

**WINSLOW TOWNSHIP BOARD OF EDUCATION**  
**Regular Board of Education Meeting**  
**Winslow Township Middle School – Cafeteria**  
**Wednesday, February 22, 2023**  
**7:00 p.m.**  
**Minutes**

**I. PUBLIC NOTICE** of this meeting was given to all Board Members and Associates in a notice dated **01/30/2023**. Adequate and electronic notice of this Public Meeting has been provided specifying the time, place, and manner in which this meeting is being conducted. It was advertised in the Courier Post, posted in all schools, the Administration Office, the Municipal Building, the Library, Bud Duble Center, Edgewood Acres, Elm Town, and the Winslow Township Post Offices.

**II. MISSION STATEMENT**

The *Mission* of the Winslow Township School District, a large diverse and growing community, is to educate all students to become independent, life-long learners, critical thinkers and caring and confident members of their community. The district, in partnership with the community, and in a climate of cooperation and mutual respect, will provide an academic environment which values excellence and diversity, encourages students to strive for personal excellence, and assists them in acquiring the knowledge, skills and attitudes necessary to contribute positively to a rapidly changing world.

**III. ROLL CALL**

Present:	Lorraine Dredde	Joe Thomas
	Rita Martin	Julie Peterson, Vice President
	Cynthia Moore	Cheryl Pitts, President
	Rebecca Nieves	

Absent: Debbie Esposito  
Kelly Thomas

Also Present: H. Major Poteat, Ed.D., Superintendent  
Regina Chico, Assistant Business Administrator  
Howard Long Jr., Esq., Solicitor

**IV. PLEDGE OF ALLEGIANCE**

**V. 2022-2023 DISTRICT GOALS**

(Ms. Moore)

1. Student Achievement – Continue to implement best practices for delivering instruction to students utilizing all available and appropriate instructional models. This shall include:
  - a. Ensuring articulation at all grade levels throughout the district
  - b. Focus on innovative classroom instruction at all grade levels
  - c. Ensuring all students have equal access to equipment and resources needed to facilitate and promote student learning in any setting
  - d. Evaluation and updating all district programs, including athletics and extra-curricular activities
  - e. Accountability of all district staff
2. Continue to foster a safe and positive school environment that is conducive to teaching and learning:
  - a. Focus on building relationships among staff and families that will result in increased learning and more effective instruction
    1. Promote communication and feedback opportunities
  - b. Emphasis on collaboration with all district stakeholders
  - c. Promote an inclusive, diverse, and compassionate learning environment

3. Market our strengths and achievements to all stakeholders to increase capacity for greater parent/ caregiver/ community support:
  - a. Continue with our public relations/marketing plan
  - b. Continue to work with the various advisory committees in the district
  - c. Focus on refining our communication methods to better market our school district

## **VI. AWARDS/PRESENTATIONS**

### 1. School No. 2 Presentation

Ms. McBride, the Principal from School 2, introduced students and staff who performed a presentation for Black History Month.

### 2. 2021-2022 Annual Comprehensive Financial Report (ACFR) Presentation

Ms. Carol McAllister from Bowman & Company LLP presented the 2021-2022 Annual Comprehensive Financial Report and the Auditor's Management Report. A period for questions and discussion was allotted.

### 3. NJQSAC – NJ Department of Education Equivalency Application – Dr. Poteat

Dr. Poteat announced that the New Jersey Department of Education has given Winslow Township School District an opportunity to apply for the Equivalency Waiver Application. It allows the District to use an alternate assessment for the Curriculum section in QSAC. Dr. Poteat presented various slides that went over Equivalency Application that involved the assessments for English Language Arts and Mathematics. A question and answer session ensued.

Ms. Pitts recognized Winslow Township Committeeman Mr. Glikas and hoped he would share the information he received tonight with the Township Committee.

## **VII. CORRESPONDENCE**

A letter from the Winslow Township Education Association (WTEA) President, Mr. David M. Regn, was read and he, on behalf of the members of the WTEA, wanted to express their gratitude for the February 17, 2023 in-service that included self-care. He thanked various Administration and the Winslow Township Staff for their time and effort and hopes this type of in-service continues in the future and stated that such in-servicing goes far in improving morale as we negotiate our post-Covid era.

**VIII. MINUTES**

**A motion was made by Ms. Nieves, seconded by Ms. Peterson, to approve the minutes of the following meeting:**

1. Approve the following Meeting Minutes of the Board of Education:

Regular Meeting	Wednesday, February 8, 2023	Open Session
Regular Meeting	Wednesday, February 8, 2023	Closed Session

Roll Call:

Ms. Dredden	Yes	Mr. Thomas	Yes
Ms. Esposito	Absent	Ms. Thomas	Absent
Ms. Martin	Yes	Ms. Peterson	Yes
Ms. Moore	Yes	Ms. Pitts	Yes
Ms. Nieves	Yes		

Motion Carried

**IX. BOARD COMMITTEE REPORTS**

**Student Representative – Janaya Sharpe** – Ms. Sharpe, announced that the African American Culture Club is performing their annual Black History Month showcase. The Spanish Honor Society will be going to School 1 to teach the children Spanish and interact with them.

**Athletic Committee – Ms. Martin** – Minutes are attached. Mr. Thomas also gave updates about the Basketball playoff games that happened after the meeting. The Girls Basketball team won their first-round playoff game and lost in the second round. The Boys Basketball team lost in the first-round game. He further stated that both teams fought hard.

**Education Committee – Ms. Martin** – Minutes are attached.

**Marketing Committee - Ms. Moore** – The committee met earlier today and the minutes will be presented at the next board meeting.

**Operations Committee – Ms. Dredden** – The committee met on Tuesday, February 21, 2023 at 5:30 p.m. Minutes are attached.

**Policy Committee – Ms. Pitts** – None at this time.

**Diversity, Equity and Inclusion Committee – Ms. Pitts** – None at this time, since Ms. Thomas, Committee Chairperson, was not present.

**Citizen Advisory Committee – Ms. Martin** – None at this time. The next meeting is scheduled for March 2, 2023 at 7:00 p.m. at the Administration Building.

**X. SUPERINTENDENT’S REPORT**

A motion was made by Ms. Nieves, seconded by Ms. Peterson, to approve A. & B. as recommended by the Superintendent.

**A. THE SUPERINTENDENT RECOMMENDS APPROVAL OF THE FOLLOWING ACTION ITEMS:**

1. First Reading of Board Policies & Regulations **None at this time.**
2. Second Reading & Adoption of Board Policies & Regulations **Exhibit X A: 2**

Approve the Second Reading and Adoption of Board Policies and Regulations as listed below and in the attached exhibits:

Policy/Regulation	Policy/Regulation Title
P 0152	Board Officers
P 0161	Call, Adjournment and Cancellation
P 0162	Notice of Board Meetings
P & R 2423	Bilingual and ESL Education
P & R 2425	Emergency Virtual or Remote Instruction Program
P & R 5200	Attendance
P 5512	Harassment, Intimidation, or Bullying
P & R 8140	Student Enrollment
P & R 8330	Student Records
R 8420.2	Bomb Threats
R 8420.7	Lockdown Procedures

3. Security/Fire Drill

Approve the Security/Fire Drill Report, for the month of January 2023, as presented below:

School	Date	Elapsed Time	Type of Drill	A.M./P.M.
School #1	1/5/23	1 hour 13 min.	Lock Out	11:15 AM
	1/31/23	4 min. 16 sec.	Fire	9:32 AM
School #2	1/18/23	5 min. 28 sec.	Fire	2:14 PM
	1/26/23	4 min. 12 sec.	Lockdown Drill	12:22 PM
School #3	1/27/23	7 min.	Shelter in Place	3:13 PM
	1/30/23	12 min.	Fire	10:40 AM
School #4	1/5/23	7 min. 11 sec.	Fire	2:14 PM
	1/25/23	5 min. 45 sec.	Shelter in Place	1:14 PM
School #5	1/30/23	6 min.	Non-Fire Evacuation	10:06 AM
	1/24/23	4 min.	Fire	1:52 PM
School #6	1/27/23	6 min. 20 sec.	Fire	1:42 PM
	1/31/23	6 min.	Shelter in Place	9:44 AM
Winslow Twp. M.S.	1/9/23	1 hour 54 min.	Lock Out	9:52 AM
	1/11/23	12 min.	Fire	12:58 PM
Winslow Twp. H.S.	1/25/23	7 min.	Shelter in Place	7 Min.
	1/10/23	7 min.	Fire	8:00 AM
	1/17/23	10 min.	Shelter in Place	12:10 PM

4. Professional Development/Workshops & Conferences **Exhibit X A: 4**  
Approve Professional Development/Workshops & Conferences as listed in the attached exhibit.
5. Field Trip(s) **Exhibit X A: 5**  
Approve Field Trips as listed in the attached exhibit.
6. Tuition Students **Exhibit X A: 6**  
Approve Out of District Tuition Students for the 2022/2023 school year as listed in the attached exhibit.
7. Terminate Out-of-District Placement(s) **Exhibit X A: 7**  
Approve to Terminate Out-of-District Placements as listed in the attached exhibit.
8. Homeless Student(s) **None at this time.**
9. Division of Child Protection & Permanency (DCP&P) **None at this time.**
10. Fundraiser(s) **Exhibit X A: 10**  
Approve Fundraisers as listed below and in the attached exhibit:
  - School 1
    - Color-A-Thon, (4/25/23, rain date 4/27/23), H.S.A.
  - School 2
    - Yo-Yo Sale, (3/16/23-3/23/23), H.S.A.
  - High School
    - Girls Lacrosse Apparel Sale, (2/15/23-4/1/23), Girls Lacrosse Team
11. School 2 – Assembly  
Approval requested for School 2 to host an SEL Character Rocks Assembly by Wynceyco LLC, on March 7, 2023 from 10:00 – 10:30 AM. This live interactive SEL assembly program for primary school audiences teaches students social/emotional skills and how to respond more effectively at home, class, and the community. Cost of \$1,875.00 to be paid from Student Activity Account #96-471-002.

12. School 5 – Read-A-Thon

Approval requested for School 5 to participate in a school wide Read-A-Thon fundraising program from February 27<sup>th</sup> – March 10<sup>th</sup>, 2023. Students will pledge to read for a specific amount of time each day during the Read-A-Thon and sponsors will make donations to support the students' efforts. All proceeds raised will benefit the Home and School Association for School 5.

13. School 5 – Guest Readers

Approval requested for School 5 to host guest readers on March 10, 2023 to conclude Read Across America Week. Community leaders and retired staff will be invited to read to students as scheduled throughout the day.

14. School 5 – 6<sup>th</sup> Grade Dance

Approval requested for School 5 to host a 6<sup>th</sup> Grade Dance on Friday, March 3, 2023 from 6:00 PM – 8:00 PM in the school gymnasium.

15. Middle School – Percussion Visit

Approval requested to have Dr. Forst, Director of Percussion Studies at Messiah College, to visit the Winslow Township Middle School band classes on Wednesday, March 22, 2023. Students will have the opportunity to perform in front of Dr. Forst and be provided with valuable feedback on their playing, as well as hear Dr. Forst etudes on snare drum, timpanis, mallets, and bass drum. Dr. Forst is looking for more opportunities to reach out and teach percussion masterclasses to young aspiring musicians to build their knowledge and excitement for playing percussive instruments.

16. Middle School – Check Acceptance

Approval requested for Winslow Township Middle School to accept a check for \$100.00 from the Alliance to Save Energy to be used for classroom supplies.

17. High School – Prom Photographer

Approval requested for the Class of 2024 to use Digital Solutions 21 photography (Fred Lombardo) as the formal photographer for the Winslow Township High School Prom on May 5<sup>th</sup>, 2023. Funds will be paid from the class of 2024 student activities account (#96-471-082).

18. High School – Prom DJ

Approval requested for the Class of 2024 to use Will Jamieson as the DJ for the Winslow Township High School Prom on May 5<sup>th</sup>, 2023. Funds to be paid from Class of 2024 student activities account (#96-471-082).

19. ESEA Grant Awards

Approve to accept the 2022-2023 ESEA Grant Awards to include the 2021-2022 carryover amounts as follows:

<u>Grant</u>	<u>Original Allocation</u>	<u>2021-2022 Carryover</u>	<u>Final Grant Allocation</u>
Title I	\$1,680,296.00	\$186,450.00	\$1,866,746.00
Title II	254,883.00	170,049.00	424,932.00
Title III	23,516.00	10,090.00	33,606.00
Title III Immigrant	0.00	1.00	1.00
Title IV	111,038.00	41,297.00	152,335.00

20. Preschool Parent Presentation

Approval requested for staff from AtlantiCare to partner with staff from the Winslow Preschool Expansion Grant to host a preschool parent meeting/presentation on providing a balanced diet, on March 3, 2023, from 6:00 PM – 7:00 PM at Winslow Township Elementary School 3. There is no cost to the district.

21. Nursing Services

Approval requested for Professional Healthcare Staffing, located at 591 Mantua Blvd., Suite 201, Sewell, NJ 08080, to provide nursing services for a student attending an OOD school during the 2022-2023 school year. Cost as follows to be funded by account #: 11-000-217-320-000-10.

- LPN: \$55.00/hour
- RN: \$60.00/hour

22. New Jersey Department of Education Equivalency Application

Approve the submission of the New Jersey Department of Education Equivalency Application as an allowable alternative means to the addressing the assessment requirement for the New Jersey Quality Single Accountability Continuum (NJQSAC) Statement of Assurance.

23. Preschool Funding

Approve the acceptance of the one-time Preschool start-up funding in the amount of \$200,207.00 for a total Preschool Education Aid of \$3,259,757.00

24. School 1 – Donation Acceptance

Approve the acceptance of a donation of \$500.00 from the Home and School Association to support designing the library mural.

25. School 2 – Donation Acceptance

Approve the acceptance of a donation of \$2,200.00 from the Home and School Association to support designing the library mural.

26. Family Engagement Activity

Rescind the approval on February 8, 2023 of the Family Engagement Activity to be held on March 15, 2023 due to an incorrect account number.

27. Family Engagement Activity

Approve Dr. Kara P. Ieva, Professor of Counseling in Education Settings, Rowan University, to conduct a family engagement activity on March 15, 2023 from 7:00 – 9:00 PM. The presentation will focus on strengthening parent/children relationships and supporting students' social emotional learning. Funding: Title IV at a cost of \$600.00 (account #: 20-286-200-300-000-00).

**B. Principal's Update**

1. Harassment, Intimidation & Bullying Report
2. Suspension Report
3. Ethnicity Report
4. School Highlights

**None at this time.**  
**Exhibit X B: 2**  
**Exhibit X B: 3**  
**Exhibit X B: 4**

Roll Call:			
Ms. Dredden	Yes	Mr. Thomas	Yes
Ms. Esposito	Absent	Ms. Thomas	Absent
Ms. Martin	Yes	Ms. Peterson	Yes
Ms. Moore	Yes	Ms. Pitts	Yes
Ms. Nieves	Yes		
Motion Carried			

**XI. BUSINESS ADMINISTRATOR/BOARD SECRETARY'S REPORT**

**A motion was made by Ms. Nieves, seconded by Ms. Peterson, to approve A. & B. as recommended by the Business Administrator/Board Secretary with the change to #12 and adding Ms. Rita Martin.**

**A. REPORTS**

1. Transportation Report

**Exhibit XI A: 1**



**B. THE BUSINESS ADMINISTRATOR/BOARD SECRETARY RECOMMENDS APPROVAL OF THE FOLLOWING ACTION ITEMS:**

1. Line-Item Transfers

**Exhibit XI B: 1**

Approve the Line Item Transfers, for the month of December 2022, in accordance with N.J.S.A. 18A:22-8, as per the attached exhibit.

2. Board Secretary's Report

**Exhibit XI B: 2**

Approve the Board Secretary's Reports in accordance with 18A:17-36 and 18A:17-9 for the month of December 2022. The Board Secretary certifies that no line-item account has been over expended in violation of N.J.A.C. 6A:23A-16.10 (c) 3 and those sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

3. Reconciliation Report

**Exhibit XI B: 3**

Approve the Reconciliation Reports in accordance with 18A:17-36 and 18A:17-9 for the month of December 2022. The Reconciliation Reports and Board Secretary's Reports are in agreement for the month of December 2022.

4. Board Secretary's Certification

The Board Secretary in accordance with N.J.A.C 6A:23A-16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.

5. Boards' Certification

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 4, the Winslow Township Board of Education certifies after review of the Secretary's Monthly Financial Report (appropriations section) and upon consultation with the appropriate district officials, that to the best of the Boards' knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10 (b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

6. Bill List

**Exhibit XI B: 6**

- a. Approve the Vendor Bill List in the amount of \$1,995,523.20 as per the attached exhibit.
- b. Ratify the Manual Bill List in the amount of \$1,157,256.73 as per attached exhibit.

7. Payroll

**None at this time.**

8. Disposal of School Property and Textbooks

**Exhibit XI B: 8**

Approve the Disposal of School Property and Textbooks as listed below:

Location	Department	Description
School 5	Band	(2) Trumpet cases, 10 years, old-broken (1) Saxophone case, 10 years, old-broken (1) HP Printer, 30 years, broken
High School	Social Studies	(15) Holt McDougal Economics, 2011, old, not in use

9. Use of Facilities

Approve Use of Facilities as listed below:

School	Organization	Dates	Day/Time	Room	Fee
Middle School	Winslow Youth Travel Basketball	April 3, 2023 to June 15, 2023	Monday, Tuesday, Thursday, Friday 6:30 p.m.- 9:30 p.m.	Gymnasium	No Fee
School 6	Winslow Youth Travel Basketball	April 3, 2023 to June 15, 2023	Monday, Tuesday, Wednesday, Thursday 6:30 pm. – 9:30 p.m.	Gymnasium	No Fee

10. New Jersey School Boards Association – Professional Development/Board Members

**WHEREAS**, The Winslow Township Board of Education is required pursuant to N.J.S.A. 18A:11-12 to adopt policy and approve travel expenditures by district employees and board members using local, State, or Federal funds to ensure that travel is educationally necessary and fiscally prudent; and

**WHEREAS**, The Board of Education has determined that the training and informational programs sponsored by NJSBA and set forth below are directly related to and within the scope of board members’ duties; and,

**WHEREAS**, The Board of Education has determined that the training and informational programs sponsored by NJSBA and set forth below are directly related to and within the scope of the listed job title’s current responsibilities and the board’s professional development plan; and,

**WHEREAS**, The Board of Education has determined that participation in the NJSBA training and informational programs requires school district travel expenditures and that this travel is critical to the instructional needs of the district and/or furthers the efficient operation of the district; and,

**WHEREAS**, The Board of Education has determined that the school district travel expenditures to NJSBA programs are in compliance with State travel guidelines as established by the Department of the Treasury and within the guidelines established by the federal Office of Management and Budget; except as superseded by conflicting provision of Title 18A of the New Jersey Statutes and has been approved in advance by the Superintendent of Schools; and,

**WHEREAS**, The Board of Education finds that a mileage reimbursement rate equal to that of the federal Internal Revenue Service mileage reimbursement rate of \$.47 per mile is a reasonable rate; and,

**WHEREAS**, The Board of Education has determined that participation in the NJSBA training and informational programs are in compliance with the district policy on travel; therefore be it

**RESOLVED**, That the Board of Education hereby ratifies, *nun pro tunc*, the attendance of the listed number of school board members and district employees at the listed NJSBA training and informational programs, and the costs of attendance including all registration fees, and statutorily authorized travel expenditures, provided that such expenditures are within the annual maximum travel expenditure amount; and, be it further

**RESOLVED**, That the Winslow Township Board of Education, acknowledges that the Superintendent of Schools has approved the attendance of the below listed Board Members in advance thereof, which shall be subsequently ratified and authorized at the next regular or special meeting, as required by statute, for the attendance at ***the following NJSBA training program and informational event:***

<u>Board Member Name</u>	<u>Program Name</u>	<u>Date</u>	<u>Event Cost</u>
Rebecca Nieves	The CSA Evaluation	February 15, 2023	NC
Julie Peterson	The CSA Evaluation	February 15, 2023	NC
Cheryl Pitts	The CSA Evaluation	February 15, 2023	NC
Rita Martin	The CSA Evaluation	February 15, 2023	NC
Rebecca Nieves	Efficiency and Fairness	February 22, 2023	NC

11. New Jersey School Boards Association – Professional Development /Board Members

**WHEREAS**, The Winslow Township Board of Education is required pursuant to N.J.S.A. 18A:11-12 to adopt policy and approve travel expenditures by district employees and board members using local, State, or Federal funds to ensure that travel is educationally necessary and fiscally prudent; and

**WHEREAS**, The Board of Education has determined that the training and informational programs sponsored by NJSBA and set forth below are directly related to and within the scope of board members' duties; and,

**WHEREAS**, The Board of Education has determined that the training and informational programs sponsored by NJSBA and set forth below are directly related to and within the scope of the listed job title's current responsibilities and the board's professional development plan; and,

**WHEREAS**, The Board of Education has determined that participation in the NJSBA training and informational programs require school district travel expenditures and that this travel is critical to the instructional needs of the district and/or furthers the efficient operation of the district; and,

**WHEREAS**, The Board of Education has determined that the school district travel expenditures to NJSBA programs are in compliance with State travel guidelines as established by the Department of the Treasury and within the guidelines established by the federal Office of Management and Budget; except as superseded by conflicting provision of Title 18A of the New Jersey Statutes; and,

**WHEREAS**, The Board of Education finds that a mileage reimbursement rate equal to that of the federal Internal Revenue Service mileage reimbursement rate of \$.47 per mile is a reasonable rate; and,

**WHEREAS**, The Board of Education has determined that participation in the NJSBA training and informational programs are in compliance with the district policy on travel; therefore be it

**RESOLVED**, That the Board of Education hereby approves the attendance of the listed number of school board members and district employees at the listed NJSBA training and informational programs, and the costs of attendance including all registration fees, and statutorily authorized travel expenditures, provided that such expenditures are within the annual maximum travel expenditure amount; and, be it further

**RESOLVED**, That the Winslow Township Board of Education authorizes in advance, as required by statute, attendance at *the following NJSBA training program and informational event:*

<u>Board Member Name</u>	<u>Program Name</u>	<u>Date</u>	<u>Event Cost</u>
Rebecca Nieves	The Power of Data	February 23, 2023	NC
Cheryl Pitts	The Power of Data	February 23, 2023	NC
Julie Peterson	The Power of Data	February 23, 2023	NC
Rita Martin	The Power of Data	February 23, 2023	NC
Rebecca Nieves	Camden/Gloucester County Virtual Meeting	February 23, 2023	NC
Julie Peterson	Camden/Gloucester County Virtual Meeting	February 23, 2023	NC
Rita Martin	Camden/Gloucester County Virtual Meeting	February 23, 2023	NC
Julie Peterson	NJSBA School Finance Conference: Virtual	March 1, 2023	\$50
Rita Martin	NJSBA School Finance Conference: Virtual	March 1, 2023	\$50
Joe Thomas	Governance 1 - Mandatory Training	March 10, 2023 - March 12, 2023	NC
Julie Peterson	NJSBA Spring Education Symposium	April 25, 2023	\$99

12. U.S. Department of Education - Family Engagement Learning Series

Approve the following Board Members to attend the webinar, Family Engagement to Support Student Success, as sponsored by the U.S. Department of Education. The virtual session will focus on how family engagement can support math and literacy. The webinar will take place on Tuesday, February 28, 2023 from 1:00-2:30 p.m. eastern standard time. There is no cost to the District.

Cheryl Pitts  
 Joe Thomas  
 Rita Martin

Rebecca Nieves  
 Kelly Thomas

13. Professional Development – New Jersey Association of School Business Officials (NJASBO)

Approve Ms. Tyra McCoy-Boyle, Business Administrator / Board Secretary, and Ms. Regina Chico, Assistant Business Administrator, to attend the following NJASBO workshops which will be held in person in Mt. Laurel, NJ. The cost to the District is \$125 per person, per event.

Purchasing	March 23, 2023	9:00 a.m. – 12:00 p.m.
Audit Review	April 20, 2023	9:00 a.m. – 12:00 p.m.

14. Professional Development – New Jersey Association of School Business Officials (NJASBO)

Approve Ms. Tyra McCoy-Boyle, Business Administrator / Board Secretary, Ms. Regina Chico, Assistant Business Administrator and Dr. Jack Mills, Director of Special Projects to attend the “100th Anniversary of NJASBO”. The workshop will be held on June 6, 2023 to June 9, 2023 in Atlantic City, New Jersey. The cost to the District is \$275 per person, plus mileage and lodging if applicable.

15. 2023-2024 Student Transportation Agreement with Camden County Educational Services Commission (CCESC) **Exhibit XI B: 15**

Approve to continue to coordinate transportation for the 2023-2024 school year by renewing student transportation with the CCESC per the attached exhibit.

16. Purchase – Camden County Educational services Commission (CCESC)

Approve CM3 Building Solutions Inc., an approved CCESC vendor, contract #66CCEPS, to provide a technician to perform repairs to existing equipment at School #5 in the amount of \$6,875.00. Services are to be charged to account #11-000-261-420.

17. Purchase – Ed Data Vendor

Approve the following purchase, in the following amount, from the following approved Ed Data Vendor:

**Items charged to 11-190-100-610**

School Specialty, LLC. – Ed Data #11789

Student Chairs	Middle School	\$9,762.00
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18. Acceptance of the 2021-2022 Annual Comprehensive Financial Report (ACFR), Auditor's Management Report (AMR) and Summary of Audit Report **Exhibit XI B: 18**

WHEREAS the Winslow Township Board of Education in accordance with NJSA 18A:23-1 must have a certified External Audit of the district's account and financial transactions; and

WHEREAS the Winslow Township Board of Education received the audit performed by Bowman and Company LLP and discussed said audit at its public meeting held on February 22, 2023; now

BE IT RESOLVED that the Board of Education accepts the audit for the 2021-2022 school year, fiscal year ending June 30, 2022.

The audit summary has been made available for public distribution.

Roll Call:			
Ms. Dredden	Yes	Mr. Thomas	Yes
Ms. Esposito	Absent	Ms. Thomas	Absent
Ms. Martin	Yes (Abstain to #11)	Ms. Peterson	Yes (Abstain to #11)
Ms. Moore	Yes	Ms. Pitts	Yes
Ms. Nieves	Yes		
Motion Carried			

**XII. PERSONNEL**

**A motion was made by Ms. Nieves, seconded by Ms. Peterson, to approve A as recommended by the Superintendent.**

**A. THE SUPERINTENDENT RECOMMENDS APPROVAL OF THE FOLLOWING ACTION ITEMS:**

1. Job Descriptions

**Exhibit XII A: 1**

Approve the revision of the following Job Descriptions as listed below and in the attached exhibit:

	<b>Job Descriptions</b>
A	School Security Guard
B	School Social Worker
C	Special Education Teacher
D	Speech Language Specialist
E	Substance Abuse Coordinator
F	Superintendent of Schools
G	Supervisor of Mathematics
H	Supervisor of Technology

2. Leave of Absence Requests

Approve the following Leave of Absence request pursuant to documents filed in the Office of Human Resources:

	<b>Name</b>	<b>Type of Leave</b>	<b>From</b>	<b>To</b>	<b>Paid/Unpaid</b>
A	T.D.	Medical	3/8/2023	4/6/2023	Paid

3. 2023/2024 Staff Reassignments

Approve the following Staff Reassignment for the 2023/2024 school year, effective July 1, 2023:

	<b>Name</b>	<b>From Position/ Location</b>	<b>To Position/ Location</b>	<b>Salary</b>
A	Shropshire, William	Assistant Principal High School	Principal Middle School	\$129,614.00

4. Retirements

Approve the following Retirement for the 2022/2023 school year:

	<b>Name</b>	<b>Location</b>	<b>Position</b>	<b>Effective</b>
A	Miller, Michele	School No. 3	Special Ed. Teacher	7/1/2023

5. 2022/2023 After School Tutors

Approve the following After School Tutor for the 2022/2023 school year, at a rate of \$43.73 per hour, **on an as needed basis**, not to exceed one (1) hour per day: (20-232-100-100-000)

	<b>Name</b>	<b>Location</b>
A	Strickland, Amanda	School 5

\*Hourly rate adjustment pending ratification of the WTEA contract

6. Sixth Period Teacher Assignments

Approve the following High School Sixth Period Teacher Assignments, effective February 21, 2023:

	<b>Name</b>	<b>Subject</b>	<b>Pro-Rated Stipend</b>
A	Alegret, Annette	Spanish	\$8,489.00
B	Castoire, Maria	Science	\$8,489.00

\*Stipend adjustment pending ratification of the WTEA contract

7. Seventh Period Teacher Assignment

Approve the following High School Seventh Period Teacher Assignments, effective February 21, 2023:

	<b>Name</b>	<b>Subject</b>	<b>Pro-Rated Stipend</b>
A	Easterling, Lisa	Special Education	\$8,489.00
B	Gomez, Michelle	Spanish	\$8,489.00
C	Santamaria, Solimar	Spanish	\$8,489.00
D	Snyder, William	Spanish	\$8,489.00

\*Stipend adjustment pending ratification of the WTEA contract

8. 2022/2023 High School Volunteers

Approve the following 2022/2023 High School Volunteer:

	<b>Name</b>	<b>Activity/Sport</b>
A	Pino, John	Boys' Spring Track Coach

Roll Call:			
Ms. Dredden	Yes	Mr. Thomas	Yes
Ms. Esposito	Absent	Ms. Thomas	Absent
Ms. Martin	Yes	Ms. Peterson	Yes
Ms. Moore	Yes	Ms. Pitts	Yes
Ms. Nieves	Yes		
Motion Carried			

### XIII. ADDENDUM

#### I. BUSINESS ADMINISTRATOR/BOARD SECRETARY'S REPORT

**A motion was made by Ms. Nieves, seconded by Ms. Peterson, to approve A as recommended by the Business Administrator/Board Secretary.**

#### A. THE BUSINESS ADMINISTRATOR/BOARD SECRETARY RECOMMENDS APPROVAL OF THE FOLLOWING ACTION ITEMS:

##### 1. New Jersey School Boards Association – Professional Development/Board Members

**WHEREAS**, The Winslow Township Board of Education is required pursuant to N.J.S.A. 18A:11-12 to adopt policy and approve travel expenditures by district employees and board members using local, State, or Federal funds to ensure that travel is educationally necessary and fiscally prudent; and

**WHEREAS**, The Board of Education has determined that the training and informational programs sponsored by NJSBA and set forth below are directly related to and within the scope of board members' duties; and,

**WHEREAS**, The Board of Education has determined that the training and informational programs sponsored by NJSBA and set forth below are directly related to and within the scope of the listed job title's current responsibilities and the board's professional development plan; and,

**WHEREAS**, The Board of Education has determined that participation in the NJSBA training and informational programs require school district travel expenditures and that this travel is critical to the instructional needs of the district and/or furthers the efficient operation of the district; and,

**WHEREAS**, The Board of Education has determined that the school district travel expenditures to NJSBA programs are in compliance with State travel guidelines as established by the Department of the Treasury and within the guidelines established by the federal Office of Management and Budget; except as superseded by conflicting provision of Title 18A of the New Jersey Statutes; and,

**WHEREAS**, The Board of Education finds that a mileage reimbursement rate equal to that of the federal Internal Revenue Service mileage reimbursement rate of \$.47 per mile is a reasonable rate; and,

**WHEREAS**, The Board of Education has determined that participation in the NJSBA training and informational programs are in compliance with the district policy on travel; therefore be it

**RESOLVED**, That the Board of Education hereby approves the attendance of the listed number of school board members and district employees at the listed NJSBA training and informational programs, and the costs of attendance including all registration fees, and statutorily authorized travel expenditures, provided that such expenditures are within the annual maximum travel expenditure amount; and, be it further



**RESOLVED**, That the Winslow Township Board of Education authorizes in advance, as required by statute, attendance at *the following NJSBA training program and informational event:*

<u>Board Member Name</u>	<u>Program Name</u>	<u>Date</u>	<u>Event Cost</u>
Cheryl Pitts	Camden/Gloucester County Virtual Meeting	February 23, 2023	NC
Cynthia Moore	Camden/Gloucester County Virtual Meeting	February 23, 2023	NC
Cynthia Moore	Governance III Virtual Workshop	March 23, 2023	NC
Cynthia Moore	Spring Symposium	April 25, 2023	\$99
Cynthia Moore	Camden/Gloucester Meeting	May 23, 2023	NC

Roll Call:			
Ms. Dredde	Yes	Mr. Thomas	Yes
Ms. Esposito	Absent	Ms. Thomas	Absent
Ms. Martin	Yes	Ms. Peterson	Yes
Ms. Moore	Yes	Ms. Pitts	Yes
Ms. Nieves	Yes		
Motion Carried			

**II. SUPERINTENDENT’S REPORT**

**A motion was made by Ms. Nieves, seconded by Ms. Peterson, to approve A as recommended by the Superintendent.**

**A. THE SUPERINTENDENT RECOMMENDS APPROVAL OF THE FOLLOWING ACTION ITEMS:**

**1. Principal’s Update**

Harassment, Intimidation & Bullying Report (Feb. 1-15, 2023)

**Exhibit II A: 1**

Roll Call:			
Ms. Dredde	Yes	Mr. Thomas	Yes
Ms. Esposito	Absent	Ms. Thomas	Absent
Ms. Martin	Yes	Ms. Peterson	Yes
Ms. Moore	Yes	Ms. Pitts	Yes
Ms. Nieves	Yes		
Motion Carried			

**XIV. OPEN PUBLIC RECORDS ACT (OPRA) REQUEST**

1. The Winslow Board of Education responded to the following OPRA Requests between February 3, 2023 and February 16, 2023.

Received	Requested by	Document Requested	Approved	Denied
1	Joe Thomas	<ul style="list-style-type: none"> <li>• GPA average for all athletic groups.</li> <li>• How many athletes are ineligible?</li> <li>• How many women wrestlers do we have and what grade?</li> </ul>	  ✓  ✓	✓ (Records do not exist.)
1	D. Nicholas	The minutes from the Closed Session Board Meeting on January 11, 2023.	✓	

\*Dr. Poteat made a correction that Mr. Thomas was provided with the GPA average for winter sports.

**XV. INFORMATIONAL ITEMS**

Dr. Poteat addressed the following informational items:

- Our District Town Hall Meeting is scheduled for March 15, 2023 at the Middle School Cafeteria and flyers have already gone home. The meeting is posted on billboards around town, will be posted in the newspaper and he will start robocalls next week. Dr. Poteat wants to encourage more parents to come out for our Mental Health and Social Emotional Learning Workshop.
- The Winslow Township Education Association is sponsoring a Read Across America event Thursday, March 2, 2023 at School 5 from 6:30 p.m. to 7:30 p.m. Flyers for the event will be going home soon. Registration needs to be done in advance and information will be provided by the building Principal.
- The Future Chef’s challenge for student’s in School 5 and School 6 will compete for a top prize at our March 22, 2023 board meeting. The winner of the event will have the opportunity to be entered in a Future Chef’s National Competition.

Ms. Pitts asked the Committee Member that was present, Mr. Glikas, about the results of the Fire Department Election that took place February 18, 2023. He stated that the results have not been finalized.

**XVI. OLD BUSINESS**

Ms. Pitts reminded Board Member’s about the \$7.50 contribution towards the ad for the Spring Musical Program.

Ms. Nieves wanted to thank Dr. Poteat, the Administration, teachers, and staff for helping the Marketing committee compile all of the student events that are happening for Black History Month for the Facebook page.

Ms. Nieves discussed having a representative from the New Jersey Public Relations Association present at a future board meeting. She stated if it was okay with the Board she would contact them to set it up. Ms. Pitts, with the agreement of the Board, stated to get the available dates and provide them to get it scheduled.

## **XVII. NEW BUSINESS**

Ms. Peterson attended an Early Childhood Clinical Program Workshop which was about mental health for early learners. They are sending their PowerPoint presentation and will share it the Board.

Mr. Thomas shared the Louis Bay II Future Municipal Leaders scholarship is now available and is due to the Township by March 10<sup>th</sup>.

Mr. Thomas also shared that from the Economic Development council that there are a few developments that are being built that we should watch out for. The one development is Jack's place and the others are off of Route 73.

## **XVIII. PUBLIC COMMENTS (Time Limited)**

The Winslow Township Board of Education highly values the input of citizens in making important decisions that affect the children of our community. We also believe in the rights of citizens to observe Board Meetings. To ensure that all of our citizens have the opportunity to attend School Board Meetings and offer comment, and to ensure that the Board can conduct the important business of the District, we ask that speakers follow the guidelines for making public comments.

**Notation of Public Comments on Agenda Items** – The Board President or Board Secretary will recognize those individuals in the audience who wish to make comment.

**Please respect the following procedures:**

1. All members of the public attending School Board Meetings must treat each other and the Board with respect.
2. State your full name and address.
3. Please limit your comments to **four minutes**.
4. Submit your questions to the Board of Education with your name, address and telephone number where you can be contacted. Your questions will be answered within a reasonable time.
5. Individuals offering citizen comment are not permitted to make personal attacks on any District employee, Board Member, other testifier or member of the public.

**A motion was made by Ms. Nieves, seconded by Ms. Peterson, to open the meeting for Public Comments at 8:41 p.m..**

Voice Vote: All in favor

### **Kenneth Scott**

Mr. Scott asked the Board where they stand when it comes to compliance regarding Amistad Curriculum, African-American History education, experiences, and contributions. He asked where the Amistad Law is applied in the QSAC Application. Dr. Poteat gave an overview of the Amistad Curriculum and that it is included in Winslow's curriculum. He also stated that is a requirement for New Jersey schools, which means that QSAC does review to make sure it is included. Dr. Carcamo added specifics to the Amistad Curriculum as it relates to Winslow and the QSAC review. Ms. Peterson also stated that this can also be found in our Libraries.

**Wanda Glaud**

Ms. Glaud read two quotes from Governor Murphy and Acting Commissioner Department of Education, Ms. Allen-McMillian regarding African-American Studies and wanted to make sure African-American history is being taught to all the children. She stated that 82.7% of students are of color in Winslow Township Schools. She also asked if she could see the curriculum to confirm that this is being taught. Ms. Glaud also questioned what she had to go through as a citizen of Winslow Township to be able to visit the schools so she can make an honest and fair assessment and bring the information back to the Board. However, she learned last week that every Board Member has a school and wanted to know if they are actively going to their schools. Ms. Pitts commented that this question can be answered at the next Citizen Advisory Committee meeting on March 2.

**XIX. ADJOURNMENT OF PUBLIC COMMENTS**

**A motion was made by Ms. Nieves, seconded by Ms. Peterson, to close the meeting for Public Comments at 8:53 p.m.**

Voice Vote: All in favor

**XX. EXECUTIVE SESSION**

**A motion was made by Ms. Nieves, seconded by Ms. Peterson, to approve adoption of Executive Resolution and adjournment to Executive Session at 8:55 p.m.**

**WHEREAS**, the Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Winslow Township Board of Education to be held in public, except as set forth in N.J.S.A. 10:4-12(b) which provides for nine (9) types of matters that may lawfully be discussed in "Executive Session," i.e. without the public being permitted to attend; and

**WHEREAS**, the Winslow Township Board of Education has determined that certain issues set forth below are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance shall be discussed during an Executive Session to be held on February 22, 2023 at 8:55 p.m.; and

**WHEREAS**, the nine (9) exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and the items to be privately discussed that fall within such exceptions shall be identified and written, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception as follows:

- (1) Any matter which, by express provision of Federal law, State statute or rule of court shall be rendered confidential or excluded from public discussion." The legal citation to the provision(s) at issue is: statutory citation 18A:37-12.2 and the nature of the matter, described as specifically as possible without undermining the need for confidentiality is matters involving HIB.
- (2) Any matter in which the release of information would impair a right to receive funds from the federal government." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_;
- (3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly." The nature of the matter, described as specifically, as possible without undermining the need for confidentiality is \_\_\_\_\_;

- “(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body” The collective bargaining contract(s) discussed are between the public body and \_\_\_\_\_;
- “(5) Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_;
- “(6) Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_;
- “(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.” The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are \_\_\_\_\_ and nature of the discussion, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_;
- “(8) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.” The employee(s) and/or title(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality are: matters involving personnel related to evaluated and goal related personnel matters of a general nature;
- “(9) Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_;

**WHEREAS**, the length of the Executive Session is estimated to be 45 minutes after which the public meeting shall reconvene and proceed with business.

**NOW, THEREFORE, BE IT RESOLVED** that the Winslow Township Board of Education will go into Executive Session for only the above stated reasons.

**BE IT FURTHER RESOLVED** that the Board hereby declares that its discussion of the aforementioned subject(s) will be made public at a time when the need for confidentiality no longer exists, or the public’s interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.

**BE IT FURTHER RESOLVED** that the Board Secretary/Board Solicitor, shall read aloud enough of this resolution so that members of the public in attendance can understand, as precisely as possible, the nature of the matters that will privately discussed.

**BE IT FURTHER RESOLVED** that the Board Secretary, on the next business day following this meeting, shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.

Roll Call:			
Ms. Dredden	Yes	Mr. Thomas	Yes
Ms. Esposito	Absent	Ms. Thomas	Absent
Ms. Martin	Yes	Ms. Peterson	Yes
Ms. Moore	Yes	Ms. Pitts	Yes
Ms. Nieves	Yes		
Motion Carried			

**XXI. ADJOURNMENT OF EXECUTIVE SESSION**

**A motion was made by Ms. Nieves, seconded by Ms. Peterson, to close the meeting of the Executive Session at 9:54 p.m.**

Voice Vote: All in favor

**A motion was made by Ms. Nieves, seconded by Ms. Peterson, to modify HIB 9387 for student 926451 to an unconfirmed HIB.**

Roll Call:			
Ms. Dredden	Yes	Mr. Thomas	Absent
Ms. Esposito	Absent	Ms. Thomas	Absent
Ms. Martin	Yes	Ms. Peterson	Yes
Ms. Moore	Yes	Ms. Pitts	Yes
Ms. Nieves	Yes		
Motion Carried			

**XXII. ADJOURNMENT**

**A motion was made by Ms. Nieves, seconded by Ms. Peterson to adjourn the meeting at 9:55 p.m. All Ayes.**

Respectfully Submitted,



Regina Chico  
Assistant Business Administrator

## **Athletic Committee Minutes**

Meeting was held Thursday, February 16, 2023 at 5pm.  
In attendance was Dr. Poteat, Julie Peterson, Rita Martin

**Boys Basketball** – The team is competing for a spot in the state playoffs. February 11 is the cutoff date to determine if we made the tournament. Their Senior Night is February 16

**Girls Basketball** – Hope Goodwine is currently 5 points away from 1,000. It is anticipated she will achieve this milestone Thursday vs Haddon Heights at Winslow. The team is projected to qualify for the state playoffs. February 11 is the cutoff date to determine if we made the tournament. Their Senior Night is February 9.

**Winter Cheer** – Their Senior Night is February 16.

**Boys Winter Track** – They placed 2nd in the Group 3 SJ Sectional Championship. Seven athletes and the 4x400 Meter Relay team qualified for the Group 3 State Championship. The team placed with the most points overall at the Olympic Conference meet and we are awaiting all conference honorees.

**Girls Winter Track** – Five athletes and the 4x400 Meter Relay team qualified for the Group 3 State Championships.

**Wrestling** – They conclude their team competitions Friday 2/10 with a match vs Clayton. Our 3 female wrestlers will compete in the SJ Girls Group Regionals. Ten male wrestlers will compete in District 30 championships. Their Senior Night was February 1.

Winslow Township School District  
Education Committee Meeting Minutes  
4:00 PM |Tuesday| February 14, 2023

I. The Winslow Township Board of Education's Education Committee chair, Julie Peterson, called to order at 4:05 pm on Tuesday, February 14, 2023, via the District's WebEx. In attendance were Board Members: Rita Martin, Cynthia Moore, Kelly Thomas, and Julie Peterson; District's Administrative Team: Dr. Dorothy Carcamo, Assistant Superintendent/Education and Committee Liaison; and Dr. H. Major Poteat, Superintendent.

II. Discussion Topics:

A. Committee Members' Introductions

B. Enrollment Data - 4,745

1. Demographic:

- American Indian – 19
- Asian – 101
- Black - 2,616
- Hawaiian/Pacific – 8
- Hispanic – 937
- Multiple Races – 248
- White - 816

2. IEP - 1,204 Classified students; 150 students in Out-Of-District Placement with 1,054 In-District

3. After-School Tutoring:

- Schools 1-6 - 188 Participants
- Middle School - 50 Participants
- High School - 78 Participants

4. Graduation Rates:

- 2018 - 2019 - 78.3
- 2019 - 2020 - 79.4
- 2020 - 2021 - 79.6
- 2021 - 2022 - 79.0

C. Updates

1. Libraries Construction Completion

- The library furniture for Schools 1-4 arrived at the end of September – October, and students are currently utilizing the space
- Each school selected colorful seating and rugs to make the centers attractive and inviting
- Schools 1-3 are still working on completing the wall graphics

2. Staffing Needs: Current Vacancies:

- Schools 1 & 3 Special Education Teachers
- School #4 – Preschool Teacher
- High School - Art and Spanish Teachers

3. Anticipated opening for 2023-2024:

- 36 positions needed due to retirement and staff shortage
- School 1 – 3



- School 2 – 1
- School 3 – 4
- School 4 – 2
- School 5 – 1
- School 6 – 1
- Middle – 13
- High – 11

D. District’s Mental Health/Social-Emotional Learning

- There are currently two Mental Health providers in the district who assist the districts counselors and administrator with directing parents and students to appropriate resources.
- Each administrator has been provided with a list of outside agencies that can assist with mental health and social issues.

E. Summer Educational Programs

- Both the Summer Extended Learning and the Summer Enrichment Programs will run from July 5 to August 1, 2023
- Summer Enrichment program will operate for 15 days, three days per week from 9-12
- The Extended Learning program for special education students will operate for 20 days, three days per week, from 9-12

F. Assessment

1. The New Jersey Student Learning Assessment (NJSLA)
  - Testing will begin May 1 - 26, 2023
2. Graduation Assessment Requirements for the Class of 2023
  - No graduation assessment requirements for any students
  - Graduation Proficiency Assessment field test for the class of 2023
  - Students must still meet all other graduation requirements, including credits, attendance, and curriculum expectations.
3. Parental Collaboration Webinar (Overview and Tips)

G. Summer Reading (Parental Engagement)

- Parents will be provided with suggested summer reading materials

H. Collaborating with the Marketing Committee to Highlight Month Students’ Educational/Cultural/Athletic Achievement

I. Additional Items

1. Staff Professional Development/Wellness Day – February 17, 2023
2. The New Jersey Quality Single Accountability Continuum (NJQSAC) is the Department of Education's monitoring and district self-evaluation system for public school districts. The system shifts the monitoring and evaluation focus from compliance to assistance, capacity-building, and improvement. It is a comprehensive accountability system that consolidates and incorporates the monitoring requirements of applicable state laws and programs and complements federally required improvements. The plan focuses on monitoring and evaluating school districts in five key components that, based on research, have been identified as critical factors in effective school districts. These components are Instruction & Program, Fiscal, Governance, Operations, and Personnel.

III. Future Discussion Items

- A. Winslow Township School District’s STEAM Tank Exhibit
- B. Parental Engagement Strategies
- C. Supporting The Whole Child

IV. The meeting adjourned at 5:23pm, with the next committee meeting scheduled from 4:00 pm, Tuesday, March 21, 2023

# OPERATIONS COMMITTEE MEETING MINUTES

5:30 p.m. Tuesday, February 21, 2023

Virtual – WebEx

The Operations Committee met on Tuesday, February 21, 2023 at 5:30 p.m. In attendance were Ms. Dredden, Committee Chair, Ms. Boyle, Ms. Chico and Mr. Mills. The following items were discussed:

1. Capital Project Status:

**Fire alarms at schools 1, 2 & 3**

The contractor is at 100% complete. The contract is at closeout.

**Fire alarms at schools 5 & 6**

The contractor has completed the work and has scheduled inspections.

**Security alarms at the High and Middle schools**

The contractor has scheduled inspections.

**Walk-in Refrigerator/Freezer boxes at schools 3, 4, 5 & 6**

Demolition has been completed at School 4 and is in progress at School 6. The project is on schedule.

2. 2021-22 Audit Report

The report will be presented at tomorrow night's Board meeting.

3. 2023-2024 School Budget

State aid figures will be released the first week of March.

**Potential Capital Projects**

The Circulation pumps and the Middle School façade repairs came in over budget twice. We plan increasing both budgets to get the projects completed.

High School HVAC Upgrade – The estimated project costs have increased. We plan on breaking the project into two phases to get the project done.

School 6 HVAC upgrade - Grant money has been made available. We plan to apply for the funding.

The meeting adjourned at: 5:55 p.m.

The next meeting is scheduled at 5:30 on March 21<sup>st</sup>.



**WINSLOW TOWNSHIP SCHOOL DISTRICT - REQUEST FOR SCHOOL FIELD TRIPS**  
**BOARD APPROVAL DATE: Wednesday, February 22, 2023**

EXHIBIT NO. XA:5

	Sch	Date of Trip	Destination (Trip Information)	Teacher/Coach	Bus(es)	# of Pupils	Departure/Return Time
1	#1	03/30/2023	Franklin Institute Philadelphia, PA (Students will be exploring different exhibits at the museum)	Third Grade Classes 24 Chaperones	2	71	Depart: 9:30 a.m. Return: 1:30 p.m.
2	#2	03/31/2023	Cedar Run Wildlife Refuge Medford, NJ (Kindergarten students to observe and describe patterns of what plants and animals need to survive.)	Ms. Evangelist 5 Staff 13 Chaperones	2	67	Depart: 9:30 a.m. Return: 1:30 p.m.
3	#5	05/16/2023	NJ State Bar Foundation – NJ Law Center New Brunswick, NJ (Students to be involved in the judicial proceedings of a mock trial)	Ms. Stump 3 Chaperones	1 mini	16	Depart: 8:45 a.m. Return: 2:00 p.m.
4	WTMS	03/02/2023	Rowan College of Engineering Glassboro, NJ (Computer Science students to visit the STEM program)	Mr. Watson 2 Chaperones	1	40	Depart: 9:00 a.m. Return: 2:00 p.m.
5	WTHS	04/19/2023	Atlantic City Airport Egg Harbor Twp., NJ (Transportation to and from airport for Senior Class Trip)	Ms. Christ 4 Chaperones	2	36	Depart: 04/19/23 at 3:30 a.m. Return: 04/24/23 at TBD
6	WTHS	05/25/2023	Six Flags Great Adventure Jackson, NJ (Senior class day trip)	Ms. Christ TBD Chaperones	5	TBD	Depart: 8:00 a.m. Return: 5:30 p.m.



2022-2023 Termination of OOD Students  
February 22, 2023

	<b>Student #</b>	<b>Placement</b>	<b>Effective</b>	<b>Cost</b>	<b>Reason for Termination of Placement</b>
A	2973	Brookfield Elementary	2/13/23	\$58,238.40	Change in Placement

WINSLOW TOWNSHIP SCHOOL DISTRICT  
FUNDRAISER REQUEST

This form must be submitted and approved four (4) weeks prior to the date of the fundraiser.

School: One

Club/Organization: School One H.S.A. and School One Health and PE

Person Submitting Request: Angela Green and Michele Christy

Date(s) of Fundraiser: 4/25/23 Rain Date 4/27/23 Time of Activity: After School 5:30 - 7:00PM

Fundraising Activity: COLOR-A-THON: Student/Staff/Family 1/4 mile walk/run

Location of Activity: School One - outdoor event

Cost Per Item/Person: Students \$8/Staff \$10 Sale Price: N/A Anticipated Profit: \$1000.00

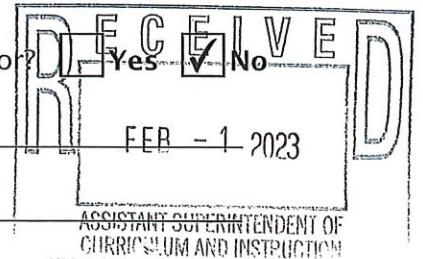
Intended Use of Raised Funds: HSA Events and School One Fun Day

Vendor Description (If Appropriate): \$8 Students:cover registration, t-shirt and color pack \$10 Staff: cover t-shirt and color pack

Student family donations will be accepted for 1/4 mile walk/run. Tacos Al Carbone food truck available to families to purchase food

Is there any commission or other gain to be received by school or advisor?  Yes  No

If Yes, please explain: \_\_\_\_\_



APPROVED BY: Administrator: [Signature] Date: 1/31/23

Superintendent/Designee: [Signature] Date: 2/1/23

W331

### WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

This form must be submitted and approved four (4) weeks prior to the date of the fundraiser.

School: #2

Club/Organization: HSA

Person Submitting Request: Jennifer Brittain

Date(s) of Fundraiser: 3/16/23-3/23/23 Time of Activity: During School Hours

Fundraising Activity: NED Mindset Mission Assembly Yoyo Sale

Location of Activity: School #2

Cost Per Item/Person: \$0 Sale Price: \$8.00 - \$16.00 Anticipated Profit: No profit to School 2

Intended Use of Raised Funds: Funds raised will be used to pay forward an assembly to another school.  
School 2 does not profit financially. Our assembly was paid forward from another school.

Vendor Description (If Appropriate): The Ned Show is an innovative, character education assembly. The Ned Program uses multi-sensory learning model to motivate, encourage and inspire students to become Champions at school and in life.

Is there any commission or other gain to be received by school or advisor?  Yes  No

If Yes, please explain: School 2 will receive the Ned show assembly at no cost due to the sale of the yoyo's.

APPROVED BY: Administrator:

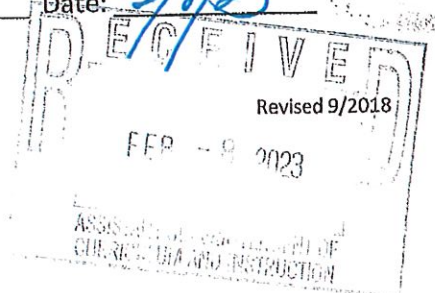
Date:

2/8/23

Superintendent/Designee:

Date:

2/8/23





### WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

This form must be submitted and approved four (4) weeks prior to the date of the fundraiser.

School: HS

Club/Organization: Girls Lacrosse Team

Person Submitting Request: E. Mullin and V. Ovalle

Date(s) of Fundraiser: 2/15/23-4/1/23 Time of Activity: various times

Fundraising Activity: Girls Lacrosse Apparel Sale

Location of Activity: online

Cost Per Item/Person: varies Sale Price: varies Anticipated Profit: \$100

Intended Use of Raised Funds: all funds raised will be utilized for senior night activities

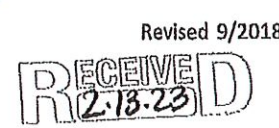
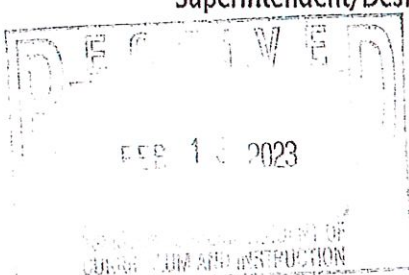
Vendor Description (If Appropriate): Sports Paradise

Is there any commission or other gain to be received by school or advisor?  Yes  No

If Yes, please explain: \_\_\_\_\_

APPROVED BY: Administrator: K. Mullin Date: 2-13-23

Superintendent/Designee: Stephy Caser Date: 2/13/23



**OUT OF SCHOOL SUSPENSIONS**

<b>Month of Suspensions:</b>	<b>January 2023</b>
<b>Date of Board Report:</b>	<b>February 22, 2023</b>

DATE	SCHOOL	TYPE (OSS or Bus)	REASON	# OF DAYS
	<b>#1</b>			
1/5/23		OSS	Student misconduct	1
1/5/23		OSS	Student misconduct	1
1/17/23		OSS	Unsafe conduct	1
1/23/23		OSS	Student misconduct	1
1/24/23		OSS	Unsafe conduct	1
1/26/23		OSS	Student misconduct	1
	<b>#2</b>			
1/25/23		OSS	Student misconduct	1
1/25/23		OSS	Student misconduct	2
1/23/23		OSS	Student misconduct	2
	<b>#3</b>			
			NONE	
	<b>#4</b>			
1/18/23		B	Fighting	1
	<b>#5</b>			
01/09/2023		OSS	Theft or possession of property / Extortion	2
01/09/2023		OSS	Unsafe conduct. Pushing, tripping, etc	2
01/10/2023		OSS	Theft or possession of property / Extortion	2
01/11/2023		OSS	Unsafe conduct. Pushing, tripping, etc	1
01/11/2023		OSS	Non-compliance to adult directions	2
01/12/2023		OSS	Theft or possession of property / Extortion	1
01/12/2023		OSS	Destruction of school or personal property	2
01/12/2023		OSS	Unsafe conduct. Pushing, tripping, etc	2
01/12/2023		OSS	Physical assault on staff	2
01/13/2023		OSS	Fighting	2
01/13/2023		OSS	Fighting	4
01/18/2023		OSS	Physical assault	4
01/19/2023		OSS	Student misconduct (minor)	1
01/19/2023		OSS	Student misconduct (minor)	1
01/23/2023		OSS	Unsafe conduct. Pushing, tripping, etc	1
01/23/2023		OSS	Unsafe conduct. Pushing, tripping, etc	2
01/24/2023		OSS	Student misconduct (minor)	1
01/27/2023		OSS	Use of tobacco products	1
01/27/2023		OSS	Use of tobacco products	1
01/30/2023		OSS	Non-compliance to adult directions	1
01/30/2023		OSS	Unsafe conduct. Pushing, tripping, etc	4
01/30/2023		OSS	Unsafe conduct. Pushing, tripping, etc	4
01/31/2023		OSS	Unsafe conduct. Pushing, tripping, etc	2
	<b>6</b>			
1/3/23		OSS	Unsafe conduct	1
1/12/23		OSS	Disruptive/inappropriate behavior	1

1/13/23		OSS	Disruptive/inappropriate behavior	1
1/4/23		OSS	Disrespectful to student	2
1/9/23		OSS	Disruptive/inappropriate behavior	2
1/9/23		OSS	Bothering Others	2
1/10/23		OSS	Defiance	2
1/10/23		OSS	Disrespectful to Staff	2
1/11/23		OSS	Disrespectful to Staff	2
1/17/23		OSS	Dishonesty, lying, cheating, forging	2
1/17/23		OSS	Disrespectful to Staff	2
1/25/23		OSS	Disrespectful to Staff	2
1/25/23		OSS	Disrespectful to Staff	2
1/25/23		OSS	Defiance	2
1/25/23		OSS	Disrespectful to Staff	2
1/26/23		OSS	Defiance	2
1/26/23		OSS	Defiance	2
1/30/23		OSS	Physical Assault	2
1/30/23		OSS	Physical Assault	2
1/9/23		OSS	Inappropriate/Unsafe conduct in the cafeteria	4
1/9/23		OSS	Inappropriate/Unsafe conduct in the cafeteria	4
1/11/23		OSS	Inappropriate/Unsafe conduct in the cafeteria	4
1/17/23		OSS	Unsafe conduct	4
1/18/23		OSS	Fighting	4
1/19/23		OSS	Fighting	4
1/19/23		OSS	Fighting	4
1/20/23		OSS	Physical Assault	4
1/25/23		OSS	Fighting	4
1/26/23		OSS	Physical Assault	4
1/27/23		OSS	Disruptive/inappropriate behavior	4
1/30/23		OSS	Fighting	4
1/30/23		OSS	Fighting	4
1/25/23		OSS	Fighting	7
1/4/23		BUS	Bus Disturbance	1
1/6/23		BUS	Bus Disturbance	3
1/6/23		BUS	Bus Disturbance	1
1/6/23		BUS	Bus Disturbance	1
1/17/23		BUS	Unsafe conduct	2
1/20/23		BUS	Bus Disturbance	1
1/26/23		BUS	Physical Assault	3
	MS			
01/03/23		OSS	Harassment/Bullying	1
01/04/23		OSS	Use/Display of Electronic Device	4
01/04/23		OSS	Use/Display of Electronic Device	4
01/06/23		BS	Misconduct on bus	5
01/06/23		OSS	Use/Display of Electronic Device	4
01/06/23		OSS	Use/Display of Electronic Device	4
01/06/23		BS	Misconduct on bus	5
01/06/23		BS	Misconduct on bus	5
01/06/23		BS	Misconduct on bus	5
01/06/23		BS	Misconduct on bus	5
01/09/23		BS	Misconduct on bus	3
01/10/23		OSS	Makikng terroristic threats	10
01/10/22		OSS	Use/Display of Electronic Device	4

01/10/23		OSS	Staff directed profanity	1
01/12/23		OSS	Use/Display of Electronic Device	4
01/12/23		OSS	Use/Display of Electronic Device	4
01/12/23		OSS	Possession of a vape in school	2
01/13/23		OSS	Fighting	10
01/17/23		OSS	Making terroristic threats involving a weapon	10
01/18/23		OSS	Harassment/Bullying	1
01/20/23		OSS	Lewdness/Sexually Explicit Action	5
01/23/23		OSS	Fighting	4
01/23/23		OSS	Fighting	2
01/24/23		OSS	Fighting	10
01/24/23		OSS	Fighting	10
01/25/23		OSS	Unexcused latness to class	1
01/25/23		OSS	Other (Making inappropriate statement during drill)	2
01/25/23		OSS	Use/Display of Electronic Device	4
01/26/23		OSS	Possession of Paraphernalia associated with Controlled Dangerous Substance in School	4
01/26/23		OSS	Possession of Paraphernalia associated with Controlled Dangerous Substance in School	4
01/31/23		OSS	Use/Display of Electronic Device	4
01/31/23		OSS	Use/Display of Electronic Device	4
01/31/23		OSS	Cut In-school Suspension	1
01/04/23		OSS	Unsafe Conduct/Public Profanity	4
01/04/23		OSS	Use/Display of Electronic Device	4
01/04/23		OSS	Use/Display of Electronic Device	4
01/06/23		BUS	Bus Misconduct	5
01/06/23		BUS	Bus Misconduct	5
01/09/23		BUS	Bus Misconduct	5
01/09/23		BUS	Bus Misconduct	5
01/09/23		OSS	Incitement	4
01/09/23		OSS	Fighting	10
01/09/23		OSS	Fighting	10
01/10/23		OSS	Use/Display of Electronic Device	4
01/10/23		OSS	Multiple or Severe Offenders	4
01/11/23		OSS	Profanity Directed at Staff	1
01/11/23		OSS	Use/Display of Electronic Device	4
01/11/23		OSS	Incitement	4
01/13/23		OSS	Use of Tobacco Products	4
01/17/23		OSS	Cut Class	1
01/17/23		OSS	Cut Class	1
01/18/23		BUS	Bus Misconduct	1
01/18/23		OSS	Use/Display of Electronic Device	4
01/18/23		OSS	Cut Class	1
01/18/23		OSS	Cut Class	2
01/20/23		OSS	Profanity Directed at Staff	2
01/24/23		OSS	Profanity Directed at Staff	2
01/24/23		OSS	Fighting	10
01/26/23		OSS	Dress Code Violation	1
01/26/23		OSS	Dress Code Violation	1
01/26/23		OSS	Use/Abuse/Under Influence of Drugs	10

01/30/23		OSS	Use/Display of Electronic Device	4
01/30/23		OSS	Dress Code Violation	1
01/30/23		OSS	Use/Abuse/Under Influence of Drugs	10
01/30/23		OSS	Cut Class	1
01/30/23		OSS	Use/Display of Electronic Device	4
01/31/23		OSS	Use/Abuse/Under Influence of Drugs	10
01/31/23		OSS	Theft of Student Property	4
	<b>HS</b>			
01/03/2023		OSS	Dress code violation	1
01/04/2023		OSS	Dress code violation	1
01/04/2023		OSS	Use or display of elec. devices during school	4
01/04/2023		OSS	Dress code violation	1
01/04/2023		OSS	Cutting class	1
01/04/2023		OSS	Dress code violation	1
01/04/2023		OSS	Dress code violation	1
01/04/2023		OSS	Dress code violation	1
01/04/2023		OSS	Dress code violation	1
01/04/2023		OSS	Dress code violation	1
01/04/2023		OSS	Dress code violation	1
01/04/2023		OSS	Dress code violation	1
01/05/2023		OSS	Cutting class	1
01/05/2023		OSS	Cutting class	1
01/05/2023		OSS	Dress code violation	1
01/05/2023		OSS	Possession of weapon	10
01/06/2023		OSS	Cutting class	1
01/06/2023		OSS	Possession of drug paraphernalia	10
01/06/2023		OSS	Cutting class	1
01/06/2023		OSS	Cutting class	1
01/06/2023		OSS	Dress code violation	1
01/06/2023		OSS	Cutting class	1
01/06/2023		OSS	Use or display of elec. devices during school	4
01/06/2023		OSS	Possession of drug paraphernalia	10
01/09/2023		OSS	Dress code violation	1
01/09/2023		OSS	Dress code violation	1
01/09/2023		OSS	Cutting class	1
01/09/2023		OSS	Use or display of elec. devices during school	4
01/10/2023		OSS	Dress code violation	1
01/10/2023		OSS	Use or display of elec. devices during school	4
01/10/2023		OSS	Dress code violation	1
01/11/2023		OSS	Cutting class	1
01/11/2023		OSS	Dress code violation	1
01/11/2023		OSS	Dress code violation	1
01/11/2023		OSS	Fighting	10
01/13/2023		OSS	Cutting class	2
01/13/2023		OSS	Use of tobacco products	4
01/13/2023		OSS	Cutting class	1
01/13/2023		OSS	Cutting class	1
01/17/2023		OSS	Dress code violation	1
01/17/2023		OSS	Use or display of elec. devices during school	4
01/17/2023		OSS	Dress code violation	1
01/17/2023		OSS	Cutting class	1
01/18/2023		OSS	Use/abuse/under influence of drugs	10

01/18/2023		OSS	Insubordination/confrontational	1
01/18/2023		OSS	Cutting calss	1
01/19/2023		OSS	Defiance	1
01/19/2023		OSS	Insubordination/Confrontational	1
01/19/2023		OSS	Cutting class	1
01/19/2023		OSS	Cutting class	1
01/19/2023		OSS	Cutting class	1
01/19/2023		OSS	Cutting class	1
01/19/2023		OSS	Obscene language	1
01/19/2023		OSS	Physical assault	10
01/19/2023		OSS	Cuttin teacher detention	1
01/19/2023		OSS	Use or display of elec. devices during school	4
01/20/2023		OSS	Physical assault	10
01/20/2023		OSS	Cutting class	1
01/20/2023		OSS	Cutting class	1
01/20/2023		OSS	Dress code violation	1
01/23/2023		OSS	Use or dsplay of elec. devices during school	4
01/23/2023		OSS	Dress code violation	1
01/23/2023		OSS	Use or display of elec. devices during school	4
01/23/2023		OSS	In unauthorized area without permission	3
01/23/2023		OSS	Cutting class	1
01/23/2023		OSS	Cutting class	1
01/23/2023		OSS	Cutting class	1
01/23/2023		OSS	Use or display of elec. devices during school	4
01/24/2023		OSS	Use or display of elec. devices during school	4
01/24/2023		OSS	Dress code violation	1
01/24/2023		OSS	Cutting class	1
01/24/2023		OSS	Cutting class	1
01/24/2023		OSS	Use or display of elec. devices during school	4
01/25/2023		OSS	Cutting class	1
01/25/2023		OSS	Cutting class	1
01/25/2023		OSS	Incitement	3
01/25/2023		OSS	Cutting class	1
01/26/2023		OSS	Dress code violation	1
01/26/2023		OSS	Cutting class	1
01/26/2023		OSS	Public profanity	1
01/26/2023		OSS	Insubordination/Confrontational	4
01/27/2023		OSS	Dress code violation	1
01/27/2023		OSS	Staff directed profanity	3
01/27/2023		OSS	Dress code violation	1
01/27/2023		OSS	Dress code violation	1
01/27/2023		OSS	Insubordination/confrontational	9
01/27/2023		OSS	Verbal abuse or use of profanity	1
01/27/2023		OSS	Physical assault	1
01/31/2023		OSS	Cutting class	1
01/31/2023		OSS	Use/abuse/under influence of drugs	10
01/31/2023		OSS	Use or display of elec. devices during school	4
01/04/2023		OSS	Dress code violation	1

01/04/2023		OSS	Dress code violation	1
01/05/2023		OSS	Sexual Harassment	3
01/11/2023		OSS	Possession of drug paraphernalia	10
01/12/2023		OSS	Dress code violation	2
01/13/2023		OSS	Use of tobacco products	4
01/18/2023		OSS	Dress code violation	1
01/19/2023		OSS	Dress code violation	1
01/19/2023		OSS	Use or display of elec. devices during school	4
01/25/2023		OSS	Unsafe conduct. Pushing, tripping, etc.	1
01/25/2023		OSS	Unsafe conduct. Pushing, tripping, etc.	1
01/27/2023		OSS	Dress code violation	1
01/27/2023		OSS	Use or display of elec. devices during school	4
01/27/2023		OSS	Use or display of elec. devices during school	4
01/27/2023		OSS	Dress code violation	1
01/30/2023		OSS	Dress code violation	2
01/03/2023		OSS	Cutting class	1
01/04/2023		OSS	Dress code	1
01/06/2023		OSS	Possession of drug paraphernalia	10
01/09/2023		OSS	Cutting class	1
01/09/2023		OSS	Insubordination/ confrontational	10
01/10/2023		OSS	Electronics	4
01/10/2023		OSS	Cutting class	1
01/10/2023		OSS	Electronics	4
01/10/2023		OSS	Cutting class	1
01/10/2023		OSS	Dress code	1
01/10/2023		OSS	Dress code	1
01/11/2023		OSS	Fighting	10
01/11/2023		OSS	Fighting	10
01/11/2023		OSS	Fighting	10
01/11/2023		OSS	Electronics	4
01/11/2023		OSS	Dress code	1
01/11/2023		OSS	Fighting	10
01/12/2023		OSS	Use/Abuse/Under influence of drugs	10
01/12/2023		OSS	Fighting	10
01/13/2023		OSS	Dress code	1
01/13/2023		OSS	Public profanity	1
01/17/2023		OSS	Cuttting class	1
01/17/2023		OSS	Dress code	1
01/18/2023		OSS	Dress code	1
01/18/2023		OSS	Dress code	1
01/19/2023		OSS	Non-compliance to adult directions	1
01/19/2023		OSS	Use of tobacco products	10
01/19/2023		OSS	Dress code	1
01/19/2023		OSS	Insubordination/ confrontational	4
01/19/2023		OSS	Dress code	1
01/20/2023		OSS	Electronics	4
01/20/2023		OSS	Electronics	4
01/20/2023		OSS	Insubordination/ confrontational	4
01/23/2023		OSS	Electronics	4





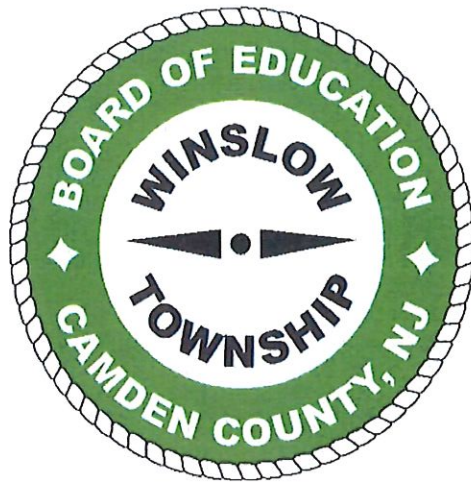


Winslow Township Board of Education

40 Cooper Folly Road  
Atco, New Jersey 08004

Exhibit: XB:4

School Highlights



January 2023

BOE Meeting: February 22, 2023

**Winslow Township School One**  
**January Highlights**  
**2023**



The Great Kindness Challenge Week - The students at School One participated in a host of activities to support Kindness Week.

Work Out Your Problems – Staff and students wore their favorite work gear.

Powered by Kindness – Staff and students dressed as their favorite super heroes.

Dr. Martin Luther King Day – Students throughout the building learned about the accomplishments of Dr. King and posted various projects for their classmates and fellow students to view.

Writer's Workshop – School One hosted the Writer's Workshop professional development.

Winslow Township Elementary School #2  
January 2023 Highlights  
1/31/23



**News:**

- 1/5: HSA held their monthly meeting.
- 1/23: School 2 kicked off Kindness Week where students showed an abundance of kindness towards each other and towards staff members.
- 1/30: School 2 HSA kicked off the Double Good Popcorn Fundraiser sale. The sale brought in \$10,000 on the first two days. Fundraiser ends 2/3/23.
- 1/31: School 2 recognized five students as Students of the Month who exhibited the January Character Trait, Integrity. Three staff members were named Staff members of the Month.

**Committees & Meetings:**

- |                          |                                       |
|--------------------------|---------------------------------------|
| 1/4 & 1/18:              | I&RS Meetings                         |
| 1/9:                     | Black History Month Committee Meeting |
| 1/10:                    | Safety Committee Meeting              |
| 1/10, 1/17, 1/24 & 1/31: | Child Study Team Meetings             |
| 1/11:                    | Spirit Committee Meeting              |
| 1/25:                    | Faculty Meeting                       |
| 1/26:                    | School Leadership Committee           |

*Christa McBride*  
*Principal*

# **Winslow Township School Three**

## **January 2023**

### **Monthly Highlights**

#### **1/16 Chick-fil-A Night**

Students and their families enjoyed a chick-fila dinner which also served as a fundraiser for School 3's PTO.

#### **1/18 – Winter Concert**

The second-grade students performed *I Have a Dream...Songs for Peace and Harmony* at the Winter Concert. In honor of Dr. Martin Luther King Jr.

#### **1/27 – Family Game Night**

Students and their families had a great time at Family Game Night. The students enjoyed the many different activities, such as, cornhole, ring toss, cups, and Jenga! Fun was had by all who attended!



Winslow Township Board of Education  
Winslow Township Elementary School #4  
2022-2023 Monthly Highlights



Board Meeting Date: February 22, 2023

Interim Progress Reports: On January 6<sup>th</sup>, interim progress reports were made available on Parent Portal.

School Counselor Lessons:

All pre-school and kindergarten students watched a short video called "Kindness Colors our World" and then listened to a Kindness song. Students were then given the opportunity to color messages of kindness like "Be the Good You See in the World".

Kindergarten students read a book called "Tomorrow I'll Be Kind" by Jessica Hische. They focused on the vocabulary in the book (i.e. generous, patient) and discussed how demonstrating those qualities would be part of showing kindness. They then listened to a kindness song. They also had the opportunity to color a picture of a rainbow that highlighted the vocabulary words from the story.

First grade students read "Be Kind" by Pat Zietlow Miller. This book highlights the different ways kindness can look, such as saying hi, giving gifts, or paying something a compliment. Then each student helped fill in a kindness poem where each sentence started with "Kindness is..." and they were able to fill in each blank with what that word means to them.

Second grade students read "Kindness is Cooler, Mrs. Ruler" by Margery Cuyler. This book highlights the impact and importance of Random Acts of Kindness. Students then completed a Kindness Sort, and had to decide if statements described an action that was "Kind" or if it was "Unkind".

Third grade was shown a video of a motivational speaker named David Flood. David's message to students is about how they can "show up" for students that may go through each day feeling different and left out. We focused on small actions (like eating with a friend who normally sits alone) that have a big positive reaction. Students then were asked to recognize an act of kindness that they have seen someone else perform on a slip that said "Kindness Catcher".

Home and School Association: Fundraisers to support planned student activities continue.

Submitted by: Lori Kelly, Principal

Date: February 14, 2023

**Winslow Township School # 5  
January 2023  
Monthly Highlights**

**Interim reports were sent home for parents on January 6<sup>th</sup>.**

**Students enjoyed listening to the chorus concert on January 19<sup>th</sup>.**

**On January 20<sup>th</sup> the HSA opened the school store in the library and gave students the opportunity to shop with their classmates.**

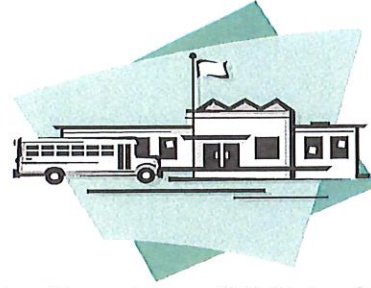
**Students enjoyed listening to the band and orchestra concert on January 25<sup>th</sup>.**

**Student of the Month and Eagles of Excellence recipients were recognized with certificates.**

**WINSLOW TOWNSHIP  
ELEMENTARY SCHOOL# 6**

**617 Sickler Avenue  
Sicklerville, New Jersey 08081  
856 875-4110(T)  
856 875-8052 (F)**

**Office of the Principal**



Excellence is our ONLY standard!

Highlights for the Board of Education and Superintendent

January, 2023

- January 5<sup>th</sup> – Students of the Month of December were recognized.
- January 13<sup>th</sup> – 20<sup>th</sup> School 6 HSA hosted a Scholastic Book Fair.
- January 19<sup>th</sup> – The monthly School Spirit theme was “Jersey/Sport Day” (We are team 6)
- January 23<sup>rd</sup> – Lifetouch Studios took class pictures and also a picture of the entire 6<sup>th</sup> grade.
- January 24<sup>th</sup> – The School 6 Evening Choral Concert was held for parents and friends.
- January 26<sup>th</sup> – The Upper Elementary Band and Orchestra performed an evening concert for parents and friends

Home and School Association

- January 13<sup>th</sup> – Hosted Scholastic Book Fair Family Night



## **WINSLOW TOWNSHIP MIDDLE SCHOOL**

### **HIGHLIGHTS**

**JANUARY 2023**

- **January 9<sup>th</sup>, 23<sup>rd</sup>, and 30<sup>th</sup> - WTMS held Mindset Monday's which consisted of Social Emotional Learning videos presented to the students along with Reflective Questions.**
- **January 11<sup>th</sup> - WTMS Student Government and NJHS members took a field trip to The College of NJ. Students listened to a key note speaker and attended various workshops throughout the day where they learned about leadership, school activities and were given the opportunity to network with other student leaders.**
- **January 12<sup>th</sup>-20<sup>th</sup> - WTMS Media Center offered lessons to the ELA Department celebrating the legacy of Dr. King titled "Be the Change You Wish to See in the World". Students used a choice board to select and research individuals who have had a positive impact on the world. Students then brainstormed what they can do to bring about positive change in their own community.**
- **January 24<sup>th</sup> - WTMS NJHS students took a field trip to Rowan College of Engineering. Students listened to an Engineering Overview, took a tour and participated in hands-on engineering activities.**
- **January 26<sup>th</sup> - WTMS 8<sup>th</sup> Grade Class visited Winslow High School to take a tour of the school.**
- **Teachers taught lessons with a focus on the legacy of Dr. Martin Luther King, Jr.**

# WTHS NEWS



*Education is Power !*

Winslow Township High School Newsletter

February 2023

## February is Teen Dating Violence Awareness Month (TDVAM)

### **Here are some truths:**

- Dating Violence is more common among teens and young adults.
- One in three teens in the US will experience physical, sexual, or emotional abuse from someone they're in a relationship with before becoming adults.
- Teens who suffer dating abuse are subject to long-term consequences like alcoholism, eating disorders, promiscuity, thoughts of suicide, and violent behavior.

### **Teen Dating Violence: Tips for Parents**

- Learn the myths and facts about dating violence.
- Some teens who are abused don't talk about it.
- There are warning signs of abuse.
- Teach your teenager that respect is the most important thing in a dating relationship.
- Learn how to talk with your child about dating violence.

### **Love is Respect**

A confidential service to teens and young adults. Love is Respect offers resources and information relating to healthy relationships and dating abuse. Text "LOVEIS" to 22522 for support.

### **In This Issue**

- ... Teen Dating Violence
- NJ Fire Prevention Contest
- Parent-Teacher Conferences
- Soaring with Winslow
- Congratulations!
- A Day At Winslow

## **NJ Fire Prevention Contest**

All students interested in using art to create change are encouraged to enter the New Jersey Fire Prevention Contest. Please see the link below for details. [https://www.nj.gov/dca/divisions/dfs/pdf/poster\\_contest\\_rules\\_registration\\_2022\\_2023.pdf](https://www.nj.gov/dca/divisions/dfs/pdf/poster_contest_rules_registration_2022_2023.pdf)

## **Parent-Teacher Conferences**

Parent- Teacher Conferences will be held on February 15th and 16th. Please note that parents must access their students' Genesis accounts and schedule conferences using the web desk. On both conference days, the instructional schedule will follow the half day protocol. Please see link for complete details on how to schedule your appointments: [https://highschool.winslow-schools.com/apps/news/show\\_news.jsp?REC\\_ID=830635&id=0](https://highschool.winslow-schools.com/apps/news/show_news.jsp?REC_ID=830635&id=0)

# Soaring with Winslow

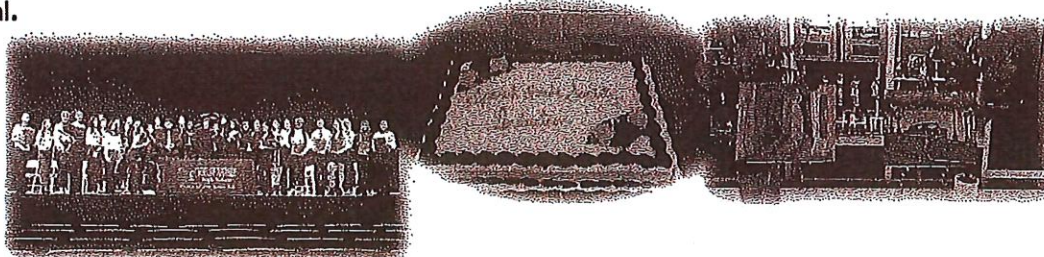
## SGA Attends Student Council Convention

On Wednesday, Jan 11, 2023, ten WTHS SGA officers, Savannah Dutton, Morgan Stewart, Caterina Schiavo, Alexa Renzulli, Brian An, Terry Harris, Gavin Ruby, Janaya Sharpe, Parris Adkins & Tyasia Doyle, attended the 97th Annual New Jersey Association of Student Councils Convention at TCNJ. The keynote speaker, Ed Gerety, initiated the event with a welcome speech which set the tone for the rest of the day. Mr. Gerety is an author and one of the top inspirational youth speakers in the United States. Through his personal experiences, inspirational stories, and powerful lessons, he teaches the life skills essential for youth to develop as leaders in school and life. SGA officers then had the opportunity to attend several workshops, including ones which allowed them to discover and hone their communication styles, confidence in public speaking and strategies to promote school spirit through positive student engagement.



## Spanish Honor Society Induction

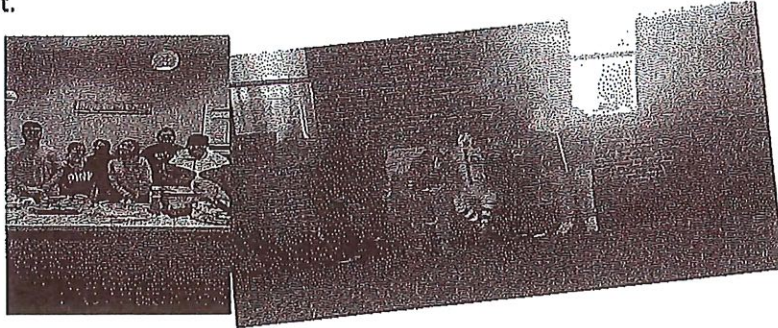
Amidst over two hundred family and friends, WTHS Spanish Honor Society welcomed its nineteen inductees into the fold. Congratulations to Brittney Caceres, Jada Lowe, Tatiyonna Smith, Monica Thai, Janaya Sharpe, Jose Ortiz, Favour Nyanjoh, Jolie Li, Alana Henry, Terry Harris, Catriana Haas, Nicole Galvan, Tyasia Doyle, Jariatou Diallo, Gianna Cavallero, Bianca Silva, Gilberto Morquecho-Leza and A'zye Eichelberger. The ceremony was held on January 26, 2023. Mayor Marie Lawrence and Annika Erickson-Alumni, were the inspiring guest speakers. Annika currently holds an undergraduate certificate in Spanish from Rowan and shared her journey to an enthralled audience who hopes to follow in her footsteps. After the induction, all in attendance were treated to delicious and authentic Puerto Rican cuisine which included arroz con gandules, pernil, pollo, empanadas, maduras y ensalada de papas and a student generated video presentation showcasing their love for the Spanish language and culture. During the celebration, families listened to Latin vibes and took pictures in front of two Caribbean backdrops created specifically by Kehinde and Taiwo Olabode. The cafeteria was also decorated with plants, flowers and tropical decorations. The event was artistically filmed by Malcolm Smallwood and Terry Harris for those who could not attend. A beautiful, delicious cake marked the sweetness of the event and also the conclusion of the night's festivities. The WTHS Spanish Honor Society members would like to thank Dr. Diggs and all the students who helped make this occasion truly meaningful and special.



# Soaring with Winslow

## Spanish Honor Society

Following past traditions of community service, The Spanish Honor Society returned to the Ronald McDonald house in December to host a barbeque. Students cooked hamburgers and Texas tummies. They also cut up fresh tomatoes, lettuce and pickles for the sides. Fifty families benefited from this communal feast.

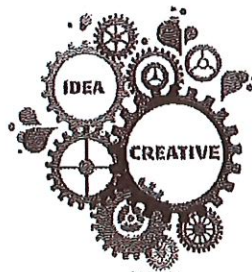


Also, WTHS Spanish Honor Society continues to serve its school community. To date, students at Winslow Schools # 1-4 have received hour-long lessons, including a power-point presentation, after which, they were encouraged to participate in bingo games and hands-on activities which demonstrated their comprehension. Both the teens and the little ones are looking forward to round two of this explorative sharing of Spanish culture and language.



## Graphic Design & Photo Club

The WTHS Graphic Design and Photo Club is proud to announce that it has been chosen to design the official posters and tickets for this year's prom- themed **Royal Luxury!!!** Also, in the works is a spring trip to the RGSJ Graphics Department. Students enrolled in the program are eligible for Dual Credit at the college for Introduction to Digital Design, Digital Imaging I and Digital Art Photography.

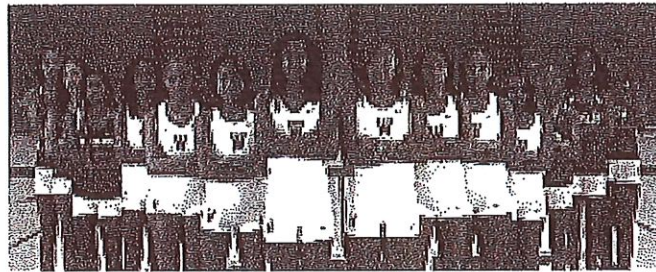


# Congratulations

## Mid-Winter Classic

Congratulations to the Girls Track Team for an awesome performance at the Mid-Winter Classic. The Freshman ladies outscored the field 68-37. There were many personal records set in both the Freshman and Novice divisions. Key performances came from the following students:

Olivia Okaro 1<sup>st</sup> place 400 and 1<sup>st</sup> place 55-meter dash  
Ma'Syiah Brawner 1<sup>st</sup> place 55-meter hurdles and 1<sup>st</sup> place High jump  
Taneyah Picott 2<sup>nd</sup> place 55-meter hurdles  
Chantina Walker 2<sup>nd</sup> place High Jump 5<sup>th</sup> place 55-meter hurdles  
Sierra Handy 1<sup>st</sup> place 55-meter dash and 4<sup>th</sup> place 55-meter hurdles  
Cammora Robinson 1<sup>st</sup> place High Jump



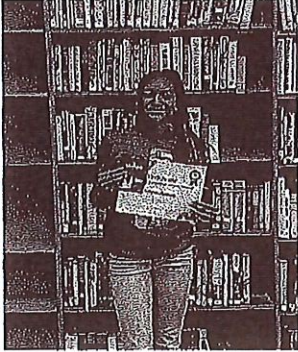
## Group III Indoor State Relay

Congratulations also to the Girls Track Team for winning the Group III Indoor State Relay. It was a total team effort to pull off this 5<sup>th</sup> consecutive State Relay win. According to MileSplit, "Winslow's five straight titles is tied for the third longest championship streak by a girls' program in meet history, and its seven titles overall is the sixth most by a girls' program." Also sweet about this win is that the ladies defeated our rival Timber Creek High School to clinch the win:

1<sup>st</sup> Place Shuttle Hurdle Relay of Janelle Marshall, Ma'Syiah Brawner, Sierra Handy and Kamryn Holness  
2<sup>nd</sup> place 4x200 Relay Briyel Brown, Janelle Marshall, Olivia Okaro and Kamryn Holness  
4<sup>th</sup> Place 4x800 Relay team of Ava Millner, Ciara Wiltshire, Jordyn Kennedy and Alana Henry  
4<sup>th</sup> place Sprint Medley team of Kamryn Holness, Briyel Brown, Janelle Marshall and Ava Millner  
2<sup>nd</sup> place 4x400 team of Briyel Brown, Janelle Marshall, Olivia Okaro and Alana Henry  
1<sup>st</sup> place to the High Jump relay team of Ma'Syiah Brawner and Chantina Walker

## FBLA Employee of the Month

FBLA would like to congratulate Jahyra Jackson on being the January school store employee of the month! Jahyra exudes customer service! Thank you Jahyra for your dedication and work ethic! The school store plans to continue selling pizza at least once a week at \$2 a slice. Students are encouraged to come early as pizza is a hot item and sells out quickly.



## S.T.O.M.P.

The Winslow Township High School P.E. Department would like to recognize the following individuals for earning the Physical Education "Students Of the Marking Period (S.T.O.M.P)" award. Students were selected by their P.E. teachers based on character, effort, improvement and teamwork. Congratulations, and keep up the good work:

### 9<sup>th</sup> Grade

Justice Warren  
Kadijah Muhammed  
Richard Rodriguez  
Saniya Mohamed Jean-Pierre

### 10<sup>th</sup> Grade

Liliana Santanello  
Josiah Johnson  
Madison Clybourne  
Eric Clemmons

### 11<sup>th</sup> Grade

Jalen Aiken  
Bianca Silva

### 12<sup>th</sup> Grade

Darian Dillard  
Caterina Schiavo  
Neveah Massey-Gwaltney  
Jeremiah Lewis



# A Day at Winslow High School

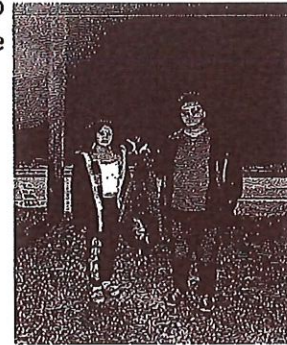
## REAL CARE PARENTING



Mrs. Gary, Early Childhood Program Director, is proud to announce that the Real Care Parenting Program is underway! The goal of this venture is to increase participants' awareness about issues related to the responsibilities of caring for an infant. Additionally, students have the opportunity to explore the physical, emotional, social and financial consequences of parenthood. Students in the program are charged with the responsibility of taking care of an infant simulator which mimics all the needs of a real-life baby. As such, it cries, needs to be burped, rocked, diaper changed and fed. The simulation babies are also programmed to cry vigorously if handled roughly or held incorrectly. The entire student body and staff stay involved by providing feedback to the Program Director. Unattended, improperly held or constantly crying babies generate negative feedback while the thriving ones earn plaudits and grades for their caretakers. Happy parenting to the students in the program!

## Doing Good Deeds

Leo Club members embraced Dr. King's message of service by doing good deeds for members of their school community. As such, they assisted teachers in organizing bookshelves, stapling and running errands. Students also researched and scripted inspirational quotes by Dr. Martin Luther King, Jr. and hung them on students' lockers and teachers' classroom doors. Finally, some students cleaned local parks on January 16, 2023. Pictured below are the sibling duo, Daniel (Senior) and Jadeyn Wood (Middle School), who spearheaded the clean-up initiative.



## Beginning On A High Note



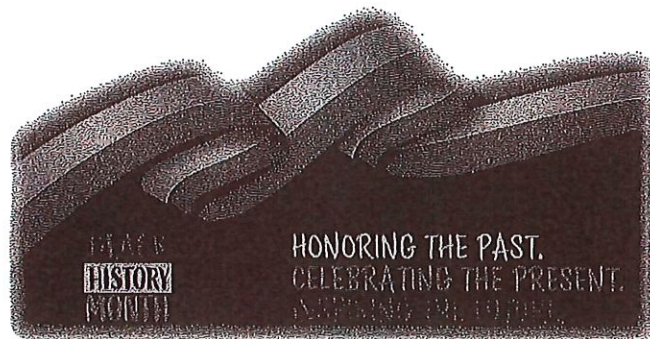
The WTHS Choir has begun the year on a high note with preparations for an ambitious repertoire. The first performance of the year was a great success; the Chamber Choir sang the "Star Spangled Banner" at the Winslow Township Reorganization Meeting; Also, ten singers gave a beautiful performance of "Lift Every Voice and Sing" at the Community Care Food Pantry's MLK Day Breakfast at Lucien's Manor in Berlin. Congratulations again to Keziah Awa, Gianna Cavallero, Cassie Feliciano, and Shilo Garnett who had the prestigious opportunity to sing with the South Jersey Chorus' festival at Washington Township High School on January 28th and 29th. Keziah, Gianna, and Shilo continue to prepare for their performances with the New Jersey All State Treble Chorus at NJPAC on February 26, 2023. Choir members are also scheduled to solo-sing the national anthem on a rotational basis at the start of WTHS home school basketball games. Please join in supporting and enjoying the phenomenal talent here at WTHS!

# A Day at Winslow High School

## Nurse's Corner



**MLK Spotlight-Henrietta Lacks** – was an impoverished black woman who died at the young age of 31 on October 4, 1951. During her treatment of cervical cancer, a doctor took a sample of her tumor and sent it over to a colleague of his who had been trying for two decades to grow human tissue from cultures with no success. Henrietta's cells were unique because they could live and replicate outside of the human body. Soon doctors realized that as long as the cells received the proper nutrients needed to survive, they could be shipped across countries, frozen for decades and thawed, etc., and they would continue to replicate. This unprecedented scientific discovery led to finding treatments for many diseases, including polio, cancer, leukemia, influenza, Parkinson's, AIDS, etc. They also aided in the discovery of how cells work, in-vitro fertilization, gene mapping and more. Chances are Henrietta's cells are somehow involved in the process of any research relating to the human body. Her cells were even sent into space on an unmanned satellite to determine whether humans can survive in zero gravity. Henrietta died of uremic poisoning in a segregated ward about 8 months after being diagnosed with cancer. It is noted that she never knew her cells were taken and used as the "most vital tools in modern medicine and would spawn a multi-billion-dollar industry." Her cells became the first human immortal cells ever grown in a lab. She is survived by a husband and three children, who didn't know her cells were being used until 25 years later. So, in honor of Black History Month, we salute Henrietta Lacks, whose unique cells contributed to many breakthroughs in modern medicine.





# Winslow Township Board of Education

Transportation Department

30 Coopers Folly Road

Atco, New Jersey 08004

(856)767-2850

EXHIBIT NO. X1A1

Tammy Wall C.S.T.S  
Director of Transportation

Janice Pfluger  
Assistant Director of Transportation

February 2023 – Transportation Report

February 14, 2023

We had a very nice opening for the 2022-2023 school year. Although we have a driver shortage our drivers pulled together and we had a smooth opening of school and have had no interruption in service.

State Inspections took place in November and again this month. The bus fleet and all maintenance records were found to be in good condition and order. We are having another state inspection in May.

We are in winter sport season and our buses have been taking our girls and boys track teams to the New York Armory and Toms River almost weekly for their competitions as well as various schools for our other sports teams.

School bus evacuation drills took place in October. All bus drivers and transported students took part in the drill. We will be having our second required drill in April.

We are having our monthly safety meetings each month. We had a guest speaker from The New Jersey Department of Transportation Railroad Division for our November safety meeting. They gave a very informative and interesting presentation on railroad crossing safety.

We are currently talking with our own Winslow Township EMS to create a safety workshop for a future safety meeting that would pertain to a possible emergency that a driver could face while transporting students.

Respectfully,  
Tammy Wall  
Director of Transportation

Month / Year: Dec 31, 2022

02/08/23

EXHIBIT NO. X1B:1

Line	Budget Category	Account	(col 1)		(col 2)		(col 3)		(col 4)		(col 5)		(col 6)		(col 7)		(col 8)		
			Original Budget	Revenues Allowed NJAC - 6A: 23A-13.3(d)	Data	Original Budget For 10% Calc	Maximum Transfer Amount	YTD Net Transfers to / (from) 12/31/2022	% Change of Transfers YTD	Remaining Allowable Balance From	Remaining Allowable Balance To								
			Col1+Col2	Col3 * .1	Col3 * .1	+ or - Data	Col5/Col3	Col4+Col5	Col4+Col5	Col4+Col5	Col4+Col5	Col4+Col5	Col4+Col5	Col4+Col5	Col4+Col5	Col4+Col5	Col4+Col5	Col4+Col5	
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11-1XX-100-XXX	28,971,031	169,295	29,140,326	2,914,033	(1,111,373)	1,802,660	1,802,660	4,025,405	-3.81%	1,802,660	1,802,660	4,025,405					
10300	Total Special Education - Instruction, Total Basic	11-2XX-100-XXX	16,714,036	21,694	16,735,730	1,673,573	(1,074,527)	599,046	599,046	2,748,100	-6.42%	599,046	599,046	2,748,100					
12160	Skills/Remedial - Instruct, Total Bilingual Education -	11-000-216, 217																	
41080	Instruction, Total Undistributed Expend - Speech, OT,, Total Undist. Expend. - Other Supp. Serv																		
15180	TOTAL VOCATIONAL PROGRAMS	11-3XX-100-XXX	0	0	0	0	0	0	0	0	0.00%	0	0	0					
17100	Total School-Sponsored Co/Extra Curricular, Total																		
19620	School-Sponsored Athletics - Instr, Total Before/After School	11-4XX-X00-XXX	1,182,046	28,420	1,210,466	121,047	(8,000)	113,047	113,047	129,046	-0.66%	113,047	113,047	129,046					
21620	Programs, Total Summer School, Total Instructional																		
23620	Alternative Educatio, Total Other Supplemental/At-Risk																		
25100	Program, Total Other Alternative Education Progra, Total Other Instructional Programs - Ins																		
27100	Total Community Services Programs/Operat	11-800-330-XXX	0	0	0	0	0	0	0	0	0.00%	0	0	0					
29180	Total Undistributed Expenditures - Instr	11-000-100-XXX	11,609,640	31,598	11,641,238	1,164,124	145,000	1,309,124	1,309,124	1,019,124	1.25%	1,309,124	1,309,124	1,019,124					
29680	Total Undistributed Expenditures - Atten, Total Undistributed	11-000-211, 213,	5,711,112	234,460	5,945,592	594,559	(9,341)	585,218	585,218	603,900	-0.16%	585,218	585,218	603,900					
41660	Expenditures - Health, Total Undist. Expend. - Guidance, Total	218, 219, 222																	
43620	Undist. Expend. - Child Study Team, Total Undist. Expend. - Edu. Media Serv.																		
43200	Total Undist. Expend. - Improvement of I, Total Undist. Expend. - Instructional St	11-000-221, 223	916,974	1,500	918,474	91,847	80,347	172,195	172,195	11,500	8.75%	172,195	172,195	11,500					
45300	Support Serv. - General Admin	11-000-230-XXX	1,616,531	26,087	1,642,618	164,262	9,000	173,262	173,262	155,262	0.55%	173,262	173,262	155,262					
46160	Support Serv. - School Admin	11-000-240-XXX	3,833,356	2,792	3,836,148	383,615	140,000	523,615	523,615	243,615	3.65%	523,615	523,615	243,615					
47200	Total Undist. Expend. - Central Services, Total Undist. Expend. - Admin. Info. Tec	11-000-25X-XXX	2,252,218	46,987	2,299,205	229,920	47,360	277,280	277,280	182,560	2.06%	277,280	277,280	182,560					
51120	Total Undist. Expend. - Oper. & Maint. O	11-000-26X-XXX	8,715,690	399,261	9,114,951	911,495	(43,253)	868,243	868,243	954,748	-0.47%	868,243	868,243	954,748					
52480	Total Undist. Expend. - Student Transpor	11-000-270-XXX	8,112,488	161,139	8,273,627	827,363	2,372,060	3,199,423	3,199,423	(1,544,697)	28.67%	3,199,423	3,199,423	(1,544,697)					
71260	TOTAL PERSONNEL SERVICES -EMPLOYEE	11-XXX-XXX-2XX	15,048,520	78,700	15,127,220	1,512,722	(587,000)	925,722	925,722	2,099,722	-3.88%	925,722	925,722	2,099,722					
72020	Total Undistributed Expenditures - Food	11-000-310-XXX	0	0	0	0	0	0	0	0	0.00%	0	0	0					
72120	Transfer of Property Sale Proceeds Res., Transfer of Property Sale Proceeds CDL	11-000-520-934	0	0	0	0	0	0	0	0	0.00%	0	0	0					
72160	Increase in Sale/Lease-back Reserve	10-605	0	0	0	0	0	0	0	0	0.00%	0	0	0					
72180	Interest Earned on Maintenance Reserve	10-606	500	0	500	50	0	50	50	50	0.00%	50	50	50					
72200	Increase in Maintenance Reserve	10-606	0	0	0	0	0	0	0	0	0.00%	0	0	0					
72220	Increase in Current Expense Emergency Re	10-607	0	0	0	0	0	0	0	0	0.00%	0	0	0					
72240	Interest Earned on Current Exp. Emergenc, Increase in Bus	10-607	0	0	0	0	0	0	0	0	0.00%	0	0	0					
72246	Adv. Res. for Fuel Costs, Increase in IMPACT Aid Reserve (General), Increase in IMPACT Aid Reserve (Capital)																		
72260	TOTAL GENERAL CURRENT EXPENSE		104,684,142	1,201,953	105,886,095	10,588,609	(39,726)	10,548,884	10,548,884	10,628,335	-0.04%	10,548,884	10,548,884	10,628,335					

02/08/23

Line	Budget Category	Account	(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			Original Budget	Revenues Allowed NJAC - 6A: 23A-13.3(d)	Original Budget For 10% Calc	Maximum Transfer Amount	YTD Net Transfers / (from) 12/31/2022	% Change of Transfers YTD	Remaining Allowable Balance From	Remaining Allowable Balance To
			Data	Data	Col1+Col2	Col3 * .1	+ or - Data	Col5/Col3	Col4+Col5	Col4-Col5
75880	TOTAL EQUIPMENT	12-XXX-XXX-73X	770,000	513,726	1,283,726	128,373	39,726	3.09%	168,098	88,647
76260	Total Facilities Acquisition and Constru	12-000-4XX-XXX	5,580,272	2,225	5,582,497	558,250	0	0.00%	558,250	558,250
76320	Capital Reserve - Transfer to Capital Pr	12-000-4XX-931	0	0	0	0	0	0.00%	0	0
76340	Capital Reserve - Transfer to Debt Servi	12-000-4XX-933	0	0	0	0	0	0.00%	0	0
76360	Increase in Capital Reserve	10-604	0	0	0	0	0	0.00%	0	0
76380 76385	Interest Deposit to Capital Reserve, IMPACT Aid Reserve (Cap) Tr to Cap Proj	10-604	100	0	100	10	0	0.00%	10	10
76400	TOTAL CAPITAL OUTLAY		6,350,372	515,951	6,866,323	686,632	39,726	0.58%	726,358	646,907
83080	TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX	0	0	0	0	0	0.00%	0	0
84000 84005	Transfer of Funds to Charter Schools, Transfer of Funds to Renais Schools	10-000-100-56X	707,555	0	707,555	70,756	0	0.00%	70,756	70,756
84020	General Fund Contrib. to School-based Bu	10-000-520-930	0	0	0	0	0	0.00%	0	0
84060	GENERAL FUND GRAND TOTAL		111,742,069	1,717,904	113,459,973	11,345,997	0	0.00%	11,345,997	11,345,997

*[Handwritten Signature]*  
 School Business Administrator Signature

*[Handwritten Date]*  
 Date

TR#	Transfer Description	Amount	To Account	From Account
14806	12/05/22 Transfer for Copier Charges	0.95	11-190-100-440-160-07 RENTALS	11-190-100-610-160-07 GENERAL SUPPLIES
14808	12/08/22 Cover Shipping Charges	100.00	11-000-240-600-160-08 SUPPLIES AND MATERIALS	11-000-240-800-160-08 OTHER OBJECTS
14828	12/09/22 Tutoring Snacks	118.50	11-190-100-500-000-04 OTHER PURCHASED SERVICES	11-190-100-610-000-04 GENERAL SUPPLIES
14833	12/13/22 Adj ARP ESSER EBCBSDA to EWEG	7,813.00	20-490-200-500-000-00 ARP ESSER EBCBSDA - OTHER	20-490-100-600-000-00 ARP ESSER EBCBSDA -
14834	12/13/22 Adj ARP ESSER ALCES to EWEG	14,474.00	20-488-100-600-000-00 ARP ESSER ALCES - SUPPLIES	- - - - -
		297,364.00	20-488-200-100-000-00 ARP ESSER ALCES - SALARIES	- - - - -
		2,678.00	20-488-200-200-000-00 ARP ESSER ALCES - BENEFITS	- - - - -
		262,350.00	- - - - -	20-488-100-100-000-00 ARP ESSER ALCES - SALARIES
		52,166.00	- - - - -	20-488-100-800-000-00 ARP ESSER ALCES - OTHER OBJ
14835	12/13/22 Adj ARP ESSER to EWEG	169,200.00	20-487-200-100-000-00 ARP - ESSER - SALARIES	- - - - -
		200,000.00	20-487-400-731-000-00 ARP - ESSER - INSTRUMENT EQUIP	- - - - -
		169,200.00	- - - - -	20-487-100-100-000-00 ARP - ESSER - SALARIES
		161,500.00	- - - - -	20-487-100-600-000-00 ARP - ESSER - SUPPLIES
		38,500.00	- - - - -	20-487-400-732-000-00 ARP - ESSER - NON INSTRUMENT
14836	12/13/22 Trnsf- Police at School Events	4,000.00	11-401-100-330-401-07 OTHER PURCHASED PROF SER	11-190-100-610-999-07 GENERAL SUPPLIES - ALT S
14876	12/13/22 Trf TTL II - Carryover	19,999.75	20-273-100-300-000-00 TITLE II - 22-23 - PURCH PROF	- - - - -
		50,000.00	20-273-200-100-000-00 TITLE II - 22-23 - SUPPORT SAL	- - - - -
		3,824.00	20-273-200-200-000-00 TITLE II - 22-23 - EMPLOYEE BEN	- - - - -
		69,032.00	20-273-200-300-000-00 TITLE II - 22-23 - PURCH PROF	- - - - -
		1,693.00	20-273-200-300-000-75 TITLE II - 22-23 - PUR PROF NP	- - - - -
		10,000.00	20-273-200-500-000-00 TITLE II - 22-23 - OTHER PURCH	- - - - -
		3,000.00	20-273-200-500-000-75 TITLE II-22-23 - OTHER PURC NP	- - - - -
		10,000.00	20-273-200-600-000-00 TITLE II - 22-23 - SUPPLIES	- - - - -
		2,500.00	20-273-200-600-010-00 TITLE II - 22-23 - SUP PRO ADM	- - - - -
		5,000.00	20-273-400-732-000-00 TITLE II-22-23 - NON INST EQUIP	- - - - -
		5,000.00	- - - - -	20-272-100-300-000-00 TITLE II 21-22 - PURCH PROF
		24,389.71	- - - - -	20-272-100-600-000-00 TITLE II 21-22 - SUPPLIES
		56,880.41	- - - - -	20-272-200-100-000-00 TITLE II 21-22 - SUPPORT SALAR
		4,350.85	- - - - -	20-272-200-200-000-00 TITLE II 21-22 - EMPLOY BEN
		37,815.00	- - - - -	20-272-200-300-000-00 TITLE II 21-22 - PURCH PROF

TR#	Transfer Description	Amount	To Account	From Account
14876	12/13/22 Trf TTL II - Carryover	4,057.00	- - - - -	20-272-200-300-000-75 TITLE II 21-22 - PUR PROF NP
		5,140.78	- - - - -	20-272-200-500-000-00 TITLE II 21-22 - OTHER PURCH
		25,000.00	- - - - -	20-272-200-600-000-00 TITLE II 21-22 - SUPPLIES
		915.00	- - - - -	20-272-200-600-000-75 TITLE II 2021-22 - SUPPLIES NP
		6,500.00	- - - - -	20-272-400-732-000-00 TITLE II 2021-22 - EQUIPMENT
		5,000.00	- - - - -	20-273-100-600-000-00 TITLE II - 22-23 -SUPPLIES
14877	12/13/22 Trf TTL III - Carryover	2.00	20-243-100-600-000-00 TITLE III 22-23 - SUPP	- - - - -
		10,087.46	20-243-400-731-000-00 TITLE III 22-23 - EQUIPMENT	- - - - -
		2,977.61	- - - - -	20-241-100-100-000-00 TITLE III SALARIES 21-22
		4,000.00	- - - - -	20-241-100-300-000-00 TITLE III 21-22 - PURCH PROF
		1,508.70	- - - - -	20-241-100-600-000-00 TITLE III 21-22 SUPPLIES
		228.15	- - - - -	20-241-200-200-000-00 TITLE III 21-22 - EMPL BEN
		1,375.00	- - - - -	20-241-200-600-000-00 TITLE III 21-22 - SUPPLIES
14878	12/13/22 Trf TTL III Immg - Carryover	0.68	20-245-100-600-000-00 TTL III IMMG 22-23 - SUPPLIES	20-242-100-600-000-00 TITLE III IMMG 21-22 - SUPP
14879	12/13/22 TTL IV - Carryover	32,687.78	20-286-100-600-000-00 TITLE IV - 22-23 - SUPPLIES	- - - - -
		352.00	20-286-200-300-000-00 TITLE IV - 22-23 - PURCH PROF	- - - - -
		7,120.00	20-286-200-500-000-00 TITLE IV - 22-23 - OTHER PURCH	- - - - -
		3,376.00	20-286-200-500-000-75 TITLE IV- 22-23 - OTHER PUR NP	- - - - -
		482.78	- - - - -	20-285-100-600-000-00 TITLE IV - 21-22 - SUPPLIES
		1,715.00	- - - - -	20-285-100-600-000-75 TITLE IV - 21-22 - SUPPLIES NP
		30,000.00	- - - - -	20-285-200-100-000-00 TITLE IV - 21-22 - SALARIES
		2,295.00	- - - - -	20-285-200-200-000-00 TITLE IV - 21-22 - EMPLOY BEN
		4,906.00	- - - - -	20-285-200-300-000-00 TTL IV - 21-22 - PURC PROF TEC
		1,900.00	- - - - -	20-285-200-500-000-00 TTL IV - 21-22 - OTHER PUR SRV
		2,237.00	- - - - -	20-286-200-300-000-75 TITLE IV - 22-23 - PUR PROF NP
14880	12/13/22 Trf for TTL I Carryover	1,913.00	20-232-100-100-000-01 TITLE I - 22-23 - SALARIES	- - - - -
		784.64	20-232-100-100-000-02 TITLE I - 22-23 - SALARIES	- - - - -
		343.00	20-232-100-100-000-04 TITLE I - 22-23 - SALARIES	- - - - -
		891.00	20-232-100-300-000-75 TITLE I - 22-23 - PUR PROF NP	- - - - -
		8,837.45	20-232-100-600-000-01 TITLE I - 22-23 - SUPPLIES	- - - - -
		497.09	20-232-100-600-000-02 TITLE I - 22-23 - SUPPLIES	- - - - -

Winslow Twp School District

Transfers by Transfer Number

Start date 12/1/2022

End date 12/31/2022

TR#	Transfer Description	Amount	To Account	From Account
14880	12/13/22 Trf for TTL I Carryover			
		2,100.14	20-232-100-600-000-03 TITLE I - 22-23 - SUPPLIES	- - - - -
		8,919.55	20-232-100-600-000-04 TITLE I - 22-23 - SUPPLIES	- - - - -
		245.08	20-232-100-600-000-05 TITLE I - 22-23 - SUPPLIES	- - - - -
		150.26	20-232-100-600-000-06 TITLE I - 22-23 - SUPPLIES	- - - - -
		5,550.14	20-232-100-600-000-07 TITLE I - 22-23 - SUPPLIES	- - - - -
		1,809.30	20-232-100-600-000-08 TITLE I - 22-23 - SUPPLIES	- - - - -
		538.00	20-232-100-600-000-75 TITLE I - 22-23 - SUPPLIES NP	- - - - -
		20,803.00	Title I - 22-23 - PRG DIR SAL	- - - - -
		25,324.00	TITLE I - 22-23 - EMPLOYEE BEN	- - - - -
		1,400.00	TTL I 22-23 SS PUR PROF &	- - - - -
		700.00	TTL I 22-23 SS PUR PROF &	- - - - -
		858.00	TITLE I - 22-23 - OTHER PURCH	- - - - -
		2,007.72	TITLE I - 22-23 - OTHER PURCH	- - - - -
		4,050.00	TITLE I - 22-23 - OTHER PURCH	- - - - -
		624.00	TITLE I - 22-23 - SUPPLIES NP	- - - - -
		54.00	TTL I - 22-23 - SUP PI RES NP	- - - - -
		4,000.00	TITLE I - 22-23 - EQUIPMENT	- - - - -
		5,000.00	TITLE I - 22-23 - EQUIPMENT	- - - - -
		22,500.00	TITLE I - 22-23 - EQUIPMENT	- - - - -
		11,500.00	TITLE I - 22-23 - EQUIPMENT	- - - - -
		19,500.00	TITLE I - 22-23 - EQUIPMENT	- - - - -
		20,500.00	TITLE I - 22-23 - EQUIPMENT	- - - - -
		24,649.00	TITLE I - 22-23 - EQUIPMENT	- - - - -
		47,236.00	TITLE I - 22-23 - EQUIPMENT	- - - - -
		2,629.00	- - - - -	20-232-100-100-020-01 TITLE I - 22-23 - SAL ESD/ESY
		259.00	- - - - -	20-232-100-100-020-03 TITLE I - 22-23 - SAL ESD/ESY
		616.00	- - - - -	20-232-100-100-020-05 TITLE I - 22-23 - SAL ESD/ESY
		777.00	- - - - -	20-232-100-100-020-06 TITLE I - 22-23 - SAL ESD/ESY
		4,928.00	- - - - -	20-232-100-100-020-07 TITLE I - 22-23 - SAL ESD/ESY
		428.00	- - - - -	20-232-100-100-020-08 TITLE I - 22-23 - SAL ESD/ESY
		20,803.00	- - - - -	20-232-100-600-000-00 TITLE I - 22-23 - SUPPLIES

Winslow Twp School District

Transfers by Transfer Number

End date 12/31/2022

Start date 12/1/2022

TR#	Transfer Description	Amount	To Account	From Account
14880	12/13/22 Trf for TTL I Carryover	5,913.00	- - - -	20-232-200-500-000-03 TITLE I - 22-23 - OTHER PURCH
		5,913.00	- - - -	20-232-200-500-000-04 TITLE I - 22-23 - OTHER PURCH
		1,256.00	- - - -	20-232-200-500-000-05 TITLE I - 22-23 - OTHER PURCH
		2,741.00	- - - -	20-232-200-500-000-06 TITLE I - 22-23 - OTHER PURCH
		10,571.00	- - - -	20-232-200-500-000-08 TITLE I - 22-23 - OTHER PURCH
		40,591.07	- - - -	20-239-100-100-000-06 TITLE I - 21-22 - SALARIES
		19,789.37	- - - -	20-239-100-300-000-03 TTL I 21-22 - PURCH PROF & TEC
		0.50	- - - -	20-239-100-300-000-08 TTL I 21-22 - PURCH PROF & TEC
		2,518.97	- - - -	20-239-100-300-000-75 TTL I 21-22 PURCH PROF SER NP
		48,460.41	- - - -	20-239-100-600-000-01 TTL I 21-22 - SUPPLIES & MATER
		42,576.85	- - - -	20-239-100-600-000-02 TTL I 21-22 - SUPPLIES & MATER
		400.60	- - - -	20-239-100-600-000-03 TTL I 21-22 - SUPPLIES & MATER
		1.33	- - - -	20-239-100-600-000-05 TTL I 21-22 - SUPPLIES & MATER
		1,248.63	- - - -	20-239-100-600-000-06 TTL I 21-22 - SUPPLIES & MATER
		17,787.76	- - - -	20-239-100-600-000-07 TTL I 21-22 - SUPPLIES & MATER
		8.96	- - - -	20-239-100-600-000-08 TTL I 21-22 - SUPPLIES & MATER
		33.92	- - - -	20-239-100-600-000-75 TTL I 21-22 - SUPP & MATER NP
		3,240.00	- - - -	20-239-100-600-008-00 TTL I 21-22 - SUPPLIES HR
		2,500.00	- - - -	20-239-200-300-000-01 TTL I 21-22 SS PUR PROF &
		117.00	- - - -	20-239-200-600-003-75 TITLE I-21-22 - SUPPL PI NP
		396.00	- - - -	20-239-400-731-000-01 TITLE I - 21-22 - EQUIPMENT
		792.00	- - - -	20-239-400-731-000-02 TITLE I - 21-22 - EQUIPMENT
		5,987.00	- - - -	20-239-400-731-000-07 TITLE I - 21-22 - EQUIPMENT
14840	12/14/22 Mic for BOE Meetings	1,590.00	11-000-252-600-000-17 SUPPLIES & MATERIALS	11-000-252-340-000-21 PURCHASED TECHNICAL SERV
		2,640.00	12-000-252-730-000-21 Equipment - IT/Info Tech	11-000-252-340-000-21 PURCHASED TECHNICAL SERV
14895	12/14/22 Trf for Change Order #2 - MS	21,513.26	30-000-400-450-820-07 CONST SRV - MS PARKING LOT	30-000-400-800-820-07 OTHER OBJ - MS PARKING LOT
14867	12/15/22 Coverage for supplies	5,000.00	11-402-100-600-402-08 SUPPLIES AND MATERIALS	11-402-100-800-402-08 OTHER OBJECTS
14848	12/16/22 To Cover Equipment Costs	3,863.01	12-000-213-732-000-02 NURSING EQUIPMENT	11-000-213-600-000-02 SUPPLIES AND MATERIALS
		126.88	12-000-213-732-000-02 NURSING EQUIPMENT	11-190-100-610-000-02 GENERAL SUPPLIES
14849	12/16/22 Low Funds in Misc Purch Svcs	5,000.00	11-000-251-592-000-13 MISC PURCHASED SERVICES	11-000-251-600-000-13 SUPPLIES & MATERIALS
14855	12/20/22 Instal wiring for data runs	5,000.00	11-000-221-320-000-20 PURCHASED PROF EDUC SERV	11-190-100-610-000-20 GENERAL SUPPLIES

Winslow Twp School District

Transfers by Transfer Number

Start date 12/1/2022

End date 12/31/2022

TR#	Transfer Description	Amount	To Account	From Account
14856	12/20/22 Cvr EastmHS Treble Chorus Fee	45.00	11-401-100-800-401-08 OTHER OBJECTS	11-190-100-610-160-08 GENERAL SUPPLIES
14923	12/20/22 Cvr Tuit-esidntal-out of State	73,801.00	11-000-100-567-000-10 TUITION TO PRIVATE SCHOO	11-000-100-569-000-10 TUITION - OTHER
14863	12/22/22 Trf for MS Generator maint	1,500.00	11-000-261-420-000-07 CLEAN, REPAIR, MAINT MS	11-000-262-610-000-15 GENERAL SUPPLIES
14890	12/23/22 PR 12/23 Transfr ExtraPay #419	16.59	11-110-100-101-000-01 KINDERGARTEN, EXTRA	11-120-100-101-000-01 GRADES 1-5, EXTRA
14891	12/23/22 Cnt'd SPED Runs	21,483.95	11-000-270-350-000-16 MGMT. FEE - ESC'S & CTSA	11-000-270-518-000-17 CONTR SERV (SP ED) ESC
		217,791.45	11-000-270-518-000-16 CONTR SERV (SP ED)-ESC &	11-000-270-518-000-17 CONTR SERV (SP ED) ESC
14987	12/23/22 Trf to adj amounts sent	14,000.00	11-000-230-334-000-18 GEN ADM ARCH/ENG SVCS	11-000-270-517-000-17 CONTR SERV (REG) ESC
		100,000.00	11-000-230-820-000-18 JUDGEMENTS AGAINST SCHOO	11-000-270-517-000-17 CONTR SERV (REG) ESC
		10,000.00	11-000-240-600-000-17 SUPPLIES AND MATERIALS	11-000-270-517-000-17 CONTR SERV (REG) ESC
14988	12/23/22 Trf for supplies District-wide	9,000.00	11-000-230-610-000-17 GENERAL SUPPLIES	11-000-270-517-000-17 CONTR SERV (REG) ESC
		140,000.00	11-000-240-600-000-17 SUPPLIES AND MATERIALS	11-000-270-517-000-17 CONTR SERV (REG) ESC
		41,000.00	11-000-251-600-000-17 SUPPLIES & MATERIALS	11-000-270-517-000-17 CONTR SERV (REG) ESC
		9,000.00	11-000-252-600-000-17 SUPPLIES & MATERIALS	11-000-270-517-000-17 CONTR SERV (REG) ESC

3,005,752.99 Report Total



Starting date 7/1/2022 Ending date 12/31/2022 Fund: 10 GENERAL FUND

Assets and Resources

Assets:

101	Cash in bank		\$31,325,718.57
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$12,988,163.09
117	Maintenance Reserve Account		\$4,563,955.93
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$26,304,762.00

Accounts Receivable:

132	Interfund	\$308,642.84	
141	Intergovernmental - State	\$27,673,353.41	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$2,415,814.78	\$30,397,811.03

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

Resources:

301	Estimated Revenues	\$100,844,424.00	
302	Less Revenues	(\$100,979,403.86)	(\$134,979.86)

Total assets and resources \$105,445,430.76

Starting date 7/1/2022 Ending date 12/31/2022 Fund: 10 GENERAL FUND

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Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$541,522.26
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$7,570.01
<b>Total liabilities</b>		<b>\$549,092.27</b>

Starting date 7/1/2022 Ending date 12/31/2022 Fund: 10 GENERAL FUND

Fund Balance:

	Appropriated:		
753,754	Reserve for Encumbrances		\$51,462,336.71
	Reserved Fund Balance:		
761	Capital Reserve Account - July 1	\$12,988,163.09	
604	Add: Increase in Capital Reserve	\$0.00	
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00	
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$12,988,163.09
762	Reserve for Adult Education		\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$4,563,955.93	
606	Add: Increase in Maintenance Reserve	\$0.00	
310	Less: Bud. w/d from Maintenance Reserve	\$0.00	\$4,563,955.93
765	Tuition Reserve Account - July 1	\$0.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00	
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00	
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$0.00	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$113,459,972.67	
602	Less: Expenditures	(\$39,155,980.52)	
	Less: Encumbrances	(\$51,462,336.71)	(\$90,618,317.23)
	Total appropriated		\$91,856,111.17
	Unappropriated:		
770	Fund balance, July 1		\$13,040,227.32
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$104,896,338.49
	Total liabilities and fund equity		\$105,445,430.76

Starting date 7/1/2022 Ending date 12/31/2022 Fund: 10 GENERAL FUND

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$113,459,972.67	\$90,618,317.23	\$22,841,655.44
Revenues	(\$100,844,424.00)	(\$100,979,403.86)	\$134,979.86
Subtotal	<u>\$12,615,548.67</u>	<u>(\$10,361,086.63)</u>	<u>\$22,976,635.30</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$12,615,548.67</u>	<u>(\$10,361,086.63)</u>	<u>\$22,976,635.30</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$12,615,548.67</u>	<u>(\$10,361,086.63)</u>	<u>\$22,976,635.30</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$12,615,548.67</u>	<u>(\$10,361,086.63)</u>	<u>\$22,976,635.30</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$12,615,548.67</u>	<u>(\$10,361,086.63)</u>	<u>\$22,976,635.30</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$12,615,548.67</u>	<u>(\$10,361,086.63)</u>	<u>\$22,976,635.30</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$12,615,548.67</u>	<u>(\$10,361,086.63)</u>	<u>\$22,976,635.30</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$12,615,548.67</u>	<u>(\$10,361,086.63)</u>	<u>\$22,976,635.30</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$12,615,548.67</u>	<u>(\$10,361,086.63)</u>	<u>\$22,976,635.30</u>
Less: Adjustment for prior year	(\$12,615,548.67)	(\$12,615,548.67)	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$22,976,635.30)</u>	<u>\$22,976,635.30</u>

Prepared and submitted by :

  
Board Secretary

2.17.23  
Date

Starting date 7/1/2022 Ending date 12/31/2022 Fund: 10 GENERAL FUND

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		0	0	0	0		0
00370	SUBTOTAL – Revenues from Local Sources	55,736,808	0	55,736,808	56,036,348		(299,540)
00520	SUBTOTAL – Revenues from State Sources	44,872,063	0	44,872,063	44,872,063		0
00570	SUBTOTAL – Revenues from Federal Sources	235,553	0	235,553	70,993	Under	164,560
Total		100,844,424	0	100,844,424	100,979,404		(134,980)
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	28,971,031	(942,078)	28,028,953	9,859,876	15,570,990	2,598,087
10300	Total Special Education - Instruction	11,182,422	(910,844)	10,271,578	3,640,445	5,852,571	778,563
11160	Total Basic Skills/Remedial – Instruct.	460,499	(52,323)	408,176	105,724	155,521	146,931
12160	Total Bilingual Education – Instruction	339,532	89,672	429,204	154,563	274,529	112
17100	Total School-Sponsored Co/Extra Curricul	349,500	4,045	353,545	145,870	159,149	48,526
17600	Total School-Sponsored Athletics – Instr	832,546	16,375	848,921	319,272	501,931	27,718
29180	Total Undistributed Expenditures - Instr	11,609,640	176,598	11,786,238	3,266,384	8,173,259	346,595
29680	Total Undistributed Expenditures – Atten	105,682	(3,500)	102,182	29,601	71,101	1,480
30620	Total Undistributed Expenditures – Healt	867,106	(30,712)	836,394	328,399	463,635	44,360
40580	Total Undistributed Expend – Speech, OT,	1,971,483	38,562	2,010,045	742,983	1,098,751	168,311
41080	Total Undist. Expend. – Other Supp. Serv	2,760,100	(217,900)	2,542,200	583,132	15,113	1,943,955
41660	Total Undist. Expend. – Guidance	1,350,286	5,363	1,355,649	540,162	775,571	39,915
42200	Total Undist. Expend. – Child Study Team	2,818,664	7,842	2,826,506	1,151,291	1,424,280	250,935
43200	Total Undist. Expend. – Improvement of I	832,474	85,647	918,121	471,358	386,138	60,626
43620	Total Undist. Expend. – Edu. Media Serv.	569,374	246,146	815,520	410,512	391,332	13,677
44180	Total Undist. Expend. – Instructional St	84,500	(3,800)	80,700	1,400	45,460	33,840
45300	Support Serv. - General Admin	1,616,531	35,087	1,651,618	452,025	243,167	956,426
46160	Support Serv. - School Admin	3,833,356	142,792	3,976,148	1,785,441	1,778,856	411,850
47200	Total Undist. Expend. – Central Services	1,441,963	46,217	1,488,180	530,549	673,701	283,929
47620	Total Undist. Expend. – Admin. Info. Tec	810,255	48,130	858,385	321,968	319,112	217,305
51120	Total Undist. Expend. – Oper. & Maint. O	8,715,690	356,008	9,071,698	4,425,566	3,164,383	1,481,749
52480	Total Undist. Expend. – Student Transpor	8,112,488	2,533,199	10,645,687	3,371,476	2,546,627	4,727,584
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	15,048,520	(508,300)	14,540,220	6,178,294	6,525,140	1,836,786
72180	Interest Earned on Maintenance Reserve	500	0	500	0	0	500
75880	TOTAL EQUIPMENT	770,000	553,452	1,323,452	67,446	486,001	770,005
76260	Total Facilities Acquisition and Constr	5,580,272	2,225	5,582,497	0	2,225	5,580,272
76380	Interest Deposit to Capital Reserve	100	0	100	0	0	100
84000	Transfer of Funds to Charter Schools	707,555	0	707,555	272,243	363,793	71,519
Total		111,742,069	1,717,904	113,459,973	39,155,981	51,462,337	22,841,655

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Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	0	0	0	0		0
00100 10-1210 Local Tax Levy	52,609,524	0	52,609,524	52,609,524		0
00150 10-1320 Tuition from LEAs Within State	3,046,684	0	3,046,684	3,046,684		0
00170 10-1340 Tuition from Other Sources	0	0	0	0		(0)
00250 10-14[2-4]0 Transportation Fees from Other LEAs	0	0	0	75,650		(75,650)
00260 10-1910 Rents and Royalties	10,000	0	10,000	125	Under	9,875
00300 10-1___ Unrestricted Miscellaneous Revenues	70,600	0	70,600	304,364		(233,764)
00420 10-3121 Categorical Transportation Aid	1,156,164	0	1,156,164	1,156,164		0
00430 10-3131 Extraordinary Aid	200,000	0	200,000	200,000		0
00440 10-3132 Categorical Special Education Aid	3,905,229	0	3,905,229	3,905,229		0
00460 10-3176 Equalization Aid	38,221,252	0	38,221,252	38,221,252		0
00470 10-3177 Categorical Security Aid	1,389,418	0	1,389,418	1,389,418		0
00500 10-3___ Other State Aids	0	0	0	0		0
00540 10-4200 Medicaid Reimbursement	235,553	0	235,553	70,993	Under	164,560
<b>Total</b>	<b>100,844,424</b>	<b>0</b>	<b>100,844,424</b>	<b>100,979,404</b>		<b>(134,980)</b>

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02040 11-105-100-935 Local Contribution – Transfer to Special	430,000	(170,000)	260,000	0	0	260,000
02080 11-110-___-101 Kindergarten – Salaries of Teachers	1,235,177	(34,135)	1,201,042	411,951	677,871	111,219
02100 11-120-___-101 Grades 1-5 – Salaries of Teachers	10,326,962	(355,528)	9,971,434	3,804,117	5,911,041	256,277
02120 11-130-___-101 Grades 6-8 – Salaries of Teachers	5,905,458	139,769	6,045,227	2,172,110	3,735,709	137,408
02140 11-140-___-101 Grades 9-12 – Salaries of Teachers	7,619,707	92,401	7,712,108	2,864,857	4,567,112	280,139
02500 11-150-100-101 Salaries of Teachers	10,000	0	10,000	0	10,000	0
02540 11-150-100-320 Purchased Professional – Educational Ser	5,000	0	5,000	0	0	5,000
03000 11-190-1__-106 Other Salaries for Instruction	4,000	0	4,000	0	4,000	0
03020 11-190-1__-320 Purchased Professional – Educational Ser	1,003,350	(175,760)	827,590	80,028	0	747,562
03040 11-190-1__-340 Purchased Technical Services	196,950	(48,477)	148,473	71,249	1,734	75,490
03060 11-190-1__-[4-5] Other Purchased Services (400-500 series	133,367	741	134,108	59,026	59,060	16,022
03080 11-190-1__-610 General Supplies	1,526,759	(215,941)	1,310,818	389,612	563,151	358,056
03100 11-190-1__-640 Textbooks	564,661	(175,148)	389,513	4,640	41,242	343,631
03120 11-190-1__-8__ Other Objects	9,640	0	9,640	2,287	70	7,283
04500 11-204-100-101 Salaries of Teachers	1,502,554	24,148	1,526,702	561,382	965,320	0
04540 11-204-100-320 Purchased Professional-Educational Servi	364,500	(170,100)	194,400	47,082	0	147,318
04600 11-204-100-610 General Supplies	4,650	299	4,949	1,202	0	3,747
06000 11-209-100-101 Salaries of Teachers	270,420	42,012	312,432	82,991	140,163	89,279
06040 11-209-100-320 Purchased Professional-Educational Servi	121,500	(48,600)	72,900	5,459	0	67,441
06100 11-209-100-610 General Supplies	1,300	(500)	800	167	0	633
06500 11-212-100-101 Salaries of Teachers	1,151,322	246,487	1,397,809	495,178	902,631	0
06540 11-212-100-320 Purchased Professional-Educational Servi	267,300	(97,200)	170,100	43,615	0	126,485
06600 11-212-100-610 General Supplies	18,400	5,530	23,930	14,707	5,814	3,409
07000 11-213-100-101 Salaries of Teachers	5,785,451	(223,313)	5,562,138	2,045,282	3,510,466	6,390
07040 11-213-100-320 Purchased Professional-Educational Servi	777,600	(486,000)	291,600	67,400	0	224,200

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Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
07100	11-213-100-610	General Supplies	32,700	12,923	45,623	15,959	9,607	20,057
08500	11-216-100-101	Salaries of Teachers	560,725	(55,822)	504,903	201,961	302,942	0
08540	11-216-100-320	Purchased Professional-Educational Servi	218,700	(121,500)	97,200	24,895	0	72,305
08600	11-216-100-6__	General Supplies	3,800	793	4,593	1,364	2,290	938
09260	11-219-100-101	Salaries of Teachers	30,000	0	30,000	16,661	13,339	0
09300	11-219-100-320	Purchased Professional-Educational Servi	71,500	(40,000)	31,500	15,140	0	16,360
11000	11-230-100-101	Salaries of Teachers	458,899	(50,723)	408,176	105,724	155,521	146,931
11100	11-230-100-610	General Supplies	1,600	(1,600)	0	0	0	0
12000	11-240-100-101	Salaries of Teachers	339,232	89,672	428,904	154,375	274,529	0
12100	11-240-100-610	General Supplies	300	0	300	188	0	112
17000	11-401-100-1__	Salaries	294,000	0	294,000	140,266	153,734	0
17020	11-401-100-[3-5]	Purchased Services (300-500 series)	38,000	4,000	42,000	2,266	5,415	34,319
17040	11-401-100-6__	Supplies and Materials	15,000	0	15,000	2,183	0	12,817
17060	11-401-100-8__	Other Objects	2,500	45	2,545	1,155	0	1,390
17500	11-402-100-1__	Salaries	606,946	0	606,946	228,603	378,343	0
17520	11-402-100-[3-5]	Purchased Services (300-500 series)	90,000	8,120	98,120	21,427	55,222	21,471
17540	11-402-100-6__	Supplies and Materials	107,000	13,255	120,255	55,927	63,560	769
17560	11-402-100-8__	Other Objects	28,600	(5,000)	23,600	13,315	4,807	5,478
29000	11-000-100-561	Tuition to Other LEAs within the State -	386,782	(252,205)	134,577	36,292	85,495	12,790
29020	11-000-100-562	Tuition to Other LEAs within the State -	555,182	344	555,526	162,164	387,109	6,253
29040	11-000-100-563	Tuition to County Voc. School District-R	1,320,007	100	1,320,107	26,314	1,293,792	1
29080	11-000-100-565	Tuition to CSSD & Regular Day Schools	1,217,339	403,459	1,620,798	195,070	1,390,737	34,991
29100	11-000-100-566	Tuition to Priv. School for the Disabled	7,717,470	24,900	7,742,370	2,846,544	4,634,523	261,303
29120	11-000-100-567	Tuition to Priv. Sch. Disabled & Other L	0	73,801	73,801	0	73,801	0
29140	11-000-100-568	Tuition – State Facilities	151,484	0	151,484	0	151,484	0
29160	11-000-100-569	Tuition – Other	261,376	(73,801)	187,575	0	156,318	31,257
29500	11-000-211-1__	Salaries	60,682	0	60,682	29,601	29,601	1,480
29660	11-000-211-8__	Other Objects	45,000	(3,500)	41,500	0	41,500	0
30500	11-000-213-1__	Salaries	778,085	(30,807)	747,278	289,919	434,879	22,480
30540	11-000-213-3__	Purchased Professional and Technical Ser	59,833	3,793	63,626	22,000	26,165	15,461
30560	11-000-213-[4-5]	Other Purchased Services (400-500 series)	300	0	300	0	0	300
30580	11-000-213-6__	Supplies and Materials	28,888	(3,697)	25,191	16,480	2,591	6,120
40500	11-000-216-1__	Salaries	1,669,258	35,032	1,704,290	660,684	1,028,206	15,400
40520	11-000-216-320	Purchased Professional – Educational Ser	301,225	3,530	304,755	82,299	70,546	151,911
40540	11-000-216-6__	Supplies and Materials	1,000	0	1,000	0	0	1,000
41020	11-000-217-320	Purchased Professional – Educational Ser	2,760,100	(217,900)	2,542,200	583,132	15,113	1,943,955
41500	11-000-218-104	Salaries of Other Professional Staff	1,181,215	4,939	1,186,154	464,216	698,963	22,975
41520	11-000-218-105	Salaries of Secretarial and Clerical Ass	146,723	0	146,723	72,701	72,701	1,321
41580	11-000-218-390	Other Purchased Professional & Technical	9,000	0	9,000	0	0	9,000
41600	11-000-218-[4-5]	Other Purchased Services (400-500 series)	3,448	106	3,554	1,655	1,411	488
41620	11-000-218-6__	Supplies and Materials	6,900	317	7,217	1,205	2,496	3,517

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Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
41640	11-000-218-8__	Other Objects	3,000	0	3,000	385	0	2,615
42000	11-000-219-104	Salaries of Other Professional Staff	2,402,037	6,869	2,408,906	970,712	1,253,390	184,804
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass	319,097	0	319,097	156,496	159,092	3,510
42100	11-000-219-[4-5]	Other Purchased Services (400-500 series	46,230	0	46,230	4,919	2,597	38,714
42160	11-000-219-6__	Supplies and Materials	51,300	973	52,273	19,165	9,201	23,907
43000	11-000-221-102	Salaries of Supervisor of Instruction	487,631	21,517	509,148	251,870	257,278	0
43020	11-000-221-104	Salaries of Other Professional Staff	100	0	100	0	100	0
43040	11-000-221-105	Salaries of Secretarial & Clerical Assis	66,145	0	66,145	32,265	33,880	0
43060	11-000-221-110	Other Salaries	12,000	57,630	69,630	40,491	0	29,140
43100	11-000-221-320	Purchased Prof. – Educational Services	20,000	6,500	26,500	15,039	6,570	4,891
43120	11-000-221-390	Other Purch. Professional & Technical Se	225,000	0	225,000	126,204	85,600	13,196
43140	11-000-221-[4-5]	Other Purch. Services (400-500 series)	10,598	0	10,598	3,799	2,710	4,089
43160	11-000-221-6__	Supplies and Materials	6,720	0	6,720	0	0	6,720
43180	11-000-221-8__	Other Objects	4,280	0	4,280	1,690	0	2,590
43500	11-000-222-1__	Salaries	536,847	13,415	550,262	209,063	335,468	5,731
43560	11-000-222-[4-5]	Other Purchased Services (400-500 series	12,746	0	12,746	3,598	5,798	3,350
43580	11-000-222-6__	Supplies and Materials	16,781	232,731	249,512	197,851	50,066	1,596
43600	11-000-222-8__	Other Objects	3,000	0	3,000	0	0	3,000
44060	11-000-223-110	Other Salaries	40,000	(5,000)	35,000	0	35,000	0
44080	11-000-223-320	Purchased Professional – Educational Ser	40,000	0	40,000	0	10,000	30,000
44120	11-000-223-[4-5]	Other Purch. Services (400-500 series)	4,500	1,200	5,700	1,400	460	3,840
45000	11-000-230-1__	Salaries	335,299	0	335,299	167,762	167,537	0
45040	11-000-230-331	Legal Services	200,000	0	200,000	47,661	0	152,340
45060	11-000-230-332	Audit Fees	80,000	0	80,000	40,000	0	40,000
45080	11-000-230-334	Architectural/Engineering Services	80,000	16,552	96,552	516	18,636	77,400
45100	11-000-230-339	Other Purchased Professional Services	14,500	0	14,500	4,340	0	10,160
45140	11-000-230-530	Communications/Telephone	510,832	5,440	516,272	100,481	13,196	402,595
45160	11-000-230-585	BOE Other Purchased Services	12,500	0	12,500	2,338	0	10,162
45180	11-000-230-590	Misc Purch Services (400-500 series, O/T	102,900	1,900	104,800	57,523	24,084	23,193
45200	11-000-230-610	General Supplies	25,500	11,194	36,694	2,704	19,713	14,278
45240	11-000-230-820	Judgments against the School District	205,000	0	205,000	0	0	205,000
45260	11-000-230-890	Miscellaneous Expenditures	15,000	0	15,000	3,242	0	11,758
45280	11-000-230-895	BOE Membership Dues and Fees	35,000	0	35,000	25,458	0	9,542
46000	11-000-240-103	Salaries of Principals/Assistant Princip	2,200,304	24,664	2,224,968	1,040,764	1,019,758	164,446
46020	11-000-240-104	Salaries of Other Professional Staff	297,532	0	297,532	145,764	145,764	6,004
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass	1,196,435	(24,664)	1,171,771	545,113	567,306	59,352
46080	11-000-240-3__	Purchased Professional and Technical Ser	500	0	500	0	0	500
46100	11-000-240-[4-5]	Other Purchased Services (400-500 series	54,915	0	54,915	4,820	35,005	15,090
46120	11-000-240-6__	Supplies and Materials	61,100	142,868	203,968	32,366	9,333	162,269
46140	11-000-240-8__	Other Objects	22,570	(76)	22,494	16,614	1,690	4,190
47000	11-000-251-1__	Salaries	1,129,631	0	1,129,631	480,249	528,235	121,147



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Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
47020	11-000-251-330	Purchased Professional Services	122,000	1,000	123,000	10,716	78,400	33,884
47040	11-000-251-340	Purchased Technical Services	46,500	0	46,500	13,688	28,799	4,013
47060	11-000-251-592	Misc. Purch. Services (400-500 Series, O	51,832	9,152	60,984	17,107	20,299	23,578
47100	11-000-251-6__	Supplies and Materials	81,000	36,064	117,064	6,736	17,469	92,859
47180	11-000-251-890	Other Objects	11,000	0	11,000	2,053	499	8,448
47500	11-000-252-1__	Salaries	215,186	0	215,186	104,968	104,968	5,249
47540	11-000-252-340	Purchased Technical Services	454,137	37,540	491,677	208,240	170,967	112,470
47560	11-000-252-[4-5]	Other Purchased Services (400-500 series	120,932	0	120,932	8,760	31,586	80,586
47580	11-000-252-6__	Supplies and Materials	20,000	10,590	30,590	0	11,590	19,000
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic	460,000	125,554	585,554	210,095	315,085	60,374
49000	11-000-262-1__	Salaries	57,917	0	57,917	28,252	28,252	1,413
49040	11-000-262-3__	Purchased Professional and Technical Ser	30,350	866	31,216	13,449	17,647	120
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.	4,683,091	18,534	4,701,625	2,318,489	2,365,063	18,072
49120	11-000-262-490	Other Purchased Property Services	353,000	(25,000)	328,000	134,300	43,296	150,404
49140	11-000-262-520	Insurance	610,000	65,000	675,000	673,728	0	1,272
49180	11-000-262-610	General Supplies	410,000	32,750	442,750	258,662	155,057	29,032
49200	11-000-262-621	Energy (Natural Gas)	495,000	(20,000)	475,000	77,908	0	397,092
49220	11-000-262-622	Energy (Electricity)	1,162,000	(20,000)	1,142,000	530,305	0	611,695
49240	11-000-262-624	Energy (Oil)	15,000	0	15,000	0	0	15,000
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.	295,000	(9,686)	285,314	83,189	82,342	119,783
50060	11-000-263-610	General Supplies	10,000	0	10,000	4,935	4,764	301
51000	11-000-266-1__	Salaries	83,332	160,000	243,332	90,454	152,878	0
51020	11-000-266-3__	Purchased Professional and Technical Ser	0	75,000	75,000	0	0	75,000
51060	11-000-266-610	General Supplies	51,000	(47,010)	3,990	1,801	0	2,190
52020	11-000-270-160	Sal. For Pupil Trans (Bet Home & Sch) –	2,404,133	0	2,404,133	934,981	1,462,423	6,729
52040	11-000-270-161	Sal. For Pupil Trans (Bet Home & Sch) –	507,093	0	507,093	166,715	340,378	0
52100	11-000-270-350	Management Fee – ESC & CTSA Trans. Prog	75,000	41,776	116,776	70,218	25,074	21,484
52120	11-000-270-390	Other Purchased Prof. and Technical Serv	420,670	0	420,670	107,153	0	313,517
52140	11-000-270-420	Cleaning, Repair, & Maint. Services	304,295	88,904	393,199	160,974	102,115	130,110
52160	11-000-270-442	Rental Payments – School Buses	5,000	0	5,000	0	0	5,000
52200	11-000-270-503	Contract Serv.–Aid in Lieu Pymts–Non-Pub	325,000	0	325,000	0	0	325,000
52220	11-000-270-504	Contract Serv–Aid in Lieu Pymts–Charter	3,000	0	3,000	0	0	3,000
52240	11-000-270-505	Contract Serv–Aid in Lieu Pymts–Choice S	150,000	0	150,000	0	0	150,000
52260	11-000-270-511	Contract Services (Bet. Home & Sch) -Ven	2,500	147,294	149,794	38,690	111,104	0
52300	11-000-270-513	Contr Serv (Bet. Home & Sch) – Joint Agr	360	0	360	0	0	360
52320	11-000-270-514	Contract Serv. (Sp Ed Stds) - Vendors	50,000	11,303	61,303	22,680	3,600	35,023
52360	11-000-270-517	Contract Serv. (Reg. Students) – ESCs &	814,000	654,093	1,468,093	285,052	164,621	1,018,420
52380	11-000-270-518	Contract Serv. (Spl. Ed. Students) – ESC	860,000	1,874,950	2,734,950	885,242	279,900	1,569,808
52400	11-000-270-593	Misc. Purchased Services - Transportatio	300,800	(80,000)	220,800	168,289	23,267	29,244
52420	11-000-270-610	General Supplies	20,661	4,629	25,290	9,856	59	15,376
52440	11-000-270-615	Transportation Supplies	1,843,893	(198,447)	1,645,446	512,198	31,864	1,101,384

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Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
52460	11-000-270-8__ Other objects	26,083	(11,303)	14,780	9,429	2,222	3,129
71020	11-000-291-220 Social Security Contributions	774,213	(200,000)	574,213	284,191	0	290,022
71060	11-000-291-241 Other Retirement Contributions - PERS	850,000	0	850,000	0	823,308	26,692
71140	11-000-291-250 Unemployment Compensation	250,000	0	250,000	10,703	0	239,297
71160	11-000-291-260 Workmen's Compensation	900,000	(100,000)	800,000	288,128	267,012	244,860
71180	11-000-291-270 Health Benefits	11,044,307	(110,000)	10,934,307	5,261,365	5,384,820	288,121
71200	11-000-291-280 Tuition Reimbursement	200,000	(27,000)	173,000	23,680	50,000	99,320
71220	11-000-291-290 Other Employee Benefits	1,030,000	(71,300)	958,700	310,226	0	648,475
72180	10-606- - Interest Earned on Maintenance Reserve	500	0	500	0	0	500
73040	12-120-100-73_ Grades 1-5	0	7,698	7,698	5,311	2,387	0
73080	12-140-100-73_ Grades 9-12	0	30,779	30,779	11,372	19,407	0
75080	12-4__-100-73_ School-Sponsored and Other Instructional	0	15,713	15,713	0	15,713	0
75560	12-000-21_-73_ Undist. Expend. – Supp Serv. – Related &	0	3,990	3,990	0	3,990	0
75580	12-000-219-73_ Undist. Expend. – Support Serv. – Studen	0	6,967	6,967	6,967	0	0
75600	12-000-220-73_ Undist. Expend. – Support Serv. – Inst.	0	27,795	27,795	23,983	3,812	0
75680	12-000-252-73_ Undistributed Expenditures – Admin. Info	0	10,200	10,200	7,560	2,635	5
75740	12-000-263-73_ Undist. Expend. – Care and Upkeep of Gro	0	12,253	12,253	12,253	0	0
75760	12-000-266-73_ Undist. Expend. – Security	0	29,831	29,831	0	29,831	0
75800	12-000-270-733 School Buses - Regular	440,000	0	440,000	0	0	440,000
75820	12-000-270-734 School Buses - Special	330,000	408,226	738,226	0	408,226	330,000
76040	12-000-400-334 Architectural/Engineering Services	491,121	2,225	493,346	0	2,225	491,121
76080	12-000-400-450 Construction Services	5,063,108	0	5,063,108	0	0	5,063,108
76210	12-000-400-896 Assessment for Debt Service on SDA Fundi	26,043	0	26,043	0	0	26,043
76380	10-604- - Interest Deposit to Capital Reserve	100	0	100	0	0	100
84000	10-000-100-56_ Transfer of Funds to Charter Schools	707,555	0	707,555	272,243	363,793	71,519
Total		111,742,069	1,717,904	113,459,973	39,155,981	51,462,337	22,841,655

Starting date 7/1/2022 Ending date 12/31/2022 Fund: 20 SPECIAL REVENUE FUNDS

Assets and Resources

Assets:

101	Cash in bank		\$0.00
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$1,956,607.19	
142	Intergovernmental - Federal	\$12,499,173.29	
143	Intergovernmental - Other	\$20,000.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$14,475,780.48

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

Resources:

301	Estimated Revenues	\$7,984,422.28	
302	Less Revenues	(\$4,085,669.28)	\$3,898,753.00

Total assets and resources

\$18,374,533.48

Starting date 7/1/2022 Ending date 12/31/2022 Fund: 20 SPECIAL REVENUE FUNDS

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Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$293,502.07
411	Intergovernmental Accounts Payable - State	\$76,255.37
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$55,508.60
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$145,269.50
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
<b>Total liabilities</b>		<b>\$570,535.54</b>

Starting date 7/1/2022 Ending date 12/31/2022 Fund: 20 SPECIAL REVENUE FUNDS

Fund Balance:

	Appropriated:		
753,754	Reserve for Encumbrances		\$2,618,787.02
	Reserved Fund Balance:		
761	Capital Reserve Account - July 1	\$0.00	
604	Add: Increase in Capital Reserve	\$0.00	
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00	
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$0.00
762	Reserve for Adult Education		\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00	
606	Add: Increase in Maintenance Reserve	\$0.00	
310	Less: Bud. w/d from Maintenance Reserve	\$0.00	\$0.00
765	Tuition Reserve Account - July 1	\$0.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00	
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00	
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$0.00	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$20,553,321.06	
602	Less: Expenditures	(\$2,749,323.12)	
	Less: Encumbrances	(\$2,618,787.02)	(\$5,368,110.14)
	Total appropriated		\$15,185,210.92
	Unappropriated:		\$17,803,997.94
770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$17,803,997.94
	Total liabilities and fund equity		\$18,374,533.48

Starting date 7/1/2022 Ending date 12/31/2022 Fund: 20 SPECIAL REVENUE FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$20,553,321.06	\$5,368,110.14	\$15,185,210.92
Revenues	(\$7,984,422.28)	(\$4,085,669.28)	(\$3,898,753.00)
Subtotal	<u>\$12,568,898.78</u>	<u>\$1,282,440.86</u>	<u>\$11,286,457.92</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$12,568,898.78</u>	<u>\$1,282,440.86</u>	<u>\$11,286,457.92</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$12,568,898.78</u>	<u>\$1,282,440.86</u>	<u>\$11,286,457.92</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$12,568,898.78</u>	<u>\$1,282,440.86</u>	<u>\$11,286,457.92</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$12,568,898.78</u>	<u>\$1,282,440.86</u>	<u>\$11,286,457.92</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$12,568,898.78</u>	<u>\$1,282,440.86</u>	<u>\$11,286,457.92</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$12,568,898.78</u>	<u>\$1,282,440.86</u>	<u>\$11,286,457.92</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$12,568,898.78</u>	<u>\$1,282,440.86</u>	<u>\$11,286,457.92</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$12,568,898.78</u>	<u>\$1,282,440.86</u>	<u>\$11,286,457.92</u>
Less: Adjustment for prior year	(\$12,568,898.78)	(\$12,568,898.78)	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$11,286,457.92)</u>	<u>\$11,286,457.92</u>

Prepared and submitted by :

  
Board Secretary

2.17.23  
Date

Starting date 7/1/2022 Ending date 12/31/2022 Fund: 20 SPECIAL REVENUE FUNDS

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00745	Total Revenues from Local Sources	178,146	74,516	252,662	74,516	Under	178,146
00770	Total Revenues from State Sources	1,419,473	2,438,361	3,857,834	3,692,309	Under	165,525
00830	Total Revenues from Federal Sources	2,675,488	940,077	3,615,565	318,845	Under	3,296,720
0083A	Other	430,000	(171,638)	258,362	0	Under	258,362
Total		4,703,107	3,281,316	7,984,422	4,085,669		3,898,753

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
84100	Local Projects	0	97,350	97,350	11,755	37,129	48,466
84200	Student Activity Fund	178,146	0	178,146	0	0	178,146
85120	Total Instruction	749,821	673,735	1,423,556	328,241	687,614	407,701
86380	Total Support Services	616,560	1,354,571	1,971,131	192,324	68,916	1,709,891
87040	Total Facilities Acquisition and Constr	45,000	130,000	175,000	0	16,360	158,640
88000	Nonpublic Textbooks	4,388	3,862	8,250	0	6,757	1,493
88020	Nonpublic Auxiliary Services	86,310	5,330	91,640	12,628	0	79,012
88060	Nonpublic Nursing Services	8,188	5,812	14,000	0	0	14,000
88080	Nonpublic Technology Initiative	3,071	2,179	5,250	646	0	4,604
88140	Other	12,793	12,832	25,625	16,596	3,827	5,202
88740	Total Federal Projects	2,998,830	13,564,543	16,563,373	2,187,133	1,798,185	12,578,055
Total		4,703,107	15,850,214	20,553,321	2,749,323	2,618,787	15,185,211

Starting date 7/1/2022 Ending date 12/31/2022 Fund: 20 SPECIAL REVENUE FUNDS

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00737	20-1760	Student Activity Fund Revenue	178,146	0	178,146	0	Under	178,146
00740	20-1__	Other Revenue from Local Sources	0	74,516	74,516	74,516		0
00760	20-3218	Preschool Education Aid	729,606	2,329,944	3,059,550	3,059,550		0
00765	20-32__	Other Restricted Entitlements	689,867	108,417	798,284	632,759	Under	165,525
00775	20-441[1-6]	Title I	1,144,945	682,351	1,827,296	0	Under	1,827,296
00780	20-445[1-5]	Title II	188,449	(50,566)	137,883	0	Under	137,883
00785	20-449[1-4]	Title III	23,685	(169)	23,516	0	Under	23,516
00790	20-447[1-4]	Title IV	74,946	6,092	81,038	0	Under	81,038
00803	20-4409	ARP - IDEA Preschool	0	0	0	0		0
00804	20-4419	ARP - IDEA Basic	0	0	0	0		0
00805	20-442[0-9]	I.D.E.A. Part B (Handicapped)	1,124,006	272,144	1,396,150	281,736	Under	1,114,414
00810	20-4430	Vocational Education	60,231	19,774	80,005	25,208	Under	54,797
00825	20-4__	Other	59,226	10,451	69,677	11,901	Under	57,776
00835	20-5200	Transfers from Operating Budget – Presch	430,000	(171,638)	258,362	0	Under	258,362
Total			4,703,107	3,281,316	7,984,422	4,085,669		3,898,753

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
84100	20-__-__-__	Local Projects	0	97,350	97,350	11,755	37,129	48,466
84200	20-475-__-__	Student Activity Fund	178,146	0	178,146	0	0	178,146
85000	20-218-100-101	Salaries of Teachers	697,563	306,350	1,003,913	327,332	603,711	72,870
85030	20-218-100-321	Purch Prof-Ed Services	0	167,385	167,385	0	0	167,385
85080	20-218-100-6__	General Supplies	52,258	200,000	252,258	909	83,903	167,446
86000	20-218-200-102	Salaries of Supervisors of Instruction	0	76,545	76,545	0	0	76,545
86020	20-218-200-103	Salaries of Program Directors	62,366	100,000	162,366	18,371	43,995	100,000
86040	20-218-200-104	Salaries of Other Professional Staff	0	138,370	138,370	0	0	138,370
86060	20-218-200-105	Salaries of Secr. And Clerical Assistant	30,767	62,000	92,767	15,846	14,921	62,000
86100	20-218-200-173	Salaries of Community Parent Involvement	0	20,000	20,000	10,000	10,000	0
86120	20-218-200-176	Salaries of Master Teachers	0	70,000	70,000	0	0	70,000
86140	20-218-200-200	Personnel Services – Employee Benefits	249,627	250,000	499,627	111,452	0	388,175
86200	20-218-200-329	Purchased Professional – Educational Ser	267,300	8,000	275,300	36,655	0	238,645
86220	20-218-200-330	Other Purchased Professional Services	0	6,000	6,000	0	0	6,000
86240	20-218-200-420	Cleaning, Repair & Maintenance Services	0	121,000	121,000	0	0	121,000
86260	20-218-200-440	Rentals	0	150,000	150,000	0	0	150,000
86280	20-218-200-511	Contr. Trans. Serv. (Bet. Home & Sch)	0	30,000	30,000	0	0	30,000
86300	20-218-200-516	Contr. Trans. Serv. (Field Trips)	4,500	1,000	5,500	0	0	5,500
86320	20-218-200-580	Travel	2,000	1,500	3,500	0	0	3,500
86330	20-218-200-590	Miscellaneous Purchased Services	0	150,000	150,000	0	0	150,000
86340	20-218-200-6__	Supplies and Materials	0	100,156	100,156	0	0	100,156
86360	20-218-200-8__	Other Objects	0	70,000	70,000	0	0	70,000
87000	20-218-400-731	Instructional Equipment	15,000	50,000	65,000	0	0	65,000
87020	20-218-400-732	Noninstructional Equipment	30,000	80,000	110,000	0	16,360	93,640
88000	20-501-__-__	Nonpublic Textbooks	4,388	3,862	8,250	0	6,757	1,493



Starting date 7/1/2022 Ending date 12/31/2022 Fund: 20 SPECIAL REVENUE FUNDS

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
88020	20-50[-2-5-] Nonpublic Auxiliary Services	86,310	5,330	91,640	12,628	0	79,012
88060	20-509- Nonpublic Nursing Services	8,188	5,812	14,000	0	0	14,000
88080	20-510- Nonpublic Technology Initiative	3,071	2,179	5,250	646	0	4,604
88140	20- Other	12,793	12,832	25,625	16,596	3,827	5,202
88500	20- Title I	1,144,945	1,023,026	2,167,971	582,112	488,500	1,097,360
88520	20- Title II	188,449	148,952	337,401	48,972	46,466	241,963
88540	20- Title III	23,685	15,799	39,484	13,970	0	25,515
88560	20- Title IV	74,946	47,391	122,337	54,600	0	67,737
88620	20- I.D.E.A. Part B (Handicapped)	1,124,006	436,226	1,560,232	572,197	563,292	424,742
88640	20- Vocational Education	60,231	19,774	80,005	32,077	10,963	36,964
88641	20-223- ARP-IDEA Basic Grant Program	0	16,015	16,015	15,783	0	232
88642	20-224- ARP-IDEA Preschool Grant Program	0	189	189	188	0	1
88700	20- Other	382,568	134,523	517,091	237,899	150,143	129,050
88709	20-483- CRRSA Act - ESSER II Grant Program	0	2,749,662	2,749,662	378,529	480,302	1,890,832
88710	20-484- CRRSA Act - Learning Acceleration Grant	0	231,493	231,493	129,873	0	101,620
88711	20-485- CRRSA Act - Mental Health Grant	0	1,450	1,450	0	0	1,450
88713	20-487- ARP-ESSER Grant Program	0	8,090,906	8,090,906	97,060	52,720	7,941,126
88714	20-488- ARP ESSER Accel. Learning Coaching Supt	0	472,946	472,946	16,103	1,827	455,016
88715	20-489- ARP ESSER Evidence Based Summer Enric	0	40,000	40,000	0	0	40,000
88716	20-490- ARP ESSER Evidence Based Bynd Sch Day	0	40,000	40,000	0	0	40,000
88717	20-491- ARP ESSER NJTSS Mental Health Support	0	45,000	45,000	7,770	3,973	33,258
88719	20-496- ARP Homeless Children and Youth II	0	51,190	51,190	0	0	51,190
Total		4,703,107	15,850,214	20,553,321	2,749,323	2,618,787	15,185,211

Starting date 7/1/2022 Ending date 12/31/2022 Fund: 30 CAPITAL PROJECTS FUNDS

Assets and Resources

Assets:

101	Cash in bank		\$5,698,143.34
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$2,104,589.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$2,104,589.00

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

Resources:

301	Estimated Revenues	\$0.00	
302	Less Revenues	\$0.00	\$0.00

Total assets and resources

\$7,802,732.34

Starting date 7/1/2022 Ending date 12/31/2022 Fund: 30 CAPITAL PROJECTS FUNDS

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Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$0.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
Total liabilities		\$0.00

Starting date 7/1/2022 Ending date 12/31/2022 Fund: 30 CAPITAL PROJECTS FUNDS

Fund Balance:

	Appropriated:		
753,754	Reserve for Encumbrances		\$590,292.56
	Reserved Fund Balance:		
761	Capital Reserve Account - July 1	\$0.00	
604	Add: Increase in Capital Reserve	\$0.00	
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00	
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$0.00
762	Reserve for Adult Education		\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00	
606	Add: Increase in Maintenance Reserve	\$0.00	
310	Less: Bud. w/d from Maintenance Reserve	\$0.00	\$0.00
765	Tuition Reserve Account - July 1	\$0.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00	
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00	
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$0.00	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$10,043,430.69	
602	Less: Expenditures	(\$2,240,698.35)	
	Less: Encumbrances	(\$590,292.56)	(\$2,830,990.91)
	Total appropriated		\$7,212,439.78
			\$7,802,732.34
	Unappropriated:		
770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$7,802,732.34
	Total liabilities and fund equity		\$7,802,732.34

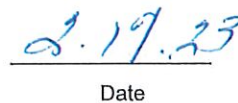
Starting date 7/1/2022 Ending date 12/31/2022 Fund: 30 CAPITAL PROJECTS FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$10,043,430.69	\$2,830,990.91	\$7,212,439.78
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$10,043,430.69</u>	<u>\$2,830,990.91</u>	<u>\$7,212,439.78</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$10,043,430.69</u>	<u>\$2,830,990.91</u>	<u>\$7,212,439.78</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$10,043,430.69</u>	<u>\$2,830,990.91</u>	<u>\$7,212,439.78</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$10,043,430.69</u>	<u>\$2,830,990.91</u>	<u>\$7,212,439.78</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$10,043,430.69</u>	<u>\$2,830,990.91</u>	<u>\$7,212,439.78</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$10,043,430.69</u>	<u>\$2,830,990.91</u>	<u>\$7,212,439.78</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$10,043,430.69</u>	<u>\$2,830,990.91</u>	<u>\$7,212,439.78</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$10,043,430.69</u>	<u>\$2,830,990.91</u>	<u>\$7,212,439.78</u>
Change in Federal Impact Aid (Capitall):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$10,043,430.69</u>	<u>\$2,830,990.91</u>	<u>\$7,212,439.78</u>
Less: Adjustment for prior year	(\$10,043,430.69)	(\$10,043,430.69)	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$7,212,439.78)</u>	<u>\$7,212,439.78</u>

Prepared and submitted by :

  
Board Secretary

  
Date

Starting date 7/1/2022 Ending date 12/31/2022 Fund: 30 CAPITAL PROJECTS FUNDS

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		0	0	0	0		0
Total		0	0	0	0		0
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	6,703,739	6,703,739	2,240,698	590,293	3,872,748
89200	TOTAL CAPITAL PROJECT FUNDS	0	3,339,692	3,339,692	0	0	3,339,692
Total		0	10,043,431	10,043,431	2,240,698	590,293	7,212,440

Starting date 7/1/2022 Ending date 12/31/2022 Fund: 30 CAPITAL PROJECTS FUNDS

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	0	0	0	0		0
Total	0	0	0	0		0

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	0	6,703,739	6,703,739	2,240,698	590,293	3,872,748
89080 30-000-4__-45_ Construction Services	0	3,306,363	3,306,363	0	0	3,306,363
89180 30-000-4__-8_ Other Objects	0	33,329	33,329	0	0	33,329
Total	0	10,043,431	10,043,431	2,240,698	590,293	7,212,440

Starting date 7/1/2022 Ending date 12/31/2022 Fund: 40 DEBT SERVICE FUNDS

Assets and Resources

Assets:

101	Cash in bank		\$0.00
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

Resources:

301	Estimated Revenues	\$0.00	
302	Less Revenues	\$0.00	\$0.00

Total assets and resources \$0.00



Starting date 7/1/2022 Ending date 12/31/2022 Fund: 40 DEBT SERVICE FUNDS

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Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$0.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
Total liabilities		\$0.00

Starting date 7/1/2022 Ending date 12/31/2022 Fund: 40 DEBT SERVICE FUNDS

Fund Balance:

	Appropriated:			
753,754	Reserve for Encumbrances			\$0.00
	Reserved Fund Balance:			
761	Capital Reserve Account - July 1	\$0.00		
604	Add: Increase in Capital Reserve	\$0.00		
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00		
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00		
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00		\$0.00
762	Reserve for Adult Education			\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00		
605	Add: Increase in Sale/Leaseback Reserve	\$0.00		
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00		\$0.00
764	Maintenance Reserve Account - July 1	\$0.00		
606	Add: Increase in Maintenance Reserve	\$0.00		
310	Less: Bud. w/d from Maintenance Reserve	\$0.00		\$0.00
765	Tuition Reserve Account - July 1	\$0.00		
311	Less: Bud. w/d from Tuition Reserve	\$0.00		\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00		
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00		
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00		\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00		
610	Add: Increase in Bus Advertising Reserve	\$0.00		
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00		\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00		
611	Add: Increase in Federal Impact Aid (General)	\$0.00		
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00		\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00		
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00		
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00		\$0.00
769	Unemployment Fund - July 1	\$0.00		
	Add: Increase in Unemployment Fund	\$0.00		
678	Less: Bud. w/d from Unemployment Fund	\$0.00		\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations	\$0.00		
602	Less: Expenditures	\$0.00		
	Less: Encumbrances	\$0.00	\$0.00	\$0.00
	Total appropriated			\$0.00
	Unappropriated:			
770	Fund balance, July 1			\$0.00
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00
	Total fund balance			\$0.00
	Total liabilities and fund equity			\$0.00

Starting date 7/1/2022 Ending date 12/31/2022 Fund: 40 DEBT SERVICE FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Prepared and submitted by :  \_\_\_\_\_ Date  \_\_\_\_\_

Board Secretary Date

Starting date 7/1/2022 Ending date 12/31/2022 Fund: 40 DEBT SERVICE FUNDS

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WINSLOW TOWNSHIP SCHOOL DISTRICT  
 Reconciliation Report  
 For the Month Ending December 31, 2022

EXHIBIT NO. XLB:3

Funds	Beginning Cash Balances	Cash Receipts	Cash Disbursed	Ending Cash Balances
<u>Governmental Funds</u>				
1 General Fund - Fund 10	\$ 24,743,664.69	\$ 15,254,230.40	8,672,176.52	\$ 31,325,718.57
Capital Reserve	12,972,042.07	16,121.02		12,988,163.09
Maintenance Reserve	4,558,291.11	5,664.82		4,563,955.93
2 Special Revenue Fund - Fund 20	0.00	643,033.86	643,033.86	0.00
3 Capital Projects Fund - Fund 30	5,856,573.49		158,430.15	5,698,143.34
4 Debt Service Fund - Fund 40	0.00			0.00
5 NJ Regional Day School - Fund 63	-			0.00
6 Total Governmental Funds (Lines 1 thru 5)	<u>\$ 48,130,571.36</u>	<u>\$ 15,919,050.10</u>	<u>\$ 9,473,640.53</u>	<u>\$ 54,575,980.93</u>
<u>Enterprise Funds</u>				
7 Cafeteria - Enterprise Fund - Fund 60	1,435,448.95	239,532.59	264,317.34	1,410,664.20
8 Cafeteria Online- Enterprise Fund	138,319.84	40,685.28		179,005.12
9 Before and After School Program - Winslow Child Development Fund 61	<u>1,057,520.09</u>	<u>61,369.53</u>	<u>61,784.28</u>	<u>1,057,105.34</u>
10 Total Enterprise Fund	<u>2,631,288.88</u>	<u>341,587.40</u>	<u>326,101.62</u>	<u>2,646,774.66</u>
11 Total Governmental and Enterprise Funds	<u>\$ 50,761,860.24</u>	<u>\$ 16,260,637.50</u>	<u>\$ 9,799,742.15</u>	<u>\$ 57,222,755.59</u>
<u>Trust &amp; Agency Funds - Fund 80, 91, 95 and 96</u>				
12 Unemployment Trust Fund 80	0.00			0.00
13 Payroll Agency - Fund 91	35,457.31	5,774,239.48	5,277,960.99	531,735.80
14 Payroll - Fund 91	2,295.90	3,323,757.17	3,323,581.55	2,471.52
15 Fiscal Agent -LCCR High School - 95	22,426.70		363.98	22,062.72
16 Student Activities Fund 96	126,842.15	12,483.33	25,974.26	113,351.22
17 Student Athletic Account - 97	<u>0.00</u>			<u>0.00</u>
18 Total Trust & Agency Fund (Lines 12 thru 17)	<u>187,022.06</u>	<u>9,110,479.98</u>	<u>8,627,880.78</u>	<u>669,621.26</u>
19 Total All Funds (Lines 6, 10, and 18)	<u>\$ 50,948,882.30</u>	<u>\$ 25,371,117.48</u>	<u>\$ 18,427,622.93</u>	<u>\$ 57,892,376.85</u>

Prepared by:  
 Date: 01/31/23

*J. Major Petest*

Batch Number	1	Current Payments	\$1,939,678.76	Batch Total
<b>1025</b>	<b>ABILITIES CENTER OF SOUTHERN NJ INC.</b>		<b>\$2,670.00</b>	<b>Vend Total</b>
	P.O. #	300889 OOD#2721579030	\$2,670.00	P PO Total
<b>1991</b>	<b>AMERICAN ASPHALT COMPANY, INC</b>		<b>\$50,482.99</b>	<b>Vend Total</b>
	P.O. #	205318 SITE IMPROVEMENTS	\$50,482.99	P PO Total
<b>1250</b>	<b>ATLANTIC CITY ELECTRIC</b>		<b>\$76,059.13</b>	<b>Vend Total</b>
	P.O. #	303681 JANUARY 2023 ELECTRIC	\$37,952.72	PO Total
	P.O. #	303738 JANUARY 2023 MS & HS	\$38,106.41	PO Total
<b>1313</b>	<b>BANCROFT NEURO HEALTH</b>		<b>\$71,319.20</b>	<b>Vend Total</b>
	P.O. #	300256 OOD#7641850770	\$12,191.80	P PO Total
	P.O. #	300257 OOD#9517603085	\$11,391.80	P PO Total
	P.O. #	300258 OOD#6431366215	\$10,384.00	P PO Total
	P.O. #	300528 OOD#6882787563	\$12,191.80	P PO Total
	P.O. #	301115 OOD#7961406124	\$8,191.80	P PO Total
	P.O. #	301908 OOD#5416566950	\$6,784.00	P PO Total
	P.O. #	301909 OOD#4898612788	\$10,184.00	P PO Total
<b>1352</b>	<b>BAYADA HOME HEALTH CARE, INC.</b>		<b>\$15,147.50</b>	<b>Vend Total</b>
	P.O. #	303514 Nursing Services-KD	\$3,075.00	PO Total
	P.O. #	303515 Nursing Services-CR	\$435.00	P PO Total
	P.O. #	303516 Nursing Services-KN	\$1,375.00	P PO Total
	P.O. #	303517 Nursing Servoces-TR	\$1,325.00	P PO Total
	P.O. #	303518 Nursing Services-KN	\$650.00	P PO Total
	P.O. #	303520 Nursing Services-KS	\$1,687.50	P PO Total
	P.O. #	303521 Nursing Services-MK	\$1,275.00	P PO Total
	P.O. #	303522 Nursing Services-AB	\$3,625.00	PO Total
	P.O. #	303523 Nursing Services-RS	\$1,575.00	P PO Total
	P.O. #	303590 Nursing Services-EA	\$125.00	P PO Total
<b>1376</b>	<b>BELMONT AND CRYSTAL SPRINGS</b>		<b>\$24.30</b>	<b>Vend Total</b>
	P.O. #	303868 ADMIN BUILDING	\$24.30	PO Total
<b>Z432</b>	<b>BIRCH COMMUNICATIONS, LLC</b>		<b>\$2,303.00</b>	<b>Vend Total</b>
	P.O. #	205797 HS TECHNOLOGY	\$1,645.00	P PO Total
	P.O. #	302172 walkie talkies	\$658.00	P PO Total
<b>1421</b>	<b>BLACK HORSE PIKE REGIONAL SCHOOL DIST.</b>		<b>\$3,555.60</b>	<b>Vend Total</b>
	P.O. #	301114 OOD#1435703880	\$3,555.60	P PO Total
<b>3393</b>	<b>BLOCK LINE SYSTEMS LLC</b>		<b>\$3,331.42</b>	<b>Vend Total</b>
	P.O. #	303863 JANUARY 2023	\$3,331.42	PO Total

Batch Number	1	Current Payments	\$1,939,678.76	Batch Total
<b>1456</b>		<b>BONNIE BRAE</b>	<b>\$5,590.00</b>	<b>Vend Total</b>
	P.O. #	301228 OOD#4372982874	\$5,590.00 P	PO Total
<b>A371</b>		<b>BRAUNGART INVESTORS, LLC</b>	<b>\$252.00</b>	<b>Vend Total</b>
	P.O. #	303803 PLANT & CONTAINERS AT BOE	\$252.00	PO Total
<b>1508</b>		<b>BROOKFIELD ACADEMY</b>	<b>\$20,918.08</b>	<b>Vend Total</b>
	P.O. #	300260 OOD#1897780132	\$11,118.24 P	PO Total
	P.O. #	302449 OOD#1031714902	\$9,450.00 P	PO Total
	P.O. #	303656 Professional Services-BH	\$349.84 P	PO Total
<b>1510</b>		<b>BROOKFIELD ELEMENTARY</b>	<b>\$14,824.32</b>	<b>Vend Total</b>
	P.O. #	303303 OOD#1001340340	\$14,824.32	PO Total
<b>1632</b>		<b>CAMDEN COUNTY EDUCATIONAL SRVCS. COMM.</b>	<b>\$722,394.60</b>	<b>Vend Total</b>
	P.O. #	303555 OT services rendered to SJCA	\$260.76 P	PO Total
	P.O. #	303683 AIDE IN LIEU OF TRANSPORTATION	\$276,981.40 P	PO Total
	P.O. #	303687 JANUARY TRANSPORTATION	\$445,152.44 P	PO Total
<b>1529</b>		<b>CAMDEN COUNTY TECHNICAL SCHOOLS</b>	<b>\$123,239.20</b>	<b>Vend Total</b>
	P.O. #	302293 Vocational/Techical School	\$123,239.20 P	PO Total
<b>1670</b>		<b>CARCAMO ED.D; DOROTHY</b>	<b>\$71.92</b>	<b>Vend Total</b>
	P.O. #	303638 Reimbursement-TOY items	\$71.92	PO Total
<b>1689</b>		<b>CAROLINA BIOLOGICAL SUPPLY CO</b>	<b>\$347.66</b>	<b>Vend Total</b>
	P.O. #	301318 HS SCIENCE	\$347.66	PO Total
<b>1732</b>		<b>CDW GOVERNMENT INC.</b>	<b>\$531.30</b>	<b>Vend Total</b>
	P.O. #	303481 supplies	\$300.30 P	PO Total
	P.O. #	303546 projector bulbs	\$231.00 P	PO Total
<b>1880</b>		<b>COMCAST</b>	<b>\$5,279.74</b>	<b>Vend Total</b>
	P.O. #	303856 JANUARY NETWORK SERVICES	\$5,279.74	PO Total
<b>1881</b>		<b>COMCAST CABLE</b>	<b>\$30.06</b>	<b>Vend Total</b>
	P.O. #	303613 DIGITAL ADAPTER JAN 2023 #4	\$30.06	PO Total
<b>1901</b>		<b>CONNER STRONG &amp; BUCKELEW CO. LLC</b>	<b>\$4,166.66</b>	<b>Vend Total</b>
	P.O. #	300214 PROFESSIONAL SERVICES	\$4,166.66 P	PO Total
<b>1941</b>		<b>COURIER-POST - LEGAL</b>	<b>\$77.41</b>	<b>Vend Total</b>
	P.O. #	303578 BOARD MTG DATES - FEB-AUG 2023	\$77.41	PO Total
<b>G578</b>		<b>CUELLO;JUAN</b>	<b>\$1,350.00</b>	<b>Vend Total</b>
	P.O. #	303676 JANUARY 2023 TRANSPORTATION	\$1,350.00	PO Total
<b>2094</b>		<b>DELTA DENTAL PLAN OF NJ</b>	<b>\$45,597.59</b>	<b>Vend Total</b>
	P.O. #	302154 DENTAL BENEFITS DEC-JUN	\$45,597.59 P	PO Total

Batch Number	1	Current Payments	\$1,939,678.76	Batch Total
<b>2113</b>	<b>DEPTFORD TWP. BOARD OF EDUCATION</b>		<b>\$3,198.40</b>	<b>Vend Total</b>
	P.O. #	301534 OOD#5614304701	\$3,198.40 P	PO Total
<b>2248</b>	<b>EARTHTREK ENVIRONMENTAL INC.</b>		<b>\$1,200.00</b>	<b>Vend Total</b>
	P.O. #	300570 22/23 HVAC WATER TREATMENT	\$1,200.00 P	PO Total
<b>2309</b>	<b>EGG HARBOR CITY PUBLIC SCHOOLS</b>		<b>\$5,542.20</b>	<b>Vend Total</b>
	P.O. #	300976 OOD#9941532562	\$1,847.40 P	PO Total
	P.O. #	300979 OOD#7500839616	\$1,847.40 P	PO Total
	P.O. #	300980 OOD#9719289793	\$1,847.40 P	PO Total
<b>D747</b>	<b>EMPOWER AAC LLC</b>		<b>\$1,300.00</b>	<b>Vend Total</b>
	P.O. #	303724 AAC evaluation for OOD student	\$1,300.00	PO Total
<b>5051</b>	<b>ESS NORTHEAST, LLC</b>		<b>\$18,354.76</b>	<b>Vend Total</b>
	P.O. #	303575 SUB PMT W/E 1/21/23	\$8,627.19 P	PO Total
	P.O. #	303723 SUB PMT W/E 1/28/23	\$9,727.57	PO Total
<b>3729</b>	<b>ESS SUPPORT SERVICES, LLC</b>		<b>\$25,782.18</b>	<b>Vend Total</b>
	P.O. #	303729 BUS AIDES DEC - JAN PARTIAL	\$25,782.18	PO Total
<b>2412</b>	<b>FAMILY THERAPY &amp; CONSULTATION SERVICES</b>		<b>\$220.00</b>	<b>Vend Total</b>
	P.O. #	303646 E.L CLINICAL SUPERVISION	\$110.00 P	PO Total
	P.O. #	303647 E.N CLINICAL SUPERVISION	\$110.00 P	PO Total
<b>0322</b>	<b>FOLLETT SCHOOL SOLUTIONS INC.</b>		<b>\$2,216.61</b>	<b>Vend Total</b>
	P.O. #	300044 library	\$2,216.61	PO Total
<b>2569</b>	<b>GALLOWAY TOWNSHIP SCHOOL DISTRICT</b>		<b>\$10,713.07</b>	<b>Vend Total</b>
	P.O. #	300177 OOD#3204832491	\$10,713.07 P	PO Total
<b>2587</b>	<b>GARFIELD PARK ACADEMY</b>		<b>\$36,579.00</b>	<b>Vend Total</b>
	P.O. #	300285 OOD#9182270030	\$6,719.80 P	PO Total
	P.O. #	300286 OOD#7674124613	\$6,719.80 P	PO Total
	P.O. #	300287 OOD#4481662331	\$9,699.80 P	PO Total
	P.O. #	301383 OOD#7445482135	\$6,719.80 P	PO Total
	P.O. #	302960 OOD#2373527367	\$6,719.80 P	PO Total
<b>2605</b>	<b>GENERAL CHEMICAL AND SUPPLY</b>		<b>\$7,592.32</b>	<b>Vend Total</b>
	P.O. #	303279 CUSTODIAL SUPPLIES	\$7,592.32	PO Total
<b>U172</b>	<b>GENERAL HEALTHCARE RESOURCES INC.</b>		<b>\$2,645.50</b>	<b>Vend Total</b>
	P.O. #	303576 OT services rendered	\$1,313.50	PO Total
	P.O. #	303697 OT services rendered	\$1,332.00	PO Total
<b>2665</b>	<b>GLOUCESTER CITY BOARD OF EDUCATION</b>		<b>\$3,497.20</b>	<b>Vend Total</b>
	P.O. #	301531 OOD#8931319965	\$1,748.60 P	PO Total
	P.O. #	301532 OOD#2696760680	\$1,748.60 P	PO Total



Batch Number	1	Current Payments	\$1,939,678.76	Batch Total
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<b>2667</b>	<b>GLOUCESTER COUNTY SPECIAL SRVCS.</b>		<b>\$33,152.00</b>	<b>Vend Total</b>
P.O. #	301060	OOD#4810635287	\$360.00 P	PO Total
P.O. #	301061	OOD#6908957297	\$4,980.00	PO Total
P.O. #	301062	OOD#4090696781	\$4,980.00	PO Total
P.O. #	301063	OOD#9065472826	\$4,980.00	PO Total
P.O. #	301065	OOD#5315995523	\$360.00 P	PO Total
P.O. #	301066	OOD#3453070610	\$360.00 P	PO Total
P.O. #	301067	OOD#3639301713	\$360.00 P	PO Total
P.O. #	301069	OOD#1359832532	\$4,980.00	PO Total
P.O. #	301071	OOD#6264819586	\$360.00 P	PO Total
P.O. #	301072	OOD#9954937077	\$360.00 P	PO Total
P.O. #	301119	OOD#8439880772	\$360.00 P	PO Total
P.O. #	301120	OOD#4996751957	\$360.00 P	PO Total
P.O. #	301903	OOD#6783785056	\$4,980.00	PO Total
P.O. #	302309	OOD#1875745172	\$4,980.00	PO Total
P.O. #	303732	Professional Services	\$392.00 P	PO Total
<b>2668</b>	<b>GLOUCESTER CTY. INSTITUTE OF TECHNOLOGY</b>		<b>\$8,771.40</b>	<b>Vend Total</b>
P.O. #	301074	OOD#1580415940	\$797.40 P	PO Total
P.O. #	301075	OOD#9646221749	\$797.40 P	PO Total
P.O. #	301076	OOD#2836151424	\$797.40 P	PO Total
P.O. #	301077	OOD#2011913510	\$797.40 P	PO Total
P.O. #	301078	OOD#3456374205	\$797.40 P	PO Total
P.O. #	301079	OOD#7940667476	\$797.40 P	PO Total
P.O. #	301080	OOD#819272734	\$797.40 P	PO Total
P.O. #	301081	OOD#9925482438	\$797.40 P	PO Total
P.O. #	301082	OOD#6985596819	\$797.40 P	PO Total
P.O. #	301083	OOD#2313378225	\$797.40 P	PO Total
P.O. #	301084	OOD#9776530379	\$797.40 P	PO Total
<b>A965</b>	<b>GOULD; DAVID</b>		<b>\$86.00</b>	<b>Vend Total</b>
P.O. #	301791	OFFICIAL VARSITY GIRLS SOCCER	\$86.00	PO Total
<b>0716</b>	<b>HAGAN; PATRICK</b>		<b>\$107.00</b>	<b>Vend Total</b>
P.O. #	301775	OFFICIAL V FOOTBALL	\$107.00	PO Total
<b>2826</b>	<b>HAWKINS; DIANE</b>		<b>\$123.61</b>	<b>Vend Total</b>
P.O. #	303689	Mileage Reimburse January 2023	\$123.61	PO Total
<b>2858</b>	<b>HENRY SCHEIN INC.</b>		<b>\$1,115.27</b>	<b>Vend Total</b>
P.O. #	350321	Health and Trainer Supplies	\$1,115.27	PO Total

Batch Count = 1

Batch Number	1	Current Payments	\$1,939,678.76	Batch Total
<b>2911</b>	<b>HOLLYDELL SCHOOL</b>		<b>\$56,487.60</b>	<b>Vend Total</b>
P.O. #	300159	OOD#6019065987	\$13,314.60	P PO Total
P.O. #	300160	OOD#1386752386	\$8,634.60	P PO Total
P.O. #	300161	OOD#2798838133	\$8,634.60	P PO Total
P.O. #	300162	OOD#8006275479	\$8,634.60	P PO Total
P.O. #	300163	OOD#2436716235	\$8,634.60	P PO Total
P.O. #	300282	OOD#8193049204	\$8,634.60	P PO Total
<b>3098</b>	<b>JOE'S AUTO REPAIR</b>		<b>\$550.00</b>	<b>Vend Total</b>
P.O. #	302558	BUS #75	\$550.00	PO Total
<b>3193</b>	<b>KENCOR LLC</b>		<b>\$800.00</b>	<b>Vend Total</b>
P.O. #	303272	SCHOOL 6 ELEVATOR PHONE	\$720.00	P PO Total
P.O. #	303805	ELEVATOR REPAIR SCHOOL 5	\$80.00	P PO Total
<b>3222</b>	<b>KINGSWAY LEARNING CENTER</b>		<b>\$179,241.60</b>	<b>Vend Total</b>
P.O. #	300223	OOD#3467389636	\$6,499.60	P PO Total
P.O. #	300224	OOD#5359059487	\$10,099.60	P PO Total
P.O. #	300225	OOD#4526117206	\$6,499.60	P PO Total
P.O. #	300226	OOD#9331610218	\$10,099.60	P PO Total
P.O. #	300227	OOD#9920043411	\$6,499.60	P PO Total
P.O. #	300228	OOD#1357789617	\$10,099.60	P PO Total
P.O. #	300231	OOD#8015506421	\$10,099.60	P PO Total
P.O. #	300232	OOD#1878798523	\$6,499.60	P PO Total
P.O. #	300234	OOD#7442043899	\$10,099.60	P PO Total
P.O. #	300235	OOD#60465669060	\$10,099.60	P PO Total
P.O. #	300237	OOD#7090059749	\$10,099.60	P PO Total
P.O. #	300238	OOD#4644975825	\$6,499.60	P PO Total
P.O. #	300239	OOD#4786253533	\$6,499.60	P PO Total
P.O. #	300240	OOD#2933089955	\$6,499.60	P PO Total
P.O. #	300241	OOD#9459685894	\$10,099.60	P PO Total
P.O. #	300244	OOD#9113498395	\$6,499.60	P PO Total
P.O. #	300245	OOD#6878474384	\$6,499.60	P PO Total
P.O. #	300250	OOD#548289818	\$6,499.60	P PO Total
P.O. #	300251	OOD#4603548134	\$10,099.60	P PO Total
P.O. #	300252	OOD#3736940744	\$10,099.60	P PO Total
P.O. #	301524	OOD#8024144245	\$10,099.60	P PO Total
P.O. #	303606	Professional Services-ND	\$300.00	P PO Total
P.O. #	303731	Professional Services	\$2,850.00	P PO Total

Batch Count = 1

Batch Number	1	Current Payments	\$1,939,678.76	Batch Total
<b>3300</b>		<b>LARC SCHOOL</b>		<b>\$35,714.00 Vend Total</b>
	P.O. #	300178 OOD#9681428815	\$5,662.80 P	PO Total
	P.O. #	300180 OOD#1264343381	\$9,362.80 P	PO Total
	P.O. #	300181 OOD#3918541565	\$9,362.80 P	PO Total
	P.O. #	300182 OOD#3928757122	\$5,662.80 P	PO Total
	P.O. #	302480 OOD#3102710757	\$5,662.80 P	PO Total
<b>3315</b>		<b>LAUREL LAWNMOWER SERVICE INC.</b>		<b>\$1,390.57 Vend Total</b>
	P.O. #	303444 GROUNDS PARTS	\$1,390.57	PO Total
<b>6336</b>		<b>LEGACY TREATMENT SERVICES, INC.</b>		<b>\$12,143.40 Vend Total</b>
	P.O. #	300281 OOD#7468018903	\$12,143.40 P	PO Total
<b>R776</b>		<b>MARVELOUS VIOLINS CORPORATION</b>		<b>\$30.00 Vend Total</b>
	P.O. #	302474 Violin Case Repairs	\$30.00	PO Total
<b>P143</b>		<b>MATHES; ELIZABETH R.</b>		<b>\$1,350.00 Vend Total</b>
	P.O. #	303677 JANUARY 2023 TRANSPORTATION	\$1,350.00	PO Total
<b>Z079</b>		<b>MCCLOSKEY MECHANICAL CONTRACTORS, INC</b>		<b>\$15,741.40 Vend Total</b>
	P.O. #	301890 PATERSON KELLY PARTS PROPOSAL	\$15,186.23 P	PO Total
	P.O. #	302970 CARRIER GAS VALVES	\$555.17 P	PO Total
<b>3676</b>		<b>MENC:NAT ASSOC FOR MUSIC EDUCATION</b>		<b>\$129.00 Vend Total</b>
	P.O. #	303773 MUSIC MEMBERSHIP FEES	\$129.00	PO Total
<b>M910</b>		<b>MERCER CTY SPECIAL SERVICE SCHOOL DISTRI</b>		<b>\$480.00 Vend Total</b>
	P.O. #	300981 OOD#3851190289	\$480.00 P	PO Total
<b>3966</b>		<b>NEWBORN NURSES</b>		<b>\$11,025.00 Vend Total</b>
	P.O. #	303589 Nursing Services-AJ	\$1,755.00	PO Total
	P.O. #	303871 Nursing Services-AG	\$5,820.00	PO Total
	P.O. #	303872 Nursing Services-AJ	\$3,450.00	PO Total
<b>4016</b>		<b>NJSCHOOL JOBS.COM</b>		<b>\$50.00 Vend Total</b>
	P.O. #	303400 JOB FAIR POSTING	\$50.00	PO Total
<b>H070</b>		<b>ORCHARD FRIENDS SCHOOL</b>		<b>\$18,531.00 Vend Total</b>
	P.O. #	300566 OOD#4286992618	\$18,531.00 P	PO Total
<b>4146</b>		<b>PAUL'S CUSTOM AWARDS &amp;</b>		<b>\$52.00 Vend Total</b>
	P.O. #	302502 Nameplates New Board Members	\$52.00	PO Total
<b>Z424</b>		<b>PEMBERTON SUPPLY COMPANY LLC</b>		<b>\$384.62 Vend Total</b>
	P.O. #	301376 MOTOR STARTER	\$384.62	PO Total
<b>W259</b>		<b>PEREZ-HERNANDEZ; JESSICA</b>		<b>\$32.50 Vend Total</b>
	P.O. #	303412 STAFF REIMBURSEMENT	\$32.50	PO Total

Batch Number	1	Current Payments	\$1,939,678.76	Batch Total
<b>4266</b>		<b>PINELAND LEARNING CENTER</b>	<b>\$38,760.00</b>	<b>Vend Total</b>
	P.O. #	300171 OOD#1703062003	\$9,975.00 P	PO Total
	P.O. #	300173 OOD#7522179688	\$9,975.00 P	PO Total
	P.O. #	300310 OOD#6923652939	\$6,270.00 P	PO Total
	P.O. #	301179 OOD#2928684161	\$6,270.00 P	PO Total
	P.O. #	301794 OOD#9317190491	\$6,270.00 P	PO Total
<b>4319</b>		<b>POSITIVE PROMOTIONS, INC.</b>	<b>\$2,364.53</b>	<b>Vend Total</b>
	P.O. #	302909 S/R-Supplies	\$700.39 P	PO Total
	P.O. #	303410 Testing supplies	\$1,664.14 P	PO Total
<b>N734</b>		<b>POWER EQUIPMENT COMPANY</b>	<b>\$3,405.00</b>	<b>Vend Total</b>
	P.O. #	302843 MAINTENANCE SERVICE AGREEMENT	\$1,455.00 P	PO Total
	P.O. #	302978 MS OUTSIDE ALTERNATOR REPLACE	\$1,950.00 P	PO Total
<b>8945</b>		<b>QUICK FIX SMARTPHONE &amp; TABLET REPAIR</b>	<b>\$200.00</b>	<b>Vend Total</b>
	P.O. #	303539 iPad repairs for SSS	\$200.00	PO Total
<b>U063</b>		<b>R.F. DESIGN &amp; INTEGRATION INC</b>	<b>\$856.14</b>	<b>Vend Total</b>
	P.O. #	300962 Replacement Part	\$856.14	PO Total
<b>4405</b>		<b>R.U.I.C.</b>	<b>\$800.00</b>	<b>Vend Total</b>
	P.O. #	300742 UNEMPLOYMENT COST MGMT SVCS	\$800.00 P	PO Total
<b>4420</b>		<b>RANCH HOPE, INC.</b>	<b>\$7,991.80</b>	<b>Vend Total</b>
	P.O. #	302294 OOD#6680272456	\$7,991.80 P	PO Total
<b>2992</b>		<b>RICOH USA, INC.</b>	<b>\$481.07</b>	<b>Vend Total</b>
	P.O. #	300297 COPIER LEASE 22-23 BA/HR	\$312.84 P	PO Total
	P.O. #	300625 DUPLICATOR SERVICE AGREEMENT	\$27.00 P	PO Total
	P.O. #	303644 COPIER RENTAL	\$141.23 P	PO Total
<b>4810</b>		<b>SCHOOL SPECIALTY, LLC</b>	<b>\$14,782.54</b>	<b>Vend Total</b>
	P.O. #	205863 Suppliesfor Special Ed room	\$4,715.90 P	PO Total
	P.O. #	301675 Computer Lab Chairs	\$1,821.05 P	PO Total
	P.O. #	302326 Preschool supplies	\$1,576.44 P	PO Total
	P.O. #	302847 Supplies for MD room	\$3,587.00 P	PO Total
	P.O. #	303059 Supplies for SSS office	\$439.39 P	PO Total
	P.O. #	303301 Sensory items for MD classes	\$315.65 P	PO Total
	P.O. #	350143 General Classroom Supplies	\$49.17 P	PO Total
	P.O. #	350147 General Classroom Supplies	\$89.50 P	PO Total
	P.O. #	350159 General Classroom Supplies	\$59.26 P	PO Total
	P.O. #	350162 General Classroom Supplies	\$99.85 P	PO Total
	P.O. #	350175 General Classroom Supplies	\$82.93 P	PO Total

Batch Number	1	Current Payments	\$1,939,678.76	Batch Total
<b>4810</b>		<b>SCHOOL SPECIALTY, LLC</b>	<b>\$14,782.54</b>	<b>Vend Total</b>
	P.O. # 350181	General Classroom Supplies	\$89.50 P	PO Total
	P.O. # 350182	General Classroom Supplies	\$96.47 P	PO Total
	P.O. # 350195	General Classroom Supplies	\$78.27 P	PO Total
	P.O. # 350214	General Classroom Supplies	\$411.37 P	PO Total
	P.O. # 350221	General Classroom Supplies	\$1,270.79 P	PO Total
<b>R213</b>		<b>SEA BOX INC.</b>	<b>\$700.00</b>	<b>Vend Total</b>
	P.O. # 301599	REFRIGERATED CONTAINER RENTAL	\$700.00 P	PO Total
<b>4906</b>		<b>SHI INTERNATIONAL CORP.</b>	<b>\$1,120.00</b>	<b>Vend Total</b>
	P.O. # 202881	Service - Data Cable Install	\$1,120.00	PO Total
<b>U149</b>		<b>SILVERSKY INC.</b>	<b>\$27,421.25</b>	<b>Vend Total</b>
	P.O. # 301937	TECH SUPPORT SERVICES	\$27,421.25 P	PO Total
<b>I547</b>		<b>SJS&amp;W WASHINGTON PROPERTY, LLC.</b>	<b>\$150.00</b>	<b>Vend Total</b>
	P.O. # 302699	BASKETBALL TOURNAMENT FEE	\$150.00	PO Total
<b>5066</b>		<b>SOUTH JERSEY GAS</b>	<b>\$52,479.64</b>	<b>Vend Total</b>
	P.O. # 303741	JANUARY 2023 GAS SERVICE	\$52,479.64	PO Total
<b>5121</b>		<b>SPORTSMAN'S</b>	<b>\$44.60</b>	<b>Vend Total</b>
	P.O. # 350576	Athletic Supplies	\$44.60	PO Total
<b>L398</b>		<b>STAN'S SPORT CENTER INC</b>	<b>\$127.04</b>	<b>Vend Total</b>
	P.O. # 350547	Athletic Supplies	\$127.04	PO Total
<b>5158</b>		<b>STAPLES CONTRACT &amp; COMMERCIAL LLC</b>	<b>\$2,866.61</b>	<b>Vend Total</b>
	P.O. # 300406	CSTsupplyHS	\$74.01 P	PO Total
	P.O. # 303506	HS OFFICE SUPPLIES	\$590.94 P	PO Total
	P.O. # 303569	supplies for SSS office	\$1,261.20 P	PO Total
	P.O. # 303716	Maguire - testing materials	\$570.28 P	PO Total
	P.O. # 350364	Office/Computer Supplies	\$370.18 P	PO Total
<b>5162</b>		<b>STARLITE PRODUCTION INTERNATIONAL, INC</b>	<b>\$964.96</b>	<b>Vend Total</b>
	P.O. # 303619	CURTAIN STORAGE & TRANSPORTAT	\$964.96	PO Total
<b>5234</b>		<b>SUPER DUPER INC</b>	<b>\$174.91</b>	<b>Vend Total</b>
	P.O. # 303610	SpeechTherapymaterials for HS	\$174.91	PO Total
<b>E184</b>		<b>TAYLOR; KIERRA</b>	<b>\$1,170.00</b>	<b>Vend Total</b>
	P.O. # 303678	JANUARY 2023 TRANSPORTTION	\$1,170.00	PO Total
<b>4361</b>		<b>THE ARTCRAFT GROUP, INC.</b>	<b>\$1,412.07</b>	<b>Vend Total</b>
	P.O. # 303250	wellness day balls	\$1,412.07	PO Total
<b>5387</b>		<b>THE COLLEGE OF NEW JERSEY</b>	<b>\$175.00</b>	<b>Vend Total</b>
	P.O. # 303401	JOB FAIR	\$175.00	PO Total

Batch Number	1	Current Payments	\$1,939,678.76	Batch Total
<b>5462</b>		<b>THE PRESS OF ATLANTIC CITY</b>	<b>\$421.20</b>	<b>Vend Total</b>
P.O. #	303042	BOARD MTG DATES - JAN-AUG 2023	\$56.00 P	PO Total
P.O. #	303049	PUBLIC NOTICE - BID 2023-04	\$183.20 P	PO Total
P.O. #	303051	PUBLIC NOTICE - BID 2023-05	\$182.00 P	PO Total
<b>5645</b>		<b>TRI-DIM FILTER CORPORATION</b>	<b>\$19,665.12</b>	<b>Vend Total</b>
P.O. #	302572	FILTERS FOR THE DISTRICT	\$19,665.12 P	PO Total
<b>O650</b>		<b>UGI ENERGY SERVICES, LLC</b>	<b>\$44,971.72</b>	<b>Vend Total</b>
P.O. #	303715	JANUARY 2023 GAS SUPPLIER	\$44,971.72	PO Total
<b>I523</b>		<b>VENTRIS LEARNING LLC</b>	<b>\$90.00</b>	<b>Vend Total</b>
P.O. #	303351	S/R-Title II Supplies	\$90.00	PO Total
<b>W888</b>		<b>VEZZA IV; ANTHONY JOSEPH</b>	<b>\$500.00</b>	<b>Vend Total</b>
P.O. #	303263	TECHNICAL DIRECTOR FALL PLAY	\$500.00	PO Total
<b>5835</b>		<b>VINELAND BOARD OF EDUCATION</b>	<b>\$2,126.60</b>	<b>Vend Total</b>
P.O. #	301043	OOD#9857627978	\$2,126.60 P	PO Total
<b>7397</b>		<b>VISCIANO; TRACY</b>	<b>\$1,800.00</b>	<b>Vend Total</b>
P.O. #	303680	JANUARY 2023 TRANSPORTATION	\$1,800.00	PO Total
<b>5864</b>		<b>W. W. GRAINGER INC.</b>	<b>\$5,519.77</b>	<b>Vend Total</b>
P.O. #	303445	MAINTENANCE SUPPLIES	\$5,519.77	PO Total
<b>5910</b>		<b>WASHINGTON TWP. PUBLIC SCHOOLS</b>	<b>\$1,971.20</b>	<b>Vend Total</b>
P.O. #	301533	OOD#5511564734	\$1,971.20 P	PO Total
<b>5972</b>		<b>WESTERN PEST SERVICES</b>	<b>\$644.50</b>	<b>Vend Total</b>
P.O. #	301598	PEST CONTROL SERVICES	\$644.50 P	PO Total
<b>8508</b>		<b>WINCEYCO LLC</b>	<b>\$3,700.00</b>	<b>Vend Total</b>
P.O. #	303334	S/R-Virtual Assemblies	\$3,700.00	PO Total
<b>6065</b>		<b>WINSLOW TOWNSHIP</b>	<b>\$1,050.00</b>	<b>Vend Total</b>
P.O. #	302680	police basketball game	\$157.50 P	PO Total
P.O. #	302682	police basketball game	\$157.50 P	PO Total
P.O. #	302768	police - wrestling	\$157.50 P	PO Total
P.O. #	302816	basketball - police	\$52.50 P	PO Total
P.O. #	302826	police - wrestling	\$52.50 P	PO Total
P.O. #	303029	POLICE COVERAGE	\$420.00 P	PO Total
P.O. #	303811	police wrest 12/20/22 Mullen	\$52.50 P	PO Total
<b>6068</b>		<b>WINSLOW TWP BOARD OF ED-LUNCHROOM ACCT</b>	<b>\$570.00</b>	<b>Vend Total</b>
P.O. #	303136	CATERING SERVICES JAN 2022	\$450.00 P	PO Total
P.O. #	303427	BOE SUPPLIES	\$120.00 P	PO Total

Batch Count = 1

Batch Number	1	Current Payments	\$1,939,678.76	Batch Total
<b>6110</b>		<b>WOLFINGTON BODY CO INC</b>	<b>\$4,779.93</b>	<b>Vend Total</b>
	P.O. #	205914 CALIPER	\$1,388.71	PO Total
	P.O. #	303536 PARTS #Q110199	\$1,299.84	P PO Total
	P.O. #	303537 PARTS #Q110201	\$1,864.70	PO Total
	P.O. #	303538 PARTS #Q110305	\$226.68	P PO Total
<b>O882</b>		<b>XTEL COMMUNICATIONS, INC.</b>	<b>\$7,129.42</b>	<b>Vend Total</b>
	P.O. #	303770 INTERNET/PHONE	\$7,129.42	PO Total
<b>6166</b>		<b>Y.A.L.E. SCHOOL INC.</b>	<b>\$20,399.25</b>	<b>Vend Total</b>
	P.O. #	300883 OOD#1728866989	\$6,915.00	P PO Total
	P.O. #	301040 OOD#2352069365	\$6,569.25	P PO Total
	P.O. #	301042 OOD#4356798312	\$6,915.00	P PO Total
<b>Total for Report =</b>			<b>\$1,939,678.76</b>	

*Handwritten signature and date: 2.17.23*

Batch Number	3	Before/After School	\$1,846.66	Batch Total
<b>8317</b>	<b>MACCARELLA; JACQUELYNN</b>		<b>\$56.01</b>	<b>Vend Total</b>
P.O. #	303755	BASP supplies and games	\$41.27	PO Total
P.O. #	303809	BASP supplies needed	\$14.74	P PO Total
<b>6068</b>	<b>WINSLOW TWP BOARD OF ED-LUNCHROOM ACCT</b>		<b>\$1,790.65</b>	<b>Vend Total</b>
P.O. #	303754	BASP January 2023	\$1,790.65	PO Total
<b>Total for Report =</b>			<b>\$1,846.66</b>	

*Handwritten signature and date: 2.17.23*



Batch Number	4	Food Service	\$53,997.78	Batch Total
<b>2992</b>	<b>RICOH USA, INC.</b>		<b>\$156.42</b>	<b>Vend Total</b>
P.O. #	300289	COPIER/PRINTER RENTAL FOR SODE	\$156.42 P	PO Total
<b>6560</b>	<b>SODEXO INC. &amp; AFFILIATES</b>		<b>\$53,841.36</b>	<b>Vend Total</b>
P.O. #	302492	MINIMUM WAGE DIFF - SEPT & OCT	\$21,074.72	PO Total
P.O. #	302721	BANQUET & CATERING NOV 2022	\$612.00 P	PO Total
P.O. #	302955	MINIMUM WAGE DIFFERENTIAL- NOV	\$9,655.05 P	PO Total
P.O. #	303529	BANQUET & CATERING DEC 2022	\$2,079.00 P	PO Total
P.O. #	303531	MINIMUM WAGE DIFFERENTIAL DEC	\$9,067.95 P	PO Total
P.O. #	303875	MINIMUM WAGE DIFFERENTIAL JAN	\$11,352.64 P	PO Total
<b>Total for Report =</b>			<b>\$53,997.78</b>	

*Handwritten signature and date: 2.17.23*

Check Journal  
Rec and Unrec checks

Winslow Twp School District  
Hand and Machine checks

02/17/23 10:33

Starting date 7/1/2022

Ending date 6/30/2023

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
956942	02/10/23		6398	JOSTENS, INC.		6,828.65
956943	02/10/23		Z791	SCENTCO INC.		660.00
956944	02/16/23		T419	DOUBLE REEL INVESTMENTS INC.		1,500.00
956945	02/16/23		6642	WORLD CLASS VACATIONS		29,455.00

**Fund Totals**

96 STUDENT ACTIVITY \$38,443.65  
Total for all checks listed \$38,443.65

*Handwritten:* 2.17.23

Prepared and submitted by:

*[Signature]*  
Board Secretary

2.22.23  
Date

Check Journal  
Rec and Unrec checks

Winslow Twp School District  
Hand and Machine checks

02/16/23 08:50

Starting date 2/15/2023

Ending date 2/15/2023

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
900645	H 02/15/23		4018	NJSHBP	ID #16800 FEB	359.19
900646	H 02/15/23		5173	STATE OF NJ DIV OF PENSIONS AND BENEFITS	ID #15300 FEB	1,118,453.89

**Fund Totals**

11	GENERAL CURRENT EXPENSE	\$1,118,453.89
95	TRANSITION	\$359.19
	<b>Total for all checks listed</b>	<b>\$1,118,813.08</b>

*Handwritten:* 2.17.23

Prepared and submitted by:

*Handwritten signature*

Board Secretary

*Handwritten date:* 2.22.23

Date



Board Approved

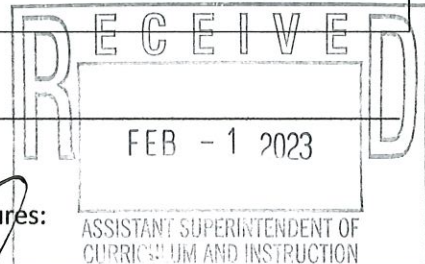
2-22-23

### WINSLOW TOWNSHIP SCHOOL DISTRICT DISPOSAL OF SCHOOL PROPERTY REQUEST

School: Winslow Township HS Department: Social Studies Date: 1.31.23

Quantity	Description	Tag or Serial #	Est. Age	Condition/Reason
15	Holt McDougal Economics		2011	Old. Not current. Not in use.
	ISBN-9780547082943			

Location of items for disposal: HS Room B222



Action to be taken to be determined by the Board Secretary:

- Deliver items to Building Supervisor to be destroyed.
- HOLD! Item will be sold at public sale.
- Hold for administrative review.

[Signature]  
Board Secretary

Signatures:

[Signature]  
Supervisor/Department Chair

[Signature]  
Principal

[Signature] 2/1/23  
Superintendent/Designee

A work request (with a copy of the approved form attached) will be required for the maintenance department to transfer materials and/or equipment.

Submit requests to dispose of books to the office of the Assistant Superintendent's on the appropriate form.





Betzaida Resto  
Transportation Supervisor

**2023/2024 School Year - Transportation Notice**  
**Action Required by February 28, 2023**

The Camden County Educational Services Commission (CCESC) must receive confirmation from your district to continue to coordinate transportation for the 2023-2024 school year. Signing this notice confirms agreement by your district to the renewal of student transportation by the CCESC to the bus contractors. The cost for the renewal of routes providing transportation for your existing students will be at the per diem amount, plus a rate increase not to exceed the approved CPI rate as determined by the state, plus the CCESC fee of 6%. If a route is not renewed by the bus contractor, then the understanding is that your district is agreeing to have the CCESC bid the route(s) out on your district's behalf. Reference 6A:27-10.2 for details. Except for customary termination of transportation requests and/or students aging out for transportation, your district agrees to continue its student transportation arrangement with the CCESC throughout the 2023/2024 school year.

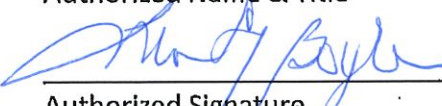
Information on your districts' students currently transported and current monthly billing is listed on your billing statements.

Please return 2023-2024 student transportation routes on your district's behalf. Failure to return a signed copy of this notice by February 28, 2023, will assume implicit agreement by your district to have the CCESC coordinate the renewal and/or bid of your districts' student transportation routes for the 2023-2024 school year.

Return by email this signed notice to: [Bresto@camdenesc.org](mailto:Bresto@camdenesc.org)

Winslow Township School District  
District Name

Tyra McCoy-Boyle, Business Adm./Board Secretary  
Authorized Name & Title

  
Authorized Signature

February 22, 2023  
Date

TOWNSHIP OF WINSLOW SCHOOL DISTRICT

SUMMARY OF AUDIT REPORT

The following is a summary of the audit for the fiscal year July 1, 2021 to June 30, 2022, as required by N.J.S.A. 18A:23-4 and 5.

**TOWNSHIP OF WINSLOW SCHOOL DISTRICT**  
 Governmental Funds  
 Balance Sheet  
 June 30, 2022

	General Fund	Special Revenue Fund	Capital Projects Fund	Total Governmental Funds
<b>ASSETS:</b>				
Cash and Cash Equivalents	\$ 9,758,444.47	\$ 107,121.29	\$ 7,951,080.31	\$ 17,816,646.07
Receivables, net	785,618.93			785,618.93
Due from Other Funds	1,305,522.21			1,305,522.21
Receivables from Other Governments	7,891,040.87	2,965,130.24	1,356,571.58	12,212,742.69
Restricted Cash	23,032,070.06			23,032,070.06
<b>Total Assets</b>	<b>\$ 42,772,696.54</b>	<b>\$ 3,072,251.53</b>	<b>\$ 9,307,651.89</b>	<b>\$ 55,152,599.96</b>
<b>LIABILITIES AND FUND BALANCES:</b>				
<b>Liabilities:</b>				
Accounts Payable	\$ 3,315,275.49	\$ 901,689.97	\$ 271,544.62	\$ 4,488,510.08
Interfunds Payable		1,251,512.66		1,251,512.66
Other Current Liabilities	7,553.01			7,553.01
Payroll Deductions and Withholdings Payable	608,587.19			608,587.19
Payable to Federal Government		411.53		411.53
Payable to State Government		121,436.37		121,436.37
Unearned Revenue		690,079.71		690,079.71
<b>Total Liabilities</b>	<b>3,931,415.69</b>	<b>2,965,130.24</b>	<b>271,544.62</b>	<b>7,168,090.55</b>
<b>Fund Balances:</b>				
<b>Restricted:</b>				
Capital Reserve	18,486,484.72			18,486,484.72
Maintenance Reserve	4,545,585.34			4,545,585.34
Capital Projects			9,036,107.27	9,036,107.27
Excess Surplus -- Designated for Subsequent Year's Expenditures	5,343,416.25			5,343,416.25
Excess Surplus - Current Year	5,921,234.55			5,921,234.55
Student Activities		107,121.29		107,121.29
<b>Assigned:</b>				
Other Purposes	1,717,903.67			1,717,903.67
Unassigned	2,826,656.32			2,826,656.32
<b>Total Fund Balances</b>	<b>38,841,280.85</b>	<b>107,121.29</b>	<b>9,036,107.27</b>	<b>47,984,509.41</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 42,772,696.54</b>	<b>\$ 3,072,251.53</b>	<b>\$ 9,307,651.89</b>	

Amounts reported for *governmental activities* in the statement of net position (A-1) are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. The cost of the assets is \$184,578,549.58. and the accumulated depreciation and amortization is \$84,691,282.00.	99,887,267.58
Long-term liabilities, including pension liability, lease liability, and compensated absences payable are not due and payable in the current period and therefore are not reported in the funds.	(11,723,436.23)
Accounts payable related to the April 1, 2023 required PERS pension contribution that is not to be liquidated with current financial resources.	(823,308.00)
Deferred outflows of resources - related to pensions	1,541,279.00
Deferred inflows of resources - related to pensions	(5,975,287.00)
<b>Net position of governmental activities</b>	<b>\$ 130,891,024.76</b>

The accompanying Notes to Financial Statements are an integral part of this statement.



**TOWNSHIP OF WINSLOW SCHOOL DISTRICT**  
Governmental Funds  
Statement of Revenues, Expenditures and Changes in Fund Balances  
For the Fiscal Year Ended June 30, 2022

	General Fund	Special Revenue Fund	Capital Projects Fund	Total Governmental Funds
<b>REVENUES:</b>				
Local Tax Levy	\$ 51,577,965.00			\$ 51,577,965.00
Tuition Charges	3,497,804.48			3,497,804.48
Transportation Fees	170,711.72			170,711.72
Miscellaneous	559,451.31	\$ 296,387.45		855,838.76
State Sources	70,363,777.24	1,566,798.00	\$ 259,306.00	72,189,881.24
Federal Sources	196,394.48	6,698,653.07		6,895,047.55
<b>Total Revenues</b>	<u>126,366,104.23</u>	<u>8,561,838.52</u>	<u>259,306.00</u>	<u>135,187,248.75</u>
<b>EXPENDITURES:</b>				
<b>Current:</b>				
Regular Instruction	25,578,967.52	5,210,870.28		30,789,837.80
Special Education Instruction	9,729,391.06			9,729,391.06
Other Special Instruction	1,831,838.65			1,831,838.65
<b>Support Services and Undistributed Costs:</b>				
Tuition	9,943,868.42			9,943,868.42
Student and Instruction Related Services	9,542,296.56	2,057,204.31		11,599,500.87
General Administration	1,076,897.74			1,076,897.74
School Administration	3,759,089.88			3,759,089.88
Central Services	1,113,125.02			1,113,125.02
Administration Information Technology	707,840.73			707,840.73
Plant Operations and Maintenance	7,765,045.15			7,765,045.15
Pupil Transportation	7,896,241.67			7,896,241.67
Unallocated Benefits	34,003,239.70	1,203,810.51		35,207,050.21
Transfer to Charter School	632,449.00			632,449.00
Capital Outlay	1,368,335.38	65,556.34	1,012,095.20	2,445,986.92
<b>Total Expenditures</b>	<u>114,948,626.48</u>	<u>8,537,441.44</u>	<u>1,012,095.20</u>	<u>124,498,163.12</u>
<b>Excess (Deficit) of Revenues over Expenditures</b>	<u>11,417,477.75</u>	<u>24,397.08</u>	<u>(752,789.20)</u>	<u>10,689,085.63</u>
<b>OTHER FINANCING SOURCES (USES):</b>				
Capital Outlay Transfer to Capital Projects	(6,627,386.00)		6,627,386.00	
Capital Projects Transfer to Capital Reserve	1,370,394.48		(1,370,394.48)	
<b>Total Other Financing Sources (Uses)</b>	<u>(5,256,991.52)</u>	<u>-</u>	<u>5,256,991.52</u>	<u>-</u>
<b>Net Change in Fund Balances</b>	6,160,486.23	24,397.08	4,504,202.32	10,689,085.63
Fund Balance -- July 1	32,680,794.62	82,724.21	4,531,904.95	37,295,423.78
Fund Balance -- June 30	<u>\$ 38,841,280.85</u>	<u>\$ 107,121.29</u>	<u>\$ 9,036,107.27</u>	<u>\$ 47,984,509.41</u>

The accompanying Notes to Financial Statements are an integral part of this statement.

## RECOMMENDATIONS

1. Administrative Practices and Procedures  
None
2. Financial Planning, Accounting and Reporting  
None
3. School Purchasing Programs  
None
4. School Food Service  
None
5. Student Body Activities  
None
6. Application for State School Aid  
None
7. Facilities and Capital Assets  
None
8. Miscellaneous  
None
9. Status of Prior Year Findings/Recommendations

A review was performed on the prior year recommendations and corrective action was taken on all prior year findings.

The above synopsis was prepared from the Annual Comprehensive Financial Report of the Township of Winslow School District, County of Camden, for the fiscal year ended June 30, 2022, submitted by Carol A. McAllister, Certified Public Accountant, Public School Accountant of Bowman & Company LLP, Certified Public Accountants & Consultants. The information included therein is not intended to represent complete financial information as presented in the Annual Comprehensive Financial Report. A copy of the Annual Comprehensive Financial Report is on file at the School Board Secretary/Business Administrator's office and may be inspected by any interested person.

  
\_\_\_\_\_  
School Board Secretary/Business Administrator

**WINSLOW TOWNSHIP SCHOOL DISTRICT**  
**JOB DESCRIPTION**

EXHIBIT NO. X11A:1

**SCHOOL SECURITY GUARD**

**QUALIFICATIONS:**

- High School diploma/equivalent
- Demonstrated aptitude or competence for assigned responsibilities
- Shall meet physical and mental requirements for the position
- Have three (3) years of experience in law Enforcement, Emergency Response, Military or security related position
- Demonstrates the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary
- Must be able to interact positively with students, staff and members of the community
- Must be able to take direction and work as part of a team
- Must be able to direct traffic
- Must be willing to work overtime for extra-curricular events
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

**REPORTS TO:** Building Principal

**SUPERVISES:** N/A

**JOB GOAL:** N/A

**PERFORMANCE RESPONSIBILITIES:**

1. Manage and maintain entry to school buildings.
2. Ensure grounds are free from unauthorized visitors, vehicles and suspicious packages.
3. Reports all incidents and occurrences that compromise security.
4. Maintains a log of areas visited and observations.
5. When assigned a patrol, adheres to the patrol in a timely fashion completing all checks as required.
6. Contribute to maintaining an atmosphere conducive to learning.
7. Ensure the safety and well-being of students, staff and visitors to the school.
8. Maintain interior posts, check rooms or patrol the perimeter as directed, to ensure compliance with school/district security policy.
9. Patrol and monitor hallways, stairwells, toilet facilities, outside facilities, and other public and unsupervised places of the school to ensure the safety and well-being of students and staff and the security of the facility.
10. Assist the School Resource Officer (SRO), police or other emergency services personnel as directed by the Principal or designee.
11. Identify and escort any unauthorized persons to the main office of the respective school.
12. Escort disruptive students and others to their assigned location, and report all who refuse.
13. Report immediately, in accordance with procedure, any vandalism or damage to school property.
14. Attempt to prevent any destruction of school/district property and private property and report same to the appropriate school official.
15. Monitor hallways and the parking lots through the day.
16. Insure that all authorized persons have appropriate district identification badge.
17. Conduct ongoing door checks.
18. Assist with directing traffic at the opening and closing of the school day to maintain safe, efficient traffic flow and monitor the arrival, departure, loading and unloading of buses.

## WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

19. Intervene in the event of a fight or other disturbance including use of verbal de-escalation techniques, separation of disruptive parties and crowd control.
20. Participate in emergency drills or crisis situations as in line with the school's emergency plan.
21. Perform all other duties as directed by the Principal or their designee, which shall fall within the scope of his/her employment.

TERMS OF EMPLOYMENT:

This is a ten month position. Salary, holidays and benefits are to be negotiated annually with the Board of Education.

EVALUATION:

Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of support staff.

PHYSICAL REQUIREMENTS:

1. Ability to walk interior and exterior areas of school campus.
2. Ability to stand or sit at fixed posts.
3. Ability to use required force when necessary, as dictated by policy and training.
4. Ability to run or walk quickly to incident requiring immediate attention.
5. Ability to use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.

STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

---

Signature

Date

Approved: 8/13/2014

Revised: 2/22/2023

**WINSLOW TOWNSHIP SCHOOL DISTRICT  
JOB DESCRIPTION**

**SCHOOL SOCIAL WORKER**

**QUALIFICATIONS:**

- Valid New Jersey Social Worker Certification, MSW preferred
- Knowledge of and experience in school social work and counseling
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

**REPORTS TO:** Building Principal and Director of Student Support Services

**SUPERVISES:** N/A

**JOB GOAL:** The basic goal of the School Social Worker in the Winslow Township Public Schools is to improve the educational process by providing information about the student's home environment and family history that may significantly affect the student's educational, social and emotional development. The school social worker will function both as a social worker and educator and will, therefore, be able to contribute to the understanding and development of the child in school through his contribution to the prevention, early identification and correction of the problems of children.

**PERFORMANCE RESPONSIBILITIES:**

1. Participation as a basic child study team member in interpreting family background information and planning educational programs for exceptional children.
2. Maintenance of ongoing relationships with families for the purpose of:
  - a. Providing information regarding educational planning and programming for their child.
  - b. Assisting families in utilizing available community resources
  - c. Providing counseling and support to the child and family, in group and individual settings
3. Assessment of student's home environment and family history through home visitation with parents and/or teacher conferences.
4. Consultation with teachers and administrators regarding:
  - a. Home environment as a factor in school adjustment
  - b. Behavior management strategies to address unique needs of children
5. Participation in the development of in-service programs for parents, teachers and administrators.
6. Proofreading and checking documents for accuracy.

**TERMS OF EMPLOYMENT:** This is a ten month position. Salary, holidays and benefits are to be negotiated per the WTEA collective bargaining agreement.

**EVALUATION:** Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of certificated staff.

**STATEMENTS OF AGREEMENT:**

**Americans with Disabilities Act Statement**

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

**WINSLOW TOWNSHIP SCHOOL DISTRICT  
JOB DESCRIPTION**

Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

---

Signature

Date

Approved: 5/9/1994  
Revised: 12/10/2008  
2/22/2023

# WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

## SPECIAL EDUCATION TEACHER

### QUALIFICATIONS:

- Valid New Jersey Instructional Certificate (Grade level and/or content area endorsement, if applicable)
- Demonstrated knowledge of effective teaching methods and developmentally appropriate classroom activities
- Ability to maintain a positive learning environment
- Strong interpersonal and communication skills
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Building Principal and/or other appropriately certified superior as designated by the Superintendent.

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To provide an approved special education program and establish a class environment that fosters learning personal growth; to help pupils develop skills, attitudes and knowledge needed to provide a good foundation for continued education; and to maintain good relationships with parents and other staff members.

### PERFORMANCE RESPONSIBILITIES:

1. Provides instruction in accordance with each student's individualized educational program.
2. Develops lesson plans and instructional materials to provide for individualized and small group instruction to meet the needs of each student.
3. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
4. Works cooperatively with regular education teaching staff to coordinate instructional activities and to monitor the progress of each student, and provides support instruction in the regular classroom or resource center as assigned.
5. Maintains records of student's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
6. Establishes and maintains standards of student behavior needed to achieve a classroom climate conducive to learning.
7. Consults with members of the child study team regarding each student's educational program and personal growth. Meets with the case manager, parents and other professional staff to review and revise the individualized education program and placement of each assigned student, as needed.
8. Communicates with parents through conferences and other means to inform them about the school program and to discuss student progress.
9. Maintains professional competence and continuous improvement.
10. Participates in school-level planning, faculty meetings/committees and other school system groups.
11. Makes effective use of community resources to enhance the instructional program.
12. Performs other duties within the scope of employment and certification as may be assigned.

### TERMS OF EMPLOYMENT:

This is a ten month position. Salary, holidays and benefits are to be negotiated per the WTEA collective bargaining agreement.

**WINSLOW TOWNSHIP SCHOOL DISTRICT  
JOB DESCRIPTION**

EVALUATION:

Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of certificated staff.

STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

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Signature

Date

Approved: 3/26/2007  
Revised: 10/29/2007  
2/22/2023



# WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

## SPEECH LANGUAGE SPECIALIST

### QUALIFICATIONS:

- Valid New Jersey Speech Language Specialist Certification
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Building Principal and Director of Student Support Services

JOB GOAL: The major goal of the Speech Language Specialist in the Winslow Township Public Schools is to bring about positive change in the communication behavior of students with handicapping disorders by providing direct, intensive and individual remediation.

### PERFORMANCE RESPONSIBILITIES:

1. Identification of communication disorders through screening of all kindergarten students and through teacher referrals.
2. Diagnostic evaluation of students with more severe communication disorders and students referred to the Child Study Team.
3. Counseling and instruction of students, teachers and parents concerning problems related to the communication disorder through conferences and in-service programs.
4. Direct remediation service for children with the following characteristics:
  - a. Chronic voice disorders
  - b. Dysfluency (stuttering)
  - c. Hearing impairment
  - d. Moderate to severe articulation defects
  - e. Language, speech and hearing disorders associated with cleft palate, cerebral palsy, intellectual impairment, emotional disturbance, visual impairment, autistic behavior, aphasia, etc.
5. Evaluation on a regular basis of program results and individual progress.
6. Participation in Child Study Team meetings in cases where serious communication disorders may be present.

TERMS OF EMPLOYMENT: This is a ten month position. Salary, holidays and benefits are to be negotiated per the WTEA collective bargaining agreement.

EVALUATION: Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of certificated staff.

### STATEMENTS OF AGREEMENT:

#### Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

# WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

## Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

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Signature

Date

Approved: 2/25/2008  
Revised: 1/29/2014  
2/22/2023

## **WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION**

### **SUBSTANCE ABUSE COORDINATOR**

**QUALIFICATIONS:**

- Valid New Jersey Educational Services Certificate in School Counseling and Substance Awareness Coordinator Endorsement
- Demonstrated knowledge of substance abuse curriculum development, counseling and staff development
- Ability to work effectively with students, staff, parents, outside agencies and community groups
- Required criminal history check and proof of U.S. citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

**REPORTS TO:** Building Principal

**SUPERVISES:** N/A

**JOB GOAL:** To provide leadership in the development of substance abuse prevention and intervention activities in the school-community.

**PERFORMANCE RESPONSIBILITIES:**

1. Provides leadership in the development, implementation and coordination of a comprehensive chemical health education curriculum to achieve New Jersey Student Learning Standards and District educational goals and objectives.
2. Assists in the coordination of supplemental programs and guest speakers.
3. Assists in the research and review of instructional materials for possible purchase and use.
4. Develops and coordinates a referral system and intervention services for early identification of students who are at-risk for substance abuse or demonstrating symptoms of substance use and abuse. Coordinates a referral system with local, state and other services, providers or agencies.
5. Works in cooperation with resources available within the school district (i.e. child study team, guidance counselors, nurses, etc.)
6. Assesses students' drug/alcohol involvement and makes appropriate referral for treatment when necessary.
7. Works in cooperation with treatment facility, counselors, parents, school personnel and students in developing and following through with the student' aftercare program.
8. Provides short-term counseling or group counseling for students with substance abuse problems or concerns.
9. Facilitates conferences with parents or student's guardian to discuss and/or implement appropriate steps and stages of intervention and options.
10. Assists in the design, implementation and coordination of staff development related to substance awareness.
11. Provides in-service education for all teachers and staff responsible for the delivery of chemical health education.
12. Serves as a resource to District personnel on substance awareness/abuse issues as well as on the availability of training programs. Provides training for all school staff in intervention and referral procedures.
13. Maintains professional competence and continuous improvement through in-service education activities and other professional growth activities.
14. Assists with the development and annual review of policies and procedures regarding substance abuse, use and chemical health education, and recommends changes to administration.
15. Implements and coordinates parent education programs related to substance awareness.

**WINSLOW TOWNSHIP SCHOOL DISTRICT  
JOB DESCRIPTION**

16. Participates in the community-based Municipal Alliance to facilitate the liaison between school and community.
17. Provides coordination of school-based prevention programs with community-based prevention programs.
18. Develops community awareness through active participation as a school liaison to appropriate community groups and organizations.
19. Facilitates appointment for medical clearance of students entering school from treatment facilities prior to their return.
20. Performs other duties which may be within the scope of his/her employment and certification as may be assigned.

TERMS OF EMPLOYMENT:

This is a ten month position. Salary, holidays and benefits are to be negotiated per the WTEA collective bargaining agreement.

EVALUATION:

Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of certificated staff.

STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

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Signature

Date

Approved: 10/10/2006  
Revised: 2/22/2023

# WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

## SUPERINTENDENT OF SCHOOLS

### QUALIFICATIONS:

- Valid New Jersey School Administrator Certificate or eligibility
- Eight years successful experience as a principal and/or central office administrator
- Knowledge of New Jersey Law, Administrative Code, rules, regulations and procedures
- Demonstrated knowledge of curriculum content, strategies and current trends
- Ability to coordinate and plan staff development for a PreK-12 school district
- Demonstrated effectiveness in administration and supervision
- Strong leadership and communication skills
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Board of Education

SUPERVISES: All employees of the District

### PERFORMANCE RESPONSIBILITIES:

1. Attends and participates in all meetings of the Board, except when own appointment, efficiency, contract or salary is being considered, and serves as an ex-officio member of all Board committees.
2. Advises the Board of need for new or revised policy and prepares policy drafts for Board approval.
3. Implements and executes all Board policies, constitutional or statutory laws, and state regulations.
4. Administers as Chief School Administrator, the development and maintenance of a positive educational program designed to meet the needs of the community and is alert to advances and improvements in educational programs.
5. Formulates and directs the development and implementation of a Board authorized management plan.
6. Delegates authority or duties with the knowledge that it does not relieve the Chief School Administrator of final responsibility for the action taken under such delegation.
7. Maintains adequate records for the schools, including a system of financial accounts; business and property records; and personnel, school population, and scholastic records. Acts as custodian of such records and of all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.
8. Recommends for promotion, appointment, or employment all employees of the Board, and assigns, transfers, and recommends for dismissal any and all employees of the Board.
9. Directs the preparation of the annual budget for adoption by the Board, and administers the budget as enacted by the Board, acting at all times in accordance with legal requirements and adopted Board policies.
10. Communicates directly or through delegation all actions of the Board relating to personnel matters to all employees; and receives from employees all communications to be made to the Board.
11. Represents the District in its dealings with other school systems.
12. Assumes ultimate administrative responsibility for the health, safety, welfare, discipline, assignment, promotion and retention of all students.
13. Makes recommendations to the Board concerning transportation of students in accordance with the law and the requirements of safety.
14. Makes recommendations with reference to the location and size of new school sites and of additions to existing sites, the location and size of new buildings on school sites; the plans for

## WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

- new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the District.
15. Keeps the Board fully and accurately informed about the school programs.
  16. Keeps the Board fully and accurately informed about the needs of the school system.
  17. Presents analysis and professional recommendations on all problems and issues considered by the Board.
  18. Develops and maintains an adequate program of school community relations.
  19. Coordinates State monitoring activities.
  20. Plans, coordinates and evaluates the District Educational Improvement Plan (EIP) and oversees the principal/building EIP's.
  21. Oversees the development and implementation of a comprehensive long-term community relations program.
  22. Actively participates in the negotiations process with all bargaining units.
  23. Performs such other tasks as may from time to time be assigned by the Board.

### **Duties Specified by Law:**

1. Report to the Board of Education re: educational program and facilities of district. N.J.S.A. 18A:17-20
2. Serve as non-voting member of Board of Education. N.J.S.A. 18A:17-20
3. Provide general supervision of district schools. N.J.S.A. 18A:17-20
4. Assume supervision for district instruction. N.J.A.C. 6:3-1.12(b)
5. Select and recommend all textbooks, equipment supplies, and other educational materials for board approval. N.J.A.C. 6:3-1.12(a)
6. Visit district schools to keep informed of their condition and progress. N.J.A.C. 6:3-1.12(a).
7. Report to the Commissioner and County Superintendent on or before August 1 of each year on matters relating to District schools in a form directed by the Commissioner. N.J.S.A. 18a:17-21.
8. Be responsible for discipline and conduct of schools. N.J.A.C. 6:3-1.12(b).
9. Authority to suspend staff. N.J.S.A. 18A:25-6.
10. Authority to appoint office personnel. N.J.A.C. 6:3-1.12(d).
11. Authority to nominate Assistant Superintendent. N.J.A.C. 6:3-1.12 (c)
12. Ascertain teacher certification. N.J.A.C. 6:3-1.12(g)
13. May serve as high school principal. N.J.A.C. 6:27-1.6(b)
14. Direct the development of policies and procedures to accomplish the evaluation of all tenured teaching staff members. N.J.A.C. 6:3-1.21

### **TERMS OF EMPLOYMENT:**

This is a twelve month position. Salary, vacation, holidays and benefits are to be negotiated with the Board of Education.

### **EVALUATION:**

Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of certificated staff.

### **STATEMENTS OF AGREEMENT:**

#### **Americans with Disabilities Act Statement**

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

**WINSLOW TOWNSHIP SCHOOL DISTRICT  
JOB DESCRIPTION**

Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

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Signature

Date

Approved: 10/5/1999  
Revised: 3/17/2008  
2/22/2023

# WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

## SUPERVISOR OF MATHEMATICS

### QUALIFICATIONS:

- Valid New Jersey Supervisor's Certificate
- A minimum of five years of successful teaching experience in a public school setting
- Active involvement in the development of mathematics curriculum
- Knowledge of current research and practices in the teaching of mathematics, including program development and assessment
- Strong communication, organizational, interpersonal and group leadership skills, as well as classroom demonstration skills
- Possess strong technology skills and knowledge of various platforms
- Ability to evaluate instructional materials
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Assistant Superintendent of Schools

SUPERVISES: N/A

### PERFORMANCE RESPONSIBILITIES:

1. Works with newly hired staff to orient them to the mathematics curricula.
2. Presents demonstration lessons to staff.
3. Oversees and assists in the implementation of the mathematics curriculum and its assessment components.
4. Assists with the planning, organization and implementation of professional development activities.
5. Plans, organizes and implements State of New Jersey and Board of Education approved testing programs. Provides analysis and interpretation of testing and assessment data.
6. Plans, organizes and participates in after school and evening meetings.
7. Assists with the preparation of grants and proposals.
8. Assists with observations and evaluations of staff.
9. Performs other tasks as assigned by the Assistant Superintendent.

TERMS OF EMPLOYMENT: This is a twelve month position. Salary, vacation, holidays and benefits are to be negotiated per the WTAA collective bargaining agreement.

EVALUATION: Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of certificated staff.

### STATEMENTS OF AGREEMENT:

#### Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.



**WINSLOW TOWNSHIP SCHOOL DISTRICT  
JOB DESCRIPTION**

Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

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Signature

Date

Approved: 6/3/2009  
Revised: 2/22/2023

# WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

## SUPERVISOR OF TECHNOLOGY

### QUALIFICATIONS:

- Microsoft Certified System Engineer, required
- Minimum of five (5) years working knowledge of deploying/maintaining security in an educational environment
- Demonstrated ability and knowledge of computer technology, software, operating systems and network configurations (knowledge of LAN/WAN; wireless network, firewalls, HP network and virtualized platform)
- Experience in planning and implementing staff development activities
- Evidence of strong interpersonal, organizational and leadership skills
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Assistant Superintendent

SUPERVISES: N/A

### PERFORMANCE RESPONSIBILITIES:

1. Maintains the operation, integration and use of all computers and technology related devices used to support instruction.
2. Works closely with the Supervisor of Educational Technology.
3. Maintains a comprehensive and efficient system for acquiring and cataloging all district technology resources.
4. Oversees the management of contracted technology services.
5. Assists the Supervisor of Educational Technology with the coordination of computer instruction, including demonstration of lessons that incorporate the use of technology.
6. Assists the Supervisor of Educational Technology in developing and implementing a district wide technology plan.
7. Assists staff in the selection of software, hardware and other instructional materials and devices to support specific content objectives.
8. Assists with developing a comprehensive technology program of instruction.
9. Assists with managing User Accounts for NJDOE and State reporting.
10. Maintains a high level of professional growth, including familiarity with developments in the field of computer related technology.
11. Performs such other duties as may be assigned.

TERMS OF EMPLOYMENT: This is a twelve month position. Salary, vacation, holidays and benefits are to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with Board-approved policy for evaluation of support staff.

## **WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION**

### STATEMENTS OF AGREEMENT:

#### Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

#### Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

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Signature

Date

Approved: 5/13/2015

Revised: 2/22/2023

Winslow Township School District  
Harassment, Intimidation & Bullying -- Board of Education Summary

## HIB Incident Count by School

02/01/2023 through 02/15/2023

School	Not Investigated	Confirmed HIB	Non-HIB	Total
District Office	0	0	0	0
School #1	0	0	0	0
School #2	0	0	0	0
School #3	0	0	0	0
School #4	0	0	0	0
School #5	0	1	0	1
School #6	0	2	1	3
Winslow Township Middle School	0	3	5	8
Winslow Township High School	0	0	1	1

*NOTE - Schools with no incidents will be excluded from the school based summary below.*

## Policy List

## Second Reading

<b>Policy/ Regulation</b>	<b>Policy/Regulation Title</b>
P 0152	Board Officers
P 0161	Call, Adjournment and Cancellation
P 0162	Notice of Board Meetings
P & R 2423	Bilingual and ESL Education
P & R 2425	Emergency Virtual or Remote Instruction Program
P & R 5200	Attendance
P 5512	Harassment, Intimidation, or Bullying
P & R 8140	Student Enrollment
P & R 8330	Student Records
R 8420.2	Bomb Threats
R 8420.7	Lockdown Procedures
R 8420.10	Active Shooter

## Abolished

<b>Policy/ Regulation</b>	<b>Policy/Regulation Title</b>
P 1648.11	The Road Forward COVID-19 – Health and Safety
P 1648.13	School Employee Vaccination Requirements

# BYLAW GUIDE

Second Reading:  
February 22, 2023

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Board Officers  
Dec 22

## 0152 BOARD OFFICERS

The Board of Education shall organize at its first regular meeting by electing one of its members as President and another as Vice President.

Any Board member may place a Board member's name in nomination for Board President and Vice President; a second on the nomination is not required. Election for each office will be conducted by a vote when the nominations for that office are closed.

Voting shall take place by verbal roll call vote after nominations are closed. When more than one person has been nominated for a single position, the Board will vote on candidates in the order in which they were nominated.

The person with the majority vote of all of the members of the Board shall be elected. In the event no candidate receives a majority vote of all of the members of the Board, the procedure shall be repeated until someone receives a majority vote of all of the members of the Board.

Officers shall serve for one year and until their respective successors are elected and shall qualify, but if the Board shall fail to hold the organization meeting or to elect Board officers as prescribed by N.J.S.A. 18A:15-1, the Executive County Superintendent shall appoint from among the members of the Board a President and/or Vice President.

A President or Vice President who refuses to perform a duty imposed upon them by law may be removed by a majority vote of all of the members of the Board. In the event the office of President or Vice President shall become vacant the Board shall, within thirty days thereafter, fill the vacancy for the unexpired term. If the Board fails to fill the vacancy within such time, the Executive County Superintendent shall fill the vacancy for the unexpired term.

N.J.S.A. 18A:15-1; 18A:15-2

Adopted:



# BYLAW GUIDE

Second Reading:  
February 22, 2023

BYLAWS  
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Call, Adjournment, and Cancellation  
Dec 22

## 0161 CALL, ADJOURNMENT, AND CANCELLATION

All Board of Education meetings shall be in public and each Board shall hold a meeting at least once every two months during the period in which the schools in the district are in session.

The Secretary of the Board shall call a special meeting of the Board whenever: requested by the President of the Board; requested by the Superintendent when the Board fails to meet within two months during the period in which the schools in the district are in session; or when presented with a petition signed by a majority of the full membership of the Board requesting the special meeting.

The Board may at any time recess or adjourn to an adjourned meeting at a time, date, and place announced at the time of the recess or the adjournment. The adjourned meeting shall take up business at the point in the agenda where the motion to adjourn was passed.

When circumstances are such as to prevent the attendance of a majority or all of Board members or to frustrate the purpose of the meeting, a meeting may be canceled by the Board Secretary at the request of the President. Notice of the cancellation shall be given, by expedient means, to all Board members, to the Superintendent, and, whenever possible, to the newspapers in which notice of Board meetings is regularly given. If possible, written notice of the cancellation shall also be posted at the place where the canceled meeting was scheduled to occur. Notice of the cancellation shall include the date, time, and place of the next scheduled meeting. Notice of the cancellation shall be read at the next following Board meeting and shall be duly recorded in the official minute book.

N.J.S.A. 18A:10-6  
N.J.A.C. 6A:32-3.1

Adopted:



# BYLAW GUIDE

Second Reading:  
February 22, 2023

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Notice of Board Meetings  
Dec 22

## 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 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, telegraphed, 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. 10:4-6 et seq., the Open Public Meetings Act, set forth the location of any meeting, no further notice shall be required for such meeting.

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





# BYLAW GUIDE

BYLAWS  
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Notice of Board Meetings

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 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.

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



# BYLAW GUIDE

BYLAWS  
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Notice of Board Meetings

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

Adopted:



# REGULATION GUIDE

Second Reading:  
February 22, 2023

PROGRAM  
R 2423/page 1 of 14  
Bilingual and ESL Education  
Dec 22  
M

## R 2423 BILINGUAL AND ESL EDUCATION

### A. Definitions (N.J.A.C. 6A:15-1.2)

1. “Alternate English language proficiency assessment” (alternate ELP assessment) means a New Jersey Department of Education-approved assessment for students with the most significant cognitive disabilities that assesses a student’s English language proficiency on the four domains of listening, speaking, reading, and writing, and that is aligned with the State’s academic achievement standards, as permitted under the Every Student Succeeds Act (ESSA) and the Individuals with Disabilities Education Act (IDEA).
2. “Bilingual education program” means a full-time program of instruction in all courses or subjects that a child is required by law or rule to receive, given in the native language of English language learners (ELLs) enrolled in the program and also in English; in the aural comprehension, speaking, reading, and writing of the native language of ELLs enrolled in the programs, and in the aural comprehension, speaking, reading, and writing of English; and in the history and culture of the country, territory, or geographic area that is the native land of the parents of ELLs enrolled in the program, and in the history and culture of the United States.
3. “Bilingual part-time component” means a program alternative in which students are assigned to mainstream English program classes, but are scheduled daily for their developmental reading and mathematics instruction with a certified bilingual teacher.
4. “Bilingual resource program” means a program alternative in which students receive, on an individual basis, daily instruction from a certified bilingual teacher in identified subjects and with specific assignments.
5. “Bilingual tutorial program” means a program alternative in which students receive one period of instruction from a certified bilingual



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teacher in a content area required for graduation and a second period of tutoring in other required content areas.

6. “Dual-language bilingual education program” means a full-time program of instruction in elementary and secondary schools that provides structured English language instruction and instruction in a second language in all content areas for ELLs and for native English speaking students enrolled in the program.
7. “Educational needs” means the particular educational requirements of ELLs; the fulfillment of which will provide them with equal educational opportunities.
8. “English as a second language (ESL) program” means a daily developmental second-language program of at least one period of instruction based on student language proficiency that teaches aural comprehension, speaking, reading, and writing in English using second language teaching techniques, and incorporates the cultural aspects of the students’ experiences in their ESL instruction. A period is the time allocated in the school schedule for instruction in core subjects.
9. “English language development standards” means the 2012 Amplification of the English Language Development Standards, Kindergarten - Grade 12, incorporated herein by reference, as amended and supplemented, developed by the World-Class Instructional Design and Assessment (WIDA) Consortium. They are the standards and language competencies ELLs in preschool programs and elementary and secondary schools need to become fully proficient in English and to have unrestricted access to grade-appropriate instruction in challenging academic subjects. The standards are published by the Board of Regents of the University of Wisconsin System, on behalf of the WIDA Consortium ([www.wida.us](http://www.wida.us)) and are available for review at <http://www.wida.us/standards/eld.aspx>.
10. “English language learner” or “ELL” means a student whose native language is other than English. The term refers to students with varying degrees of English language proficiency in any one of the domains of speaking, reading, writing, or listening and is



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synonymous with limited English speaking ability as used in N.J.S.A. 18A:35-15 to 26.

11. “English language proficiency assessment” (ELP assessment) means a New Jersey Department of Education-approved assessment that evaluates a student’s English language proficiency on the four domains of listening, speaking, reading, and writing, and that is aligned with the State’s academic achievement standards as permitted under ESSA.
12. “English language services” means services designed to improve the English language skills of ELLs. The services, provided in school districts with less than ten ELLs, are in addition to the regular school program and are designed to develop aural comprehension, speaking, reading, and writing skills in English.
13. “Exit criteria” means the criteria that must be applied before a student may be exited from a bilingual, ESL, or English language services education program.
14. “High-intensity ESL program” means a program alternative in which students receive two or more class periods a day of ESL instruction. One period is the standard ESL class and the other period is a tutorial or ESL reading class.
15. “Instructional program alternative” means a part-time program of instruction that may be established by a Board of Education in consultation with and approval of the New Jersey Department of Education (Department). All students in an instructional program alternative receive English as a second language.
16. “Native language” means the language or mode of communication normally used by a person with a limited ability to speak or understand the English language. In the case of a student, the native language is the language normally used by the student’s parents, except that in all direct contact with a student, including during the evaluation of the child, the native language is the language normally used by the student in the home or in the learning environment.



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17. “NJSLS” means the New Jersey Student Learning Standards as defined in N.J.A.C. 6A:8-1.3.
  18. “Parent(s)” for the purposes of Policy 2423 and this Regulation means the natural parent(s) or the legal guardian(s), foster parent(s), surrogate parent(s), or person acting in the place of a parent with whom the student legally resides. When parents are separated or divorced, parent means the person(s) who has legal custody of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.
  19. “Review process” means the process established by the Board to assess ELLs for exit from bilingual, ESL, or English language services programs.
  20. “Sheltered English instruction” means an instructional approach used to make academic instruction in English understandable to ELLs. Sheltered English classes are taught by regular classroom teachers who have received training on strategies to make subject-area content comprehensible for ELLs.
- B. Identification of Eligible English Language Learners (ELLs) (N.J.A.C. 6A:15-1.3)
1. The district shall use a multi-step process at the time of enrollment to determine the native language of each ELL. The district shall:
    - a. Maintain a census indicating all identified students whose native language is other than English; and
    - b. Administer the Statewide home-language survey; to determine which students in Kindergarten to grade twelve; whose native language is other than English; must be screened further to determine English language proficiency. The Statewide home-language survey shall be administered by a bilingual/ESL or other certified teacher; and shall be designed to distinguish students who are proficient English speakers and need no further testing.
  2. The district shall determine the English language proficiency of all Kindergarten to grade twelve students who are not screened out and whose native language is other than English by administering



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an English language proficiency test, assessing the level of reading in English, reviewing the previous academic performance of students, including their performance on standardized tests in English, and reviewing the input of teaching staff members responsible for the educational program for ELLs. Students who do not meet the Department standard on a language proficiency test and who have at least one other indicator shall be considered ELLs. The district shall also use age-appropriate methodologies to identify preschool ELLs to determine their individual language development needs.

C. Bilingual Programs for English Language Learners (ELLs) (N.J.A.C. 6A:15-1.4)

1. The Board shall provide all Kindergarten to grade twelve ELLs enrolled in the district pursuant to N.J.S.A. 18A:7F-46 with all required courses and support services outlined in N.J.A.C. 6A:15-1.4 (b) through (h) and C.2. through C.8. below to prepare ELLs to meet the NJSLS for high school graduation. This may include tutoring, after-school programs, summer programs, and remedial services as needed by ELLs. The district shall also provide appropriate instructional programs to eligible pre-school ELLs based on need according to the New Jersey Preschool Program Implementation Guidelines, 2015. The guidelines provide developmentally appropriate recommendations for good practice and are intended for school districts that provide preschool programs.
2. The Board shall establish English language services designed to improve the English language proficiency of ELLs whenever there are at least one, but fewer than, ten ELLs enrolled in the school district. English language services shall be provided in addition to the regular school program.
3. The Board shall establish an ESL program that provides at least one period of ESL instruction based on student language proficiency whenever there are ten or more ELLs enrolled in the school district.
  - a. An ESL curriculum that addresses the WIDA English language development standards shall be developed and



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adopted by the Board to address the instructional needs of ELLs.

- b. The ESL curriculum shall be cross-referenced to the district's bilingual education and content area curricula to ensure that ESL instruction is correlated to all the content areas taught.
4. The Board shall establish bilingual education programs whenever there are twenty or more ELLs in any one-language classification enrolled in the school district pursuant to N.J.S.A. 18A:35-18. Bilingual education programs shall:
    - a. Be designed to prepare ELLs to acquire sufficient English skills and content knowledge to meet the NJSLS. All ELLs participating in the bilingual programs shall also receive ESL instruction;
    - b. Include a curriculum that addresses the NJSLS, the WIDA English language development standards, and the use of two languages. The bilingual education curriculum shall be adopted by the Board; and
    - c. Include the full range of required courses and activities offered on the same basis and under the same rules that apply to all students within the school district.
  5. ELLs shall be provided with equitable instructional opportunities to participate in all non-academic courses necessary to meet the NJSLS, including comprehensive health and physical education, the visual and performing arts, and career awareness programs. The instructional opportunities shall be designed to assist ELLs to fully comprehend all subject matter and demonstrate their mastery of the content matter.
  6. The Board shall offer sufficient courses and other relevant supplemental instructional opportunities in grades nine through twelve to enable ELLs to meet the NJSLS for graduation. When sufficient numbers of students are not available to form a bilingual class in a subject area, the Board shall develop plans in





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consultation with and approved by the Department to meet the needs of the students.

7. In addition to N.J.A.C. 6A:15-1.4(a) through (f) and C.1. through C.6. above, the Board shall design additional programs and services to meet the special needs of eligible ELLs and include, but not be limited to: remedial instruction through Title I programs; special education; school-to-work programs; computer training; and gifted and talented education services.
  8. The Board may establish dual-language bilingual education programs in its schools and may make provisions for the coordination of instruction and services with the school district's world languages program. Dual-language bilingual education programs shall also enroll students whose primary language is English, and shall be designed to help students achieve proficiency in English and in a second language while mastering subject-matter skills. To the extent necessary, instruction shall be in all courses or subjects of study that allow students to meet all grade promotion and graduation standards. Where possible, classes in dual-language bilingual programs shall be comprised of approximately equal numbers of ELLs and of students whose native language is English.
  9. The Board may establish a program in bilingual education for any language classification with fewer than twenty students.
- D. Waiver Process Provided by Statute (N.J.A.C. 6A:15-1.5)

The school district may request a waiver from N.J.A.C. 6A:15-1.4(d) and C.4. above to establish annually an instructional program alternative with the approval of the Department when there are twenty or more students eligible for the bilingual education program in grades Kindergarten through twelve, and the school district is able to demonstrate that it would be impractical to provide a full-time bilingual program due to age range, grade span, and/or geographic location of eligible students.

1. Instructional program alternatives shall be developed in consultation with and approved annually by the Department after review of student enrollment and achievement data. All bilingual instructional program alternatives shall be designed to assist ELLs



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to develop sufficient English skills and subject-matter skills to meet the NJSLs.

2. The instructional program alternatives that shall be established include, but are not limited to: the bilingual part-time component; the bilingual resource program; the bilingual tutorial program; the sheltered English instruction program; and the high-intensity ESL program.
  3. In the event the district implements program alternatives, the district shall annually submit student enrollment and achievement data that demonstrate the continued need for the programs.
- E. Approval Procedures (N.J.A.C. 6A:15-1.6)
1. If the district provides a bilingual program, ESL program, or English language services, the district shall submit a plan every three years to the Department for approval. At its discretion, the Department may request modifications, as appropriate.
    - a. Plans submitted by the Board for approval shall include information on the following:
      - (1) Identification of students;
      - (2) Program description;
      - (3) The number of certified staff hired for the program;
      - (4) Bilingual and ESL curriculum development;
      - (5) Evaluation design;
      - (6) Review process for exit; and
      - (7) A budget for bilingual and ESL programs or English language services.



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F. Supportive Services (N.J.A.C. 6A:15-1.7)

1. Students enrolled in bilingual, ESL, or English language services programs shall have full access to educational services available to other students in the school district.
2. To the extent that is administratively feasible, supportive services to ELLs, such as counseling, tutoring, and career guidance, should be provided by bilingual personnel who are familiar with and knowledgeable of the unique needs and background of the ELLs and their parents.

G. In-service Training (N.J.A.C. 6A:15-1.8)

1. The Board shall develop a plan for in-service training for bilingual, ESL, and mainstream teachers; administrators who supervise bilingual/ESL programs; and administrators and any personnel who observe and evaluate teachers of ELLs. The plan shall include instructional strategies and appropriate assessments to help ELLs meet the NJSLS and the WIDA English language development standards. All bilingual and ESL teachers shall receive training in the use of the ESL curriculum.
2. The Professional Development Plan of the school district shall include the needs of bilingual and ESL teachers, which shall be addressed through in-service training.

H. Certification (N.J.A.C. 6A:15-1.9)

1. All teachers of bilingual classes shall hold a valid New Jersey instructional certificate with an endorsement for the appropriate grade level and/or content area, as well as an endorsement in bilingual education, pursuant to N.J.S.A. 18A:6-38 et seq. and 18A:35-15 to 26.1.
2. All teachers of ESL classes shall hold a valid New Jersey instructional certificate in ESL pursuant to N.J.S.A. 18A:6-38 et seq. and N.J.A.C. 6A:9B-10.5.
3. All teachers providing English Language Services shall hold a valid New Jersey instructional certificate.



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- I. Bilingual, English as a Second Language, and English Language Services Program Enrollment, Assessment, Exit, and Re-entry (N.J.A.C. 6A:15-1.10)
  1. All ELLs from Kindergarten through grade twelve shall be enrolled in the bilingual, ESL, or English language services education program established by the Board as prescribed in N.J.A.C. 6A:15-1.4(b) through (e) and 1.5(a), C.2. through C.5. and D. above, and P.L. 1995, c. 59 and c. 327.
  2. Students enrolled in the bilingual, ESL, or English language services program shall be assessed annually using ELP assessments to determine their progress in achieving English language proficiency goals and readiness for exiting the program. Students who meet the criteria for Statewide alternate assessments, pursuant to N.J.A.C. 6A:14-4.10(a)2, shall be assessed annually using an alternate ELP assessment.
  3. ELLs enrolled in the bilingual, ESL, or English language services program shall be placed in a monolingual English program when they have demonstrated readiness to exit a bilingual, ESL, or ELS program through Department-established criteria on an ELP assessment and a Department-established English language observation form. A first achieve the Department-established English proficiency standard as measured by an ELP assessment. The student's readiness shall be further assessed by the use of a Department-established English language observation form that considers, at a minimum: classroom performance; the student's reading level in English; the judgment of the teaching staff member or members responsible for the educational program of the student; and performance on achievement tests in English.
    - a. Pursuant to C.F.R. §200.6(h)(4)(ii), an ELL with a disability whose disability makes it impossible for the student to be assessed in a particular domain because there are no appropriate accommodations for assessing the student in that domain may be exited from ELL status based on the student's score on the remaining domains in which the student was assessed.



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4. A parent may remove a student who is enrolled in a bilingual education program pursuant to provisions in N.J.S.A. 18A:35-22.1.
5. Newly exited students who are not progressing in the mainstream English program may be considered for reentry to bilingual and ESL programs as follows:
  - a. After a minimum of one-half an academic year and within two years of exit, the mainstream English classroom teacher may recommend retesting with the approval of the Principal.
  - b. A waiver of the minimum time limitation may be approved by the Executive County Superintendent upon request of the Superintendent if the student is experiencing extreme difficulty in adjusting to the mainstream program.
  - c. The recommendation for retesting shall be based on the teacher's judgment that the student is experiencing difficulties due to problems in using English as evidenced by the student's inability to: communicate effectively with peers and adults; understand directions given by the teacher; and/or comprehend basic verbal and written materials.
  - d. The student shall be tested using a different form of the test or a different language proficiency test than the one used to exit the student.
  - e. If the student scores below the State-established standard on the language proficiency test, the student shall be re-enrolled into the bilingual or ESL program.
6. When the review process for exiting a student from a bilingual, ESL, or English language services program has been completed, the district shall notify by mail the student's parent(s) of the placement determination. If the parent(s) or teaching staff member disagrees with the placement, they may appeal the placement decision in writing to the Superintendent or designee, who will provide a written explanation for the decision within seven working days of receiving the written appeal. The complainant



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may appeal this decision in writing to the Board within seven calendar days of receiving the Superintendent's or designee's written explanation of the decision. The Board will review the appeal and respond in writing to the parent within forty-five calendar days of the Board's receipt of the parent's written appeal to the Board. Upon exhausting an appeal to the Board, the complainant may appeal to the Commissioner of Education pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3.

J. Graduation Requirements for English Language Learners (N.J.A.C. 6A:15-1.11)

All ELLs shall satisfy requirements for high school graduation according to N.J.A.C. 6A:8-5.1(a).

K. Location (N.J.A.C. 6A:15-1.12)

All bilingual, ESL, and English language services programs shall be conducted within classrooms within the regular school buildings of the school district pursuant to N.J.S.A. 18A:35-20.

L. Notification (N.J.A.C. 6A:15-1.13)

1. The school district shall notify by mail the parents of ELLs of the fact that their child has been identified as eligible for enrollment in a bilingual, ESL, or English language services education program. The district shall issue the notification within thirty days of the child's identification. Notice shall include a statement that the parents may decline their child's enrollment in a bilingual program, and they shall be given an opportunity to do so if they choose. The notice shall be in writing and in the language in which the parent(s) possesses a primary speaking ability, and in English, and shall include the following information:

- a. Why the student was identified as an ELL;
- b. Why the student needs to be placed in a language instructional educational program that will help them develop and attain English proficiency and meet the NJSLS;



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- c. The student's level of English proficiency, how the level of English proficiency was assessed, and the student's academic level;
  - d. The method of instruction the school district will use to serve the student, including a description of other instruction methods available and how those methods differ in content, instructional goals, and the use of English and a native language, if applicable;
  - e. How the program will meet the student's specific needs in attaining English and meeting State standards;
  - f. The program's exit requirements, the expected rate of transition into a classroom not tailored for ELLs and, in the case of high school students, the expected rate of graduation; and
  - g. How the instructional program will meet the objectives of the individualized education program of a student with a disability.
2. The school district shall send progress reports to parent(s) of students enrolled in a bilingual, ESL, or English language services programs in the same manner and frequency as progress reports are sent to parent(s) of other students enrolled in the school district.
  3. Progress reports shall be written in English and in the native language of the parent(s) of students enrolled in the bilingual and ESL program unless the school district can demonstrate and document in the three-year plan required in N.J.A.C. 6A:15-1.6(a) that the requirement would place an unreasonable burden on the district.
  4. The school district shall notify the parent(s) when students meet the exit criteria and are placed in a monolingual English program. The notice shall be in English and in the language in which the parent(s) possesses a primary speaking ability.

## M. Joint Programs (N.J.A.C. 6A:15-1.14)



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With approval of the Executive County Superintendent on a case-by-case basis, a school district may join with another Board to provide bilingual, ESL, or English language services programs.

N. Parental Involvement (N.J.A.C. 6A:15-1.15)

1. The district shall provide for the maximum practicable involvement of parent(s) of ELLs in the development and review of program objectives and dissemination of information to and from the district Boards of Education and communities served by the bilingual, ESL, or English language services education programs.
2. If the district implements a bilingual education program, the district shall establish a parent advisory committee on bilingual education of which the majority membership shall be parent(s) of ELLs.

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## 2425 EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM

The Board of Education is committed to providing a high quality educational program, virtually or remotely, in the event the State or local health department determines that it is advisable to close, or mandates closure of, the schools of a school district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure for more than three consecutive school days, the Superintendent shall have the authority to implement the school district's program of virtual or remote instruction, pursuant to N.J.S.A. 18A:7F-9. In addition, pursuant to N.J.S.A. 18A:7F-9.b. the Commissioner of Education shall allow the district to apply to the 180-day requirement established pursuant to N.J.S.A. 18A:7F-9.a., one or more days of virtual or remote instruction provided to students on the day or days the schools of the district were closed if the program of virtual or remote instruction meets such criteria as may be established by the Commissioner.

The school district's program of virtual or remote instruction shall be in accordance with the provisions of N.J.S.A. 18A:7F-9; N.J.A.C. 6A:32-13.1.; this Policy; and Regulation 2425.

"Remote instruction" means the provision of instruction occurring when the student and the instructor are in different locations due to the closure of the facility(ies) of the Board of Education, charter school, renaissance school project, or approved private school for students with disabilities. The closure of the facility(ies) shall be pursuant to N.J.S.A. 18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

"Virtual instruction" means the provision of active instruction when the student and the instructor are in different locations and instruction is facilitated through the internet and computer technologies due to the closure of the facility(ies) of the Board of Education, charter school, renaissance school project, or approved private school for students with disabilities. The closure of the facility(ies) shall be pursuant to N.J.S.A. 18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public



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health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

The Superintendent of Schools shall submit, with Board approval, the school district's program of virtual or remote instruction to the Commissioner of Education annually. If the Board is unable to complete and submit a proposed program of virtual or remote instruction to the Commissioner in accordance with the timeline established by the Commissioner and the school district is required to close its schools for a declared state of emergency, declared public-health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Commissioner of Education may retroactively approve the program.

If provided under the district's program of virtual or remote instruction that has been approved by the Commissioner, student attendance for a day of virtual or remote instruction, shall be accounted for in accordance with N.J.A.C. 6A:32-8.4 for the purposes of meeting State and local graduation requirements, the awarding of course credit, and other matters as determined by the Commissioner of Education in accordance with the provisions of N.J.A.C. 6A:32-13.1.(d).

Pursuant to N.J.A.C. 6A:32-13.1(b), if implemented by the Superintendent, the school district's program of virtual or remote instruction shall be provided to an enrolled students, whether a general education student in preschool through grade twelve or a student with a disability aged three to twenty-one. The school district shall provide students with a disability with the same educational opportunities provided to general education students to the extent appropriate and practicable. Related services may be delivered to general education students and students with a disability through the use of electronic communication or a virtual or online platform, as appropriate.

In the event the State or local health department determines it is advisable to close or mandates closure of the schools of the district due to a declared state of emergency, declared public-health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Superintendent shall have the authority to implement the school district's program of virtual or remote instruction. The Superintendent shall consult with the Board prior to such decision, if practicable. The Superintendent shall ensure that students, parents, staff, and the Board are informed promptly of the Superintendent's decision.



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Nothing in N.J.S.A. 18A:7F-9.b., c., or d.; this Policy; and Regulation 2425 shall be construed to limit, supersede or preempt rights, privileges, compensation, remedies, and procedures afforded to public employees or a collective bargaining unit under Federal or State law or any provision of a collective bargaining agreement entered into by the school district.

In the event of the closure of a school or the schools of the district due to a declared state of emergency, declared public-health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure for a period longer than three consecutive school days:

1. District employees shall be entitled to compensation, benefits, and emoluments pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(1) and (2).
2. The district shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(3).
3. The district shall be obligated to make payments for benefits, compensation, and emoluments and all payments required pursuant to N.J.S.A. 18A:6-51 et seq., to an educational services commission, county special services school district, and a jointure commission, and under any shared services agreement and cooperative contract entered into with any other public entity pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(4).
4. An educational services commission, county special services school district, and a jointure commission shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider or a shared services agreement in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(4).



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The provisions of N.J.S.A. 18A:7F-9.e.(1) through (4) and 1 through 4 above shall not apply to any employee whose weekly hours of work are reduced, and to whom unemployment benefits are provided, pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq. A contracted service provider, educational services commission, county special services school district, or jointure commission shall notify the district with which it has entered into a contract to provide services of its intent to reduce the hours of work of its employees pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq.

1. Notwithstanding the provisions of N.J.S.A. 18A:7F-9.e.(3) and 3. above, if a contracted service provider reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the contracted service provider shall be reduced by the same amount.
2. Notwithstanding the provisions of N.J.S.A. 18A:7F-9.e.(4) and 4. above, if an educational services commission, county special services school district, or jointure commission reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the educational services commission, county special services school district, or jointure commission shall be reduced by the same amount.

This Policy may be revised as necessary by the Superintendent in accordance with N.J.S.A. 18A:7F-9. The school district's emergency virtual or remote instruction program shall be posted prominently on the school district's website.

N.J.S.A. 18A:7F-9

N.J.A.C. 6A:32-2.1; 6A:32-8.4; 6A:32-13.1

Adopted:



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## R 2425 EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM

### A. Definitions

1. “Remote instruction” means the provision of instruction occurring when the student and the instructor are in different locations due to the closure of the facility(ies) of the Board of Education, charter school, renaissance school project, or approved private school for students with disabilities. The closure of the facility(ies) shall be pursuant to N.J.S.A. 18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.
2. “Virtual instruction” means the provision of active instruction when the student and the instructor are in different locations and instruction is facilitated through the internet and computer technologies due to the closure of the facility(ies) of the Board of Education, charter school, renaissance school project, or approved private school for students with disabilities. The closure of the facility(ies) shall be pursuant to N.J.S.A. 18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public-health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

- B. Pursuant to N.J.A.C. 6A:32-13.1, if the State or local health department determines that it is advisable to close, or mandates closure of, the schools of a school district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure for more than three consecutive school days, the Superintendent shall have the authority to implement the school district’s program of virtual or remote instruction, pursuant to N.J.S.A. 18A:7F-9.



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1. If implemented by the Superintendent, the school district's program of virtual or remote instruction shall be provided to an enrolled student, whether a general education student in preschool through grade twelve or a student with a disability aged three to twenty-one.
  - a. The school district shall provide students with a disability with the same educational opportunities provided to general education students to the extent appropriate and practicable.
  - b. Related services may be delivered to general education students and students with a disability through the use of electronic communication or a virtual or online platform, as appropriate.
  
2. The Board of Education may apply to the 180-day requirement established pursuant to N.J.S.A. 18A:7F-9.b., one or more days of virtual or remote instruction under the following conditions and in accordance with N.J.A.C. 6A:32-13.1(c)1. through 4. and B.2.a. through d. below:
  - a. Virtual or remote instruction is provided to students on the day(s) that some or all of the programs of instruction of the district were closed to in-person instruction;
  - b. The virtual or remote instruction meets the Commissioner-established criteria for the occurrence of one of the events at N.J.A.C. 6A:32-13.1(b) and B. above;
  - c. The school district's program of virtual or remote instruction:
    - (1) Explains, to the greatest extent possible, the equitable delivery of, and access to, virtual and remote instruction, including descriptions of the following:



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- (a) The design of synchronous and/or asynchronous virtual or remote learning plans that will maximize student growth and learning;
  - (b) How the school district will continuously measure student growth and learning in a virtual or remote instruction environment; and
  - (c) The school district's plan for measuring and addressing any ongoing digital divide issue(s), including a lack of access to the internet, network access, or devices;
- (2) Addresses the needs of students with disabilities and includes descriptions of the following:
- (a) The delivery of virtual or remote instruction in order to implement, to the greatest extent possible, students' individualized education programs (IEPs), including material and platform access;
  - (b) The methods used to document IEP implementation, including the tracking of student progress, accommodations, and modifications;
  - (c) How case managers follow up with parents to ensure services are implemented, to the greatest extent possible, in accordance with IEPs; and
  - (d) How the school district plans to conduct IEP meetings, evaluations, and other meetings to identify, evaluate, and/or reevaluate students with disabilities;



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- (3) Addresses the needs of English language learners (ELLs) and includes descriptions of the following:
  - (a) How the school district includes an English as a Second Language and/or bilingual education program aligned with State and Federal requirements to meet the needs of ELLs;
  - (b) The process to communicate with parents of ELLs, including providing translation materials, interpretative services, and information available at the parent's literacy level;
  - (c) The use of instructional adaptations, for example, differentiation, sheltered instruction, Universal Design for Learning, access to technology, and strategies to ensure that ELLs access the same standard of education as non-ELL peers; and
  - (d) The training for teachers, administrators, and counselors to learn strategies related to culturally responsive teaching and learning, social-emotional learning, and trauma-informed teaching for students affected by forced migration from their home country;
- (4) Accounts for student attendance in accordance with N.J.A.C. 6A:32-13.1(d) and B.3. below and include the following:
  - (a) A description or copy of the school district's attendance policies, including how the school district will determine whether a student is present or absent during virtual or





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remote instruction, and how a student's attendance will factor into promotion, retention, graduation, discipline, and any other decisions that will reflect the student's performance;

- (5) Describes how the school district is communicating with the parents when a student is not participating in virtual or remote instruction and/or submitting assignments;
  - (6) Includes a plan for the continued safe delivery of meals to eligible students;
  - (7) Includes an outline of how buildings will be maintained throughout an extended period of closure; and
  - (8) Includes district-specific factors, including, but not limited to, considerations for Title I extended learning programs, 21<sup>st</sup> Century Community Learning Center Programs, credit recovery, other extended student learning opportunities, accelerated learning, and social and emotional health of staff and students, transportation, extra-curricular programs, childcare, and community programming; and
- d. The Board of Education submitted a proposed program of virtual or remote instruction to the Commissioner annually.
- (1) If the Board is unable to complete and submit a proposed program annually in accordance with the timeline established by the Commissioner, and the school district is required to close its schools for a declared state of emergency, declared public-health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Commissioner may retroactively approve the program.



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3. If provided under the Board's program that has been approved by the Commissioner, student attendance for a day of virtual or remote instruction shall be accounted for in accordance with N.J.A.C. 6A:32-8.4 for the purpose of meeting State and local graduation requirements, the awarding of course credit, and other matters as determined by the Commissioner.

Adopted:



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In accordance with the provisions of N.J.S.A. 18A:38-25, every parent or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State.

For the purpose of this Policy and Regulation 5200, “parent” means the natural parent(s), adoptive parent(s), legal guardian(s), resource family parent(s), or surrogate parent(s) of a student. When parents are separated or divorced, “parent” means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.

Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, “excused” and “unexcused” student absences, for the purpose of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit is a Board decision outlined in N.J.A.C. 6A:16-7.6 and Policy and Regulation 5200. In accordance with the provisions of N.J.A.C. 6A:16-7.6 and for the purposes of Policy and Regulation 5200, a student’s absence from school will either be excused or unexcused. Unexcused absences will count toward truancy.

A parent or adult student shall provide advance notice to the school prior to the student being absent from school. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student’s absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student’s parent to notify the parent of the absence and determine the reason for the absence.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. In accordance with N.J.S.A. 18A:36-14, a student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.



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Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.

Students shall be subjected to the school district's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4. and Regulation 5200.

Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of the Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate does not meet the New Jersey Department of Education requirements the Superintendent or designee shall develop a district improvement plan to improve student attendance pursuant to N.J.A.C. 6A:30-5.2.

N.J.S.A. 18A:36-14; 18A:36-25.6; 18A:38-25; 18A:38-25.1;  
18A:38-25.2; 18A:38-26

N.J.S.A. 34:2-21.1 et seq.

N.J.A.C. 6A:16-7.6; 6A:30-5.2; 6A:32-8; 6A:32-13

Adopted:



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## R 5200 ATTENDANCE

### A. Attendance Recording

#### 1. School Register (N.J.A.C. 6A:32-8.1)

- a. The Board of Education shall carefully and accurately track enrollment and attendance of all students in a manual school register format or in an electronic format of the school district's choosing.
- b. The Commissioner will issue and publish on the Department's website guidance for recording student attendance in all public schools of the State operated by district Boards of Education, except adult high schools.
- c. Student attendance shall be recorded in the school register during school hours on each day in session, pursuant to N.J.A.C. 6A:32-8.3. An employee designated by the Superintendent shall keep in the school register, attendance of all students, and shall maintain the attendance records in accordance with N.J.A.C. 6A:32-8 and the guidance at N.J.A.C. 6A:32-8.1(c) and A.1.b. above.
- d. A student who has been placed on home instruction shall have their attendance status recorded on the regular register for the program in which the student is enrolled. The student shall be marked absent for the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement. Absences shall not be recorded for the student while on home instruction, provided the hours of instruction are no less than required by N.J.A.C. 6A:14-4.8 and 4.9 and 6A:16-10.1 and 10.2. The number of possible days in membership for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.



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(1) “Days in membership” means the number of school days in session in which a student is enrolled. A student's membership begins on the first possible day of attendance following enrollment during the school year, notwithstanding the actual day the student was recorded as present for the first time.

## 2. Day in Session (N.J.A.C. 6A:32-8.3)

- a. A day in session shall be a day on which the school is scheduled to provide instruction and students are under the guidance and direction of a teacher(s) engaged in the teaching process. A day on which school is closed for reasons such as holidays and teachers’ institutes, or inclement weather not under conditions set forth at N.J.A.C. 6A:32-13, shall not be considered a day in session.
- b. A day in session shall consist of not less than four hours, exclusive of recess and lunch periods, except that one continuous session of two and one-half hours may be considered a full day in Kindergarten.

## 3. Student Attendance (N.J.A.C. 6A:32-8.4)

- a. For all State attendance submissions, a student shall be recorded as present, absent, or excused for a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below, on every day the school is in session after the student enrolls until the date the student is transferred to another school or officially leaves the school district.
- b. A record of attendance of all students shall be kept in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above. The employee designated by the Superintendent shall keep the attendance records according to N.J.A.C. 6A:32-8 and the guidance issued by the Commissioner in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above.



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- c. A student enrolled in a school shall be recorded in the school register as present if the student participates in instruction or instruction-related activities for at least half a day in session whether the student is physically on school grounds, at an approved off-grounds location, or in a virtual or remote instruction setting, pursuant to N.J.A.C. 6A:32-13.
- d. A student enrolled in a school who is not participating in instruction or instruction-related activities pursuant to N.J.A.C. 6A:32-8.4(c) and A.3.c. above shall be recorded in the school register as absent, unless the student is recorded as a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below.
- e. State-excused absences shall be as follows:
  - (1) Religious observance, pursuant to N.J.S.A. 18A:36-14, 15, and 16.
    - (a) The Commissioner, with approval of the State Board of Education, shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis;
  - (2) Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;
  - (3) Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;
  - (4) Take Our Children to Work Day;
  - (5) College visit(s), up to three days per school year for students in grades eleven and twelve; and



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- (6) Closure of a busing school district that prevents a student from having transportation to the receiving school.
  - f. For absences that do not meet the criteria at N.J.A.C. 6A:32-8.4(e) and A.3.e. above, the Board may adopt policies that establish locally approved or excused absences consistent with N.J.A.C. 6A:16-7.6 for the purposes of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit. However, an absence designated as excused by the Board pursuant to N.J.A.C. 6A:16-7.6 shall be considered as an absence in the submission to the State for the purpose of chronic absenteeism reporting, as set forth at N.J.A.C. 6A:32-8.6.
4. Average Daily Attendance (N.J.A.C. 6A:32-8.5)

The average daily attendance rate in a district school or program of instruction for a school year shall be the total number of the days present of all enrolled students, divided by the number of days in membership of all enrolled students. The student average daily attendance means the total number of days that a student is present in the school divided by the total possible number of days in session.

5. Absentee and Chronic Absenteeism Rates (N.J.A.C. 6A:32-8.6)
  - a. A student's absentee rate shall be determined by subtracting the student's total number of days present from the student's days in membership and dividing the result by the student's days in membership.
    - (1) State-excused absences shall not be included in a student's days in membership for purposes of calculating a student's absentee rate.
  - b. If a student's absentee rate is equal to or greater than ten percent, the student shall be identified as chronically absent.





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- c. Each school with ten percent or more of its enrolled students identified as chronically absent shall develop a corrective action plan to improve absenteeism rates. In accordance with N.J.S.A. 18A:38-25.1, the school will annually review and revise the corrective action plan and present the revisions to the Board, until the percentage of students who are chronically absent is less than ten percent.
- B. Unexcused Absences That Count Toward Truancy/Excused Absences for Board Policy
1. Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, “excused” and “unexcused” student absences for the purpose of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit is a Board decision outlined in Policy 5200 and this Regulation.
  2. N.J.A.C. 6A:16-7.6(a)3 requires the Board of Education policies and procedures contain, at a minimum, a definition of unexcused absence that counts toward truancy, student conduct, promotion, retention, and the award of course credit.
    - a. “An unexcused absence that counts toward truancy” is a student’s absence from school for a full or a portion of a day for any reason that is not an “excused absence” as defined in B.2.b. below.
    - b. “An excused absence” is a student’s absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:

The student’s illness supported by a written letter from the parent upon student’s return to school;

The student’s required attendance in court;

Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans;



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The student's suspension from school;

Family illness or death supported by a written letter from the parent upon the student's return to school;

College visit(s), up to 3 days per school year for students in grades eleven and twelve;

Interviews with an admissions officer of an institution of higher education;

Examination for a driver's license;

Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;

Take Our Children to Work Day;

Religious observance, pursuant to N.J.S.A. 18A:36-14 through 16;

Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;

Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;

Closure of a busing school district that prevents a student from having transportation to the receiving school;

An absence considered excused by the Commissioner of Education and/or a New Jersey Department of Education rule;

An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused absence;



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3. “Unexcused tardiness” may constitute an unexcused absence that counts toward truancy in accordance with Policy 5240.

## C. Notice to School of a Student’s Absence

1. The parent or adult student shall notify the school office before the school day when the student will not be in school.
2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session shall provide notice to the school office before the start of the afternoon session.
3. The parent of a student or an adult student shall notify the school office of a future absence if the absence is foreseeable.
4. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student’s absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student’s parent to notify the parent of the absence and determine the reason for the absence.

## D. Readmission to School After an Absence

1. A student returning from an absence of any length of time must provide a written statement to the Principal or designee that is dated and signed by the parent or adult student listing the reason for the absence.
2. A student who has been absent by reason of having or being suspected of having a communicable disease may be required to present to the school nurse written evidence of being free of a communicable disease.
3. The Superintendent of Schools or designee may require a student who has been absent from school due to a suspension or other reason concerning the student’s conduct to receive a medical examination by a physician regarding the student’s physical and/or mental fitness to return to school.



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- a. The Superintendent or designee will notify the student's parent of the specific requirements of the medical examination prior to the student's return to school.

## E. Instruction

1. Teachers will cooperate in the preparation of home assignments for students who anticipate an absence of five school days duration.
2. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
3. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up the work missed.
4. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.
5. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction.

## F. Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.
2. A secondary student may be dropped from a course or denied course credit when the secondary student has been absent from five 5 days/50% or more of the class sessions, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences for those excused in accordance with the reporting requirements of the



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school register, or absences caused by a student's suspension will not count toward the total.

Exceptions to this rule may be made for students who have demonstrated to the teacher through completion of make-up assignments that they have mastered the proficiencies established for the course of study.

3. An elementary student may be retained at grade level, in accordance with Policy 5410, when the student has been absent 16 or more school days, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences for those excused in accordance with the reporting requirements of the school register, and absences due to student's suspension will not count toward the total.

Exceptions to this rule may be made for students who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the assigned courses of study.

G. School District Response To Unexcused Absences During the School Year That Count Toward Truancy (N.J.A.C. 6A:16-7.6(a)4.)

1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:
  - a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
  - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent(s);
  - c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
  - d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1



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et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and

- e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:
- a. Make a reasonable attempt to notify the student's parent(s) of each unexcused absence prior to the start of the following school day;
  - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent(s);
  - c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and G.1.c. above;
  - d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
    - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
    - (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
    - (3) Consider an alternate educational placement;
    - (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
    - (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and G.4. below;



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- (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and
      - (7) Engage the student's family.
    - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
  3. For cumulative unexcused absences of ten or more that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
    - a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and G.4. below;
    - b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
    - c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
    - d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required; and
  4. A court referral may be made as follows:
    - a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court;
      - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or



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- b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part;
  - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.
5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's Individual Education Program (IEP), pursuant to 20 U.S.C. §§1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized healthcare plan and individualized emergency healthcare plan, pursuant to N.J.A.C. 6A:16-2.3(b) 3.xii.
6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and G.1. above for each student with up to four cumulative unexcused absences that count toward truancy.
  - a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.
    - (1) The sending school district shall proceed in accordance with the Board of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and G.2. through G.4. above and N.J.A.C. 6A:16-7.6(b) and G.5. above, as appropriate.





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## H. Discipline

1. Students may be denied participation in co-curricular activities and/or athletic competition if the Board establishes attendance standards for participation.
2. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

## I. Recording Attendance

1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.
2. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy 5200 and this Regulation.
3. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

## J. Appeal

1. Students may be subject to appropriate discipline for their school attendance record.
2. A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410.
3. A student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
  - a. The student shall file a written appeal to the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the



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number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.

- b. The Principal or designee will respond in writing no later than seven school days after receiving the student's appeal.
- c. If the student is not satisfied, the student may submit a written request to the Principal for consideration by an Attendance Review Committee.
- d. On a student's request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the student's appeal. The student's parent and teacher(s) may attend the meeting.
- e. The Attendance Review Committee shall decide the appeal and inform the student in writing within seven school days of the meeting.
- f. The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education in accordance with Policy 5710 - Student Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

## K. Attendance Records

1. Attendance records for the school district and each school will be maintained and attendance rates will be calculated as required by the New Jersey Department of Education. The school district will comply with all attendance requirements and any improvement plans as required by the Department of Education.

Adopted:



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Second Reading:  
February 22, 2023

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## 5512 HARASSMENT, INTIMIDATION, OR BULLYING

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A. Prohibiting Harassment, Intimidation, or Bullying

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. The Board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s); adoptive parent(s); legal guardian(s); resource family parent(s); or parent surrogate(s) of a student. When parents are separated or divorced, "parent" means the person or agency which has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.

B. Definition of Harassment, Intimidation, or Bullying

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;



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2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
  - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to their person or damage to their property; or
  - b. Has the effect of insulting or demeaning any student or group of students; or
  - c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

The Board recognizes that bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Recognizing "a real or perceived power imbalance" may assist school officials in identifying harassment, intimidation, or bullying within the context and relative positions of the alleged aggressor and target.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or remotely activating paging device (N.J.A.C. 6A:16-1.3).

In accordance with the Board of Education's Code of Student Conduct and this Policy, all acts of harassment, intimidation, or bullying that occur off school grounds, such as "cyber-bullying" (e.g., the use of electronic means to harass, intimidate, or bully) is addressed in this Policy.



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## C. Student Behavior

The Board of Education expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities, with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment, consistent with the Code of Student Conduct.

The Board believes that standards for student behavior must be set cooperatively through interaction among the parents and other community representatives, school administrators, school employees, school volunteers, and students of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of students, staff, and community members.

Students are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and that it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities for helping students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.

The Board expects students will act in accordance with the student behavioral expectations and standards regarding harassment, intimidation, or bullying, including:

1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property, and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Student rights; and



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4. Sanctions and due process for violations of the Code of Student Conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, school employees, volunteers, students, and community representatives, in the development of this Policy.

Pursuant to N.J.A.C. 6A:16-7.1, the Board developed guidelines for student conduct, taking into consideration the nature of the behavior; the nature of the student's disability, if any and to the extent relevant; the developmental ages of students; severity of the offenses and students' histories of inappropriate behaviors; and the mission and physical facilities of the individual school(s) in the district. This Policy requires all students in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent shall annually provide to students and their parents the rules of the district regarding student conduct. Provisions shall be made for informing parents whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. The school district will support students who:

1. Walk away from acts of harassment, intimidation, or bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, or bullying to the designated school staff member.

## D. Consequences and Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial



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responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying.

In every incident found to be harassment, intimidation, or bullying, the school Principal, in consultation with appropriate school staff, may apply disciplinary consequences and/or remedial actions, such as the provision of counseling, behavioral interventions, or other measures.

Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses; consider the developmental ages of the student offenders; the nature of the student's disability, if any and to the extent relevant; and the students' histories of inappropriate behaviors, per the Code of Student Conduct and N.J.A.C. 6A:16-7.

The following factors, at a minimum, shall be given full consideration by the school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students.

## Factors for Determining Consequences

- Age, disability (if any and to the extent relevant), developmental and maturity levels of the parties involved and their relationship to the school district;
- Degrees of harm;
- Surrounding circumstances;
- Nature and severity of the behaviors;
- Incidences of past or continuing patterns of behavior;
- Relationships between the parties involved; and
- Context in which the alleged incidences occurred.

## Factors for Determining Remedial Measures

### Personal:

- Life skill deficiencies;
- Social relationships;
- Strengths;





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- Talents;
- Traits;
- Interests;
- Hobbies;
- Extra-curricular activities;
- Classroom participation;
- Academic performance;
- Relationship to peers; and
- Relationship between student/family and the school district.

Environmental:

- School culture;
- School climate;
- Student-staff relationships and staff behavior toward the student;
- General staff management of classrooms or other educational environments;
- Staff ability to prevent and manage difficult or inflammatory situations;
- Availability of programs to address student behavior;
- Social-emotional and behavioral supports;
- Social relationships;
- Community activities;
- Neighborhood situation; and
- Family situation.

Examples of Consequences and Remedial Measures

The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences:

- Admonishment;
- Temporary removal from the classroom (any removal of .5 days or more must be reported in the Student Safety Data System);
- Deprivation of privileges;
- Classroom or administrative detention;



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- Referral to disciplinarian;
- In-school suspension during the school week or the weekend;
- Out-of-school suspension (short-term or long-term);
- Reports to law enforcement or other legal action;
- Expulsion; and
- Bans from receiving certain services, participating in school-district-sponsored programs or being in school buildings or on school grounds.

## Examples of Remedial Measures

### Personal:

- Restitution and restoration;
- Peer support group;
- Recommendations of a student behavior or ethics council;
- Corrective instruction or other relevant learning or service experience;
- Supportive student interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
- Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
- Behavioral management plan, with benchmarks that are closely monitored;
- Assignment of leadership responsibilities (e.g., hallway or bus monitor);
- Involvement of school "disciplinarian;"
- Student counseling;
- Parent conferences;
- Alternative placements (e.g., alternative education programs);
- Student treatment; and
- Student therapy.

### Environmental (Classroom, School Building, or School District):



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- School and community surveys or other strategies for determining the conditions contributing to HIB;
- School culture change and school climate improvement;
- Adoption of research-based, systemic bullying prevention programs;
- School policy and procedures revisions;
- Modifications of schedules;
- Adjustments in hallway traffic;
- Modifications in student routes or patterns traveling to and from school;
- Supervision of student before and after school, including school transportation;
- Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
- Teacher aides;
- Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
- General professional development programs for certificated and non-certificated staff;
- Professional development plans for involved staff;
- Disciplinary action for school staff who contributed to the problem;
- Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
- Parent conferences;
- Family counseling;
- Involvement of parent-teacher organizations;
- Involvement of community-based organizations;
- Development of a general bullying response plan;
- Recommendations of a student behavior or ethics council;
- Peer support groups;
- Alternative placements (e.g., alternative education programs);
- School transfers; and
- Law enforcement (e.g., safe schools resource officer, juvenile officer) involvement or other legal action.

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment, intimidation,



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or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1.

The Principal, in consultation with appropriate school staff, shall develop an individual student intervention plan when a student is found to be an offender in three harassment, intimidation, or bullying incidents and each subsequent incident occurring within one school year. The student intervention plan may include disciplinary consequences and/or remedial actions and may require the student, accompanied by a parent, to satisfactorily complete a class or training program to reduce harassment, intimidation, or bullying behavior. Each student intervention plan must be approved by the Superintendent.

While the majority of incidents may be addressed solely by school officials, the Superintendent or designee and the Principal shall report a harassment, intimidation, or bullying incident to law enforcement officials if the conduct rises to the level of a mandatory report as outlined in the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials.

## Consequences and Appropriate Remedial Actions – Adults

The district will also impose appropriate consequences and remedial actions to an adult who commits an act of harassment, intimidation, or bullying of a student. The consequences may include, but not be limited to: verbal or written reprimand; increment withholding; legal action; disciplinary action; termination; and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

### E. Reporting Harassment, Intimidation, or Bullying

The Board of Education requires the Principal at each school to be responsible for receiving all complaints alleging harassment, intimidation, or bullying committed by an adult or youth against a student. All Board members, school employees, and volunteers and contracted service providers who have contact with students, are required to verbally report alleged acts of harassment, intimidation, or bullying to the Principal or



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designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and contracted service providers who have contact with students, also shall submit a New Jersey Department of Education-approved HIB 338 Form to the Principal within two school days of the verbal report. Failure to make the required report(s) may result in disciplinary action.

The HIB 338 Form shall be kept on file at the school, but shall not be included in any student record unless the incident results in disciplinary action or is otherwise required to be contained in a student's record under State or Federal Law.

The district may not fail to initiate an investigation of harassment, intimidation, or bullying solely because written documentation was not provided. Failing to conduct a harassment, intimidation, or bullying investigation solely because a parent or student did not submit written documentation violates the Anti-Bullying Bill of Rights Act and this Policy. If a parent makes a verbal allegation of harassment, intimidation, or bullying to a district staff member, but does not complete and submit the HIB 338 Form, the staff member or a designee must complete and submit the HIB 338 Form.

The Principal or designee is required to inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. Pursuant to N.J.A.C. 6A:16-7.7(a)2.viii.(2), when providing notification to the parents of all students involved, the Principal or designee shall take into account the circumstances of the incident when conveying the nature of the incident, including the actual or perceived category motivating the alleged offense. The Principal or designee shall keep a written record of the date, time, and manner of notification to the parents.

The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, parents, and visitors are encouraged to report alleged acts of harassment, intimidation, or bullying to the Principal or designee on the same day when the individual witnessed or received reliable information



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regarding any such incident. The school district shall provide a person an online means to complete the HIB 338 Form to anonymously report an act of harassment, intimidation, or bullying. Formal action for violations of the Code of Student Conduct may not be taken solely on the basis of an anonymous report.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The Principal shall promptly submit a copy of each completed HIB 338 Form to the Superintendent.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, in addition to making the HIB 338 Form available online, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, or bullying or who determines a reported incident or complaint, assuming all facts presented are true, is a report within the scope of N.J.S.A. 18A:37-14 and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action. The district also should consider procedures and disciplinary action when it is found that someone had information regarding a harassment, intimidation, or bullying incident, but did not make the required report(s).

- F. Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety/School Climate Team(s)
  - 1. The Superintendent shall appoint a district Anti-Bullying Coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position.



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The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of students;
  - b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of students in the district;
  - c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of students;
  - d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
  - e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, or bullying in the district.
2. The Principal in each school shall appoint a school Anti-Bullying Specialist. The Anti-Bullying Specialist shall be a guidance counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.

The school Anti-Bullying Specialist shall:

- a. Chair the School Safety/School Climate Team as provided in N.J.S.A. 18A:37-21;
- b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
- c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.



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3. A School Safety/School Climate Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going systemic operational procedures and educational practices in the school, and to address issues such as harassment, intimidation, or bullying that affect school climate and culture. Each School Safety/School Climate Team shall meet, at a minimum, two times per school year. The School Safety/School Climate Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a student in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety/School Climate Team.

The School Safety/School Climate Team shall:

- a. Receive records of all complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;
- b. Receive copies of all reports prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of students in the school;
- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;
- e. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request. The School Safety/School Climate Team shall be provided professional development





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opportunities that may address effective practices of successful school climate programs or approaches; and

- g. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety/School Climate Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a student, consistent with, at a minimum, the requirements of the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232 and 34 CFR Part 99), N.J.A.C. 6A:32-7, Student Records and N.J.A.C. 6A:14-2.9, Student Records.

## G. Investigating Allegations of Harassment, Intimidation, or Bullying

### Investigate All Reports

The Board of Education requires a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation, or bullying. All details of an alleged incident must be populated into the HIB 338 Form. However, completing the form shall not delay beginning the investigation in accordance with the law.

The HIB 338 Form shall be kept on file at the school and will only be added to a student record if the alleged incident is founded, disciplinary action is imposed or is otherwise required to be contained in a student's record under State or Federal law.

The investigation shall be initiated by the Principal or designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school anti-bullying specialist appointed by the Principal. The Principal may appoint additional personnel who are not school anti-bullying specialists to assist the school anti-bullying specialist in the investigation. Investigations of complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. The anti-bullying specialist may not participate in an investigation regarding their supervisor or staff at a higher administrative level.



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The investigation shall be completed, and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the alleged incident of harassment, intimidation, or bullying or from the date of the written notification from the Superintendent to the Principal to initiate an investigation. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school anti-bullying specialist or the Principal shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Student Conduct has been implemented and provide intervention services; order counseling; establish training programs to reduce harassment, intimidation, or bullying and enhance school climate; or take or recommend other appropriate action, including seeking further information as necessary.

The Superintendent shall report the results of each investigation to the Board no later than the date of the regularly scheduled Board meeting following the completion of the investigation. The Superintendent's report also shall include information on any consequences imposed under the Code of Student Conduct; intervention services provided; counseling ordered; training established; or other action taken or recommended by the Superintendent.

Parents of students who are parties to the investigation shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board. The district may not divulge personally identifying



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information or any information that could result in the identification of any student other than the child of the parents being notified.

A parent may request a hearing before the Board after receiving the information. Any request by the parents for a hearing before the Board concerning the written information about a harassment, intimidation, or bullying investigation, pursuant to N.J.S.A.

18A:37-15b(6)(d), must be filed with the Board Secretary no later than sixty calendar days after the written information is received by the parents. The hearing shall be held within ten business days of the request. Prior to the hearing, the Superintendent shall confidentially share a redacted copy of the HIB 338 Form that removes all student identification information with the Board. The Board shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4.1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school anti-bullying specialist and others, as appropriate, regarding the alleged incident; the findings from the investigation of the alleged incident; recommendations for consequences or services; and any programs instituted to reduce such incidents, prior to rendering a determination.

At the regularly scheduled Board meeting following its receipt of the report or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, no later than ninety days after the issuance of the Board's decision.

A school administrator who receives a report of harassment, intimidation, or bullying, or who determines a reported incident or complaint, assuming all facts presented are true, is a report within the scope of N.J.S.A. 18A:37-14 and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate harassment, intimidation, or bullying, may be subject to disciplinary action.

The Board also requires the thorough investigation of complaints or reports of harassment, intimidation, or bullying, occurring on district school buses, at district school-sponsored functions, and off school grounds involving a student who attends an approved private school for



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students with disabilities. The investigation will be conducted by the Board's anti-bullying specialist in consultation with the approved private school for students with disabilities.

## H. Responding to Harassment, Intimidation, or Bullying

The Board of Education authorizes the Principal of each school to define the range of ways in which school staff will respond once an incident of harassment, intimidation, or bullying is confirmed, and the Superintendent shall respond to confirmed harassment, intimidation, or bullying, according to the parameters described below and in this Policy. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring that the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district levels or by law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term suspensions, N.J.A.C. 6A:16-7.3, Long-term suspensions, and N.J.A.C. 6A:16-7.4, Expulsions.

In considering whether a response beyond the individual is appropriate, school officials shall consider the nature and circumstances of the act; the degree of harm; the nature and severity of the behavior; past incidences or past or continuing patterns of behavior; and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based harassment, intimidation, or bullying prevention program models, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions, and to the involvement of law enforcement officers, including safe schools resource officers.



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This Policy and the Code of Student Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds.

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion, law enforcement report or other legal action).
2. Classroom responses can include class discussions about an incident of harassment, intimidation, or bullying, role plays, research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
3. School responses can include theme days, learning station programs, parent programs and information disseminated to students and parents, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices or strategies for fostering expected student behavior.
4. District-wide responses can include community involvement in policy review and development; professional development programs; adoption of curricular and school-wide programs, coordination with community-based organizations (e.g., mental health, health services, health facilities, law enforcement officials, faith-based organizations); and disseminating information on the core ethical values adopted by the Board's Code of Student Conduct, per N.J.A.C. 6A:16-7.1(a)2.

In providing support for victims of harassment, intimidation, or bullying, the district should identify a range of strategies and resources, which may include, but is not limited to, the following actions for individual victims:



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- Counseling;
- Teacher Aides;
- Hallway and playground monitors;
- Schedule changes;
- Before and after school supervision;
- School transportation supervision;
- School transfers; and
- Therapy.

## I. Reprisal or Retaliation

The Board of Education prohibits a Board member, school employee, contracted service provider who has contact with students, school volunteer, or student from engaging in reprisal, retaliation, or false accusation against a victim, witness, or any other person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures.

## J. False Accusations of Harassment, Intimidation, or Bullying

The Board of Education prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying.

1. Students - Consequences and appropriate remedial action for a student could range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term suspensions, N.J.A.C. 6A:16-7.3, Long-term suspensions, and N.J.A.C. 6A:16-7.4, Expulsions;
2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students could entail discipline in accordance with district policies, procedures, and agreements; and



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3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services.

## K. Additional Policy Requirements

The Board of Education requires the Superintendent to annually disseminate this Policy to all school employees, contracted service providers who have contact with students, school volunteers, students and parents who have children enrolled in a school in the school district, along with a statement explaining that this Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14, that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.

The Superintendent shall post a link to this Policy that is prominently displayed on the home page of the school district's website. The Superintendent shall ensure that notice of this Policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.

The Superintendent shall post the name, school phone number, school address, and school email address of the district anti-bullying coordinator on the home page of the school district's website. Additionally, the Superintendent shall post the contact information for the School Climate State Coordinator on the school district home page alongside this Policy.

Each Principal or designee shall post the name, school phone number, school address, and school email address of both the school anti-bullying specialist and the district anti-bullying coordinator on the home page of each school's website.

The Superintendent shall post the New Jersey Department of Education's Guidance for Parents on the Anti-Bullying Bill of Rights Act on the district homepage and on the homepage for each school in the district with a website.



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The Superintendent and the Principal(s) shall provide training on the school district's harassment, intimidation, or bullying policies to school employees contracted service providers and volunteers who have significant contact with students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying. The school district's employee training program shall include information regarding the school district policy against harassment, intimidation, or bullying, which shall be provided to full-time and part-time staff, contracted service providers and school volunteers who have significant contact with students.

The Superintendent shall develop and implement a process for annually discussing this Policy on harassment, intimidation, or bullying with students. The Superintendent and the Principal(s) shall annually conduct a re-evaluation, reassessment, and review of this Policy and any report(s) and/or finding(s) of the school safety/school climate team, with input from the school anti-bullying specialists, and recommend revisions and additions to this Policy as well as to harassment, intimidation, or bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.

## L. Harassment, Intimidation, or Bullying Training and Prevention Programs

Each public school teacher and educational services professional shall be required to complete at least two hours of instruction in harassment, intimidation, or bullying prevention within each five year professional development period as part of the professional development requirement pursuant to N.J.S.A. 18:37-22.d. The required two hours of suicide prevention instruction shall include information on the risk of suicide and incidents of harassment, intimidation, or bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

Each newly elected or appointed Board member must complete, during the first year of the member's first term, a training program on harassment, intimidation, or bullying in accordance with the provisions of N.J.S.A. 18A:12-33.





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A school leader shall complete school leader training that shall include information on the prevention of harassment, intimidation, or bullying as required in N.J.S.A. 18A:26-8.2.

The school district shall annually observe a “Week of Respect” beginning with the first Monday in October. In order to recognize the importance of character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, or bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the district will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the New Jersey Student Learning Standards, pursuant to N.J.S.A. 18A:37-29.

The school district and each school in the district will annually establish, implement, document, and assess harassment, intimidation, or bullying prevention programs or approaches, and other initiatives in consultation with school staff, students, administrators, volunteers, parents, law enforcement, and community members. The programs or approaches and other initiatives shall be designed to create school-wide conditions to prevent and address harassment, intimidation, or bullying in accordance with the provisions of N.J.S.A. 18A:37-17.

M. Reports to Board of Education and New Jersey Department of Education

The Superintendent shall report two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public hearing all acts of violence, vandalism, and harassment, intimidation, or bullying which occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46.

N. School and District Grading Requirements

Each school and each district shall receive a grade for the purpose of assessing their efforts to implement policies and programs consistent with the provisions of N.J.S.A. 18:37-13 et seq. The grade received by a school and the district shall be posted on the homepage of the school’s website and the district’s website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent



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to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

O. Reports to Law Enforcement

The Superintendent or designee and the Principal shall consult law enforcement, as appropriate, pursuant to the provisions of the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials, if the student's behavior may constitute a possible violation of the New Jersey Code of Criminal Justice.

Some acts of harassment, intimidation, or bullying may be bias-related acts and school officials must report to law enforcement officials any bias related acts, in accordance with N.J.A.C. 6A:16-6.3.(e), and pursuant to the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

P. Collective Bargaining Agreements and Individual Contracts

Nothing in N.J.S.A. 18A:37-13.1 et seq. may be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the Anti-Bullying Bill of Rights Act's effective date (January 5, 2011). N.J.S.A. 18A:37-30.

The Board of Education prohibits the employment of or contracting for school staff positions with individuals whose criminal history record check reveals a record of conviction for a crime of bias intimidation or conspiracy to commit or attempt to commit a crime of bias intimidation.

Q. Students with Disabilities

Nothing contained in N.J.S.A. 18A:37-13.1 et seq. may alter or reduce the rights of a student with a disability with regard to disciplinary actions or to general or special education services and supports. N.J.S.A. 18A:37-32.

The school district shall submit all subsequent amended Harassment, Intimidation, or Bullying Policies to the Executive County Superintendent of Schools within thirty days of Board adoption.



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N.J.S.A. 18A:37-13 through 18A:37-37

N.J.A.C. 6A:16-7.1 through 6A:16-7.9

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – August 2022 – New Jersey Department of Education

Adopted:



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## 8140 STUDENT ENROLLMENTS

The Board of Education recognizes that efficient district operations require an accurate and up to date accounting of the number of students resident in this district and enrolled in district classes and programs.

Student attendance shall be recorded in the school register during school hours on each day in session pursuant to N.J.A.C. 6A:32-8.3. A staff member designated by the Superintendent shall keep in the school register, attendance of all students, and shall maintain the attendance records in accordance with N.J.A.C. 6A:32-8 and N.J.A.C. 6A:32-8.1(c).

In accordance with N.J.A.C. 6A:32-8.1(e), a student who has been placed on home instruction shall have their attendance status recorded on the regular register for the program in which the student is enrolled. The student shall be marked absent for the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement. Absences shall not be recorded for the student while on home instruction, provided the hours of instruction are no less than required by N.J.A.C. 6A:14-4.8 and 4.9 and N.J.A.C. 6A:16-10.1 and 10.2. The number of possible days of membership for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.

Such records shall be made and maintained as will enable the Board to plan program and facilities development, to make appropriate allocation of district resources, and receive the district's maximum amount of State and Federal aid.

The Superintendent or designee shall annually and in accordance with the timelines established by the Commissioner, file a report with the Commissioner stating the school district's enrollment.

N.J.S.A. 18A:25-4

N.J.A.C. 6A:14-4.8; 6A:14-4.9; 6A:16-10.1; 6A:16-10.2; 6A:32-8.1;  
6A:32-8.2; 6A:32-8.3

Adopted:



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## R 8140 ENROLLMENT ACCOUNTING

### A. School Enrollment

1. The school enrollment in a program of instruction, a school, or the district shall be the total number of original student entries in the school register plus the number of re-entries, less the number of transfers, withdrawals, or dropouts in any such unit during a school year. The total number of original entries and re-entries, less the number of transfers, withdrawals, or dropouts, in all programs of instruction and schools of the district shall constitute the school enrollment for the district during any school year.
2. A student attending a school operated by the Board of Education shall not be concurrently enrolled in more than one school register in any district during a school year with the exception of shared-time students.
3. A student shall not be enrolled in a school register until the student has reached over the age of five years in accordance with N.J.S.A. 18A:38-1 - Attendance at School Free of Charge. The district may enroll students under the following legal school ages:
  - a. Kindergarten – older than four years and younger than six years;
  - b. State-funded preschool program – at least three years of age and younger than five years; and
  - c. Preschool students with disabilities – at least three years of age and younger than five years.
4. Within ten school days of the start of the school year, the district shall determine whether a student who attended the previous



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year but not the current school year has an excused absence or has transferred, withdrawn, or dropped out of the school district.

5. Any student enrolled in the district who moves to another school district in the same school year shall be included in the school register in the new school district upon enrollment.
6. The average daily enrollment in the district for a school year shall be the sum of the total days in membership of all enrolled students when schools were in session during the year, divided by the number of days in session. The average daily enrollment for the programs of instruction or schools of the district having varying lengths of terms shall be the sum of the average daily enrollments obtained for the individual programs of instruction or schools.
  - a. “Days in membership” means the number of school days in session in which a student is enrolled. A student's membership begins on the first possible day of attendance following enrollment during the school year, notwithstanding the actual day the student was recorded as present for the first time.

## B. Application for State School Aid

Pursuant to the requirements of N.J.S.A. 18A:7F-33, the district shall file with the Commissioner of Education an Application for State School Aid in accordance with the following procedures:

1. Counting Procedure
  - a. Each employee responsible for the maintenance and safe keeping of a school register (and whose name appears on the cover of the register) shall conduct a count of the students entered in the register on the last school day prior to October 16.
  - b. The count shall include all students as required to be reported in accordance with the provisions of N.J.S.A. 18A:7F-33.



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- c. The count shall be recorded on a form, and the form shall be submitted to the School Business Administrator/Board Secretary or designee no later than October 16.

## 2. Data Collection

- a. The Superintendent or designee shall assign responsibility for the preparation of worksheets to document the compilation of register data.
- b. Completed worksheets shall be submitted to the School Business Administrator/Board Secretary or designee who shall compare the data submitted on the worksheets to the register count submitted in accordance with B.1.a.
- c. The School Business Administrator/Board Secretary or designee shall reconcile all inconsistencies between worksheet data and register counts and submit final enrollment counts to the Superintendent of Schools.

## 3. Application Submission

The School Business Administrator/Board Secretary or designee, with approval of the Superintendent, shall file with the Commissioner the report required by N.J.S.A. 18A:7F-33.

Issued:



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## 8330 STUDENT RECORDS

The Board of Education believes that information about individual students must be compiled and maintained in the interest of the student's educational welfare and advancement. The Board will strive to balance the student's right to privacy against the district's need to collect, retain, and use information about individual students and groups of students. The Board authorizes the establishment and maintenance of student files that include only those records mandated by law, rules of the State Board of Education, authorized administrative directive, and those records permitted by this Board.

The Superintendent shall prepare, present to the Board for approval, and distribute regulations that implement this Policy and conform to applicable State and Federal law and rules of the State Board of Education.

### General Considerations

The Board shall compile and maintain student records and regulate access in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and 34 CFR Part 99, disclosure, or communication of information contained in student records in a manner that assures the security of the records in accordance with the provisions of N.J.A.C. 6A:32-7 et seq. Student records shall contain only information that is relevant to the education of the student and is objectively based on the personal observations or knowledge of the certified school personnel who originate(s) the record. The district shall provide annual, written notification to parents, adult students, and emancipated minors of their rights in regard to student records and student participation in educational, occupational, and military recruitment programs. Copies of the applicable State and Federal laws and Board policies shall be made available upon request. The district shall make every effort to notify parents and adult students in their dominant language.

Nonadult students may assert rights of access only through their parent(s). However, nothing in N.J.A.C. 6A:32-7 shall be construed to prohibit certified school personnel from disclosing at their discretion student records to non-adult students or to appropriate persons in connection with an emergency, if the information contained in the record is necessary to protect the health or safety of the student or other persons.





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No liability shall be attached to any member, officer, or employee of the Board permitting access or furnishing student records in accordance with N.J.A.C. 6A:32-7 et seq.

## Student Information Directory

A student information directory is a publication of the Board that includes information relating to a student as defined in N.J.A.C. 6A:32-2.1. This information includes: name; grade level; date and place of birth; dates of school attendance; major field of study; participation in officially recognized activities; weight and height relating to athletic team membership; degrees; awards; the most recent educational agency attended by the student; and other similar information. The student information directory shall be used only by authorized district personnel and for designated official use by judicial, law enforcement, and medical personnel and not for general public consumption.

In the event the district publishes a student information directory, the Superintendent or designee will provide a parent or adult student a ten-day period to submit to the Superintendent a written statement prohibiting the inclusion of any or all types of information about the student in any student information directory before allowing access to the directory and school facilities to educational, occupational, and military recruiters pursuant to N.J.S.A. 18A:36-19.1, P.L. 114-95 §8528, and 20 U.S.C. §8528 - Armed Forces Recruiter Access to Students and Student Recruiting Information of the Every Student Succeeds Act of 2015. In accordance with N.J.S.A. 18A:36-19.1, military recruiters will be provided the same access to a student information directory that is provided to educational and occupational recruiters.

## School Contact Directory for Official Use

A school contact directory for official use is a compilation by the district that includes the following information for each student: name; address; telephone number; date of birth; and school enrollment. The district shall compile and maintain a school contact directory for official use in accordance with N.J.A.C. 6A:32-7.2, that is separate and distinct from the student information directory. The student contact directory may be provided for official use only to judicial and law enforcement personnel, and to medical personnel currently providing services to the student in question. To exclude any information from the school contact directory for official use the parent, adult student, or emancipated minor shall notify the Superintendent or designee in writing.



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## Mandated and Permitted Student Records

Mandated student records are those records districts have been directed to compile by State statute, regulations, or authorized administrative directive in accordance with N.J.A.C. 6A:32-7.3.

Permitted student records are those student records not mandated pursuant to N.J.A.C. 6A:32-7.3, but authorized by the Board to promote the student's educational welfare. The Board shall authorize the permitted records to be collected by adopting this Policy and Regulation 8330, which will list such permitted records.

## Maintenance and Security of Student Records

The Superintendent or designee shall be responsible for the security of student records maintained in the district in accordance with the provisions of N.J.A.C. 6A:32-7.4. This Policy and Regulation 8330 assure that access to student records is limited to authorized persons.

Records for each individual student may be stored electronically or in paper format. When student records are stored electronically, proper security and back-up procedures shall be administered.

Student health records, whether stored on paper or electronically, shall be maintained in accordance with N.J.A.C. 6A:32-7.1(l). Records shall be accessible during the hours in which the school program is in operation.

Any district website shall not disclose any personally identifiable information about a student in accordance with N.J.S.A. 18A:36-35 and N.J.A.C. 6A:32-2.1.

## Access to Student Records

Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records. Access to student records shall be provided to persons authorized such access under N.J.A.C. 6A:32-7.1 et seq. within ten days of a request, but prior to any review or hearing conducted in accordance with N.J.A.C. 6A.

The district may charge a reasonable fee for reproduction of student records, not to exceed the schedule of costs set forth at N.J.S.A. 47:1A-5, provided that the cost does not effectively prevent parents or adult students from exercising their



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rights under N.J.A.C. 6A:32-7 or other Federal and State rules and regulations regarding students with disabilities, including N.J.A.C. 6A:14.

The district shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to people permitted by Federal and State statute and regulations in accordance with N.J.A.C. 6A:32-7.5(c).

Access to and disclosure of a student's health record shall meet the requirements of FERPA.

Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records.

Nothing in N.J.A.C. 6A:32-7 et seq. or in this Policy and Regulation 8330 shall be construed to prohibit school personnel from disclosing information contained in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons.

In complying with N.J.A.C. 6A:32-7 – Student Records, the district shall adhere to requirements pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act (OPRA) and FERPA.

## Conditions for Access to Student Records

All authorized organizations, agencies, and persons defined in N.J.A.C. 6A:32-7 et seq. shall have access to a student record, subject to conditions outlined in N.J.A.C. 6A:32-7.6.

## Rights of Appeal for Parents and Adult Students

Student records are subject to challenge by parents and adult students on the grounds of inaccuracy, irrelevancy, impermissible disclosure, inclusion of improper information, or denial of access to organizations, agencies, and persons in accordance with N.J.A.C. 6A:32-7.7(a).

To request a change in the student record or to request a stay of disclosure pending final determination of the challenged procedure, the parent or adult student shall follow the procedures pursuant to N.J.A.C. 6A:32-7.7(b).



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Appeals relating to student records for students with disabilities shall be processed in accordance with the requirements of N.J.A.C. 6A:32-7.7(c).

Regardless of the outcome of any appeal, a parent or adult student shall be permitted to place in the student record a statement commenting upon the information in the student record or setting forth any reasons for contesting a portion of the student record, including the decision made in the appeal. The parent's or adult student's statement shall be maintained as part of the student record, as long as the contested portion of the student record is maintained. If the contested portion of the record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party.

## Retention and Disposal of Student Records

A student record is considered to be incomplete and not subject to the provisions of the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq., while the student is enrolled in the district. The Board shall retain the student health record and the health history and immunization record according to the School District Records Retention Schedule, as determined by the New Jersey State Records Committee.

Student records of currently enrolled students, other than the records described in N.J.A.C. 6A:32-7.8(f), may be disposed of after the information is no longer necessary to provide educational services to a student and in accordance with the provisions of N.J.A.C. 6A:32-7.8(c).

Upon graduation or permanent departure of a student from the district, the parent or adult student shall be notified in writing that a copy of the entire student record will be provided to them upon request. Information in student records, other than that described in N.J.A.C. 6A:32-7.8(f), may be disposed of, but only in accordance with the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq. Such disposition shall be in accordance with the provisions of N.J.A.C. 6A:32-7.8(c)2.

No additions shall be made to the record after graduation or permanent departure without the prior written consent of the parent or adult student.

In accordance with N.J.A.C. 6A:32-7.8(f), the district of last enrollment, graduation, or permanent departure of the student from the district shall keep for 100 years, a mandated record of a student's name, date of birth, name of parents, gender, health history and immunization, standardized assessment results, grades,



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attendance, classes attended, grade level completed, year completed, and years of attendance.

N.J.S.A. 18A:36-19; 18A:36-19.1; 18A:40-4; 18A:40-19  
N.J.A.C. 6A:32-7.1; 6A:32-7.2; 6A:32-7.3; 6A:32-7.4; 6A:32-7.5;  
6A:32-7.6; 6A:32-7.7; 6A:32-7.8  
20 U.S.C. §8528

Adopted:



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Second Reading:  
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## R 8330 STUDENT RECORDS

### A. Definitions (N.J.A.C. 6A:32-2.1)

1. “Access” means the right to view, make notes, and/or reproduce a student record.
2. “Adult student” means a person who is at least eighteen years of or is an emancipated minor.
3. “Days in membership” means the number of school days in session in which a student is enrolled. A student’s membership begins on the first possible day of attendance following enrollment during the school year, notwithstanding the actual day the student was recorded as present for the first time.
4. “Health history” means the record of a person’s past health events obtained in writing, completed by the individual or the individual’s physician.
5. “Mandated student records” means student records that school districts compile pursuant to State statute, regulation, or authorized administrative directive.
6. “Parent” means the natural or adoptive parent, legal guardian, surrogate parent appointed pursuant to N.J.A.C. 6A:14-2.2, or a person acting in place of a parent (such as a grandparent or stepparent with whom the student lives or a person legally responsible for the student’s welfare). Unless parental rights have been terminated by a court of appropriate jurisdiction, the parent retains all rights pursuant to N.J.A.C. 6A:32. In addition, a resource family parent may act as a parent pursuant to the provisions of N.J.A.C. 6A:32 if the parent’s authority to make educational decisions on the student’s behalf has been terminated by a court of appropriate jurisdiction.



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7. “Permitted student records” means records that the Board of Education has authorized, by resolution adopted at a regular public meeting, to be collected to promote the educational welfare of students.
8. “Personally identifiable information” means, but is not limited to:
  - a. The student's name;
  - b. The name of the student's parent(s) or other family members;
  - c. The address of the student or the student's family;
  - d. The email address of the student, the student's parent(s), or other family members;
  - e. The telephone number of the student, the student's parent(s), or other family members;
  - f. A personal identifier, such as the student's Social Security number, student number, or biometric record;
  - g. A photo of the student;
  - h. The location and times of class trips;
  - i. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;
  - j. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances to identify the student with reasonable certainty; or
  - k. Information requested by a person who the district, or private agency that provides educational services by means of public funds, reasonably believes knows the identity of the student to whom the student record relates.



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9. “Physical examination” means the assessment of an individual’s health, in accordance with the requirements at N.J.A.C. 6A:16-2.2.
10. “School contact directory for official use” means a compilation by a district that includes the following information for each student: name, address, telephone number, date of birth, and school of enrollment. The directory may be provided for official use only to judicial, law enforcement, and medical personnel.
11. “Student discipline record” means information regarding all disciplinary actions taken against a student by a school district pursuant to N.J.S.A. 18A:36-25.1.b. and that is maintained in a student’s record.
12. “Student information directory” means a publication of the Board that includes information relating to a student. It shall be used only by authorized school district personnel and for designated official use by judicial, law enforcement, and medical personnel and not for general public consumption. The information shall be the student’s: name; grade level; date and place of birth; dates of school attendance; major field of study; participation in officially recognized activities; weight and height relating to athletic team membership; degrees; awards; the most recent educational agency attended by the student; and other similar information.
13. “Student record” means information related to an individual student gathered within or outside the school district and maintained within the school district, regardless of the physical form in which it is maintained. Essential in this definition is the idea that any information that is maintained for the purpose of second-party review is considered a student record. Therefore, information recorded by certified school personnel solely as a memory aid and not for the use of a second party is excluded from this definition. In the absence of any “information related to an individual student,” the document(s) no longer meets the definition of “student record.”





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## B. General Considerations (N.J.A.C. 6A:32-7.1)

1. The Board shall compile and maintain student records and regulate access in accordance with the Federal Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and 34 CFR Part 99, disclosure, or communication of information contained in student records in a manner that assures the security of the records in accordance with the provisions of N.J.A.C. 6A:32-7.
2. Student records shall contain only information that is relevant to the education of the student and is objectively based on the personal observations or knowledge of the certified school personnel who originate(s) the record.
3. The district shall provide annual, written notification to parents, adult students, and emancipated minors of their rights in regard to student records and student participation in educational, occupational, and military recruitment programs. Copies of the applicable State and Federal laws and Board policies shall be made available upon request. The Board shall make every effort to notify parents and adult students in their dominant language.
4. Nonadult students may assert rights of access only through their parent(s). However, nothing in N.J.A.C. 6A:32-7 or in Policy 8330 or this Regulation shall be construed to prohibit certified school personnel from disclosing, at their discretion, student records to non-adult students or to appropriate persons in connection with an emergency, if the information contained in the record is necessary to protect the health or safety of the student or other persons.
5. The parent or adult student shall have access to the student's records and have access to, or be specifically informed about, only the portion of another student's record that contains information about the student.
6. All anecdotal information and assessment reports collected on a student shall be dated and signed by the individual who originated the data.



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7. The Superintendent or designee shall require all student records of currently enrolled students to be reviewed annually by certified school personnel to determine the education relevance of the information contained therein. The reviewer shall cause information no longer descriptive of the student or educational program to be deleted from the record, except that prior notice shall be given for students with disabilities in accordance with N.J.A.C. 6A:14, Special Education. The deleted information shall be disposed of and not be recorded elsewhere. No record of any such deletion shall be made.
  8. No liability shall be attached to any member, officer, or employee of the Board permitting access or furnishing student records in accordance with N.J.A.C. 6A:32-7.
  9. When the parent's or adult student's dominant language is not English or the parent or adult student is deaf, the district shall provide interpretation of the student records in the dominant language of the parent or adult student.
  10. Student health records shall be maintained separately from other student records. Student health records also shall be maintained according to the requirements of N.J.A.C. 6A:32-7 until such time as graduation or termination, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record.
- C. School Contact Directory for Official Use (N.J.A.C. 6A:32-7.2)
1. The Board shall compile and maintain a school contact directory for official use that is separate and distinct from the student information directory.
  2. School personnel shall provide information from the school contact directory for official use only to judicial and law enforcement personnel, and to medical personnel currently providing services to the student in question. Upon request from a court, other judicial agency, law enforcement agency, or medical service provider currently providing services to the student in question, school personnel shall promptly verify the enrollment of a student and



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provide the requester with all information about the student that is contained in the school contact directory for official use.

3. A parent, adult student, or emancipated minor shall notify, in writing, the Superintendent or designee of their request to exclude any information from the school contact directory for official use.

## D. Mandated and Permitted Student Records (N.J.A.C. 6A:32-7.3)

### 1. Mandated student records shall include the following:

- a. The student's name, address, telephone number, date of birth, name of parent(s), gender, standardized assessment results, grades, record of daily attendance, classes attended, grade level completed, year completed, and years of attendance;
- b. Descriptions of the student's progress according to the Board's student performance data;
- c. History and status of physical health compiled in accordance with State regulations, including immunizations and results of any physical examination(s) given by qualified district employees;
- d. Records pursuant to rules and regulations regarding the education of students with disabilities; and
- e. All other records required by N.J.A.C. 6A.

### 2. Permitted student records are those student records not mandated pursuant to N.J.A.C. 6A:32-7.3, but authorized by the Board to promote the student's educational welfare and include the following as authorized by this Board upon adoption of Policy 8330 and this Regulation. These records may include, but are not limited to:

- a. Personally authenticated observations, assessments, ratings, and anecdotal reports recorded by teaching staff members in the performance of their professional responsibilities and



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intended for review by another person, provided the record is dated and signed by the originator. Information recorded solely as a memory aid for the originator becomes a student's record when it is reviewed by any other person, including a substitute;

- b. Information, scores, and results obtained from standardized tests or by approved tests conducted by professional personnel;
- c. Educationally relevant information provided by the parent or adult student;
- d. Any correspondence with the student and/or the student's parents;
- e. Driver education certificate;
- f. Emergency notification form;
- g. New student registration form;
- h. Withdrawal or transfer form;
- i. Change of schedule form;
- j. Records of the student's co-curricular and athletic activities and achievements;
- k. Class rank;
- l. Awards and honors;
- m. Notations of additional records maintained in a separate file;
- n. The statement from a student's parent, adult student, or emancipated minor regarding a contested portion of the record;





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2. The district may charge a reasonable fee for reproduction of student records, not to exceed the schedule of costs set forth at N.J.S.A. 47:1A-5, provided that the cost does not effectively prevent parents or adult students from exercising their rights under N.J.A.C. 6A:32-7 or other Federal and State rules and regulations regarding students with disabilities, including N.J.A.C. 6A:14.
3. The district shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to people permitted by Federal and State statute and regulations or as stated in N.J.A.C. 6A:32-7.5(e) and F.5. below.
4. Access to, and disclosure of, a student health record shall meet the requirements of FERPA, 20 U.S.C. §1232g, and 34 CFR Part 99.
5. Organizations, agencies, and persons authorized to access student records shall include only the following:
  - a. The student who has written permission of a parent and the parent of a student under the age of eighteen, regardless of whether the child resides with the parent, except pursuant to N.J.S.A. 9:2-4;
    - (1) The place of residence shall not be disclosed; and
    - (2) Access shall not be provided if denied by a court;
  - b. Students at least sixteen years of age who are terminating their education in the district because they will graduate secondary school at the end of the term or no longer plan to continue their education;
  - c. An adult student and/or a parent who has the written permission of an adult student, except that the parent shall have access without the adult student's consent, as long as the adult student is financially dependent on the parent and enrolled in the public school system, or if the adult student has been declared legally incompetent by a court of appropriate jurisdiction. The parent of a financially dependent adult student may not disclose information



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contained in the adult student's record to a second or third party without the adult student's consent;

- d. Certified school district personnel who are assigned educational responsibility for the student shall have access to the general student record but not to the student health record except under conditions permitted in N.J.A.C. 6A:16-2.4;
- e. Certified educational personnel who have assigned educational responsibility for the student and who are employed by agencies listed below shall have access to the general student record, but not to the student health record, except under conditions permitted at N.J.A.C. 6A:16-2.4:
  - (1) An approved private school for students with disabilities;
  - (2) A State facility;
  - (3) Accredited nonpublic schools in which students with disabilities have been placed pursuant to N.J.S.A. 18A:46-14; or
  - (4) Clinics and agencies approved by the New Jersey Department of Education;
- f. To fulfill its legal responsibility, the Board shall have access through the Superintendent or designee to information contained in the student's record. Information shall be discussed in executive session, unless otherwise requested by the parent or adult student;
- g. Secretarial and clerical personnel under the direct supervision of certified school personnel shall be permitted access to portions of the record to the extent necessary for the entry and recording of data and the conducting of routine clerical tasks. Access shall be limited only to student files in which such staff are directed to enter or record information, and shall cease when the specific assigned task is completed;



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- h. Accrediting organizations to carry out their accrediting functions;
- i. The Commissioner of Education and New Jersey Department of Education staff members who are assigned responsibility that necessitates the review of such records;
- j. Officials of other Boards of Education within the State or other educational agencies or institutions where the student is placed, registered, or seeks to enroll, subject to the following conditions:
  - (1) Original mandated student records that schools have been directed to compile by New Jersey statute, regulation, or authorized administrative directive shall be forwarded to the receiving district, agency, or institution with written notification to the parent or adult student;
  - (2) Original mandated student records that the Board has required shall be forwarded to the receiving district, agency, or institution only with the written consent of the parent or adult student, except where a formal sending-receiving relationship exists between the districts;
  - (3) All records to be forwarded, including disciplinary records as specified at N.J.S.A. 18A:36-19a., shall be sent to the Superintendent of the school district to which the student has transferred, or the Superintendent's designee, within ten school days after the transfer has been verified by the requesting district;
  - (4) The Superintendent or designee shall request, in writing, all student records from the school district of last attendance within two weeks from the date that the student enrolls in the new school district;
  - (5) Upon request, the Superintendent or designee of the school district of last attendance shall provide a parent(s) or an adult student with a copy of the





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records disclosed to other educational agencies or institutions; and

- (6) Proper identification, such as a certified copy of the student's birth certificate or other proof of the student's identity pursuant to N.J.S.A. 18A:36-25.1, shall be requested at the time of enrollment in a new school district;
- k. Officials of the United States Department of Education assigned responsibilities that necessitate review of such records;
- l. Officers and employees of a State agency responsible for protective and investigative services for students pursuant to N.J.S.A. 9:6-8.40. Whenever appropriate, the Board shall ask the State agency for its cooperation in sharing the findings of an investigation;
- m. Agency caseworkers or other representatives of a State or local child welfare agency who have the right to access a student's case plan when the agency or organization is legally responsible, in accordance with State law, for the care and protection of the student, consistent with 20 U.S.C. §1232g(b)(1)(L);
- n. Organizations, agencies, and persons from outside the school if they have the written consent of the parent or adult student. Organizations, agencies, and persons shall not transfer student record information to a third party without the written consent of the parent or adult student;
- o. Organizations, agencies, and individuals outside the school, other than those specified in N.J.A.C. 6A:32-7.5, upon the presentation of a court order; and
- p. Bona fide researchers who explain to the Superintendent the nature of the research project and the relevance of the records sought. Prior to the release of records to a researcher, the Superintendent or designee, shall receive from the researcher written assurance that the records will



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be used under strict conditions of anonymity and confidentiality.

6. Nothing in N.J.A.C. 6A:32-7, Policy 8330, and this Regulation shall be construed to prohibit school personnel from disclosing information contained in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons.
7. In complying with N.J.A.C. 6A:32-7, Policy 8330, and this Regulation, the Board shall adhere to the requirements pursuant to the Open Public Records Act (OPRA), N.J.S.A. 47:1A-1 et seq., and FERPA, 20 U.S.C. §1232g; 34 CFR Part 99.
  - a. When responding to OPRA requests from any party, including parties other than those listed in N.J.A.C. 6A:32-7.5(e) and F.5. above, the Board may release, without consent, records removed of all personally identifiable information, as such documents do not meet the definition of a student record. Before making any release, the Board shall have made a reasonable decision that a student's identity cannot be determined whether through single or multiple releases, or when added to other reasonably available information.

## G. Conditions for Access to Student Records (N.J.A.C. 6A:32-7.6)

1. All authorized organizations, agencies, and persons defined in N.J.A.C. 6A:32-7 as listed below shall have access to a student record, subject to the following conditions:
  - a. No student record shall be altered or disposed of during the time period between a request to review the record and the actual review of the record.
  - b. Authorized organizations, agencies, and persons from outside the school whose access requires the consent of parents or adult students shall submit to the Superintendent or designee, the request in writing, together with any required authorization.



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- c. The Superintendent or designee shall be present during the period of inspection to provide interpretation of the records, where necessary, and to prevent their alteration, damage, or loss. In every instance of inspection of student records by persons other than parents, student(s), or individuals who have assigned educational responsibility for the individual student, an entry shall be made in the student record of the name(s) of persons granted access, the reason access was granted, the time and circumstances of inspection, the records inspected, and the purposes for which the data will be used.
- d. Prior to disclosure of student records to organizations, agencies, or persons outside the district pursuant to a court order, the Superintendent or designee shall give the parent or adult student at least three days' notice of the name of the requesting agency and the specific records requested unless otherwise judicially instructed. The notification shall be provided in writing, if practicable. Only records related to the specific purpose of the court order shall be disclosed.
  - (1) Notice to the parent shall not be required when the parent is party to a court proceeding involving child abuse and neglect or dependency matters, consistent with 20 U.S.C. §1232g(b)(2)(B).
- e. A record may be withheld from a parent or from an adult student only when the district obtains a court order or is provided with evidence that there is a court order revoking the right to access. Only that portion of the record designated by the court shall be withheld. When the district has or obtains evidence of such court order, the parent or adult student shall be notified in writing within five days of the request that access to the record has been denied and that the person has the right to appeal this decision to the court issuing the order.

## H. Rights of Appeal for Parents and Adult Students (N.J.A.C. 6A:32-7.7)



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1. Student records are subject to challenge by parents and adult students on grounds of inaccuracy, irrelevancy, impermissible disclosure, inclusion of improper information, or denial of access to organizations, agencies, and persons. The parent or adult student may request:
  - a. Expungement of inaccurate, irrelevant, or otherwise improper information from the student record;
  - b. Insertion of additional data, as well as reasonable comments regarding the meaning and/or accuracy of the student record;
  - c. The immediate stay of disclosure pending final determination of the challenged procedure as described in N.J.A.C. 6A:32-7; and/or
  - d. Immediate access to student records for organizations, agencies, and persons denied access, pending final determination of the challenged procedure, as described in N.J.A.C. 6A:32-7.
  
2. To request a change in the student record or to request a stay of disclosure pending final determination of the challenged procedure, a parent or adult student shall notify, in writing, the Superintendent of the specific issues relating to the student record.
  - a. Within ten school days of notification, the Superintendent or designee shall notify the parent or adult student of the district's decision. If the district disagrees with the request, the Superintendent or designee shall meet with the parent or adult student to resolve the issues set forth in the request.
  - b. If the matter is not satisfactorily resolved, the parent or adult student has ten school days to appeal the district's decision.
  - c. If an appeal is made to the Board, the Board shall render a decision within twenty school days.
  - d. The decision of the Board may be appealed to the Commissioner pursuant to N.J.S.A. 18A:6-9 and N.J.A.C.



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6A:3, Controversies and Disputes. At all stages of the appeal process, the parent or adult student shall be afforded a full and fair opportunity to present evidence relevant to the issue.

e. A record of the appeal proceedings and outcome shall be made a part of the student record with copies made available to the parent or adult student.

3. Appeals relating to student records of students with disabilities shall be processed in accordance with the requirements of N.J.A.C. 6A:32-7.7(b) and I.2. above.

4. Regardless of the outcome of an appeal, a parent or adult student shall be permitted to place in the student record a statement commenting upon the information in the student record or setting forth any reasons for contesting a portion of the student record, including the decision made in the appeal. The parent's or adult student's statement shall be maintained as part of the student record, as long as the contested portion of the student record is maintained. If the contested portion of the student record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party.

## I. Retention and Disposal of Student Records (N.J.A.C. 6A:32-7.8)

1. A student record is considered to be incomplete and not subject to the provisions of the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq., while the student is enrolled in the district.

a. The Board shall retain the student health record and the health history and immunization record according to the School District Records Retention Schedule, as determined by the New Jersey State Records Committee.

2. Student records of currently enrolled students, other than the records described at N.J.A.C. 6A:32-7.8(f) and I.5. below, may be disposed of after the information is no longer necessary to provide educational services to a student. The disposition shall be carried out only after the parent or adult student has been notified in writing and written permission has been granted, or after



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reasonable attempts to notify the parent or adult student and to secure permission have been unsuccessful.

3. Upon graduation or permanent departure of a student from the district:
  - a. The parent or adult student shall be notified in writing that a copy of the entire student record will be provided to them upon request.
  - b. Information in student records, other than that described at N.J.A.C. 6A:32-7.8(f) and I.5. below, may be disposed of, but only in accordance with the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq. The disposition shall be carried out only after the parent or adult student has been notified in writing and written permission has been granted, or after reasonable attempts to notify the parent or adult student and to secure permission have been unsuccessful and prior written authorization has been obtained from the New Jersey State Records Committee in the New Jersey Department of the Treasury.
4. No additions shall be made to the record after graduation or permanent departure without the prior written consent of the parent or adult student.
5. The district of last enrollment, graduation, or permanent departure of the student from the district shall keep, for one hundred years, a mandated record of a student's name, date of birth, name of parents, gender, health history and immunization, standardized assessment results, grades, attendance, classes attended, grade level completed, year completed, and years of attendance.

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## R 8420.2 BOMB THREATS

A bomb threat consists of a message regardless of the source or form or truth of the message, that someone has placed or intends to place in the school an explosive device or any material that will cause significant harm to persons in the school or damage to school property. The procedures to be enacted when a bomb threat is received shall be included in the school district's plans, procedures, and mechanisms for school safety and security in accordance with the provisions of N.J.A.C. 6A:16-5.1 and Policy 8420.

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## R 8420.7 LOCKDOWN PROCEDURES

In the event it is determined by the Principal or designee a circumstance or situation requires the school building's occupants to remain secure within the school building, the Principal or designee may implement lockdown procedures. The procedures to be enacted during a lockdown shall be included in the school district's plans, procedures, and mechanisms for school safety and security in accordance with the provisions of N.J.A.C. 6A:16-5.1 and Policy 8420.

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## R 8420.10 ACTIVE SHOOTER

An active shooter or armed assault in a school building or on school grounds involves one or more individuals' intent on causing physical harm to students and school staff. Intruders may possess weapons or other harmful devices. The procedures to be enacted during an active shooter or armed assault situation shall be included in the school district's plans, procedures, and mechanisms for school safety and security in accordance with the provisions of N.J.A.C. 6A:16-5.1 and Policy 8420.

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## 2423 BILINGUAL AND ESL EDUCATION

The Board of Education will provide programs of bilingual education, English as a second language (ESL), and English language services program for English language learners (ELLs) as required by law and rules of the New Jersey State Board of Education. ELLs are those students whose native language is other than English and who have varying degrees of English language proficiency in any one of the domains of speaking, reading, writing, or listening and is synonymous with limited English speaking ability pursuant to N.J.S.A. 18:35-15 through 26.1.

### Identification of Eligible ELLs

The district shall use a multi-step process at the time of enrollment to determine the native language of each ELL. The district shall:

1. Maintain a census indicating all identified students whose native language is other than English; and
2. Administer the Statewide home-language survey to determine which students in Kindergarten to grade twelve whose native language is other than English must be screened further to determine English language proficiency. The Statewide home-language survey shall be administered by a bilingual/ESL or other certified teacher and shall be designed to distinguish students who are proficient English speakers and need no further testing.

The district shall determine the English language proficiency of all Kindergarten to grade twelve students who are not screened out and whose native language is other than English by administering an English language proficiency test, assessing the level of reading in English, reviewing the previous academic performance of students, including their performance on standardized tests in English, and reviewing the input of teaching staff members responsible for the educational program for ELLs. Students who do not meet the New Jersey Department of Education (Department) standard on a language proficiency test and who have at least one other indicator shall be considered ELLs. The district shall also use age-appropriate methodologies to identify preschool ELLs to determine their individual language development needs.



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Bilingual and ESL Education

## Bilingual Programs for ELLs

The district shall provide the following programs:

1. An English language services program in accordance with N.J.A.C. 6A:15-1.2;
2. An ESL program in accordance with N.J.A.C. 6A:15-1.2; and
3. A bilingual education program in accordance with N.J.A.C. 6A:15-1.2.

All teachers in these programs shall be appropriately certified in accordance with the requirements as outlined in N.J.A.C. 6A:15-1.9. Every student participating in a bilingual, ESL, or English language services program shall be entitled to continue such participation for a period of three years pursuant to N.J.S.A. 18A:35-19.

## Bilingual, English as a Second Language, and English Language Services Program Enrollment, Assessment, Exit, and Re-entry

Students enrolled in the a bilingual, ESL, or English language services program shall be assessed annually using English Language Placement (ELP) assessments to determine their progress in achieving English language proficiency goals and readiness for exiting the program. Students who meet the criteria for Statewide alternate assessments, pursuant to N.J.A.C. 6A:14-4.10(a)2., shall be assessed annually using an alternate ELP assessment.

ELLs enrolled in the bilingual, ESL, or English language services program shall be placed in a monolingual English program when they have demonstrated readiness to exit a bilingual, ESL, or English language services program through a Department-established criteria on an ELP assessment and a Department-established English language observation form. A first achieve the Department established English proficiency standard as measured by an ELP assessment. The student's readiness shall be further assessed by the use of a Department-established English language observation form that considers, at a minimum: classroom performance; the student's reading level in English; the judgment of the teaching staff member or members responsible for the educational program of the student; and performance on achievement tests in English.



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In accordance with provisions of N.J.S.A. 18A:35-22.1, a parent may remove a student who is enrolled in a bilingual education program at any time; except that during the first three years of a student's participation in a bilingual education program, the parent may only remove the student at the end of each school year.

If a parent wishes to remove the student prior to the end of each school year, the removal shall be approved by the Executive County Superintendent. If the Executive County Superintendent determines the student should remain in the bilingual education program until the end of the school year, the parent may appeal the Executive County Superintendent's decision to the Commissioner of Education or designee pursuant to the provisions of N.J.S.A. 18A:35-19.2.

Newly exited students who are not progressing in the mainstream English program may be considered for re-entry to bilingual and ESL programs in accordance with the provisions of N.J.A.C. 6A:15-1.10(e)1. through (e)5.

When the review process for exiting a student from a bilingual, ESL, or English language services program has been completed, the student's parent shall be informed by mail of the placement determination. A parent or teaching staff member who disagrees with the proposed placement may appeal the decision in writing to the Superintendent of Schools or designee, who will provide a written explanation for the decision within seven working days. The complainant may appeal this decision in writing to the Board within seven calendar days of receiving the Superintendent's or designee's written explanation of the decision. The Board will review the appeal and respond in writing to the parent within forty-five calendar days of the Board's receipt of the parent's written appeal to the Board. Upon exhausting an appeal to the Board, the complainant may appeal to the Commissioner of Education.

## Parental Involvement

The parents of ELLs will be notified in accordance with the provisions of N.J.A.C. 6A:15-1.13 that their child has been identified as eligible for enrollment in a bilingual, ESL, or English language services education program. Notice shall be in writing and in the language in which the parent(s) possesses a primary speaking ability, and in English. The notice must also include a statement that the parents have the option of declining their child's enrollment in a bilingual program, and shall be given an opportunity to do so if they choose.



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Bilingual and ESL Education

The district will notify the parents of ELLs by mail within thirty days of the child's identification.

Parents shall receive progress reports of students enrolled in bilingual, ESL, or English language services programs in the same manner and frequency as progress reports are sent to parents of other students enrolled in the district.

The Superintendent or designee will provide for the maximum practical involvement of parent(s) of ELLs in the development and review of program objectives and dissemination of information to and from the district Boards of Education and communities served by the bilingual, ESL, or English language services education programs. A district that implements a bilingual education program shall establish a parent advisory committee on bilingual education of which the majority membership shall be parents of ELLs.

## Graduation

ELLs will qualify for graduation from high school in accordance with N.J.A.C. 6A:8-5.1(a) and Policy 5460.

## Program Plan

The Superintendent shall prepare and submit a plan for a bilingual, ESL, or English language services program every three years to the Board and the New Jersey Department of Education for approval in accordance with the provisions of N.J.A.C. 6A:15-1.6.

N.J.S.A. 18A:35-15 through 18A:35-26.1  
N.J.A.C. 6A:14-4.10; 6A:15-1.1 et seq.

Adopted:

