14. Sufficient access and working space are provided and maintained around all electrical systems equipment. Items, especially combustibles, are a minimum of 36 inches from electrical power sources or equipment, i.e., circuit breaker panels, fuse boxes, transformers.	x			
15. Instructional areas are free of all unapproved construction, e.g., walls, partitions, doors and stairs, etc.	x			
16. Doors in any occupied space are free of deadbolts or slide bolts and permit exit without need of a key or special knowledge. N.J.A.C. 6A:26-8.1	x			
17. Unobstructed vision panels with code-approved glass are installed in doors opening into corridors. Interior glazing shall be safety glazing. N.J.A.C. 6A:26-8.1	x			
18. Kindergarten and Pre-K toilet requirements are met. N.J.A.C. 6A:26-6.3(h)4.	x			
19. District requested approvals as needed: Dual Use, Change-of-Use, Alternate (Toilet) Method of Compliance, Temporary sites (Temporary Classroom Units (TCUs) or rented facilities). Required DOE approvals in place.	x			
20. Dangerous chemicals (i.e., liquefied petroleum (LP) gas/propane) and/or explosive materials (i.e., gunpowder, picric acid) are *not* stored/present in the building. If needed, flammable and combustible materials are properly stored/maintained (i.e., in properly rated cabinets; **not** in boiler room/high-hazard areas).	x			
21. Carbon Monoxide (CO) Detectors must be in the vicinity of **all** fuel burning appliances. a. Gas and oil heating systems: boilers, furnaces, central and unitary equipment. b. Generators: portable and permanent.	x			

Interior #13 to #21	Yes	No	N/A	Violation Location
c. Natural gas and propane appliances: water heaters, ranges, stoves, ovens, laundry washers and dryers d. Fireplaces e. In hallways connected to space with the source N.J.A.C. 5:70-4.3(a), and N.J.A.C. 5:70-4.9(d)				

Vocational/Laboratories #22 to #25	Yes	No	N/A	Violation Location
22. Power machinery and equipment, as well as science laboratories, have appropriate safety features in place including, as applicable: **a.** Appropriate placement on the floor and required point-of-operation guards to protect users from injury due to moving parts. **b.** Clearly visible and accessible push-type emergency cut-off switches at appropriate locations within shops to de-energize electrical supply to non-portable machinery. **c.** Non-portable machinery provided with magnetic type switches to prevent automatic restart upon restoration of power after an electrical failure or reactivation of the emergency cut-off switch. **d.** Key-operated electric solenoid shut-off valves on natural gas lines in science laboratories and shops constructed after 1979. On all other gas lines there is an emergency shut-off valve which is clearly marked and accessible.	x			
23. At a minimum, one #20 ABC-rated fire extinguisher is provided in each laboratory and vocational area.	x			
24. Adequate eye and body protection are provided, including: **a.** Eye protection devices (glasses, goggles) for students and faculty in each laboratory and shop area, including appropriate provision for their sanitation. **b.** Emergency eyewash device(s), with 15 minutes continuous flow, where caustic or corrosive materials are used. **c.** An emergency cold-water shower for chemistry laboratory if constructed after October 1985. N.J.A.C. 6A:26-12.5(d)	x			
25. Provision of proper local or general ventilation and/or exhausting of toxic and/or dangerous fumes and/or odors, including for the following activities, as applicable: **a.** For science activities (i.e., via fume hoods) **b.** For welding operations **c.** For paint spraying operations: 1. Automotive: should have a separate exhaust system. 2. Art: proper ventilation for spray paint with fumes **d.** Art: Designated safe space/room for kilns with proper ventilation **e.** In dust generating operations, such as wood working, a dust collecting system which should be either single or multi-use vacuum packs or a central dust collection system	x			

100% Compliance

Total	Yes	No	N/A
100% Items Total	24	0	1

Space for Notes:

Section B: 80% Items

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

80% Compliance

Exits/Exterior #1 to #4	Yes	No	N/A	Violation Location
1. No evidence of major exterior building structural damage. Example(s) would include: **a.** Exterior walls appear free of structural cracks, loose masonry and crumbling parapets; lintels appear free of rust and flaking. **b.** Gutters and downspouts appear to be in good condition and are secured to the building; runoff does not appear to be obstructed or create poor drainage or soil erosion.	x			
2. All exterior receptacles are GFCI-protected in accordance with code.	x			
3. All school grounds, including general purpose play areas and athletic fields, are free of holes, glass, stumps, roots, rocks and other hazardous obstacles. Fences are maintained and are free of holes. The outside physical education area for students shall include, but not be limited to, sufficient space, equipment, and safe surfaces for students and program needs and are protected from hazards or traffic conditions.	x			
4. Playground area and equipment appear to be in safe operating condition and in compliance with code and the district maintains documentation of compliance and regular (annual and/or monthly) inspections.	x			

Interior Items #5 to #26	Yes	No	N/A	Violation Location
5. All interior exits and corridors are in good condition, readily accessible, and free of obstructions and/or excessive materials that would hinder exit.	x			
6. Emergency evacuation egress procedures are posted at a visible height and standard location in all areas.	x			
7. Doors leading to interior courtyards are clearly marked: "Not an Exit" and such doors should open into the corridor.	x			
8. Handrails on both sides of interior stairways, guardrails and interior stair treads are free of surface features that may cause injury and/or are properly secured. Interior stair treads do not show evidence of extensive wear and are generally in good repair.	x			
9. Stage curtains need to indicate flame proof or flame retardant and certificates are on file.			x	

Interior Items #5 to #26	Yes	No	N/A	Violation Location
10. All education spaces shall be equipped with a communication device/system connected to the main office and capable of emergency communication to local authorities or 9-1-1.	x			
11. Electric outlets and/or wiring appear appropriate, including: a. GFI protection for receptacle(s) within 6 feet of water in accordance with code. b. Electrical extension cords and surge protectors used appropriately, with extension cords only used *temporarily*. c. Sufficient electrical duplex outlets shall be provided to satisfy the program needs as provided in code. N.J.A.C. 6A:26-6.3(f)	x			
12. Nurse's Office: Space shall provide the necessary facilities, equipment and supplies for the performance of the duties required under State law and the rules by health services personnel. N.J.A.C. 6A:26-6.3(9) and N.J.A.C. 6A:26-12.3	x			
13. Individual or central mechanical ventilation unit(s) are operating in all student- and staff-occupied rooms/areas and toilet facilities; air conditioners are operational in windowless interior areas. Heating and ventilation requirements shall be as set forth in code. N.J.A.C. 6A:26-6.3(d)	x			
14. Lighting levels in all instructional areas at least 50-foot candles, as measured with a light meter, comply with code and lamps/bulbs are covered with a lens cover or equivalent protection. N.J.A.C. 6A:26-6.3(g)	x			
15. Instructional areas have no unauthorized and/or potentially hazardous materials/equipment in rooms. (see guidance doc) Uniform Fire Code Dangerous touch points in educational spaces, such as hot pipes and radiators, should be covered. N.J.A.C. 6A:26-6.3 (e) (5)	x			
16. A chalkboard, whiteboard, and/or electronic display board is/are provided in each instructional space and is/are free of cracks and jagged edges. N.J.A.C. 6A:26-8.1.viii.(1)	x			
17. Ceilings, walls and floors are free of holes, sags, and evidence of water damage. The average ceiling height shall be at least 8 feet for instructional spaces in an existing public school, in a district owned facility and in rented or leased buildings not on school district-owned sites. N.J.A.C. 6A:26-6.3(6) and N.J.A.C. 6A:8.1.d.1.i.(1)	x			

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

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

Total	Yes	No	N/A
80% Items Total	28	0	6

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

Misc: Purseuent to the State Fire Marshall guidance, clothes dryers, particularly lint collectors and exhaust vents shall receive regular maintenance to avoid fire hazard.

Space for Notes:

School Facility Score Summary 2026-2027

Note: This form must be signed and dated.

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

100% Section A Compliance

100% Section A Compliance	Score
Number of **No** Reponses in Section A	0

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

80% Section B Compliance

80% Section B Compliance	Score
A. Number of **Yes** Responses	18
B. Number of **No** Responses	0
C. Subtotal **[A + B]**	18
D. Multiply **[(C)** × 80%]	14.4

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

LEA Assurance Signatures

School Facility Name: Center For Learning Independence (CLI)

Title	Signature	Date
Completed by (add title below): Custodial Supervisor		
Certified Educational Facilities Manager (if position used by district) or Head/Lead Custodian		10-27-26
Chief School Administrator or SBA		
Building Principal		

STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

Health and Safety Evaluation of School Buildings Checklist 2026-2027

County: Monmouth **District:** Manasquan

Building	Check One (✓ or X)
Leased	
Owned	x

School Building: Manasquan High School

Completed By: Matthew Hudson **Date:**

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

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

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

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

References:

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

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

Section A: 100% Items

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

100% Compliance

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

Exits/Exterior #11 to #12	Yes	No	N/A	Violation location
11. Exterior switches and receptacles are covered by securely fastened weather-proof plates and fixtures are securely mounted with no exposed wires.	x			
12. All exterior exits are in good condition, locked from outside access, are readily accessible and free of obstructions for use in an emergency, including: **a.** Fire escapes and/or exterior stairs can be safely negotiated. Exterior doors shall not be propped open. **b.** Panic hardware is provided on exit doors of all spaces with an occupancy load/capacity greater than 50.	x			

Interior #13 to #21	Yes	No	N/A	Violation Location
13. All electrical outlets, switches, receptacles and junction boxes, electric wires, fuses and/or circuit breaker panels, etc., are properly covered and/or secured and/or protected.	x			
14. Sufficient access and working space are provided and maintained around all electrical systems equipment. Items, especially combustibles, are a minimum of 36 inches from electrical power sources or equipment, i.e., circuit breaker panels, fuse boxes, transformers.	x			
15. Instructional areas are free of all unapproved construction, e.g., walls, partitions, doors and stairs, etc.	x			
16. Doors in any occupied space are free of deadbolts or slide bolts and permit exit without need of a key or special knowledge. N.J.A.C. 6A:26-8.1	x			
17. Unobstructed vision panels with code-approved glass are installed in doors opening into corridors. Interior glazing shall be safety glazing. N.J.A.C. 6A:26-8.1	x			
18. Kindergarten and Pre-K toilet requirements are met. N.J.A.C. 6A:26-6.3(h)4.			x	
19. District requested approvals as needed: Dual Use, Change-of-Use, Alternate (Toilet) Method of Compliance, Temporary sites (Temporary Classroom Units (TCUs) or rented facilities). Required DOE approvals in place.	x			
20. Dangerous chemicals (i.e., liquefied petroleum (LP) gas/propane) and/or explosive materials (i.e., gunpowder, picric acid) are *not* stored/present in the building. If needed, flammable and combustible materials are properly stored/maintained (i.e., in properly rated cabinets; **not** in boiler room/high-hazard areas).	x			
21. Carbon Monoxide (CO) Detectors must be in the vicinity of **all** fuel burning appliances. a. Gas and oil heating systems: boilers, furnaces, central and unitary equipment. b. Generators: portable and permanent.	x			

Interior #13 to #21	Yes	No	N/A	Violation Location
c. Natural gas and propane appliances: water heaters, ranges, stoves, ovens, laundry washers and dryers d. Fireplaces e. In hallways connected to space with the source N.J.A.C. 5:70-4.3(a), and N.J.A.C. 5:70-4.9(d)				

Vocational/Laboratories #22 to #25	Yes	No	N/A	Violation Location
22. Power machinery and equipment, as well as science laboratories, have appropriate safety features in place including, as applicable: **a.** Appropriate placement on the floor and required point-of-operation guards to protect users from injury due to moving parts. **b.** Clearly visible and accessible push-type emergency cut-off switches at appropriate locations within shops to de-energize electrical supply to non-portable machinery. **c.** Non-portable machinery provided with magnetic type switches to prevent automatic restart upon restoration of power after an electrical failure or reactivation of the emergency cut-off switch. **d.** Key-operated electric solenoid shut-off valves on natural gas lines in science laboratories and shops constructed after 1979. On all other gas lines there is an emergency shut-off valve which is clearly marked and accessible.	x			
23. At a minimum, one #20 ABC-rated fire extinguisher is provided in each laboratory and vocational area.	x			
24. Adequate eye and body protection are provided, including: **a.** Eye protection devices (glasses, goggles) for students and faculty in each laboratory and shop area, including appropriate provision for their sanitation. **b.** Emergency eyewash device(s), with 15 minutes continuous flow, where caustic or corrosive materials are used. **c.** An emergency cold-water shower for chemistry laboratory if constructed after October 1985. N.J.A.C. 6A:26-12.5(d)	x			
25. Provision of proper local or general ventilation and/or exhausting of toxic and/or dangerous fumes and/or odors, including for the following activities, as applicable: **a.** For science activities (i.e., via fume hoods) **b.** For welding operations **c.** For paint spraying operations: 1. Automotive: should have a separate exhaust system. 2. Art: proper ventilation for spray paint with fumes **d.** Art: Designated safe space/room for kilns with proper ventilation **e.** In dust generating operations, such as wood working, a dust collecting system which should be either single or multi-use vacuum packs or a central dust collection system	x			

100% Compliance

Total	Yes	No	N/A
100% Items Total	23	0	2

Space for Notes:

Section B: 80% Items

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

80% Compliance

Exits/Exterior #1 to #4	Yes	No	N/A	Violation Location
1. No evidence of major exterior building structural damage. Example(s) would include: **a.** Exterior walls appear free of structural cracks, loose masonry and crumbling parapets; lintels appear free of rust and flaking. **b.** Gutters and downspouts appear to be in good condition and are secured to the building; runoff does not appear to be obstructed or create poor drainage or soil erosion.	x			
2. All exterior receptacles are GFCI-protected in accordance with code.	x			
3. All school grounds, including general purpose play areas and athletic fields, are free of holes, glass, stumps, roots, rocks and other hazardous obstacles. Fences are maintained and are free of holes. The outside physical education area for students shall include, but not be limited to, sufficient space, equipment, and safe surfaces for students and program needs and are protected from hazards or traffic conditions.				
4. Playground area and equipment appear to be in safe operating condition and in compliance with code and the district maintains documentation of compliance and regular (annual and/or monthly) inspections.			x	

Interior Items #5 to #26	Yes	No	N/A	Violation Location
5. All interior exits and corridors are in good condition, readily accessible, and free of obstructions and/or excessive materials that would hinder exit.	x			
6. Emergency evacuation egress procedures are posted at a visible height and standard location in all areas.	x			
7. Doors leading to interior courtyards are clearly marked: "Not an Exit" and such doors should open into the corridor.			x	
8. Handrails on both sides of interior stairways, guardrails and interior stair treads are free of surface features that may cause injury and/or are properly secured. Interior stair treads do not show evidence of extensive wear and are generally in good repair.	x			
9. Stage curtains need to indicate flame proof or flame retardant and certificates are on file.	x			

Interior Items #5 to #26	Yes	No	N/A	Violation Location
10. All education spaces shall be equipped with a communication device/system connected to the main office and capable of emergency communication to local authorities or 9-1-1.	x			
11. Electric outlets and/or wiring appear appropriate, including: a. GFI protection for receptacle(s) within 6 feet of water in accordance with code. b. Electrical extension cords and surge protectors used appropriately, with extension cords only used *temporarily*. c. Sufficient electrical duplex outlets shall be provided to satisfy the program needs as provided in code. N.J.A.C. 6A:26-6.3(f)	x			
12. Nurse's Office: Space shall provide the necessary facilities, equipment and supplies for the performance of the duties required under State law and the rules by health services personnel. N.J.A.C. 6A:26-6.3(9) and N.J.A.C. 6A:26-12.3	x			
13. Individual or central mechanical ventilation unit(s) are operating in all student- and staff-occupied rooms/areas and toilet facilities; air conditioners are operational in windowless interior areas. Heating and ventilation requirements shall be as set forth in code. N.J.A.C. 6A:26-6.3(d)	x			
14. Lighting levels in all instructional areas at least 50-foot candles, as measured with a light meter, comply with code and lamps/bulbs are covered with a lens cover or equivalent protection. N.J.A.C. 6A:26-6.3(g)	x			
15. Instructional areas have no unauthorized and/or potentially hazardous materials/equipment in rooms. (see guidance doc) Uniform Fire Code Dangerous touch points in educational spaces, such as hot pipes and radiators, should be covered. N.J.A.C. 6A:26-6.3 (e) (5)	x			
16. A chalkboard, whiteboard, and/or electronic display board is/are provided in each instructional space and is/are free of cracks and jagged edges. N.J.A.C. 6A:26-8.1.viii.(1)	x			
17. Ceilings, walls and floors are free of holes, sags, and evidence of water damage. The average ceiling height shall be at least 8 feet for instructional spaces in an existing public school, in a district owned facility and in rented or leased buildings not on school district-owned sites. N.J.A.C. 6A:26-6.3(6) and N.J.A.C. 6A:8.1.d.1.i.(1)	x			

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

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

Total	Yes	No	N/A
80% Items Total	28	0	5

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

Misc: Purseuent to the State Fire Marshall guidance, clothes dryers, particularly lint collectors and exhaust vents shall receive regular maintenance to avoid fire hazard.

Space for Notes:

School Facility Score Summary 2026-2027

Note: This form must be signed and dated.

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

100% Section A Compliance

100% Section A Compliance	Score
Number of **No** Reponses in Section A	0

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

80% Section B Compliance

80% Section B Compliance	Score
A. Number of **Yes** Responses	28
B. Number of **No** Responses	0
C. Subtotal **[A + B]**	28
D. Multiply **[(C)** × 80%]	22.4

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

LEA Assurance Signatures

School Facility Name: Manasquan Elementary School

Title	Signature	Date
Completed by (add title below): Custodial Supervisor		
Certified Educational Facilities Manager (if position used by district) or Head/Lead Custodian		10-27-26
Chief School Administrator or SBA		
Building Principal		

Intern Affiliation Agreement
Between
KEAN UNIVERSITY
and
MANASQUAN SCHOOL DISTRICT

THIS AGREEMENT is entered into as of the day **of 7/29/2026** by and between KEAN UNIVERSITY, having an address at 1000 Morris Avenue, Union, New Jersey 07083 (hereinafter referred to as "University") and Manasquan school district, having an address at 169 Broad Street Manasquan, NJ 08736
(hereinafter referred to as "District").

WHEREAS, the University wishes to collaborate with District in planning placement opportunities for the University students as Clinical Interns at the District schools; and

WHEREAS, the District is willing to make its schools available for the Clinical experience of the University's students; and

WHEREAS, both the University and the District also agree that Clinical II students, who have the required credential as a Substitute Teacher, may be provided the opportunity to teach at the District school in the absence of their cooperating teacher for monetary compensation;

NOW THEREFORE in consideration of the mutual promises hereinafter contained, the District and University agree as follows:

1. **Term.** This Agreement shall be in effect for a period of three (3) years commencing on **7/29/2026 and expiring on 12/31/2029**_.
The Agreement may be extended upon written mutual consent of the parties.

2. **Termination.**

A. At any time during the term of this Agreement, the parties may terminate this Agreement upon giving notice to the other party.

B. In the event of a breach of any provision of this Agreement by one party, the other party shall have the right and option to give the breaching party notice thereof and, in the event the breaching party fails to remedy the breach within thirty (30) days of the receipt of such written notice, the other party may, at its sole option, terminate this Agreement.

C. If the District exercises its right to terminate this Agreement, the District agrees that no University student participating in an ongoing clinical learning experience program will be denied the opportunity to complete the program, even when the effective date of termination occurs prior to the completion date of the program.

3. **University Responsibilities.** The University shall use best efforts to:

A. Provide information to the District regarding the types of experiences, the number of interns, and the dates and times requested for clinical experiences as well as implement the requirements.
B. Enforce rules and regulations governing University students and/or interns.
C. Instruct its faculty members and students to abide by the rules, regulations, and requirements of the District and University.
D. Withdraw any student from the placement at the request of the District for sufficient cause, subject to applicable statutes and University policies.
E. Assume responsibility for the evaluation of students, and of courses previously taken, to determine the applicability for degree and/or certification recommendations.

4. **District Responsibilities.** The District agrees to:

A. Make schools available or any related facilities agreed upon for the learning experience through the practicum/internship courses under the supervision of the University.
B. Designate an on-site supervisor to coordinate as liaison with the University's designee.
C. Permit, upon reasonable request, the review of the site and related facilities by agencies charged with the responsibility for accreditation of the University.

5. **Status of University Students.** The students assigned to the District shall not be considered employees of the District. As such, the District shall have no obligation to pay monetary compensation or benefits to the assigned students.

6. **Protection of District Students.** All individuals from the University who will be at the District, under this Agreement, shall have been fingerprinted by the state and should have no criminal history. The University shall ensure, at its own expense, that each worker and/or individual that may be assigned to a project involving contact with children or that may be assigned to a contract school location has had a criminal history background check, and that said background check indicates that no criminal history record information exists on file in either the Identification Division of the Federal Bureau of Investigation or the State Bureau of Investigation which would disqualify said employee from employment pursuant to N.J.S.A. 18A:6-7.1 et seq. The University must ensure that said proof exists no at least 30 days prior to the commencement of the internship. The services under this Agreement shall not begin or proceed until the University complies with the requirements of this section. Failure to ensure a background check or failure to provide proof of a criminal history background check(s) upon request shall be deemed a material breach of this Agreement and as such, serves as a basis for the District to immediately terminate this Agreement

7. **Policies and Procedures.** The University and the District agree to comply with the policies set forth in the University's *Supervisor's Manual* that delineate the responsibilities of students, University instructors and District school on-site supervisors.

8. **Insurance.** Insurance requirements for Kean and District are as follows:

A. University. University is a public higher education institution in the State of New Jersey. As such, this Agreement hereby expressly incorporates the following Statement of Public Liability Insurance: Any agreement or arrangement signed and entered into on behalf of the State of New Jersey by a State official or employee shall be subject to the provisions of the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et seq. and the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1 et seq. and the availability of appropriations. The State of New Jersey does not carry public liability insurance, but the liability of the State and the obligations of the State to be responsible for tort claims against its employees are covered under the terms and conditions of the New Jersey Tort Claims Act. The Act also creates a special self-insurance fund and provides for payment of claims against the State of New Jersey or against its employees whom the State is obligated to indemnify against tort claims which arise out of the performance of their duties. Claims against the State of New Jersey or its employees arising out of the use of the District's premises should be referred for handling to the Attorney General, Division of Law, Claims
Service Section, Richard J. Hughes Justice Complex, Trenton, New Jersey 08625. Furthermore, the State of New Jersey self funds for Workers Compensation and Disability.

B. District. District shall either obtain or maintain at its own expense during the term of this Agreement, and any renewal thereof, a comprehensive liability policy and a School Board Legal Policy, including professional liability, ensuring the institution against any and all claims for bodily injury or death and property damage resulting from liabilities arising from the operation by its officers, employees, students, staff and agents under this agreement. If District elects to obtain an insurance policy, such policy shall protect the institution, its officers, employees, students, staff and agents with limits of not less than $1,000,000 with respect to injury or death of any one person and not less than $3,000,000 in the aggregate.

9. **Mutual Cooperation.** This Agreement is meant to reflect an evolving professional relationship between the University and the District. Therefore, it must be premised upon continuous assessment of the activities and services with the responsibility of articulation residing with the respective liaison persons. In addition, quarterly meetings between representatives of the University and representatives of the District will be held to discuss problems and make necessary revisions to meet changing conditions.

10. **Independent Contractor Status.** Both District and University are independent contractors. It is not intended that an employer/employee, joint venture, or partnership agreement be established hereby expressly or by implication between District and University. Each of the parties to this Agreement shall continue to be autonomous and shall be governed independently by their respective governing boards and administrations. Neither party hereto, nor their respective employees, shall be construed to be the agent, employees or representative of the other.

11. **Confidentiality.** Both University and District shall at all times comply with standards of documentation and confidentiality mandated by state and federal laws and regulations, as same may be modified and amended from time to time.

12. **No Discrimination.** The University and District mutually agree that no students shall be discriminated against on the basis of race, color, sex/gender, creed, age, national origin, nationality, ancestry, pregnancy, marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability for the purposes of this Agreement. The parties further agree to comply with all applicable federal, state, and local laws, rules and regulations including, but not limited to, the Civil Rights Act of 1964 (as amended in 1991), Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973, the Age of Discrimination in Employment Act of 1975, and the Americans with Disabilities Act of 1990.

13. **No Waiver.** The waiver or failure of either party to exercise any right provided for herein shall not be deemed a waiver of any further right hereunder.

14. **Entire Agreement.** This Agreement supersedes any and all other agreements, either oral or in writing, between the parties with respect to the services of District or University, and this Agreement contains all the covenants and agreements between the parties with respect to this student teaching affiliation agreement. The parties agree that no oral representations or written representations, other than contained herein, were relied on by the parties, or form additional terms of this Agreement.

15. **Modification.** District or University may from time to time request changes to the terms in this Agreement. Such changes shall be valid only if incorporated as a written amendment to this Agreement.

16. **Assignability.** The duties and obligations of each of the parties hereto shall be deemed personal and unique. This Agreement and the duties and obligations of the parties hereunder shall not be assigned to any other person, firm or corporation without the prior written consent of the other party.

17. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey, including without limitation, the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et seq., and the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1 et seq. The parties agree that pursuant to the New Jersey Contractual Liability Act, venue and jurisdiction regarding any matter pertaining to this Agreement shall be in the Superior Court of New Jersey, Law Division, and consent to same.

18. **Notices.** All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

As to the District: **Manasquan School District**
169 Broad Street Manasquan, NJ 08736

As to the University:

Kean University
1000 Morris Ave
Union, NJ 07083

IN WITNESS WHEREOF the parties hereto have affixed their hands and seals or caused these presents to be executed by their duly authorized officers on the day and year first above written.

MANASQUAN SCHOOL DISTRICT:

Signed: _____ Date: 7/30/26

Name: Robert Goodall

Title: Superintendent

KEAN UNIVERSITY:

Signed: _____ Date: 09/09/2026

Name: _Sancha Gray, Ed.D._____

Title: __Acting Dean, College of Education _____

Honeywell

BUILDING SOLUTIONS

INVOICE

BILLING DATE	8/26/2026
ACCOUNT NUMBER	539902
INVOICE NUMBER	5273724947CB
AMOUNT DUE	189,339.00

INVOICE TO:

MANASQUAN SCHOOL DISTRICT
169 BROAD ST
MANASQUAN NJ 08736

PLEASE REMIT PAYMENT TO:
VIA ACH:
Bank Name/Location: BANK OF AMERICA, DALLAS, TX
Account Name: HONEYWELL BUILDING SOLUTIONS
Account/Routing Number: 3752005240/111000012
ACH Format: Choose CTX
Send Remit Details To:
HoneywellAmericasRemits@honeywell.com

VIA CHECK:
HONEYWELL INTERNATIONAL INC
BUILDING SOLUTIONS
12490 COLLECTIONS CENTER DR.
CHICAGO IL 60693

DETACH HERE - RETURN TOP PORTION WITH YOUR PAYMENT - RETAIN THIS COPY FOR YOUR RECORDS

Honeywell

BILLING DATE	8/26/2026
ACCOUNT NUMBER	539902
INVOICE NUMBER	5273724947CB
AMOUNT DUE	189,339.00

BUILDING SOLUTIONS

INVOICE

CUSTOMER PO NUMBER
SIGNED AGREEMENT
PAYMENT TERMS
PER CONTRACT

PROJECT	INVOICE	DESCRIPTION		AMOUNT
261565585 USB-025264	5273724947CB	CONTRACT PRICE	3,427,374.00	
		AMOUNT COMPLETED	3,427,374.00	
		LESS RETAINAGE	159,696.91	
		NET AMOUNT	3,267,677.09	
		LESS PREVIOUSLY BILLED	3,238,035.00	
		CURRENT BILLING		189,339.00

PROJECT LOCATION: MANASQUAN PUBLIC SCHOOL DISTRICT - ESIP
169 BROAD ST
MANASQUAN NJ 08736

DIRECT INQUIRIES AND CORRESPONDENCE TO:
JEFFERY PORTER
PHONE NO: 866-603-1074

JEFFERY.PORTER@HONEYWELL.COM

PAY THIS AMOUNT IN USD → 189,339.00

FEDERAL ID #: 22-2640650
DUNS #: 13-969-1877

APPLICATION FOR PAYMENT

Honeywell

TO: Manasquan Public School District
169 Broad Street, Manasquan, NJ 08736

PROJECT: Manasquan Public School District ESIP

APPLICATION NO.: 13

PERIOD TO: 9/8/2026

FROM: Honeywell ACS Building Solutions
12490 Collections Center Drive
Chicago, IL 60693

Honeywell Job No.: USB-025264
Sales Order:
Acct #:

Purchase Order #: ESIP

CONTRACT DATE: 7/27/2023

APPLICATION DATE: 9/8/2026

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner		161,679 53,170	
	TOTAL	214,849	0
Approved this Month			
Number	Date		
3	7/29/2026	15,132	
	TOTALS	15,132	0
Net change by Change Orders			229,981

Application for Payment, as shown below, in connection with the Schedule of Values sheet(s) is attached

1. ORIGINAL CONTRACT SUM		$3,197,393.00
2. Net change by Change Orders		$229,981.00
3. CONTRACT SUM TO DATE		$3,427,374.00
4. TOTAL COMPLETED & STORED TO DATE		$3,427,374.00
5. RETAINAGE:		
a.	5.00%	$159,696.91
b.	0.00%	$0.00
Total Retainage		$159,696.91
6. TOTAL EARNED LESS RETAINAGE		$3,267,677.09
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT		$3,238,035.00
8. CURRENT PAYMENT DUE		**$189,339.00**
9. BALANCE TO FINISH PLUS RETAINAGE		$0.00

The undersigned, on behalf of Honeywell, certifies that to the best of his/her knowledge, that Work covered by this Application for Payment has been completed in accordance with the Contract Documents, and Honeywell is legally entitled to payment.

CONTRACTOR: Honeywell ACS-Building Solutions

By: Timothy Laverick Date: 9/16/26

SCHEDULE OF VALUES

APPLICATION NUMBER: 13

APPLICATION DATE: 9/8/2026

PERIOD TO: 9/8/2026

PROJECT NO.: ESIP

DESCRIPTION	SCHEDULED VALUE	WORK COMPLETED			TOTAL COMPLETED & STORED TO DATE	%	BALANCE TO FINISH	RETAINGE 5% Per Cent
		Previous Applications	Current Month	Stored Materials				
Honeywell's Fixed Fee (Per ESIP Form V)	$561,545.00	$558,793.69	$2,751.31	$0.00	$561,545.00	100.00%	$0.00	$28,077.25
AIA Hard Costs (Per ESIP Form V)	$596,109.00	$594,066.00	$2,043.00	$0.00	$596,109.00	100.00%	$0.00	$29,805.45
Unassigned Subcontractor Funds	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00
Remaining Design Allowance	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00
ECM - 1 LED Lighting Upgrades								
Manasqun High School Materials	$35,182.63	$35,182.63	$0.00	$0.00	$35,182.63	100.00%	$0.00	$1,759.13
Manasqun High School Labor	$85,484.43	$85,484.43	$0.00	$0.00	$85,484.43	100.00%	$0.00	$4,274.22
Manasquan Elementary School Materials	$48,850.36	$48,850.36	$0.00	$0.00	$48,850.36	100.00%	$0.00	$2,442.52
Manasquan Elementary School Labor	$84,502.85	$84,502.85	$0.00	$0.00	$84,502.85	100.00%	$0.00	$4,225.14
Industrial Arts Building Materials	$10,370.78	$10,370.78	$0.00	$0.00	$10,370.78	100.00%	$0.00	$518.54
Industrial Arts Building Labor	$8,464.20	$8,464.20	$0.00	$0.00	$8,464.20	100.00%	$0.00	$423.21
Admininstration Building Materials	$3,394.03	$3,394.03	$0.00	$0.00	$3,394.03	100.00%	$0.00	$169.70
Admininstration Building Labor	$7,160.34	$7,160.34	$0.00	$0.00	$7,160.34	100.00%	$0.00	$358.02
Alternative School Materials	$788.00	$788.00	$0.00	$0.00	$788.00	100.00%	$0.00	$39.40
Alternative School Labor	$1,894.38	$1,894.38	$0.00	$0.00	$1,894.38	100.00%	$0.00	$94.72

SCHEDULE OF VALUES

APPLICATION NUMBER: 13

APPLICATION DATE: 9/8/2026

PERIOD FROM: 9/8/2026

PROJECT NO.: ESIP

DESCRIPTION	SCHEDULED VALUE	WORK COMPLETED			TOTAL COMPLETED & STORED TO DATE	%	BALANCE TO FINISH	RETAINAGE 5% Per Cent
		Previous Applications	Current Month	Stored Materials (not in D or E)				
ECM - 2 Mechanical Upgrades								
Bond	$26,900.00	$26,900.00	$0.00	$0.00	$26,900.00	100.00%	$0.00	$1,345.00
Submittals	$25,000.00	$25,000.00	$0.00	$0.00	$25,000.00	100.00%	$0.00	$1,250.00
Mobilization	$12,500.00	$12,500.00	$0.00	$0.00	$12,500.00	100.00%	$0.00	$625.00
Punchlist and Closeout Documents	$37,500.00	$32,000.00	$5,500.00	$0.00	$37,500.00	100.00%	$0.00	$1,875.00
Manasquan Elementary School								
(12) RTU Material	$670,000.00	$670,000.00	$0.00	$0.00	$670,000.00	100.00%	$0.00	$33,500.00
(12) RTU Labor	$25,500.00	$25,500.00	$0.00	$0.00	$25,500.00	100.00%	$0.00	$1,275.00
Rigging	$55,000.00	$55,000.00	$0.00	$0.00	$55,000.00	100.00%	$0.00	$2,750.00
Roofing	$4,230.00	$4,230.00	$0.00	$0.00	$4,230.00	100.00%	$0.00	$211.50
Pipe & Fittings - Material	$17,114.00	$17,114.00	$0.00	$0.00	$17,114.00	100.00%	$0.00	$855.70
Pipe & Fittings - Labor	$29,500.00	$29,500.00	$0.00	$0.00	$29,500.00	100.00%	$0.00	$1,475.00
Paint Gas Pipe	$4,700.00	$4,700.00	$0.00	$0.00	$4,700.00	100.00%	$0.00	$235.00
Electric Demo	$17,600.00	$17,600.00	$0.00	$0.00	$17,600.00	100.00%	$0.00	$880.00
Electric Materials	$38,185.00	$38,185.00	$0.00	$0.00	$38,185.00	100.00%	$0.00	$1,909.25
Electric Labor	$102,963.00	$102,963.00	$0.00	$0.00	$102,963.00	100.00%	$0.00	$5,148.15
Ductwork - Materials	$64,200.00	$64,200.00	$0.00	$0.00	$64,200.00	100.00%	$0.00	$3,210.00
Ductwork - Labor	$81,300.00	$81,300.00	$0.00	$0.00	$81,300.00	100.00%	$0.00	$4,065.00
Insulation Material	$18,800.00	$18,800.00	$0.00	$0.00	$18,800.00	100.00%	$0.00	$940.00
Insulation Labor	$51,700.00	$51,700.00	$0.00	$0.00	$51,700.00	100.00%	$0.00	$2,585.00
ATC Material	$65,480.00	$65,480.00	$0.00	$0.00	$65,480.00	100.00%	$0.00	$3,274.00
ATC Labor	$93,660.00	$93,660.00	$0.00	$0.00	$93,660.00	100.00%	$0.00	$4,683.00
Startup	$29,200.00	$29,200.00	$0.00	$0.00	$29,200.00	100.00%	$0.00	$1,460.00
Training	$2,500.00	$0.00	$2,500.00	$0.00	$2,500.00	100.00%	$0.00	$125.00

SCHEDULE OF VALUES

APPLICATION DATE: 9/8/2026

PERIOD FROM: 9/8/2026

PROJECT NO.: ESIP

DESCRIPTION	SCHEDULED VALUE	WORK COMPLETED			TOTAL COMPLETED & STORED TO DATE	%	BALANCE TO FINISH	RETAINAGE 5% Per Cent
		Previous Applications	Current Month	Stored Materials (not in D or E)				
Industrial Arts Building								
Boiler Demo	$15,800.00	$15,800.00	$0.00	$0.00	$15,800.00	100.00%	$0.00	$790.00
Boiler Pumps Material	$21,500.00	$21,500.00	$0.00	$0.00	$21,500.00	100.00%	$0.00	$1,075.00
Boiler Pumps Labor	$11,280.00	$11,280.00	$0.00	$0.00	$11,280.00	100.00%	$0.00	$564.00
Flue Install	$9,500.00	$9,500.00	$0.00	$0.00	$9,500.00	100.00%	$0.00	$475.00
UV/ACC Material	$110,875.00	$110,875.00	$0.00	$0.00	$110,875.00	100.00%	$0.00	$5,543.75
UV/ACC Labor	$12,780.00	$12,780.00	$0.00	$0.00	$12,780.00	100.00%	$0.00	$639.00
UV demo	$3,525.00	$3,525.00	$0.00	$0.00	$3,525.00	100.00%	$0.00	$176.25
Pipe and fittings material	$8,603.00	$8,603.00	$0.00	$0.00	$8,603.00	100.00%	$0.00	$430.15
Pipe and fittings labor	$16,920.00	$16,920.00	$0.00	$0.00	$16,920.00	100.00%	$0.00	$846.00
Ceiling work Material	$5,090.00	$5,090.00	$0.00	$0.00	$5,090.00	100.00%	$0.00	$254.50
Ceiling work Labor	$5,790.00	$5,790.00	$0.00	$0.00	$5,790.00	100.00%	$0.00	$289.50
Electric Demo	$5,800.00	$5,800.00	$0.00	$0.00	$5,800.00	100.00%	$0.00	$290.00
Electric branch circuit material	$1,500.00	$1,500.00	$0.00	$0.00	$1,500.00	100.00%	$0.00	$75.00
Electric branch circuit labor	$2,350.00	$2,350.00	$0.00	$0.00	$2,350.00	100.00%	$0.00	$117.50
Electric service panel material	$5,875.00	$5,875.00	$0.00	$0.00	$5,875.00	100.00%	$0.00	$293.75
Electric service panel labor	$12,925.00	$12,925.00	$0.00	$0.00	$12,925.00	100.00%	$0.00	$646.25
Electric HVAC power material	$17,625.00	$17,625.00	$0.00	$0.00	$17,625.00	100.00%	$0.00	$881.25
Electric HVAC power labor	$47,000.00	$47,000.00	$0.00	$0.00	$47,000.00	100.00%	$0.00	$2,350.00
Insulation Material	$8,200.00	$8,200.00	$0.00	$0.00	$8,200.00	100.00%	$0.00	$410.00
Insulation Labor	$19,300.00	$19,300.00	$0.00	$0.00	$19,300.00	100.00%	$0.00	$965.00
Balancing	$4,230.00	$4,230.00	$0.00	$0.00	$4,230.00	100.00%	$0.00	$211.50
Alt #1 Expansion Tank	$3,900.00	$3,900.00	$0.00	$0.00	$3,900.00	100.00%	$0.00	$195.00
Alt #2 AC-1 Structural Repair	$18,400.00	$18,400.00	$0.00	$0.00	$18,400.00	100.00%	$0.00	$920.00
Alt #3 AC-2 Structural Repair	$19,200.00	$19,200.00	$0.00	$0.00	$19,200.00	100.00%	$0.00	$960.00

SCHEDULE OF VALUES

APPLICATION NUMBER: 13

APPLICATION DATE: 9/8/2026

PERIOD FROM: 9/8/2026

PROJECT NO.: ESIP

DESCRIPTION	SCHEDULED VALUE	WORK COMPLETED			TOTAL COMPLETED & STORED TO DATE	%	BALANCE TO FINISH	RETAINAGE 5% Per Cent
		Previous Applications	Current Month	Stored Materials (not in D or E)				
Alt #4 AC-10 Structural Repair	$15,900.00	$15,900.00	$0.00	$0.00	$15,900.00	100.00%	$0.00	$795.00
Alt #5 AC-11 Structural Repair	$16,400.00	$16,400.00	$0.00	$0.00	$16,400.00	100.00%	$0.00	$820.00
Alt #6 AC-12 Structural Repair	$16,400.00	$16,400.00	$0.00	$0.00	$16,400.00	100.00%	$0.00	$820.00
Alt #7 AC-14 Structural Repair	$9,200.00	$9,200.00	$0.00	$0.00	$9,200.00	100.00%	$0.00	$460.00
Honeywell Contribution from Base Bid Overage	**($110,684.00)**	**($110,684.00)**	**$0.00**	**$0.00**	**($110,684.00)**	**100.00%**	**$0.00**	**($5,534.20)**
ECM - 3 BMS Upgrades								
Engineering / Bond / Control Drawings	$14,382.20	$14,382.20	$0.00	$0.00	$14,382.20	100.00%	$0.00	$719.11
Manasqun High School Materials	$2,156.00	$2,156.00	$0.00	$0.00	$2,156.00	100.00%	$0.00	$107.80
Manasqun High School Labor	$8,624.00	$8,624.00	$0.00	$0.00	$8,624.00	100.00%	$0.00	$431.20
Manasquan Elementary School Materials	$1,087.80	$870.24	$217.56	$0.00	$1,087.80	100.00%	$0.00	$54.39
Manasquan Elementary School Labor	$4,351.20	$3,675.60	$675.60	$0.00	$4,351.20	100.00%	$0.00	$217.56
Industrial Arts Building Materials	$9,849.00	$9,849.00	$0.00	$0.00	$9,849.00	100.00%	$0.00	$492.45
Industrial Arts Building Labor	$22,981.00	$22,681.00	$300.00	$0.00	$22,981.00	100.00%	$0.00	$1,149.05
Admininstration Building Materials	$1,888.95	$1,888.95	$0.00	$0.00	$1,888.95	100.00%	$0.00	$94.45
Admininstration Building Labor	$4,407.55	$4,407.55	$0.00	$0.00	$4,407.55	100.00%	$0.00	$220.38
Alternative School Materials	$2,160.90	$2,160.90	$0.00	$0.00	$2,160.90	100.00%	$0.00	$108.05
Alternative School Labor	$5,042.10	$5,042.10	$0.00	$0.00	$5,042.10	100.00%	$0.00	$252.11
High School Field House Materials	$3,657.36	$3,657.36	$0.00	$0.00	$3,657.36	100.00%	$0.00	$182.87
High School Field House Labor	$8,533.84	$8,533.84	$0.00	$0.00	$8,533.84	100.00%	$0.00	$426.69
District BMS Supervisor Materials	$5,246.43	$5,246.43	$0.00	$0.00	$5,246.43	100.00%	$0.00	$262.32
District BMS Supervisor Labor	$12,241.67	$11,719.05	$522.62	$0.00	$12,241.67	100.00%	$0.00	$612.08
TOTAL BASE CONTRACT	$3,359,072.00	$3,344,561.91	$14,510.09	$0.00	$3,359,072.00	100%	$0.00	$160,421.96

CHANGE ORDERS/AMENDMENTS

APPLICATION NUMBER: 13

APPLICATION DATE: 9/8/2026

PERIOD FROM: 9/8/2026

PROJECT NO.: ESIP

DESCRIPTION	SCHEDULED VALUE	WORK COMPLETED			TOTAL COMPLETED & STORED TO DATE	%	BALANCE TO FINISH	RETAINAGE 5% Per Cent
		Previous Applications	Current Month	Stored Materials (not in D or E)				
Approved Change Orders								
Additional Lineset for relocation of Condensing Units Material	$1,115.00	$1,115.00	$0.00		$1,115.00	100.00%	$0.00	$55.75
Additional Lineset for relocation of Condensing Units Labor	$1,252.00	$1,252.00	$0.00		$1,252.00	100.00%	$0.00	$62.60
Credit for Alternate #3 - Structural reinforcement for AC-2	($19,200.00)	($19,200.00)	$0.00		($19,200.00)		$0.00	($960.00)
AC - 2 Additional Work								
AC-2 Curb	$2,000.00	$2,000.00	$0.00		$2,000.00	100.00%	$0.00	$100.00
Steel Work Material	$12,300.00	$12,300.00	$0.00		$12,300.00	100.00%	$0.00	$615.00
Steel Work Labor	$10,000.00	$10,000.00	$0.00		$10,000.00	100.00%	$0.00	$500.00
Roofing Material	$2,000.00	$2,000.00	$0.00		$2,000.00	100.00%	$0.00	$100.00
Roofing Labor	$16,000.00	$16,000.00	$0.00		$16,000.00	100.00%	$0.00	$800.00
1 Additional Crane Rig	$6,345.00	$6,345.00	$0.00		$6,345.00	100.00%	$0.00	$317.25
Electrical Labor and Material for extending wires	$3,610.00	$3,610.00	$0.00		$3,610.00	100.00%	$0.00	$180.50
Mechanical Labor	$4,608.00	$4,608.00	$0.00		$4,608.00	100.00%	$0.00	$230.40
Street Closure Cost	$1,765.00	$1,765.00	$0.00		$1,765.00	100.00%	$0.00	$88.25
CentralPack Markup	$3,264.00	$3,264.00	$0.00		$3,264.00	100.00%	$0.00	$163.20
Honeywell Overhead and Profit	$8,111.00	$8,111.00	$0.00		$8,111.00	100.00%	$0.00	$405.55
Change Order #3 - Bollards at IA Building	$15,132.00	$0.00	$15,132.00	$0.00	$15,132.00	100.00%	$0.00	$756.60
TOTAL CO'S/AMENDMENTS	$68,302.00	$53,170.00	$15,132.00	$0.00	$68,302.00	100.00%	$0.00	$3,415.10

Genesis The Atlantic Club Manasquan
FACILITY RENTAL AGREEMENT
Aquatics

Organization: Manasquan High School Swim Team 2026-2027

Contact: Craig Murin
Address: 167 Broad Street
City: Manasquan State NJ Zip 08736
Contact #: 732-528-8820 ext. 1022

Estimated # of Participants 60 Purpose of Rental: High School Swim Team

Facility to be rented: Complex Pool X Complex Teaching Pool ____
Main Outdoor ____ Indoor Pool ____

DATE	TIME	HOURS
11/16/2026-2/12/2027	2:45-4 PM Monday – Friday	1 hour 15 minutes

Total Hours Requested

45 practices	=	$15,750
5 meets	=	$2,000
Administrative Fees:		
45 practices (2.5 hours each)	=	$ 2,250
5 meets admin and management	=	$ 1,300
Total Payment Due in Full 11/1/25	=	$21, 300

Meets will be on Fridays times and dates TBD
If you have championship meets, $500 for each meet – pads will not be included.

Practice Pods (swimmers) will be provided to Alicia Kelly. Meet schedule to be coordinated with Alicia Kelly.

Terms and conditions of rental agreement

1) I understand that this agreement is only for the area designated above at the rate of $350 per hour. The basic facility charge shall include, and be limited to, making the Facility available for use in a heated, lighted and clean condition.
2) I agree not to interfere in any way with the ordinary use by others of any portion of the building or grounds not expressly covered in this agreement.
3) Cancellation Policy:
    a. All cancellations to be submitted in writing
    b. All deposits are non-refundable
    c. If User cancels prior to 30 days of the reserved date, any fees paid other than the deposit may be refunded. Deposits are non-refundable.
    d. If the cancellation occurs less than 29 days prior to the reserve date, any fees paid shall not be refunded.
    e. All cancelations submitted in writing to Carly Immen.
4) User has committed to the dates and times contracted for and cancellations will not be rescheduled, unless weather related and cancelled by Genesis The Atlantic Club Aquatics Department.
5) If user is not utilizing any scheduled dates, they must contact Genesis The Atlantic Club If cancellation is not received 7 days prior to scheduled date, a $50 staff fee will be required.
6) No food or beverages are allowed in the facility at any time during the hours of utilization.
7) Renter is responsible for all damage or injuries to any person(s) or property resulting from the use of Genesis The Atlantic Club. A general liability endorsement naming The Atlantic Club as additional insured in the amount of $1,000,000 is required naming The Atlantic Club, Inc. as additional insured.
8) Renter is responsible for the facility and is expected to prevent abuse or damage and enforce facility rules and regulations.
9) The Atlantic Club is not liable for any injuries sustained during said user times. Participants assume all risks while participating in said activity.
10) <u>All participants must complete an Information/Waiver Form prior to participation.</u>
11) Genesis The Atlantic Club is not responsible for lost or damaged personal items brought on premise by User or Participants.
12) User agrees to provide a supervisory representative at all times who is responsible for the conduct of all participants.
13) User agrees to abide by all rules of Genesis The Atlantic Club, has read those currently in force and understands them completely and agrees to uphold them. User fully understands and agrees that in participation in or use of the Atlantic Club's facilities or programs, there is the possibility of accidental injury. User fully agrees to assume the risk of such injury and to indemnify The Atlantic Club from any responsibility resulting from the actions of Members/Users and third parties of The Atlantic Club.

14) In consideration for being permitted to use Genesis The Atlantic Club facilities and equipment, I hereby release Genesis The Atlantic Club, its owners, employees and agents from liability for injury, death or loss suffered by me while using the facility, equipment or in any way associated with participating in any and all club activities, resulting from the ordinary negligence of The Atlantic Club, its agents or employees. Gross negligence and intentional acts are not released. I further agree that I will not sue or make claim against The Atlantic Club, Inc., its agents or its employees for activities or other losses sustained as a result of my participation in any and all activities at The Atlantic Club. I agree never to institute any suit or action at law or otherwise again The Atlantic Club, Inc., its owners , officers, agents, employees, servants or lessors by reason of injury to myself arising from the activities contemplated by this agreement or conducted at The Atlantic Club whether it results from the use of The Atlantic Club's equipment, or results from any negligence of other liability arising out of its use or operation of its premises or actions of its owners, officers, agents, employees, or lessors. I hereby waive and forever give up any claims I may have for any claim for punitive damages against The Atlantic Club, Inc., its employee and agents. By the execution of this agreement, I assume full responsibility for any and all injuries or damages, which may occur to me (including loss or theft of personal property) as a result of negligence on the part of The Atlantic Club or its employees in, on or about The Atlantic Club premises. I have carefully read this agreement and release of liability and fully understand its contents. I am aware that this is a release of liability and a contract between myself and The Atlantic Club, Inc. and I sign if of my own free will.

Please sign and return one copy for our files with payment

_____ _____

(Signature) (Point Pleasant High School)

_____

(Date)

_____Alicia Kelly_____ _____

Signature Genesis The Atlantic Club

SUMMIT SPEECH SCHOOL
AT THE FM KIRBY CENTER

SUMMIT SPEECH SCHOOL
705 Central Ave. New Providence, NJ 07974
phone: 908-508-0011 fax: 908-508-0012
email: info@summitspeech.org
www.summitspeech.org

October 12, 2026

The purpose of this letter is to set forth the agreement between Summit Speech School (the "School) and Manasquan Board of Education (the "District") to contract for Audiological services for the 2026-2027 school year. Summit Speech School will provide consultative services and classroom support as requested. Services may be provided remotely and will be billed at the following rates:

Audiology Services

2026-2027 Fee Schedule
Consultative

Service	Fee
Audiological Consultation	**$250.00 per hour**
Diagnostic report review and recommendation	**$250.00**
Acoustic Evaluation	**K through 5th grade: $550.00**
	6th through 12th grade: $750.00
Functional Listening Evaluation	**$550.00**
Comprehensive Audiological Evaluation (performed at Summit Speech School)	**$475.00**
Equipment Troubleshooting (virtually)	**$250.00 per hour**
2-hour Professional Development workshop	**$750**

Destination charge: A $30.00 destination charge will be added to all districts outside of Union County unless service is provided virtually.

Please sign below and return to indicate contractual agreement. The Summit Speech School will bill the District once services are provided.

Raymond Dorso, Executive Director
Summit Speech School

Director of Special Services
Manasquan Board of Education

Empowering Children with Hearing Loss through Listening and Spoken Language since 1967

Manasquan Public School District

GUIDE FOR STANDARD OPERATING PROCEDURES AND INTERNAL CONTROLS

Office of the School Business Administrator/Board Secretary

Updated October 2026
Board approved October 27, 2026

PREFACE

The **Guide for Standard Operating Procedures and Internal Controls** is a document that outlines the business practices that are approved by the Manasquan Board of Education and administered by the Business Office. It is intended to be used as a reference manual by administrators, secretaries and any staff members that have Budgetary/Financial responsibilities. Its purpose is to provide an efficient, control and accountability system that will help assure appropriate use of "Public Funds". It must be understood that the principles of this manual are based on, "Generally Accepted Accounting Principles," and rely on an assumption that individuals have a general understanding of the financial process of a School System. For this program to operate at optimum efficiency there must be a spirit of cooperation, teamwork and communication between the school staff and the Business Office.

MANASQUAN SCHOOL DISTRICT
INTERNAL CONTROL DOCUMENT

OVERVIEW:
Internal controls are not separate systems of the school district. Controls are not an isolated activity but integral part of each activity used to guide the district.

Establishment, maintenance and evaluation of the internal controls are the responsibility of the administration. The evaluation of internal controls includes identifying the framework used by the administration to determine the effectiveness of the internal controls.

Controls are in place to detect or prevent errors and fraud. An error is an unintentional mistake that has the potential to affect the financial statements and fraud is the intentional misuse or misappropriation of district's assets.

OBJECTIVES OF INTERNAL CONTROL:
The three objectives of internal control are to ensure the effectiveness and efficiency of operations, reliability of financial reporting, and compliance with applicable laws and regulations. The safeguarding of assets is a subset of all of these objectives.

Continuous monitoring and testing is needed to help to identify poorly designed or ineffective controls. The administration is also responsible for communicating the objectives of internal control and ensuring the organization is committed to sustaining an effective internal control environment.

COMPONENTS OF INTERNAL CONTROLS:
The five components of internal controls include the control environment, administration's risk assessment, administration's communication of the controls, control activities and monitoring of the controls.

CONTROL ENVIRONMENT:
The control environment includes the organizational structure, the control framework, the district's policies and procedures and internal and external influences. The tone set by the school district's board and administration determines the attitude toward the controls of the district.

ORGANIZATIONAL STRUCTURE:
The organizational structure determines the administration's responsibilities and the sets the relationship with the board, which sets the policies.

CONTROL FRAMEWORK:
Elements of a control framework include the following:
Segregation of duties to help ensure the reliability of the organization's internal controls, one person should not have access to all stages of a process. If there is not proper segregation situations could arise where errors or irregularities occur and go undetected.

Integrity and competence of the personnel performing the duties are key to achieving the desired controls. This includes hiring the proper people and continually training personnel. It is important to ensure that employees who perform financial tasks have the knowledge and skill to perform their duties.
Communication by the administration of the controls and the employee's responsibilities are as important as ensuring that employees know how to communicate irregularities that may arise.

Proper supervision of employees is needed to ensure proper execution of control activities.

DISTRICT'S POLICIES AND PROCEDURES:
The district's policies set the overall direction of the district. Procedures for all areas of financial preparation, reporting, operations, transportation, maintenance, personnel and payroll are needed. These policies and procedures will become the basis for the determination of compliance.

ADMINISTRATION'S RISK ASSESSMENT:
The administration has to conduct an assessment of risks relevant to the financial statements. This includes the identification of potential risks, the analysis of the potential impact of those risks on the ability to properly report the financial statements and the overall management of risks. Items to consider in the risk assessment of the district include, but are not limited to:

1. New personnel or new duties for existing personnel
2. How a change in accounting information system impacts controls and how effectively the training of personnel on new system was conducted
3. Changes in the regulations and laws that may affect the control environment
4. Record storage is appropriate and secure (fireproof cabinets when needed for manual documents and proper passwords and access limitations for electronic information)
5. District limits access to computers and data files
6. Segregation of duties
7. Transactions are recorded timely
8. Cash is deposited timely
9. Assets are physically safeguarded
10. Transactions are performed by only authorized personnel
11. Reconciliations are properly and promptly completed
12. Occurrences of management override

INFORMATION AND COMMUNICATION:
The administration needs to determine if the information systems utilized in the district are adequate and relevant for their intended purpose.

The district's administration is responsible for communicating the controls of the district and the responsibilities of each employee in the control system.

The administration is also charged with reviewing information that may indicate a flaw in the controls that would not allow the control to detect an error in a timely fashion.

CONTROL ACTIVITIES:
Control activities include the policies and procedures that are in place to achieve the controls desired. Documentation of the control activities is vital to the overall control environment. These activities include, but are not limited to:

1. Segregation of duties
2. Transactions are recorded timely
3. Cash is deposited timely
4. Assets are physically safeguarded
5. Transactions are performed by only authorized personnel
6. Reconciliations are properly and promptly completed

CONTROL ASSERTIONS:
Control activities can be categorized into one or more assertions. All assertions should be addressed for each process (payroll, cash disbursements, etc).

1. Existence (E) /Occurrence (O) – Existence is whether the assets or liabilities of the district exist at any given point in time (cash, state aid receivable). Occurrence is the whether the transaction took place (goods were received before the PO was moved to accounts payable from encumbrances)
2. Valuation (V) or Allocation (A) – Valuation is whether the asset or liability is included on the board secretary's report at the proper value (the amount of cash or state aid receivable). Allocation is whether the revenue and expenditures were recorded in the proper amounts.
3. Accuracy/ Classification (A/CL) – transactions are recorded accurately and the classification of the transactions are proper.
4. Completeness (CO) – is whether all transactions are included (unrecorded purchase orders).
5. Cutoff (C) – Transactions are recorded at the proper time (purchase orders written in the proper year).

MONITORING:
The administration is charged with reviewing internal controls on an ongoing basis. Monitoring can include responding to the recommendation of the auditor in changes in the controls. Reviewing correspondence from outside sources such as banks and vendors for unusual items is part of monitoring.

Employees should be required to "sign off" on their understanding of the control activities and their responsibilities in those activities.

AFTER THE CONTROLS ARE ESTABLISHED:
Once the district establishes controls, those controls need to be evaluated at least annually and anytime circumstances dictate. Changes in personnel or regulations are examples of these.

As controls are evaluated they will either be effective or ineffective at achieving the proposed control. Controls are effective when there would be no material weaknesses in internal controls involved in financial reporting. Ineffective controls would be those where at least one material weakness exists. If a control is determined to be ineffective, then the control deficiency needs to be evaluated.

CONTROL DEFICIENCIES:
A control deficiency exists when the design or operation of a control does not allow the administration to prevent or detect misstatements on a timely basis. A design deficiency exists when a necessary control is missing or is not designed to enable the control objective to be met. An operational deficiency exists when control is designed properly, but does not operate as designed or the person performing the control is not qualified to perform the control.

A deficiency may exist that is unavoidable (segregation of duties in a small office). For these, compensating procedures should be put in place. These compensating procedures do not correct the deficiency.

REASONABLE ASSURANCE AND LIMITATIONS ON CONTOLS:
Reasonable assurance is a high level of assurance, but is not absolute. The district should understand that potential fraud could exist and not be detected timely in the following circumstances: when the district has poorly designed or operated internal controls, or when there are too many overrides of controls, when there is collusion between employees or between an employee and a third party.

REVIEW OF DISTRICT PROCESSES:
When reviewing processes in the district, it may help to consider incorporating the "5 Ws".
1.Who performs each activity? Who receives the outcome of the activities?
2.What activities are performed? What forms and reports are used? What computer systems and files are used?
3.When are activities performed? What is the sequence of activities? What is the timing of the activities? What is the frequency of the activities?
4.Where are activities performed (i.e., board office, school, etc.)?
5.Why are activities performed (i.e., what risks are controlled, what control assertion does process step serve, etc.)
One final consideration should be whether any changes to the process will increase the efficiency of the process or firm up the controls.

TITLE: **Evaluating Internal Control**

Subtitle: Evaluation of Internal Controls

Purpose: To ensure that controls are evaluated on as periodic basis to ensure the controls continue to be effective.

Procedure:

1. The business administrator will establish a process to evaluate internal controls over all areas of financial and operational procedures in the district.

2. These internal controls should be evaluated at least annually and every time one of the following conditions exists:

    a. Change in personnel performing a control function

    b. Change in accounting system

    c. Change in regulations

3. As the controls are evaluated, a determination should be made that designates the control as either effective or ineffective. Ineffective controls should be changed to achieve the proper level of effectiveness required.

4. Written documentation of the review of the controls in place should be kept.

Title: **Communicating staff members role in the Internal Controls**
Purpose: To ensure that everyone in the district who performs or should perform a control function understands the control.

Procedure:

1. The business administrator will establish a procedure to ensure the all employees and board members who are charged with a control understand the importance of the control and their role in the control environment.

    a. Controls that are not performed with an understanding of the control will not be effective.

    b. A review of the controls and the staff members' role in the controls should be conducted at least annually and anytime there is a change in the control, the personnel or the laws and regulations affecting the control.

    c. Documentation of these reviews should be maintained.

Title: **Cash controls**

Purpose: To identify the controls over cash and the personnel responsible

Procedure:

1. Cash Receipt activities:
2. All cash/checks must be accounted for on the forms provided by the Business Office.
3. All cash/checks must be deposited within 48 hours of receipt and must be locked up in a secure area if it is held overnight.
4. No cash/checks should ever be deposited in personal accounts or used for purposes other than what it is collected for.
5. All individuals collecting cash/checks should be able to provide a receipt for anyone requesting one stating the amount, if the money was in cash or a check, the check number if applicable and the purpose for which it was collected.

Title: **Payroll controls**

Purpose: To identify the controls which exist over payroll related items.

Procedure:

1. The business administrator will establish controls that help ensure that the errors and fraud in payroll would be detected in a timely manner. These controls may be some or all of the following:

    a. With respect to payroll:

 Search for fictitious employees
 Determine improper alterations of amounts
 Verify that proper tax deductions are taken
 Examine time cards and trace to payroll records in order to verify the proper recording of employee hours.
 Verify the accuracy of pay rates by obtaining a list of authorized pay rates from the personnel department.
 Review the adequacy of internal controls relating to hiring, overtime, and retirement.
 Determine if proper payroll forms exist such as W-4s and I-9s.

Title: General Ledger

Monthly

- Compare Board Secretary's Report to Subsidiary Ledgers
    - May be done by software
- Compare Board Secretary and Treasurer's Report for agreement
- Board Secretary Report balances for all funds
- Verify that all accounts and funds are reported in Board Secretary's Report and Investment Report Documents
- Review all accounts for funds availability

Year-End Procedures

- At year end complete all accrual entries and properly close out accounts.
- Supporting documentation for all accounts, for audit verification.
- Review all year end purchases, for determination as accounts payable or carry forward encumbrance.
- Verify outstanding encumbrances are paid within 90 days.

ACCOUNTS RECEIVABLE

- Appropriate users of facilities have been billed for usage and recorded appropriately
- Record tuition receivable for tuition students
- Record transportation receivable for all students transported
- Record tax levy receivable for general fund and debt service
- Record state aid receivable for general fund, capital projects and debt service
- At year end – record receivable for food service reimbursements due from state

ACCOUNTS PAYABLE

- Verify invoices are paid in a timely manner.
- Included in purchase order package for payment, receiving copy is signed by receiver; invoice, voucher (signed by vendor if over applicable quote threshold)
- All purchase orders signed off by appropriate officials, including the School Business Administrator

PAYROLL

- Encumber all funds for contracted employees, who have board approval
- Verify funds availability for all applicable employee benefits including health benefits, PERS, social security, and tuition/workshop reimbursements

FIXED ASSETS

- Identify all equipment costs for fixed asset control if cost is over $2,000, item must be tagged and recorded
- If using grant funds, all equipment purchases must be tagged and identified by grant program
- Identify assets are that are no longer used
- For disposal of assets, utilizing either, donation to other school district, surplus sale, E-Bay or other electronic means
- Remove item from fixed asset inventory records

CASH MANAGEMENT

- Cash receipts – open mail, prepare deposit slip, ACH transfers, record receipt in accounting system
- Cash disbursements-identify vouchers to be paid, checks should be stored in locked storage until used if processed in district, if using pre-printed stock proper numbering sequence, appropriate signatures are affixed, review of all payments to check amounts for agreement, mail checks, properly record wires and payments
- Treasury-confirm verification of signatures on all accounts; verification of person(s) authorized to do wires and ACH; confirmation process for all wires; utilization of on-line banking – verify authorized users; identify person(s) for authorizing stop payments
- Investing-cash balances should be reviewed periodically to identify investment opportunities; investment vehicles must be in accordance with state statutes
- Reconciling-all accounts must be reconciled in a timely manner.

Title: Use of School Facilities

Purpose: Buildings and facilities are constructed and purchased by the Board of Education for providing a school program. The Board encourages community use of these facilities providing that this use does not interfere with the program of the school.

Procedure:

The Board of Education authorizes the Business Administrator, or designee, to approve and schedule the use of school facilities by school related and non-school organizations. The Board reserves to itself this authority to approve the use of school facilities by non-school organizations.

The rules and regulations thus adopted are designed to safeguard a community investment while at the same time to permit use of the school facilities by the community.

The Board of Education shall hold each organization financially responsible for damage to facilities while in its care and retains the right to refuse further permission to any organization not complying with all rules and regulations.

The Business Administrator, or designee, shall request the organization using the facility to supply proof of insurance coverage. Minimum acceptable coverage is $1,000,000 (insurance limits). As a requirement of our insurance carrier, your insurance certificate must name the Manasquan Board of Education as co-insured. The insurance certificate must be submitted with the application for use of school property.

Charges for the use of school facilities shall be waived for those organizations only that have been listed or approved by the Board per Board of Education Policy #7510 – Use of School Facilities/Fields.

All applications for Board of Education facilities use must be made online at https://www.facilitron.com/mpsd08736

Title: **Inventory**

Subtitle: **Disposal of Obsolete Equipment**

Procedure:

The Board of Education believes the efficient administration of the district requires the disposition of property and goods no longer necessary for school purposes. The Board directs the periodic review of all district property and authorizes the disposition by sale, donation, or discard of any property no longer required for the maintenance of the educational program of the efficient management of the school district. The disposition of any school property will be in accordance with board policy.

All proceeds from the disposition of equipment or supplies will be deposited in the general fund of the Board of Education.

Title: **Acceptance of Gifts**

Procedure:

Acceptance of gifts or scholarships from any individuals or groups in the community requires the approval of the Superintendent of Schools subject to the following:

1. No gift or scholarship will be accepted, which in the opinion of the Superintendent is inappropriate for use by the schools.

2. The use and disposition of such gifts or scholarships will remain at the discretion of the Superintendent.

3. Gifts which require installation and/or maintenance costs will be accepted only upon approval by the Superintendent and the school Principal.

4. All gifts over $100 in value require final approval by the Board of Education.

Title: **Equipment Identification and Accountability**

Procedure: **NEWLY PURCHASED ITEMS**

1. When equipment items costing $2,000.00 or more are received the Business Office shall update the fixed asset log as soon as practicable using information from the Purchase Order.

TRANSFERS AND DISPOSAL OF EQUIPMENT

1. When equipment is moved on a permanent basis the school/department initiating the movement notifies the business office for completion of documentation in the fixed asset log. It is the responsibility of the principal/ supervisor to ensure the equipment is at the proper location.

2. When requesting disposal of equipment, send the **Obsolete Equipment Form** with all appropriate information completed to the Business Office.

3. The Business Office will update the inventory.

Title: **Sales Tax Exemption Qualifications**

Procedure:

1. Only expenditures from the approved Board of Education operating budget are eligible for sales tax exemption.

2. Exemption letters are available through the Business Office.

Title: **Petty Cash Fund**

Purpose: **To establish a uniform method of account for the Petty Cash Funds**

Procedure:

1. The Board of Education recognizes the convenience of an imprest cash fund in the day to day operation of a school district, but the Board is also aware of the abuses that can result from the establishment of such funds unless there are proper controls.

2. The Board authorizes the establishment of an imprest (revolving) fund at the Business Administrator's Office in the amount of $2,500.00.

3. In accordance with District Practice, no single payment from petty cash will exceed $100.00. The Business Administrator shall ensure that petty cash funds are spent only for stamps, delivery charges, office supplies and miscellaneous purchases. Funds shall not be used to subvert the regular purchasing procedure.

4. To request a purchase using petty cash, prior approval by the School Business Administrator is required before any such purchase may occur. All documentation must be forwarded to the Bookkeeper's Office for processing of the reimbursement. All reimbursements will be by check only.

5. All funds are to be closed out on June 30. To accomplish this, final reimbursement will be into the Business Office for payment at the final Board Meeting in June. This will allow for turning in the local amount of the authorized fund in cash to the School Business Administrator for deposit back into the General Account of the Board. All Board approved funds will be reestablished on July 1.

Title: **Student Activity Funds**
Purpose:

Activity funds are established to direct and account for monies used to support co-curricular and extra-curricular student activities. As a rule, co-curricular activities are any type of school related activities outside the regular classroom that directly add value to the formal or stated curriculum. Co-curricular activities involve a wide range of student clubs and organizations. Extra-curricular activities encompass a wide variety of other district-directed activities, typified by organized sports and other non-academic interscholastic competitions. All activities approved to have a Student Activity Fund will have a dedicated account established to record the revenues and expenditures of that activity.

What is the difference between Student Activity Funds and General Budget Funds?

Student activity funds, which belong to students, are used to support student organizations and clubs. General budget funds, which belong to the school district are used to support district programs. The distinction is based on the purpose of the funds, that is, the programs supported by the funds. The test rests in the definitions of each:

Student activity funds support0 activities that are based in student organizations. Students not only participate in the activities of the organization, but are also involved in managing and directing the organization's activities. An important distinction is that disbursing monies from the student activity fund may be subject to approval by the student organization and its advisor, rather than by the board of education.

General budget funds belong to the district, are used to support its co-curricular and extra-curricular activities, and are administered by the school district. Approval for disbursing general budget fund monies, however, rests only with the school board. In other words, the district determines how general budget fund monies are spent and the district programs that receive support.

Student activity funds are fiduciary in nature whereas general budget funds represent district resources. Student activity funds remain under the control of the school principal and are accounted for at the school site. General budget funds, in contrast, should be included with all other district funds and deposited in the district's accounts.

A sharp distinction exists between student activity and district general budget funds. Accounting for all funds is the responsibility of the school district.

Lines of Authority
Proper control begins with the appropriate recognition of lines of authority over all monies handled by the district. The board of education should adopt a set of guidelines and regulations that includes the minimum requirements. The Manasquan Board of Education has adopted policy #6660, Student Activity Fund, which is attached.

- **Board of Education:** The board of education should adopt policies to govern the establishment and operation of all activity funds. The district's auditors should review these policies for sound accounting and reporting principles.
- **Superintendent:** The Superintendent should be directly responsible to the Board of Education for administering all board policies.
- **Chief Financial Officer:** The Chief Financial Officer should have overall responsibility for accounting for and reporting all funds, including district and student activity funds, to the board. The Chief Financial Officer is also responsible for implementing and enforcing appropriate internal control procedures at the district level. The Chief Financial Officer should be a signatory to all disbursements including checks drawn on the activity fund. The office of the Chief Financial Officer shall open student activity sub fund accounts, upon the request of the Principal and only after board approval. The office will also transmit in electronic form a reconciliation of all sub fund balances to the Central Fund Treasurer (HS) and Central Fund Secretary (ES) monthly (by site, by sub fund) and the Principals.
- **Principal:** The Principal at each school site should be designated the activity fund supervisor for their school building. The activity fund supervisor has overall responsibility for the operation of all activity funds, including collecting and depositing activity fund monies; approving disbursements of student activity fund monies; and adequately supervising all site level bookkeeping responsibilities. The Principal (or Asst. Principal as designee) should be a signatory to all disbursements, including checks drawn on the activity fund. The Principal is also responsible for implementing and enforcing appropriate internal control procedures at the site level and for approval of all fundraising requests from advisors under his/her supervision. The Office of the Principal shall send a copy of all executed fundraiser request forms to the business office in a timely fashion, once approved. A copy of the finalized form should be sent to the business office at the conclusion of the fundraising event indicating profit made on the fundraiser.
- **Central Fund Treasurer (HS) and Central Fund Secretary (ES):** The Central Fund Treasurer (HS) and Central Fund Secretary (ES) are responsible to make daily deposits and record same. They will also approve and record all payment orders to ensure the sub-fund has sufficient funds prior to submission to the Principal for his/her approval. They will ensure that the voucher is signed by the vendor (if over $25.00) and itemized receipts are attached. In no case may a receipt for NJ Sales Tax be paid. The Central Fund Treasurer (HS) and Central Fund Secretary (ES) will provide monthly financial reports electronically to all Advisors after the monthly reconciliation is completed by the business office.
- **Advisors:** The Advisor of each student organization/club is responsible for supervising all activities of the organization, including approving student activity fund transactions. The Advisors shall make application for fundraising activities by the students in his/her club or sport to the Principal. Advisors should be employees of the district and under the direct control of the Principal.

General Procedures for the Establishment and Operation of Activity Funds

The following policies relating to district activity funds must be adhered to at all times:

- Each activity sub fund should be established by specific board of education approval.
- All activity funds should be subject to sound internal control procedures.
- All activity funds should be accounted for on the same fiscal year basis as all other school district funds.
- All activity funds must be audited and subject to well-defined procedures for internal and external auditing.
- All employees responsible for handling and recording activity fund monies are covered under the Board of Education's Package Insurance Policy.
- One or more activity Fund Supervisors (Principal) should be formally designated by the Board of Education as check signatories.
- Depositories for student activity funds should be approved by the board of education and be further subject to the same security requirements as all other board funds.
- All activity funds should operate on a cash basis, meaning that no commitments or indebtedness, verbal or otherwise, may be incurred unless the fund contains sufficient cash.
- A system of payment orders and vouchers should be applied to all activity funds that requires written authorization for payment and should be strictly enforced.
- A cash receipts journal should be used by the central fund treasurer (HS) and central fund secretary (ES). Each numbered receipt should include the date, the sub fund account and the amount of the deposit.
- All receipts should be deposited intact. That is, all receipts should be deposited in the form in which they are collected and should not be used for making change or disbursements of any kind.
- A deposit slip (internal) shall be filled out properly and signed by the Advisor. A bank deposit slip shall also be completed. These two documents should match each other (total dollar amount).
- All receipts should be deposited within 48 hours. Un-deposited receipts should be well secured in a location deemed appropriate by the Principal.
- A system for disbursing funds that includes using pre-numbered checks requiring multiple signatures should be adopted by the board of education as the sole means for disbursing activity fund monies.
- Bank statements for activity funds should be reconciled as soon as they are received.
- Using activity fund receipts to cash checks to accommodate individuals, to make any kind of loan, to pay any form of compensation directly to employees, or to extend credit should be strictly prohibited.
- Monthly financial reports on all activity funds should be prepared and submitted to the Central Fund Treasurer (HS) Central Fund Secretary (ES), the Principals,

and the Board of Education. A full reporting of activity funds should be included in the district's annual financial statements.

- Student activity fund monies should benefit those students who have contributed to the accumulation of such monies.
- All student fundraising activities, and any student fundraising event should require advance approval of the principal or designee. Once the fundraiser is complete, the Advisor shall complete the section of the fundraising form indicating the profit earned by the fundraiser.
- Donations made to charitable causes using student activity funds must include documentation that the students that are part of the club/organization are agreeable to making the donation to the charitable cause (example Class of 2016).
- The procedure for Sub Fund balances for graduating classes is as follows:
    - The Sub Fund balance of each graduating class will be maintained by the business office personnel for a period to be determined by the Business Administrator but minimally for three (3) years.
    - After five (5) years, the balance remaining will be deposited in the general Sub Fund account of the Central Fund Account.
    - A class may liquidate its account prior to the three (3) year period upon written request to the Business Administrator, but the account cannot be liquidated prior to September 30th following June graduation (to cover financial responsibilities of the class that may arise during the summer).
- All checks written will be recorded in a simple Cash Disbursement Journal to include the date of check, payee, amount of check and activity or class to which it is to be charged.
- Checks will require two signatures: that of the Board Secretary and the Principal.
- Each month a bank reconciliation must be prepared and this balance is balanced with the individual activity or class balance by the Student Activity Bookkeeper in the Business Office.

A financial report of each general organization fund shall be submitted to the Board monthly. These reconciliations are kept on file, with all canceled checks, for review by the District Auditor and/or School Business Administrator.

Class Accounts: The following procedure pertains to treasury balances for graduating classes.

A. The treasury balance of each graduating class will be maintained by the Student Activity Bookkeeper in the Business Office for a maximum of five years.

B. After five years, the balance remaining will be deposited in the general account of the Student Activities Account. The president of the class will receive a written notification of such action at least sixty (60) days before the account is closed.

C A class may liquidate its account prior to the five year period if it so desires, but the

account cannot be liquidated prior to September 30th following June graduation (to cover financial responsibilities of the class during the summer).

Title: **Athletic Fund**

Purpose: To establish the financial controls for the administration of the inter-scholastic athletic program to ensure the program is operated fairly and efficiently, and the Board is fully informed of its status.

Procedure:

A. Each interscholastic event and their schedule requires annual approval from the Board of Education before any moneys can be collected or disbursed in the name of the said activity.

B. The Board authorizes the maintenance of the following athletic funds to be known as and to be located at: Athletic Account/ High School.

C. The athletic fund shall be the responsibility of the building principal and shall be administered by the Business Administrator.

D. The Board will provide sufficient funds to overcome any deficit encountered at the end of the year.

E. In order to comply with the legal requirement of the annual audit and to further comply with all state statutes the Board requires that adequate financial and bookkeeping controls be established to include the following:

1. The books of account shall reflect the income of each approved sport.

2. All payments for supplies, equipment, and services shall be made through the regular purchasing procedures of the district, except for ticket takers fees, police fees, and athletic officials' fees, but no such fees shall be paid in cash.

3. A checking account shall be established for disbursements from the athletic fund. Each such disbursement must be approved by the supervisor in charge of athletics. All checks must be signed by the Board Secretary and the Principal/Vice Principal.

4. All gate receipts shall be turned in to the designated person or the High School supervisor in charge of athletics on the date of collection, so they can be safeguarded.

5 A financial report of the athletic fund shall be submitted to the board monthly.

Title: **Pay Procedures**
Procedure:

1. **Regular Pay:**

A. Employees will be paid on the 15th and the 30th of each month as per contract. When this is a school holiday or when the 15th or 30th fall on a weekend then he/she may receive his/her pay on the working day prior to the pay day.

B. All ten month employees will receive equal payments that total their contract salary, from September to June inclusive.

C. All twelve month employees will receive their contract salary, in equal payments, from July thru June inclusive.

D. Beginning with the 2008-2009 school year, every January each employee will be required to provide to the payroll department in the Business Office, a picture identification and sign to receive their W-2.

E. Picture identification shall be in the form of a district issued identification card, valid drivers' license, official passport or other picture identification issued by a state, county or other local government agency.

F. Where no appropriate identification can be produced, the School Business Administrator shall withhold W-2 or stop direct deposits until such time that the payee/district employee can produce appropriate identification or until an investigation and corrective action is concluded.

G. Upon completion of the payroll check distribution verification procedures, the Superintendent shall submit a certification of compliance, to the Executive County Superintendent.

2. **Extra Contracts:**

A. Coaching contracts will be paid at the end of their respective coaching season after all uniforms and equipment are accounted for by the Athletic Director.

B. All other extra contracts will be paid one-half on the first pay on November 15 and one-half on the last pay on May 15.

C. After School Programs, workshops and teachers covering classes are paid by timesheets signed by employee and supervisor and follow timesheet deadline and

schedule.

3. **Substitutes and Hourly Paid Employees:**
   A. All daily and hourly paid individuals will receive pay for the time worked.

4. **Overtime:**
   A. Overtime is also reported on a timesheet and is paid when signed by employee and supervisor following the timesheet deadline schedule. Payment of overtime will be based on negotiated contract provisions.

5. **403(b) Salary Reduction Plan:**
   In order to take advantage of the 403(b) Salary Reduction Plan, an employee must agree not to contribute, more than the **Maximum Exclusion Allowance (MEA),** the total amount of contribution to the plan allowed by Internal Revenue Service code each year. The plan administrator for the 403(b) plans is PennServ. Employee contacts PennServ directly and PennServ forwards any changes to payroll clerk.

   All other changes to be made for tax or voluntary deductions must be forwarded to the Payroll Department by submitting a new W-4 form and will take effect with the next payroll.

Title: Cash Flow Analysis

Procedure:

The bookkeeper will prepare a cash flow analysis by fund every month to ensure the district is able to pay the upcoming bills and claims as well as to verify expected revenues are received. Once completed this analysis will be reviewed by the Business Administrator.

Title: **Request of Federal Funds**

Procedure:

The bookkeeper will request federal funds through the EWEG system as funds are expended. This function should be done at least quarterly, if required.

Title: Budget Account Number Coding

Procedure:

When completing purchase orders for materials, supplies, equipment and /or services, it is important to use the correct Budget account number as outlined by the New Jersey Chart of Accounts.

To assist administrators, supervisors and staff members who complete purchase orders an example of how accounts are displayed has been developed. The GAAP accounts are broken down into 13 digits as follows:

11-190-100-610-01

11 - Fund 190- Program 100-Function 610-**Object 01- Location**

Fund- an accounting entity with a self-balancing set of accounts.

- *Examples:*
  - **11** General Fund (instruction);
  - **12** Capital Outlay Fund (assets over $2,000)/acquiring fixed assets
  - **13** Special Schools;
  - **20** Special Revenue

Program- activities and procedures to accomplish an objective.

- *Examples*
  - **105 –** Pre-K
  - **110**- K
  - **120-** 1-5
  - **130-** 6-8
  - **140**-9-12
  - **150**-Home Instruction
  - **190**-Undistributed
  - **200**- Special Programs (Special Education)
  - **000**- Undistributed Expenditures- charged indirectly to a program

Function - describes the activity for which a service/material is acquired.

- *Examples*

100- Instruction-activities dealing directly with instruction
200- Support Services- provide administrative, technical support to enhance instruction.

Object- the service obtained as a result of a specific expenditure.

- *Examples*
  - **320** - Purchased Professional Services- Consultants, Assembly speakers
  - **420** - Cleaning, repair and Maintenance Services- Equipment and repair contracts
  - **580** - Travel-Staff Conferences-staff mileage
  - **590** - Miscellaneous Purchased Services-Printing costs-student publications, booklets,
  - **610** - General Supplies-A.V. supplies, furniture under $2,000, workbooks, classroom/off. supplies
  - **640** - Textbooks

- **730** - Equipment - Capital Outlay Fund - each unit must exceed $2,000 & last more than a year.
- **800** - Miscellaneous Expenditures- Awards, graduation expenses, registration-conferences

Location - School Buildings/ Departments - Examples:

- *Examples*
  - **01** – MES
  - **02** - MHS

Title: **Budget Development Process**

Procedure:

School Budgets – Site Based Management

School Budgets are the responsibility of the Building Principal. It is also the responsibility of the Principal to justify proposed expenditures in each of the line item accounts. Building Principals track their school accounts during the year making the necessary transfers needed to ensure no accounts are over- expended. If during the budget development process there is a need to reduce the school budgets, the Administrators will be notified of the amount and is responsible for re-submitting the changes to the revised school budget. Below is a breakdown of the budget process.

Example

	Timeline	Objective	Responsibility
STEP ⇩ 1	November, 2021	Forms for Facilities, New Initiatives, and New Staff distributed to Administrators. Access given to Genesis for beginning Budget Process.	Superintendent/Business Administrator
2	December, 2021	All Budgets keyed into Genesis and Forms for Facilities/New Initiatives/New Staff requests submitted to Central Office. Initial enrollment estimates due from sending districts	Administrators/Supervisors/Sending District Superintendents/Sending District Business Administrators
3	January, 2022	Superintendent and Business Administrator will review budget requests with Building Level Administrators. All staffing requests will be reviewed by Superintendent/ Business Administrator/Director of Technology & Human Resources/ Director of Curriculum & Instruction. Sending Districts finalize their projected enrollments.	Superintendent/Business Administrator/Administrators/ Director of Technology & Human Resources/Director of Curriculum & Instruction.
4	February, 2022	Tuition Adjustments sent out to sending districts for the 2020-2021 school year.	Business Administrator
5	Week of February 20, 2022*	State Aid figures released	State of New Jersey
6	February – March, 2022	Budget Meetings with Finance Committee to provide input and review budgets	Superintendent/Business Administrator/and Finance Committee Members
7	Prior to March 20, 2022	Board Adoption of Preliminary Budget & Tuition Rates approved	Superintendent/Business Administrator/and BOE Members

8	Prior to April 24, 2022	Preliminary Budget approved by County Superintendent for advertising	Superintendent/Business Administrator
9	April – May 2022	Formal Public Hearing on budget	Superintendent/Business Administrator
10	April – May 2022	Board Adoption of Final Budget	Superintendent/Business Administrator

***Some dates are tentative and subject to change.**

Discussed during October 12, 2021 Work Session **Board Approved: October 12, 2021**

Title: **Budget Transfers**

Procedure:

Individual budget line item transfer requests are to be submitted to the School Business Administrator by the Building Principals and/or Curriculum Supervisor. When transferring money from one account to another, the "from" account must have enough money to cover the transfer, if not, then the transfer cannot be completed. Make sure the correct account numbers that need to be affected, are used and include a description of the account.

Update transfer report as necessary, (suggested on a monthly basis), for submission to County Office twice a year (December and June).

Title: Grant Application Procedure

Procedure:

1. All grant applications must be submitted for approval prior to submission to the Granting Authority to the appropriate supervisor(s). All grants require approval from the Superintendent and action from the Board of Education.

2. All other procedures as described in this handbook will apply to transactions involving grant funds.

POSITION CONTROL
STANDARD OPERATING PROCEDURE

Position control is a process to measure the current status of positions for personnel services within the district in order to analyze their fiscal impact on the whole budget year. The impact of a position is determined by actual expenditures from the beginning of a fiscal year plus amounts set aside to cover appointments to the position for the remainder of the fiscal year.

The concept of position control implies that each position must be defined in specific terms and that the hiring procedure may not be completed until a specifically defined position exists for the applicant. Budget Status is determined by combining elements from the Position File, the Payroll Distribution File, and the Employee Data Base.

The base line year to use for position control is the snapshot date of February 1 of the prebudget year. Grouping should be established by budgetary function and object at a minimum.

According to 6A:23A-6.8, districts shall maintain an accurate, complete, and up-to-date automated position control roster in order to track the actual number of employees, as well as, the category of employees in detail.

The position control roster shall:

1. Share a common database and be integrated with the district's payroll system;
2. Agree to the account codes in the budget software.
3. Ensure that the data within the position control roster system includes:
    - i. The employee name
    - ii. The date of hire
    - iii. A permanent position tracking number for each employee including:
        - (1) An accurate expenditure account code(s)
        - (2) The building the position is assigned
        - (3) The certification title and endorsement held, as applicable
        - (4) The assignment position title as follows:
            - (A) Superintendent or Chief School Administrator
            - (B) Assistant Superintendent
            - (C) School Business Administrator
            - (D) Board Secretary (when other than I, II or III above)
            - (E) Principal
            - (F) Vice Principal
            - (G) Director
            - (H) Supervisor
            - (I) Facilitator
            - (J) Instructional Coach by Subject Area
            - (K) Department Chairperson by Subject Area
            - (L) Certificated Administrator – Other
            - (M) Guidance
            - (N) Media Specialist/Librarian
            - (O) School Nurse
            - (P) Social Worker

(Q) Psychologist
(R) Therapist – OT
(S) Therapist – PT
(T) Therapist - Speech
(U) Certificated Support Staff – Other
(V) Teacher by Subject Area
(W) Instructional Assistants
(X) Certificated Instructional-Other
(Y) Aides supported by IEP
(Z) Other Aides
(AA) Maintenance Worker
(BB) Custodian
(CC) Bus Driver
(DD) Vehicle Mechanic
(EE) Food Service
(FF) Other Non-certificated

iv. A budgetary control number for substitute teachers
v. A budgetary control number for overtime
vi. A budgetary control number for extra pay
vii The status of the position (filled, vacant, abolished, etc.)
viii. An indication, when available, of whether the employee is retiring in the budget year or not being renewed including associated costs such as contractual buyouts, severance pay, paid vacation or sick days, etc;
ix. Each of the following:

1. base salary
2. step
3. longevity
4. guide
5. stipends by type
6. overtime
7. other extra compensation

x. The benefits paid by the district, net of employee reimbursements or co-pays, by type of benefit and for FICA and Medicare;
xi. The position's full-time equivalent value by location;
xii. The date the position was filled; and
xiii. The date the position was originally created by the board. If the date the position was originally created is not available, this item shall represent the date the person currently filling that position was approved by the board.

A. Purpose

The purpose of this Standard Operating Procedure is to describe forms and procedures needed to assign position control numbers and create, or abolish positions.

B. Scope

These procedures cover all positions and all employees of the district.

C. Authority

The assignment of PCN's should be initiated by the CSA. Human Resources in conjunction with the SBA should maintain a list available to the CSA when hiring or transferring employees for the district. It is recommended that the PCN number be referenced in the resolution approved by the Board of Education.

D. Position

A position is a set of duties and responsibilities specified in a specific job description assigned to be performed by an employee of the district. A position may be full-time, part-time, stipend, permanent/non-permanent, seasonal (summer school, after school, athletics, etc…) and either filled or vacant. A permanent position does not exist until it has been authorized and established by the Board of Education, Human Resource and the Office of Business Administration.

E. Position Control Number – Creating and Maintaining

Position Control data is maintained in the Office of Business Administration. It is recommended that monthly or semi-monthly before the payroll is processed a report or review be done of all employees being paid. This report or review should indicate at a minimum the individuals PCN and linked budgetary account to be charged. Individuals not assigned a PCN must be assigned one and any vacant PCN should be noted for future reference.

F. Position Control Number (PCN)

A position control number (PCN) is created to represent each board approved contracted *position* within a district. These control numbers are attached to the budget spread, telling the system which account(s) the position is to be paid from. As the positions are filled, the corresponding control number is linked to the employee who is currently filling the position. Control numbers that are not linked to any employees represent vacant positions. An example: if your district has five board approved positions for high school math teachers, you would establish five PCNs to represent the five separate positions.

PCNs are independent of employee records. Each PCN represents a separate *position* within the district, *not* the employee who fills it at any particular time. Thus, if an employee leaves a position and the position remains open, the PCN remains active in the system representing a vacant position to be filled. Once an employee is hired for that position, the vacant PCN is then assigned to that person.

Vacant PCNs can provide an area where a projected estimated salary amount may be entered, providing the district with the ability to budget for positions that are expected to be filled. An assigned PCN will forward a calculated salary into the budget projection. As PCNs represent *positions* within the district, they are only added or deleted when a job position itself is either created or phased out.

G. Request for PCN for a New Position

A department's request for new positions or to reactivate an abolished position shall include detailed justification and a cost benefit analysis, if requested. The superintendent will determine if the new position is justified, needed and that adequate funds are or have been budgeted. Based on this determination, the superintendent will decide if they will make a recommendation to the Board of Education. Upon approval from the Board of Education, the Personnel office will create a new PCN.

H. Other

Each PCN shall be integrated with the payroll system to ensure that the correct budgetary account is charged. The PCN system should be able to track through payroll and the personnel system the position by account number, individual, PCN and the history of the use of the PCN.

Recommended Format for Meaningful PCNs

Each individual district must develop a PCN format that represents their board-approved positions. If broken down into segments, PCNs are easily identifiable.

The chart below displays a recommended format that is consistent with other districts maintaining PCNs. This format can be implemented as is, or it can be used to assist your district in developing your own PCN format.

Recommended Format for PCN Segments

General Category	.	District Location	.	Dept / Position	.	Specific Grade	.	Total # of Positions Available
3 char	.	**2 chars or digits**	.	**4 char**	.	**2 chars or digits**	.	**2 digits**
ADM	.	BO	.	SUPT	.	NA	.	01
ADM	.	BO	.	BADM	.	NA	.	01
SEC	.	BO	.	BADM	.	NA	.	01
TCH	.	HS	.	MATH	.	09	.	01
TCH	.	HS	.	MATH	.	09	.	02
TCH	.	MS	.	MATH	.	07	.	01

Title:	**Purchasing Procedure**
Subtitle:	**Ordering of Materials**
Purpose:	**To establish a uniform method of purchasing goods, materials and services.**
Procedure:	**Please refer to the District's Purchasing Manual binder**

Title: **Purchasing Procedure**

Subtitle: **Receipt of Goods**

Purpose: **To facilitate the receipt of goods and to make prompt payment to vendors.**

Procedure:

1. Check the packing slips very carefully without delay, as soon as the shipment is received. If the items are on back- order, mark" back order" on the school copy, (E), of the Purchase Order and wait a reasonable time for work orders to be received (four weeks should be enough time unless the vendor gave you a receiving date). If by that time the back order has not been received, please forward the packing slips with a notation, to this bill and hold the school copy, (E), for the additional back orders. Sometimes the packing slip is marked "out of stock" or "cancel" then send the whole thing to the Business Office for payment.

2. If there is a problem with an order, notify the Business Office immediately with the packing slip attached. Most companies will allow a shortage claim within thirty (30) days.

3. Check with the Business Office for any back order cancellation notices.

4. Should it be necessary to cancel the back order items, send back the receiving copy of the Purchase Order to the Business Office, so marked.

5. The Receiving Record of the Purchase Order must be given to the Business Office within 30 days after returning to school for all items delivered during the summer months.

Title: **Purchasing Procedure**

Subtitle: **Contributions to Board Members and Contract Awards**

Purpose: **To ensure the school district maintains honest and ethical relations with vendors and shall guard against favoritism, improvidence, extravagance and corruption in its contracting processes and practices.**

Procedure:

1. The Board will not vote upon or award any contact in the amount of $17,500 or greater to any business entity which has made a contribution reportable by the recipient under P.L. 1973, c.83 (N.J.S.A. 19:44-1 et seq.) to a member of the Board during the preceding one-year period.
2. Contributions reportable by the recipient under P.L. 1973, c.83 (N.J.S.A. 19:44-1 et seq.) to any Board member from any business entity doing business with the school district are prohibitive during the term of the contract.
3. When a business entity referred to in 2. above is a natural person, a contribution by that person's spouse or child that resides in the same household, shall be deemed to be a contribution by the business entity. Where a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.
4. The disclosure requirement set forth in section 2 of P.L. 2005, c. 271 (N.J.S.A. 19:44A-20.26) also shall apply when the contract is required by law to be publicly advertised for bids.
5. The requirements of N.J.A.C. 6A:23A-6.3 shall not apply to a contract when a district emergency requires the immediate delivery of goods or services.

Title: **Expenditure Control**

Subtitle: **End of Year Procedure**

Purpose: **To assure delivery and acceptance prior to June 30 for budgeted goods and services.**

Procedure:

The deadline for ordering items from the current operating budget will be set by the Business Administrator in consultation with the Superintendent.
Exceptions to this will be as follows:

A. Central Fund Account

B. Emergency end of the year supplies

C. End of year activities such as field days, graduation, after school programs, assemblies and workshop / in services

D. Contractual responsibilities

E. Special State and Federally Funded Programs

Title: **Professional Services**

Subtitle: **Legal Services**

Procedure:

1. In order to help minimize the cost of legal services, the Board will authorize only the Superintendent of Schools, the Business Administrator, and the Assistant Superintendent to contact legal counsel unless express permission has been given by one of the authorized to a designee on a case-by-case basis. The designated persons shall ensure that contacted legal counsel is not contacted unnecessarily for management decisions or readily available information contained in district materials such as Board policies, administrative regulations, or guidance available through professional source materials.

2. If legal advice is requested by anyone other than the three designated persons listed, a request for legal advice shall be made in writing and shall be maintained on file in the administrative office. The designated person(s) will determine whether the request warrants legal advice or if the information can be obtained elsewhere.
3. A log of all legal counsel contacts, will be maintained by the designated person(s) and will include: the name of legal counsel contacted, date of contact, issue discussed and length of contact.
4. Payments for legal services will comply with payment requirements and restrictions pursuant to N.J.S.A.18A-19-1 et seq. as follows:
   A. Advance payments are prohibited
   B. Services to be provided shall be described in detail in the contact
   C. Invoices for payment shall itemize the services provided for the billing period
   D. Payment shall only be for services actually provided

5. The Board of Education will annually establish, during the budget preparation, a maximum dollar limit for each type of professional service, including legal services. In the event it is determined that additional funds are required for legal services, a transfer of funds must be approved by the Board of Education.

5 Contracts for legal services will be issued by the Board in a deliberative and efficient manner such as through a request for proposals which will be considered based on cost and other specified factors or another comparable process that ensures the district receives the highest quality services at a fair

and competitive price or through a shared service arrangement. Contracts for legal services shall be limited to non-recurring or specialized work for which the district does not possess adequate in-house resources or in-house expertise to conduct.

Title: **Professional Services**

Subtitle: **Authorized Services**

Procedure:

1. In order to help minimize the cost of professional services, the Board will establish annually during budget preparation a maximum dollar limit for each type of professional service which will be appropriated via the Board adoption of the budget into the appropriate expenditure accounts. In the event it is determined that additional funds are required for professional services, a transfer of funds must be approved by the Board of Education.
2. Contracts for professional services will be issued by the Board in a deliberative and efficient manner such as through a request for proposals based on cost and other specified factors or another comparable process that ensures the district receives the highest quality services at a fair and competitive price or through a shared service arrangement. Contracts for professional services shall be limited to non-recurring or specialized work for which the district does not possess adequate in-house resources or in-house expertise to conduct.
3. Nothing in this manual or N.J.A.C. 6A:23A-5.2 shall preclude the Board from complying with the requirements of any statue, administrative code, or regulation for the award of professional service contracts.

Title: **Expenditure Control**

Subtitle: **Maintenance Service Contract and Other Repairs**

Procedure:

1 When a repair is needed, **the service call form from the company** who serviced the machine must be signed by the staff member and the copy forwarded to the Business Office.

2 The Business Office will match the service call from the company invoice with the bill as it comes in. The Business Office will then send the bill to the appropriate department to have the PO entered and the appropriate account charged.

Title: **Expenditure Control**

Subtitle: **Maintenance and Computer Work Order System**

Procedure: **Maintenance Work Order System**

In order to ensure that building maintenance projects are done in a timely fashion, the work order system must be followed. Work orders may generated by the Teachers or other school personnel. The program will ask for specific information regarding the exact location and the extent of the work. By logging in at your school location, you are logging into the Maintenance Department's Web Site therefore the work order is automatically sent to the Maintenance Office. No maintenance projects will be started without a work order request. The work orders will be processed in the order they are received. The Supervisor of Buildings and Grounds will prioritize the work orders according to the date needed and the severity of the work that needs to be done. The Supervisor of Buildings and Grounds will send a notice upon completion of the project.

Computer Work Order System

In order to ensure that computer repairs are done in a timely fashion, the following procedure must be followed.

1. A work order is generated on the web site indicating a description of the problem and the location.
2. Work Orders are received and delegated to the Computer Technicians and given a reference number. Work Orders will then be processed in the order they are received, unless there is one that is classified as a priority request.
3. Upon completion of the Work Order, the person initiating the Work Order and the supervisor receive a report stating that the work is completed.

Title: **Facilities (includes administration of work and health and safety)**

Purpose: The Board of Education recognizes that adequate facilities must be provided to all students and that it must maintain all buildings so that students have a safe and healthy environment in which to learn.

Procedure:

Building Coordinator

- While any staff member could contact the Buildings and Grounds Office, the building principal or his designee has the responsibility to be the contact person for the facility to handle communication and administrative details. The Building Principal generally approves and forwards written requests for long term and elective maintenance.
- During the periods of school vacations, the head building employee will assume the responsibility to forward the work requests to the Building and Grounds Department.

Planning for Alterations and Remodeling

- The first step that a school must take before deciding on all major or minor elective alterations or change in use of space is to communicate in writing to the Business Administrator. He/she will review and submit all requests for remodeling to the Superintendent of Schools.
- After the Superintendent approves the request, it will be sent to the Buildings and Grounds Department to obtain a project cost estimate for the proposed work. A source of funding must be identified before the project will move to the design and construction phases. Once the project is funded, the manager of capital projects will be instructed to prepare the proper documentation to submit to the County Superintendent or the Department of Education for approval. Application for building permits, bid specifications, plans and drawings must be produced to assist the requestor through the design and construction phases. Keep all concerned informed of scheduling and major events.

Maintenance and Repair of Equipment

- The Buildings and Grounds Department holds contracts with several service companies who provide maintenance and repair services such as elevators, fire alarms, burglar alarms, clock repairs, public address systems, gym door repairs and roof repairs.

- The Maintenance Department is prepared to carry out some renovations, alterations and improvements and support buildings in order to offer a

constant safe environment. These operations must be scheduled in advance.

Noise Control

- The Maintenance Department attempts to schedule work with high noise potential at times least likely to be disruptive. However, it is not always possible to delay emergency repairs.
- When you are bothered by noise caused by repair projects, call the Buildings and Grounds Department so we can try to accommodate your needs.

Pest Control

- The Buildings and Grounds Department provides exterminator services to rid the building of rodents, insects and other pests in accordance with the district's Integrated Pest Management Plan.
- Please call the Buildings and Grounds Department if this service is needed.

Recycling

- Materials such as newspaper, glass containers, aluminum cans, office paper and corrugated cardboard are recycled. Recyclable materials are to be left in containers properly labeled and located in areas throughout the buildings.

Refuse Collection Services

- Trash collection is provided by contract and is under the supervision of the Buildings and Grounds Department. It is done on a regularly scheduled basis. Requests for special pickups should be directed to the Supervisor of Buildings and Grounds.

Chemical Hygiene and Disposal of Hazardous Wastes

- The district shall maintain its Chemical Hygiene plan and update it on an annual basis.
- Chemicals, oils, paints, radioactive materials or other hazardous waste should not be disposed of in trash or waste water collection systems. If you have any questions regarding the storage or disposal of these materials, please contact the Buildings and Grounds department.

Right To Know

- The district will maintain up to date Right to Know logs and ensure that all employees are provided training at the time of initial employment.
- The district will provide training on Right to Know regulations to all new employees. Retraining will also be provided as required.

Safety/Accident Reporting

- All accidents will be reported to the central office on the appropriate district approved form.

Asbestos Management

- The district shall maintain its AHERA management plan and ensure that it is updated every three years.

Indoor Air Quality

- The district shall maintain its indoor air quality plan and ensure that it is periodically updated.

Fire Alarm Systems

- The district shall ensure that annual inspections are performed on the fire alarm system. It shall also conduct monthly inspections of all fire extinguishers.

Wastewater Treatment

- The district will ensure that either a properly licensed person is on staff or that a professional firm is hired to ensure that all required DEP reports are filed as required, if applicable

Boilers

- The district will ensure that all boilers are inspected annually
- The district will ensure that a properly licensed boiler operator is on site whenever the boilers are running and buildings are occupied

Safety Inspections

- The district will ensure that all health and safety inspections are done on a regular basis, in accordance with the NJ Department of Education evaluation of school buildings checklist

Long Range Facility Plan

- The district will ensure that it submits all required documents for its Long Range Facility Plan to the Department of Education on a timely basis

Comprehensive Maintenance Plan

- The district shall annually approve its comprehensive maintenance plan which shall include corrective and preventative measures for the interior and exterior of each building

OSHA/PEOSHA requirements

- The district shall comply with all OSHA and PEOSHA requirements including but not limited to lockout/tagout and confined spaces procedures

TITLE: **Facilities Maintenance & Repair Scheduling and Accounting**

SUBTITLE: General

PURPOSE: To have an automated work order system for prioritizing, performing and recording all maintenance repair requests for all district buildings and grounds.

Whenever a school district employee wants to request a repair or an enhancement from the Maintenance Department, they should complete a maintenance request. The maintenance request should be generated by the person making the request. Employees are required to enter their request directly into the web-based work order system. The web-based system has been designed to include all information required by N.J.A.C. 6A:23A-6.9.

Prioritization

The work order must first be approved by the custodial supervisor before any work is performed. The work orders will be performed in the following priority order:

A. Emergency – An emergency is a situation that poses an imminent threat to the health or safety of occupants of school property which requires the immediate delivery of goods or the performance of services. Normal purchasing procedures may be waived in the event of an emergency.

1. An actual or imminent emergency must exist requiring the immediate delivery of the goods or the performance of the service.

2. Within three days, the superintendent shall inform the County Superintendent of the nature of the emergency and the estimated needs to respond to it.

3. The emergency purchasing procedures may not be used unless the need for the goods or the services could not have been reasonably foreseen.

4. The contract shall only cover the necessary tasks to alleviate the emergency.

B. Safety – A safety issue exists when the issue could lead to the injury of any occupant of the building. Examples would include broken locks, water leaks, etc.

C. High – A work order should be categorized as high if the situation is in violation of laws or regulations or board of education policy. Examples would include broken heaters or air conditioners in violation of “Indoor Air Quality” rules or PEOSHA requirements.

D. Medium – A work order should be categorized as medium for general repair work of an existing system that no longer works, such as a broken sink. The Medium category also includes items included in the annual Comprehensive Maintenance Plan and the district's Strategic Plan.

E. Low – A work order should be categorized as low for requests that are new items, such as a new shelf.

Within each priority category, work orders should be completed in chronological order. The Buildings & Grounds Supervisor may group work orders in order to complete them in an efficient manner. The superintendent may authorize the completion of a work order in a priority order other than above.

Cost Benefit Analysis

Whenever the estimated cost of completing the work order, including labor and materials, is greater than the quote threshold, a cost-benefit analysis of outsourcing the work order shall be performed. If the results of the cost benefit analysis indicate that it would be less expensive to outsource the work, the work shall be outsourced provided the work can be contracted in accordance with the Public Schools Contracts Law and it can be completed on time.

Completion Procedures

Labor & Materials:

The technician shall record the following for each work order:

A. The actual hours worked by date.

B. Whether those hours were at regular or overtime rate.

C. The actual materials and supplies needed to complete the order.

The technician shall record these items either directly into the work order software. The work order should be marked as completed after the transactions are entered.

Close Out Procedures

The Business Administrator shall review all completed work orders to ensure that they are properly classified and costed out for the Comprehensive Maintenance Plan. The work order should be marked as closed.

Contracted Services:

When a work order requires the hiring of an outside contractor, it should be assigned (in the software) to the Maintenance Secretary. If a contractor must be called in when the Maintenance Secretary is unavailable, she must be informed that a contractor is called. The Maintenance Secretary must mark on her calendar the contractor and the work order number for the service. She should initiate a requisition with an estimated amount for the service call. The work order number should be entered into the control number field on the requisition.

When the service is complete, the Maintenance Secretary should mark the work order as complete. When an invoice for the work is received, the maintenance secretary should enter it as a purchase transaction into the work order. The work order should then be marked as closed.

Planning

Prior to December 1st of each year, the School Business Administrator shall conduct an analysis of the work order system to plan for the following budget year. The analysis shall include:

A. Productivity of staff as a whole and individually.

B. Variations between estimated and actual labor and materials costs.

C. Unusual trends for like projects.

D. The projected life expectancy vs. the date a building system/piece of equipment was put into place.

E. Other factors that will improve productivity and efficiency.

Title: Security

Purpose:

The Board of Education believes that the buildings and facilities of the district represent a substantial community investment. The Board directs the implementation of procedures to protect this investment.

Buildings and Grounds Security

- The Building and Grounds Supervisor (or District Security Officer) and staff are responsible for buildings and grounds security.
- All exterior building doors shall be locked at all times. Doors will be unlocked for student admittance during bus arrival times only.
- Staff members shall not prop doors open for any reason.
- In the evening, all doors shall be locked except those where access is required for public meetings or facility use events.

ID Badges

- All employees shall wear district issued identification badges when school is in session.
- All visitors in the building shall wear identification badges issued by the main office.

Visitors/Deliveries

- All visitors during the school day will be permitted access to the building only through the main school office.
- Outside deliveries shall be accepted only at main school office.
- Deliveries to loading area shall be permitted only after driver has checked into the main school office and a building and grounds staff member has been assigned to oversee the delivery.

Building Keys

- Building principals are required to oversee the issuance of building keys to teaching staff members. Building keys are to be turned in to the building principal on teachers' last day of school in June.

Parking Areas

- Student drivers (and staff) are required to obtain and display parking permits on vehicles
- Student drivers are to park in designated parking lots only
- Staff members shall park in areas designated for staff (or in assigned parking spots).

TITLE: **Emergency Preparedness**

SUBTITLE: General

PURPOSE: To provide district staff with a reference document and to provide the administration with detailed information to use in the event of an unforeseen crisis.

1. The administration shall create a detailed Emergency Management Plan (N.J.A.C. 6A:16-5.1 et seq.) which will provide additional detailed information available only to the Emergency Response Team. The Emergency Management Plan has sensitive information that should not be shared with the public. The Team shall keep the Plan in a locked cabinet in their office. It will also be distributed by electronic file that each member should keep at their home.

2. The administration shall create a quick reference guide for staff to follow in the event of a crises, including but not limited to:
    a. Bomb Threats
    b. Fire
    c. Intruder with gun
    d. Weather
    e. Earthquakes
    f. Intruder/Fights
    g. Shooting
    h. Sexual Battery

    The quick reference guide shall be distributed to each staff member.

3. The administration shall create and maintain a plan in the event of a pandemic. The plan shall include the following areas:
    a. Planning and Coordination
    b. Continuity of Learning and Core Operations
    c. Infection Control Policies and Procedures
    d. Communications Planning

4. The administration shall create and maintain a Biosecurity Management Plan to keep the food products safe. The Biosecurity Management Plan shall be kept confidential except for members of the crisis management team.

5. Training on the Emergency Management Plan shall be conducted annually

Title: **Safety**

Purpose: **It is our goal to provide a safe and healthful environment for everyone that utilizes the district's facilities. This includes employees, students, and visitors to our district.**

Providing a safe environment goes beyond the obvious of properly maintaining buildings and grounds. A safe environment entails the attitude of the people occupying that environment. Therefore, we believe that safety is an attitude which must be cultivated and reinforced.

Procedure: The Superintendent of Schools shall appoint a District Safety Coordinator with the responsibility of establishing and implementing a continuing effective safety program. The district goal is to eliminate lost time accidents. The program must involve all employees and students of the district. Employees should be involved through periodic safety meetings. Students should be involved through classroom instruction by the appropriate educators.

The Safety Coordinator shall organize a safety committee with at least the following employees involved to ensure all areas of the operation of the district are represented: Supervisor of Buildings and Grounds, Cafeteria Supervisor, Supervisor of Transportation, School Business Administrator, a school nurse, principal and other staff deemed necessary.

The Safety Committee will meet periodically during the year.

The Safety Coordinator will be responsible for working with the Safety Committee to define the safety program. However, these points must be covered:

1. Accident investigation and accident trend analysis.
2. Safety themes identified for use at meetings.
3. Remediation of hazards.
4. Modification to improper work methods.
5. Safety guidelines and specific rules for each area of each building in the district.
6. Proper PEOSH- 200 log maintenance.

Each employee and student will be responsible for obeying the safety rules established. Disregard of these rules will automatically cause a progressive disciplinary system to be enforced, which ultimately could lead to termination from the district.

Title: **Loss Control**

Subtitle: **Injuries**

Procedure:

STAFF INJURIES

Every employee is entitled to work under the safest possible conditions. In order to ensure this, it is necessary that every accident/injury be reported.

All incidents/ accidents must be reported by the employee to their Supervisor within twenty-four (24) hours after the incident occurs. In the case of injury an accident report must be filled out within twenty-four (24) hours. If there is an employee accident, the employee is to report it to the nurse/ supervisor and fill out the **NOTICE OF EMPLOYEE INJURY Form**. If the employee needs medical treatment they will then call the **Qual-Lynx at 1.800.425.3222:**

The employee will speak to a nurse who will obtain detailed information and make the arrangements for treatment. If further specialized treatment is needed, it must be approved by the School Workers' Compensation physician who will refer the employee to a specialist for this treatment. Failure to go to the Board's doctor will result in a possible rejection of the claim. The school's workers' compensation doctor or the referred doctor will determine when the employee may return to work. The report will be given immediately to the assigned Principal/Supervisor for review and signature and sent to the Business Office.

If the accident or injury is an emergency, the employee may be treated at the nearest hospital and report the accident as soon as possible to **the school nurse and report to Qual-Lynx at 1.800.425.3222**. Employee should instruct the hospital, doctor or pharmacy to forward all bills to Business Office (Workers' Compensation Claims). It is NOT recommended that the employee use his/her personal insurance card as this will complicate and delay the prompt payment of any medical bills.

After examination or treatment by the workers' compensation doctor, emergency doctor or referred doctor, the employee must report back to work with the Return to Work Form.

LITIGATION/LIABILITY

Any incidents having the slightest possibility of potential litigation/liability must be reported to the Business Administrator immediately.

INJURIES TO VISITORS ON THE PREMISES

For injuries to visitors in the building or on the premises (day or evening), the same procedure should be followed as for injuries to pupils, except the office of the Business Administrator will be notified as to when and where the accident occurred. It is important that in the description of the accident it is clearly stated that the injuries are not a staff member or student. When an injury occurs call the **Business Office** for more information.

Title: **Loss Control**

Subtitle: **Recording of Days Absent Due to Injury/Accident**

Procedure:

Days absent from work due to illness, injury or accident will be recorded as sick days initially. When the District receives a determination from the Workers' Compensation Insurance Carrier or a Workers' Compensation Court, that these days are designated as Workers' Compensation Days, the employee's attendance record will be adjusted accordingly.

Title: **Personal Items**

Procedure:

1. It is recommended that personal items not be brought to school or work. The district will not be responsible for any items lost or stolen. In bringing equipment or other items to school, the employee does so at his/her own risk.

2. The school also is not responsible for damage to vehicles while parking on school property. When parking on school property the employee assumes the risk for any damage that may occur.

Title: Transportation

Purpose: The Board of Education recognizes that transportation to and from school is required for the promotion of education. The Board has the responsibility to transport eligible students to and from their homes.

Procedure:

New Students

- School principal's office (Dept. of Pupil Services or registrar) shall notify the transportation department of registration of new students
- Transportation department will assign bus and stop number to new student
- Transportation department will communicate the bus stop information back to the school office and to the bus driver

Students Leaving District

- School principal's office (Dept. of Pupil Services or registrar) shall notify the transportation department when a student withdraws from the district.

Field Trip/Athletic Buses

- Requests for buses for field trips and athletic events shall be submitted to the Transportation Coordinator at the earliest possible date and after approval by the Board of Education. The Transportation Coordinator will schedule all special activity buses.

Contracted Bus Services (if applicable)

- Bus services provided by outside contractors will be coordinated by the Business Administrator in consultation with the Transportation Coordinator and in accordance with NJ Public Contracts Law.

Purchase of School Buses

- School bus purchases will be coordinated by the Business Administrator in consultation with the Transportation Coordinator or Director of Operations. Buses shall be replaced on a rotating basis. No vehicle will be utilized to transport students beyond the 12th year from the year of manufacture.

DRTRS

- The annual District Report of Transported Resident Students will be completed by the Transportation Coordinator and submitted within the State set timeframe.

Safety

- School principals in cooperation with the Transportation Coordinator shall schedule and conduct bus evacuation drills at least twice during the school year for all students who are transported to and from school.
- The Transportation Coordinator shall ensure that all school bus driver's and school bus aides are properly trained for the functions of their position.
- The Transportation Coordinator shall ensure that anyone driving a school vehicle used to transport students to and from school and school related activities meet all of the requirements of N.J.S.A 18A:39-17,18,19,and 20 and all New Jersey Department of Transportation rules governing school bus drivers.
- The Transportation Coordinator shall ensure that anyone driving a school vehicle hold a valid Commercial Driver's License with appropriate endorsement(s) for the class and type of vehicle operated.
- The Transportation Coordinator will file the Annual Certification of School Bus Drivers Report with the County Department of Education
- Random drug and alcohol testing of bus drivers shall be conducted in accordance applicable regulations.

Bus Accidents

- In the event of a bus accident, the driver shall notify police via cell phone and request that they notify the Transportation Supervisor or Superintendent of Schools.
- The driver shall contact the Transportation Supervisor and/or agencies that can assist in promptly providing for the safety and welfare of the passengers.
- The driver shall NOT leave the students unattended under any circumstances.
- The Transportation Supervisor shall notify the Business Administrator, Building Principal and School Nurse of the accident.
- The Transportation Supervisor shall proceed to the scene of the accident as soon as possible.
- The Transportation Supervisor shall verify the accident with police, keep a written record of each accident, and report all accidents to the state.

Title: **Vehicle Tracking, Maintenance and Accounting**

Purpose: **For the management, control and regulatory supervision of school district vehicles.**

Procedure:

1. The district vehicle coordinator shall maintain a vehicle inventory control record including:
   a. The vehicle make, model and year;
   b. The vehicle identification numbers (VIN);
   c. The original purchase price;
   d. The date purchased;
   e. The license plate number;
   f. The person assigned or the pool if not individually assigned;
   g. The driver license number of the person assigned and the expiration date;
   h. The insurer and policy number of person assigned, and
   i. The usage category such as regular business, maintenance, security or pupil transportation.

2. A driving record of the operators of district vehicles including:
   a. The name of the driver;
   b. The driver license number and expiration date;
   c. The insurer policy number of person assigned;
   d. Other relevant information.

3. A record of maintenance, repair and body work for each district vehicle including:
   a. The vehicle make, model and year;
   b. The vehicle identification number (VIN);
   c. The original purchase price;
   d. The date purchased;
   e. The license plate number;
   f. The usage category such as regular business, maintenance, security or pupil transportation;
   g. The manufacturer's routine maintenance schedule;
   h. The category of work performed;
   i. The mileage on the date work was performed, and
   j. The cost of the work performed

Title: **District Vehicle Assignment**

Purpose: **To ensure compliance for the assignment of district vehicles for the conduct of official district business.**

Procedure:

1. The Board shall adopt a policy or policies regarding district vehicle assignment that will ensure compliance.

2. The Board upon the recommendation of the Superintendent may authorize the lease, lease-purchase or purchase and assignment of district vehicles for the conduct of official district business. The vehicles may be assigned either to individuals or to units within the school district for pool use according to the following classifications:
   a. Vehicles may be assigned permanently and individually to the Superintendent, School Business Administrator, head of facilities services, head of security services, or other supervisory employees who based on their job duties may be called on a 24 hour, seven-day a week basis. No individual assignment shall be made for the primary purpose of commuting.
   b. A unit may be permanently assigned one or more district pool vehicles. Pool vehicles shall not be used for the purpose of commuting and shall remain at a district facility when not in official use.

3. Board members or employees may be temporarily assigned a district vehicle for travel events.
4. The school district board shall ensure that an employee, such as the School Business Administrator, insurance or risk management staff member, head of facilities or other appropriate employee is assigned the functions of district vehicle coordinator.

5. All complaints of a potential misuse shall be investigated and appropriate disciplinary action taken.

6. All changes to vehicle assignment, whether pool or individual, shall require prior written approval of the Superintendent and the authorization of an affirmative majority vote of the full Board.

7. No luxury vehicle, one which exceeds the greater of $50,000 or any current dollar limit established in Internal Revenue Service (IRS) law or regulation, shall be purchased, lease-purchased or leased by the District. If a vehicle is assigned to the Superintendent, it may be a full-size or intermediate, four-door sedan of the non-luxury class. All other vehicles shall be compact sedans, unless special passenger, cargo, equipment, or use requirements make the standard vehicle unsuitable for documented district needs.

8. The district vehicle shall be used primarily for business purposes; however, incidental and reasonable personal use is permitted.

9. All damage to district vehicles, regardless of cause, shall be reported within 24 hours to the vehicle coordinator and the employee assigned to file insurance claims.

10. No physical alterations shall be made to a vehicle without prior board approval.

11. Drivers of district vehicles shall possess and maintain a valid driver's license to operate a vehicle in New Jersey.

12. When a vehicle is due for routine maintenance in accordance with the manufacturer's schedule, the driver of an individually assigned vehicle or, in the case of a pool vehicle, the vehicle coordinator shall be responsible for ensuring that the vehicle receives the scheduled service.

13. A driver assigned a district vehicle shall be responsible for the security of the vehicle and its contents.
14. Drivers shall be personally responsible for all fines accrued as a result of traffic violation related to operation of district vehicles.
15. The driver, or the driver's supervisor, if the driver is incapacitated, of a district vehicle involved in an accident resulting in damage to the district vehicle or other vehicle shall file, within 24 hours of the accident, a detailed written report with the vehicle coordinator and the district staff member responsible for making insurance claims.
16. Police shall be immediately notified of an accident by the driver or vehicle coordinator, if the driver is incapacitated. A copy of the police report shall be submitted to the vehicle coordinator and the district staff member responsible for making insurance claims as soon as possible.

17. If a district vehicle is misused in any of the following ways, the driver's driving privileges for district vehicles shall be suspended or revoked, and additional disciplinary action shall be taken as appropriate.
    a. Frequent violation of traffic laws;
    b. Flagrant violation of the traffic laws;
    c. Operation of a vehicle which the police or insurance company determined was the cause of an accident;
    d. Use of a vehicle for unauthorized use whether personal use, business use, or commuting;
    e. Violation of these rules, or district policy governing the assignment, use, operation, repair, and/or maintenance of vehicles. This includes the failure to submit a vehicle for routine maintenance as called for in the manufacturer's routine maintenance schedule;
    f. Operation of a vehicle while impaired to any degree, or under the influence of alcohol or narcotics as defined by State statutes;
    g. Use of a district vehicle by an unauthorized individual while assigned to an employee;
    h. Use of a district vehicle to transport any person or child, other than in the course of their assigned duties and responsibilities; or
    i. Use of radar detectors in district vehicles.
18. The Board shall establish a policy for progressive, uniform, and mandatory disciplinary actions to be applied as necessary.

Title: Food Service

Purpose: The Board of Education recognizes that Food Service is required for the promotion of education. The Board has the responsibility to provide food services to all students.

Procedure:

Application for Participation in Child Nutrition Program

- Before the beginning of each school year, Business Office Secretary files the appropriate paperwork with the Bureau of Child Nutrition to participate in the Free and Reduced Meal Program.

Direct Certification

- Students eligible for TANF and/or Food Stamps may be directly certified by the State. In these cases, the district sends a letter to the household and notifies them of their child's lunch status before school even begins. In these instances, no lunch applications need to be filled out.

New Students

- Upon registration, new students are given applications for free and reduced meals.

Free and Reduced Meal Applications

- Business Office Secretary provides Applications for free and reduced meals to each school before the opening of school. The applications are disseminated by the school to students and then returned to school upon completion. Completed applications are then forwarded to Business Office Secretary.

Determining Eligibility for participation in the Child Nutrition Program

- Business Office Secretary determines eligibility in accordance with applicable regulations established by the Department of Agriculture. After determination, letters are sent to all applicants advising them of their status (i.e. free, reduced or denied). All applications are maintained in the central office as required by the State.

Master Eligibility List

- A master eligibility must be completed and is maintained by Business Office Secretary. This is a comprehensive list of all students who filed an application and indicates their status as free, reduced or denied. The master eligibility list is maintained for each school (location) as well as district-wide as required per regulations.

Civil Rights Compliance

- Per regulation, a Civil Rights Compliance is completed each year. Using the October 15th student data, lists are maintained by school, broken down by ethnic group and further broken down by status of free, reduced and denied.

Verification

- By November 15th, the required percentage of applications deemed eligible for free and reduced are verified. These applications are chosen at random and applicants are asked to provide name and social security number for each adult listed on the application as well as proof of income.

Bidding

- Milk and other food items are subject to the bidding requirement of the New Jersey State Contract Law. The Food Service Management Company contract will be renewed and/or re-bid in accordance with applicable law.

Daily Deposits

- Deposits are prepared daily, by school and reconciled to the register tapes by food service management company personnel. They are then put into a locked bank bag and picked up by district courier and brought to the bank. Deposit totals are reconciled to the bank statement by business office personnel

Setting Prices

- Each year, the Board of Education sets prices for food services. Every effort is made to set prices that are affordable for students but enable the food services to operate without contribution from board funds.

Voucher Certification/submission

- Each month, Food Service Management Company personnel enter meal counts into the Department of Agriculture meal reimbursement system in SNEARS (School Nutrition Electronic Application System). These meal counts are then verified by the Business office and then Certified so that State reimbursement can be made.

Commodities

- The district shall participate in the commodities program offered by the New Jersey Department of Agriculture.

Title: **Technology Systems**

Subtitle: Physical security over technology equipment, peripherals and media

Purpose: In order to ensure the overall performance of the technology systems, the equipment must be protected from harm, abuse, misuse and pilfering.

1. Rooms or areas that house servers will be secured either by electronic door entry systems (card swipes or proximity cards) or by mechanical means (locks). Access to these areas should be restricted to authorized personnel only.

    a. Keys or cards that allow access to the areas should be limited in number and accounted for regularly.

    b. Review of the personnel who has access to these areas should be reviewed several times a year.

    c. A log should be kept of any visitors to the secure area with name, date, time entered, time exited and purpose of visit.

2. Rooms or areas that house large amounts of computer or technology equipment (including server rooms, switch closets and computer labs) should have environmental controls to ensure the proper heating, cooling, ventilation, and dehumidification is provided. Environmental controls should be monitored with a system to report environmental alarms.

3. All computer and technology equipment should be tagged and inventoried. Annually the equipment should be physically verified against the inventory log for existence and location verification.

    a. Verification should be made periodically to ensure that equipment is still located where the inventory record states. When equipment is moved, the inventory record should be updated.

    b. Laptops and other portable pieces of equipment should be accounted for periodically by requiring the users to provide the piece for physical inspection.

    c. Software clients can be used to track inventory of computer-based assets. Updates of software clients should be made on a regular basis.

    d. Inventory should be kept of computer related parts, supplies, consumables, and peripherals.

e. District should track cost of replacement on all technology equipment valued above $500.

4. Cables and other locking mechanisms should be utilized when appropriate to secure individual pieces of equipment.

5. A master set of user manuals should be maintained and secured to ensure continuity of operations should other versions be destroyed. A master set of manuals should be held in another area, building, in a fire-rated cabinet or scanned and stored electronically in multiple locations

6. Media, such as disks, tape and other output should be protected in locked areas or cabinets. Media that is utilized for back-up of information, applications or systems should be held in another area, building or in a fire-rated cabinet. Aging media should be transferred to a current technology.

Title: Technology Systems

Subtitle: Security over data – passwords and user accounts

Purpose: In order to ensure the overall performance of the district via its technology systems and data.

1. Password protection should be utilized for all network logons. Individual applications should also require users to have passwords.
    a. Users should be reminded not share or write down passwords
    b. Passwords should be "hardened" passwords and should be at least eight digits long, requiring upper and lower cases, numbers, and special characters. Passwords should not be "real" words or names of family, friends, pets, etc.
    c. Passwords for network access should be forced to be changed periodically
    d. Passwords for applications should be changed periodically.
    e. Passwords should be user generated and not stored whenever possible, with only reset ability housed at the technology department level
    f. Passwords should not be repeated for network access and application access, particularly the student information system.
2. User accounts should only be made for network access and individual application access as required for the completion of the staff duties or learning opportunities for students.
    a. No user profiles should be created, changed or deleted without proper authorization. This should include a written (or electronic) request form that is authorized by central administration. This authorization should include the name of the individual, the applications and network services to be granted access to and the level of security in each.
    b. Systems that employ automatic account/password creation should be monitored regularly to ensure software functionality.
    c. Access to district wide public folders should be restricted based on user role.

Title: Technology Systems

Subtitle: Systems software and applications authorized for use in the district

Purpose: The number, type and scope of individual applications should be monitored to maximize the efficiency of the technology while not creating an overly complex environment.

1. Purchase and use of new applications, including those that are web hosted and not actually owned by the district should require approval of the superintendent and business administrator. Among considerations should be any licensing issues, purpose of application, and compatibility of the new application with the current infrastructure. The need to expand the infrastructure as a result of the new application (for example, video sharing software may need additional storage).

    a. Before new applications are purchased, there should be a determination of the needs of the district, a review of available solutions, a compatibility test with existing infrastructure and a determination of the needs satisfied by the application.

    b. Before implementation of new applications, timelines and deliverables should be established. The deliverables would include what is expected of the application and the time frame for each.

    c. Before installation of new applications, back-up of systems should be done in case of incompatibility and adverse reactions to the new software. Baseline information should be held.

    d. Hardware requirements for the new application should be identified and purchased well in advance of installation of new applications, if needed. This allows for the proper testing of the new hardware.

2. For existing applications and systems software, a listing should be created and maintained and submitted by the technology department for periodic review by central administration. The list should include:

    a. Hardware utilized, including name of server or location of software or application

    b. Summarized description of user

    c. Number of users

    d. Licensing information, including expiry dates

e. Application owner responsible for user authorities

f. Date of original purchase and dates of updated purchases

g. Version information

h. Vendor contact information

Title: Technology Systems

Subtitle: Protect the district's network from internet dangers

Purpose: The district needs to employ several layers of protection to ensure that unauthorized access to the network does not occur.

1. Anti-virus Application is in use and automatically updated and forced automatic rollouts to all district computers occurs on a regular basis to protect from computer virus contamination.
2. The district utilizes spam filters and anti-spyware software to minimize the potential for unsolicited and unauthorized access to the network.
3. The district utilizes an external firewall to prevent access from unauthorized sources.
    a. Any applications or web pages that will be viewable by the general public or by certain users, will be held in the "DMZ", or that portion of the network where is there is limited trust.
    b. Network resources that are relegated to the "DMZ" will be completely separated from any internal networks, thereby blocking firewall avoidance.
    c. The available and open ports should be reviewed periodically.
4. Obtain automatic updates for operating systems and common applications such as Microsoft Office.
5. The district will secure the wireless network by using WEP, WPA or other network level protective encryption to avoid access by unauthorized sources.
6. District will monitor wireless transmission to verify authentication of users.
7. Network administrators will periodically check systems ability to bind IP addresses to users on the network

Title: Technology Systems

Subtitle: Protect the district's network from internal dangers

Purpose: Create procedures that prevent unauthorized use from within the district

1. The district utilizes "Lock Out", where the workstations and screensavers should automatically lock the unit when not in use for several minutes.
2. Access to the network should be requested, changed, added and deleted by authorized personnel only on behalf of those staff members who need access. There should be a form that requires signatures and sign-off by the technology staff that has completed the tasks.
3. The district will maintain logs of all users and access levels for all systems applications. Application administrators will maintain logs of all user and access levels for all applications.
4. User roles should be defined that allows for many users to be grouped together. The use of profiles allows for more standardization and efficiency in administering the security access of each application.
5. All application access will be reviewed periodically for discrepancies in the user roles and the access to sensitive information.

Title: Technology Systems

Subtitle: Electronic Communication Archival

Purpose: Store electronic communications made within district

1. District will employ hardware solution to maintain electronic backups of all communications.
2. District will store for a period of three years, all inbound and outbound messages
3. Email archival system access will be restricted to secure district personnel
4. Periodic checks of the email archival system will be made to ensure reliability.
5. Regular password changes will be made to the archival system to limit potential security breaches.
6. The district will setup network policies to block any electronic instant messaging/chat program that cannot be monitored/archived.
7. District will archive all inbound and outbound instant messaging communications.

Title: Technology Systems

Subtitle: Video Surveillance Security

Purpose: To ensure a safe and secure environment for student learning

1. District will install optical cameras in key locations to record activities at all hours.
2. Surveillance cameras will interface will digital video recording system.
3. Digital recording system will provide enough storage to monitor key locations for a period of three to five days at a minimum.
4. Digital recording systems will be checked regularly to ensure recording quality, reliability, and ability to retrieve information

Title: Technology Systems

Subtitle: Web content filtering and supervision

Purpose: To ensure a safe and secure electronic environment for students.

1. District will employ tools to monitor access to web sites. Using a hardware or software "proxy" solution, the district will put into place a method to filter web sites containing content that is against the district's acceptable use policy.
2. "Proxy" system will filter web sites that contain viruses, spyware, malware, unsecure connections and improper certificates.
3. District will develop a system to log attempts at blocked web sites
4. Technology staff will conduct regular maintenance of the "proxy" filter.

Title: Technology Systems

Subtitle: Network Storage Availability

Purpose: To provide users with a secure area on the network to store files.

1. District will employ tools to allow users to save files on a secure server.
2. Systematic and regular backups will be made of network-stored data.
3. Access to individual network space will be restricted to individual users and network administrators.
    a. Network administrators will create space limitations so as to not exceed the capacity of the server space
    b. Users of the network storage system will agree to store content that is in agreement with the district's acceptable use policy.
4. Shared network storage will be monitored to ensure proper access based on security groups.
5. Network administrators will periodically check backups of the system.

Title: **Technology Systems**

Subtitle: Maintenance and Computer Work Order System

Procedure: Maintenance Work Order System

In order to ensure that building maintenance projects are done in a timely fashion, the work order system must be followed. Work orders may generated by the teachers or other school personnel but must be forwarded and approved by the building Principal. The Principal's office will log in the work order request through the work order system on the District website. The program will ask for specific information regarding the exact location and the extent of the work. By logging in at your school location, you are logging into the Maintenance Department's Web Site therefore the work order is automatically sent to the Maintenance Office. No maintenance projects will be started without a work order request. The work orders will be processed in the order they are received. The Supervisor of Buildings and Grounds will prioritize the work orders according to the date needed and the severity of the work that needs to be done. The Supervisor of Buildings and Grounds will send a notice upon completion of the project.

Computer Work Order System

In order to ensure that computer repairs are done in a timely fashion, the following procedure must be followed.

1. A work order is generated on the web site indicating a description of the problem and the location.
2. Work Orders are received and delegated to the Computer Technicians and given a reference number. Work Orders will then be processed in the order they are received, unless there is one that is classified as a priority request.
3. Upon completion of the Work Order, the person initiating the Work Order and the supervisor receive a report stating that the work is completed.

Title: **Information Management**

Subtitle: Acceptable Use of Districts Technology and Information

Purpose: To ensure that anyone who has access to district electronic resources understand what is acceptable use of the technology and information and ensure that anyone who has access to sensitive information understands the acceptable uses of that information.

Procedure:

1. The board will establish a policy that informs all users of the districts' data, systems and information of the acceptable and non-acceptable uses of those district assets. The policy should identify students, staff, parents and guardians, and other users who may have access to the district's data, systems and information.

    a. The students and staff should be required to sign an acknowledgment of the policy and return that form to the district. Forms should be updated at least annually.

    b. Parents who utilize information of the district via the internet (student's grades, lunch accounts, library information, etc) should have an electronic acceptance on the web pages before data is displayed. This acceptance of assurances should include non-disclosure of information that is displayed and other assurances that would appear in a written acceptable use policy.

    c. Other web users of information should be required to have an electronic acceptance on the web pages before data is displayed. These may include calendars, or web requests for use of facilities, these instances may require additional assurances as well.

    d. All persons with sign-on to the district's network or to district data, ie parent portals, should be required to agree to the acceptable use policy, which should be listed.

2. The board will adopt an acceptable use policy that at a minimum should prohibit the following regarding electronic systems conduct that interferes with or stops district activities, including but not limited to excess download, uploads, printing, copying, bandwidth usage, etc.

    a. conduct any activity not related to the district's operation, including, but not limited to, advertising, soliciting business, or political lobbying

b. Involvement in the violation of, or conviction for violation of, federal, state, or local statutes or regulations regarding computers, electronic communications, interstate commerce and/or security regulations. This includes, but is not limited to, material protected by copyright, trade secret, obscenity and related laws.

c. Threats, harassment, libel or slander

3. This policy should be reviewed annually for changes in the types of information used and in the types of technology used

4. Information as referred to in the policy should not be limited to electronic information or simply the use of electronic systems. Controls need to exist over written information and paper files.

    a. Individuals who have access to district records should not the information for personal reasons

    b. Sensitive information should be stored in a manner that does not allow for easy access. In the case of electronic information, passwords and restrictions based on user should be employed. For written and paper files, information should be secured by locking cabinets, drawers and doors to offices that hold such information.

    c. Copies of sensitive material should only be made in cases where it is necessary. Any copies of information that is sensitive in nature should be destroyed in appropriate manner, such as shredding.

5. All users of technology and all those who have access to sensitive district information, should be required to sign an acceptable use form that states the person signing has read and agrees to uphold the policies set forth.

    a. Forms should be signed at least annually and for any major change in position that allows access to additional information.

6. Violations of AUP should be spelled out in student and staff code of conduct

Title: **Information Management**

Subtitle: Securing of sensitive manual (written or paper) information

Purpose: To ensure that sensitive information is proper handled and limit the potential exposure of information from being obtained through the district

Procedure:

1. All employees who have access to any of the following information, will be required to sign an acceptable use form at least annually on the proper methods of use, compilation, dissemination and destruction, when appropriate, and safe-guarding of that information.

2. The superintendent and business administrator or designees will determine those records of a sensitive nature held in the district. The records include, but are not limited to staff, student, volunteer and board member personal information such as address, unlisted phone number, social security number, marital or guardian status, garnishment information, health related information, free and reduced lunch status and disciplinary information.

3. Sensitive information should be housed in a locked cabinet or behind locked doors.

    a. Access to keys are restricted to personnel authorized to view the information

        i. Keys should have “do not duplicate” on them and copies should be prohibited, except as needed

    b. Areas housing sensitive information should be locked whenever the areas are not staffed

    c. Wherever possible, sensitive information should be stored away from high traffic areas.

4. Original sensitive information files , should be housed in a fire rated cabinet, where possible.

5. Backups of paper documents should be treated as sensitive. Electronic documents should be backed up daily and paper documents should be housed in locked areas.

Appendix: GLOSSARY OF COMMON SCHOOL ACCOUNTING TERMS

ACCOUNT - A descriptive heading under which are recorded financial transactions that are similar in terms of a given frame of reference, such as purpose, object, or source.

APPROPRIATION - An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes.

AUDIT - The examination of records and documents and the securing of other evidence for one or more of the following purposes:

A. Determining the propriety, legality and mathematical accuracy of proposed or completed transactions.

B. Ascertaining whether all transactions have been recorded.

C. Determining whether transactions are accurately recorded in the accounts and in the statement drawn from the accounts.

D. To determine whether the statements prepared present fairly the financial position of the school district.

AVERAGE DAILY ATTENDANCE, ADA - The aggregate days; attendance of a given school during a reporting period divided by the number of days school is in session during this period. Only days on which the pupils are under the guidance and direction of teachers should be considered as days in session.

BID - The process which includes legal advertising and direct contact, sought from appropriate vendors for goods and services individually or in the aggregate, whose cost is above the mandated bid threshold.

BUDGET - A plan of financial operation embodying an estimate of proposed expenditures for a given period or purpose and the proposed means of financing them.

CAPITAL OUTLAY - An expenditure which results in the acquisition of fixed assets or additions to fixed assets. It is an expenditure for land or existing buildings, improvements of grounds, construction of buildings, additions to buildings and the remodeling of buildings, with the life expectancy of at least ten years.

CASH - Currency, checks, postal and express money orders, and bankers' drafts on hand on deposit with an official or agent designated as custodian of cash, and bank deposits.

CHART OF ACCOUNTS - A list of all accounts generally used in an individual accounting system. In addition to account title, the chart includes an account number which has been assigned to each account. Accounts in the chart are arranged by Fund, Program, Function and Object.

CONTRACTED SERVICES - Services rendered by personnel who are not on the payroll of the Board of Education including all related expense covered by the contract. Also see Purchased Services.

CURRENT - The term refers to the fiscal year in progress.

DEFICIT - The excess of the obligations of a fund over the fund's resources.

DISBURSEMENTS - Payment in cash.

ENCUMBRANCES - Purchase orders, contracts, and salary or other commitments which are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when paid.

EQUIPMENT - An instrument, machine, apparatus, or set of articles with a value of at least $500 which retains its original shape and appearance with use and/or is nonexpendable; i.e., if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair than to replace it with an entirely new unit.

EXPENDITURES - Charges incurred, whether paid or unpaid, which are presumed to benefit the current fiscal year.

FISCAL YEAR - The twelve-month period from July 1, through June 30, during which the financial transactions of the school system are conducted.

FIXED ASSETS - Land, buildings, machinery, furniture, and other equipment which the Board of Education intends to hold or continue to use over a long period of time and costs over **$500.00** when purchased. "Fixed" denotes probability or intent to continue use or possession, and does not indicate immobility of an asset.

FUNCTION - A group of related activities which are aimed at accomplishing a major service for which the school system is responsible.

FUND- All accounts necessary to set forth the financial position, the financial operations, the changes in residual equities or balances, and the changes in financial position of a fund.

GENERAL FUND - Used to account for all transactions in the ordinary operations of the Board of Education.

INVENTORY - A detailed list or record showing quantities, descriptions, values, and frequently, units of measure and unit prices of property on hand at a given time. Also, the cost of supplies and equipment on hand not yet distributed to requisitioning units.

INVOICE - An itemized list of merchandise purchased from a particular vendor from which payment is made. The list includes quantity, description, price, terms, date and the like, and is matched with the signed receiving copy.

OBJECT - The commodity or service obtained from a specific expenditure.

OBLIGATIONS - Amounts which the Board of Education will be required to meet out of its

resources, including both liabilities and encumbrances.

PETTY CASH - A sum of money set aside for the purpose of paying small obligations for which the issuance of a formal voucher and check would be too expensive and time-consuming. Also, a sum of money, in the form of a special bank deposit, set aside for the purpose of making immediate payments of comparatively small amounts.

PROGRAM - A plan of activities and procedures designed to accomplish a predetermined objective or set of allied objectives.

PROGRAM MANAGER - The individual responsible for monitoring the expenditures within a particular program of the budget. This person usually determines what to purchase, originates purchase orders and receives goods and/or services.

PRORATING - The allocation of parts of a single expenditure to two or more different accounts. The allocation is made in proportion to the benefits which the expenditure provides for the respective purposes or programs for which the accounts were established.

PURCHASE ORDER - A written request to a vendor to provide materials or services at a price set forth in the order and is used as an encumbrance document.

PURCHASED SERVICES - personal services rendered by personnel who are not on the payroll of the Board of Education, and other services which may be purchased by the Board of Education.

REFUND - A return of an overpayment or over collection. The return may be either in the form of cash or a credit to an account.

REIMBURSEMENT - The return of an overpayment or over collection in cash.

REPLACEMENT OF EQUIPMENT - A complete unit of equipment purchased to take the place of another complete unit of equipment which is to be sold, scrapped or written off the record and serving the same purpose as the replaced unit in the same way.

REQUISITION - A written request to a school official for specified articles or services. It is a request from one school official to another school official, whereas a purchase order is from a school official to a vendor.

STUDENT ACTIVITY FUND - Financial transactions related to school-sponsored student activities and interscholastic activities. These activities are supported in whole or in part by income from students, gate receipts, and other fund-raising activities.

SUPPLY - A material item of an inexpensive, expendable nature that is consumed, worn out or deteriorated in use; loses its identity through fabrication or incorporation into a different or more complex unit or substance. Is expendable or subject to replace rather than repair if damaged or if some of its parts are lost or worn out.

TRAVEL - Costs for transportation, meals, hotel and other expenses associated with traveling on business for the Board of Education.

UNIT COST - Expenditures for a function, activity, or service divided by the total number of units for which the function activity or service was provided.

VOUCHER - A document which authorizes the payment of money and usually indicates the accounts to be charged.

From: John Greenhalgh, Practitioner's Guide to School Business Management, Allyn and Bacon, Boston, 1978, pp. 261-273.
Sam B. Tidwell, Financial and Managerial Accounting for Elementary and Secondary Schools, 3rd Ed., 1985, pp.597 -628.

Appendix: Records Retention

For the recent copy of the State's Records Retention policy, please go to our website and look under resources.

Title: Retention of Records

Date:

Procedure:

1. No material which qualifies as a record or document may be destroyed without the prior approval of the Department of Education.

2. All requests for document disposal must be submitted to the Business Administrator.

3. The Business Administrator will forward all requests to the State for approval.

4. Questions concerning the disposition of records should be directed to the Business Administrator.

Legal Reference: Chapter 410 47:3-15 et seq. Public Records Account

STATE DEPARTMENT OF EDUCATION
RECORDS RETENTION SCHEDULE

Retention Period-Destroy Records After

Item #	Form #	Description	District	County
1	A-1	School Register, Classroom	6 Years	----------
2	A-1a	School Register, Central	6 Years	----------
3	A-2b	Record of Individual Instruction	6 Years	----------
4	A-3	Annual Report of Education Statistics	10 Years	10 Years
5	A-4	Annual Financial Statistical Report	10 Years	10 Years
6	A-4a	Report of Res. Enrollment Statistics	10 Years	10 Years
7	A-4b	Report of Pupils Receiving Bedside/ Home Instruction	10 Years	10 Years

8	A-4c	Report of Tuition Pupils Sent to App. Special Classes for Atypical Pupils	10 Years	10 Years
9	A-4d	Application for State Aid-Transportation	10 Years	10 Years
10	A-4e	Atypical Pupils	10 Years	10 Years
11	A-4f	Report of School Budget and District Taxes	10 Years	10 Years
12	A-4g	Report of Pupils Living on Non-Taxable State-Owned Property	10 Years	10 Years
13	A-5	Custodian's Financial Report	10 Years	10 Years
14	A-13	Certificate of Tax Ordered	10 Years	10 Years
14a	A-17	Financial Record Book, Custodian of School Monies	Permanent	----------
15	A-22	Employment Contract Teacher	10 Years After Term.	10 Years After Term.
16	A-28	Tally Sheet	---	1 Year
18	A-32	Proceedings with Respect to Authorization of Bonds	Bond Maturity	_____ APPENDIX
19	A-33	Report of Election Proceedings	10 Years	10 Years
20	A-36	Board Members Affidavit and Oath of Office	10 Years	10 Years
21	A-41a	Pupils Transfer Card	3 Years	----------
22	A-44	Record of Exclusion	3 Years	----------
23	A-45	Medical Inspection Record Card	1 Yr after Graduation	----------
24	A-50	Age Certificate	When Minor	Reaches age 21
25	A-56a	School Record	When Minor	Reaches age 21
26	A-56b	Promise of Employment	When Minor	Reaches age 21
27	A-56c	Physician's Certificate	When Minor	Reaches age 21
28	A-66a	Vacation Employment Certificate	When Minor	Reaches age 21
		Vacation Employment Certificate		

29	A-66a1	(Employment outside of district)	When Minor	Reaches age 21
30	A-66b	Regular Employment Certificate	When Minor	Reaches age 21
31	A-66c	Application for Special Newsboy or Special Street Trades Permit	When Minor	Reaches age 21
32	A-66d	Application for Special Agricultural Permit	When Minor	Reaches age 21
33	A-66e	Special Agricultural Permit	When Minor	Reaches age 21
34	A-66f	Special Newsboy Permit	When Minor	Reaches age 21
35	A-66g	Special Street Trades Permit	When Minor	Reaches age 21
36	A-66h	Age Certificate - Agricultural	When Minor	Reaches age 21
37	A-66i	Application for Special Theatrical Permit	When Minor	Reaches age 21
38	A-66j	Special Theatrical Permit	When Minor	Reaches age 21
39	A-66k	Application for Special Newspaperboy Permit	When Minor	Reaches age 21
40	A-66m	Special Newspaperboy Permit	When Minor	Reaches age 21
41	A-59	Notice to Parents	6 Years	----------
				APPENDIX
42	A-60	State Warrant	6 Years	----------
43	A-61	Rule to Show Cause	6 Years	_____
44	A-62	Complaint	6 Years	----------
45	A-63	Attendance Report	3 Years	----------
46	A-74	Employment Contract -- Attendance Officer	10 Years After Term.	---------
47	A-77	Medical Inspection Notice	1 Year After Graduation	---------
48	A-100	Budget	Permanent	---------
49	A-101	Budget	Permanent	---------
50	A-102	Budget	Permanent	---------
51	A-103	Budget	Permanent	--------

52	A-104	Budget	Permanent	--------
53	A-109	Appropriations Receivable	Permanent	--------
54	A-110	Appropriations and Cash Receipts	Permanent	--------
55	A-111	Cash Expenditures	Permanent	--------
56	A-112	General Control	Permanent	--------
57	A-115	Distribution of Costs, Administration	10 Years	--------
58	A-116	Distribution of Costs, Instruction	10 Years	--------
59	A-117	Distribution of Costs, Attendance and Health	10 Years	--------
60	A-118	Distribution of Costs, Maintenance	10 Years	--------
61	A-119	Distribution of Costs, Foxed Charges	10 Years	--------
62	A-120	Distribution of Costs, Capital Outlay	10 Years	---------
63	A-121	Distribution of Costs, Vocational	10 Years	---------
64	A-122	Distribution of Costs, Evening School	10 Years	---------
65	A-125	Distribution of Costs	10 Years	----------
				APPENDIX
66	A-130	Property Record	10 Years	----------
67	A-131	Tuition Ledger - Pupils Sent	10 Years	---------
68	A-132	Tuition Ledger - Pupils Received	10 Years	---------
69	A-148	Report of the Secretary	Permanent	---------
70	A-149	Report of the Custodian	Permanent	---------
71	A-151	Purchase Order	6 Years	6 Years
72	A-162	Bond Register	Permanent	---------
73	A-231	Permanent Record Card	Permanent	---------
74	B-1A	Bonding Election Report	---	3 Years
75	C-212	Transportation Contract	6 Years After Term.	6 Years After Term.
			6 Years	6 Years

76	C-213	Transportation Contract Renewal	After Term.	After Term.
77	TB-1	Tuberculosis Testing Survey Card	1 Year after Graduation	--------
77a	101	Application to Local Finance Board & Comm. Of Education (for extension of credit)	Bond Maturity	--------
		FEDERAL PROGRAMS NDEA		--------
78		Reimbursement Claim	6 Years	--------
79		Request for Verification of Expenditures Title V	6 Years	--------
		PUBLIC LAWS 815 AND 874		---------
80	RSF-1	Application for Assistance	3 Years	3 Years
81	RSF-2	Application for Financial Assistance, Public School Construction, Parts I and II	3 Years	3 Years
82	RSF-3	Report for Determining Payment	3 Years	3 Years

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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-**1**~~6~~ 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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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 office by law.

Authority

The Superintendent shall be the Chief School Administrator of the school district and principal advisor to the Board. The Superintendent may delegate to an appropriate school official any duty not reserved to the Superintendent 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 responsibility as principal 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 or additions that should be made to its policies and regulations;

4. Provide the Board with information as may be needed to ensure 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 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 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. 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.

C. In the discharge of their 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 changes and additions 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 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. Recommend any changes in the program of student management and support to respond to school district needs.

E. In the discharge of their 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 to achieve maximum effectiveness in the attainment of educational goals;

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

4. Evaluate the effectiveness of staff 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 and report to the Board any suspension of a staff member.

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F. In the discharge of their responsibility for the maintenance of the school buildings and grounds, the Superintendent shall:

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

2. Assign support staff to achieve maximum effectiveness from the school buildings and grounds of the school district;

3. Train support staff to maintain the school buildings and grounds and to avoid safety and environmental hazards; and

4. Evaluate the effectiveness of the school district's school buildings and grounds in housing the instructional program and recommend to the Board changes and improvements.

G. In the discharge of their 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 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 1240 and this policy.

~~Title: Superintendent~~

~~Qualifications:~~

- ~~1. Valid New Jersey School Administrator Certificate or eligibility.~~
- ~~2. Central office, school administration and teaching experience as determined by the Board.~~
- ~~3. Demonstrated success with curriculum, personnel management, school finance and strategic planning.~~
- ~~4. Strong leadership and communication skills.~~
- ~~5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.~~

~~Reports to and is supervised by: Board of Education~~

~~Supervises: Every District Employee~~

~~Job Goal~~

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~~To inspire, lead, guide, and direct every member of the administrative, instructional, and support services staff in setting and achieving the highest standard of excellence, so that each pupil enrolled in the district may be provided with an appropriate and effective education.~~

~~Scope of Responsibilities~~

~~Leadership and management responsibilities of the Superintendent shall extend to all activities of the district, to all phases of the educational program, to all aspects of the financial operation, to all parts of the physical plant, and to the conduct of such other duties as may be assigned by the Board. The Superintendent may delegate these duties together with appropriate authority, but may not delegate nor relinquish ultimate responsibility for results or any portion of accountability.~~

~~Performance Responsibilities~~

~~A. Instructional Leadership:~~

~~1. Ensures that a system of thorough and efficient education, as defined in State law and code is available to all pupils.~~

~~2. Ensures that the goals of the school system are reflected in its educational program and operations.~~

~~3. Provides for the timely completion of annual district and school-level reporting and planning requirements including school report cards, pupil performance objectives, and a quality assurance report to the public.~~

~~4. Reviews with staff all curriculum guides and courses of study annually in accordance with a Board adopted evaluation schedule. Recommends, for Board adoption, curricula, courses, textbooks and time schedules.~~

~~5. Ensures implementation and evaluation of all Board-approved written curriculum for all subjects and inclusion of mandated programs and State core curriculum content standards.~~

~~6. Provides for curriculum articulation among grades and schools in the district and between/among constituent districts in a regional school system or sending-receiving agreement.~~

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7. ~~Encourages staff to develop programs, services and projects that reflect instructional diversity, alternatives and flexibility, while assuring an articulated, consistent education for all pupils.~~

8. ~~Ensures the effectiveness of the instructional program by measuring pupil achievement against State and local standards. Initiates program changes as necessary.~~

9. ~~Develops guidelines and direction for monitoring the effectiveness of existing and new programs.~~

10. ~~Seeks out available sources for grant funding to support programs and projects.~~

11. ~~Keeps professionally current and informed on research-based educational practices.~~

B. ~~Personnel Administration:~~

1. ~~Mentors staff and demands high performance. Implements sound personnel practices.~~

2. ~~Directs and supervises the administrative staff and through them all district staff.~~

3. ~~Develops recruitment and retention procedures to assure well-qualified applicants for professional and nonprofessional positions. Participates in final candidate interviews, as appropriate, and recommends appointment, transfer, renewal and dismissal of all certified and non-certified staff to the Board.~~

4. ~~Ensures that all staff is observed and evaluated annually in accordance with law and established procedures. Recommends certified and non-certified employees for contract renewal and/or tenure appointment.~~

5. ~~Provides direction and serves as a resource for management representatives in negotiating with employee bargaining units. Supervises administration of collective bargaining agreements.~~

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6. ~~Recommends and implements the district's professional development plan.~~

7. ~~Ensures that all teaching staff members fulfill continuing professional development and receive in-service training required by State/Federal laws. Assumes responsibility for the maintenance of appropriate documentation in a central file and timely submission of all required reports.~~

C. ~~Financial Management:~~

1. ~~Ensures that the budget implements the district's goals.~~

2. ~~Ensures implementation of Board financial policies and district procedures. Provides direction to and supervision of school business functions. Encourages development and implementation of sound business practices.~~

3. ~~Initiates and supervises development of the annual budget, providing opportunity for staff input. Recommends budget and budget priorities for Board approval and communicates the educational and monetary impact of the budget to the community.~~

4. ~~Ensures that the district develops and implements a multi-year (3-5 years) comprehensive maintenance plan.~~

5. ~~Oversees school facility management to provide safe, efficient and attractive buildings, with strong emphasis on preventative maintenance and custodial care. Ensures annual inspections of each school building for adherence to health and safety codes.~~

6. ~~Continually assesses business management practices to achieve efficiency.~~

7. ~~Ensures funds are spent prudently by providing adequate control and accounting of the district's financial and physical resources.~~

D. ~~Student Services:~~

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1. ~~Ensures that a system of free appropriate special education and/or related services is available to all pupils with educational disabilities.~~

2. ~~Develops and oversees the delivery of the district's intervention and referral services for pupils who are experiencing difficulties in their classes and who have not been classified as in need of special education.~~

3. ~~Develops, in consultation with the school physician, a plan for the provision of school nursing services to be adopted by the Board.~~

4. ~~Confers annually with the administrator of each nonpublic school located in the district to plan for nursing services that which may be made available pursuant to law and submits an annual written report to the Executive County Superintendent.~~

5. ~~Develops and implements policies and procedures related to missing children and the reporting of allegations of child abuse and neglect.~~

6. ~~Implements a Board-approved program of guidance and counseling services.~~

7. ~~Ensures access to public education for homeless pupils in accordance with State and Federal law and administrative code.~~

E. ~~School/Community Relations:~~

1. ~~Promotes community support of the schools. Interprets district programs and services, reports plans, events and activities of interest, and solicits community opinions regarding school and education issues.~~

2. ~~Presents the district's quality assurance report annually to the community at a regular Board of education meeting by October 30 and submits a copy to the Executive County Superintendent by November 15.~~

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3. ~~Identifies available community resources and linkages to social service agencies that support education and healthy child development.~~

4. ~~Develops strategies to promote parental involvement in their children's education and provides opportunities for parent-teacher interaction.~~

5. ~~Maintains contact and good relations with local media.~~

6. ~~Ensures that district interests will be represented in meetings and activities of municipal and other governmental agencies.~~

7. ~~Represents the school system and its interests in community organizations, activities and projects.~~

F. ~~Superintendent-Board Responsibilities:~~

1. ~~Provides leadership in the implementation of the district's vision, mission, and goals.~~

2. ~~Prepares and recommends short- and long-range plans for Board approval and implements those plans when approved.~~

3. ~~Attends all regular and special meetings of the Board, and participates in a professional leadership role. Designates an administrative staff member to serve in his/her absence, when appropriate.~~

4. ~~Knows Board policy and respects the policymaking authority and responsibility of the Board.~~

5. ~~Recommends drafts of new policies or changes to the Board. Establishes guidelines and processes for monitoring implementation of Board policies.~~

6. ~~Collects adequate and reliable information before making recommendations and decisions.~~

7. ~~Prepares, in conjunction with the Board President, agenda recommendations relative to all matters requiring Board action,~~

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~~including all facts, information, options and reports needed to assure informed decisions. Provides advice and counsel to the Board on matters before it.~~

8. ~~Provides a communication system to keep the Board informed of district issues and critical information needed for decision-making.~~

9. ~~Anticipates potential problems. Recommends policies or courses of staff action.~~

10. ~~Keeps the Board informed regarding development in other districts or at State and national levels that would be helpful to the district.~~

11. ~~Ensures that all local, State/Federal standards for the health and safety of pupils and staff are maintained and that required reports are maintained.~~

12. ~~Fulfills all statutory obligations and implements the education law of the State of New Jersey and the administrative code of the New Jersey Department of Education.~~

13. ~~Advises the Board of its responsibilities under the School Code of Ethics Act. Ensures the adoption of policies and procedures regarding required training for Board members and the annual distribution, public discussion, and documentation of the Act and the Code of Ethics for School Board Members.~~

~~Terms of Employment:~~

~~Twelve months. Appointed for a period of 3-5 years. Serves in accordance with the terms of the contract between the Board and the Superintendent. Salary to be determined by the Board.~~

~~Evaluation:~~

~~Performance of this job will be evaluated annually by April 30 in accordance with State law, administrative code, and the Board's policy on evaluation of the Superintendent.~~

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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

~~N.J.S.A. 18A:17-17; 18A:17-18; 18A:17-20; 18A:22-8.1; 18A:27-4.1~~

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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 a "rolling" twenty-four month period measured backward from the date a staff member uses any leave under NJFLA.

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 a "rolling" twelve month period measured backward from the date a staff member uses any FMLA leave.

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 : 16 March 2021
Revised : 01 December 2026

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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;**

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4. Assessments, including, formative; summative; benchmark; and alternative assessments;

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.

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2. The Superintendent shall submit to the Commissioner, or the Commissioner's designee, the corrective action plan approved by the Board.

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.

~~The Board of Education will provide the instruction and services mandated by law and rules as necessary for the implementation of a thorough and efficient system of free public education and such other instruction and services as the Board deems appropriate for the thorough and efficient education of the students of this district. The Board shall annually approve a list of all programs and courses that comprise the district's curriculum and shall approve any subsequent changes in the curriculum in accordance with Policy 2220 – Adoption of Courses.~~

~~For the purpose of this Policy "curriculum" means planned learning opportunities designed to assist students toward the achievement of the intended outcomes of instruction.~~

~~The curriculum will be reviewed by the Superintendent and shall, as a minimum, include the curricular mandates of N.J.S.A. 18A – Education, N.J.A.C. 6A – Education, and the New Jersey Student Learning Standards and the courses required by Policy 5460 – High School Graduation and N.J.A.C. 6A:8-5 for high school graduation.~~

~~The Superintendent is responsible for implementing the curriculum approved by the Board.~~

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~~The curriculum shall be consistent with the educational goals and objectives of this district and the New Jersey Student Learning Standards and be responsive to identified student needs. The Superintendent shall, in consultation with staff members, assure the effective articulation of curriculum across all grade levels and among the schools of this district.~~

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

~~N.J.S.A. 18A:35-1 et seq.~~
~~N.J.A.C. 6A:8-1.1 et seq.; 6A:14 et seq.~~
~~New Jersey Student Learning Standards~~

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2260 EQUITY IN SCHOOL AND CLASSROOM PRACTICES

In accordance with N.J.A.C. 6A:7-1.7(a), t~~T~~he 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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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~~T~~he 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: 14 June 2011
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Revised: 14 May 2024
Revised: 01 December 2026

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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

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(4) Instills the concept of the need for continuous learning throughout life.

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 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:

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;

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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.

~~The Board of Education requires that a planned program of guidance and counseling be an integral part of the educational program of the schools to assist students in making and implementing informed educational and occupational choices including academic, career, and personal/social development.~~

~~A program of guidance and counseling, including developmental career guidance and exploration, shall be offered to all students in this school district and shall be conducted entirely by teaching staff members certified as guidance personnel.~~

~~The Superintendent is directed to implement a guidance program that carries out the purposes of this Policy and:~~

~~1. Involves teaching staff members at all appropriate levels;~~

~~2. Honors the individuality of each student;~~

~~3. Is integrated with the total educational program;~~

~~4. Is coordinated with available resources of the community;~~

~~5. Provides for cooperation of school staff with parents and shares parents' concern for the development of their children;~~

~~6. Provides for the means of sharing information among appropriate staff members in the student's interest;~~

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Counseling

~~7. Ensures all students have access to adequate and appropriate counseling services, pursuant to N.J.A.C. 6A:7-1.7(c).~~

~~a. 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).~~

~~b. 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); and~~

~~8. Establishes a referral system that utilizes all the aid the schools and community offer, guards the privacy of the student, and monitors the efficacy of such referrals.~~

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.

~~N.J.A.C. 6A:7-1.1; 6A:7-1.3; 6A:7-1.7~~
~~6A:8-2.2; 6A:8-3.2; 6A:19-1.2~~

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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 credits in English language arts (ELA)**,** aligned to grade nine through twelve standards;

b.~~(2)~~ 15 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 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 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 credits in financial, economic, business, and entrepreneurial literacy;

f.~~(6)~~ 5 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 credits in visual and performing arts;

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h.~~(8)~~ 5 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)~~ 5 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 150 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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(c~~iii~~) 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.v~~ii~~. and A.**2**~~1~~.e**b**.~~(2)~~ below; and

(d~~iv~~) 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~~e~~. Any statutorily mandated requirements for earning a high school diploma;

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5. **For students in the graduating class 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.;**

6~~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;**~~.~~

7~~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~~

8. **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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9~~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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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

1~~5~~. ~~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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F. Multilingual Learners (ML) Requirements for High School Graduation

6. All ~~multilingual learners (~~ML**s**~~)~~ 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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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.~~

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~~1.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 **will** ~~shall~~ pay the costs for related assessments ~~and transcript insignias~~.

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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5561 USE OF PHYSICAL RESTRAINT AND SECLUSION TECHNIQUES 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. Definitions~~

~~"Mechanical Restraint" means the use of any device or equipment to restrict a student's freedom of movement, but does not include devices implemented by trained school personnel, or utilized by a student that has been prescribed by an appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed such as:~~

~~• Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports;~~

~~• Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle;~~

~~• Restraints for medical mobilization; or~~

~~• Orthopedically prescribed devices that permit a student to participate in activities without risk of harm.~~

~~"Physical restraint" means the use of a personal restriction that immobilizes or reduces the ability of a student to move all or a portion of his or her body.~~

~~"Seclusion technique" means the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving, but does not include a timeout.~~

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~~"Timeout" means a behavior management technique that involves the monitored separation of a student in a non-locked setting and is implemented for the purpose of calming.~~

~~B. Physical Restraint~~

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;

   ~~a. The post-incident written notification report shall include, but not be limited to, details regarding the nature of the behavior that precipitated the use of the restraint; the staff involved; and recommendations for follow-up activities including, if appropriate, revisions to the student's individualized education plan (IEP) or administration of a functional assessment.~~

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~~b. The post-incident written notification report shall be maintained in a manner consistent with State and Federal regulations regarding the confidentiality of student records, while also serving as a mechanism for gathering data which allows the IEP team to make informed decisions regarding the student's needs.~~

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 ~~(BIP)~~ at the next individualized education plan (IEP) meeting.

~~a. Each incident that requires the use of restraint shall be documented in a manner that supports informed data-driven decision making by school staff including the IEP team.~~

~~b. The data collected through this process shall include, but not be limited to, the location of the incident, persons involved, triggering events, prevention, redirection or de-escalation techniques utilized during the incident, a description of any injuries or physical damage that occurred, observational data or monitoring data taken during the incident, debriefing with staff, reflections on adherence to the IEP and district procedures, and specific follow-up that will take place including, if appropriate, an IEP team meeting.~~

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~~c. Data shall be reviewed on a continual basis to determine the effectiveness of the individual student's BIP and the school district's procedures. Any reviews should be conducted across sub-groups and involve staff, Child Study Team members, and administration.~~

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.

~~C. Seclusion~~

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** ~~BIP~~ at the next IEP meeting.

~~a. Each incident that requires the use of a seclusion technique shall be documented in a manner that supports informed data-driven decision making by school staff including the IEP team.~~

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~~b. The data collected through this process shall include, but not be limited to, the location of the incident, persons involved, triggering events, prevention, redirection or de-escalation techniques utilized during the incident, a description of any injuries or physical damage that occurred, observational data or monitoring data taken during the incident, debriefing with staff, reflections on adherence to the IEP and district procedures, and specific follow-up that will take place including, if appropriate, an IEP team meeting.~~

~~c. Data shall be reviewed on a continual basis to determine the effectiveness of the individual student's BIP and the school district's procedures. Any reviews should be conducted across sub-groups and involve staff, Child Study Team members, and administration.~~

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** ~~BIP~~ developed by the IEP team.

~~D. Interventions~~

~~1. Classroom interventions may include, but not be limited to, the following strategies:~~

~~a. The staff member may ignore the behavior;~~

~~b. The staff member may redirect the student to a task with verbal or non-verbal prompts or gestures. Proximity and the use of gentle humor may help, when appropriate;~~

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c. The staff member shall be clear, polite, and respectful when redirecting the student's behavior. The staff member should make eye contact and tell the student what to do such as "I can't teach when you are talking, throwing things, …" or "Please stop and listen, read, write, ..." The staff member should remind the student of consequences for non-compliance and rewards if they comply with the staff member's request;

d. The staff member shall be polite at all times. The staff member may repeat steps a. through c. above and quietly give the student adequate wait time. If the staff member moves on, the student may comply after the initial confrontation if attention goes back to the lesson;

e. The staff member may advise the student to proceed to a time out area in the classroom for a limited time (elementary and middle school); and

f. If classroom removal is required, the staff member shall follow school discipline procedures for notification and request for assistance if necessary.

2. Security interventions may include, but are not limited to, the staff member:

a. Standing quietly in the doorway and asking the student to accompany the staff member; and

b. Informing the student of the violation of the school discipline code and procedure and assure the student they have the choice to leave the classroom quietly.

E. Use of Physical Restraint

1. If necessary, the staff member shall restrain the student until the emergency no longer exists (i.e. the student stops punching, kicking, spitting, damaging property, etc.).

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~~2. The school staff member shall immediately contact the appropriate administrator and school nurse and complete a written report on the physical restraint the staff member used during the emergency situation.~~

~~3. The Principal's or designee's or any school staff member's report regarding the incident shall be documented in writing in sufficient detail to enable staff to use this information to develop or improve the BIP at the next IEP meeting. The documentation of physical restraint shall be placed in the student's school file.~~

~~4. The use of physical restraint is subject to the following additional requirements:~~

~~a. Physical restraint techniques shall consider the student's medical conditions and shall be modified as necessary;~~

~~b. Students shall not be subjected to physical restraint for using profanity, other verbal displays or disrespect, or for non-compliance. A verbal threat will not be considered as constituting a physical danger unless a student also demonstrates a means of or intent to carry out the threat;~~

~~c. In determining whether a student who is being physically restrained should be removed from the area where the restraint was initiated, the supervising staff should consider the potential for injury to the student, the student's need for privacy, and the educational and emotional well-being of the other students in the vicinity;~~

~~d. A student shall be released from physical restraint immediately upon a determination by the staff member administering the restraint that the student is no longer in imminent danger of causing harm to himself/herself, others, or imminent property destruction; and~~

~~e. The student shall be examined by the school nurse after any restraint.~~

~~F. Restraint and Seclusion Training Requirements~~

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~~1. All staff members working directly with students with disabilities shall receive training on Policy and Regulation 5561 and in safe techniques for physical restraint and seclusion from an entity determined by the Board of Education to be qualified to provide such training.~~

~~a. The Principal or designee shall determine the school staff members that shall receive restraint and seclusion training.~~

~~b. The training shall be identified in the school district's professional development plan and should be considered as a topic for ongoing professional learning communities (PLCs).~~

~~c. The training shall emphasize the use of appropriate de-escalation techniques and the use of Positive Behavior Supports (PBS) as mechanisms to avoid the need for the use of physical restraint and seclusion.~~

~~d. Training may include current professionally accepted practices and standards regarding behavior management.~~

~~e. The training program shall be updated at least annually.~~

~~2. In addition to district-wide training and PLCs, the Board may also consider additional training for all staff members who will be responsible for implementing the IEPs which include BIPs for students with disabilities.~~

~~a. This additional training should include a framework that emphasizes de-escalation techniques, identifying PBSs, and behavior strategies which support appropriate behavior in all school settings.~~

~~b. Staff members responsible for implementing BIPs for student IEPs should be trained on the use of continuous monitoring techniques and the collection of data which can be used to inform decision making regarding the continued use of restraint and seclusion.~~

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~~3. Training for school administrators shall include information on the effectiveness of school-wide positive behavior programs, a tool for evaluating the effectiveness of the Policy and Regulation 5561, and a tool for evaluating the effectiveness of the school district's trainings.~~

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 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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R 5561 USE OF PHYSICAL RESTRAINT AND SECLUSION TECHNIQUES FOR STUDENTS WITH DISABILITIES (M)

A. Definitions

"Mechanical Restraint" means the use of any device or equipment to restrict a student's freedom of movement, but does not include devices implemented by trained school personnel, or utilized by a student that has been prescribed by an appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed such as:

- **Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports;**
- **Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle;**
- **Restraints for medical mobilization; or**
- **Orthopedically prescribed devices that permit a student to participate in activities without risk of harm.**

"Physical restraint" means **the use of a personal restriction that immobilizes or reduces the ability of a student to move all or a portion of his or her body** ~~holding a pupil or otherwise restricting his/her movements~~.

"Seclusion technique" means the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving, but does not include a timeout.

"Timeout" means a behavior management technique that involves the monitored separation of a student in a non-locked setting and is implemented for the purpose of calming.

~~B. Physical Restraint Limitations~~

~~Physical restraint shall only be used by a school staff member in an emergency situation with the following limitations:~~

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~~1. Limited to the use of only the reasonable force needed;~~

~~2. Discontinued immediately when the emergency no longer exists;~~

~~3. Implemented in such a way as to protect the health and safety of the pupil and others; and~~

~~4. Not deprive the pupil of basic human necessities.~~

B. Physical Restraint

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 shall be immediately notified when physical restraint is used on the student. This notification may be by telephone or electronic communication. In addition, 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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a. The post-incident written notification report shall include, but not be limited to, details regarding the nature of the behavior that precipitated the use of the restraint; the staff involved; and recommendations for follow-up activities including, if appropriate, revisions to the student's individualized education plan (IEP) or administration of a functional assessment.

b. The post-incident written notification report shall be maintained in a manner consistent with State and Federal regulations regarding the confidentiality of student records, while also serving as a mechanism for gathering data which allows the IEP team to make informed decisions regarding the student's needs.

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 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 (BIP) at the next IEP meeting.

a. Each incident that requires the use of restraint shall be documented in a manner that supports informed data-driven decision making by school staff including the IEP team.

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b. The data collected through this process shall include, but not be limited to, the location of the incident, persons involved, triggering events, prevention, redirection or de-escalation techniques utilized during the incident, a description of any injuries or physical damage that occurred, observational data or monitoring data taken during the incident, debriefing with staff, reflections on adherence to the IEP and district procedures, and specific follow-up that will take place including, if appropriate, an IEP team meeting.

c. Data shall be reviewed on a continual basis to determine the effectiveness of the individual student's BIP and the school district's procedures. Any reviews should be conducted across sub-groups and involve staff, Child Study Team members, and administration.

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 BIPs developed by the IEP team.

~~C. Physical Restraint Training Requirements~~

~~The training requirements on the use of physical restraint shall be as follows:~~

~~1. Building level administrators and school staff members designated by the Principal likely to be confronted with the need to use physical restraint shall be trained on the use of physical restraint.~~

~~a. If, in the event of an emergency, a person(s) who has not received training uses physical restraint, training for the person(s) that used such restraint shall occur within thirty days of the incident.~~

~~2. Training must include techniques of prevention and de-escalation, as well as alternatives to physical restraint.~~

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~~3. Training must include current professionally accepted practices and standards regarding behavior management and use of physical restraint.~~

C. Seclusion

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 that it was used in accordance with established procedures set forth in Policy and Regulation 5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities; and

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

a. Each incident that requires the use of a seclusion technique shall be documented in a manner that supports informed data-driven decision making by school staff including the IEP team.

b. The data collected through this process shall include, but not be limited to, the location of the incident, persons involved, triggering events, prevention, redirection or de-escalation techniques utilized during the incident, a description of any injuries or physical damage that occurred, observational data or monitoring data taken during the incident, debriefing with staff, reflections on adherence to the IEP and district procedures, and specific follow-up that will take place including, if appropriate, an IEP team meeting.

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c. Data shall be reviewed on a continual basis to determine the effectiveness of the individual student's BIP and the school district's procedures. Any reviews should be conducted across sub-groups and involve staff, Child Study Team members, and administration.

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 BIP developed by the IEP team.

D. Interventions

1. Classroom interventions may include, but not be limited to, the following strategies:

a. The staff member may ignore the behavior;

b. The staff member may redirect the **student** ~~pupil~~ to a task with verbal or non-verbal prompts or gestures. Proximity ~~helps, as may~~ and the use of gentle humor **may help**, when appropriate;

c. The staff member shall be clear, polite, and respectful when **redirecting** ~~requesting~~ the **student's** ~~pupil's~~ behavior. The staff member should ~~may~~ make eye contact and tell the **student** ~~pupil~~ what to do such as "I can't teach when you are talking, throwing things, …" or "Please stop and listen, read, write, ..." The staff member should remind the **student** ~~pupil~~ of consequences **for non-compliance** and rewards if they comply with the staff member's request;

d. The staff member shall be polite at all times. The staff member may repeat steps a. through c. above and quietly give the **student** ~~pupil~~ adequate wait time. ~~Sometimes~~ If the staff member moves on ~~with the lesson~~, the **student** ~~pupil~~ may comply after the initial confrontation **if attention goes back to the lesson**;

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e. The staff member may advise the **student** ~~pupil~~ to proceed to a time out area in the classroom for a limited time (elementary and middle school); and

f. If classroom removal is required, the staff member shall follow school discipline procedures for notification and request for assistance if necessary.

2. Security interventions may include, but are not limited to, the staff member:

a. Standing quietly in the doorway and asking the **student** ~~pupil~~ to accompany the staff member; and

b. Informing the student of the violation of the school discipline code and procedure and assure the **student** ~~pupil~~ they have the choice to leave the classroom quietly~~; and/or~~**.**

~~c. Using a minimal and gentle hold on arm to remove the pupil.~~

E. Use of Physical Restraint

1. If necessary, the staff member shall restrain the student until the emergency no longer exists (i.e. the student stops punching, kicking, spitting, damaging property, etc.).

2. The school staff member shall immediately contact the appropriate administrator and school nurse and complete a written report on the physical restraint the staff member used during the emergency situation.

3. The Principal's or designee's or any school staff member's report regarding the incident shall be documented in writing in sufficient detail to enable staff to use this information to develop or improve the BIP at the next IEP meeting. The documentation of physical restraint shall be placed in the student's school file.

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4. The use of physical restraint is subject to the following additional requirements:

a. Physical restraint techniques shall consider the student's medical conditions and shall be modified as necessary;

b. Students shall not be subjected to physical restraint for using profanity, other verbal displays or disrespect, or for non-compliance. A verbal threat will not be considered as constituting a physical danger unless a student also demonstrates a means of or intent to carry out the threat;

c. In determining whether a student who is being physically restrained should be removed from the area where the restraint was initiated, the supervising staff should consider the potential for injury to the student, the student's need for privacy, and the educational and emotional well-being of the other students in the vicinity;

d. A student shall be released from physical restraint immediately upon a determination by the staff member administering the restraint that the student is no longer in imminent danger of causing harm to himself/herself, others, or imminent property destruction; and

e. The student shall be examined by the school nurse after any restraint.

~~1. If the pupil's behavior reaches the level defined as an emergency, physical restraint may be needed.~~

~~2. If necessary, the staff member may utilize approved physical restraint, using the least amount of force necessary.~~

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~~3. If necessary, the staff member shall restrain the pupil until the emergency no longer exits (i.e. the pupil stops punching, kicking, spitting, damaging property, etc.).~~

~~4. The staff member shall immediately contact the appropriate administrator and school nurse and complete a written report on the physical restraint the staff member used during the emergency situation.~~

~~5. If physical restraint is used, the Principal or designee shall attempt to notify the parent/legal guardian by telephone of the use of physical restraint on the day it occurs and written notification of the incident shall be mailed to the parent within one school day after the use of physical restraint.~~

~~6. Written documentation, including the Principal's or designee's report and any staff member's report regarding the incident and the use of physical restraint shall be placed in the pupil's school file.~~

~~7. The use of physical restraint is subject to the following requirements:~~

~~a. The pupil must possess a physical risk to him/herself, or others;~~

~~b. Physical restraint techniques shall consider the pupil's medical conditions and shall be modified as necessary;~~

~~c. Staff applying physical restraint shall have been trained in the safe application of physical restraint;~~

~~d. Pupils will not be subjected to physical restraint for using profanity or other verbal displays or disrespect, or for non-compliance. A verbal threat will not be considered as constituting a physical danger unless a pupil also demonstrates a means of or intent to carry out the threat;~~

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~~e. In determining whether a pupil who is being physically restrained should be removed from the area where the restraint was initiated, the supervising staff should consider the potential for injury to the pupil, the pupil's need for privacy, and the educational and emotional well-being of the other pupils in the vicinity;~~

~~f. A pupil shall be released from physical restraint immediately upon a determination by the staff member administering the restraint that the pupil is no longer in imminent danger of causing harm to him/herself, others, or imminent property destruction; and~~

~~g. The pupil shall be examined by the school nurse after any restraint.~~

F. Restraint and Seclusion Training Requirements

1. All staff members working directly with students with disabilities shall receive training on Policy and Regulation 5561 and in safe techniques for physical restraint and seclusion from an entity determined by the Board of Education to be qualified to provide such training.

a. The Principal or designee shall determine the school staff members that shall receive restraint and seclusion training.

b. The training shall be identified in the school district's professional development plan and should be considered as a topic for ongoing professional learning communities (PLCs).

c. The training shall emphasize the use of appropriate de-escalation techniques and the use of Positive Behavior Supports (PBS) as mechanisms to avoid the need for the use of physical restraint and seclusion.

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d. Training may include current professionally accepted practices and standards regarding behavior management.

e. The training program shall be updated at least annually.

2. In addition to district-wide training and PLCs, the Board may also consider additional training for all staff members who will be responsible for implementing the IEPs which include BIPs for students with disabilities.

a. This additional training should include a framework that emphasizes de-escalation techniques, identifying PBSs, and behavior strategies which support appropriate behavior in all school settings.

b. Staff members responsible for implementing BIPs for student IEPs should be trained on the use of continuous monitoring techniques and the collection of data which can be used to inform decision making regarding the continued use of restraint and seclusion.

3. Training for school administrators shall include information on the effectiveness of school-wide positive behavior programs, a tool for evaluating the effectiveness of the Policy and Regulation 5561, and a tool for evaluating the effectiveness of the school district's trainings.

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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~~

Adopted: Adopted: 14 June 2011
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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.

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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 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.**

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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 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.

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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
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

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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**
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**

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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.

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?

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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.

~~A. In addition to the procedures used to determine the allowability of costs in accordance with 2 CFR §200.403 as outlined in Policy 6115.01 and this Regulation, the following procedures will be completed by the school district for Federal awards:~~

~~1. The Superintendent of Schools will designate a grant administrator for each Federal program in the district and Federal program the Board of Education submits an application for funding.~~

~~2. The grant administrator shall complete the following responsibilities for a Federal grant submission:~~

~~a. Complete the grant application for approval by the Superintendent and the Board of Education;~~

~~b. Collaborate with the School Business Administrator/Board Secretary or designee to develop the budget to include all applicable costs;~~

~~c. Ensure all costs included on the grant application are allowable costs in accordance with 2 CFR §200.403; and~~

~~d. Work with the School Business Administrator/Board Secretary to ensure costs meet the general criteria in order to be allowable under Federal awards as outlined in Policy 6115.01 and 2 CFR §200.403.~~

~~3. Upon approval and funding of the Federal grant program, the grant administrator will:~~

~~a. Provide professional development and training to all school staff members working in the Federal program and any additional school staff members the grant administrator determines should be provided the professional development and training to ensure all staff members are providing the services approved and required by the grant;~~

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~~b. Monitor the Federal grant program to ensure the program is being administered in accordance with the requirements of the grant; and~~

~~c. Oversee the program's expenditures to ensure the grant funds are budgeted and expended in accordance with the grant application and approval.~~

~~4. Upon completion of the Federal grant program, the grant administrator will work with the School Business Administrator/Board Secretary or designee to complete any close-out and final reports as required by the Federal grant.~~

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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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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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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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7520 LOAN OF SCHOOL EQUIPMENT

The Board of Education believes that district owned equipment is a valuable resource that may be loaned for community use under certain conditions and when such use does not interfere with the educational program of the school.

The Board may lend specific items of equipment on the written request of the user when approval has been granted by the superintendent, or designee, and when such equipment is unobtainable elsewhere.

The user of school owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, regardless of any assignment of negligence, and shall be responsible for its safe return. When equipment authorized for loan requires the services of a qualified operator, the user shall employ the services of a person designated by this district and shall pay such costs as may have been set for such services.

~~A. Athletic Equipment~~

~~No athletic equipment is to be loaned to individuals except items of uniform issued at the beginning of a sport season and collected when that season closes. No athletic equipment shall be loaned or be removed from school property or location of official use. If circumstances warrant an exception, the Superintendent shall render a decision.~~

~~The Athletic Director is responsible for accounting for all athletic equipment. An inventory of all school-owned athletic equipment (including its location) is to be maintained in his/her office. All uniforms loaned are to be listed with names of people receiving the property, and the information is to be filed with the Athletic Director.~~

~~B. Textbooks~~

~~No books are to be loaned to pupils during summer months, or to other than pupils at any time, without the borrower placing a deposit equal to the approximate value of the books. The deposit is returned to the borrower when books are received back in satisfactory condition.~~

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~~A duplicate receipt book shall be used for all deposits and the office copy shall serve as the loan record. Money collected shall be held in a separate account within the school fund. When books are returned and money refunded, it shall be so noted (with date) on the office copy of the receipt.~~

~~C. Musical Instruments~~

~~Pupils demonstrating promising ability are encouraged to participate in the district's music programs (at the discretion of and taking into consideration time constraints of the instrumental music director). Privately owned or rented instruments are believed to encourage diligence, care, and pride in personal accomplishment on the part of the pupil. The following policy applies for Board-owned property.~~

~~1. Board-owned instruments, as available, will be loaned to pupils under the direction and the discretion of the instrumental teacher. The Board will not provide pupils with any new instruments of the solo classification.~~

~~2. The Board will provide, on a loan basis and under limitations of finance, special instruments (e.g. drums, bass violins, sousaphones, etc.) for use at school or at school-sponsored functions.~~

~~3. All Board-owned instruments loaned to pupils must be returned at the end of the school year in the same condition as loaned (less normal wear) or the pupil shall be subject to charge for the value of the instrument.~~

~~4. Neither the Board nor the school shall act as an agent to procure for purchase or rental any instrument for pupils, but will assist in giving pertinent information regarding same.~~

~~D. Other equipment: the Board discourages the loaning of school equipment; however, under certain emergency or unusual conditions it may be necessary to loan projection equipment, chairs, maps, or other equipment for overnight or short duration. The Principal shall be responsible for approving such loans and ensuring safe return. The borrower will be held responsible for condition of the equipment and must guarantee its safe return.~~

Adopted: 14 June 2011
Revised: 01 December 2026

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POLICY GUIDE

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: $7,950.00

   Board Small Purchase Threshold: $53,000.00

   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~~
~~Food~~	~~$290,000~~	~~Informal~~	~~Price as Primary Factor~~	~~Determined by Statute~~	~~Monthly to Annually~~
~~Paper~~	~~$24,000~~	~~Informal~~	~~Price as Primary Factor~~	~~Determined by Statute~~	~~Monthly to Annually~~
~~Small wares~~	~~$10,000~~	~~Informal~~	~~Price as Primary Factor~~	~~Determined by Statute~~	~~Monthly to Annually~~
~~Equipment~~	~~$10,000~~	~~Informal~~	~~Price as Primary Factor~~	~~Determined by Statute~~	~~Monthly to Annually~~
~~Repairs~~	~~$10,000~~	~~Informal~~	~~Price as Primary Factor~~	~~Determined by Statute~~	~~Monthly to Annually~~

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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.

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.~~

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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.**

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.**

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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.~~

   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;

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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:

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;

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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;

(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.

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

~~l~~**m**. 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 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;

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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;

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.).**

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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 seven days.

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

   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 evaluation**s** ~~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.

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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.

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.

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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.**

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.**

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~~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.~~

~~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.~~

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~~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.

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.~~

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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.)

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.

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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.

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 Board**s** of Education~~s~~ 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 meet~~s~~ 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.;

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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 need~~s~~ 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.

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.

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J~~I~~. 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;

   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.~~

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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.

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.

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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: 16 October 2018
Revised: 14 May 2019
Revised: 15 December 2020
Revised: 20 July 2021
Revised: 01 December 2026

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POLICY GUIDE

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 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) 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 Board or the parent(s) of a student enrolled in the district and the holder of a currently valid license to operate a motor vehicle in the State of New Jersey.

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 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.

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Expenses incurred by drivers of private vehicles who are employees of the Board in the course of transporting students may be reimbursed by the Board upon approval of the Superintendent.

~~A. Drivers of Privately-Owned Vehicles~~

~~1. By September 30 of each school year, the School Business Administrator/Board Secretary shall distribute a supply of forms to the Principal of each school building, to advise interested employees, parents, or volunteers regarding transportation of pupils in privately-owned vehicles. Forms will be completed by drivers and must include:~~

~~a. Driver's name, address, home phone;~~

~~b. Driver license number and statement attesting the driver has no more than six points assessed for moving violations;~~

~~c. Make, model, and year of vehicle with proof of a valid State inspection sticker;~~

~~d. Name of insurance carrier and certification that the policy provides insurance in at least the amounts of $15,000 per individual injured (to a total of $30,000) plus $5,000 property damage;~~

~~e. Restrictions (e.g. number of children the vehicle can carry);~~

~~f. Statement that the activity has been approved by the Board and date of approval;~~

~~g. Name of the activity, date(s), destination, and times of departure and return;~~

~~h. Names of pupils to be transported and their addresses (if they are to be delivered home);~~

~~i. Statement that supervision will be provided and a list of supervisors.~~

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~~B. Supervision of Pupils at the Activity~~

~~1. When pupils will become part of a larger group on arrival at their destination, the driver will deliver them to the faculty member or chaperone in charge who will be responsible for the pupils while at the activity. If the driver is a faculty member or chaperone, he/she will assume those duties upon joining the group.~~

~~2. When the driver is the sole adult chaperone, he/she shall remain with the group for the entire period.~~

~~C. Safety in pick-up, transit, and drop-off: the driver shall receive from the faculty member in charge, a list of pupils and their addresses, pick-up time and place, activity time and place, travel directions, arrangements for drop-off, arrangements for supervision of pupils at the activity, arrangements for picking-up pupils after the activity, instructions as to time and place of final drop-off, and emergency telephone numbers at which the driver can reach an administrator of the school (should it become necessary).~~

~~1. When pupils are boarding vehicles during school hours, the appropriate faculty member is responsible until the vehicle departs. When pupils are being transported in more than one vehicle (or a combination of district and private vehicles), the faculty member in charge is responsible for accounting for all pupils. If the activity is beyond school hours, it will be the responsibility of parent(s) or legal guardian(s) to deliver pupils to the assigned pick-up place at the proper time.~~

~~2. No pupil shall enter or exit a vehicle on the traffic side.~~

~~3. In transit, the driver shall keep doors locked and windows at a safe level. All pupils shall use seat belts. On arrival, the driver will deliver students according to directions.~~

~~4. At departure, the driver must be certain he/she has the same children on board he/she arrived with. Where faculty and chaperones are in charge of a large group, the faculty member in charge shall be responsible for ensuring that all pupils are accounted for at departure time.~~

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~~5. Final drop-off point usually is the school. Parent(s) or legal guardian(s) are responsible for providing transportation from school to home. If pupils are to be delivered to their doors, the driver should wait until the pupil has entered the home's outer door before leaving.~~

~~D. Reimbursement: all tolls for highways, bridges, tunnels, parking, etc. will be reimbursable upon presentation of a receipt.~~

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: 14 June 2011
Revised: 01 December 2026

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POLICY GUIDE

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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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: 01 December 2026

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8662 TRANSPORTATION BY PRIVATE OR DISTRICT-OWNED VEHICLES – TO AND FROM SCHOOL

The Board of Education may designate school personnel who are not licensed as school bus drivers to transport students between home and school in a private or district-owned vehicle with a capacity of eight or fewer passengers, excluding the driver, provided the designated school personnel meet the criteria and requirements at N.J.A.C. 6A:27-7.6(c), N.J.A.C. 6A:27-7.6(d), and this Policy.

For the purpose of this Policy, "school personnel" means any person employed by the school district pursuant to N.J.A.C. 6A:27-7.6(b)1.

For the purpose of this Policy, "designated individual" means an individual designated by the Board to transport students between home and school in a private or district-owned vehicle.

The Board requires the designated school personnel to meet, at a minimum, the following criteria pursuant to N.J.S.A. 18A:39-20.1.:

1. Be at least twenty-one years of age;

2. Possess a valid New Jersey driver's license for a minimum of three years;

3. Have completed, within the past year, a physical examination pursuant to N.J.S.A. 18A:16-2., a copy of which is on file with the district;

4. Have completed, within the past year, a criminal history background check pursuant to N.J.S.A. 18A:6-7.1.;

5. Have completed, within the past year, a Child Abuse Record Information (CARI) check that demonstrates no evidence of abuse;

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6. Have submitted, to the district, a driver history abstract that demonstrates evidence of no alcohol- or drug-related motor vehicle violations in the past five years;

7. Provide written consent to allow the district to conduct monthly motor vehicle record checks pursuant to N.J.S.A. 39:2-3.4.c.; and

8. Have completed the training required pursuant to N.J.S.A. 18A:39-19.1a.c. and N.J.S.A. 18A:39-19.2.

No later than August 15 of each year, the district shall provide, to the Executive County Superintendent, the following:

1. A list of school personnel who have been designated to provide student transportation between home and school;

2. A copy of each designated individual's driver history abstract documenting that, in the previous five years, the individual has not committed an alcohol- or drug-related motor vehicle violation, or any other motor vehicle violation, that would disqualify the individual from transporting students pursuant to Title 18A or Title 39 of the New Jersey Statutes; and

3. Documentation of automobile liability insurance for bodily injury and property damage in an amount in accordance with N.J.A.C. 6A:27-1.6(a).

School personnel shall not transport students between home and school pursuant to N.J.A.C. 6A:27-7.6(b) and this Policy if the school personnel are not included on the list required at N.J.A.C. 6A:27-7.6(d) and this Policy or if the list is not provided to the Executive County Superintendent by the August 15 due date.

A designated individual shall immediately notify the district of any alcohol- or drug-related motor vehicle violation, or any other motor vehicle violation, that would disqualify the individual from transporting students pursuant to Title 18A or Title 39 of the New Jersey Statutes, if the violation occurs in the current school year during which the individual has been designated to transport students between home and school.

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The district shall access, on a monthly basis, each designated individual's driving record to ensure the individual has not committed a disqualifying offense.

If the district discovers that a designated individual has committed a disqualifying offense, pursuant to Title 18A or Title 39 of the New Jersey Statutes, the district shall immediately notify the Executive County Superintendent of the offense and shall immediately remove the individual from the list of designated drivers.

Any vehicle used to transport students only pursuant to N.J.A.C. 6A:27-7.6(a), N.J.A.C. 6A:27-7.6(b), or this Policy shall meet all State and Federal standards and requirements specific to the vehicle and in accordance with the transported student's IEP, if applicable.

Any vehicle used to transport students only pursuant to N.J.A.C. 6A:27-7.6(a), N.J.A.C. 6A:27-7.6(b) or this Policy shall be exempt from the requirements at N.J.A.C. 6A:27-7.1, N.J.A.C. 6A:27-7.2(a), N.J.A.C. 6A:27-7.4, N.J.A.C. 6A:27-7.9, and N.J.A.C. 6A:27-11.1.

A designated individual shall be exempt from the requirements at N.J.A.C. 6A:27-11.2, N.J.A.C. 6A:27-11.3, and N.J.A.C. 6A:27-12.1 except as set forth at N.J.A.C. 6A:27-7.6.

N.J.S.A. 18A:39-20.1.
N.J.A.C. 6A:27-7.1; 6A:27-7.2; 6A:27-7.4; 6A:27-7.6; 6A:27-7.9;
6A:27-11.2; 6A:27-11.3; 6A:27-12.1

Adopted: 01 December 2026

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New Jersey Department of Education

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

School Name: Manasquan High School
District Name: Manasquan School District
School Year: July 1, 2025 - June 30, 2026

School Name: Manasquan High School
District Name: Manasquan School District
School Year: July 1, 2025 - June 30, 2026

Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)		
Indicators		**Score (0-3)**
A.	The school annually *established* HIB programs, approaches or other initiatives.	3
B.	The school annually *implemented* and documented HIB programs, approaches, or other initiatives.	3
C.	The school annually *assessed* HIB programs, approaches or other initiatives.	3
D.	The school's HIB programs, approaches or other initiatives were designed to *create school-wide* conditions to prevent and address HIB.	3
E.	The school safety/school climate team (SS/SCT) *identified patterns* of HIB and *reviewed* school climate and school policies for the prevention of HIB.	3
	SUB-TOTAL (possible 15)	15

Core Element #2: Training on the BOE-approved HIB Policy and Procedures (N.J.S.A. 18A:37-17b and c)		
Indicators		**Score (0-3)**
A.	School employees, contracted service providers and volunteers were provided *training* on the HIB policy.	3
B.	The HIB policy training included instruction on preventing HIB on the basis of *protected categories* enumerated in the ABR and *other distinguishing characteristics* that may incite incidents of discrimination or HIB.	3
C.	The HIB policy was *discussed* with students, in accordance with the district's process for these discussions.	3
	SUB-TOTAL (possible 9)	9

School Name: Manasquan High School
District Name: Manasquan School District
School Year: July 1, 2025 - June 30, 2026

Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)		
Indicators		**Score (0-3)**
A.	Each teaching staff member completed at least 2 hours of *instruction in suicide prevention that included information on HIB*, in each five-year professional development period.	3
B.	Each teaching staff member completed at least 2 hours of *instruction on HIB prevention*, in each five-year professional development period.	3
C.	The school anti-bullying specialist (ABS) was given *time during the usual school schedule* to participate in in-service training in preparation to act as the ABS.	3
D.	The members of the school safety/school climate team (SS/SCT) were provided with professional development in effective practices of successful school climate programs or approaches.	3
E.	School building leaders* have received information on the prevention of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.	3
	SUB-TOTAL (possible 15)	15

Core Element #4: Curriculum and Instruction on HIB and Related Information and Skills (N.J.S.A. 18A:37-29)		
Indicators		**Score (0-3)**
A.	The school *provided ongoing, age-appropriate instruction* on preventing HIB in accordance with the New Jersey Student Learning Standards.	3
B.	The school observed the *"Week of Respect,"* during the week beginning with the first Monday in October of each year, *recognizing the importance of character education* by providing age-appropriate instruction focusing on HIB prevention.	3
	SUB-TOTAL (possible 6)	6

School Name: Manasquan High School
District Name: Manasquan School District
School Year: July 1, 2025 - June 30, 2026

Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)		
Indicators		**Score (0-3)**
A.	The principal *appointed* a school anti-bullying specialist (ABS).	3
B.	The ABS *met* at least two times per school year with the district anti-bullying coordinator (ABC).	3
C.	The school safety/school climate team (SS/SCT) *met* at least two times per school year to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues including HIB.	3
	SUB-TOTAL (possible 9)	9

Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A: 37-15b(6)(a)) **Option A**		
Indicators		**Score (0-3)**
A.	The school *implemented* the district's procedure for reporting HIB that includes all required elements.	3
B.	The school *implemented* the district's procedure for reporting new information on a prior HIB report.	3
	SUB-TOTAL (possible 6)	6

School Name: Manasquan High School
District Name: Manasquan School District
School Year: July 1, 2025 - June 30, 2026

Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b)) Option A		
Indicators		**Score (0-3)**
A.	*Notification* to parents of alleged offenders and alleged victims in each reported HIB incident.	3
B.	*Completion* of the investigation within 10 school days of the written incident report.	3
C.	Preparation of a *written report* on the findings of each HIB investigation	3
D.	Indicator D. Results of the investigation reported to the chief school administrator (CSA) within *2 school days* of completion of the investigation.	3
	SUB-TOTAL (possible 12)	12

Core Element #8: HIB Reporting (N.J.S.A. 18A:17- 46)		
Indicators		**Score (0-3)**
A.	The school has a *procedure* for *ensuring* that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	3
B.	The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	3
	SUB-TOTAL (possible 6)	6

TOTAL SCORE (possible 78)	78

School Name: Manasquan High School
District Name: Manasquan School District
School Year: July 1, 2025 - June 30, 2026

Preliminary Determination	
Did your school district's policy permit the use of a preliminary determination for reports of HIB during the 2025-2026 school year?	Yes
During the 2025-2026 school year, how many times was a preliminary determination made in your school that an incident or complaint was outside the scope of the definition of HIB and did not need to be investigated as HIB?	0

School Name: Manasquan High School
District Name: Manasquan School District
School Year: July 1, 2025 - June 30, 2026

Manasquan High School (2930-050)
STATEMENT OF ASSURANCES

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

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

MANASQUAN/SENDING DISTRICTS

Professional Days

Date	Name	Destination	Purpose	Sub	Cost
March 1, 2, 2027	Dana Warncke	Princeton	NJAPHERD Workshop	Yes	Mileage - $23.50 Registration - $525.00
September 18, 2026 October 16, 2026 November 20, 2026 December 11, 2026 January 15, 2027 February 19, 2027 March 19, 2027 April 16, 2027 May 21, 2027	Leigh Busco	Monmouth County – Various Locations	Monthly ASAP Meetings	No	Total Mileage - $67.54
December 3, 2026	Brett Lomas Jaclyn Puleio	Freehold	AP Collaborative Roundtable	Yes-1	Mileage - $16.64
December 4, 2026	Jason Bryant	Princeton	NJ Council for History Education	Yes	Mileage - $25.38 Registration-$95.00
March 9-11, 2027	Linda Hoeler	Atlantic City	FBLA State Competition	Yes	Registration - $110.00 Hotel - $230.00
December 4, 2026	Brenan Gordon	Atlantic City	Baseball Coaches Clinic	Yes	Mileage - $ 67.68
November 14, 2026	Robin Lewis	Ewing	Classic Circular Motion Apparatus Workshop	No	Mileage - $25.85 Registration - $25.00
June 2, 2027	Jennifer Makaro	West Belmar	ESL Articulation Meeting	Yes	Mileage - $1.60
March 11, 2027	Jennifer Makaro	Point Pleasant Beach	ESL Articulation Meeting	Yes	Mileage - $1.60
December 16, 2026	Jennifer Makaro	Belmar	ESL Articulation Meeting	Yes	Mileage - $1.83

Costs per traveler unless otherwise noted.

MANASQUAN/SENDING DISTRICTS

Student Action
Field Trips

Date	Chaperone(s)*	Subject	Destination	Purpose	Sub	Other Board Costs	Other Funds
October 19, 2026	Kim Murin Elizabeth Walling Kelly Balon Peter Balon Kim Sulat Nick Totten Colin Henley Kim Sanders Lisa Frye Melissa Hernandez Kelly Cosgrove Jackie Wheeler	CLI/ABA	McDonalds – Wall	AFLS Skills	No	District Bus - $55.00 per hour	None
October 5, 2026	Kim Murin Elizabeth Walling Kelly Balon Peter Balon Kim Sulat Nick Totten Colin Henley Kim Sanders Lisa Frye Melissa Hernandez Kelly Cosgrove Jackie Wheeler	CLI/ABA	Wall Township Library	AFLS Skills	No	District Bus - $55.00 per hour	None
October 26, 2026	Kim Murin Elizabeth Walling Kelly Balon Peter Balon Kim Sulat Nick Totten Colin Henley Kim Sanders Lisa Frye Melissa Hernandez Kelly Cosgrove Jackie Wheeler	CLI/ABA	Sunrise of Wall	AFLS Skills	No	District Bus - $55.00 per hour	None
November 2, 2026	Kim Murin Elizabeth Walling Kelly Balon Peter Balon Kim Sulat Nick Totten Colin Henley Kim Sanders Lisa Frye Melissa Hernandez Kelly Cosgrove Jackie Wheeler	CLI/ABA	Deep Cut Gardens	AFLS Skills	No	District Bus - $55.00 per hour	None

October 23, 2026	Lisa Crowning	HS Academic Team	Sandy Hook	Academic Bowl Competition	No	District Bus - $55.00 per hour	None
December 4, 2026	Lisa Crowning	HS Academic Team	Biotechnology HS	Academic Bowl Competition	No	District Bus - $55.00 per hour	None
October 21, 2026 November 10, 2026	John Dricoll Linda Hoeler Nurse – TBD	Grade 10	Monmouth University	Financial Literacy Seminar	Yes – 3	District Bus - $55.00 per hour	None
November 9, 2026	Kim Murin Elizabeth Walling Kelly Balon Peter Balon Kim Sulat Nick Totten Colin Henley Kim Sanders Lisa Frye Melissa Hernandez Kelly Cosgrove Jackie Wheeler	CLI/ABA	Holmdel – Bell Labs	AFLS Skills	No	District Bus - $55.00 per hour	None
November 16, 2026	Kim Murin Elizabeth Walling Kelly Balon Peter Balon Kim Sulat Nick Totten Colin Henley Kim Sanders Lisa Frye Melissa Hernandez Kelly Cosgrove Jackie Wheeler	CLI/ABA	Huber Woods Environmental Center	AFLS Skills	No	District Bus - $55.00 per hour	None
November 30, 2026	Kim Murin Elizabeth Walling Kelly Balon Peter Balon Kim Sulat Nick Totten Colin Henley Kim Sanders Lisa Frye Melissa Hernandez Kelly Cosgrove Jackie Wheeler	CLI/ABA	Sunrise Senior Center – Wall	AFLS Skills	No	District Bus - $55.00 per hour	None
November 21, 2026 February 20, 2027 May 22, 2027	Amy Edwards	Esports Team	Georgian Court University	Esports State Championships	No	$1450.00 per date	None
October 28, 2026	Claire Kozic	Academy of Health Careers	Two River Dairy	AFLS Skills	Yes – 1	None	None
October 29, 2026	Chryseis McHugh Eric Wasnesky	PLTW Biomed	Bell Works	Team Building & Problem Solving	Yes – 2	Bus - $475.00	None
October 28, 2026 November 3,2026	Amy Certo	Grade 12 PE	Samaritan Center	Academy of Health Careers	Yes – 1	None	None
October 29, 2026 November 12, 2026 April 9, 2027 May 3, 2027 June 2, 2027	Amy Certo	Grade 12 PE	Modern Pilates	Introductory Pilates Class	Yes – 1	None	None

October 30, 2026	Jill Santucci	Peer Leadership	Manasquan Main Street	Peer Leaders Supporting CLI Students (Halloween Parade)	Yes – 1	None	None
November 4, 2026	Lorraine Koenig Maria Eldridge Kristen Buss	Student Council	Thompson Park	AFLS Skills	Yes – 2	Bus - $1400.00	None
November 10, 2026	Jim Fagen Jay Bryant	Academy of Public Safety	NJ State House	Make-a-Law Program	Yes – 2	Bus - $1375.00 (Partially Grant Funded)	None
November 11, 2026	Jim Fagen Jay Bryant Madison Schille Eva Szakal	Academy of Public Safety	Manasquan Plaza	Veteran's Day Ceremony	No	None	None
November 16, 2026 February 23, 2027	Chryseis McHugh Claire Kozic	PLTW Biomed	Neptune HS PAC	Academy of Health/Careers	Yes – 2	Bus - $520.00	None
November 17, 2026	Amy Edwards Jason Snyder Nurse - TBD	STEM Academy	FAA Tech Center, Atlantic City	Aviation STEM Day	Yes – 3	Bus - $1450.00	None
April 21, 2027	Melissa Galano Madison Schille Eza Szakal Harry Harvey Nurse – TBD	VPA Academy – Grades 11 & 12	NYC Theater District	Exposure to Visual & Performing Arts	Yes – 5	Bus - $2684.44	None
December 9, 2026	Jim Fagen Jay Bryant	Academy of Public Safety	Monmouth County Jail & Prosecutor's Office	Tour of Jail and Prosecutor's Office	Yes – 2	Bus - $1378.00	None
January 16, 2027 January 17, 2027	Madison Schille Harry Harvey Sophie Creed	Drama Club – Grades 9-12	Washington Township HS	NJ Thespian Festival	No	Bus - $1500.00	None
January 19, 2027	Jim Fagan Jay Bryant	Academy of Public Safety	Rutger's University	Participation in We the People Competition	Yes – 2	Bus - $1466.34	None
June 2, 2027	Jim Fagan Jay Bryant	Academy of Public Safety	Rutger's University	Participation in Project Citizen Competition	Yes – 2	Bus - $1378.00	None
2026-2027 SY (Date – TBD)	Claire Kozic Chryseis McHugh	Academy of Health Careers	NJ Sharing Network – New Providence, NJ	Tour of the facility & lab	Yes – 2	Bus - $1450.00	None
2026-2027 SY (Date – TBD)	Claire Kozic	Academy of Health Careers	The Samaritan Center	Presentation of Health Care Opportunities	Yes – 1	None	None

* Chaperones may be substituted by other district employees based on availability.