

**BRADLEY BEACH BOARD OF EDUCATION**

**515 Brinley Avenue  
Bradley Beach, NJ 07720**

**A G E N D A**

**Regular Meeting  
February 23, 2023**

I. Call To Order/ Open Public Meetings Act

In accordance with the Open Public Meetings Act, notice of this meeting has been given to the designated newspapers, *The Asbury Park Press* and *the Coast Star*, and posted in the school in a place reserved for this kind of notice.

II. Flag Salute/Roll Call

III. Discussion Items

- I-Ready Assessment Data
- Second Period Honor Roll
- Bradley Beach Annual Comprehensive Financial Report for Year Ended June 30, 2022

IV. Student Representative Report

V. Committee Reports

VI. Minutes:

Approval of Meeting Minutes

Resolved: That the Board approve the Minutes of:

Regular Meeting – December 20, 2022

Confidential Executive Session – December 20, 2022

Regular Meeting – January 24, 2023

Confidential Executive Session – January 24, 2023

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

VII. Superintendent's Report

Executive Session

A. Personnel

*Note: All appointments of district staff are contingent upon satisfying the requirements of the New Jersey Criminal History Background Check Status*

1. Resolved: That the Board approve the resignations, with regret, of the following staff members:  
(Attachment VII-A.1)

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 Regular Meeting  
 February 23, 2023

Staff Member	Effective Date
Ms. Miranda Saryian	3/20/23
Ms. Amanda Bialek	3/20/23

2. Resolved: That the Board rescind the appointment of Ms. Miranda Saryian for the stipend position of Girls Softball for the 2022/2023 school year effective immediately.
3. Resolved: That the Board rescind the appointment of Ms. Amanda Bialek for the stipend position of Garden Club for the 2022/2023 school year effective immediately.
4. Resolved: That the Board approve the following personnel for stipend positions for the 2022/2023 school year as agreed in the BBEA Collective Bargaining Agreement, under the supervision of Mr. Michael Heidelberg, Principal / Superintendent: [B/G]

Position	Staff Member(s)	Payment
Boys Baseball	Mr. D. Grothues	\$3,576.00
Girls Softball (split stipend)	Ms. N. Covert	\$1,788.00
	Ms. J. Acerra	\$1,788.00
Drama Club	Ms. M. Zaccaro	\$2,795.00
Garden Club [G]	Mr. K Cosgrove	\$45.00 per hour, at a total cost not to exceed \$2,795.00

Note: Grant funds to be used: ARP ESSER Beyond the School Day Grant, account code 20-490-100-100-00.

5. Resolved: That the Board approve the appointment of the following substitute for the 2022/2023 school year, at a rate of \$100 per day: [B]
  - Sheryl Fordin
6. Resolved: That the Board approve the following teachers for the Period A/B Before/After School Targeted Assistance Program (\$45 per hour for 1.5 hours weekly) from March 1, 2023 to May 12, 2023 (excluding school days with 1:00 p.m. dismissal), under the supervision of Mr. Michael Heidelberg, Principal / Superintendent: [G]
  - Ms. A. Fox

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Note: Grant funds to be used: ARP ESSER Beyond the School Day Grant, account code 20-490-100-101-00-AB.

7. Resolved: That the Board retroactively approve the following teachers to conduct mandated home visits outside of their contracted day, as part of the District Preschool Operational plan for the 2022/2023 school year, at a rate of of \$45 per hour, under the supervision of Ms. Alison Zylinski, Director of Special Services: [B]

- Ms. M. Finch
- Ms. L. Degnan

8. Resolved: That the Board approve the attendance and the registration cost of the following staff members for engagement in the designated professional training: [G]

Staff Member	Date(s) of Event	Name/Title of Professional Training	Location	Cost
Hilary Karpoff	4-19-23	Best, Powerful Co-Teaching Strategies to Strengthen Student Success	Virtual	\$279
Mary McClatchey	3-1-23	The Eye of the Storm: How the School Nurse Can Work with Key Stakeholders to Promote a Safe and Healthy School Environment	Virtual	\$125
Courtney Hammell	4-24-23	Proven Ways to Help Students Master Math Facts & Mental Math Skills	Virtual	\$279
Kathryn Skribner	3-13-23	Helping Your Struggling Readers Become More Successful Readers: Targeted Interventions That Work	Virtual	\$159
Daniel Grothues	5-18-23	NJ DOE School Behavioral Threat Assessment And Management	Virtual	\$0
Donna Maggio	3-16-23	Just-In-Time Math Interventions	Virtual	\$279
Anya Angeloni	3-24-23	2023 Good Ideas Conference	Brookdale Community College	\$0
Julie Ferwerda	3-7-23	Speech and Language Pathologist Meeting	Spring Lake Heights School	\$0
Julie Ferwerda	Date TBD	The Assistive Technology Association	Virtual	\$475
Julie Ferwerda	3-8-23	A Roadmap for the AAC Journey	Virtual	\$150
Paul Mulligan	2-24-23	Shore Consortium Meeting	Spring Lake Elementary Spring Lake, NJ	\$0

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9. Resolved: That the Board approve the following Brookdale Community College student observers as follows for the Spring semester: (Attachment VII-A.9)

- 25 Hours of field observation with Mrs. Cara Vilardi:  
 Jake Hollander
- 25 Hours of field observation with Mrs. Laurel Degnan:  
 Anna Marasco
- 25 Hours of field observation with Mrs. Isabel Segoviano:  
 Anna Marasco

10. Resolved: That the Board approve the appointment of Ms. Patricia Velazquez-Orlando as the Home School Liaison, effective March 1, 2023, paid at the rate of \$45.00 an hour, under the supervision of Mr. Michael Heidelberg, Principal / Superintendent. (Attachment VII-A.10) [T]

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

B. Students

1. Resolved: That the Board approve the following 2022/2023 student field trips that provide community onsite learning aligning with the New Jersey Student Learning Standards: [B]

Date	Grade	Location	Cost	Bus
2/03/23	8th	Neptune High School 55 Neptune Blvd. Neptune City, NJ 07753	\$0	\$480 St. George
3/17/23	2nd	Planetarium at OCC 1 College Dr. Toms River, NJ 08754	\$175	\$250 First Student
3/21/23	Music/All	Devils Game at Prudential Center Newark, NJ	TBD -Tickets for Chaperones	\$ 3,313.18 US COACH
3/29/23	All Middle School	Planetarium at OCC 1 College Dr. Toms River, NJ 08754	\$594	\$280 First Group
4/25/23	6th	NJ SEA Grant Consortium 22 Magruder Rd. Highlands, NJ 07732	\$325	\$500 St. George
5/01/23	5th	MAST 305 MAST Way Highlands, NJ 07732	\$0	\$325 First Group
5/30/23	4th	NJ State House 125 W State St. Trenton, NJ 08608	\$0	\$325 First Group
5/31/23	7th	National Constitution Center 525 Arch St. Philadelphia, PA 19106	\$300	\$2,310 Klarr

AGENDA  
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2. Resolved: That the BBES Bullying Specialist reports no incidents of Harassment, Intimidation, and Bullying, with no investigations in the Month of February 2023.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

C. Policy

1. Resolved: That the Board approve the following Bradley Beach Board of Education Goals for the 2022/2023 school year:

Goal 1: Planning Continue to review and monitor district’s goals and objectives through committee and Board meetings. (Will include a process for dissemination of committee meeting agenda and minutes to all board members. Will also include investigating committee structures and identifying a recommendation for the board.)

Goal 2: Board Superintendent Relationships Continue to build this relationship through regular dialogue on goals and feedback.

Goal 3: Board and Community Participate in, develop and implement the strategic planning process.

Goal 4: Policy Develop a schedule for policy review to ensure our practices are congruent with our policies and review/revise in an ongoing manner.

2. Resolved: That the Board approve the following Bradley Beach District Goals for the 2022/2023 school year:

Goal 1: Student Achievement In collaboration with the administration, continue to schedule regular presentations/reports on instructional programs/achievement data, disaggregated where possible by demographics, and identify and address the needs of our students.

Goal 2: Strategic Planning Develop and implement the Strategic Plan.

3. Resolved: That the Board approve the following Policies and Regulations for a first reading: (Attachment VII-C.3)

Policy/Regulation Number	Policy/Regulation Title
P 0164	Conduct of Board Meeting

AGENDA  
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4. Resolved: That the Board approve the following Policies and Regulations for a second reading and adoption: (Attachment VII-C.4)

Policy/Regulation Number	Policy/Regulation Title
P 1648.11	The Road Forward COVID-19 - Health and Safety (M) (Abolished)
P 1648.13	School Employee Vaccination Requirements (M) (Abolished)
P 0152	Board Officers (Revised)
P 0161	Call, Adjournment, and Cancellation (Revised)
P 0162	Notice of Board Meetings (Revised)
P 2425	Emergency Virtual or Remote Instruction Program (M) (Revised)
R 2425	Emergency Virtual or Remote Instruction Program (M) (New)
P & R 5200	Attendance (M) (Revised)
P 8140	Student Enrollments (M) (Revised)
R 8140	Enrollment Accounting (M) (Revised)
P & R 8330	Student Records (M) (Revised)
R 8420.2	Bomb Threats (M) (Revised)
R 8420.7	Lockdown Procedures (M) (Revised)
R 8420.10	Active Shooter (M) (Revised)
P 2415.05	Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment (M) (Revised)
P 9560	Administration of School Surveys (M)

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

VIII. Business Administrator/Board Secretary's Report

Board Secretary's Monthly Certification

That pursuant to N.J.A.C. 6A:23A-16.10(c) 3, I David Tonzola, Business Administrator/Board Secretary does hereby certify that as of January 31, 2023 no line item account has encumbrances and expenditures, which in total exceed the line items appropriations in violation of N.J.A.C. 6A:23A-16.10(c) 4.

David Tonzola  
 School Business Administrator/Board Secretary

Payroll Certification

The School Business Administrator/Board Secretary reports, in compliance with N.J.S.A. 18A:19-1b, that he has certified the following January amounts:

January 13, 2023    \$209,684.15  
January 30, 2023    \$201,538.05

A.    Approval of Acceptance of the 2021/2022 Audit

Resolved:    That the Board accept the Annual Comprehensive Financial Report (ACFR) and single audit as prepared by Holman, Frenia & Allison, P.C. for the fiscal year July 1, 2021 through June 30, 2022. (Attachment VIII-A)

Note: There are no recommendations per the Annual Comprehensive Financial Report (ACFR) and Auditor's Management Report (AMR).

MOTION:    \_\_\_\_\_                      SECOND:    \_\_\_\_\_                      VOTE:    \_\_\_\_\_

B.    Approval of Contract with Monmouth-Ocean Educational Services Commission

Resolved:    That the Board approve the following resolution:

WHEREAS, the Bradley Beach Board of Education has a need to transport special education, nonpublic, public and vocational school students to specific destinations.

WHEREAS, The Monmouth-Ocean Educational Services Commission offers coordinated transportation services.

WHEREAS, The Monmouth-Ocean Educational Services Commission will organize and schedule routes to achieve the maximum cost effectiveness.

NOW THEREFORE BE IT RESOLVED, that in consideration of prorated contract costs calculated by the billing formula adopted by the Monmouth-Ocean Educational Services Commission, plus an administrative fee of five and a half percent (5.5%), the Bradley Beach Board of Education shall pay the Monmouth-Ocean Educational Services Commission for transportation services rendered. Said formula shall be based on the number of students and a per pupil mile ratio encumbering any special requirements specified by the participating district. This agreement and obligations and requirements therein shall be in effect between July 1, 2023 to June 30, 2028. (Attachment VIII-B) [B]

MOTION:    \_\_\_\_\_                      SECOND:    \_\_\_\_\_                      VOTE:    \_\_\_\_\_

C. Approval to Enter Into a Cooperative Pricing Agreement with Monmouth-Ocean Educational Services Commission

Resolved: That the Board approve the following resolution:

WHEREAS, N.J.S.A. 40A:11-11 (5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, on February 23, 2023 the governing body of the Bradley Beach Board of Education, County of Monmouth, State of New Jersey, pursuant to N.J.A.C 5:34-7.6 (a), duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW THEREFORE BE IT RESOLVED, this resolution shall be known and may be cited as the Cooperative Pricing Resolution of the Monmouth-Ocean Educational Services Commission (MOESC),

Pursuant to the provisions of N.J.S.A. 40A:11-11(5) and N.J.A.C 5:34-7.6 (a), the School Business Administrator is hereby authorized to enter into a Cooperative Pricing Agreement with Monmouth-Ocean Educational Services Commission (MOESC), the Lead Agency.

The Lead Agency shall comply with the Public School Contracts Law (N.J.S.A. 18A:18A-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.

This resolution shall take effect immediately upon passage. (Attachment VIII-C)

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

D. Approval to Accept Drum Set

Resolved: That the Board graciously approve the acceptance of one drum set from Alison and Tyge Fitzmaurice to be used in the Bradley Beach Elementary School music program.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

E. Rescind Appointment of Board Member

Resolved: That the Board rescind the January 24, 2023 appointment of Board Member, Tammy Giordano, to the Bradley Beach Board of Education, effective February 7, 2023.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_



F. Approval of Business Administrator/Board Secretary's Financial Report

Resolved: That the Financial Report of the Business Administrator/Board Secretary for the month ending January 31, 2023 is hereby approved, and the Business Administrator/Board Secretary is instructed to file same. (Attachment VIII-F)

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

G. Approval of Treasurer's Financial Report

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending January 31, 2023 is hereby approved, and the Business Administrator/Board Secretary is instructed to file same. The report is in agreement with the report of the Business Administrator/Board Secretary. (Attachment VIII-G)

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

H. Approval of Monthly Certification

Resolved: That pursuant to N.J.A.C. 6A:23A-16.10(c)3, we certify that as of January 31, 2023, after review of the Secretary's Monthly Financial Report (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(c)3; that no line item appropriation is in violation of N.J.A.C. 6A:23A-16.10(c)3, and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

I. Approval of Budget Transfers (2022/2023)

Resolved: That the Board approve the 2022/2023 budget transfers as listed on Attachment VIII-I.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

J. Approval of January 2023 Payroll

Resolved: That the Board approve the January 2023 gross payroll in the amount of \$411,222.20.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

K. Approval of Bills Payment

Resolved: That the Board approve payment of the February 23, 2023 regular bills list and as certified and approved. (Attachment VIII-K)

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

AGENDA  
Regular Meeting  
February 23, 2023

- IX. Old Business
- X. New Business
- XI. President's Report
- XII. Public Comments (Agenda Items Only)
- XIII. Public Comments (Other Items Only)
- XIV. Executive Session (if required)
- XV. Adjournment

January 19, 2023

To Mr. Heidelberg,

Please accept this as my formal resignation from my position as a 5th and 7th Grade Middle School Mathematics Teacher at Bradley Beach Elementary School. Due to the 60 day obligation, my last day will be March 19, 2023.

I have learned so much in the last year and a half and have such an appreciation for my students and co-teachers. This has been a year with many challenges and I wish things could be different, but I must do what's best for my well being, my career, and my future. I am grateful for the opportunity to work at BBES.

Further, I have decided to leave the teaching profession and will not be moving to another school district.

Please let me know what I can do to help during this time of transition. I have pacing guides, supplemental materials, and other resources for my replacement. Thank you again for everything.

Best,  
Miranda Saryian

CC:  
Mr. David Tonzola  
Mrs. Alison Zylinski  
Mrs. Morgan Maclearie-Gonzalez  
BBES Board of Education

1/19/2023

Dear Mr. Heidelberg,

I am writing this letter to officially resign from my position as 5th & 6th Grade Science teacher with Bradley Beach Elementary School. I want to thank you and the rest of the school administrators for all of the opportunities and experiences I've been provided over the past five years. Bradley Beach Elementary School has truly felt like home to me and this is without a doubt the hardest decision I've had to make in my professional career.

The community that BBES has built with students, staff, families and board members is like no other. I'll miss all of the benefits of working in a small district where teachers and staff feel more like family than coworkers. I am lucky to have had the opportunity to teach and support in a variety of classes over the years, and know that I'm a much stronger teacher because of my experiences here.

I have decided to take a position in another district that is closer to home and will allow me to focus on one subject area and grade level. Given my 60 day contract, my final day at BBES will be Monday, March 20th. I will share all of my lesson plans, resources, and provide anything that will help the district with this transition. I'll also modify whatever I can in advance for my Social Studies ICS students, and leave program plans for my supplemental reading students.

Thank you again to the BBES faculty, BOE members and administrators for all of the guidance and support I've received over the years. I'm grateful to genuinely love my job as an educator and I'll miss being part of the BBES community.

Sincerely,

A handwritten signature in cursive script, appearing to read "Amanda Bialek".

Amanda Bialek



Career, Leadership & Transfer Pathways  
MAC Building, Room 105

**Date:** January 3, 2023

**Dear School Representative:**

**Student:** Jake Hollander

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Grade/Subject:** Any Available ( Grade 1 - 8)

**School Preference:** Bradley Beach Elementary School

**Start Date:** January 2023

As part of the Introduction to Education course at Brookdale Community College, students are given the opportunity to do field observation in local schools. Students are required to spend 50 hours during a 15-week term at the school (at least 25 hours in a special education environment), with hours arranged at the mutual convenience of the student and school. These hours can be completed in the same class or same school but different class. We can be creative in order to satisfy the new Department of Education requirements for field observation.

Brookdale students are expected to be punctual and to assist the teacher in whatever way the teacher deems appropriate. This may include monitoring tasks, helping children with activities, etc. We ask the participating teacher to keep a record of student hours and include a brief evaluation of the student at the end of the field experience. The Education Department at Brookdale Community College will be in touch with each school to monitor the program for its students.

We deeply appreciate your consideration.

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Date January 3, 2023

:

Dear School Representative:

Student: Anna Marasco

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Grade/Subject: Pre-K (25 hours) K-3 ( 25 hours)

School Preference: Bradley Beach Elementary School

Start Date: January 2023

As part of the Foundations of Early Childhood Education at Brookdale Community College, students are given the opportunity to do field observation in local schools/early learning centers. Students are required to spend 50 hours (**25 hours in a Pre-school and 25 hours in a K-3 setting**) during a 15-week term with hours arranged at the mutual convenience of the student and school. This student wishes to complete this experience at your school.

Brookdale students are expected to be punctual and to assist the teacher in whatever way the teacher deems appropriate. This may include monitoring tasks, helping children with homework, working with small groups or individual children. We ask the participating teacher to keep a record of student hours and complete a brief evaluation at the end of the field experience. The Education Department at Brookdale Community College welcomes conversation with each school to monitor the program for its students.

We deeply appreciate your consideration.

**PATRICIA VELAZQUEZ- ORLANDO**

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**SPANISH TEACHER**

Translator ♦ Interpreter

Extensive experience in teaching Spanish and English. Proven success in using the best of all methods available to make learning a second or third language amusing and relevant. Experienced in interpreting and translating for Child Study Teams. Ample experience in working with the PTO in bringing the Latino community together through events that bridge the gap between the school and the community.

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**PROFESSIONAL EXPERIENCE**

**BRADLEY BEACH ELEMENTARY SCHOOL, Bradley Beach, NJ**

**2007 – 2018**

***Spanish Teacher***

Taught the whole student body from Pre- K through 8th grade.

- Developed a new World Language Curriculum which now has evolved into a writing curriculum for those whom Spanish is their first language (heritage speakers)
- Constantly evolving and integrating new methodologies for learning in the classroom by attending conferences & interacting with subject matter experts
- Plan and implemented differentiated lesson plans for native speakers of Spanish
- Employed “Response” (TPR method) that would make learning a language a totally new and fun experience.
- Assessed student accomplishments through formative and summative ways and work with them on areas of need
- First Spanish teacher at Bradley Beach Elementary to successfully have Spanish speakers qualify to enter AP Spanish classes at local high schools
- Nominated “Teacher of the Year” in 2010.
- Extensive involvement incorporating the Latino community to be active participants with school activities such as an authentic Mexican festival called Kermes.
- Active member of the PTO.

**FREEHOLD TOWNSHIP SCHOOL DISTRICT , C.Richard Applegate School, Freehold, NJ 2002 – 2004**  
**TEACHER’S ASSISTANT**

Worked one on one with physically challenged and special education children.

- Provide assistance to a visually impaired child.
- Assist special needs students with their daily activities.
- Aid classroom teachers in the preparation of weekly lesson plans.
- Perform teacher-related activities when the teacher is absent.

**PATRICIA VELAZQUEZ-ORLANDO**

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Cuautla School District Cuautla, Morelos Mexico

**1992-1997**

**English Teacher and Coordinator**

Worked successfully with teachers and students in the implementation of the newly created English Pilot Program in public schools. Provided recommendations with the methodology used in the classroom.

- Taught English as a second language at different schools throughout the city of Cuautla.

**English Teacher**

English teacher at Harmon Hall Institute in Cuernavaca, Morelos MEXICO.

**EDUCATION**

**Seton Hall University**, Master of Arts in Educational Leadership, West Orange, NJ  
May, 2016

**Teaching Certification** , New Pathways to Teaching Program, Jersey City University, Jersey City, NJ  
(15 graduate credits) May, 2008

**B.A., Spanish Major- Linguistics concentration**, Rutgers University, New Brunswick, NJ

**Certificate in Translation and Interpretation**, Rutgers University  
May, 2006

Overall GPA 3.4 - Major GPA 3.9

Member of Phi Sigma Iota- The International Foreign Language Honor Society

**Office Systems Technology Program**- Monmouth County Vocational School, Long Branch, NJ  
May, 2002

**Escuela Normal Superior “Lic. Bénito Juárez”** - Cuernavaca, Morelos, México  
June, 1992

**Diploma in English Instruction - Harmon Hall Institute**- Cuernavaca Morelos Mexico



**POLICY GUIDE**

**Bradley Beach Public Schools**

**BYLAWS**

**0164 CONDUCT OF BOARD MEETING**

0164 CONDUCT OF BOARD MEETING

Parliamentary Authority

Roberts' Rules of Order, Newly Revised, shall govern the Board of Education in its deliberations and acts in all cases in which it is not inconsistent with statutes of the State of New Jersey, rules of the State Board of Education, or these bylaws.

Presiding Officer

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice President shall act in his/her place; if neither person is present, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.

Announcement of Adequate Notice

The person presiding shall commence each meeting with an announcement of the notice given for the meeting or a statement regarding the lack of adequate notice, in accordance with law.

Agenda

The Superintendent shall prepare an agenda of items of business to come before the Board at each meeting. The agenda shall be delivered to each Board member no later than forty-eight before the meeting and shall include such reports and supplementary materials as are appropriate and available.

The order of business shall be as follows:

Call to Order

Roll Call

Announcement of notice - Open Public Meetings Act

Flag Salute

Discussion Items

President's Report

Student Representative Report

Superintendent's Report

Committee Reports

Public Comments Agenda Items Only

## **POLICY GUIDE**

## **Bradley Beach Public Schools** BYLAWS 0164 CONDUCT OF BOARD MEETING

(Executive session if needed)

Approve Minutes

Close Workshop Session

Regular Meeting

Public Comments

Adjournment

N.J.S.A. 10:4-10

N.J.S.A. 18A:16-1.1

Adopted:

# POLICY GUIDE

ADMINISTRATION

1648.11/page 1 of 3

The Road Forward COVID-19 — Health and Safety

Dec 22

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## ABOLISHED

[See POLICY ALERT Nos. 224 and 229]

### 1648.11 THE ROAD FORWARD COVID-19 HEALTH AND SAFETY

The Board of Education plans to provide full day, full time, in person instruction and operations for the 2021-2022 school year. In June 2021, the New Jersey Department of Health (NJDOH) and the New Jersey Department of Education (NJDOE) worked collaboratively to develop guidance, The Road Forward — Health and Safety Guidance for the 2021-2022 School Year (The Road Forward).

The Road Forward replaces the mandatory anticipated minimum standards outlined in the NJDOE's "The Road Back — Restart and Recovery Plan for Education" (June 2020) and provides a range of recommendations rather than mandatory standards. These recommendations are meant to assist school districts in implementing protocols to reduce risks to students and staff from COVID-19 while still allowing for full-time learning.

The Board considered many factors as they prepared for the 2021-2022 school year, including the level of COVID-19 transmission in the community at large and in the school community, as well as vaccination coverage rates in both the community at large and the school community.

For the purpose of this Policy, "Order" shall mean any Governor of New Jersey Executive Order, New Jersey State Agency mandate, Centers for Disease Control and Prevention (CDC) guidance, New Jersey statute, or administrative code requiring compliance by the school district.

The Board considered the recommendations outlined in The Road Forward to develop health and safety protocols. The Board will consider all recommended Orders and comply with all mandatory Orders when developing health and safety protocols and reviewing them periodically.

The Board considered the recommendations outlined in The Road Forward to develop the school district's COVID-19 protocols in the following areas and included in corresponding Appendices:



# POLICY GUIDE

ADMINISTRATION

1648.13/page 1 of 3

School Employee Vaccination Requirements

Dec 22

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## ABOLISHED

[See POLICY ALERT Nos. 225 and 229]

### 1648.13 SCHOOL EMPLOYEE VACCINATION REQUIREMENTS

In accordance with Executive Order No. 253 signed by the Governor of New Jersey on August 23, 2021, the Board shall adopt and maintain a policy that requires all covered workers to either provide adequate proof that they have been fully vaccinated or submit to COVID-19 testing at a minimum of one to two times each week.

This requirement shall take effect on October 18, 2021, at which time any covered workers that have not provided adequate proof to the school district that they are fully vaccinated must submit to COVID-19 testing at a minimum of one to two times each week on an ongoing basis until fully vaccinated.

For purposes of Executive Order 253 and this Policy, "covered workers" shall include all individuals employed by the Board of Education, both full and part-time, including, but not limited to, administrators; teachers; educational support professionals; individuals providing food, custodial, and administrative support services; substitute teachers, whether employed directly by the Board of Education or otherwise contracted; contractors; providers; and any other individuals performing work in the school district whose job duties require them to make regular visits to the school district, including volunteers. Covered workers do not include individuals who visit the school district only to provide one-time or limited duration repairs, services, or construction.

A covered worker shall be considered "fully vaccinated" for COVID-19 two weeks or more after they have received the second dose in a two-dose series or two weeks or more after they have received a single-dose vaccine. Individuals will only be considered fully vaccinated after they have received a COVID-19 vaccine that is currently authorized for Emergency Use Authorization (EUA) by the United States Food and Drug Administration (FDA) or the World Health Organization (WHO), or that are approved for use by the same.

Workers who are not fully vaccinated, or for whom vaccination status is unknown, or who have not provided sufficient proof of documentation, shall be considered unvaccinated in accordance with the provisions of Executive Order 253.



# POLICY GUIDE

BYLAWS  
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Board Officers  
Dec 22

[See POLICY ALERT Nos. 181, 205, 219, and 229]

## 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. ~~The candidate receiving a majority vote of the members of the Board present and constituting a quorum will be elected to office.~~

**Select Option 1 or 2 below**

### [~~Option 1 – Written Paper Ballot~~

~~Voting shall take place by written ballot after nominations are closed for each position, President and Vice President. Each Board member will be provided a paper ballot after nominations are closed for each position. Each Board member shall write the name of one Board member they wish to vote for on the paper ballot. Each Board member must print and sign their name on their paper ballot. The ballots shall be read aloud by the Board Secretary identifying the Board member and their vote. The person with the majority vote of the members of the Board present and constituting a quorum shall be elected. In the event no candidate receives a majority vote of the Board members present and constituting a quorum, the procedure shall be repeated until someone receives a majority vote of those Board members present and constituting a quorum.]~~

### [Option 2 – Verbal Roll Call Vote

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. ~~In the event no candidate receives a majority vote of the members of the Board present and constituting a quorum, the procedure shall continue until someone receives a majority vote.]~~



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Board Officers

Select Option 1 or 2 below

**[Option 1 – Elect Officers With a Majority Vote of all the Board Members Present**

The person with the majority vote of the members of the Board present and constituting a quorum shall be elected. In the event no candidate receives a majority vote of the Board members present and constituting a quorum, the procedure shall be repeated until someone receives a majority vote of those Board members present and constituting a quorum.]

~~[Option 2 – Elect Officers With a Majority of all the Members of the Board~~

~~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** ~~him/her~~ by law may be removed by a majority vote of **all of the Board members of the Board present and constituting a quorum**. 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:



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Call, Adjournment, and Cancellation  
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[See POLICY ALERT No. 229]

## 0161 CALL, ADJOURNMENT, AND CANCELLATION

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

~~All meetings shall be called to commence not later than 8:00 p.m. of the day designated.~~

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.

~~A meeting not regularly scheduled may be called by the Board Secretary at the request of the President or upon the presentation to the Board Secretary of a petition requesting a meeting and signed by a majority of the full Board.~~

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 before the adjournment takes place. The adjourned meeting shall take up its 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:



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Notice of Board Meetings  
Dec 22

[See POLICY ALERT No. 229]

## 0162 NOTICE OF BOARD MEETINGS

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

### **Adequate Public 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.

~~The Board Secretary shall notify, in writing and no later than forty-eight hours in advance of the meeting, each Board member and each person who has duly requested such notification of the time, date, location, and, to the extent it is known, the agenda of any regular, special, or rescheduled meeting. Forty-eight hour notice shall also be posted in the \_\_\_\_\_, delivered to two newspapers designated by the Board, and filed with the clerk of the~~





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~~\_\_\_\_\_~~, except that forty eight hour notice is not required where the time, date, and location of the meeting has been published in the annual list of meetings approved by the Board in accordance with law.

**In accordance with N.J.S.A. 10:4-9, u**Upon the affirmative vote of three-quarters of the members present, the Board may **hold a meeting meet 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**
- 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.**

~~in the absence of adequate notice, provided that discussion and action is limited to specific and unforeseen or unforeseeable matters of such urgency and importance that delay for the provision of notice would be likely to result in substantial harm to the public interest and that notice is given as soon as possible after the call of the meeting in accordance with the provisions of law and this bylaw.~~



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## Personal Notice of Meeting

~~The Board shall provide personal notice in writing to an adult student, the parent(s) or legal guardian(s) of a minor student, an employee or officer of this district, or a prospective employee whose privacy may be invaded or whose employment may be affected by the Board's deliberations in private session.~~

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

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

A written request for public discussion must be ~~signed by the person making the request and 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 given or at a meeting for which adequate public notice has been given in accordance with law.



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Nothing in this Bbylaw 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 disabled student.

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

Adopted:



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[See POLICY ALERT Nos. 225 and 229]

## 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 ~~a school or the schools of the district are required to close for more than three consecutive school days 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 district's virtual or remote program of instruction shall be in accordance with 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.



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**“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.**

~~In the event the school district is required to close a school or the schools of the district for more than three consecutive school days 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 Commissioner of Education shall allow the district to apply to the 180 day requirement established pursuant to N.J.S.A. 18A:7F-9, 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 Education.~~

The Superintendent of Schools shall submit, with Board approval, the school district’s program of virtual or remote instruction to the Commissioner of Education by ~~no later than October 29, 2021 and, annually thereafter~~ **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 A day of virtual or remote instruction, if provided instituted under the district’s Commissioner of Education’s approved program of virtual or remote instruction that has been approved by the Commissioner, of 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 considered the~~



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~~equivalent of a full day of school attendance~~ for the purposes of meeting State and local graduation requirements, the awarding of course credit, and other such 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, ~~Any~~ the school district's program of virtual or remote instruction shall be provided to an enrolled ~~implemented for the general education~~ students, whether a general education student in preschool through grade twelve or a student with a disability aged three to twenty-one shall ~~provide the same educational opportunities to students with disabilities.~~ 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. ~~Special education and R~~related services, including speech language services, counseling services, physical therapy, occupational therapy, and behavioral services, may be delivered to general education students and students with a disability ~~disabilities~~ through the use of electronic communication or a virtual or online platform, **as appropriate** and as required by the student's Individualized Education Program (IEP), to the greatest extent practicable.**

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.

Nothing in N.J.S.A. 18A:7F-9.b., c., or d.; ~~and 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.



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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).

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



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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** available 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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[See POLICY ALERT Nos. 176, 203, 205, 220, and 229]

## 5200 ATTENDANCE

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, ~~guardian~~, 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 local 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



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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.

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

~~[For districts with secondary school(s)]~~

~~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** ~~6A:32-8.3~~

Adopted:



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[See POLICY ALERT No. 229]

## 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 ~~the school is~~ 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) ~~Separate registers shall be kept for students attending preschool, Kindergarten, grades one through five, grades six through eight, grades nine through twelve, each preschool class for the disabled, each class for the disabled, shared time classes for regular students, shared time classes for students with disabilities, full time bilingual education programs and vocational day programs, summer schools operated by the district, and any other programs as required by the New Jersey Department of Education and N.J.A.C. 6A:32-8.1(d).~~

In accordance with N.J.A.C. 6A:32-8.1(e), ~~a~~A student who has been placed on home instruction shall have **their** ~~his or her~~ attendance status recorded on the regular register attendance pages 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, ~~the student shall be marked absent.~~ **Absences shall not** ~~No absences will~~ be recorded for the student while on home instruction, **provided** ~~providing~~ 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 **in membership enrollment** 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.



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Student Enrollments

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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[See POLICY ALERT Nos. 210, 222, and 229]

## 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 educational records in a manner that assures the security of the such records in accordance with the provisions of N.J.A.C. 6A:32-7.1 et seq. Student records shall contain only such information that as 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 school 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 local policies shall be made available upon request. The school district shall make every effort to notify parents and adult students in their dominant language.



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**Nonadult** ~~A non-adult~~ students may assert rights of access only through **their** ~~his or her~~ 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 such knowledge** is necessary to protect the health or safety of the student or other persons.

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:32-7.1 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 ~~school~~ district personnel and for designated official use by judicial, law enforcement, and medical personnel and not for general public consumption.

In the event the ~~school~~ 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 school district from including** any or all types of information about the student in any student information directory before allowing access to **the such** 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** ~~Elementary and Secondary Education Act (ESEA)~~ of 1965. 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.



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## School Contact Directory for Official Use

A school contact directory for official use is a compilation by the school 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.

## Mandated and Permitted Student Records

Mandated student records are those records school 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 school 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 such** 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(I)** ~~separately from other student records, 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.~~ Records shall be accessible during the hours in which the school program is in operation.



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Any district internet website shall not disclose any personally identifiable information about a student ~~without receiving prior written consent from the student's parent~~, in accordance with the provisions of N.J.S.A. 18A:36-35 and N.J.A.C. 6A:32-2.1 ~~Personally identifiable information means student names; student photos; student addresses; student e-mail addresses; student phone numbers; and locations and times of class trips.~~

## 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 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).

~~The district may charge a reasonable fee for reproduction of student records, not to exceed the schedule of costs set forth in N.J.S.A. 47:1A-5, provided that the cost does not effectively prevent the 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.~~

Access to and disclosure of a student's health record shall meet the requirements of the ~~FERPA Family Education Rights and Privacy Act, 34 C.F.R. Part 99 (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.





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Nothing in N.J.A.C. 6A:32-7.1 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 individuals~~ shall adhere to requirements pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act (OPRA) and ~~FERPA 34 CFR Part 99, the Family Educational Rights and Privacy Act (FERPA).~~

## Conditions for Access to Student Records

All authorized organizations, agencies, and persons defined in N.J.A.C. 6A:32-7.1 et seq. shall have access to ~~the records~~ of a student **record**, subject to conditions outlined in N.J.A.C. 6A:32-7.6(a).

## 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~~ **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).

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**b**).

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.** ~~disagreement with the decision made in the appeal.~~ Such statements **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.



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## 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 ~~school~~ district. The ~~Board school~~ district 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 that~~ described in N.J.A.C. 6A:32-7.8(fe), 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(cb).

Upon graduation or permanent departure of a student from the ~~school~~ 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(fe), 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(fe), the ~~New Jersey public school~~ district of last enrollment, graduation, or permanent departure of the student from the ~~school~~ 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, 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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Student Surveys, Analysis, and/or Evaluations,  
**Examinations, Testing, or Treatment**

Jan 22

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[See **POLICY ALERT** Nos. 222 and 226]

## 2415.05 STUDENT SURVEYS, ANALYSIS, AND/OR EVALUATIONS, EXAMINATIONS, TESTING, OR TREATMENT

The Protection of Pupil Rights Amendment (PPRA) (20 USC §1232h; 34 CFR Part 98) applies to school districts that receive funding from the United States Department of Education (USDOE). The PPRA requires written consent from parents or the emancipated student the opportunity to opt out of participation in a survey, analysis, evaluation, examination, testing, or treatment funded in whole or in part by a program of the United States Department of Education that concerns one or more of the areas outlined in this Policy.

### A. Definitions

“Instructional material” means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audiovisual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments. 20 USC §1232h(c)(6)(A).

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening. 20 USC §1232h(c)(6)(B).

“Prior consent” means prior consent of the student, if the student is an adult or emancipated minor or prior written consent of the parent, if the student is an unemancipated minor. 34 CFR §98.4(b).

“Psychiatric or psychological examination or test” means a method of obtaining information, including a group activity, that is not directly related to academic instruction and that is designed to elicit information about attitudes, habits, traits, opinions, beliefs, or feelings. 34 CFR §98.4(c)(1).



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“Psychiatric or psychological treatment” means an activity involving the planned, systematic use of methods or techniques that are not directly related to academic instruction and that is designed to affect behavioral, emotional, or attitudinal characteristics of an individual or group. 34 CFR §98.4(c)(2).

“Research or experimentation program or project” means any program or project in any program that is funded in whole or in part by the Federal Government and is designed to explore or develop new or unproven teaching methods or techniques. 34 CFR §98.3(b).

- B. Parents’ or Emancipated Students’ Right to Inspection of Materials - 34 CFR §98.3 and 20 USC §1232(c)
1. All instructional material, including teachers’ manuals, films, tapes, or other supplementary instructional material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program or any research or experimentation program or project shall be available for inspection by the parents of the children engaged in such program or project in accordance with 20 USC §1232h(a) and 34 CFR §98.3(a).
    - a. The district shall provide reasonable access to instructional material within a reasonable period of time after the request is received in accordance with 20 USC §1232h(c)(1)(C)(ii).
  2. The parent shall have the right, upon request, to inspect a survey created by a third party before the survey is administered or distributed to their student pursuant to 20 USC §1232h(c)(1)(A)(i).
    - a. The district shall provide reasonable access to such survey within a reasonable period of time after the request is received in accordance with 20 USC §1232h(c)(1)(A)(ii).



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3. The parent shall have the right, upon request, to inspect any instrument used in the collection of personal information from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), before the instrument is administered or distributed to their student pursuant to 20 USC §1232h(c)(1)(F)(i).
    - a. The district shall provide reasonable access to such instrument within a reasonable period of time after the request is received in accordance with 20 USC §1232h(c)(1)(F)(ii).
- C. Protection of Students' Privacy in Examination, Testing, or Treatment with Prior Consent - 34 CFR §98.4
1. In accordance with 34 CFR §98.4(a) no student shall be required, as part of any program funded in whole or in part by a program of the USDOE, to submit without prior consent to psychiatric examination, testing, or treatment, or psychological examination, testing, or treatment, in which the primary purpose is to reveal information concerning one or more of the following:
    - a. Political affiliations;
    - b. Mental and psychological problems potentially embarrassing to the student or the student's family;
    - c. Sex behavior and attitudes;
    - d. Illegal, anti-social, self-incriminating, and demeaning behavior;
    - e. Critical appraisals of other individuals with whom the student has close family relationships;
    - f. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; or



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- g. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under a program.
- D. Protections of Students' Rights for Surveys, Analysis, or Evaluation - 20 USC §1232h
- 1. In accordance with 20 USC §1232h(b) no student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation, without prior consent, that reveals information concerning:
    - a. Political affiliations or beliefs of the student or the student's parent;
    - b. Mental and psychological problems of the student or the student's family;
    - c. Sex behavior or attitudes;
    - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
    - e. Critical appraisals of other individuals with whom the student has close family relationships;
    - f. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
    - g. Religious practices, affiliations, or beliefs of the student or student's parent; or
    - h. Income, (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under a program).
  - 2. Parents' or Emancipated Students' Right to Opt Out - 20 USC §1232h(c)(2)



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- a. The district shall provide notice and offer an opportunity for parents to opt their student out or for emancipated students to opt out of participation in the following activities:
    - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
    - (2) The administration of any survey containing one or more of the items listed in D.1. above.
    - (3) Any nonemergency, invasive physical examination or screening that is:
      - (a) Required as a condition of attendance;
      - (b) Administered by the school and scheduled by the school in advance; and
      - (c) Not necessary to protect the immediate health and safety of the student, or of other students.
  - b. The district shall directly notify parents at least annually at the beginning of the school year of the specific or approximate dates during the school year when activities described in D.2.a. above are scheduled or expected to be scheduled in accordance with 20 USC §1232h(c)(2)(B).
3. Exceptions – 20 USC §1232h(c)(4)
- a. The provisions of 20 USC §1232h do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:



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- (1) College or other postsecondary education recruitment, or military recruitment in accordance with Policy 9713;
  - (2) Book clubs, magazines, and programs providing access to low-cost literary products;
  - (3) Curriculum and instructional materials used by schools in the district;
  - (4) Tests and assessments used by schools in the district to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
  - (5) The sale by students of products or services to raise funds for school-related or education-related activities; and
  - (6) Student recognition programs.
- b. The provisions of this Policy:
- (1) Shall not be construed to preempt applicable provisions of New Jersey law that require parental notification; and
  - (2) Do not apply to any physical examination or screening that is permitted or required by an applicable New Jersey law, including physical examinations or screenings permitted without parental notification.





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4. Policy Adoption or Revision – 20 USC §1232h(c)(2)(A)(i)

The district shall provide this Policy to parents and students at least annually at the beginning of the school year, and provide notice within a reasonable period of time after any substantive change is made to this Policy.

E. Student Privacy – 20 USC §1232h and 34 CFR §98

The district shall ensure a student’s privacy is protected regarding any information collected in accordance with this Policy.

F. Violations of the PPRA – 20 USC §1232h and 34 CFR §98

Parents or students who believe their rights under PPRA may have been violated may file a complaint with the USDOE.

In addition to the provisions of 20 USC §1232h, 34 CFR §98, and this Policy, the Superintendent or designee shall ensure compliance with the provisions of N.J.S.A. 18A:36-34 and Policy 9560 – Administration of School Surveys before students are required to participate in any academic or nonacademic survey, assessment, analysis, or evaluation.

The Protection of Pupil Rights Amendment (PPRA)

20 USC §1232h

34 CFR Part 98

Elementary and Secondary Education Act of 1965 (20 USC 2701 et seq.) as amended by the Every Student Succeeds Act

N.J.S.A 18A:36-34

Adopted:



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Jan 22  
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[See POLICY ALERT No. 226]

## 9560 ADMINISTRATION OF SCHOOL SURVEYS

The Board of Education believes the administration of school surveys may be necessary and valuable to the educational program in the school district. The Board recognizes certain student information is personal and some students or parents may not want this information shared with the school district. Therefore, the Board shall ensure school surveys are administered in accordance with N.J.S.A. 18A:36-34 and 18A:36-34.1 and this Policy.

- A. School Surveys, Certain, Parental Consent Required Before Administration – N.J.S.A. 18A:36-34
1. Unless the school district receives prior written informed consent from a student's parent and provides for a copy of the document to be available for viewing at convenient locations and time periods, the school district shall not administer to a student any academic or nonacademic survey, assessment, analysis, or evaluation which reveals information concerning:
    - a. Political affiliations;
    - b. Mental and psychological problems potentially embarrassing to the student or the student's family;
    - c. Sexual behavior and attitudes;
    - d. Illegal, anti-social, self-incriminating, and demeaning behavior;
    - e. Critical appraisals of other individuals with whom a respondent has a close family relationship;
    - f. Legally recognized privileged or analogous relationships, such as lawyers, physicians, and ministers;





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2. Written notification provided by the school district to the parent of the student shall be delivered to the parent by regular mail, electronic mail, or a written acknowledgement form to be delivered by the student at least two weeks prior to administration of the survey, assessment, analysis, or evaluation. Written notification shall contain, at minimum, the following information:
  - a. A description of the survey, assessment, analysis, or evaluation;
  - b. The purpose for which the survey, assessment, analysis, or evaluation is needed;
  - c. The entities and persons that will have access to the information generated by the survey, assessment, analysis, or evaluation;
  - d. Specific instruction as to when and where the survey, assessment, analysis, or evaluation will be available for parental review prior to its administration;
  - e. The method by which the parent can deny permission to administer the survey, assessment, analysis, or evaluation to the student; a form specifically providing for such denial shall be included with this notice;
  - f. The names and contact information of persons to whom questions can be directed; and
  - g. A statement advising that failure to respond indicates approval of participation in the survey, assessment, analysis, or evaluation.
3. Information obtained through a survey, assessment, analysis, or evaluation administered to a student in accordance with N.J.S.A. 18A:36-34.1 and B. above, shall be submitted to the New Jersey Department of Education and the New Jersey Department of Health. Information may be used to develop public health initiatives and prevention programs. Information shall not be used for marketing or other commercial purposes that are not related to student health.



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C. Violations – N.J.S.A. 18A:36-34.d.

A violation by the school district of N.J.S.A. 18A:36-34; 18A:36-34.1, and this Policy shall be subject to such monetary penalties as determined by the New Jersey Commissioner of Education.

D. Compliance with Federal Law

In addition to compliance with the provisions of N.J.S.A. 18A:36-34, 18A:36-34.1, and this Policy, the Superintendent or designee shall ensure compliance with the provisions of Policy 2415.05 – Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment before students are required to participate in a survey, analysis, evaluation, examination, testing, or treatment funded in whole or part by a program of the United States Department of Education that concerns one or more of the areas outlined in Policy 2415.05.

N.J.S.A. 18A:36-34; 18A:36-34.1

Adopted:



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Instruction Program  
Oct 22  
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[See POLICY ALERT No. 229]

## 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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Emergency Virtual or Remote  
Instruction Program

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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[See POLICY ALERT Nos. 176, 203, 205, 220, and 229]

## R 5200 ATTENDANCE

### A. Definitions

1. ~~For the purposes of school attendance, a “day in session” shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers’ institutes, and inclement weather shall not be considered as days in session.~~
2. ~~A “school day” shall consist of not less than four hours, except that one continuous session of two and one half hours may be considered a full day of Kindergarten.~~
3. ~~“A day of attendance” shall be one in which the student is present for a full day under the guidance and direction of a teacher while school is in session.~~
  - a. ~~Whenever over crowded conditions make it necessary to hold two separate sessions with a different group of students in each session, a student attending for all of either session shall be regarded as having attended for the full day. An excused absence for any reason shall not be counted as a day of attendance in the school register.~~
4. ~~A “half day class” shall be considered the equivalent of a full day’s attendance only if in session for four hours or more, exclusive of recess periods or lunch periods.~~

### AB. Attendance Recording

1. ~~Attendance Recording in the School Register (N.J.A.C. 6A:32-8.1)~~



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- a. The Board of Education shall ~~be required to~~ carefully and accurately track enrollment and attendance of all students in a manual school register format or in an electronic format of the school's ~~district's~~ choosing.
- b. The Commissioner ~~will shall~~ issue and publish on the Department's website ~~school register~~ 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 ~~school is~~ 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. School registers shall be kept for students attending preschool, Kindergarten, grades one through five, grades six through eight, grades nine through twelve, each preschool class for the disabled, each class for the disabled, shared time classes for regular students, shared time classes for students with disabilities, full time bilingual education programs and vocational day programs, and summer schools operated by the Board of Education.~~
- de. A student who has been placed on home instruction shall have **their** ~~his or her~~ attendance status recorded on the regular register for the program in which the student is enrolled. **The student shall be marked absent for** ~~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, ~~the student shall be marked absent.~~ **No** ~~A~~absences shall **not** be recorded for the student while on home instruction, **provided** ~~providing~~ the hours of instruction are not 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



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of possible days in **membership** ~~of enrollment~~ for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.

(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** ~~Attendance Recording for Board Policy~~ (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.**

~~a. A record of the attendance of all students on roll in a school register shall be kept each day that school is in session by a teacher or other authorized person. It shall be the duty of this person to keep the attendance records according to these rules and the specific instructions issued by the Commissioner of Education.~~

~~b. No student shall be recorded as present unless the school is in session and the student so recorded is under the guidance and direction of a teacher in the teaching process.~~



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- ~~e. A student shall be recorded as absent in the school register when not in attendance at a session of the school while a member of the school, except students excused due to religious holidays who shall be recorded as excused.~~
- ~~d. A student shall be recorded as either present, absent, or excused for religious observance, every day the school is in session after the student enters until the date the student is transferred to another school, transferred to an individual home instruction record, or officially leaves the school system.~~
- ~~e. The Commissioner 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.~~
- ~~f. The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with N.J.A.C. 6A:32-8.3. In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.~~
- ~~g. A student not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.~~

### 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.



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- 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.
- 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;





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- (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
  - (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.



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- (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.
  - 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.
- BC. 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.



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- b3. "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:

[Select one or more options below

- The student's illness
  - ~~supported by a written letter from the parent upon student's return to school;~~
  - supported by notification to the school by the student's parent;
- 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;
- 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;~~
  - supported by notification to the school by the student's parent;
- High School Visits(s)** ~~College visit(s), up to \_\_\_\_\_ days per school year for students in grades eleven and twelve~~ Visits to post-secondary educational institutions;
- ~~Interviews with a prospective employer or with an admissions officer of an institution of higher education;~~
- ~~Examination for a driver's license;~~



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\_\_\_\_ 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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~~4. For cumulative unexcused absences of ten or more, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25 as determined by the Board's Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any absence not listed in C.3. above shall be an unexcused absence counted toward truancy.~~

## ~~{Optional~~

~~35. "Unexcused tardiness" may constitute an unexcused absence that counts toward truancy in accordance with Policy 5240.}~~

## CD. 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. The parent or adult student who anticipates a future absence or anticipates that an absence will be prolonged shall notify the school office to arrange make-up work.~~
45. 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.



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## DE. 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 note explaining a student's absence for a noncommunicable illness for a period of more than \_\_\_\_\_ school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.~~
23. A student who has been absent by reason of having or being suspected of having a communicable disease **may be required to** ~~must~~ present to the school nurse written evidence of being free of a communicable disease, ~~in accordance with Policy 8451.~~
34. 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.
  - 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.

## EF. Instruction

1. Teachers **will** ~~shall~~ cooperate in the preparation of home assignments for students who anticipate an ~~excused~~ absence of \_\_\_\_\_ school days duration. ~~The parent or student must request such home assignments.~~
- ~~2. 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.~~
23. 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.



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34. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up ~~the missed work~~ **missed**.
45. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.
52. 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.

## FG. 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.

### {Optional

- ~~2. A secondary student may be dropped from a course or denied course credit when **the secondary student** he/she has been absent from **30 or more of 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, or absences caused by a student's suspension will not count toward the total.~~

### {Options

~~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.~~



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~~\_\_\_\_\_ A secondary student who has been dropped from a course of study may be assigned to an alternate program.~~

~~\_\_\_\_\_ A secondary student denied course credit after completing the course will be permitted to attend a credit completion session to regain the denied credit, provided the student has not been absent from the class more than \_\_\_\_\_ times.]~~

## [Optional

3. An elementary student may be retained at grade level, in accordance with Policy 5410, when **the student he/she** has been absent **30 or more of school day**, 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.]

## [Option

\_\_\_\_\_ 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.]

## GH. 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);





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- 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 et seq. and N.J.A.C. 6A:16-~~1140~~, if a potentially 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 GH.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;



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- (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 **GH.4.** below;
    - (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-~~1140~~, 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 ~~ten or more~~ 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 **GH.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:



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- 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
- 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) 35.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 ~~GH~~.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.



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- (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 ~~H.5. above~~ and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and ~~GH.2. through GH.45. above~~ and **N.J.A.C. 6A:16-7.6(b) and G.5. above**, as appropriate.

## HH. Discipline

1. Students may be denied participation in co-curricular activities **and/or athletic competition** if the Board establishes attendance standards for participation.
- ~~2. Students may be denied participation in athletic competition if the Board establishes attendance standards for participation.~~
23. 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.

## IJ. 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 ~~5200~~.
- ~~3. A report card will record the number of times the student was absent and tardy in each marking period.~~
34. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.



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## JK. 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 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** ~~he/she~~ 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.



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- 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.

## **KL.** 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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[See POLICY ALERT No. 229]

## R 8140 ENROLLMENT ACCOUNTING

### A. School Enrollment

1. The **school** enrollment in a **program of instruction** class, 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 ~~the~~ **programs of instruction** classes and schools of the district shall constitute the school enrollment for the ~~school~~ district during any school year.
2. A ~~No~~ student attending a school operated by **the Board of Education** ~~this district~~ shall **not** be **concurrently** enrolled in more than one school register in ~~any the school~~ district during a school year **with the exception of shared-time students** ~~All students shall be enrolled as of the first day of attendance for that year.~~
3. A ~~No~~ 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 more~~ than four years and **younger less** than six years;
  - b. **State-funded preschool program – at least three years of age and younger than five years; and Day school – more than five years; or**
  - c. **Preschool students with disabilities** ~~disabled~~ – **at least more than** three years of age and **younger less** than five years.



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4. Within ten **school** days of the start of the school year, the district shall determine whether **a student who attended the previous year but not the current school year** ~~any re-entering student who has not attended school that year~~ has an excused absence or has transferred, withdrawn, or dropped out of the school district.
5. Any student enrolled in ~~the a-school register in a school~~ district who moves to another school district in the same school year shall be **included** ~~enrolled in the school one~~ register in the new school district upon **enrollment** ~~entering school in that school district~~.
6. The average daily enrollment in the district for a school year shall be the sum of the **total days in membership** ~~present and absent~~ of all enrolled students when schools were in session during the year, divided by the number of days ~~schools were actually~~ in session. The average daily enrollment for the **programs of instruction** ~~classes~~ 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** ~~classes~~ 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.**

~~7. The average daily attendance in the district for a school year shall be the sum of the days present of all enrolled students when schools were in session during the year, divided by the number of days schools were actually in session. The average daily attendance for the classes or schools of the district having varying lengths of terms shall be the sum of the average daily attendance obtained for the individual classes or schools.~~

## 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:





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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** ~~who have attended school since the beginning of the school year, by original entry or reentry, and shall exclude all students who have been removed from the register by transfer or dropout.~~
- 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** \_\_\_\_\_ ~~no later than~~ \_\_\_\_\_.



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### 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 ~~shall complete the~~ Application for State School Aid and submit the application to the Superintendent for approval.

Issued:



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[See POLICY ALERT Nos. 210 and 229]

## 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 age, ~~or is attending an institution of postsecondary education,~~ 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.**
53. “Mandated student records” means student records that school districts compile pursuant to State statute, regulation, or authorized administrative directive.
64. “Parent” means the natural or adoptive parent, legal guardian, surrogate **parent** appointed **pursuant** ~~according~~ 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** ~~under~~ N.J.A.C. 6A:32. In addition, a **resource family** ~~foster~~ parent may act as a parent **pursuant to** ~~under~~ 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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75. "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.**
127. **“Student information directory” means a publication of the Board of Education 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.**
136. **“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 ~~of Education~~ 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 educational~~ records in a manner that assures the security of ~~the such~~ records in accordance with the provisions of N.J.A.C. 6A:32-7.1-~~et seq.~~
2. Student records shall contain only ~~such~~ information **that** as 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 ~~school~~ 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 local~~ policies shall be made available upon request. The ~~Board school district~~ shall make every effort to notify parents and adult students in their dominant language.
4. **Nonadult** ~~A non-adult~~ students may assert rights of access only through **their** ~~his or her~~ parent(s). However, nothing in N.J.A.C. 6A:32-7 ~~et seq.~~ or in Policy 8330 or **this** Regulation 8330 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** ~~such knowledge~~ 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** ~~their own~~ records and have access to, or be specifically informed about, only **the** ~~that~~ portion of another student's record that contains information about **the student** ~~his or her own child or himself or herself~~.



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6. **All anecdotal information and assessment reports collected on a student shall be dated and signed by the individual who originated the data.**
  76. The Superintendent or designee shall require all ~~permitted~~ student records of currently enrolled students to be reviewed annually by certified school personnel to determine the education relevance of the **information material** contained therein. The reviewer shall cause **information data** no longer descriptive of the student or educational program to be deleted from the records, except that prior notice shall be given for ~~classified~~ students **with disabilities** in accordance with N.J.A.C. 6A:14, Special Education. **The deleted** ~~Such~~ information shall be disposed of and not be recorded elsewhere. No record of any such deletion shall be made.
  87. No liability shall be attached to any member, officer, or employee of the Board of ~~Education~~ permitting access or furnishing student records in accordance with N.J.A.C. 6A:32-7.1 ~~et seq.~~
  98. When the parent's or adult student's dominant language is not English or the parent or adult student is deaf, the ~~school~~ district shall provide interpretation of the student records in the dominant language of the parents or adult student.
  109. Student health records shall be maintained separately from other student records. **Student health records also shall be maintained and handled**, according to the requirements of N.J.A.C. 6A:32-7.1 ~~et seq.~~, 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 of ~~Education~~ shall compile and maintain a school contact directory for official use that is separate and distinct from the student information directory.



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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 provide the requester with all information about the student that is contained in the school contact directory for official use.

~~a. 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.~~

~~b. 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 provide the requester with all information about that student that is contained in the school contact directory for official use.~~

32. ~~A To exclude any information from the school contact directory for official use, the 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 in writing.~~

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;





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- b. ~~Record of daily attendance;~~
  - be. Descriptions of **the** student's progress according to the **Board's system of student performance data evaluation used in the school district;**
  - cd. History and status of physical health compiled in accordance with State regulations, including **immunizations and** results of any physical examination(s) given by qualified ~~school~~ district employees **and immunizations;**
  - de. Records pursuant to rules and regulations regarding the education of students with disabilities; and
  - ef. 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 **8330**. 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 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, ~~or emancipated minor regarding the student's achievements or school activities;~~



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- 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 disciplinary infractions, penalties, and disciplinary hearings;~~
- jk. Records of the student's co-curricular and athletic activities and achievements;
- kl. Class rank;
- lm. Awards and honors;
- mn. Notations of additional records maintained in a separate file;
- no. The statement from a student's parent, adult student, or emancipated minor regarding a contested portion of the record;
- op. Entries indicating review of the file by an authorized person;
- pq. \_\_\_\_\_;
- qr. \_\_\_\_\_;
- rs. \_\_\_\_\_; and
- st. \_\_\_\_\_.



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- E. Maintenance and Security of Student Records (N.J.A.C. 6A:32-7.4)
1. The Superintendent or designee shall be responsible for the security of student records maintained in the ~~school~~ district and shall devise procedures/regulations for assuring that access to **student such** records is limited to authorized persons.
  2. **The Board may store all student records** ~~Records for each individual student may be stored~~ either electronically or in paper format. ~~When student records are stored electronically, proper security and backup procedures shall be administered.~~
    - a. **When student records are stored electronically, proper security and backup procedures shall be administered.**
  3. Student health records, whether stored on paper or electronically, shall be maintained **in accordance with N.J.A.C. 6A:32-7.1(l)** ~~separately from other student records, 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.~~
  4. Records shall be accessible during the hours in which the school program is in operation.
  5. Mandated student records required as part of programs established through State-administered entitlement or discretionary funds from the U.S. Department of Education shall be maintained for a period of five years after **a student's graduation, or termination from the school district, or to age twenty-three, whichever is longer, and** **The mandated student records** shall be disposed of in accordance with N.J.S.A. 47:3-15 et seq.
  6. Any district **or school** website shall not disclose any personally identifiable information about a student, in accordance with N.J.S.A. 18A:36-35.
- F. Access to Student Records (N.J.A.C. 6A:32-7.5)
1. Only authorized organizations, agencies, or persons, as defined in N.J.A.C. 6A:32-7.5, shall have access to student records, including



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student health records. Access to student records shall be provided to persons authorized such access under N.J.A.C. 6A:32-7.1(g) et seq. within ten days of a request, but prior to any review or hearing conducted in accordance with N.J.A.C. 6A.

- ~~2. The school 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 stated in N.J.A.C. 6A:32-7.5(e) and section G. below.~~
23. The school district may charge a reasonable fee for reproduction of student records, not to exceed the schedule of costs set forth at in N.J.S.A. 47:1A-5, provided that the cost does not effectively prevent the 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 ~~the Family Education Rights and Privacy Act~~ **FERPA, 20 U.S.C. §1232g, and 34 CFR C.F.R. Part 99 (FERPA).**
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**



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- (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 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



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- (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;
  - 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;



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- (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 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;



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- 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 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.**





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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. Authorized Organizations, Agencies, and Persons with Access to Student Records (N.J.A.C. 6A:32-7.5(e))~~

~~Access shall include only the following:~~

- ~~1. A student who has the written permission of a parent and the parent of a student under the age of eighteen whether the child resides with the parent except per N.J.S.A. 9:2-4:
  - a. The place of residence shall not be disclosed; and
  - b. Access shall not be provided if denied by a court.~~
- ~~2. Students at least sixteen years of age who are terminating their education in the school district because they will graduate secondary school at the end of the term or no longer plan to continue their education;~~
- ~~3. An adult student and parent who has the written permission of an adult student, except that the parent shall have access without consent of the student as long as the student is financially dependent on the parent and enrolled in the public school system or if the student has been declared legally incompetent by a court~~



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- of appropriate jurisdiction. The parent of the financially dependent adult student may not disclose information contained in the adult student's record to a second or third party without the consent of the adult student;
4. ~~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;~~
  5. ~~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 in N.J.A.C. 6A:16-2.4:~~
    - a. ~~An approved private school for the disabled;~~
    - b. ~~A State facility;~~
    - c. ~~Accredited nonpublic schools in which students with educational disabilities have been placed according to N.J.S.A. 18A:46-14; or~~
    - d. ~~Clinics and agencies approved by the Department of Education.~~
  6. ~~To fulfill its legal responsibility, the Board of Education shall have access through the Superintendent or designee to information contained in a student's record. Information shall be discussed in executive session unless otherwise requested by the parent or adult student;~~
  7. ~~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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- ~~8. Accrediting organizations in order to carry out their accrediting functions;~~
- ~~9. The Commissioner of Education and New Jersey Department of Education staff members who are assigned responsibility that necessitates the review of such records;~~
- ~~10. Officials of other district Boards of Education within the State of New Jersey or other educational agencies or institutions where the student is placed, registered, or seeks to enroll subject to the following conditions:
  - ~~a. 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 school district with written notification to the parent or adult student;~~
  - ~~b. Original mandated student records that a Board of Education has required shall be forwarded to the receiving school district only with the written consent of the parent or adult student, except where a formal sending receiving relationship exists between the school districts;~~
  - ~~c. All records to be forwarded, including disciplinary records as specified in N.J.S.A. 18A:36-19(a), shall be sent to the Superintendent or designee of the school district to which the student has transferred within ten school days after the transfer has been verified by the requesting school district;~~
  - ~~d. 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;~~
  - ~~e. 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 records disclosed to other educational agencies or institutions; and~~~~



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- ~~f. Proper identification, such as a certified copy of the student's birth certificate or other proof of the child'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.~~
- ~~11. Officials of the United States Department of Education assigned responsibilities that necessitate review of such records;~~
- ~~12. Officers and employees of a State agency responsible for protective and investigative services for students referred to that agency, pursuant to N.J.S.A. 9:6-8.40. Wherever appropriate, the Board of Education shall ask the State agency for its cooperation in sharing the findings of an investigation;~~
- ~~13. 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);~~
- ~~14. 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;~~
- ~~15. 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;~~
- ~~16. Bona fide researchers who explain to the Superintendent the nature of the research project and the relevance of the records sought. Researchers shall also satisfy the Superintendent or designee that the records will be used under strict conditions of anonymity and confidentiality. Such assurance shall be received in writing by the Superintendent prior to the release of information to the researcher;~~
- ~~17. Nothing in N.J.A.C. 6A:32-7.1 et seq. and Policy and Regulation 8330 shall be construed to prohibit school personnel from~~



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~~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; and~~

- ~~18. In complying with N.J.A.C. 6A:32-7.1 et seq., individuals shall adhere to requirements pursuant to N.J.S.A. 47:1A-1 et seq. the Open Public Records Act (OPRA) and 20 U.S.C. § 1232g, 34 CFR Part 99 the Family Educational Rights and Privacy Act (FERPA).~~

## GH. 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:32-7.1 et seq. as listed below shall have access to ~~the~~ records of a student **record**, subject to the following conditions:
  - a1. 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.
  - b2. 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.
  - c3. 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's record of the name(s) of persons granted access, the reason access was granted, the time and circumstances of inspection, the records **inspected studied**, and the purposes for which the data will be used.



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d4. Prior to disclosure of student records to organizations, agencies, or persons outside the school 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 Such~~ notification shall be provided in writing, if practicable. Only records related to the specific purpose of the court order shall be disclosed.

(1)a. Notice to the parent shall not be required when ~~the parent he or she~~ is party to a court proceeding involving child abuse and neglect or dependency matters, consistent with 20 U.S.C. §1232g(b)(2)(B).

e5. A record may be withheld from a parent or from an adult student only when the school 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 his or her~~ 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.

## III. Rights of Appeal for Parents and Adult Students (N.J.A.C. 6A:32-7.7)

1. Student records are subject to challenge by parents and adult students on grounds of inaccuracy, irrelevancy, **impermissible** ~~impermissible~~ disclosure, inclusion of improper information, or denial of access to organizations, agencies, and persons. The parent or adult student may **request:** ~~seek to: expunge inaccurate, irrelevant, or otherwise improper information from the student record; insert additional data as well as reasonable comments as to the meaning and/or accuracy of the records; and/or request an immediate stay of disclosure pending final determination of the challenge procedure as described in N.J.A.C. 6A:32-7.~~



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- 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** the process shall be as follows:
- a. ~~A parent or adult student shall notify in writing the Superintendent of the specific issues relating to the student record.~~
  - ab. Within ten school days of notification, the Superintendent or designee shall notify the parent or adult student of the ~~school~~ district's decision. If the ~~school~~ 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.
  - e. ~~If the school 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 appeal.~~
  - bd. If the matter is not satisfactorily resolved, the parent or adult student has ten school days to appeal **the district's** ~~this decision to the Board of Education.~~



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- ce. If an appeal is made to the Board of Education, **the Board shall render a decision** ~~a decision shall be rendered~~ within twenty school days. ~~The decision of the Board of Education may be appealed to the Commissioner pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3, Controversies and Disputes.~~
  - 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. 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.**
  - f. ~~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. A record of the appeal proceedings and outcome shall be made a part of the student's 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 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 student record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party** ~~disagreement with the decision made in the appeal.~~





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~~a. Such statements shall be maintained as part of the student record as long as the contested portion of the 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.~~

## II. Retention and Disposal of Student Records (N.J.A.C. 6A:32-7.8)

1. A student's 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 school district.

a. The **Board school district** 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 ~~that must be maintained for one hundred years~~ as described ~~at in~~ 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 reasonable attempts to notify the parent or adult student and to secure permission have been unsuccessful.**

~~a. Such disposition shall be accomplished only after written parental or adult student notification and written parental or adult student permission has been granted or after reasonable attempts of such notification and reasonable attempts to secure parental or adult student permission have been unsuccessful.~~

3. Upon graduation or permanent departure of a student from the school district:



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- 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 ~~in~~ N.J.A.C. 6A:32-7.8(fe) 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.**
- ~~e. Such disposition shall be accomplished only after written parental or adult student notification and written parental or adult student permission has been granted, or after reasonable attempts at such notification and reasonable attempts to secure parental or adult student permission have been unsuccessful and prior written authorization has been obtained from the New Jersey State Records Committee in the New Jersey Department of State.~~
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 ~~New Jersey public school~~ district of last enrollment, graduation, or permanent departure of the student from the ~~school~~ 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.

Issued:



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[See POLICY ALERT Nos. 191 and 229]

## 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** ~~The bomb threat message may be a telephone call, written, e-mailed, rumored, graffiti or any other communication method.~~

### A. ~~Procedures When a Bomb Threat is Received~~

- ~~1. A bomb threat received by any school employee will be immediately relayed to the Principal or designee.~~
- ~~2. A written bomb threat should be placed in a folder or a folded paper and should be handled as little as possible.~~
- ~~3. If possible, a telephoned bomb threat should be transferred to the Principal or designee.~~
  - ~~a. The Principal or other person who talks to the caller will attempt to keep the caller on the line as long as possible to enhance the chance to identify the telephone caller.~~
  - ~~b. The person talking to the caller should attempt to obtain, by direct questioning and by listening to background clues, and record in writing as much information as possible about:
    - ~~(1) The alleged bomb (e.g., its nature, size, specific location, what will cause detonation, detonation time);~~
    - ~~(2) The caller (e.g., name, address, location, gender, age, background, motive);~~~~



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- ~~(3) — The identity of the person who placed the bomb, if the caller denies responsibility;~~
- ~~(4) — The means by which the bomb was delivered to the site;~~
- ~~(5) — The caller's voice (e.g., calm, angry, excited, slow, rapid, loud, slurred, distinct, familiarity); and~~
- ~~(6) — Background sounds (e.g. street noises, music, office or factory machinery, animal noises, voices).~~

## ~~B. — Procedures to be Used After a Bomb Threat is Received~~

### ~~1. — The Principal or designee will immediately call:~~

- ~~a. — The Police Department/local law enforcement;~~
- ~~b. — The Fire Department; and~~
- ~~e. — The Superintendent's office.~~

### ~~2. — If the Principal or designee determines there is reasonable cause to believe an explosive device is present and an immediate evacuation is warranted, the Principal or designee will order the immediate evacuation of the school building. The evacuation will be conducted as follows:~~

- ~~a. — The fire drill alarm may include a building designated code to indicate that a bomb threat has been received;~~
- ~~b. — If the Principal or designee determines that time permits, pupils will empty their lockers and leave them unlocked; and~~
- ~~c. — School staff members and pupils will be evacuated to a waiting place at least 1000 feet from the school building and behind cover or to a predetermined area outside the school building.~~



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3. ~~If the Principal or designee determines an immediate evacuation is not warranted the building will not be immediately evacuated until law enforcement officials arrive on the scene and are provided control of the bomb threat situation.~~
4. ~~The Principal or designee will also:~~
  - a. ~~Prohibit the use of any electronic communication devices to include, but not be limited to cellular telephones and walkie talkies;~~
  - b. ~~Ensure any school buses enroute to the school or other vehicles entering the school grounds are redirected to a designated alternative location pending further instructions from law enforcement officials;~~
  - c. ~~Notify and maintain contact with the Superintendent of Schools regarding the communication to be released to parents, community and media; and~~
  - d. ~~Allow law enforcement officials to control the scene upon their arrival.~~
5. ~~School staff members, upon receiving notice the school is being evacuated for a bomb threat, will:~~
  - a. ~~Direct pupils to gather personal belongings in the classroom or within their immediate area;~~
  - b. ~~Instruct pupils to not use any electronic communication device until instructed otherwise;~~
  - c. ~~Conduct a quick visual survey of their classrooms for any suspicious or unfamiliar objects and report such to the Principal or designee;~~
  - d. ~~Leave the windows and doors of their vacated rooms open and do not turn on or turn off any light or electrical switch;~~



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- e. — Take the pupil roster and the day's attendance;
  - f. — Lead their class or the pupils under their supervision upon receiving the evacuation notice to the evacuation area;
  - g. — Take attendance when arriving at the evacuation area and report any additional pupils or missing pupils to the Principal or designee;
  - h. — Not allow any pupil to re-enter the building, leave the evacuation area, or be dismissed from school unless authorized by the Principal or designee or law enforcement officials; and
  - i. — Not speak to the media or permit media to interview any pupil.
6. — If law enforcement officials determine the building can be re-entered, the Principal or designee will order the building to be re-entered. The regular instructional program will be resumed as quickly as possible. If the bomb threat disruption has occurred late in the school day, the Principal may recommend to the Superintendent that the school be closed and pupils dismissed.
7. — In the event an explosive device is found in the school building or on school grounds threatening the safety of staff and pupils, the Principal or designee will:
- a. — Work with law enforcement officials to ensure the continued safety of pupils and staff;
  - b. — Notify school officials at the evacuation assembly locations of the situation that pupils will be released for the day; and
  - c. — In consultation with the Superintendent of Schools and law enforcement officials, will coordinate pupil dismissal procedures from the evacuation assembly areas and family notification and reunification protocols.



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- ~~8. The school district will provide school district staff and other school district crisis response team members to provide counseling and support as needed.~~
- ~~9. All bomb threat procedures will be conducted with seriousness and dispatch. It is the intention of these regulations that the school community be protected against harm without conferring notoriety on the person who threatens harm.~~
- ~~10. In the event an explosion occurs while the building is evacuated, the Principal or designee, in consultation with the Superintendent of Schools and law enforcement officials, will coordinate pupil dismissal procedures from the evacuation assembly areas and family notification and reunification protocols.~~
- ~~11. The Principal will submit to the Superintendent a written report of each bomb threat received, the steps taken in response, and the outcome of the threat.~~

~~These procedures are recommended for implementation in the event a bomb threat is received. However, based on the circumstance or situation, the Principal or designee or law enforcement officials may modify these procedures if it is determined modification is needed to best protect the building's occupants.~~

~~Critical Incident Response Procedures for School Administrators, Faculty and Staff—The New Jersey Office of Homeland Security and Preparedness and the New Jersey Department of Education—2010~~

Adopted:



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[See POLICY ALERT Nos. 183, 191, and 229]

## 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 following procedures to shall 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 which shall begin with notification to the building's occupants that all occupants should commence lockdown procedures. The notification may be a public address announcement or may be a discreet notification depending on the circumstance or situation.~~

~~A. Procedures in the Event it is Determined a Lockdown is Warranted~~

~~1. The Principal and/or designee will immediately:~~

- ~~a. Inform the Superintendent of Schools;~~
- ~~b. Contact local law enforcement;~~
- ~~c. Deactivate fire alarm pull stations without disengaging the fire sensors, if feasible, until law enforcement officials arrive on scene; and~~
- ~~d. Deactivate school bell systems, if feasible, until law enforcement officials arrive on scene.~~

~~2. The Principal and/or designee will also:~~

- ~~a. Communicate to any staff outside the building to stop pedestrians and vehicles, including school buses, from entering the school grounds;~~
- ~~b. Assign a staff member in the main office to maintain communication with classrooms and monitor status and, if needed, designate a staff member to meet and brief local law enforcement upon their arrival;~~





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- e. ~~Determine, in consultation and with the approval of the Superintendent of Schools, the most appropriate means to communicate information to be released to parents, community, and media; and~~
- d. ~~Will allow local law enforcement officials to control the scene upon their arrival.~~
- 3. ~~School staff members, upon receiving notice the school needs to be in a lockdown situation, will:~~
  - a. ~~Turn off all lights, close blinds/shades and turn off electronic equipment;~~
  - b. ~~Instruct students to be absolutely quiet and discourage the individual use of cellular telephones;~~
  - c. ~~Instruct classroom occupants to get on the floor in a sitting or crouching position and direct students away from doors and windows wherever possible;~~
  - d. ~~Close and lock doors and windows from inside the room, if possible;~~
  - e. ~~Secure all staff, students and visitors, including those from hallways, behind locked doors, restrooms, gymnasiums, and other non-classroom areas without risking their own safety or the safety of others already secure;~~
  - f. ~~Not permit anyone to leave a secured room or area until notified by the Principal or designee or law enforcement officials; and~~
  - g. ~~Ignore bells or alarms unless otherwise notified by the Principal or designee or law enforcement officials.~~



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- ~~4. Any school staff member not supervising students at the time of the lockdown notification should go to the nearest classroom or secure area to assist other staff members with students. These staff members should ensure any students in hallways and other unsecured and open areas are taken to the nearest classroom and/or secured area.~~
- ~~5. Teachers shall take student attendance for the students within their secured area and report any additional students in the room and any missing students.~~
- ~~6. Office personnel should remain in the general office areas or any other area that can be secured from the inside. All office doors shall be locked and secured to prevent entrance by an outside intruder.~~
- ~~7. The building's occupants should remain in lockdown condition until an announcement indicating the lockdown is over.~~
- ~~8. Lockdown Procedures for Those in Exposed Areas Physical education classes using outside facilities shall, under the direction of the teacher, report to the nearest school entrance and upon entering the building locate to a secure classroom or location within the building. If there is reason to believe these students may be at risk re-entering the building, the students may be directed to another secure location off school grounds and/or away from the building.~~

~~B. Procedures After Lockdown Situation is Brought Under Control~~

~~**{Insert below the procedures to be implemented after lockdown situation is brought under control}**~~

- ~~1. After the lockdown situation has been brought under control, the Principal or designee or law enforcement officials will communicate to building occupants the lockdown situation has ended.~~



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- ~~2. Evacuation of the building after the lockdown situation has been declared under control shall be under the direction of the Principal or designee and law enforcement officials.~~
- ~~3. The Principal or designee, in consultation and with the approval of the Superintendent of Schools, will coordinate family reuniting procedures.~~
- ~~4. The school district will provide school district staff and other school district crisis response team members to provide counseling and support as needed.~~
- ~~5. The Principal or designee will debrief with local law enforcement and all other agencies involved in the school lockdown situation.~~

~~These lockdown procedures are recommended for implementation in the event it is determined a lockdown is needed. However, based on the circumstance or situation, the Principal or designee or law enforcement officials may modify these procedures if he/she it is determined determines modification is needed to best protect the building's occupants.~~

~~Critical Incident Response Procedures for School Administrators, Faculty and Staff—The New Jersey Office of Homeland Security and Preparedness and the New Jersey Department of Education—2010~~

Adopted:



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[See POLICY ALERT Nos. 191 and 229]

## 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** ~~In an active shooter situation, one or more subjects who are believed to be armed has used or threatened to use a weapon to inflict serious bodily injury to another person and/or continues to do so while having unrestricted access to additional victims, their actions have demonstrated their intent to continuously harm others, and their overriding objective appears to be that of mass injury.~~

### ~~A. Procedures in the Event of an Active Shooter in the School or on School Grounds~~

- ~~1. If the Principal or designee determines there is an active shooter in the school or on school grounds he/she will immediately:
  - ~~a. Order a lockdown of the school building. The notification may be a public address announcement or may be a discreet notification depending on the circumstance or situation;~~
  - ~~b. Contact local law enforcement;~~
  - ~~e. Inform the Superintendent of Schools;~~
  - ~~d. Deactivate fire alarm pull stations without disengaging the fire sensors, if feasible, until law enforcement officials arrive on scene;~~
  - ~~e. Deactivate school bell systems, if feasible, until law enforcement officials arrive on scene; and~~~~



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- f. ~~Direct staff and students outside the building, if the active shooter is believed to be in the building, to move immediately to a predetermined evacuation assembly location and be prepared to evacuate the school site, if necessary.~~
2. ~~The Principal and/or designee will also:~~
    - a. ~~Communicate to any staff outside the building to stop pedestrians and vehicles, including school buses, from entering the school grounds;~~
    - b. ~~Assign a staff member in the main office to maintain communication with classrooms and monitor status and, if needed, designate a staff member to meet and brief local law enforcement upon their arrival;~~
    - c. ~~Assign a staff member to the main office to coordinate communication with the Superintendent of Schools, the most appropriate means to communicate information to be released to parents, community, and media; and~~
    - d. ~~Will allow local law enforcement officials to control the scene upon their arrival.~~
  3. ~~School staff members, upon receiving notice there may be an intruder or active shooter in the school building or on school grounds, will:~~
    - a. ~~If not already confirmed, upon first indication of an intruder or armed intruder will immediately notify the Principal or designee;~~
    - b. ~~Turn off all lights, close blinds/shades, and turn off electronic equipment;~~
    - c. ~~Instruct students to be absolutely quiet and not to use any individual electronic communication device;~~



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- d. ~~Instruct classroom occupants to get on the floor in a sitting or crouching position and direct students away from doors and windows wherever possible;~~
  - e. ~~Close and lock doors and windows from inside the room, if possible;~~
  - f. ~~Secure all staff, students, and visitors, including those in the hallways, behind locked doors, restrooms, gymnasiums, and other non-classroom building areas without risking their own safety or the safety of others already secure;~~
  - g. ~~Not permit anyone to leave a secured room or area until notified by the Principal or designee or law enforcement officials; and~~
  - h. ~~Ignore bells or alarms unless otherwise notified by the Principal or designee or law enforcement officials.~~
4. ~~Any school staff member not supervising students at the time of the lockdown notification should go to the nearest classroom or secure area to assist other staff members with students. These staff members should ensure any person in hallways and other unsecured and open areas are taken to the nearest classroom and/or secured area.~~
5. ~~Teachers shall take student attendance for the students within their secured area and report any additional students in the room and any missing students.~~
6. ~~Office personnel should remain in the general office areas or any other area that can be secured. All office doors shall be locked and secured to prevent entrance by an outside intruder.~~
7. ~~The building's occupants should remain in lockdown condition until an announcement indicating the lockdown is over.~~



# REGULATION GUIDE

OPERATIONS

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Active Shooter

8. ~~Physical education classes using outside facilities, under the direction and supervision of the teacher, shall report to the nearest school entrance and upon entering the building locate to a secure classroom or location within the building. If there is reason to believe students outside the school building may be at risk re-entering the building, the students may be directed to another secure location off school grounds and/or away from the building.~~
9. ~~The school may establish a predetermined code word or procedure for a staff member to communicate with the school office or administrative staff in the event an intruder enters a classroom or other secured area.~~
10. ~~The Principal or designee may establish with local law enforcement officials a notification procedure in the event an active shooter or intruder is believed to be in the school building. The notification procedure would alert law enforcement officials if a classroom or other secured area is safe and secure or if emergency assistance is needed. The procedure may be a color card system placing colored cards inside or outside doors or windows or any other procedure agreed to by the Principal and local law enforcement.~~

## B. ~~Procedures After Active Shooter Situation is Brought Under Control~~

1. ~~After the active shooter situation has been brought under control, the Principal or designee or law enforcement officials will communicate to building occupants the active shooter situation has ended.~~
2. ~~Evacuation of the building after the active shooter situation has been declared under control shall be under the direction of the Principal or designee and law enforcement officials.~~
3. ~~The Principal or designee, in consultation and with the approval of the Superintendent of Schools, will coordinate family reunification procedures.~~



# REGULATION GUIDE

OPERATIONS  
R 8420.10/page 5 of 5  
Active Shooter

4. ~~The school district will provide school district staff and other crisis response team members to provide counseling and support as needed.~~
5. ~~The Principal or designee will debrief with local law enforcement and all other agencies involved in the active shooter situation.~~
6. ~~The Superintendent of Schools, in consultation with the Principal and law enforcement officials, will determine when school can resume normal activities and will communicate this information to staff, parents, and the community.~~

~~These active shooter procedures are recommended for implementation in the event it is determined an active shooter may be in a school building or on school grounds. However, based on the circumstance or situation, the Principal or designee or law enforcement officials may modify these procedures if he/she determines modification is needed to best protect the building's occupants.~~

~~Critical Incident Response Procedures for School Administrators, Faculty and Staff—The New Jersey Office of Homeland Security and Preparedness and the New Jersey Department of Education—2010~~

Adopted:





**MONMOUTH-OCEAN EDUCATIONAL SERVICES COMMISSION**  
**900 GREEN GROVE ROAD**  
**TINTON FALLS, NEW JERSEY 07712**

**RESOLUTION FOR PARTICIPATION IN COORDINATED TRANSPORTATION 2023 - 2028**

This Agreement, made this \_\_\_\_\_ day of \_\_\_\_\_ by and between: Monmouth-Ocean Educational Services Commission, with offices at 900 Green Grove Rd, Tinton Falls, New Jersey 07712 (hereinafter referred to as the "MOESC"), and **Bradley Beach Board of Education**, with offices at \_\_\_\_\_ (hereinafter referred to as "Board of Education").

RECITALS

- A. The Board of Education desires to transport special education, nonpublic, public and /or vocational school students to specific destinations.
- B. The MOESC offers coordinated transportation services.
- C. The MOESC will organize and schedule routes to achieve the maximum cost effectiveness.

NOW, THEREFORE, it is agreed that in consideration of prorated contract costs calculated by the billing formula adopted by the MOESC, plus an administrative fee of 5.5 percent (5.5%), the **Bradley Beach Board of Education** shall pay the MOESC for transportation services rendered. Said formula shall be based on the number of students and a per pupil mile ratio encumbering any special requirements specified by participating districts.

1. The MOESC will provide the following services:
  - a. Routes coordinated with other districts, whenever possible, to achieve a maximum cost reduction while maintaining a realistic capacity and travel time;
  - b. An estimated fee for all routes based on a ratio of the number of students and student mileage. It is understood that initial transportation charges are estimates based on initial mileage and ridership and thereby subject to changes as the number of students and/or mileage increases and/or decreases.
  - c. Monthly billing and invoices;
  - d. A report of students for all routes coordinated by MOESC;
  - e. All necessary interaction and communication between the sending district, receiving school, and respective transportation contractors;
  - f. Constant review and revision of routes;
  - g. Provide transportation within three (3) days or sooner after receipt of the formal written request.
  
2. It is further agreed that the **Bradley Beach Board of Education** will provide the MOESC with the following:
  - a. Requests for special transportation on approved forms to be provided by the MOESC, completed in full and signed by authorized district personnel;
  - b. Withdrawal for any transportation **must be provided in writing** and signed by authorized district personnel; no billing adjustments will be made without this completed form and will become effective on the date the form is received.

- c. Additional Cost - all additional costs generated by unique requests such as mid-day runs or early dismissals will be borne by the district making the request. All such costs must first be approved by the **Bradley Beach Board of Education**.
- d. Length of Agreement-this agreement and obligations and requirements therein shall be in effect between **July 1, 2023 and June 30, 2028**.
- e. ~~Entire Agreement~~ – this Agreement constitutes the entire and only agreement between the parties and may be amended by any instrument in writing over authorized signature.

3. It is further agreed by the Board of Education to the following:

- a. Upon the execution of this Agreement, it is agreed that MOESC’s school bus contractor, selected pursuant to the public bidding law, shall exclusively provide pupil transportation services for the identified student during the term of the contract.
- b. The Board of Education may terminate this contract only for good cause. Good cause shall not be defined to include a lesser transportation cost alternative available to the Board of Education during the term of the Contract. Good cause includes, but shall not be limited to the following: (1) the student’s parent electing to provide transportation for the student for the entire contract term; (2) the student no longer requires the transportation services because the student does not need to travel to the transportation contract’s destination because the student’s education plan has changed, the school assignment is changed for education-based reasons, the student has moved from the school district, the student’s pupil transportation is merged with other route(s) to reduce cost, or for other good cause shown.
- c. The parties to this Agreement acknowledge that the school bus contractor, who is providing or to be providing pupil transportation services as contemplated in this Agreement, is an “intended third-party beneficiary” of the within contract between MOESC and the Board of Education. In the event that the Board of Education should breach this Agreement, the school bus contractor shall have the right to commence legal action against the Board of Education as a result of such breach and may seek compensatory damages, or any other relief that may be appropriate.

**AUTHORIZED SIGNATURES**

*Scott J. McLean*

MOESC BOARD PRESIDENT      DATE

DISTRICT BOARD PRESIDENT      DATE

*Orull*

MOESC BOARD SECRETARY      DATE

DISTRICT BOARD SECRETARY      DATE

COUNTY SUPERINTENDENT      DATE

Board President and Board Secretary must sign all three (3) copies and return to MOESC with a certified copy of the minutes extract approving this Resolution.

MOESC will return a confirmed copy for your records following signing by the County Superintendent.

**MONMOUTH-OCEAN EDUCATIONAL SERVICES COMMISSION**  
**900 GREEN GROVE ROAD**  
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**AUTHORIZED SIGNATURES**

*Jack J. McL...*

MOESC BOARD PRESIDENT      DATE

DISTRICT BOARD PRESIDENT      DATE

*[Signature]*

MOESC BOARD SECRETARY      DATE

DISTRICT BOARD SECRETARY      DATE

COUNTY SUPERINTENDENT      DATE

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**900 GREEN GROVE ROAD**  
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**AUTHORIZED SIGNATURES**

*Scott J. Melan*

\_\_\_\_\_  
MOESC BOARD PRESIDENT      DATE

\_\_\_\_\_  
DISTRICT BOARD PRESIDENT      DATE

*Orull*

\_\_\_\_\_  
MOESC BOARD SECRETARY      DATE

\_\_\_\_\_  
DISTRICT BOARD SECRETARY      DATE

\_\_\_\_\_  
COUNTY SUPERINTENDENT,      DATE

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**MONMOUTH-OCEAN EDUCATIONAL SERVICES COMMISSION  
TINTON FALLS, NEW JERSEY 07712**

**COOPERATIVE PRICING SYSTEM AGREEMENT  
AGREEMENT FOR A COOPERATIVE PRICING SYSTEM**

This Agreement made and entered into this 23 day of February, 2023 , by and between the, MONMOUTH-OCEAN EDUCATIONAL SERVICES COMMISSION of Tinton Falls, New Jersey and the Bradley Beach Board of Education, Bradley Beach, New Jersey who desires to participate in the MONMOUTH-OCEAN EDUCATIONAL SERVICES COMMISSION Cooperative Pricing System.

WITNESSETH

**WHEREAS**, N.J.S.A. 40A:11-11(5) and N.J.S.A. 18A:18A-11, specifically authorizes two or more contracting units to establish a Cooperative Pricing System for the provision and performance of goods and services and enter into a Cooperative Pricing Agreement for its administration; and

**WHEREAS**, the MONMOUTH-OCEAN EDUCATIONAL SERVICES COMMISSION is conducting a voluntary Cooperative Pricing System with other contracting units; and

**WHEREAS**, this Cooperative Pricing System is to effect substantial economies in the provision and performance of goods and services; and

**WHEREAS**, all parties hereto have approved the within Agreement by Resolution in accordance with the aforesaid statute; and

**WHEREAS**, it is the desire of all parties to enter into such Agreement for said purposes;

**NOW, THEREFORE**, IN CONSIDERATION OF the promises and of the covenants, terms and conditions hereinafter set forth, it is mutually agreed as follows:

1. The goods or services to be priced cooperatively may include goods and services and such other items as two or more participating contracting units in the system agree can be purchased on a cooperative basis.
2. The items and classes of items which may be designated by the participating contracting units hereto may be purchased cooperatively for the period commencing with the execution of this Agreement and continuing until terminated as hereinafter provided.

3. The Lead Agency, on behalf of all participating contracting units, shall upon approval of the registration of the System and annually thereafter in **January** of each succeeding year publish a legal ad in such format as required by N.J.A.C. 5:34-7.9 (a) in its official newspaper normally used for such purposes by it to include such information as:

(A) The Monmouth-Ocean Educational Services Commission soliciting competitive bids or informal quotations.

(B) The address and telephone number of the Lead Agency.

(C) The names of the participating contracting units.

(D) The State Identification Code assigned to the Cooperative Pricing System.

(E) The expiration date of the Cooperative Pricing System.

4. Each of the participating contracting units shall designate, in writing, to the Lead Agency, the items to be purchased and indicate therein the approximate quantities desired [IF NOT AN OPEN-ENDED CONTRACT], the location for delivery and other requirements, to permit the preparation of specifications as provided by law.

5. The specifications shall be prepared and approved by the Lead Agency and no changes shall be made thereafter except as permitted by law. Nothing herein shall be deemed to prevent changes in specifications for subsequent purchases.

6. A single advertisement for bids or the solicitation of informal quotations for the goods or services to be purchased shall be prepared by the Lead Agency on behalf of all of the participating contracting units desiring to purchase any item.

7. The Lead Agency when advertising for bids or soliciting informal quotations shall receive bids or quotations on behalf of all participating contracting units. Following the receipt of bids, the Lead Agency shall review said bids and on behalf of all participating contracting units, either reject all or certain of the bids or make one award to the lowest responsible bidder or bidders for each separate item. This award shall result in the Lead Agency entering into a Master Contract with the successful bidder(s) providing for two categories of purchases:

(A) The quantities ordered for the Lead Agency's own needs, and

(B) The estimated aggregate quantities to be ordered by other participating contracting units by separate contracts, subject to the specifications and prices set forth in the Lead Agency's Master Contract.



8. The Lead Agency shall enter into a formal written contract(s) directly with the successful bidder(s) only after it has certified the funds available for its own needs.
9. Each participating contracting unit shall also certify the funds available only for its own needs ordered; enter into a formal written contract, when required by law, directly with the successful bidder(s); issue purchase orders in its own name directly to successful vendor(s) against said contract; accept its own deliveries; be invoiced by and receive statements from the successful vendor(s); make payment directly to the successful vendor(s) and be responsible for any tax liability.
10. No participating contracting unit in the Cooperative Pricing System shall be responsible for payment for any items ordered or for performance generally, by any other participating contracting unit. Each participating contracting unit shall accordingly be liable only for its own performance and for items ordered and received by it and none assumes any additional responsibility or liability.
11. The provisions of Paragraphs 7, 8, 9, and 10 above shall be quoted or referred to and sufficiently described in all specifications so that each bidder shall be on notice as to the respective responsibilities and liabilities of the participating contracting units.
12. No participating contracting unit in the Cooperative Pricing System shall issue a purchase order or contract for a price which exceeds any other price available to it from any other such system in which it is authorized to participate or from bids or quotations which it has itself received.
13. The Lead Agency reserves the right to exclude from consideration any good or service if, in its opinion, the pooling of purchasing requirements or needs of the participating contracting units is either not beneficial or not workable.
14. The Lead Agency shall appropriate sufficient funds to enable it to perform the administrative responsibilities assumed pursuant to this Agreement.
15. It is agreed that each participating contracting unit shall pay the Lead Agency an annual fee of \$0.00 as its estimated prorated share of the administrative costs incurred by the Lead Agency. MOESC will not charge any administrative fee for cooperative purchasing services to contracting units.
16. For the first year of the term of this Agreement, the MONMOUTH-OCEAN EDUCATIONAL SERVICES COMMISSION shall serve as the Lead Agency.
17. This Agreement shall become effective on or about July 1, 2023, subject to the review and approval of the Director of the Division of Local Government Services and shall continue in effect



for a period not to exceed five (5) years from said date unless any party to this Agreement shall give written notice of its intention to terminate its participation. <sup>4</sup>

18. **Additional local contracting units** may from time to time, execute this Agreement by means of a Rider annexed hereto, which addition shall not invalidate this Agreement with respect to other signatories. The Lead Agency is authorized to execute the Rider on behalf of the members of the System.

19. All records and documents maintained or utilized pursuant to terms of this Agreement shall be identified by the System Identifier assigned by the Director, Division of Local Government Services, and such other numbers as are assigned by the Lead Agency for purposes of identifying each contract and item awarded.

20. This Agreement shall be binding upon and inure to the benefit of the successors and assigns of the respective parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed and executed by their authorized corporate officers and their respective seals to be hereto affixed the day and year above written.

FOR THE LEAD AGENCY MONMOUTH-OCEAN EDUCATIONAL SERVICES COMMISSION

Christopher Mullins  
School Business Administrator/Board Secretary

January 20, 2023  
Date

FOR THE PARTICIPATING UNIT **Bradley Beach Board of Education**

David Tonzola  
School Business Administrator/Board Secretary

\_\_\_\_\_  
Date

**10 General Fund**

**Assets and Liabilities**

<b>Assets</b>		
101	Cash	1,289,730.49
116	Capital Reserve Account	210,900.00
117	Maintenance Reserve Account	149,100.00
118	Emergency Reserve Account	178,500.00
121	Tax Levy Receivable	2,922,270.00
	Accounts Receivable:	
132	Interfund Receivable	10.99
141	A/R: State of NJ	301,698.93
		301,709.92
<b>Resources</b>		
301	Estimated Revenues (Control Account / Normal Debit Balance)	7,186,249.00
302	Revenues	(7,180,698.38)
		<u>5,550.62</u>
	<b>Total assets and resources:</b>	<b>5,057,761.03</b>

10 General Fund  
 Liabilities and Fund Equity

Liabilities				
402	Interfunds Payable		<u>410.21</u>	410.21
<b>Fund Balance</b>				
753	Appropriated			
	Reserve for Encumbrances			
754	Reserve for Encumbrances: Current		3,337,525.34	
	Reserve for Encumbrances: Prior			
601	Appropriations (Control Account/Normal Credit Balance)		7,588,660.18	
602	Expenditures	3,703,313.23		
603	Encumbrances	<u>3,337,525.34</u>		
	Less: Expenditures and Encumbrances		<u>(7,040,838.57)</u>	
	Total Appropriations			<u>3,885,346.95</u>
761	Reserved Fund Balance			
	Capital Reserve	210,900.00		
604	Add: Increase in Capital Reserve /Interest Deposit to Capital Reserve	<u>1,000.00</u>		
307	Less: Budgeted Withdrawal from Cap Reserve		<u>211,900.00</u>	
764	Maintenance Reserve	149,100.00		
606	Add: Increase in Maintenance Reserve	<u>100.00</u>		
766	Emergency Reserve	178,500.00		
607	Add: Increase in Current Expense Emergency Reserve/Interest Deposits	<u>100.00</u>		
75X,76x	Other Reserves		<u>178,600.00</u>	
	Total Reserved Fund Balance:			<u>539,700.00</u>
303	Unappropriated:			
	Budgeted Fund Balance		<u>(370,085.00)</u>	
770	Fund Balance		<u>1,002,388.87</u>	
	Total Unappropriated:			<u>632,303.87</u>
	<b>Total Liabilities and Fund Balance</b>			<u><b>5,057,761.03</b></u>

**Report of the Secretary to the Board of Education  
Bradley Beach Board of Education  
2022-23 January**

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10 General Fund

Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	7,588,660.18	7,040,838.57	547,821.61
Revenues	(7,186,249.00)	(7,180,698.38)	(5,550.62)
	<b>402,411.18</b>	<b>(139,859.81)</b>	<b>542,270.99</b>
Change in Capital Reserve:			
Plus: Increase in Capital Reserve /Interest Deposit to Capital Reserve (604)	1,000.00	1,000.00	.00
Less: Budgeted Withdrawal from Cap Reserve (307)			
	<b>1,000.00</b>	<b>1,000.00</b>	<b>.00</b>
Change in Maintenance Reserve:			
Plus: Increase in Maintenance Reserve (606)	100.00	100.00	.00
	<b>100.00</b>	<b>100.00</b>	<b>.00</b>
Change in Emergency Reserve:			
Plus: Increase in Current Expense Emergency Reserve/Interest Deposits (607)	100.00	100.00	.00
	<b>100.00</b>	<b>100.00</b>	<b>.00</b>
Less: Reserve for Encumbrances: Prior Budgeted Fund Balance:	33,526.18	33,526.18	.00
	<b>370,085.00</b>	<b>-172,185.99</b>	<b>542,270.99</b>

10 General Fund

Interim Statements Comparing  
 Budget Revenue with Actual to Date and  
 Appropriations with Expenditures and Encumbrances to Date

Revenue/sources of funds	Budgeted Estimated	Actual To Date	Unrealized Balance	
1XXX From Local Sources	6,605,110.00	6,599,559.38	5,550.62	
3XXX From State Sources	581,139.00	581,139.00	.00	
	<b>7,186,249.00</b>	<b>7,180,698.38</b>	<b>5,550.62</b>	
Expenditures	Appropriations	Expenditures	Encumbrances	Available Balance
<b>General Current Expenses</b>				
11-1xx-100-xxx Regular Programs	2,283,914.00	1,140,391.84	995,883.67	147,638.49
11-2xx-100-xxx Special Education	1,000.00	.00	.00	1,000.00
11-240-100-xxx Bilingual Education	123,894.00	54,566.44	54,533.98	14,793.58
11-401-100-xxx School-sponsored Co/Extra-Curricular Activities	42,260.00	22,057.33	.00	20,202.67
11-402-100-xxx School-sponsored Athletics	46,311.00	25,035.60	3,500.00	17,775.40
	2,497,379.00	1,242,051.21	1,053,917.65	201,410.14
<b>Undistributed Expenditures</b>				
11-xxx-xxx-2xx Personal Services - Employee Benefits	563,538.00	325,952.81	231,341.13	6,244.06
11-000-xxx-xxx Other	4,462,546.18	2,086,139.91	2,043,296.36	333,109.91
	5,026,084.18	2,412,092.72	2,274,637.49	339,353.97
<b>Capital Outlay</b>				
12-000-4xx-xxx Facilities Acquisition and Construction Services	41,662.00	32,691.80	8,970.20	.00
	41,662.00	32,691.80	8,970.20	.00
<b>Special Schools</b>				
	.00	.00	.00	.00
<b>Other</b>				
11-* Other General Current Expense	23,535.00	16,477.50	.00	7,057.50
	23,535.00	16,477.50	.00	7,057.50
	<b>7,588,660.18</b>	<b>3,703,313.23</b>	<b>3,337,525.34</b>	<b>547,821.61</b>

**10 General Fund**  
**Schedule Of Revenues**  
**Actual Compared with Estimated**

	Estimated	Actual	Unrealized
<b>Revenues from Local Sources</b>			
10-1210 Ad Valorem Taxes - Local Tax Levy	6,575,110.00	6,575,110.00	.00
10-1310 Tuition From Individuals	15,250.00	6,917.00	8,333.00
10-1510 Interest On Investments	1,200.00	1,200.00	.00
10-1990 Miscellaneous Revenue from Local Sources	13,550.00	16,332.38	-2,782.38
	<u>6,605,110.00</u>	<u>6,599,559.38</u>	<u>5,550.62</u>
<b>Revenues from State Sources</b>			
10-3121 Categorical Transportation Aid	85,575.00	85,575.00	.00
10-3132 Categorical Special Education Aid	221,110.00	221,110.00	.00
10-3177 Categorical Security Aid	134,097.00	134,097.00	.00
10-3178 Adjustment Aid	140,357.00	140,357.00	.00
	<u>581,139.00</u>	<u>581,139.00</u>	<u>.00</u>
	<b>7,186,249.00</b>	<b>7,180,698.38</b>	<b>5,550.62</b>



10 General Fund

Statement of Appropriations  
 Compared with Expenditures and Encumbrances

	Appropriations	Expenditures	Encumbrances	Available Balance
<b>Regular Programs - Instruction</b>				
11-105-100-936 Local Contribution - Transfer to Special Revenue Fund - Inclusion	83,142.00	83,142.00	.00	.00
11-110-100-101 Kindergarten - Salaries of Teachers	161,878.00	78,023.00	77,423.00	6,432.00
11-120-100-101 Grades 1-5 - Salaries of Teachers	996,067.00	465,939.12	464,117.50	66,010.38
11-130-100-101 Grades 6-8 - Salaries of Teachers	903,527.00	426,807.97	432,517.50	44,201.53
11-110-100-270 Health Benefits	524,014.00	299,716.33	218,392.91	5,904.76
	2,668,628.00	1,353,628.42	1,192,450.91	122,548.67
<b>Regular Programs - Home Instruction</b>				
11-150-100-101 Salaries of Teachers	1,000.00	.00	.00	1,000.00
	1,000.00	.00	.00	1,000.00
<b>Regular Programs - Undistributed Instruction</b>				
11-190-100-500 Other Purchased Services (400-500 series)	7,500.00	1,390.00	2,286.00	3,824.00
11-190-100-610 General Supplies	87,800.00	61,644.76	5,806.50	20,348.74
11-190-100-800 Other Objects	43,000.00	23,444.99	13,733.17	5,821.84
11-190-100-260 Workmen's Compensation	7,000.00	7,000.00	.00	.00
	145,300.00	93,479.75	21,825.67	29,994.58
<b>Special Education - Home Instruction</b>				
11-219-100-101 Salaries of Teachers	1,000.00	.00	.00	1,000.00
	1,000.00	.00	.00	1,000.00
<b>Bilingual Education - Instruction</b>				
11-240-100-101 Salaries of Teachers	123,094.00	54,457.70	54,497.00	14,139.30
11-240-100-610 General Supplies	800.00	108.74	36.98	654.28
11-240-100-270 Health Benefits	32,524.00	19,236.48	12,948.22	339.30
	156,418.00	73,802.92	67,482.20	15,132.88
<b>School - Sponsored Co-curricular and Extra-curricular Activities</b>				
11-401-100-100 Salaries	35,127.00	15,380.50	.00	19,746.50
11-401-100-600 Supplies and Materials	250.00	121.83	.00	128.17
11-401-100-800 Other Objects	6,883.00	6,555.00	.00	328.00
	42,260.00	22,057.33	.00	20,202.67

School - Sponsored Athletics

Report of the Secretary to the Board of Education  
 Bradley Beach Board of Education  
 2022-23 January

	Appropriations	Expenditures	Encumbrances	Available Balance
11-402-100-100	27,811.00	15,463.10	.00	12,347.90
11-402-100-500	15,000.00	9,572.50	3,500.00	1,927.50
11-402-100-600	3,500.00	.00	.00	3,500.00
	46,311.00	25,035.60	3,500.00	17,775.40
<b>Summer School</b>				
Salaries of Teacher Tutors	23,535.00	16,477.50	.00	7,057.50
	23,535.00	16,477.50	.00	7,057.50
<b>UNDISTRIBUTED EXPENDITURES</b>				
<b>Instruction</b>				
Tuition to Other LEAs Within the State-Regular	1,244,758.00	517,105.00	708,950.00	18,703.00
Tuition to Other LEAs Within the State-Special	328,790.00	123,302.44	195,487.56	10,000.00
Tuition to County Vocational School District - Regular	64,195.00	25,678.00	38,517.00	.00
Tuition to County Vocational School District - Special	37,452.00	14,668.70	22,783.30	.00
Tuition to APSSD Within the State	37,406.00	.00	1,029.20	36,376.80
Tuition - State Facilities	40,270.00	18,274.20	21,995.80	.00
	1,752,871.00	699,028.34	988,762.86	65,079.80
<b>Attendance and Social Work Services</b>				
Salaries	61,593.00	31,664.77	25,530.30	4,397.93
Salaries of Family Liaisons/Community Parent Involvement Specialists	2,000.00	480.15	.00	1,519.85
Social Security Contributions	4,047.00	.00	4,047.00	.00
Health Benefits	21,939.00	12,976.50	.00	8,962.50
Supplies and Materials	800.00	476.24	.00	323.76
	90,379.00	45,597.66	29,577.30	15,204.04
<b>Health Services</b>				
Salaries	67,073.00	34,616.84	29,200.00	3,256.16
Social Security Contributions	356.00	.00	356.00	.00
Health Benefits	11,757.00	7,329.72	.00	4,427.28
Purchased Professional and Technical Services	5,000.00	2,000.00	1,600.00	1,400.00
Supplies and Materials	2,385.00	1,936.88	34.03	414.09
Other Objects	715.00	239.00	.00	476.00
	87,286.00	46,122.44	31,190.03	9,973.53
<b>Speech/Occupational Therapy/Physical Therapy and Related Services</b>				
Salaries	62,494.00	31,205.00	31,205.00	84.00
Purchased Professional - Educational Services	49,451.00	21,401.25	27,608.75	441.00
Supplies and Materials	500.00	407.24	7.23	85.53
Health Benefits	40,032.00	22,372.28	17,422.00	237.72

Report of the Secretary to the Board of Education  
 Bradley Beach Board of Education  
 2022-23 January

	Appropriations	Expenditures	Encumbrances	Available Balance
<b>Extraordinary Services</b>	152,477.00	75,385.77	76,242.98	848.25
Salaries	93,167.00	27,988.80	26,876.00	38,302.20
Health Benefits	72,585.00	37,031.04	26,118.30	9,435.66
	165,752.00	65,019.84	52,994.30	47,737.86
<b>Guidance Services</b>				
Salaries of Other Professional Staff	29,166.00	12,866.40	16,083.00	216.60
Health Benefits	11,700.00	6,727.36	4,886.49	86.15
Supplies and Materials	750.00	715.93	.00	34.07
	41,616.00	20,309.69	20,969.49	336.82
<b>Child Study Teams</b>				
Salaries of Other Professional Staff	149,732.00	81,013.82	68,589.18	129.00
Purchased Professional - Educational Services	2,500.00	.00	1,800.00	700.00
Supplies and Materials	9,000.00	7,913.40	258.50	828.10
Other Objects	2,230.00	1,843.96	78.77	307.27
Health Benefits	58,062.00	33,596.24	23,658.96	806.80
	221,524.00	124,367.42	94,385.41	2,771.17
<b>Improvement of Instruction Services</b>				
Salaries of Supervisor of Instruction	100,885.00	56,591.93	41,250.12	3,042.95
Salaries of Other Professional Staff	3,200.00	3,060.00	.00	140.00
Salaries of Secretaries and Clerical Assistants	19,726.00	9,863.04	8,219.20	1,643.76
Social Security Contributions	2,138.00	.00	2,138.00	.00
Supplies and Materials	1,000.00	176.93	82.99	740.08
Other Objects	800.00	350.00	.00	450.00
	127,749.00	70,041.90	51,690.31	6,016.79
<b>Instructional Staff Training Services</b>				
Purchased Professional - Educational Services	1,000.00	1,000.00	.00	.00
Travel - All Other	2,000.00	325.00	.00	1,675.00
	3,000.00	1,325.00	.00	1,675.00
<b>Support Services - General Administration</b>				
Salaries	162,960.00	96,709.72	66,250.00	.28
Legal Services (Note: APSSD - Not Litigation Related Legal Services)	6,000.00	1,950.00	.00	4,050.00
Audit Fees	25,500.00	24,000.00	1,500.00	.00
Architectural/Engineering Services	28,000.00	.00	28,000.00	.00
Other Purchased Professional Services	24,115.00	20,972.10	1,100.00	2,042.90
Communications / Telephone	10,030.00	6,215.79	2,279.25	1,534.96

Report of the Secretary to the Board of Education  
 Bradley Beach Board of Education  
 2022-23 January

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-230-585				
BOE Other Purchased Services	3,425.00	3,370.00	.00	55.00
11-000-230-590				
Miscellaneous Purchased Services (400-500) [Other than 530 and 585]	3,000.00	283.92	374.96	2,341.12
11-000-230-610				
General Supplies	6,266.00	5,878.85	300.05	87.10
11-000-230-890				
Miscellaneous Expenditures	5,000.00	3,747.33	917.63	335.04
11-000-230-895				
BOE Membership Dues and Fees	3,800.00	3,701.20	.00	98.80
	278,096.00	166,828.91	100,721.89	10,545.20
<b>Support Services - School Administration</b>				
11-000-240-103				
Salaries of Principals / Assistant Principals / Program Directors	10,965.00	6,377.60	4,583.23	4.17
11-000-240-600				
Supplies and Materials	200.00	.00	.00	200.00
11-000-240-800				
Other Objects	1,000.00	845.00	.00	155.00
	12,165.00	7,222.60	4,583.23	359.17
<b>Central Services</b>				
11-000-251-100				
Salaries	166,088.00	100,790.36	61,520.44	3,777.20
11-000-251-330				
Purchased Professional Services	300.00	300.00	.00	.00
11-000-251-340				
Purchased Technical Services	21,732.80	21,482.80	250.00	.00
11-000-251-600				
Supplies and Materials	4,000.00	2,063.92	647.59	1,288.49
11-000-251-890				
Miscellaneous Expenditures	4,000.00	2,832.91	546.62	620.47
	196,120.80	127,469.99	62,964.65	5,686.16
<b>Administrative Information Technology</b>				
11-000-252-100				
Salaries	8,570.00	.00	.00	8,570.00
11-000-252-600				
Supplies and Materials	5,590.95	2,055.12	.00	3,535.83
	14,160.95	2,055.12	.00	12,105.83
<b>Required Maintenance for School Facilities</b>				
11-000-261-100				
Salaries	33,120.00	12,084.38	8,632.62	12,403.00
11-000-261-420				
"Cleaning, Repair, and Maintenance Services"	129,778.18	99,422.05	9,410.03	20,946.10
11-000-261-610				
General Supplies	18,744.25	15,397.34	1,218.31	2,128.60
11-000-261-800				
Other Objects	20,065.00	15,330.25	750.00	3,984.75
11-000-261-220				
Social Security Contributions	2,534.00	.00	.00	2,534.00
11-000-261-270				
Health Benefits	37,519.00	21,371.70	15,906.03	241.27
	241,760.43	163,605.72	35,916.99	42,237.72
<b>Custodial Services</b>				
11-000-262-100				
Salaries	182,250.00	103,103.34	72,011.69	7,134.97
11-000-262-107				
Salaries of Non-Instructional Aides	45,225.00	13,497.98	.00	31,727.02
11-000-262-220				
Social Security Contributions	17,097.00	6,562.99	10,534.01	.00
11-000-262-260				
Workmen's Compensation	36,095.00	35,697.74	.00	397.26
11-000-262-270				
Health Benefits	54,424.00	31,564.54	22,539.86	319.60

Report of the Secretary to the Board of Education  
 Bradley Beach Board of Education  
 2022-23 January

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-262-300				270.71
11-000-262-490	5,350.00	5,079.29	.00	14.00
11-000-262-520	5,150.00	2,474.14	2,661.86	18,157.51
11-000-262-610	74,787.00	56,629.49	.00	1,782.06
11-000-262-621	10,220.00	7,259.59	1,178.35	.00
11-000-262-622	50,480.00	15,606.78	34,873.22	89.00
	38,300.00	22,959.32	15,251.68	59,892.13
	519,378.00	300,435.20	159,050.67	
<b>Security</b>				
11-000-266-420	9,000.00	2,840.72	500.00	5,659.28
11-000-266-610	2,000.00	420.00	.00	1,580.00
	11,000.00	3,260.72	500.00	7,239.28
<b>Student Transportation Services</b>				
11-000-270-160	38,501.00	22,458.94	16,042.06	.00
11-000-270-503	14,500.00	.00	.00	14,500.00
11-000-270-512	100.00	.00	.00	100.00
11-000-270-513	64,800.00	17,277.64	47,348.73	173.63
11-000-270-515	28,600.00	.00	28,565.42	34.58
11-000-270-517	83,710.00	29,009.69	52,700.31	2,000.00
11-000-270-518	45,000.00	17,475.89	27,524.11	.00
	275,211.00	86,222.16	172,180.63	16,808.21
<b>Personnel Services - Unallocated Employee Benefits</b>				
11-000-291-220	30,218.00	30,218.00	.00	.00
11-000-291-241	104,734.00	2,383.94	95,723.06	6,627.00
11-000-291-260	5,000.00	5,000.00	.00	.00
11-000-291-270	67,906.00	36,367.49	30,572.56	965.95
11-000-291-280	9,000.00	.00	.00	9,000.00
11-000-291-290	12,000.00	.00	.00	12,000.00
	228,858.00	73,969.43	126,295.62	28,592.95
<b>Facilities Acquisition and Construction Services</b>				
12-000-400-720	20,000.00	20,000.00	.00	.00
12-000-400-896	21,662.00	12,691.80	8,970.20	.00
	41,662.00	32,691.80	8,970.20	.00
<b>Other Uses</b>				

REPORT OF THE SECRETARY TO THE BOARD OF EDUCATION  
 Bradley Beach Board of Education  
 2022-23 January

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-500-561				
Transfer of Funds to Charter Schools	43,142.00	7,872.00	35,270.00	.00
	43,142.00	7,872.00	35,270.00	.00
<b>Equipment</b>	.00	.00	.00	.00
<b>Contribution (Transfer) of Funds to Charter Schools</b>	.00	.00	.00	.00
<b>General Fund</b>	<b>7,588,660.18</b>	<b>3,703,313.23</b>	<b>3,337,525.34</b>	<b>547,821.61</b>

*[Handwritten Signature]*  
 School Business Administrator Signature

*[Handwritten Date]*  
 Date

**20 Special Revenue Fund**

**Assets and Liabilities**

<b>Assets</b>		
101	Cash	(2,806.49)
	Accounts Receivable:	
132	Interfund Receivable	166,288.95
141	A/R: State of NJ	166,288.95
<b>Resources</b>		
301	Estimated Revenues	1,957,606.64
302	Revenues	(658,403.06)
		<u>1,299,203.58</u>
	<b>Total assets and resources:</b>	<b>1,462,686.04</b>

**20 Special Revenue Fund**  
**Liabilities and Fund Equity**

<p><b>Liabilities</b>                  481</p>	<p>Deferred Revenue</p>	<p><u>1,033.45</u></p>	<p>1,033.45</p>
<p><b>Fund Balance</b></p>	<p>Appropriated</p>		
<p>753</p>	<p>Reserve for Encumbrances</p>		
<p>754</p>	<p>Reserve for Encumbrances: Current</p>	<p>465,147.25</p>	
	<p>Reserve for Encumbrances: Prior</p>		
<p>601</p>	<p>Appropriations</p>	<p>1,958,091.64</p>	
<p>602</p>	<p>Expenditures</p>	<p>496,439.05</p>	
<p>603</p>	<p>Encumbrances</p>	<p><u>465,147.25</u></p>	
	<p>Less: Expenditures and Encumbrances</p>	<p>(961,586.30)</p>	
	<p>Total Appropriations</p>		<p><u>1,461,652.59</u></p>
<p>75X,76x</p>	<p>Reserved Fund Balance</p>		
	<p>Other Reserves</p>	<p><u>.00</u></p>	<p>.00</p>
	<p>Total Reserved Fund Balance:</p>		
<p>303</p>	<p>Unappropriated:</p>		
<p>770</p>	<p>Budgeted Fund Balance</p>		
	<p>Unassigned Fund Balance</p>		
	<p>Total Unappropriated:</p>		<p><u>.00</u></p>
<p><b>Total Liabilities and Fund Balance</b></p>			<p><u><b>1,462,686.04</b></u></p>



**20 Special Revenue Fund**  
**Recapitulation of Budgeted Fund Balance**

	Budgeted	Actual	Variance
Appropriations	1,958,091.64	961,586.30	996,505.34
Revenues	(1,957,606.64)	(658,403.06)	(1,299,203.58)
	<b>485.00</b>	<b>303,183.24</b>	<b>(302,698.24)</b>
Less: Reserve for Encumbrances: Prior	485.00	485.00	.00
Budgeted Fund Balance:	.00	<b>302,698.24</b>	<b>-302,698.24</b>

20 Special Revenue Fund

Interim Statements Comparing  
 Budget Revenue with Actual to Date and  
 Appropriations with Expenditures and Encumbrances to Date

Revenue/sources of funds	Budgeted Estimated	Actual To Date	Unrealized Balance	
1XXX From Local Sources	6,507.44	5,473.99	1,033.45	
3XXX From State Sources	338,148.00	338,148.00	.00	
4XXX From Federal Sources	1,529,809.20	231,639.07	1,298,170.13	
5XXX From Other Sources	83,142.00	83,142.00	.00	
	<b>1,957,606.64</b>	<b>658,403.06</b>	<b>1,299,203.58</b>	
Expenditures	Appropriations	Expenditures	Encumbrances	Available Balance
20-* Local Projects	6,992.44	1,657.38	4,340.00	995.06
Other Special Revenue Fund	6,992.44	1,657.38	4,340.00	995.06
20-218-xxx-xxx State Projects	415,710.00	217,239.86	197,205.35	1,264.79
Preschool Education Aid	5,580.00	.00	.00	5,580.00
20-492-xxx-xxx SDA Emergent Needs and Capital Maint	421,290.00	217,239.86	197,205.35	6,844.79
20-23x-xxx-xxx Federal Projects	115,042.00	46,791.30	46,806.70	21,444.00
ESSA Title I, Part A	10,190.00	3,175.50	3,175.50	3,839.00
ESSA Title III	122,716.00	49,062.00	50,730.00	22,924.00
20-24x-xxx-xxx I.D.E.A. Part B	10,886.00	1,989.00	958.00	7,939.00
20-25x-xxx-xxx ESSA Title IIIA / IID	10,000.00	4,993.00	.00	5,007.00
20-27x-xxx-xxx ESSA Title IV	181,697.82	91,895.65	62,093.72	27,708.45
20-28x-xxx-xxx CRRSA Act-ESSER II Grant Program	3,260.00	420.00	.00	2,840.00
20-483-xxx-xxx CRRSA Act-Learning Acceleration Grant Program	2,751.00	.00	.00	2,751.00
20-484-xxx-xxx CRRSA Act-Mental Health Grant Program	919,123.89	64,322.00	64,322.00	790,479.89
20-485-xxx-xxx ARP-ESSER Grant Program	29,600.00	407.00	18,000.00	11,193.00
20-487-xxx-xxx ARP ESSER Subgrant (ALCES)	40,000.00	.00	.00	40,000.00
20-488-xxx-xxx ARP ESSER Subgrant (EBSLEA)	39,542.49	2,072.76	1,998.98	35,470.75
20-489-xxx-xxx ARP Evidence Based Learning Beyond the Sch Day				
20-490-xxx-xxx ARP ESSER Subgrant (NJTSS)	45,000.00	12,413.60	15,517.00	17,069.40
	1,529,809.20	277,541.81	263,601.90	988,665.49
	<b>1,958,091.64</b>	<b>496,439.05</b>	<b>465,147.25</b>	<b>996,505.34</b>

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Bradley Beach Board of Education  
2022-23 January

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**20 Special Revenue Fund**

**Schedule Of Revenues**

**Actual Compared with Estimated**

	Estimated	Actual	Unrealized
<b>Revenues from Local Sources</b>			
Revenue from Local Sources	6,507.44	5,473.99	1,033.45
	6,507.44	5,473.99	1,033.45
<b>Revenues from State Sources</b>			
Preschool Education Aid and Prior Year Carryover	332,568.00	332,568.00	.00
SDA Emergent Needs and Capital Maint in School Districts	5,580.00	5,580.00	.00
	338,148.00	338,148.00	.00
<b>Revenues from Federal Sources</b>			
Title I-Part A	115,042.00	37,434.00	77,608.00
I.D.E.A. Part B	122,716.00	39,817.00	82,899.00
Title II-A	10,886.00	698.00	10,188.00
Title IV - Part A - Student Support and Acad Enrichment	10,000.00	4,992.00	5,008.00
Title III	10,190.00	2,540.00	7,650.00
CRRSA Act - ESSER II	181,697.82	80,189.36	101,508.46
CRRSA Act - Learning Acceleration Grant	3,260.00	420.00	2,840.00
CRRSA Act - Mental Health Grant	2,751.00	.00	2,751.00
ARP-ESSR	919,123.89	51,457.71	867,666.18
ARP ESSER Accelerated Learning Coaching/Ed Support	29,600.00	407.00	29,193.00
ARP ESSER Evid-Based Sum Learning & Enrichment Act	40,000.00	.00	40,000.00
ARP ESSER Evid-Based Comp Beyond the School Day Act	39,542.49	1,271.00	38,271.49
ARP ESSER NJTSS Mental Health Support Staffing	45,000.00	12,413.00	32,587.00
	1,529,809.20	231,639.07	1,298,170.13
<b>Revenues from Other Financing Sources</b>			
Interfund Transfers	83,142.00	83,142.00	.00
	83,142.00	83,142.00	.00
	<b>1,957,606.64</b>	<b>658,403.06</b>	<b>1,299,203.58</b>

20-1000			
20-3218			
20-3257			
20-4411			
20-4420			
20-4451			
20-4471			
20-4491			
20-4534			
20-4535			
20-4536			
20-4540			
20-4541			
20-4542			
20-4543			
20-4544			
20-5200			

**20 Special Revenue Fund**  
**Statement of Appropriations**  
**Compared with Expenditures and Encumbrances**

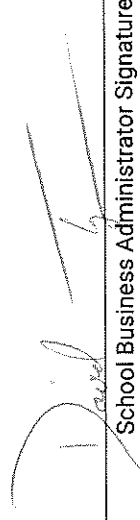
	Appropriations	Expenditures	Encumbrances	Available Balance
<b>Other Local Projects</b>				
20-001-200-600	6,992.44	1,657.38	4,340.00	995.06
Program Expenditures	6,992.44	1,657.38	4,340.00	995.06
<b>Preschool Education</b>				
20-218-100-101	222,276.00	111,138.00	111,138.00	.00
Salaries of Teachers				
20-218-100-106	53,884.00	26,876.00	26,876.00	132.00
Other Salaries for Instruction				
20-218-200-102	40,200.00	23,449.93	16,750.07	.00
Salaries of Supervisors of Instruction				
20-218-200-104	13,709.00	6,854.50	6,854.50	.00
Salaries of Other Professional Staff				
20-218-200-200	81,641.00	48,421.43	32,086.78	1,132.79
Personal Services - Employee Benefits				
20-218-200-330	4,000.00	500.00	3,500.00	.00
Other Purchased Professional Services				
	415,710.00	217,239.86	197,205.35	1,264.79
<b>ESSA Title I, Part A</b>				
20-231-100-101	76,690.00	38,345.00	38,345.00	.00
Salaries of Teachers				
20-231-200-200	18,352.00	1,839.80	1,839.20	14,689.00
Employee Benefits				
	95,042.00	40,168.80	40,184.20	14,689.00
<b>ESSA Title I, Part A</b>				
20-234-100-101	13,245.00	6,622.50	6,622.50	.00
Salaries of Teachers				
20-234-200-200	6,755.00	.00	.00	6,755.00
Employee Benefits				
	20,000.00	6,622.50	6,622.50	6,755.00
<b>ESSA Title III</b>				
20-241-100-101	6,351.00	3,175.50	3,175.50	.00
Salaries of Teachers				
20-241-200-200	3,239.00	.00	.00	3,239.00
Employee Benefits				
20-241-200-580	500.00	.00	.00	500.00
Other Purchased Services				
20-241-200-600	100.00	.00	.00	100.00
Supplies and Materials				
	10,190.00	3,175.50	3,175.50	3,839.00
<b>IDEA Part B</b>				
20-250-100-101	33,000.00	15,916.00	17,084.00	.00
Salaries of Teachers				
20-250-100-106	53,752.00	26,876.00	26,876.00	.00
Salaries - Other				
20-250-200-200	20,942.00	2,056.00	2,056.00	16,830.00
Employee Benefits				
20-250-200-320	12,111.00	3,250.00	3,750.00	5,111.00
Professional Technical Services				
	119,805.00	48,098.00	49,766.00	21,941.00

Report of the Secretary to the Board of Education  
 Bradley Beach Board of Education  
 2022-23 January

	Appropriations	Expenditures	Encumbrances	Available Balance
20-252-100-101	1,928.00	964.00	964.00	.00
20-252-200-200	983.00	.00	.00	983.00
	2,911.00	964.00	964.00	983.00
<b>ESSA Title IIA / IID</b>				
Program Expenditures	10,886.00	1,989.00	958.00	7,939.00
	10,886.00	1,989.00	958.00	7,939.00
<b>ESSA Title IV</b>				
Salaries of Teachers	2,793.00	.00	.00	2,793.00
Instructional Supplies	500.00	.00	.00	500.00
Employee Benefits	214.00	.00	.00	214.00
Professional Technical Services	4,993.00	4,993.00	.00	.00
Other Purchased Services	1,275.00	.00	.00	1,275.00
Supplies and Materials	225.00	.00	.00	225.00
	10,000.00	4,993.00	.00	5,007.00
<b>RRSA Act-ESSER II Grant Program</b>				
Program Expenditures	181,697.82	91,895.65	62,093.72	27,708.45
	181,697.82	91,895.65	62,093.72	27,708.45
<b>RRSA Act-Learning Acceleration Grant Program</b>				
Program Expenditures	3,260.00	420.00	.00	2,840.00
	3,260.00	420.00	.00	2,840.00
<b>RRSA Act-Mental Health Grant Program</b>				
Program Expenditures	2,751.00	.00	.00	2,751.00
	2,751.00	.00	.00	2,751.00
<b>ARP-ESSER Grant Program</b>				
Program Expenditures	919,123.89	64,322.00	64,322.00	790,479.89
	919,123.89	64,322.00	64,322.00	790,479.89
<b>ARP ESSER Subgrant (ALCES)</b>				
Program Expenditures	29,600.00	407.00	18,000.00	11,193.00
	29,600.00	407.00	18,000.00	11,193.00
<b>ARP ESSER Subgrant (EBSLEA)</b>				
Program Expenditures	40,000.00	.00	.00	40,000.00
	40,000.00	.00	.00	40,000.00
<b>ARP Evidence Based Learning Beyond the School Day</b>				
Program Expenditures	39,542.49	2,072.76	1,998.98	35,470.75
	39,542.49	2,072.76	1,998.98	35,470.75
<b>ARP ESSER Subgrant (NJTSS)</b>				

Report of the Secretary to the Board of Education  
 Bradley Beach Board of Education  
 2022-23 January

	Appropriations	Expenditures	Encumbrances	Available Balance
20-491-200-104	45,000.00	12,413.60	15,517.00	17,069.40
	45,000.00	12,413.60	15,517.00	17,069.40
<b>SDA Emergent Needs and Capital Maintenance in School Districts</b>				
20-492-400-730	5,580.00	.00	.00	5,580.00
	5,580.00	.00	.00	5,580.00
<b>Special Revenue Fund</b>	<b>1,958,091.64</b>	<b>496,439.05</b>	<b>465,147.25</b>	<b>996,505.34</b>

  
 School Business Administrator Signature

2/2/20  
 Date

**30 Capital Projects Fund**

**Assets and Liabilities**

<b>Assets</b>		
101	Cash	
<b>Resources</b>		
301	Estimated Revenues	
302	Revenues	<u>.00</u>

**Total assets and resources:**



**30 Capital Projects Fund**

**Liabilities and Fund Equity**

<b>Liabilities</b>		.00
<b>Fund Balance</b>		
	Appropriated	
	Reserve for Encumbrances	
753	Reserve for Encumbrances: Current	
754	Reserve for Encumbrances: Prior	
601	Appropriations	
602	Expenditures	
603	Encumbrances	
	Less: Expenditures and Encumbrances	
	Total Appropriations	.00
	Reserved Fund Balance	
	Other Reserves	.00
75X,76x	Total Reserved Fund Balance:	.00
	Unappropriated:	
303	Budgeted Fund Balance	
770	Fund Balance	
	Total Unappropriated:	.00

**Total Liabilities and Fund Balance**

30 Capital Projects Fund  
 Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	.00	.00	.00
Revenues	(.00)	(.00)	(.00)
	<u>.00</u>	<u>.00</u>	<u>.00</u>
Less: Reserve for Encumbrances: Prior			
Budgeted Fund Balance:	<u>.00</u>	<u>.00</u>	<u>.00</u>

**30 Capital Projects Fund**

**Interim Statements Comparing**

**Budget Revenue with Actual to Date and**

**Appropriations with Expenditures and Encumbrances to Date**

Revenue/sources of funds	Budgeted Estimated	Actual To Date	Unrealized Balance
	.00	.00	.00

Expenditures	Appropriations	Expenditures	Encumbrances	Available Balance

30 Capital Projects Fund

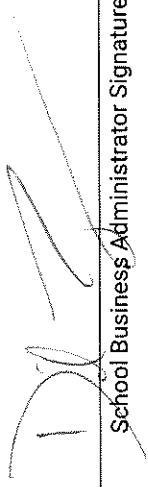
Schedule Of Revenues

Actual Compared with Estimated

	Estimated	Actual	Unrealized
	.00	.00	.00

**30 Capital Projects Fund**  
**Statement of Appropriations**  
**Compared with Expenditures and Encumbrances**

	Appropriations	Expenditures	Encumbrances	Available Balance
Capital Projects Fund	.00	.00	.00	.00

  
\_\_\_\_\_  
School Business Administrator Signature

2/2/23  
\_\_\_\_\_  
Date

**40 Debt Service Fund**

**Assets and Liabilities**

<b>Assets</b>		
101	Cash	93,694.57
121	Tax Levy Receivable	77,465.00
<b>Resources</b>		
301	Estimated Revenues	174,300.00
302	Revenues	(174,300.00)
		<u>.00</u>
	<b>Total assets and resources:</b>	<b>171,159.57</b>

40 Debt Service Fund

Liabilities and Fund Equity

<b>Liabilities</b>		.00
<b>Fund Balance</b>		
	Appropriated	
	Reserve for Encumbrances	
753	Reserve for Encumbrances: Current	
754	Reserve for Encumbrances: Prior	
601	Appropriations	174,300.00
602	Expenditures	3,150.00
603	Encumbrances	
	Less: Expenditures and Encumbrances	(3,150.00)
	<b>Total Appropriations</b>	<b>171,150.00</b>
	Reserved Fund Balance	
75X,76x	Other Reserves	.00
	<b>Total Reserved Fund Balance:</b>	<b>.00</b>
	Unappropriated:	
303	Budgeted Fund Balance	
770	Fund Balance	9.57
	<b>Total Unappropriated:</b>	<b>9.57</b>
	<b>Total Liabilities and Fund Balance</b>	<b>171,159.57</b>

**40 Debt Service Fund**

**Recapitulation of Budgeted Fund Balance**

	Budgeted	Actual	Variance
Appropriations	174,300.00	3,150.00	171,150.00
Revenues	(174,300.00)	(174,300.00)	(.00)
	<b>.00</b>	<b>(171,150.00)</b>	<b>171,150.00</b>

Less: Reserve for Encumbrances: Prior  
 Budgeted Fund Balance:

	<b>.00</b>	<b>-171,150.00</b>	<b>171,150.00</b>
--	------------	--------------------	-------------------



**40 Debt Service Fund**

**Interim Statements Comparing  
 Budget Revenue with Actual to Date and  
 Appropriations with Expenditures and Encumbrances to Date**

Revenue/sources of funds	Budgeted Estimated	Actual To Date	Unrealized Balance	
1XXX From Local Sources	174,300.00	174,300.00	.00	
	<b>174,300.00</b>	<b>174,300.00</b>	<b>.00</b>	
Expenditures	Appropriations	Expenditures	Encumbrances	Available Balance
<b>Repayment of Debt</b>				
40-701-510-xxx Repayment of Debt - Regular	174,300.00	3,150.00	.00	171,150.00
	174,300.00	3,150.00	.00	171,150.00
<b>Other</b>				
40-* Other Debt Service Fund	.00	.00	.00	.00
	.00	.00	.00	.00
	<b>174,300.00</b>	<b>3,150.00</b>	<b>.00</b>	<b>171,150.00</b>

**40 Debt Service Fund**

**Schedule Of Revenues  
 Actual Compared with Estimated**

**Revenues from Local Sources**

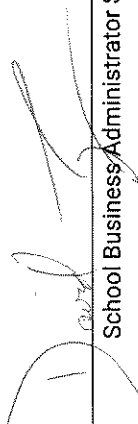
Ad Valorem Taxes - Local Tax Levy

	Estimated	Actual	Unrealized
40-1210	174,300.00	174,300.00	.00
	174,300.00	174,300.00	.00
	<b>174,300.00</b>	<b>174,300.00</b>	<b>.00</b>

**40 Debt Service Fund**

**Statement of Appropriations  
 Compared with Expenditures and Encumbrances**

	Appropriations	Expenditures	Encumbrances	Available Balance
<b>Regular Debt Service</b>				
Redemption of Principal-Early Retirement Bonds	168,000.00	.00	.00	168,000.00
Interest on Bonds	6,300.00	3,150.00	.00	3,150.00
	174,300.00	3,150.00	.00	171,150.00
<b>Debt Service Fund</b>	<b>174,300.00</b>	<b>3,150.00</b>	<b>.00</b>	<b>171,150.00</b>

  
 School Business Administrator Signature

Date

2/2/23

REPORT OF THE TREASURER TO THE BRADLEY BEACH BOARD OF EDUCATION  
FOR THE MONTH ENDING 1/31/23

PAGE 1 OF 6

FUNDS	CASH BALANCE	CASH RECEIPTS THIS MONTH	CASH DISBURSEMENTS THIS MONTH	CASH ENDING BALANCE(1+2-3)
GENERAL FUND--FUND 10	\$1,823,730.59	\$674,050.05	\$669,550.15	\$1,828,230.49
SPECIAL REVENUE FUND--FUND 20	(\$6,989.04)	\$90,884.58	\$86,702.03	(\$2,806.49)
CAPITAL PROJECTS FUND--FUND 30	\$0.00	\$0.00	\$0.00	\$0.00
DEBT SERVICE FUND--FUND 40	\$78,201.57	\$15,493.00	\$0.00	\$93,694.57
TOTAL GOVERNMENTAL FUNDS	\$1,894,943.12	\$780,427.63	\$756,252.18	\$1,919,118.57
ENTERPRISE FUND--FUND 5X	\$34,986.21	\$19,108.12	\$22,167.20	\$31,927.13
PAYROLL	\$79.96	\$221,563.63	\$221,558.66	\$84.93
PAYROLL AGENCY	\$90,908.73	\$189,968.16	\$168,923.04	\$111,953.85
UNEMPLOYMENT TRUST	\$36,723.69	\$1,052.19	\$0.00	\$37,775.88
TOTAL TRUST & AGENCY FUNDS	\$127,712.38	\$412,583.98	\$390,481.70	\$149,814.66
TOTAL ALL FUNDS	\$2,057,641.71	\$1,212,119.73	\$1,168,901.08	\$2,100,860.36

PREPARED &amp; SUBMITTED BY

  
TREASURER OF SCHOOL MONEYS

2/12/2023  
DATE

BRADLEY BEACH BOARD OF EDUCATION BANK RECONCILIATION--CASH ACCOUNT

BANK: BANK OF AMERICA  
ACCOUNT #726-0100062

STATEMENT DATE: 1/31/23

\$1,957,117.94

BALANCE PER BANK				
ADDITIONS: DEPOSITS IN TRANSIT	DATE	AMOUNT		
REIMBURSEMENT DUE FOR		\$0.00		
		\$0.00		
		\$0.00		
TOTAL DEPOSITS IN TRANSIT			\$0.00	
		AMOUNT		
DEDUCTIONS: OUTSTANDING CHECKS		\$37,999.35		
		\$0.00		
OTHER		\$0.02		
TOTAL DEDUCTIONS		\$37,999.37		
NET RECONCILING ITEMS			(\$37,999.37)	
ADJUSTED BALANCE PER BANK				\$1,919,118.57

BALANCE PER BOARD SECRETARY'S RECORDS AS OF \_\_\_\_\_

RECONCILING ITEMS:

ADDITIONS

INTEREST EARNED \_\_\_\_\_

OTHER (EXPLAIN) \_\_\_\_\_

TOTAL ADDITIONS \_\_\_\_\_

DEDUCTIONS

BANK CHARGES \_\_\_\_\_

OTHER (EXPLAIN) \_\_\_\_\_

TOTAL DEDUCTIONS \_\_\_\_\_

NET RECONCILING ITEMS \_\_\_\_\_

ADJUSTED BOARD SECRETARY'S BALANCE AS OF \_\_\_\_\_

BANK OF AMERICA CERTIFICATES OF DEPOSIT: \_\_\_\_\_ \$0.00

BRADLEY BEACH BOARD OF EDUCATION BANK RECONCILIATION--PAYROLL/AGENCY

BANK: BANK OF AMERICA  
ACCOUNT #726-0102200

STATEMENT DATE: 1/31/23

\$117,431.21

BALANCE PER BANK				
ADDITIONS: DEPOSITS IN TRANSIT	DATE	AMOUNT		
		\$0.00		
		\$0.00		
		\$0.00		
TOTAL DEPOSITS IN TRANSIT			\$0.00	
		AMOUNT		
DEDUCTIONS: OUTSTANDING CHECKS		\$5,477.36		
OTHER		\$0.00		
TOTAL DEDUCTIONS		\$5,477.36		
NET RECONCILING ITEMS			(\$5,477.36)	
ADJUSTED BALANCE PER BANK				\$111,953.85

BALANCE PER BOARD SECRETARY'S RECORDS AS OF \_\_\_\_\_

RECONCILING ITEMS:

ADDITIONS

INTEREST EARNED \_\_\_\_\_

OTHER (EXPLAIN) \_\_\_\_\_

TOTAL ADDITIONS \_\_\_\_\_

DEDUCTIONS

BANK CHARGES \_\_\_\_\_

OTHER (EXPLAIN) \_\_\_\_\_

TOTAL DEDUCTIONS \_\_\_\_\_

NET RECONCILING ITEMS \_\_\_\_\_

ADJUSTED BOARD SECRETARY'S BALANCE AS OF \_\_\_\_\_

BRADLEY BEACH BOARD OF EDUCATION BANK RECONCILIATION--PAYROLL ACCOUNT

BANK: BANK OF AMERICA

ACCOUNT #726-0100089

STATEMENT DATE: 1/31/23

\$515.50

BALANCE PER BANK			
ADDITIONS: DEPOSITS IN TRANSIT	DATE	AMOUNT	
		\$0.00	
		\$0.00	
		\$0.00	
TOTAL DEPOSITS IN TRANSIT		\$0.00	
		AMOUNT	
DEDUCTIONS: OUTSTANDING CHECKS		\$430.57	
OTHER		\$0.00	
TOTAL DEDUCTIONS		\$430.57	

NET RECONCILING ITEMS (\$430.57)  
 ADJUSTED BALANCE PER BANK \$84.93

BALANCE PER BOARD SECRETARY'S RECORDS AS OF \_\_\_\_\_

RECONCILING ITEMS:

ADDITIONS

INTEREST EARNED \_\_\_\_\_

OTHER (EXPLAIN) \_\_\_\_\_

TOTAL ADDITIONS \_\_\_\_\_

DEDUCTIONS

BANK CHARGES \_\_\_\_\_

OTHER (EXPLAIN) \_\_\_\_\_

TOTAL DEDUCTIONS \_\_\_\_\_

NET RECONCILING ITEMS \_\_\_\_\_

ADJUSTED BOARD SECRETARY'S BALANCE AS OF \_\_\_\_\_

BRADLEY BEACH BOARD OF EDUCATION BANK RECONCILIATION--UNEMPLOYMENT INSURANCE

BANK: BANK OF AMERICA

ACCOUNT #726-0101875

STATEMENT DATE: 1/31/23

\$37,775.88

BALANCE PER BANK			
ADDITIONS: DEPOSITS IN TRANSIT	DATE	AMOUNT	
		\$0.00	
		\$0.00	
		\$0.00	
TOTAL DEPOSITS IN TRANSIT		\$0.00	
		AMOUNT	
DEDUCTIONS: OUTSTANDING CHECKS		\$0.00	
OTHER		\$0.00	
TOTAL DEDUCTIONS		\$0.00	

NET RECONCILING ITEMS \$0.00  
 ADJUSTED BALANCE PER BANK \$37,775.88

BALANCE PER BOARD SECRETARY'S RECORDS AS OF \_\_\_\_\_

RECONCILING ITEMS:

ADDITIONS

INTEREST EARNED \_\_\_\_\_

OTHER (EXPLAIN) \_\_\_\_\_

TOTAL ADDITIONS \_\_\_\_\_

DEDUCTIONS

BANK CHARGES \_\_\_\_\_

OTHER (EXPLAIN) \_\_\_\_\_

TOTAL DEDUCTIONS \_\_\_\_\_

NET RECONCILING ITEMS \_\_\_\_\_

ADJUSTED BOARD SECRETARY'S BALANCE AS OF \_\_\_\_\_

BRADLEY BEACH BOARD OF EDUCATION BANK RECONCILIATION--CAFETERIA ACCT.  
 BANK: BANK OF AMERICA  
 ACCOUNT #726-0101344

STATEMENT DATE: 1/31/23

\$31,927.13

BALANCE PER BANK				\$31,927.13
ADDITIONS: DEPOSITS IN TRANSIT	DATE	AMOUNT		
		\$0.00		
		\$0.00		
		\$0.00		
TOTAL DEPOSITS IN TRANSIT		\$0.00		
		AMOUNT		
DEDUCTIONS: OUTSTANDING CHECKS		\$0.00		
		\$0.00		
OTHER		\$0.00		
TOTAL DEDUCTIONS		\$0.00		
NET RECONCILING ITEMS			\$0.00	
ADJUSTED BALANCE PER BANK				\$31,927.13

BALANCE PER BOARD SECRETARY'S RECORDS AS OF \_\_\_\_\_

RECONCILING ITEMS:

ADDITIONS

INTEREST EARNED \_\_\_\_\_

OTHER (EXPLAIN) \_\_\_\_\_

TOTAL ADDITIONS \_\_\_\_\_

DEDUCTIONS

BANK CHARGES \_\_\_\_\_

OTHER (EXPLAIN) \_\_\_\_\_

TOTAL DEDUCTIONS \_\_\_\_\_

NET RECONCILING ITEMS \_\_\_\_\_

OUTSTANDING CHECKS AS OF 1/31/23  
SALARY CASH ACCOUNT #726-0100089

CHECK #	AMOUNT	CHECK #	AMOUNT
37267	\$180.57		
37291	\$250.00		

GRAND TOTAL, SALARY ACCOUNT

\$430.57



OUTSTANDING CHECKS AS OF 1/31/23  
 CASH ACCOUNT #726-0100062

CHECK #	AMOUNT	CHECK #	AMOUNT	CHECK #	AMOUNT
21158	\$1,325.00				
21162	\$1,682.40				
21232	\$1,130.97				
21341	\$125.00				
21366	\$429.38				
21373	\$50.84				
21376	\$3,515.00				
21377	\$558.00				
21378	\$7,054.00				
21383	\$1,250.00				
21397	\$150.00				
21399	\$69.97				
21400	\$150.00				
21401	\$9,852.60				
21404	\$512.68				
21405	\$3,997.77				
21407	\$515.00				
21408	\$175.00				
21409	\$101.89				
21410	\$323.91				
21414	\$175.94				
21418	\$325.00				
21420	\$1,160.00				
21421	\$2,975.00				
21423	\$259.00				
21427	\$25.00				
21428	\$110.00				

TOTAL \$37,999.35

OUTSTANDING CHECKS AS OF 1/31/23  
 PAYROLL/AGENCY ACCOUNT # 0072-6010-2200

CHECK #	AMOUNT	CHECK #	AMOUNT	CHECK #	AMOUNT
7491	\$44.62				
7492	\$5,432.74				

TOTAL \$5,477.36

Appropriation Adjustments and Transfers for 2022-23 01/01/2023 - 01/31/2023

[Adjustment] Tx: 22610 to record January 2023 Transfers

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
1/30/2023	11	11-000-100-561-00	Tuition to other LEAs w/i state regular	Adjustment	1,274,333.00	-29,575.00	1,244,758.00
1/30/2023	11	11-000-100-562-00	Tuition other Leas w/i state special	Adjustment	336,621.00	-7,831.00	328,790.00
1/30/2023	11	11-000-100-566-00	Tuition private school for disabled w/i state	Adjustment	.00	37,406.00	37,406.00
1/30/2023	11	11-000-211-100-00	Salaries Attendance Office and Social Work	Adjustment	55,593.00	6,000.00	61,593.00
1/30/2023	11	11-000-211-270-00	Health Benefits	Adjustment	27,939.00	-6,000.00	21,939.00
1/30/2023	11	11-000-216-320-00	Purchase Prof-Educ Services	Adjustment	46,451.00	3,000.00	49,451.00
1/30/2023	11	11-000-218-104-00	Salaries Guidance	Adjustment	32,166.00	-3,000.00	29,166.00
1/30/2023	11	11-000-219-320-00	Purchase prof-ed service CST	Adjustment	1,500.00	1,000.00	2,500.00
1/30/2023	11	11-000-221-102-00	Salaries Supervisor of Instruction	Adjustment	101,885.00	-1,000.00	100,885.00
1/30/2023	11	11-000-230-100-01	Other Salaries	Adjustment	15,580.00	-7,870.00	7,710.00
1/30/2023	11	11-000-230-334-00	Architectural/Engineering Service	Adjustment	10,000.00	18,000.00	28,000.00
1/30/2023	11	11-000-230-339-00	Other purchase prof. services	Adjustment	18,615.00	2,000.00	20,615.00
1/30/2023	11	11-000-230-530-01	Internet Access	Adjustment	3,530.00	-730.00	2,800.00
1/30/2023	11	11-000-230-585-00	BOE Travel	Adjustment	2,325.00	-675.00	1,650.00
1/30/2023	11	11-000-230-590-00	Other purchased services	Adjustment	5,000.00	-2,000.00	3,000.00
1/30/2023	11	11-000-262-520-00	Insurance	Adjustment	83,512.00	-8,725.00	74,787.00
						.00	



BRADLEY BEACH BOARD OF EDUCATION

Bills and Claims  
 Batch 23-0178 Feb Board Meeting (2/1/2023)  
 , Batch 23-0189 PERS Pymt (2/3/2023)  
 , Batch 23-0190 NSLP November Balance (2/7/2023)  
 , Batch 23-0196 NSLP November Balance (2/13/2023)

Vendor Name	Account Number	ID	PO Number	Description	Batch	Check #	Amount to Pay
Bradley Beach Board of Education	11-000-291-241-00	BRAD01	PO-23-000428	Service	23-0189	No Check	88,107.00
							<b>88,107.00</b>
Bradley Beach BOE	12-000-400-896-00	429	PO-23-000193	Service Inv: FEB.	23-0178	21440	2,166.20
							<b>2,166.20</b>
Bradley Beach BOE	11-000-100-568-00	BBSFAC	PO-23-000231	Tuition Inv: FEB.	23-0178	21441	4,027.00
Bradley Beach BOE	10-402	BBSFAC	PO-23-000459	Service	23-0190	No Check	410.21
							<b>4,437.21</b>
Bradley Beach BOE	10-402	429	PO-23-000483	Service	23-0196	No Check	133.55
							<b>133.55</b>
Bureau of Education & Research	20-270-200-580-00	619	PO-23-000343	Service Inv: 5112997	23-0178	21442	279.00
Bureau of Education & Research	20-270-200-580-00	619	PO-23-000430	Service Inv: 5114728	23-0178	21442	279.00
Bureau of Education & Research	20-270-200-580-00	619	PO-23-000484	Service Inv: 5115653	23-0178	21442	279.00
Bureau of Education & Research	20-270-200-580-00	619	PO-23-000485	Service Inv: 5116927	23-0178	21442	279.00
							<b>1,116.00</b>
Carly Peppe	11-000-270-503-00	PEPPE	PO-23-000501	Payment in Lieu of Transportation Inv: FIRST PAYMENT	23-0178	21443	1,533.00
							<b>1,533.00</b>
Chelsie Mesanko	11-000-270-503-00	MESAN KO	PO-23-000502	Payment in Lieu of Transportation Inv: FIRST PAYMENT	23-0178	21444	511.00
							<b>511.00</b>
Delisa Demolition and Disposal	11-000-261-420-00	DELISA	PO-23-000042	Service Inv: 253460 FEB.	23-0178	21446	469.35
							<b>469.35</b>
Direct Energy Business	11-000-262-621-00	DE	PO-23-000185	Service Inv: HS33443839	23-0178	21447	6,316.11
							<b>6,316.11</b>
e2e Exchange, LLC	11-000-261-800-00	E2E	PO-23-000441	Service Inv: BM 2023-7277	23-0178	21448	750.00

**DRAUGHTY BOARD OF EDUCATION  
Bills and Claims  
Batch 23-0178 Feb Board Meeting (2/1/2023)  
, Batch 23-0189 PERS Pymt (2/3/2023)  
, Batch 23-0190 NSLP November Balance (2/7/2023)  
, Batch 23-0196 NSLP November Balance (2/13/2023)**

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount to Pay
Grainger	11-000-261-610-00	GRAING	PO-23-000440	Supplies Inv: 9587152969	23-0178	21449	118.08
Grainger	11-000-261-610-00	GRAING	PO-23-000448	Supplies Inv: 9592095880	23-0178	21449	71.07
Grainger	11-000-261-610-00	GRAING	PO-23-000460	Supplies Inv: 9599416873	23-0178	21449	65.31
							<b>254.46</b>
Horizon Blue Cross Blue Shield of New Jersey	11-000-211-270-00	HORIZO	PO-23-000024	Service	23-0178	21450	.00
Horizon Blue Cross Blue Shield of New Jersey	11-000-213-270-00	HORIZO	PO-23-000024	Service	23-0178	21450	.00
Horizon Blue Cross Blue Shield of New Jersey	11-000-216-270-00	HORIZO	PO-23-000024	Service Inv: FEBRUARY 2023	23-0178	21450	3,408.50
Horizon Blue Cross Blue Shield of New Jersey	11-000-217-270-00	HORIZO	PO-23-000024	Service	23-0178	21450	4,936.54
Horizon Blue Cross Blue Shield of New Jersey	11-000-218-270-00	HORIZO	PO-23-000024	Service	23-0178	21450	.00
Horizon Blue Cross Blue Shield of New Jersey	11-000-219-270-00	HORIZO	PO-23-000024	Service	23-0178	21450	6,069.97
Horizon Blue Cross Blue Shield of New Jersey	11-000-261-270-00	HORIZO	PO-23-000024	Service	23-0178	21450	3,408.50
Horizon Blue Cross Blue Shield of New Jersey	11-000-262-270-00	HORIZO	PO-23-000024	Service	23-0178	21450	4,936.54
Horizon Blue Cross Blue Shield of New Jersey	11-000-291-270-00	HORIZO	PO-23-000024	Service	23-0178	21450	8,596.31
Horizon Blue Cross Blue Shield of New Jersey	11-110-100-270-00	HORIZO	PO-23-000024	Service	23-0178	21450	1,205.47
Horizon Blue Cross Blue Shield of New Jersey	11-120-100-270-00	HORIZO	PO-23-000024	Service	23-0178	21450	37,666.84
Horizon Blue Cross Blue Shield of New Jersey	11-130-100-270-00	HORIZO	PO-23-000024	Service	23-0178	21450	17,440.56
Horizon Blue Cross Blue Shield of New Jersey	11-240-100-270-00	HORIZO	PO-23-000024	Service	23-0178	21450	3,051.89
Horizon Blue Cross Blue Shield of New Jersey	20-218-200-200-00	HORIZO	PO-23-000024	Service	23-0178	21450	8,238.53
							<b>98,959.65</b>
Horizon Blue Cross/Blue Shield	11-000-211-270-00	DENTAL	PO-23-000033	Service	23-0178	21451	.00
Horizon Blue Cross/Blue Shield	11-000-213-270-00	DENTAL	PO-23-000033	Service	23-0178	21451	.00
Horizon Blue Cross/Blue Shield	11-000-216-270-00	DENTAL	PO-23-000033	Service Inv: FEBRUARY 2023	23-0178	21451	148.33

Prattley Beach Board of Education

Bills and Claims  
 Batch 23-0178 Feb Board Meeting (2/1/2023)  
 , Batch 23-0189 PERS Pymt (2/3/2023)  
 , Batch 23-0190 NSLP November Balance (2/7/2023)  
 , Batch 23-0196 NSLP November Balance (2/13/2023)

Vendor Name	Account Number	ID	PO Number	Description	Batch	Check #	Amount to Pay
Horizon Blue Cross/Blue Shield	11-000-217-270-00	DENTAL	PO-23-000033	Service	23-0178	21451	211.80
Horizon Blue Cross/Blue Shield	11-000-218-270-00	DENTAL	PO-23-000033	Service	23-0178	21451	.00
Horizon Blue Cross/Blue Shield	11-000-219-270-00	DENTAL	PO-23-000033	Service	23-0178	21451	296.66
Horizon Blue Cross/Blue Shield	11-000-261-270-00	DENTAL	PO-23-000033	Service	23-0178	21451	148.33
Horizon Blue Cross/Blue Shield	11-000-262-270-00	DENTAL	PO-23-000033	Service	23-0178	21451	211.88
Horizon Blue Cross/Blue Shield	11-000-291-270-00	DENTAL	PO-23-000033	Service	23-0178	21451	444.99
Horizon Blue Cross/Blue Shield	11-110-100-270-00	DENTAL	PO-23-000033	Service	23-0178	21451	52.97
Horizon Blue Cross/Blue Shield	11-120-100-270-00	DENTAL	PO-23-000033	Service	23-0178	21451	1,549.48
Horizon Blue Cross/Blue Shield	11-130-100-270-00	DENTAL	PO-23-000033	Service	23-0178	21451	786.75
Horizon Blue Cross/Blue Shield	11-240-100-270-00	DENTAL	PO-23-000033	Service	23-0178	21451	132.42
Horizon Blue Cross/Blue Shield	20-218-200-200-00	DENTAL	PO-23-000033	Service	23-0178	21451	296.66
							<b>4,280.27</b>
Irene Shor	11-000-270-503-00	IRENE S HOR	PO-23-000499	Payment in Lieu of Transportation Inv: FIRSRT PAYMENT	23-0178	21452	511.00
James Dunne	11-000-270-503-00	JAMES	PO-23-000496	Payment in Lieu of Transportation Inv: FIRST PAYMENT	23-0178	21453	511.00
							<b>511.00</b>
Jeanne Acerra	11-190-100-500-00	JEANNE	23-000480	Service	23-0178	21454	10.00
							<b>10.00</b>
Jersey Central Power & Light	11-000-262-622-00	3021	PO-23-000184	Service Inv: JAN	23-0178	21455	3,247.58
							<b>3,247.58</b>
Jessica Mack	11-000-216-320-00	JESSIC A	PO-23-000293	Service Inv: JAN	23-0178	21456	1,291.25
							<b>1,291.25</b>
Jessica Morgan	11-000-270-503-00	JMORG AN	PO-23-000504	Payment in Lieu of Transportation Inv: FIRST PAYMENT	23-0178	21457	511.00









**Stanley Beach Board of Education  
Bills and Claims  
Batch 23-0178 Feb Board Meeting (2/1/2023)  
, Batch 23-0189 PERS Pymt (2/3/2023)  
, Batch 23-0190 NSLP November Balance (2/7/2023)  
, Batch 23-0196 NSLP November Balance (2/13/2023)**

Vendor Name	Account Number	ID	PO Number	Description	Batch	Check #	Amount to Pay
Staff Development Workshops Inc.	20-271-200-320-00	STAFF	PO-23-000144	Service Inv: JANUARY 10 & 11 AND A PORTION OF DEC 06	23-0178	21487	3,747.13
Staff Development Workshops Inc.	20-488-200-320-00	STAFF	PO-23-000144	Service Inv: DEC 06	23-0178	21487	1,652.87
Staff Development Workshops Inc.	20-488-200-600-00	STAFF	PO-23-000144	Service	23-0178	21487	.00
							<b>5,400.00</b>
Stapleslink	11-000-230-610-00	STAPLE	PO-23-000397	Supplies Inv: 3528249099	23-0178	21488	123.23
Stapleslink	11-190-100-610-07-TE	STAPLE	PO-23-000401	Supplies Inv: 3528249101	23-0178	21488	1,028.40
Stapleslink	11-000-230-890-00	STAPLE	PO-23-000407	Supplies	23-0178	21488	301.93
Stapleslink	11-000-230-610-00	STAPLE	PO-23-000411	Supplies Inv: 3527732729	23-0178	21488	128.79
Stapleslink	11-000-261-610-00	STAPLE	PO-23-000439	Supplies Inv: 3528726256	23-0178	21488	297.00
Stapleslink	20-483-200-600-00	STAPLE	PO-23-000445	Supplies Inv: 3529030534	23-0178	21488	1,709.40
							<b>3,588.75</b>
Stronge & Associates LLC	11-000-223-580-00	STRONG	PO-23-000478	Service Inv: 1947	23-0178	21489	585.00
							<b>585.00</b>
Synergy Rehab LLC	11-000-216-320-00	SYN	PO-23-000202	Services Inv: JAN	23-0178	21490	4,250.00
							<b>4,250.00</b>
The Coast Star	11-000-230-590-00	4278	PO-23-000366	Service Inv: 3492	23-0178	21445	71.40
The Coast Star	11-000-230-590-00	4278	PO-23-000367	Service Inv: 3492	23-0178	21445	144.00
							<b>215.40</b>
Traci Rankel	11-190-100-800-00	35	PO-23-000449	Service	23-0178	21491	29.75
							<b>29.75</b>
Tracy and John Child	11-000-270-503-00	TJC	PO-23-000505	Payment in Lieu of Transportation Inv: FIRST PAYMENT	23-0178	21492	511.00



**DRAPER COUNTY BOARD OF EDUCATION**  
**Bills and Claims**  
**Batch 23-0178 Feb Board Meeting (2/1/2023)**  
**, Batch 23-0189 PERS Pymt (2/3/2023)**  
**, Batch 23-0190 NSLP November Balance (2/7/2023)**  
**, Batch 23-0196 NSLP November Balance (2/13/2023)**

Resolved that the Bills & Claims against the Board of Education as herein enumerated for equipment, material, and supplies, furnished and delivered and for work done and performance, and certified as correct by the Secretary of the Board of Education be and the same are ordered paid when approved by the Finance Committee, and when funds are available.

Fund	Program	Purchase Orders	Current	Prior Year	Total
10	General Fund	2	543.76		543.76
	<b>Fund total:</b>		<b>543.76</b>		<b>543.76</b>
11	General Current Expense	80	362,692.99		362,692.99
11	General Current Expense	2	1,258.44		1,258.44
11	General Current Expense	2	39,216.32		39,216.32
11	General Current Expense	2	18,227.31		18,227.31
11	General Current Expense	13	9,075.54		9,075.54
11	General Current Expense	2	3,184.31		3,184.31
11	General Current Expense	2	3,800.00		3,800.00
	<b>Fund total:</b>		<b>437,454.91</b>		<b>437,454.91</b>
12	Capital Outlay	1	2,166.20		2,166.20
	<b>Fund total:</b>		<b>2,166.20</b>		<b>2,166.20</b>
20	Special Revenue Fund	3	9,035.19		9,035.19
20	Special Revenue Fund	1	700.00		700.00
20	Special Revenue Fund	5	1,241.00		1,241.00
20	Special Revenue Fund	1	3,747.13		3,747.13
20	Special Revenue Fund	2	3,563.48		3,563.48
20	Special Revenue Fund	2	1,652.87		1,652.87
	<b>Fund total:</b>		<b>19,939.67</b>		<b>19,939.67</b>
	<b>Grand totals:</b>	120	<b>460,104.54</b>		<b>460,104.54</b>

Orange County Department of Education

Bills and Claims

Batch 23-0178 Feb Board Meeting (2/1/2023)  
, Batch 23-0189 PERS Pymt (2/3/2023)  
, Batch 23-0190 NSLP November Balance (2/7/2023)  
, Batch 23-0196 NSLP November Balance (2/13/2023)

  
\_\_\_\_\_  
2/13/23

Business Administrator

\_\_\_\_\_  
2/20/23

Cafeteria Bill List					
02/23/23					
Vendor	Amount	Check #	Invoice	Purchase Order#	
Maschio Food Service	14,035.78	1980	January 2023	23-00005A	
Total Bill List	14,035.78				