

BRADLEY BEACH BOARD OF EDUCATION
515 Brinley Avenue
Bradley Beach, NJ 07720

A G E N D A

Regular Meeting/Public Hearing
June 27, 2023

Bradley Beach Mission Statement

The mission of the Bradley Beach Elementary School is to provide a supportive learning environment to a diverse student community, where student success is defined through the demonstration of academic, emotional, and social growth. Our students will develop critical thinking skills to become valued members in today's society, while mastering the skills necessary to pursue future educational achievement.

- I. Call To Order
- II. Roll Call
- III. Announcement of Notice – 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.

- IV. Flag Salute
 - A. Public Hearing on the Business Administrator's Contract

**Resolution for the Public Hearing Appointing David Tonzola as
School Business Administrator/Board Secretary**

WHEREAS, the State of New Jersey has enacted *P.L.2007, c.53, An Act Concerning School District Accountability*; and

WHEREAS, Section 5 of the Act amended *N.J.S.A. 18A:11-11* to require boards of education to provide public notice 30 days prior to the renegotiation, extension, amendment, or alteration of an employment contract with the superintendent of schools, assistant superintendent of schools, or school business administrator; and

WHEREAS, Said notice was provided to the public via publication in the district's official newspaper, *The Asbury Park Press*, on May 16, 2023; and

WHEREAS, Section 5 of the Act amended *N.J.S.A. 18A:11-11* to require boards of education to provide public notice of a public hearing 10 days prior to the renegotiation, extension, amendment, or alteration of an employment contract with the superintendent of schools, assistant superintendent of schools, or school business administrator; and

WHEREAS, Said notice of a public hearing was provided to the public via publication in the district's official newspaper, *The Asbury Park Press*, on May 16, 2023; now therefore be it

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RESOLVED, That the Bradley Beach Board of Education hereby designates from 7:00 p.m. to 7:10 p.m. at 515 Brinley Avenue, Bradley Beach, NJ on June 27, 2023 as the public hearing required by the Act.

Notice to the Public

Members of the public are invited to submit public comments regarding the appointment of the BUSINESS ADMINISTRATOR/BOARD SECRETARY. The board, pursuant to *N.J.S.A. 10:4-12(b)*, the *Open Public Meetings Act*, shall not publicly discuss personnel matters and shall not respond to comments made by members of the public.

Please be aware that the subject of this hearing retains the right of privacy and shall retain all rights regarding defamation and slander according to the laws of New Jersey. The board shall not be held liable for comments made by members of the public.

Public Comments

Close Public Hearing

V. Discussion Items

- QSAC Performance Continuum Report
- Exit Targeted Status
- ARP Safe Return Plan

VI. President's Report

VII. Student Representative's Report

VIII. Superintendent's Report

IX. Committee Reports

X. Public Comments – Agenda Items Only

XI. Executive Session (if needed)

XII. Workshop Agenda Items

XIII. Regular Meeting

XIV. Approval of Minutes

Approval of Meeting Minutes

Resolved: That the Board approve the Minutes of:

Special Meeting/Public Hearing – May 2, 2023
Confidential Executive Session – May 2, 2023

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Regular Meeting – May 16, 2023
Confidential Executive Session – May 16, 2023

MOTION: _____ SECOND: _____ VOTE: _____

XV. Regular Meeting – Superintendent

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 support staff, at the salaries as per attachment, for the 2023/2024 school year, as on file in the Office of the Superintendent. (Attachment XV-A.1) [B]
2. Resolved: That the Board approve the reappointment of Mr. David Tonzola to the position of Business Administrator/Board Secretary for the 2023/2024 school year. (Attachment XV-A.2) [B]
3. Resolved: That the Board approve the reappointment of Ms. Morgan Maclearie-Gonzalez to the position of Director of Curriculum and Instruction for the 2023/2024 school year. (Attachment XV-A.3) [B]
4. Resolved: That the Board approve the reappointment of Mrs. Alison Zylinski to the position of Director of Special Services/Social Worker for the 2023/2024 school year. (Attachment XV-A.4) [B]
5. Resolved: That the Board approve the reappointment of Mr. Salvatore Catalano to the position of Information Technology Coordinator for the 2023/2024 school year. (Attachment XV-A.5) [B]
6. Resolved: That the Board approve the appointment of Dr. Steven Kairys as the Bradley Beach School Physician for the 2023/2024 school year for an annual fee of \$2,000.00. [B]
7. Resolved: That the Board approve the appointment of the following teachers to teach in all or part of the Bradley Beach Elementary School's Summer Jumpstart Program, dependent on scheduling. The program will run from July 10, 2023, through August 10, 2023 (Monday through Thursday). The hours for certified teaching staff will be 3.75 hours/day at a rate consistent with the collective agreement with the Bradley Beach Education Association Schedule D Special Contracts (\$45 per hour). [G]
 - Ms. Heather Keith
 - Ms. Christina Boyle
 - Ms. Laurel Degnan

Note: Grant funds to be paid out of federal funds account codes 20-483-100-101.00-SU, CRRSA ACT ESSER II and 20-489-100-101.00-SU ARP ESSER Evidence Based Summer Learning and Enrichment at 100%.

8. Resolved: That the Board approve the appointment of the following classroom aides to support students during all or part of the Bradley Beach Elementary Extended School Year Summer Program. The program will

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run from July 10, 2023, through August 10, 2023 (Monday through Thursday). The hours for classroom aides will be 3.5 hours/day at a rate of \$20.00/hour: [T]

- Joanne Pappianni
- Traci Rankel

9. Resolved: That the Board approve the transfer of Ms. Lisa D'Amore to the position of Reading Specialist for the 2023/24 school year, effective September 1, 2023, at a salary of \$61,525 (MA+30 Step 2) under the supervision of Mr. Michael Heidelberg, Principal / Superintendent. [G]

Note: Grant funds to be paid out of federal funds account codes 20-487-100-101.00, ARP ESSER at 100%.

10. Resolved: That the Board approve the resignation, with regret, of Ms. Marissa Finch, Pre-K and Special Education teacher, effective August 11th, 2023. (Attachment XV-A.10)

11. Resolved: That the Board approve the appointment of the following substitute teachers for the 2023/2024 school year, at a rate of \$100.00 per day: [B]

- Joanne Pappianni
- Fran Guito
- Tom Meidhof
- Isaac Sultan
- Anita Pecorelli
- Sheryl Fordin
- Mary Prazantelli - Gray
- Eva Carella
- Sue Pazinko
- Jennifer Niece
- Jair Gomez

12. Resolved: That the Board approve the appointment of the following substitute nurses for the 2023/2024 school year, at a rate of \$125.00 per day: [B]

- Carol Cantor
- Eileen Ruane

13. Resolved: That the Board approve the appointment of the following substitute school secretaries for the 2023/2024 school year, at a rate of \$100.00 per day: [B]

- Lenore Lambert
- Rosita Guzman

14. Resolved: That the Board approve the appointment of the following Cafeteria Aides for the 2023/2024 school year, at a rate of \$17.50 per hour. [B]

- Tatiana Mincencova
- Rosita Guzman

15. Resolved: That the Board approve the following appointments in the New Jersey/District School Information System for the 2023/2024 School Year:

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Position	Name
Anti-Bullying Coordinator	Ms. Anya Angeloni
District Homeless Education Liaison	Mrs. Alison Zylinski
Intervention and Referral Services Coordinator	Mrs. Alison Zylinski
District Professional Development Chair	Ms. Maclearie-Gonzalez
State Testing Coordinator	Mr. Michael Heidelberg
District NCLB Coordinator (ESSA)	Mr. Michael Heidelberg
District Anti-Bullying Specialist	Mrs. Alison Zylinski
District Educational Stability Liaison	Mrs. Alison Zylinski
District Bilingual/ESL/ELS Point of Contact	Mrs. Alison Zylinski
NJSMART Point of Contact	Ms. Melanie McCarthy
School Safety Specialist	Mr. Michael Heidelberg

16. Resolved: That the Board approve the following educational service providers for the 2023/2024 school year: [B/G]

Provider	Address	Service	23/24 Cost
Sandra Fields Kuhn	Live Better Hearing & Balance 223 Monmouth Rd. West Long Branch NJ 07764	Auditory Testing & Reports	TAP (Central Auditory Processing Eval.) \$585 CAE (Hearing Eval.) \$300
Keelam Kharod Sell, MD	The Milestones Center 65 Mechanic Street Suite L3 Red Bank, NJ 07701 (new address)	Developmental Behavioral Pediatrician	\$600/Eval
Dr. Noah Gilson	Neurology Specialists of Mon County, NJ Suite 110 107 Monomouth Rd. West Long Branch, NJ 07764	Neurological Consultations & Reports	\$450/Eval.
Dr. Ankur Desai	Premium Psychiatry Svcs. Of Central Jersey, LLC 901 W Main St # 367 Freehold, NJ 07728	Psychiatric Evaluations & Reports	\$650/Eval.
The Learning Tree Multicultural/Multilingual Evaluation and Consulting, Inc.	18 Sheppard Place, Suite G Edison, NJ 08817 (908) 754-8593 Fax: 908-754-8597 learningtreej@yahoo.com	Multicultural/Multilingual Evaluations and Consulting	All Spanish Evals: \$800 All Other Languages: \$850
NeurAbilities: A Member of CNNH NeuroHealth	1451 NJ-34 #201 Wall Township, NJ 07727	Neurological Consultations & Reports	\$660 Neurological/ Developmental Evaluation \$2,750 Neuropsychological Testing 3,300 On-Site Neurological and Developmental Evals. (5 evals/day) \$96/hr Behavior Services (FBA approx. 10 hours)
Dr. Alison Smoller	Developmental Pediatrics of Central Jersey 1806 Highway 35 South, Suite 107 Oakhurst, NJ 07755	Neurological Consultations & Reports	\$650/Developmental Eval + addit. \$600 for ASD eval..

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Aida I. Piereria	60 Crine Road Colts Neck, NJ 07722 7324063361/7329462785 aidaslp14@yahoo.com	Bilingual Speech Evaluations	\$575/Monolingual Eval. \$625/Bilingual Eval. \$125 per hr/meetings \$125 per hr/consult \$100 per session S&L
Monica Peter	Bilingual Evaluation Services, LLC 732-693-3008	Bilingual Psychological Evaluation	\$495/English Eval. \$525 Bilingual Eval
MOESC Child Study Team Services	900 Hope Road Tinton Falls, NJ 07712	Social, Psychological Educational, Speech, and Occupational Evaluations	\$390/ per Eval. (Social, Psych, Educ.) \$675/per Bilingual Eval. \$390/Speech Eval. \$390/OT / PT Eval.
Joan Bruno, Ph.D., CCC-SLP joanbruno@CTR-NJ.com	Communication Technology Resources LLC 1 Scenic Drive #1405 Highlands, NJ 07732 732-737-4298 joanbruno@CTR-NJ.com www.CTR-NJ.com www.gatewaytolanguageandlearning.com	Communication Device Assessments and Consultation	\$600 for two hr. AAC eval. \$ 40 per 1/2 hour of travel \$140/hr. consult fee \$650 ½ Day In-service \$900 Full Day In-service
Acelero Learning Monmouth/Middlesex Co., Inc.	310 Augusta Street South Amboy, NJ 08879	Master Teacher Consulting	\$500/month

17. Resolved: That the Board approve the following personnel for stipend positions for the 2023/2024 school year as agreed in the BBEA Collective Bargaining Agreement, under the supervision of Mr. Michael Heidelberg, Principal / Superintendent: [B]

Position	Staff Member(s)	Payment
Girls Basketball	Mr. P. Mulligan	\$3,703.00
Boys Soccer	Mr. D. Grothues	\$3,703.00
Girls Soccer	Ms. C. Hammell	\$3,703.00
Girls Softball (split stipend)	Ms. N. Covert	\$1,851.50
	Ms. M. Acerra	\$1,851.50
Boys Baseball	Mr. D. Grothues	\$3,703.00
Cheerleaders Advisor (split stipend)	Ms. N. Covert	\$1,851.50
	Ms. S. Soriano	\$1,851.50
Athletic Director	Ms. C. Hammell	\$2,894.00
Environmental Club	Ms. H. Sauer	\$2,894.00
Safety Patrol Director	Ms. A. Fox	\$2,894.00
Student Government	Ms. J. Acerra	\$1,447.00

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(split stipend)	Ms. N. Covert	\$1,447.00
Computer Club	Ms. A. Fox	\$2,894.00
Newspaper	Ms. K. Sucato	\$2,894.00
Yearbook Advisor	Ms. H. Sauer	\$2,894.00
Webmaster	Ms. A. Fox	\$2,894.00
DJ	Mr. A. LeProtto	\$2,894.00
Drama Club	Ms. M. Zaccaro	\$2,894.00
8 th Grade Trip Advisor	Ms. J. Acerra	\$2,894.00

18. Resolved: That the Board approve the following yearly stipend positions for the 2023/2024 school year, under the supervision of Mr. Michael Heidelberg, Principal / Superintendent:

- Yearbook II
- Garden Club
- High School Math Preparation

19. Resolved: That the Board approve the following personnel for yearly stipend position for the 2023/2024 school year, under the supervision of Mr. Michael Heidelberg, Principal / Superintendent: [B/G]

Note: Grant funds to be paid out of federal funds account codes 20-490-100-100.00, ARP Evidence Based Comprehensive Beyond the School Day.

Position	Staff Member(s)	Payment
Yearbook II Advisor	Ms. M. Vitale	\$45.00 Per Hour, at a total cost not to exceed \$2,894.00 [B]
Garden Club Advisor	Mr. K. Cosgrove	\$45.00 Per Hour, at a total cost not to exceed \$2,894.00 [G]
High School Math Preparation Advisor	Ms. A. Fox	\$45.00 Per Hour, at a total cost not to exceed \$2,894.00 [G]

20. Resolved: That the Board approve the following staff to serve as translators as needed, paid at the contractual hourly rate of \$45 per hour, under the supervision of Mr. Michael Heidelberg, Principal / Superintendent: [B]

- Ms L. Newberry
- Ms. D. Rodrick
- Ms. I. Segoviano
- Ms. C. Torres
- Ms. S. Soriano

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21. Resolved: That the Board approve Ms. Carmen Torres, school secretary to work at an hourly rate of \$20.00 an hour for up to 150 hours from July 1st, 2023 through August 31st, 2023 to support the Summer Jumpstart Program, ESY Program, and general school operations in preparation for the 23-24 school year at a total cost not to exceed \$3,000. [B]
22. Resolved: That the Board approve Ms. Lenore Lambert, substitute school secretary, to work at a rate of \$100 a day, from July 1st 2023 through August 31st, 2023 to support the Summer Jumpstart Program, ESY Program, general clerical work, policy review and general school operations in preparation for the 23-24 school year. [B]
23. Resolved: That the Board approve Ms. Rosita Guzman, at an hourly rate of \$17.50 an hour for up to 75 hours from July 1st 2023 through August 31st, 2023 to support the Summer Jumpstart Program, ESY Program, and general school operations in preparation for the 23-24 school year at a total cost not to exceed \$1,400. [T]
24. Resolved: That the Board approve Ms. Brielle Sanders as a maternity leave replacement for Ms. Jessica Whitman, School Psychologist from September 1, 2023 to December 31st, 2023, at a pro-rated salary of \$57, 825 (Step 1, MA), under the supervision of Ms. Alison Zylinski, Director of Special Services. (Attachment XV-A.24) [B]
25. Resolved: That the Board authorize Mr. Michael Heidelberg, Superintendent / Principal, to conduct the business of the board over the summer, including employment, effective June 28, 2023, through August 31, 2023 to be affirmed at the next board meeting.

MOTION: _____ SECOND: _____ VOTE: _____

B. Students

1. Resolved: That the Board affirms the Bradley Beach Elementary School Bullying Specialist's Harassment, Intimidation, and Bullying report for the month of May / June, with 3 investigations and 1 finding of HIB and reported to the Board in executive session.

MOTION: _____ SECOND: _____ VOTE: _____

C. Curriculum

1. Resolved: That the Board approve Curriculum Development summer hours at a rate consistent with the collective agreement with the Bradley Beach Education Association Schedule D Special Contracts (\$45 per hour) for the following staff: [B]

Name	Subject	Hours
Emilee D'Angelo	STEM K-2, writing a curriculum	8
Courtney Hammell	STEM 3-5, writing a curriculum	8
Ashley Fox	STEM 6-8, writing a curriculum	8
Hilary Karpoff	AVID grade 6 and grade 7, writing a curriculum	14

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Emilee D' Angelo	Morning Meeting K-2, major revisions	6
Kristin Goldsworthy	Morning Meeting 3-5, major revisions	6
Courtney Hammell	Morning Meeting 6-8, major revisions	6
Heather Sauer	Science, minor revisions	2
Kristin Goldsworthy	Social Studies, minor revisions	2
Kristin Goldsworthy	Math, minor revisions	2
Kristin Goldsworthy	ELA, minor revisions	2
Ashley Fox	Visual Performing Arts, minor revisions	3
Ashley Fox	Health/PE, minor revisions	3

2. Resolved: That the Board approves the following walking Field trips for the 2023/2024 School year.

- Bradley Beach Library
- Bradley Beach Boardwalk
- Main Street Shops
- Fire Department / Rescue Squad
- Bradley Beach Boro Hall
- Bradley Beach Recreation Center
- Riley Park

3. Resolved: That the Board approve the School Leadership Team / ScIP Committee to engage in committee work during the summer at a rate consistent with the collective agreement with the Bradley Beach Education Association Schedule D, (\$45 per hour) for no more than 10 hours per committee member, at a total cost not to exceed \$7,650, under the supervision of Mr. Michael Heidelberg, Superintendent / Principal. [T]

SLT Committee	Staff Member Name
Student Code of Conduct Handbook Update & Development	Degnan, Laurel
	Hammell, Courtney
	Silverstein, Amanda
	Fox, Ashley
	Vilardi, Cara
ScIP Professional Development Planning & Standards Based	Silverstein, Amanda

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Report Card Updates	Roth, Amy
	D'Amore, Lisa
	Segoviano, Isabelle
	Fox, Ashley
	Goldsworthy, Kristen
	Hammell, Courtney
PBSIS SOLE Ticket System Planning	Goldsworthy, Kristin
	Angeloni, Anya
	Keith, Heather
	Vilardi, Cara
	Bancroft, Ashley

MOTION: _____ SECOND: _____ VOTE: _____

D. Policy

- Resolved: That the Board approve the following Policies and Regulations for a second reading:
 (Attachment XV-D.1)

Policy/Regulation Number	Policy/Regulation Title
P 0144	Board Member Orientation and Training (Revised)
P & R 2520	Instructional Supplies (M) (Revised)
P 3217	Use of Corporal Punishment (Revised)
P 4217	Use of Corporal Punishment (New)
P 5305	Health Services Personnel (M) (Revised)

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P & R 5308	Student Health Records (M) (Revised)
P & R 5310	Health Services (M) (Revised)
P 6112	Reimbursement of Federal and Other Grant Expenditures (M) (Revised)
R 6115.01	Federal Awards/Funds Internal Controls – Allowability of Costs (M) (New)
P 115.04	Federal Funds – Duplication of Benefits (M) (New)
P 6311	Contracts for Goods or Services Funded by Federal Grants (M) (Revised)
P 7440	School District Security (M) (Revised)
P 9100	Public Relations (Abolished)
P 9140	Citizens Advisory Committees (Revised)
R 9140	Citizens Advisory Committee (M) (Abolished)

2. Resolved: That the Board approve the Security Drill Statement of Assurance for the 2022/2023 school year. (Attachment XV-D.2)

MOTION: _____ SECOND: _____ VOTE: _____

XVI. Regular Meeting – Business Administrator/Board Secretary

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 May 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 May amounts:

May 15, 2023 \$211,735.28
 May 30, 2023 \$201,961.06

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Item of Interest: P.O. Journal by Purchase Order, pursuant to PL 2015, Chapter 47

A. Approval of Acceptance of the FY 2024 Elementary and Secondary Education (ESEA) Formula Grant Application Submission.

Resolved: That the Board approve the acceptance of the FY 2024 ESEA Formula Grant Application Submission as follows:

Program Name	FY 2024 Award Amount
ESEA Title IA	\$86,196
ESEA Title IIA	11,700
ESEA Title III	9,005*
ESEA Title IV	10,000

*Note: The district must form a consortium for its Title III funds. Therefore the total award amount will be total allocation of the created consortium.

MOTION: _____ SECOND: _____ VOTE: _____

B. Approval to Create a FY 2024 Elementary and Secondary Education (ESEA) Formula Grant Title III Consortium Application

Resolved: That the Board create a FY 2024 Elementary and Secondary Education (ESEA) Formula Grant Title III Consortium with Brielle Elementary School and include their allocation within the Bradley Beach Elementary School Title III Grant Application.

LEA	Amount
Brielle Elementary School	\$1,288.00

Note: The total amount of the Title III award amount is \$10,293, which is made up of Bradley Beach Elementary School's allocation of \$9,005 and Brielle Elementary School's allocation of \$1,288.

MOTION: _____ SECOND: _____ VOTE: _____

C. Approval to Delete Stale Dated Check

Resolved: That the Board approve the deletion of the following stale dated check from the Bradley Beach Payroll Account ending in 0089:

Check Date	Check Number	Check Amount
5/13/2022	37267	\$180.57

MOTION: _____ SECOND: _____ VOTE: _____

D. Approval to Renew Membership with New Jersey Schools Insurance Group Monmouth Ocean County Shared Services Insurance Fund

WHEREAS, N.J.S.A. 18A:18B-1, et seq., enables boards of education to join with other boards of education in school board insurance trusts for the purpose of forming self-insurance pools;

WHEREAS, the New Jersey Schools Insurance Group (“NJSIG”) is a joint insurance fund authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage and risk management services for its members;

WHEREAS, the Bradley Beach Board of Education hereinafter referred to as the “Educational Institution,” has resolved to apply for and/ or renew its membership with NJSIG.

WHEREAS, the Educational Institution certifies that it has not defaulted on a claim, and has not been cancelled for non-payment of insurance premium for a period of at least two (2) years prior to the date of its application to NJSIG;

WHEREAS, the Educational Institution desires to secure protection, services, and savings relating to insurance and self-insurance for itself and its departments and employees; and,

WHEREAS, the Educational Institution finds that the best and most efficient way of securing this protection and services is by cooperating with other boards of education in the State of New Jersey.

NOW THEREFORE, BE IT RESOLVED THAT:

- 1) This agreement is made by and between NJSIG and the Educational Institution;
- 2) The Educational Institution join with other boards of education in organizing and becoming members of NJSIG pursuant to N.J.S.A. 18A:18B-3(a), for a period of three years, beginning on July 1, 2023 and ending July 1, 2026 at 12:01 a.m.;
- 3) In consideration of membership in NJSIG, the Educational Institution agrees that for those types of coverage in which it participates, the Educational Institution shall jointly and severally assume and discharge the liabilities of each and every member of NJSIG to such agreement arising from their participation in NJSIG. By execution hereof the full faith and credit of the Educational Institution is pledged to the punctual payment of any sums which shall become due to NJSIG in accordance with the bylaws thereof, the plan of risk management, this Agreement any applicable statute or regulation;
- 4) The Educational Institution and NJSIG agrees that NJSIG shall hold all monies paid by the Educational Institution to NJSIG as fiduciaries for the benefit of NJSIG claimants all in accordance with applicable statutes and or regulations;
- 5) NJSIG shall establish and maintain Trust Accounts in accordance with N.J.S.A. 18A:18B-1, et seq, and such other statutes and regulations as may be applicable;
- 6) By adoption and signing of this resolution, the Educational Institution is hereby joining NJSIG in accordance with the terms of this Indemnity and Trust Agreement and Resolution to renew membership, effective the date indicated below for the types of insurance as indicated in the Insurance Binder issued by NJSIG;

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- 7) The Educational Institution hereby ratifies and affirms the bylaws and other organizational and operational documents of NJSIG, and as from time to time amended by NJSIG and or the State of New Jersey, Department of Banking and Insurance, in accordance with the applicable statutes and regulations as if each and every one of said documents are re-executed contemporaneously herewith;
- 8) The Educational Institution agrees to be a participating member of NJSIG for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership, including but not limited to the NJSIG’s Plan of Risk Management;
- 9) The Educational Institution under its obligations as a member of NJSIG agrees to allow for safety inspections of its properties, to pay contributions in a timely fashion and to comply with the bylaws and standards of participation of NJSIG including the plan of risk management;
- 10) If NJSIG, in the enforcement of any part of this Agreement, shall incur necessary expense or become obligated to pay attorney’s fees and or court costs, the Educational Institution agrees to reimburse NJSIG for all such reasonable expenses, fees and cost on demand;
- 11) The Business Administrator is hereby authorized in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-1, et seq., to execute such contracts and documentation with NJSIG as is necessary to effectuate this resolution; and,
- 12) The Business Administrator is directed to send a certified copy of this Indemnity and Trust Agreement and Resolution to Renew Membership to NJSIG.

MOTION: _____ SECOND: _____ VOTE: _____

E. Approval of General Property/Liability Insurance (2023/2024 School Year)

Resolved: That the Board approve the proposal as submitted by the New Jersey Schools Insurance Group for General and Liability Insurance for the 2023/2024 school year effective 7/01/23 - 6/30/24 as follows: [B]

Coverage	Premium
Property (Incl. environmental impairment, terrorism, restart, crisis management)	\$31,729
Boiler & Machinery	1,368
Crime	406
General Liability	5,970
Auto	2,907
School Board Legal	8,623
Total	\$51,003

MOTION: _____ SECOND: _____ VOTE: _____

F. Approval of Worker’s Compensation Insurance (2023/2024 School Year)

Resolved: That the Board approve the proposal as submitted by New Jersey Schools Insurance Group for Workers Compensation insurance for the 2023/2024 school year effective 7/1/23 - 6/30/24 as follows: [B]

Coverage	Premium
Worker’s Compensation	\$44,583*

*The district’s experience modification for this year decreased to 0.80182 from 0.839068 (4.4392%). When calculating the Experience Modification, the 18/19 claims history dropped off, and the 21/22 claims history replaced it.

MOTION: _____ SECOND: _____ VOTE: _____

G. Approval of Compulsory Student Accident Insurance (2023/2024 School Year)

Resolved: That the Board approve the renewal of compulsory student accident insurance coverage through the Zurich America Insurance Company for the 2023/2024 school year. The plan will be offered to parents at a cost of \$6,555 to the Board. [B]

MOTION: _____ SECOND: _____ VOTE: _____

H. Approval of Excess Liability Insurance (2023/2024 School Year)

Resolved: That the Board approve the renewal of excess liability insurance coverage through Fireman’s Fund Insurance Company for the 2023/2024 school year at a premium cost of \$2,652. [B]

MOTION: _____ SECOND: _____ VOTE: _____

I. Approval of Environmental Liability Insurance (2023/2024 School Year)

Resolved: That the Board approve the renewal of the environmental liability coverage through Beazley Insurance Company for the 2023/2024 school year at a premium cost of \$3,424. [B]

MOTION: _____ SECOND: _____ VOTE: _____

J. Approval of Cyber Liability (2023/2024 School Year)

Resolved: That the Board approve the cyber liability coverage through New Jersey Schools Insurance Group for the 2023/2024 school year at a premium cost of \$1,195. [B]

MOTION: _____ SECOND: _____ VOTE: _____

K. Approval of Business Administrator and School Treasurer Bonds

Resolved: That the Board approve the renewal of the Business Administrator (Tonzola) and School Treasurer (Rodman) Bonds through Selective Insurance Company for the 2023/2024 school year at a premium cost of \$910. [B]

MOTION: _____ SECOND: _____ VOTE: _____

L. Approval of Use of School Building – The Parish of Saint Teresa of Calcutta

Resolved: That the Board approve the use of the Bradley Beach Elementary School by the Parish of Saint Teresa of Calcutta for its Faith Formation Program on Sundays during the 2023/2024 School Year. Facilities fees will be waived. (Attachment XVI-L)

MOTION: _____ SECOND: _____ VOTE: _____

M. Transfer of Current Year Surplus to Capital Reserve

Resolved: WHEREAS, N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution, and

WHEREAS, the Bradley Beach Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve account at year end, and

WHEREAS, the Bradley Beach Board of Education has determined that up to \$22,900 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Bradley Beach Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

MOTION: _____ SECOND: _____ VOTE: _____

N. Transfer of Current Year Surplus to Maintenance Reserve

Resolved: WHEREAS, N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated

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June 27, 2023

excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution, and

WHEREAS, the Bradley Beach Board of Education wishes to deposit anticipated current year surplus into a Maintenance Reserve account at year end, and

WHEREAS, the Bradley Beach Board of Education has determined that up to \$35,800 is available for such purpose of transfer,

NOW THEREFORE BE IT RESOLVED by the Bradley Beach Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

MOTION: _____ SECOND: _____ VOTE: _____

O. Approval to Authorize the Business Administrator to Pre-approve and Pay Any Legitimate 2022/2023 School Year Bills

Resolved: That the Board authorizes the Business Administrator to pre-approve and pay any legitimate 2022/2023 school year bills, received up to and including those presented as of June 30, 2023, before the close of the school year. The bills will be reported to the Board of Education at the July Board meeting.

MOTION: _____ SECOND: _____ VOTE: _____

P. Approval of Maximum Travel Expenditure Amount (2023/2024 School Year)

Resolved: That the Board approve the following resolution:

WHEREAS, pursuant to N.J.S.A. 18A: 11-12, in each pre-budget year, the Bradley Beach Board of Education is required to establish a maximum travel expenditures amount for the budget year which may not be exceeded; and

WHEREAS, the Board of Education has determined that the maximum travel expenditure amount includes all travel that is supported by State and local funds; and

WHEREAS, The Board of Education has elected to excluded travel expenditures supported by federal funds from the maximum travel expenditure amount; and

WHEREAS, The Board of Education has determined that the total amount of travel expenditures supported by federal funds from the 2021/2022 school year was \$7,417.97 and

WHEREAS, The Board of Education has determined that the total amount of travel expenditures currently supported by federal funds from the 2022/2023 school year is \$9,466.13; and

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WHEREAS, The Board of Education has determined that the total amount of travel expenditures supported by federal funds for the 2023/2024 school year is projected to be \$44,000.00,

NOW THEREFORE BE IT RESOLVED, that the Board of Education hereby establishes the maximum travel expenditure amount not supported by Federal Funds, which has been budgeted for the 2023/2024 school year as \$14,100.00.

MOTION: _____ SECOND: _____ VOTE: _____

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

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

MOTION: _____ SECOND: _____ VOTE: _____

R. Approval of Treasurer's Financial Report

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending May 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 XVI -R)

MOTION: _____ SECOND: _____ VOTE: _____

S. Approval of Monthly Certification

Resolved: That pursuant to N.J.A.C. 6A:23A-16.10(c)3, I, David Tonzola, Business Administrator/Board Secretary, do hereby certify that as of May 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)4, that no line item appropriation is in violation of N.J.A.C. 6A:23A-16.10(c)4, and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

MOTION: _____ SECOND: _____ VOTE: _____

T. Approval of Budget Transfers (2022/2023)

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

MOTION: _____ SECOND: _____ VOTE: _____

AGENDA
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 June 27, 2023

U. Approval of May 2023 Payroll

Resolved: That the Board approve the May 2023 gross payroll in the amount of \$413,696.34.

MOTION: _____ SECOND: _____ VOTE: _____

V. Approval of Bills Payment

Resolved: That the Board approve payment of the June 27, 2023 regular bills list and as certified and approved. (Attachment XVI-V)

MOTION: _____ SECOND: _____ VOTE: _____

W. Construction Project Bid Award

WHEREAS, on 6/21/2023 the Bradley Beach Board of Education conducted a public bid opening for the award of the HVAC Upgrades at Bradley Beach Elementary School project which yielded the following for consideration:

Contractor	Base Bid HVAC Upgrades at Bradley Beach Elementary School Project

and:

WHEREAS, in accordance with the provisions of the Public Schools Contract Law N.J.S.A. 18A:18A-1 et seq.;

NOW, THEREFORE BE IT RESOLVED, that the Bradley Beach Board of Education award the contract for the HVAC Upgrades at Bradley Beach Elementary School Project to _____ in the total contract lump sum of _____ as follows: [G]

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Contractor	Base Bid HVAC Upgrades at Bradley Beach Elementary School Project

MOTION: _____ SECOND: _____ VOTE: _____

XVII. Regular Meeting – Old Business

XVIII. Regular Meeting – New Business

XIX. Public Comments

XX. Executive Session (if needed)

XXI. Adjournment

Bradley Beach Board of Education			
Support Staff			
2023-2024 School Year			
Last Name	First Name	Salary	
Bradforth	Edward	\$ 48,534.00	
Covert	Nichole	\$ 27,831.00	
Cryan	Charles	\$ 36,447.00	
Dolan	Danielle	\$ 27,831.00	
Henderson	Philip	\$ 53,013.00	
Hunter	Jessica	\$ 27,831.00	
Hunter	Patricia	\$25.70 per hour for 725 hours	
Landwehrle-Diaz	Rosa	\$ 40,971.00	
McCarthy	Melanie	\$ 47,633.00	
Palmieri	Josephine	\$ 60,578.00	
Panetta	Maria	\$ 27,831.00	
Rankel	Traci	\$ 27,831.00	
Schall	Barbara	\$ 27,831.00	
Taylor	Donna	\$ 27,831.00	
Torres	Carmen	\$ 30,202.00	
Velazques-Orlando	Patricia	\$45.00 per hour not to exceed 400 hours	

BRADLEY BEACH SCHOOL DISTRICT

**INDIVIDUAL
EMPLOYMENT CONTRACT**

BETWEEN

BRADLEY BEACH BOARD OF EDUCATION

515 Brinley Avenue
Bradley Beach, NJ 07720

hereinafter referred to as “Employer” and/or “Board”

AND

DAVID TONZOLA

WITNESSETH that

1. **EMPLOYMENT.** The Employer hereby employs the Employee and the Employee hereby accepts employment upon the terms and conditions hereinafter set forth, and agrees to observe, uphold and abide by the laws and rules of the United States, the State of New Jersey, and the Bradley Beach School District, and adhere to the job description which is subject to modification. This employment contract will enhance administrative stability and continuity. Employee may engage in outside activities, paid or unpaid, so long as they do not conflict with the interests of the School District or divert attention away from regular full-time duties.
2. **POSITION.** Employee is hired for the position of School Business Administrator/Board Secretary.
3. **TERM.** This contract shall commence on July 1, 2023 and shall expire on June 30, 2024 excepting as otherwise noted herein. The Board shall not hereby waive any of its rights as granted or established by law, code or policy *e.g.*, the ability to abolish positions. Employee holds and will continue to hold a valid certificate/license appropriate to the position covered by this Agreement. In the event said certificate/license is revoked for any reason this Agreement shall automatically terminate. The position shall be a twelve-month position.
4. **JOB RESPONSIBILITIES.** Employee shall perform all responsibilities according to the job description approved by the Board. The Board reserves the right to revise the job description according to its discretion after input from the Superintendent or his/her designee.
- 4.1 The Board agrees to staff the areas for which the Employee is responsible appropriately but within its discretion. Any change in staffing level shall be made only following input from the Superintendent.

- 4.2 Whenever an action or decision of Employee causes a controversy which, in the opinion of the Employee, might adversely affect the employment relationship, Employee is entitled to appear before the Board or, at Board's option, a committee thereof. When Employee exercises this option, a written explanation shall be submitted and Employee shall, within a reasonable time, be accorded an opportunity to have a fair private conference/hearing (with a representative of choice being present), to explain the position. Employee shall be entitled to have a position paper placed in the Employee's personnel file. The Board shall be entitled to include in said file a summary of the matters discussed at the conference/hearing.
5. **EVALUATION.** The evaluation of the Employee shall be performed by the Superintendent in accordance with the Board's policies, applicable New Jersey Statutes and applicable New Jersey Statutes and applicable rules and regulations of the State Department of Education and/or the Public Employee Relations Commission.
6. **TERMINATION.** In the event the Board determines not to renew this employment contract for the school year. The Board shall notify the Employee in writing on or before April 30, *i.e.*, it shall give the Employee two (2) months notice of non-renewal, excepting as otherwise noted herein.
- 6.1 The Board reserves the right to dismiss this Employee at any time on the grounds of inefficiency, incapacity, unbecoming conduct, or other just cause from present position. In the event a dismissal from this position is to be considered, the Employee may be represented by a person of choice. Written notice and reasons shall be presented forty-eight (48) hours in advance of the hearing. The decision of the Board is subject to whatever legal remedies are available to the Employee.
- 6.2 Employee may tender a resignation at any time during the existence of this Agreement provided the Employer is given at least sixty (60) days a written notice of intention to do so. During this sixty-day period, Employee shall cooperate in assisting a replacement in taking over the position being vacated. However, if the employee tenders his resignation, due to an offer of employment within the United States Department of Justice this sixty (60) day requirement will not be enforced and the employee will provide the Board with notice as soon as possible.
- 6.3 Employee shall have the right to retire in accordance with state laws and regulation. Employee shall give employer at least sixty (60) days written notice of intention to retire.
7. **SALARY.** Employee's salary for the 2023-2024 school year shall be paid on semi-monthly installments, unless employment is terminated as per Article 6 or is affected by any other article herein. Salary for 2023-2024 school year is **\$132,181** which reflects a 3.55% increase over the 2022-2023 school year.
8. **HEALTH BENEFITS.** The Board agrees to pay the full premium for Employee and his family for the standard health insurance plans (medical/prescription/dental) offered other employee groups.
- 8.1 The Board shall provide the Business Administrator with individual or family health (including prescription) and dental benefits coverage. The Business Administrator shall pay the premium cost for all such coverages set forth in Chapter 78, P.L. 2011 (passed as Senate No. 2937) and implementing regulations. Such limitations shall in no way link this Contract with any agreement collectively negotiated with district employees. The premium shall be paid by the Business Administrator through payroll deduction. Said deduction will be done in compliance with IRS section 125 rules and regulations.
- 8.2 Continuation of health insurance coverage for dependents if employee dies is prohibited.

8.3 The Business Administrator may waive coverage in any of the health benefits plans if covered through a spouse, civil union or domestic partner's health plan, and in accordance with procedures established by the Board. The Business Administrator will be paid the lesser of (twenty-five percent) 25% or (Five Thousand Dollars) \$5,000 of the cost of said coverage for waiving such coverage.

9. **SICK LEAVE/VACATION/TEMPORARY LEAVES/EXTENDED LEAVES**

Employee shall receive **twelve (12) sick days** for the 2023-2024 school year.

9.1 These unused sick days shall be added to a sick leave bank at the end of each year.

9.2 At the time of retirement from the Bradley Beach School system, the Board agrees to reimburse retiree after acquiring twenty-five (25) or more years of service, the sum of Seventy-Five Dollars (\$75.00) per day for every day of unused accumulated sick leave. The maximum amount payable under this Article shall be limited, however, to Five Thousand (\$5,000.00) Dollars.

9.3 Upon voluntary termination such accumulated sick days shall be forfeited.

9.4 Employee will be entitled to twenty (20) vacation days in addition to all school holidays and vacation periods. Vacation days are to be taken with the prior approval of the Superintendent. A maximum of 10 days may be rolled over from one school year to the next.

9.5 Except in the year of the Business Administrator's separation from employment, all days carried over must be used in the next school year, or those days not taken will be forfeited.

9.6 Upon separation from employment, the Business Administrator shall be paid for his unused, accumulated vacation days. The per diem rate for unused vacation days shall be calculated at 1/260th of the Business Administrator's final salary. The Board shall make any such payment within thirty (30) days after the Business Administrator's last day of employment. In the event of the Business Administrator's death, payment for his unused accumulated vacation days shall be made to his estate.

9.7 Absence for reasons of court order or quarantine shall be in accord with board policy.

9.8 Employee shall be entitled to a maximum of four (4) personal days per year as offered to other Employee groups and shall be subject to all related provisions, as applicable. Said personal days shall be granted upon the approval of the Superintendent. Personal days are non-cumulative and non-reimbursable

9.9 Employee shall be entitled to a maximum of five (5) days total per school calendar year in the event of the serious illness of a sister- or brother-in-law, grandparent, step grandparent, step parent and step children of the family, or other related members of the immediate household.

9.10 Absence for death in family and death of a relative shall be in accord with board policy.

9.11 Absence for on-the-job-injury shall be in accord with board policy.

9.12 Leave of absence without pay shall be in accord with board policy.

9.11 If Employee is called and/or serves on jury duty, he shall receive daily rate of pay and shall remit the monies from the courts to the District.

10. **TUITION REIMBURSEMENT.** The Board shall reimburse Employee for tuition for graduate study at an accredited institution in the areas of administration, any certifiable area, business computer science, curriculum/instruction, finance, or labor relations, up to a maximum of \$1,800.00 per calendar year. The coursework must culminate in the acquisition of a graduated degree conferred by an institution of higher learning. Fees, books and other related expenses shall also be reimbursed.

11 **PROFESSIONAL ORGANIZATIONS.** The Board shall pay dues for Employee to the

following New Jersey professional organization(s):

Monmouth County Association of School Business Officials (MCASBO)

New Jersey Association of School Business Officials (NJASBO).

The Board may approve additional organizations requested by the Employee.

- 11.1 The Board may pay for the attendance to the annual workshop of NJASBO with reimbursement of travel expenses consistent with OMB guidelines upon recommendation and prior approval of the Superintendent.
- 11.2 The Board shall reimburse the Employee for all meetings/workshops approved and reviewed, consistent with current OMB regulations, state law and administrative code, by the Superintendent or designee as being a benefit to the School District. Appropriate vouchers, receipts, and/or per diem written explanations shall be submitted for review and approval, consistent with current OMB regulations, state law and administrative code. No personal expenses except as noted below shall be paid.
- 11.3 The Board shall pay for such other memberships that relate to the Employee's position and duties which are budgeted.
- 11.4 The Board shall provide 5 days each year to enable professional training to maintain certification requirements as required by the New Jersey Society of Certified Public Accountants. These professional training days are non-cumulative and non-reimbursable.
12. **TRAVEL REIMBURSEMENT.** The Board shall reimburse Employee for automobile travel in connection with his duties at the maximum rate permitted by the State of New Jersey OMB Guidelines. Such payment shall be exclusive of travel to/from home, to/from office regardless of how often such travel is necessary. All travel must receive Board approval in advance of the travel and must comply with Assembly Bill A-5 and the school district policies for Board and administrative travel.
13. **REIMBURSEMENT EXPENSES.** The Board recognized that, in the course of conducting school business, certain expenses must be incurred by the Employee. It is the intent of the Board to reimburse the Employee for expenses incurred while traveling on or engaged in Board or District business, with business associates and/or Board members in the performance of the Employee's assigned responsibilities, provided such are useful and necessary for the furtherance of Board or District objectives. It is recognized that the nature and amount of travel and business meeting expenses may vary with the objectives of each assignment and surrounding circumstances. It is further recognized that the Employee will incur various business related expenses in the performance of duties in representing the School District. All expenses must be reported on the appropriate form(s). Funds for these expenses must be regularly budgeted and all reimbursables must receive Board approval in advance of the actual expenditure and must comply with Assembly Bill A-5 and school district policies. Such expenses include, but are not limited to:
 - A. Transportation (standard rate or less, except where such rates are not readily available)
 - Air, bus, or rail travel
 - Taxi fares
 - Use of personal car for travel outside of Monmouth County
 - Bridge and road tolls
 - Lodging As per Federal OMB guidelines for maximum hotel rates and daily reimbursement breakdown for meals and incidentals
 - B. Incidentals (as per OMB guidelines)
 - C. Business Meeting Expenses (e.g., registration fees)

The following expenses are **not** reimbursable:

- a. Flight insurance

- b. Personal entertainment (e.g., films, museums, parks, points of interest, etc.)
 - d. Radio and television rentals
 - e. Auto rentals
 - f. Personal care expenses
 - g. Personal reading material
 - h. Miscellaneous expenses **not** accompanied by vouchers or receipt exceeding \$20 per day
 - i. Commuting from Employee's residence to place of work and reverse.
14. **MISCELLANEOUS.** Reimbursement consideration for damages to personal property, including vehicles, shall be in accord with board policy.
- 14.1 Deduction via payroll for Tax Sheltered Annuities, Credit Union and other similar benefits shall be in accord with board policy.
- 14.2 Pension/Contributory Insurance/Annuities/Life Insurance paid by Board is Prohibited
- 14.3 If, during the term of this contract, it is found that a specific clause of the contract is illegal as a result of a federal or state law or as a result of a court decision, the remainder of the contract not affected by such ruling shall remain in force.
- 14.4 Any amendments to this contract shall be submitted to the Executive County Superintendent for approval and the board shall publish due notice that a public hearing on the amendment shall be held prior to Board of Education approval.

IN WITNESS WHEREOF, they set their hands and seals to this Employment Contract effective on the day and year first above written.

BOARD OF EDUCATION OF
BRADLEY BEACH

Mr. Michael Heidelberg
Superintendent/Principal

By: _____
Dr. Elizabeth Franks, Ed.D.
Board President

WITNESS

Secretary to the Superintendent

DATED: _____

David Tonzola
School Business Administrator/Board Secretary

Date

BRADLEY BEACH SCHOOL DISTRICT

**INDIVIDUAL
EMPLOYMENT CONTRACT**

BETWEEN

BRADLEY BEACH BOARD OF EDUCATION

515 Brinley Avenue
Bradley Beach, NJ 07720

hereinafter referred to as “Employer” and/or “Board”

AND

MORGAN MACLEARIE-GONZALEZ

hereinafter referred to as “Employee”

WITNESSETH that

1. **EMPLOYMENT.** The Employer hereby employs the Employee and the Employee hereby accepts employment upon the terms and conditions hereinafter set forth, and agrees to observe, uphold and abide by the laws and rules of the United States, the State of New Jersey, and the Bradley Beach School District, and adhere to the job description which is subject to modification. This employment contract will enhance administrative stability and continuity. Employee may engage in outside activities, paid or unpaid, so long as they do not conflict with the interests of the School District or divert attention away from regular full-time duties.
2. **POSITION.** Employee is hired for the position of Director of Curriculum and Instruction
3. **TERM.** This contract shall commence on July 1, 2023 and shall expire on June 30, 2024. The Board shall not hereby waive any of its rights as granted or established by law, code or policy *e.g.*, the ability to abolish positions. Employee holds and will continue to hold a valid certificate/license appropriate to the position covered by this Agreement. In the event said certificate/license is revoked for any reason this Agreement shall automatically terminate. The position shall be a twelve-month position.
4. **JOB RESPONSIBILITIES.** Employee shall perform all responsibilities according to the job description approved by the Board. The Board reserves the right to revise the job description according to its discretion after input from the Superintendent or his/her designee.

- 4.1 The Board agrees to staff the areas for which the Employee is responsible appropriately but within its discretion. Any change in staffing level shall be made only following input from the Superintendent.
- 4.2 Whenever an action or decision of Employee causes a controversy which, in the opinion of the Employee, might adversely affect the employment relationship, Employee is entitled to appear before the Board or, at Board's option, a committee thereof. When Employee exercises this option, a written explanation shall be submitted and Employee shall, within a reasonable time, be accorded an opportunity to have a fair private conference/hearing (with a representative of choice being present), to explain the position. Employee shall be entitled to have a position paper placed in the Employee's personnel file. The Board shall be entitled to include in said file a summary of the matters discussed at the conference/hearing.
5. **EVALUATION.** The evaluation of the Employee shall be performed by the Superintendent in accordance with the Board's policies, applicable New Jersey Statutes and applicable New Jersey Statutes and applicable rules and regulations of the State Department of Education and/or the Public Employee Relations Commission.
6. **TERMINATION.** In the event the Board determines not to renew this employment contract for the school year, the Board shall notify the Employee in writing on or before April 30, *i.e.*, it shall give the Employee two (2) months notice of non-renewal, excepting as otherwise noted herein.
 - 6.1 The Board reserves the right to dismiss this Employee at any time on the grounds of inefficiency, incapacity, unbecoming conduct, or other just cause from present position. In the event a dismissal from this position is to be considered, the Employee may be represented by a person of choice. Written notice and reasons shall be presented forty-eight (48) hours in advance of the hearing. The decision of the Board is subject to whatever legal remedies are available to the Employee.
 - 6.2 Employee may tender a resignation at any time during the existence of this Agreement provided the Employer is given at least sixty (60) days a written notice of intention to do so. During this sixty-day period, Employee shall cooperate in assisting a replacement in taking over the position being vacated.
 - 6.3 Employee shall have the right to retire in accordance with state laws and regulation. Employee shall give employer at least sixty (60) days written notice of intention to retire.
7. **SALARY.** Employee's salary for the 2023-2024 school year shall be paid on semi-monthly installments, unless employment is terminated as per Article 6 or is affected by any other article herein. Salary for 2023-2024 school year is **\$113,905.00 annual**
8. **HEALTH BENEFITS.** The Board shall provide the employee with individual, parent/child, or family health (including prescription) and dental benefits coverage. The employee shall pay the premium cost for all such coverages set forth in Chapter 44, P.L. 2020 for health benefits/prescription, Chapter 78, P.L. 2011 for dental benefits, and

implementing regulations. Such limitations shall in no way link this Contract with any agreement collectively negotiated with district employees. The premium shall be paid by the employee through payroll deduction. Said deduction will be done in compliance with IRS section 125 rules and regulations.

8.1 The employee may waive coverage in any of the health benefits plans if covered through a spouse, civil union or domestic partner's health plan, and in accordance with procedures established by the Board. The employee will be paid the lesser of (twenty-five percent) 25% or (Five Thousand Dollars) \$5,000 of the cost of said coverage for waiving such coverage.

9. **SICK LEAVE/VACATION/TEMPORARY LEAVES/EXTENDED LEAVES**

Employee shall receive **twelve (12) sick days (prorated to 10 sick days for the 2023-2024 school year)** per year.

9.1 These unused sick days shall be added to a sick leave bank at the end of each year.

9.2 At the time of retirement from the Bradley Beach School system, the Board agrees to reimburse retiree after acquiring twenty-five (25) or more years of service, the sum of Seventy-Five Dollars (\$75.00) per day for every day of unused accumulated sick leave. The maximum amount payable under this Article shall be limited, however, to Five Thousand (\$5,000.00) Dollars.

9.3 Upon voluntary termination such accumulated sick days shall be forfeited.

9.4 Employee will be entitled to seventeen (17) vacation days (in addition to all school holidays and vacation periods. Vacation days are to be taken with the prior approval of the Superintendent. A maximum of 10 days may be rolled over from one school year to the next.

9.5 Absence for reasons of court order or quarantine shall be in accord with provisions for other employee groups.

9.6 Employee shall be entitled to a maximum of four (4) personal days per year as offered to other Employee groups and shall be subject to all related provisions, as applicable. Said personal days shall be granted upon the approval of the Superintendent.

9.7 Employee shall be entitled to a maximum of five (5) days total per school calendar year in the event of serious illness of a sister- or brother-in-law, grandparent, step grandparent, step parent and step children of the family, or other related members of the immediate household.

9.8 Absence for death in family and death of a relative shall be in accord with provisions for other employee groups

9.9 Absence for on-the-job-injury shall be in accord with provisions for other employee groups.

9.10 Leave of absence without pay shall be in accord with provisions for other employee groups.

9.11 If Employee is called and/or serves on jury day, he/she shall receive daily rate of pay and shall remit the monies from the courts to the District.

10 **TUITION REIMBURSEMENT.** The Board shall reimburse Employee defray the costs of approved college course credits. The employee receiving tuition reimbursement are required to remain in the employ of the district for one year after receiving said reimbursement. Said reimbursement shall not exceed six hundred dollars (\$600.00) per credit after completion of one year of successful employment and a commitment to remain in the district for one (1) year. Courses must be at the graduate level or approved by the superintendent. Courses must be approved by the Superintendent before the course is taken. Proof of successful completion of the course shall be submitted to the Superintendent before payment can be made. A semester is defined as fall, spring or summer terms. Reimbursement in any contractual year shall not exceed twelve (12) credits. A grade of (B) or better is required for reimbursement. In the event the Director of Curriculum and Instruction voluntarily resigns with a resignation date prior to June 30, 2025, the Director of Curriculum and Instruction shall reimburse the Board for tuition costs and the fees paid.

11 **PROFESSIONAL ORGANIZATIONS.** The Board shall pay dues for Employee to the following New Jersey professional organization(s):

New Jersey Principals and Directors Association (NJPSA).

The Board may approve additional organizations requested by the Employee.

11.1 The Board may pay for the attendance to the annual workshop of NJPSA with reimbursement of travel expenses consistent with OMB guidelines upon recommendation and prior approval of the Superintendent.

11.2 The Board shall reimburse the Employee for all meetings/workshops approved and reviewed by the Superintendent or designee as being a benefit to the School District. Appropriate vouchers, receipts, and/or per diem written explanations shall be submitted for review and approval. No personal expenses except as noted below shall be paid.

11.3 The Board shall pay for such other memberships that relate to the Employee's position and duties which are budgeted.

12. **TRAVEL REIMBURSEMENT.** The Board shall reimburse Employee for automobile travel in connection with his duties at the maximum rate permitted by the State of New Jersey OMB Guidelines. Such payment shall be exclusive of travel to/from home, to/from office regardless of how often such travel is necessary. All travel must receive Board approval in advance of the travel and must comply with Assembly Bill A-5 and the school district policies for Board and administrative travel.

13. **REIMBURSEMENT EXPENSES.** The Board recognized that, in the course of conducting school business, certain expenses must be incurred by the Employee. It is the intent of the Board to reimburse the Employee for expenses incurred while traveling on or engaged in Board or District business, with business associates and/or Board members in the performance of the Employee's assigned responsibilities, provided such are useful and necessary for the furtherance of Board or District objectives. It is recognized that the nature and amount of travel and business meeting expenses may vary with the objectives of each assignment and surrounding circumstances. It is further recognized that the Employee will incur various business related expenses in the performance of duties in representing the School District, therefore, the Board of Education authorizes the Employee to receive case advances in accordance with a Board resolution covering such expense advance. The Employee is expected to use good judgment in the disbursement of Board funds for these expenses. All expenses must be reported on the appropriate form(s). Funds for these expenses must be regularly budgeted and all reimbursables must receive Board approval in advance of the actual expenditure and must comply with Assembly Bill A-5 and school district policies. Such expenses include, but are not limited to:

- A. Transportation (standard rate or less, except where such rates are not readily available)
 - Air, bus, or rail travel
 - Taxi fares
 - Use of personal car for travel outside of Monmouth County
 - Bridge and road tolls
 - Lodging As per Federal OMB guidelines for maximum hotel rates and daily reimbursement breakdown for meals and incidentals
- B. Incidentals (as per OMB guidelines)
- C. Business Meeting Expenses (e.g., registration fees)

The following expenses are **not** reimbursable:

- a. Flight insurance
- b. Personal entertainment (e.g., films, museums, parks, points of interest, etc.)
- d. Radio and television rentals
- e. Auto rentals
- f. Personal care expenses
- g. Personal reading material
- h. Miscellaneous expenses **not** accompanied by vouchers or receipt exceeding \$20 per day
- i. Commuting from Employee's residence to place of work and reverse.

14. **MISCELLANEOUS.** Reimbursement consideration for damages to personal property, including vehicles, shall be in accord with provisions for other employee groups.

14.1 Deduction via payroll for Tax Sheltered Annuities, Credit Union and other similar benefits shall be in accord with provisions for other employee groups.

14.2 If, during the term of this contract, it is found that a specific clause of the contract is illegal as a result of a federal or state law or as a result of a court decision, the remainder of the contract not affected by such ruling shall remain in force.

IN WITNESS WHEREOF, they set their hands and seals to this Employment Contract effective on the day and year first above written.

BOARD OF EDUCATION OF
BRADLEY BEACH

_____ By _____
Mr. Michael Heidelberg Elizabeth Franks, Ed.D.
Superintendent/Principal Board President

WITNESS

Ms. Melanie McCarthy
Secretary to the Superintendent

DATED: _____

Ms. Morgan Maclearie-Gonzalez
Director of Curriculum and Instruction

Date

BRADLEY BEACH SCHOOL DISTRICT

**INDIVIDUAL
EMPLOYMENT CONTRACT**

BETWEEN

BRADLEY BEACH BOARD OF EDUCATION

515 Brinley Avenue
Bradley Beach, NJ 07720

hereinafter referred to as “Employer” and/or “Board”

AND

ALISON D. ZYLINSKI

hereinafter referred to as “Employee”

WITNESSETH that

1. **EMPLOYMENT.** The Employer hereby employs the Employee and the Employee hereby accepts employment upon the terms and conditions hereinafter set forth, and agrees to observe, uphold and abide by the laws and rules of the United States, the State of New Jersey, and the Bradley Beach School District, and adhere to the job description which is subject to modification. This employment contract will enhance administrative stability and continuity. Employee may engage in outside activities, paid or unpaid, so long as they do not conflict with the interests of the School District or divert attention away from regular full-time duties.
2. **POSITION.** Employee is hired for the position of Director of Special Services/Social Worker
3. **TERM.** This contract shall commence on July 1, 2023 and shall expire on June 30, 2024. The Board shall not hereby waive any of its rights as granted or established by law, code or policy *e.g.*, the ability to abolish positions. Employee holds and will continue to hold a valid certificate/license appropriate to the position covered by this Agreement. In the event said certificate/license is revoked for any reason this Agreement shall automatically terminate. The position shall be a twelve-month position.
4. **JOB RESPONSIBILITIES.** Employee shall perform all responsibilities according to the job description approved by the Board. The Board reserves the right to revise the job description according to its discretion after input from the Superintendent or his/her designee.

- 4.1 The Board agrees to staff the areas for which the Employee is responsible appropriately but within its discretion. Any change in staffing level shall be made only following input from the Superintendent.
- 4.2 Whenever an action or decision of Employee causes a controversy which, in the opinion of the Employee, might adversely affect the employment relationship, Employee is entitled to appear before the Board or, at Board's option, a committee thereof. When Employee exercises this option, a written explanation shall be submitted and Employee shall, within a reasonable time, be accorded an opportunity to have a fair private conference/hearing (with a representative of choice being present), to explain the position. Employee shall be entitled to have a position paper placed in the Employee's personnel file. The Board shall be entitled to include in said file a summary of the matters discussed at the conference/hearing.
5. **EVALUATION.** The evaluation of the Employee shall be performed by the Superintendent in accordance with the Board's policies, applicable New Jersey Statutes and applicable New Jersey Statutes and applicable rules and regulations of the State Department of Education and/or the Public Employee Relations Commission.
6. **TERMINATION.** In the event the Board determines not to renew this employment contract for the school year, the Board shall notify the Employee in writing on or before April 30, *i.e.*, it shall give the Employee two (2) months notice of non-renewal, excepting as otherwise noted herein.
 - 6.1 The Board reserves the right to dismiss this Employee at any time on the grounds of inefficiency, incapacity, unbecoming conduct, or other just cause from present position. In the event a dismissal from this position is to be considered, the Employee may be represented by a person of choice. Written notice and reasons shall be presented forty-eight (48) hours in advance of the hearing. The decision of the Board is subject to whatever legal remedies are available to the Employee.
 - 6.2 Employee may tender a resignation at any time during the existence of this Agreement provided the Employer is given at least sixty (60) days a written notice of intention to do so. During this sixty-day period, Employee shall cooperate in assisting a replacement in taking over the position being vacated.
 - 6.3 Employee shall have the right to retire in accordance with state laws and regulation. Employee shall give employer at least sixty (60) days written notice of intention to retire.
7. **SALARY.** Employee's salary for the 2023-2024 school year shall be paid on semi-monthly installments, unless employment is terminated as per Article 6 or is affected by any other article herein. Salary for 2023-2024 school year is **\$116,863**
8. **HEALTH BENEFITS.** The Board shall provide the employee with individual, parent/child, or family health (including prescription) and dental benefits coverage. The employee shall pay the premium cost for all such coverages set forth in Chapter 78, P.L. 2011 (passed as Senate No. 2937) and implementing regulations. Such limitations shall

in no way link this Contract with any agreement collectively negotiated with district employees. The premium shall be paid by the employee through payroll deduction. Said deduction will be done in compliance with IRS section 125 rules and regulations.

8.1 The employee may waive coverage in any of the health benefits plans if covered through a spouse, civil union or domestic partner's health plan, and in accordance with procedures established by the Board. The employee will be paid the lesser of (twenty-five percent) 25% or (Five Thousand Dollars) \$5,000 of the cost of said coverage for waiving such coverage.

9. **SICK LEAVE/VACATION/TEMPORARY LEAVES/EXTENDED LEAVES**

Employee shall receive **twelve (12) sick days** for the 2023-2024 school year.

9.1 These unused sick days shall be added to a sick leave bank at the end of each year.

9.2 At the time of retirement from the Bradley Beach School system, the Board agrees to reimburse retiree after acquiring twenty-five (25) or more years of service, the sum of Seventy-Five Dollars (\$75.00) per day for every day of unused accumulated sick leave. The maximum amount payable under this Article shall be limited, however, to Five Thousand (\$5,000.00) Dollars.

9.3 Upon voluntary termination such accumulated sick days shall be forfeited.

9.4 Employee will be entitled to seventeen (17) vacation days in addition to all school holidays and vacation periods. Vacation days are to be taken with the prior approval of the Superintendent. A maximum of 10 days may be rolled over from one school year to the next.

9.5 Absence for reasons of court order or quarantine shall be in accord with provisions for other employee groups.

9.6 Employee shall be entitled to a maximum of four (4) personal days per year as offered to other Employee groups and shall be subject to all related provisions, as applicable. Said personal days shall be granted upon the approval of the Superintendent.

9.7 Employee shall be entitled to a maximum of five (5) days total per school calendar year in the event of serious illness of a sister- or brother-in-law, grandparent, step grandparent, step parent and step children of the family, or other related members of the immediate household.

9.8 Absence for death in family and death of a relative shall be in accord with provisions for other employee groups.

9.9 Absence for on-the-job-injury shall be in accord with provisions for other employee groups.

9.10 Leave of absence without pay shall be in accord with provisions for other employee groups.

9.11 If Employee is called and/or serves on jury day, he/she shall receive daily rate of pay and shall remit the monies from the courts to the District.

10 **TUITION REIMBURSEMENT.** The Board shall reimburse Employee for all costs and fees for the Director of Special Services/Social Worker to complete professional development up to a maximum of \$1,500.00 per school year. The Board shall pay all costs and fees associated with any state-mandated continuing education. In the event the Director of Special Services/Social Worker voluntarily resigns with a resignation date prior to June 30, 2024, the Director of Special Services/Social Worker shall reimburse the Board for mentoring costs and the fees paid.

11 **PROFESSIONAL ORGANIZATIONS.** The Board shall pay dues for Employee to the following New Jersey professional organization(s):

New Jersey Principals and Supervisors Association (NJPSA).

The Board may approve additional organizations requested by the Employee.

11.1 The Board may pay for the attendance to the annual workshop of NJPSA with reimbursement of travel expenses consistent with OMB guidelines upon recommendation and prior approval of the Superintendent.

11.2 The Board shall reimburse the Employee for all meetings/workshops approved and reviewed by the Superintendent or designee as being a benefit to the School District. Appropriate vouchers, receipts, and/or per diem written explanations shall be submitted for review and approval. No personal expenses except as noted below shall be paid.

11.3 The Board shall pay for such other memberships that relate to the Employee's position and duties which are budgeted.

12. **TRAVEL REIMBURSEMENT.** The Board shall reimburse Employee for automobile travel in connection with his duties at the maximum rate permitted by the State of New Jersey OMB Guidelines. Such payment shall be exclusive of travel to/from home, to/from office regardless of how often such travel is necessary. All travel must receive Board approval in advance of the travel and must comply with Assembly Bill A-5 and the school district policies for Board and administrative travel.

13. **REIMBURSEMENT EXPENSES.** The Board recognized that, in the course of conducting school business, certain expenses must be incurred by the Employee. It is the intent of the Board to reimburse the Employee for expenses incurred while traveling on or engaged in Board or District business, with business associates and/or Board members in the performance of the Employee's assigned responsibilities, provided such are useful and necessary for the furtherance of Board or District objectives. It is recognized that the nature and amount of travel and business meeting expenses may vary with the objectives of each assignment and surrounding circumstances. It is further recognized that the Employee will incur various business related expenses in the performance of duties in representing the School District, therefore, the Board of

Education authorizes the Employee to receive case advances in accordance with a Board resolution covering such expense advance. The Employee is expected to use good judgment in the disbursement of Board funds for these expenses. All expenses must be reported on the appropriate form(s). Funds for these expenses must be regularly budgeted and all reimbursables must receive Board approval in advance of the actual expenditure and must comply with Assembly Bill A-5 and school district policies. Such expenses include, but are not limited to:

- A. Transportation (standard rate or less, except where such rates are not readily available)
 - Air, bus, or rail travel
 - Taxi fares
 - Use of personal car for travel outside of Monmouth County
 - Bridge and road tolls
 - Lodging As per Federal OMB guidelines for maximum hotel rates and daily reimbursement breakdown for meals and incidentals
- B. Incidentals (as per OMB guidelines)
- C. Business Meeting Expenses (e.g., registration fees)

The following expenses are **not** reimbursable:

- a. Flight insurance
- b. Personal entertainment (e.g., films, museums, parks, points of interest, etc.)
- d. Radio and television rentals
- e. Auto rentals
- f. Personal care expenses
- g. Personal reading material
- h. Miscellaneous expenses **not** accompanied by vouchers or receipt exceeding \$20 per day
- i. Commuting from Employee's residence to place of work and reverse.

14. **MISCELLANEOUS.** Reimbursement consideration for damages to personal property, including vehicles, shall be in accord with provisions for other employee groups.

14.1 Deduction via payroll for Tax Sheltered Annuities, Credit Union and other similar benefits shall be in accord with provisions for other employee groups.

14.2 If, during the term of this contract, it is found that a specific clause of the contract is illegal as a result of a federal or state law or as a result of a court decision, the remainder of the contract not affected by such ruling shall remain in force.

IN WITNESS WHEREOF, they set their hands and seals to this Employment Contract effective on the day and year first above written.

BOARD OF EDUCATION OF
BRADLEY BEACH

_____ By _____
M. Heidelberg Elizabeth Franks, Ed.D.
Superintendent/Principal Board President

WITNESS

Melanie McCarthy
Secretary to the Superintendent

DATED: _____

Alison Zylinski
Director of Special Services/Social Worker

Date

BRADLEY BEACH SCHOOL DISTRICT

**INDIVIDUAL
EMPLOYMENT CONTRACT**

BETWEEN

BRADLEY BEACH BOARD OF EDUCATION

515 Brinley Avenue
Bradley Beach, NJ 07720

hereinafter referred to as “Employer” and/or “Board”

AND

SALVATORE A. CATALANO

hereinafter referred to as “Employee”

WITNESSETH that

1. **EMPLOYMENT.** The Employer hereby employs the Employee and the Employee hereby accepts employment upon the terms and conditions hereinafter set forth, and agrees to observe, uphold and abide by the laws and rules of the United States, the State of New Jersey, and the Bradley Beach School District, and adhere to the job description which is subject to modification. Employee may engage in outside activities, paid or unpaid, so long as they do not conflict with the interests of the School District or divert attention away from regular full-time duties.
2. **POSITION.** Employee is hired for the position of Information Technology Coordinator.
3. **TERM.** This contract shall commence on July 1, 2023 and shall expire on June 30, 2024. The Board shall not hereby waive any of its rights as granted or established by law, code or policy *e.g.*, the ability to abolish positions. Employee holds and will continue to hold a valid certificate/license appropriate to the position covered by this Agreement, if applicable. In the event said certificate/license is revoked for any reason this Agreement shall automatically terminate. The position shall be a twelve-month position.
4. **JOB RESPONSIBILITIES.** Employee shall perform all responsibilities according to the job description approved by the Board. The Board reserves the right to revise the job description according to its discretion after input from the Superintendent or his/her designee.
 - 4.1 The Board agrees to staff the areas for which the Employee is responsible appropriately but within its discretion. Any change in staffing level shall be made only following input from the Superintendent.

- 4.2 Whenever an action or decision of Employee causes a controversy which, in the opinion of the Employee, might adversely affect the employment relationship, Employee is entitled to appear before the Board or, at Board's option, a committee thereof. When Employee exercises this option, a written explanation shall be submitted and Employee shall, within a reasonable time, be accorded an opportunity to have a fair private conference/hearing (with a representative of choice being present), to explain the position. Employee shall be entitled to have a position paper placed in the Employee's personnel file. The Board shall be entitled to include in said file a summary of the matters discussed at the conference/hearing.
5. **EVALUATION.** The evaluation of the Employee shall be performed by the Superintendent in accordance with the Board's policies, applicable New Jersey Statutes and applicable New Jersey Statutes and applicable rules and regulations of the State Department of Education and/or the Public Employee Relations Commission.
6. **TERMINATION.** In the event the Board determines not to renew this employment contract for the school year, the Board shall notify the Employee in writing on or before April 30, *i.e.*, it shall give the Employee two (2) months notice of non-renewal, excepting as otherwise noted herein.
- 6.1 The Board reserves the right to dismiss this Employee at any time on the grounds of inefficiency, incapacity, unbecoming conduct, or other just cause from present position. In the event a dismissal from this position is to be considered, the Employee may be represented by a person of choice. Written notice and reasons shall be presented forty-eight (48) hours in advance of the hearing. The decision of the Board is subject to whatever legal remedies are available to the Employee.
- 6.2 Employee may tender a resignation at any time during the existence of this Agreement provided the Employer is given at least sixty (60) days a written notice of intention to do so. During this sixty-day period, Employee shall cooperate in assisting a replacement in taking over the position being vacated.
- 6.3 Employee shall have the right to retire in accordance with state laws and regulation. Employee shall give employer at least sixty (60) days written notice of intention to retire.
7. **SALARY.** Employee's salary for the 2023-2024 school year shall be paid on semi-monthly installments, unless employment is terminated as per Article 6 or is affected by any other article herein. Salary for 2023-2024 school year is **\$91,947.00.**
8. **HEALTH BENEFITS.** The Board shall provide the employee with individual, parent/child, or family health (including prescription) and dental benefits coverage. The employee shall pay the premium cost for all such coverages set forth in Chapter 44, P.L. 2020 for health benefits, Chapter 78, P.L. 2011 for dental benefits, and implementing regulations. Such limitations shall in no way link this Contract with any agreement collectively negotiated with district employees. The premium shall be paid by the

employee through payroll deduction. Said deduction will be done in compliance with IRS section 125 rules and regulations.

8.1 The employee may waive coverage in any of the health benefits plans they are eligible for if covered through a spouse, civil union or domestic partner's health plan, and in accordance with procedures establish by the Board. The employee will be paid the lesser of (twenty-five percent) 25% or (Five Thousand Dollars) \$5,000 of the cost of said coverage for waiving such coverage.

9. **SICK LEAVE/VACATION/TEMPORARY LEAVES/EXTENDED LEAVES**

Employee shall receive **twelve (12) sick days** for the 2023-2024 school year.

9.1 These unused sick days shall be added to a sick leave bank at the end of each year.

9.2 At the time of retirement from the Bradley Beach School system, the Board agrees to reimburse retiree after acquiring twenty-five (25) or more years of service, the sum of Seventy-Five Dollars (\$75.00) per day for every day of unused accumulated sick leave. The maximum amount payable under this Article shall be limited, however, to Five Thousand (\$5,000.00) Dollars. Upon voluntary termination such accumulated sick days shall be forfeited.

9.3 Vacation will be given in accordance with the following schedule:

- One week of vacation after the first year of employment.
- Two weeks of vacation after the second year of employment.
- Three weeks of vacation after the tenth year of employment.
- One additional day for each year after the fifteenth year of employment, through the twentieth year:
 - Sixteenth year: three weeks plus one day,
 - Seventeenth year: three weeks plus two days,
 - Eighteenth year: three weeks plus three days,
 - Nineteenth year: three weeks plus four days,
 - Twentieth year: three weeks plus five days.
 - After the twentieth year, **vacation** time will continue at four weeks.

If a holiday falls within an employee's vacation period, time off with pay will be granted equal to the number of hours the employee would have been entitled to receive pay for the holiday. The employee will be entitled to all school holidays and vacations.

- 9.4 Absence for reasons of court order or quarantine shall be in accord with provisions for other employee groups.
- 9.5 Employee shall be entitled to a maximum of four (4) personal days per year as offered to other Employee groups and shall be subject to all related provisions, as applicable. Said personal days shall be granted upon the approval of the Superintendent.
- 9.6 Employee shall be entitled to a maximum of five (5) days total per school calendar year in the event of serious illness of a sister- or brother-in-law, grandparent, step grandparent, step parent and step children of the family, or other related members of the immediate household.
- 9.7 Absence for death in family and death of a relative shall be in accord with provisions for other employee groups.
- 9.8 Absence for on-the-job-injury shall be in accord with provisions for other employee groups.
- 9.9 Leave of absence without pay shall be in accord with provisions for other employee groups.
- 9.10 If Employee is called and/or serves on jury day, he/she shall receive daily rate of pay and shall remit the monies from the courts to the District.

11 **PROFESSIONAL ORGANIZATIONS.**

- 11.1 The Board may pay for the attendance to the annual workshop of NJTECHSPO with reimbursement of travel expenses consistent with OMB guidelines upon recommendation and prior approval of the Superintendent.
- 11.2 The Board shall reimburse the Employee for all meetings/workshops approved and reviewed by the Superintendent or designee as being a benefit to the School District. Appropriate vouchers, receipts, and/or per diem written explanations shall be submitted for review and approval. No personal expenses except as noted below shall be paid.
- 11.3 The Board shall pay for such other memberships that relate to the Employee's position and duties which are budgeted.

12. **TRAVEL REIMBURSEMENT.** The Board shall reimburse Employee for automobile travel in connection with his duties at the maximum rate permitted by the State of New Jersey OMB Guidelines. Such payment shall be exclusive of travel to/from home, to/from office regardless of how often such travel is necessary. All travel must receive Board approval in advance of the travel and must comply with Assembly Bill A-5 and the school district policies for Board and administrative travel.

13. **REIMBURSEMENT EXPENSES.** The Board recognized that, in the course of conducting school business, certain expenses must be incurred by the Employee. It is

the intent of the Board to reimburse the Employee for expenses incurred while traveling on or engaged in Board or District business, with business associates and/or Board members in the performance of the Employee's assigned responsibilities, provided such are useful and necessary for the furtherance of Board or District objectives. It is recognized that the nature and amount of travel and business meeting expenses may vary with the objectives of each assignment and surrounding circumstances. It is further recognized that the Employee will incur various business related expenses in the performance of duties in representing the School District, therefore, the Board of Education authorizes the Employee to receive case advances in accordance with a Board resolution covering such expense advance. The Employee is expected to use good judgment in the disbursement of Board funds for these expenses. All expenses must be reported on the appropriate form(s). Funds for these expenses must be regularly budgeted and all reimbursables must receive Board approval in advance of the actual expenditure and must comply with Assembly Bill A-5 and school district policies. Such expenses include, but are not limited to:

- A. Transportation (standard rate or less, except where such rates are not readily available)
 - Air, bus, or rail travel
 - Taxi fares
 - Use of personal car for travel outside of Monmouth County
 - Bridge and road tolls
 - Lodging As per Federal OMB guidelines for maximum hotel rates and daily reimbursement breakdown for meals and incidentals
- B. Incidentals (as per OMB guidelines)
- C. Business Meeting Expenses (e.g., registration fees)

The following expenses are **not** reimbursable:

- a. Flight insurance
- b. Personal entertainment (e.g., films, museums, parks, points of interest, etc.)
- d. Radio and television rentals
- e. Auto rentals
- f. Personal care expenses
- g. Personal reading material
- h. Miscellaneous expenses **not** accompanied by vouchers or receipt exceeding \$20 per day
- i. Commuting from Employee's residence to place of work and reverse.

14. **MISCELLANEOUS.** Reimbursement consideration for damages to personal property, including vehicles, shall be in accord with provisions for other employee groups.

14.1 Deduction via payroll for Tax Sheltered Annuities, Credit Union and other similar benefits shall be in accord with provisions for other employee groups.

14.2 If, during the term of this contract, it is found that a specific clause of the contract is illegal as a result of a federal or state law or as a result of a court decision, the remainder of the contract not affected by such ruling shall remain in force.

IN WITNESS WHEREOF, they set their hands and seals to this Employment Contract effective on the day and year first above written.

Mr. M. Heidelberg
Superintendent/Principal

WITNESS

David Tonzola
School Business Administrator/Board Secretary

DATED: _____

Salvatore A. Catalano
Information Technology Coordinator

Date

Marissa Finch

June 13, 2023
Marissa Finch
Preschool Inclusion Teacher

Bradley Beach Elementary School
515 Brinley Avenue
Bradley Beach, NJ 07720

Dear Mr. Heidelberg and the Bradley Beach Board of Education,

Kindly accept this letter as my formal resignation as a Preschool Inclusion Teacher at Bradley Beach Elementary School. My last day is expected to be on August 10, 2023, as I will be working as an ESY teacher for Bradley Beach Elementary School this summer.

I am incredibly grateful for the opportunities that I have been given during my time at BBES. I value the insights that I have learned, and I expect them to help me in my future endeavors. I would also like to thank you for being supportive of my professional growth. I have enjoyed working with you, the students and staff.

Let me know how I can help in the transition of responsibilities. Thank you.

Best regard,

Marissa Finch

Marissa Finch

Brielle Sanders M.A.

EDUCATION

Georgian Court University

Lakewood, NJ

M.A. School Psychology (Completed July 2021)

Psy.D. School Psychology (Expected Graduation: May 2025)

- **GPA:** 3.87
- **Relevant Major Courses:** Experimental Analysis of Behavior, Seminar in Child & Adolescent Development, Psychopathology of Childhood, School Crisis Prevention & Intervention, Seminar in Psych Services in the Schools, Multicultural Issues in School Psychology, Data-Based Decision Making: Behavioral/Emotional Assessment & Intervention, Data-Based Decision Making III: Psychoeducational Assessment & Intervention
- **Externship I: Placement at Hightstown High School**
 - Psychological and Educational Evaluations
 - Communicated Results to Parents and Lead Effective IEP meetings
 - Compare Baseline to monitor progress and effectiveness of intervention
 - Individual & Group Counseling
 - Behavioral and Academic Interventions
 - Class-wide Interventions
 - Engaged in Progress Monitoring of Interventions to Ensure Implemented as Documented and Carried with Fidelity
- **Externship I: Placement at NeurAbilities Healthcare**
 - Conducted Neuropsychological Assessments
 - Established Diagnoses based on assessment results with supervisor
 - ADOS, ADHD, and other Neuro evaluations
- **Practicum I: & Practicum II: Placement at Point Beach School District**
 - Participated in development of FBA and behavior intervention plan
 - Provided behavioral intervention for identified behavioral concern from teacher:
 - *Positive Reinforcement Visual System*
 - Attended IR&S Meetings
 - Q-interactive Webinar/Administer Psychological assessments with Ipad
 - *Conducted a Professional Development Meeting on Maintaining Treatment Integrity*
 - Eligibility determination/Reevaluation meetings
 - Participated in Social Skills Group
- **Awards And Honors:** Psi Chi International Honor Society in Psychology, NCSP Nationally Certified School Psychologist
- **Presentations:** National Association of School Psychology Annual Convention:
 - Presenter (Inclusivity in Support of LGTBQ+ students in K-12 Settings), *February 2022*,
 - Presenter: Expanding Access to Parents: Strategies for Effective Virtual Meetings, *February 2023*
 - Academic Excellence Poster Presenter, *April 2022*
 - CAEP University Program Accreditation Student Presenter for GCU program.
- **Extracurricular Activity:** Student Led Social Media Creator for GCU School Psychology & ABA Program, APA student member, NASP student member

Monmouth University

West Long Branch, NJ

B.A. Psychology (May 2020)

Double Minor: Childhood Studies, Legal Studies

- **GPA:** 3.438

- **Relevant Major Courses:** Abnormal Psychology, Research I Methods & Lab, Research III Experimental & Lab, Thesis in Psychology, Intern Play Researcher, Theories of Personality, Philosophy, Informal Logic, Spanish II, Sociology, Cultural Psychology, Forensic Psychology
- **Relevant Childhood Studies Minor Courses:** Child Psychology, Adolescent Psychology, Diverse Child Welfare, Constitutional Law & Civil Rights
- **Relevant Legal Studies Minor Courses:** Law & Society, Public Speaking
- **Awards And Honors:** Best Thesis Award, *April 2020*, Doris Klein Hiatt Internship Award, *April 2019*
- **Presentation And Conferences:** Scholarship Week Presenter for Iliad, Social Justice Symposium
- **Extracurricular Activity:** Psychology Club, Alpha Sigma Tau (ΑΣΤ)

Brookdale Community College

Wall, NJ

A.A. Psychology (May 2018)

- **GPA:** 3.8
- **Relevant Major Courses:** Life Span Development, Quantitative Methods & Statistics in Psychology, Spanish I, Information Technology
- **Awards And Honors:** Phi Theta Kappa Honor Society Member of the Month, Dean's List at Brookdale Community College
- **Presentation And Conferences:** Brookdale Student Achievement Showcase: A State of Conflict
- **Extracurricular Activity:** Phi Theta Kappa Honor Society, National Society of Leadership & Success

RESEARCH AT MONMOUTH UNIVERSITY, Long Branch, NJ

Research Assistant in the Play, Culture, and Development Laboratory, Sep 2018 – May 2020

- Administered, and scored psychological tasks.
- Participated in developing individualized educational plans in collaboration with teachers and other staff members.
- Gained experience with qualitative and quantitative approaches.

WORK EXPERIENCE

FELLOWSHIP GEORGIAN COURT UNIVERSITY:

Graduate Assistant

BRETT DINOVI AND ASSOCIATES, Mt. Laurel, NJ

Clinical Associate, November 2021-January-2023

- Providing behavioral services to learners.
 - Follow and implement behavioral plans to learner from BCBA.
- CPI training completed

PRIVATE RESIDENCE, Middletown, NJ

Nanny/Caregiver, Sep 2016 –March 2020

- Support children's emotional and social development, encouraging understanding of others and positive self-concepts.
- Identify signs of emotional or developmental problems in children and bring them to parents' or guardians' attention.
- Discipline children and recommend or initiate other measures to control behavior.
- Help children with homework, chores, and school work.
- Transport children to schools, social outings, and medical appointments.

ADDITIONAL SKILLS

- Public Speaking
- Interpersonal Skills
- Critical Thinking
- Conflict Resolution
- Scientific Literacy
- Time Management
- Data Analysis
- Research Design
- Behavioral Assessment and Intervention
- Diversity and Inclusion
- Education Law
- Parent Communication
- Spanish- Intermediate Level

TECHNICAL COMPETENCIES

- Microsoft Office
- SPSS
- SALT (Systematic Analysis of Language Transcripts)
- Outlook
- Google

CREDENTIALS AND LICENSES

- CITI Research Ethics and Compliance Training Certificate
- CPI training (ABA)

BOARD MEMBER ORIENTATION AND TRAINING

0144

The preparation of each Board member for the performance of Board of Education duties is essential to the proper functioning of the Board. The Board encourages each new Board member to acquire information about school district governance, the separate functions of the Board and the Superintendent, the operations of the district, and Board procedures.

The Board directs that each new member receive access to and/or a copy of the Board of Education Bylaw and Policy Manual, the manual of administrative regulations, each negotiated agreement, the current budget statement and audit report, the most recent long range facilities plan, and other materials as deemed appropriate by the Superintendent.

Each new Board member will be invited and is encouraged to meet and discuss the responsibilities and authority of a Board member, Board functions, and Board policies and procedures with the Board President (if available), the Superintendent, and the School Business Administrator/Board Secretary.

Within the first ninety days of a new Board member's first term, the Board member shall complete a training program to be prepared and offered by the New Jersey School Boards Association. The training shall include instruction relative to the Board member's responsibilities pursuant to the School Ethics Act and N.J.S.A. 18A:12-33.

The training program shall include information regarding the school district monitoring system established pursuant to P.L. 2005, c. 235, the New Jersey Quality Single Accountability Continuum, and the five key components of school district effectiveness on which school districts are evaluated under the monitoring system: instruction and program; personnel; fiscal management; operations; and governance.

The Board member shall complete a training program on school district governance in each of the subsequent two years of the Board member's first term.

Within one year after each re-election or re-appointment to the Board of Education, the Board member shall complete an advanced training program to be prepared and offered by the New Jersey School Boards Association. This advanced training program shall include information on relevant changes to New Jersey school law and other information deemed appropriate to enable the Board member to serve more effectively.

The New Jersey School Boards Association shall examine options for providing training programs to Board members through alternative methods such as on-line or other distance learning media or through regional-based training.

Within one year after being newly elected or appointed or being re-elected or re-appointed to the Board of Education, a Board member shall complete a training program on harassment, intimidation, and bullying in schools, including a school district's responsibilities under N.J.S.A. 18A:37-13 et seq. A Board member shall be required to complete the program only once. Training on harassment, intimidation, and bullying in schools shall be provided by the New Jersey School Boards Association, in consultation with recognized experts in school bullying from a cross section of academia, child advocacy organizations, nonprofit organizations, professional associations, and government agencies.

N.J.S.A. 18A:12-33; 18A:37-13 et seq.
N.J.A.C. 6A:28-4.1

Adopted: 6/2023

INSTRUCTIONAL SUPPLIES (M)

2520

M

The Board of Education shall provide staff members with the supplies and materials necessary for the successful implementation of the instructional program and provide students with the supplies and materials required for the successful completion of courses of study.

The Board expressly exempts from this Policy such clothing or personal equipment as may be required for reasons related to the safety and health of students or the protection of school property and are individualized or non-reusable, and any materials used in the manufacture or preparation of useful or decorative items that students are permitted to retain, except that no student will be denied participation in any course of study or school sponsored activity because of their financial inability to bear the cost of such clothing, equipment, or materials.

Supplies and materials will be distributed throughout the school district in a manner that ensures equal distribution to students; school facilities; courses; programs; and activities and services, regardless of the protected categories listed at N.J.A.C. 6A:7-1.7(a).

The Superintendent or designee shall develop procedures for the selection and utilization of instructional supplies that include effective consultation with teaching staff members at all appropriate levels.

N.J.A.C. 6A:7-1.7
N.J.S.A. 18A:34-1
N.J.S.A. 18A:54-20 [**vocational districts**]

Adopted: 6/2023

USE OF CORPORAL PUNISHMENT

3217

No teaching staff member employed by the Board or a person engaged in any school in the school district shall inflict or cause to be inflicted corporal punishment upon a student attending any school in the school district; but any such teaching staff member may, within the scope of their employment, use and apply such amounts of force as is reasonable and necessary:

1. To quell a disturbance, threatening physical injury to others;
2. To obtain possession of weapons or other dangerous objects upon the person or within the control of a student;
3. For the purpose of self-defense; and
4. For the protection of persons or property;

and such acts, or any of them, shall not be construed to constitute corporal punishment pursuant to N.J.S.A. 18A:6-1. Every resolution, bylaw, rule, ordinance, or other act or authority permitting or authorizing corporal punishment to be inflicted upon a student attending any school in the district shall be void.

Any teaching staff member employed by the Board found to have violated this Policy may be subject to discipline by the Board.

N.J.S.A. 18A:6-1; 18A:37-1

Adopted: 6/2023

USE OF CORPORAL PUNISHMENT

4217

No support staff member employed by the Board or a person engaged in any school in the school district shall inflict or cause to be inflicted corporal punishment upon a student attending any school in the school district; but any such support staff member may, within the scope of their employment, use and apply such amounts of force as is reasonable and necessary:

1. To quell a disturbance, threatening physical injury to others;
2. To obtain possession of weapons or other dangerous objects upon the person or within the control of a student;
3. For the purpose of self-defense; and
4. For the protection of persons or property;

and such acts, or any of them, shall not be construed to constitute corporal punishment pursuant to N.J.S.A. 18A:6-1. Every resolution, bylaw, rule, ordinance, or other act or authority permitting or authorizing corporal punishment to be inflicted upon a student attending any school in the district shall be void.

Any support staff member employed by the Board found to have violated this Policy may be subject to discipline by the Board.

N.J.S.A. 18A:6-1; 18A:37-1

Adopted: 6/2023

HEALTH SERVICES PERSONNEL (M)

5305

M

The Board of Education shall appoint at least one school physician pursuant to N.J.S.A. 18A:40-1. The Board may appoint a lead school physician to serve as health services director if more than one school physician is contracted by the Board. The school physician(s) shall be currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy and shall have a training and scope of practice that includes child and adolescent health and development. The contract between the Board and the

school physician(s) appointed pursuant to N.J.S.A. 18A:40-1 shall include a statement of assurance that the school physician(s) has completed the Student-Athlete Cardiac Screening professional development module developed pursuant to N.J.S.A. 18A:40-41d and has read the sudden cardiac arrest pamphlet developed pursuant to N.J.S.A. 18A:40-41. The school district shall conduct a criminal history background check on any physician before entering into an agreement for delivery of services pursuant to N.J.A.C. 6A:16-2.3.

The school physician(s) shall provide, at a minimum, the following services:

1. Consultation in the development and implementation of school district policies, procedures, and mechanisms related to health, safety, and medical emergencies, pursuant to N.J.A.C. 6A:16-2.1(a) and Policy and Regulation 5310;
2. Consultation to school district medical staff regarding the delivery of school health services, which includes special health care needs of technology-supported and medically fragile children, including students covered by 20 U.S.C. §1400 et seq., Individuals with Disabilities Education Act;
3. Physical examinations conducted in the school physician's office or other comparably equipped facility for students who do not have a medical home;
4. Provision of written notification to the parent stating approval or disapproval of the student's participation in athletics based upon the medical report;
5. Direction for professional duties of other medical staff;
6. Written standing orders that shall be reviewed and re-issued before the beginning of each school year;
7. Establishment of standards of care for emergency situations and medically related care involving students and school staff;
8. Assistance to the certified school nurse or noncertified nurse in conducting health screenings of students and staff and assistance with the delivery of school health services;
9. Review, as needed, of reports and orders from a student's medical home regarding student health concerns;
10. Authorization of tuberculin testing for conditions outlined in N.J.A.C. 6A:16-2.2(c) and Policy and Regulation 5310;

11. Review, approval, or denial with reasons of a medical home determination of a student's anticipated confinement and resulting need for home instruction; and
12. Consultation with the school district certified school nurse(s) to obtain input for the development of the school nursing services plan, pursuant to N.J.A.C. 6A:16-2.1(b) and Policy and Regulation 5310.

The Board shall employ a certified school nurse to provide nursing services while school is in session pursuant to N.J.S.A. 18A:40-1 and 3.3. The certified school nurse shall work under the direction of the school physician and Superintendent of Schools.

The certified school nurse shall possess a standard educational services certificate with a school nurse endorsement or school nurse/non-instructional endorsement pursuant to N.J.A.C. 6A:9B-14.3 or 14.4. The certified school nurse shall possess a current New Jersey registered professional nurse license issued by the New Jersey State Board of Nursing; a bachelor's degree from a regionally accredited college or university; a current Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillators (AED) certification as issued by the American Heart Association, the American Red Cross, the National Safety Council, or other entities determined by the Department of Health to comply with the American Heart Association's CPR guidelines; and complete training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards including, but not limited to, those of the National Institutes of Health and the American Academy of Allergy, Asthma, and Immunology.

The role of the certified school nurse shall include, but not be limited to:

1. Carrying out written orders of the medical home and standing orders of the school physician;
2. Conducting health screenings which include height, weight, blood pressure, hearing, vision, and scoliosis pursuant to N.J.A.C. 6A:16-2.2 and Policy and Regulation 5310 and monitoring vital signs and general health status for emergent issues for students suspected of being under the influence of alcohol and controlled dangerous substances, pursuant to N.J.S.A. 18A:40-4 and 18A:40A-12 and Policy and Regulation 5530;
3. Maintaining student health records, pursuant to N.J.S.A. 18A:40-4 and N.J.A.C. 6A:16-2.4, and Policy and Regulation 5308;
4. Recommending to the Principal students who shall not be admitted to or retained in the school building based on a parent's failure to provide evidence of the child's immunization according to the schedules specified in N.J.A.C. 8:57-4;

5. Annually reviewing student immunization records to confirm with the medical home that the medical condition for the exemption from immunization continues to be applicable, pursuant to N.J.A.C. 8:57-4.3;
6. Recommending to the Principal exclusion of students who show evidence of communicable disease, pursuant to N.J.S.A. 18A:40-7, 8, and 10;
7. Directing and supervising the emergency administration of epinephrine and glucagon, and training school staff designated to serve as delegates, pursuant to N.J.S.A. 18A:40-12.6 and 12.14 and Policy and Regulation 5330;
8. Administering asthma medication through use of a nebulizer;
9. Directing and supervising the health services activities of any school staff to whom the certified school nurse has delegated a nursing task;
10. Classroom instruction in areas related to health education, pursuant to N.J.A.C. 6A:9B-14.3;
11. Reviewing and summarizing available health and medical information regarding the student and transmitting a summary of relevant health and medical information to the Child Study Team, pursuant to N.J.A.C. 6A:14-3.4(h);
12. Writing and updating, at least annually, the individualized health care plans and the individualized emergency healthcare plans for students' medical needs, and instructing staff as appropriate;
13. Writing and updating, at least annually, any written healthcare provisions required under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794(a), for any student who requires them;
14. Assisting in the development of and implementing healthcare procedures for students in the event of an emergency;
15. Instructing teachers on communicable disease and other health concerns, pursuant to N.J.S.A. 18A:40-3;
16. Reviewing completed health history update questionnaires and sharing with the school athletic trainer for review, if applicable, pursuant to N.J.S.A. 18A:40-41.7; and
17. Providing other nursing services consistent with the nurse's educational services certification endorsement as a school nurse issued by the State

Board of Examiners and current license approved by the State Board of Nursing.

A certified school nurse who possesses the school nurse/non-instructional certificate is not authorized to teach in areas related to health, pursuant to N.J.A.C. 6A:9B-14.4.

The Board may appoint a non-certified nurse under the supervision of a certified school nurse to supplement the services of a certified school nurse provided a noncertified nurse shall be assigned to the same school building or complex as the certified school nurse pursuant to N.J.S.A. 18A:40-3.3.a. and a noncertified nurse is limited to providing services only as permitted under a noncertified nurse's license issued by the State Board of Nursing in accordance with N.J.A.C. 6A:16-2.3(c).

N.J.S.A. 18A:40-1; 18A:40-3.3; 18A:40-4; 18A:40-7;
18A:40-8; 18A:40-10; 18A:40A-12; 18A:40-12.6;
18A:40-12.14; 18A:40-41.7
N.J.A.C. 6A:9B-14.3; 6A:9B-14.4; 6A:14-3.4; 6A:16-2.1;
6A:16-2.2; 6A:16-2.3

Adopted: 6/2023

STUDENT HEALTH RECORDS (M)

5308

M

The school district shall maintain mandated student health records for each student pursuant to N.J.A.C. 6A:16-2.4 and N.J.A.C. 6A:32-7. The district will document student health records using a form approved by the Commissioner of Education.

The maintenance and security of student health records shall be in accordance with N.J.A.C. 6A:32-7 and 6A:16-2.4. Student health records, whether stored on paper or electronically, shall be maintained in accordance with N.J.A.C. 6A:32-7. Student health records shall be maintained separately from other student records. Student health records also shall be maintained according to the requirements of N.J.A.C. 6A:32-7 until such time as graduation or termination from the school district, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record. The school district of last enrollment, graduation, or permanent departure of the student shall keep, for 100 years, a mandated record of a student's health history and immunization in accordance with N.J.A.C. 6A:32-7.8(f). No

additions shall be made to the record after graduation or permanent departure without prior written consent of the parent or adult student pursuant to N.J.A.C. 6A:32-7.8(e).

The transfer of student health records when a student transfers to or from a school district shall be in accordance with N.J.A.C. 6A:16-7.9 and N.J.A.C. 6A:32-7.5.

Any Board of Education employee with knowledge of, or access to, the following health information shall comply with restrictions for sharing information as required by Federal and State statutes and regulations: information that identifies a student as having HIV infection or AIDS shall be shared only with prior written informed consent of the student age twelve or greater, or of the student's parent as required by N.J.S.A. 26:5C-1 et seq. and only for the purpose of determining an appropriate educational program for the student; information obtained by the school's alcohol and other drug program that would identify the student as an alcohol or other drug user may be disclosed only for those purposes and under conditions permitted by 42 CFR Part 2; information provided by a secondary school student while participating in a school-based alcohol or other drug counseling program that indicates that a parent or other person residing in the student's household is dependent upon or illegally using a substance shall be shared only for those purposes and conditions permitted by N.J.S.A. 18A:40A-7.1.

Access to and disclosure of information in a student health record shall meet the requirements of the Family Educational Rights and Privacy Act (FERPA), 20 USC §1232g, and 34 CFR Part 99, incorporated herein by reference, as amended and supplemented, and N.J.A.C. 6A:32-7 - Student Records.

The school district shall provide access to the student health record to licensed medical personnel not holding educational certification who are working under contract with, or as employees of, the school district only to the extent necessary to enable the licensed medical personnel to perform their duties. Secretarial or clerical personnel under the supervision of the certified school nurse shall be permitted access to those portions of the student health record necessary for entry and recording of data and for conducting routine clerical tasks as outlined in N.J.S.A. 18A:40-3.4 and N.J.A.C. 6A:32-7.5.

Nothing in N.J.A.C. 6A:16-2.4 or in this Policy and Regulation 5308 shall be construed to prohibit school personnel from disclosing to students or adults in connection with an emergency the information contained in the student health record if the release is necessary to protect the immediate health or safety of the student or other persons pursuant to N.J.A.C. 6A:32-7.5.

N.J.S.A. 18A:40-3.4
N.J.A.C. 6A:16-2.4; 6A:32-7.1; 6A:32-7.4;
6A:32-7.5; 6A:32-7.8

Adopted: 6/2023

HEALTH SERVICES (M)

5310

M

The Board of Education shall develop and adopt the following written policies, procedures, and mechanisms in accordance with N.J.A.C. 6A:16-2.1(a) for the provision of health, safety, and medical emergency services, and shall ensure staff are informed as appropriate:

1. The review of immunization records for completeness, pursuant to N.J.A.C. 8:57-4.1 through 4.20 (Policy and Regulation 5320);
2. The administration of medication to students in the school setting by the following authorized individuals (Policy and Regulation 5330):
 - a. The school physician;
 - b. A certified school nurse or noncertified nurse;
 - c. A substitute school nurse employed by the school district;
 - d. The student's parent;
 - e. A student approved to self-administer medication, pursuant to N.J.A.C. 6A:16-2.1(a)5.iii. and 6A:16-2.1(a)9. and N.J.S.A. 18A:40-12.3 and 12.4;
 - f. Other school employees who volunteer to be trained and designated by the certified school nurse to administer epinephrine in an emergency, pursuant to N.J.S.A. 18A:40-12.5 and 12.6; and
 - g. Other employees who volunteer to be designated as a delegate and trained to administer glucagon, pursuant to N.J.S.A. 18A:40-12.14.
3. The review of Do Not Resuscitate (DNR) orders received from the student's parent or medical home (Policy 5332);
4. The provision of health services in emergency situations, including:

- a. The emergency administration of epinephrine via an epinephrine auto-injector, pursuant to N.J.S.A. 18A:40-12.5 (Policy and Regulation 5330);
 - b. The emergency administration of glucagon, pursuant to N.J.S.A. 18A:40-12.14 (Policy and Regulation 5338);
 - c. The care of any student who becomes injured or ill while at school or participating in school-sponsored functions (Policy and Regulation 8441);
 - d. The transportation and supervision of any student determined to be in need of immediate care (Policy and Regulation 8441);
 - e. The notification to parents of any student determined to be in need of immediate medical care (Policy and Regulation 8441); and
 - f. The establishment and implementation of an emergency action plan for responding to a sudden cardiac event, including the use of an automated external defibrillator (AED), pursuant to N.J.S.A. 18A:40-41b. (Policy and Regulation 5300).
5. The treatment of asthma in the school setting in accordance with the provisions of N.J.A.C. 6A:16-2.1(a)5. (Policy 5335);
 6. Administration of student medical examinations, pursuant to N.J.S.A. 18A:40-4, N.J.S.A. 18A:35-4.8, and N.J.A.C. 6A:16-2.2 (Policy and Regulation 5310);
 7. Utilization of sanitation and hygiene when handling blood and bodily fluids pursuant to N.J.A.C. 12:100-4.2, Safety and Health Standards for Public Employees, and in compliance with 29 CFR §1910.1030, Occupational Safety and Health Bloodborne Pathogens Standards (Policy and Regulation 7420);
 8. Provision of nursing services to nonpublic schools located in the school district as required by N.J.S.A. 18A:40-23 et seq. and N.J.A.C. 6A:16-2.5 (Policy and Regulation 5306);
 9. Self-administration of medication by a student for asthma or other potentially life-threatening illness or life-threatening allergic reaction pursuant to N.J.S.A. 18A:40-12.3, 12.5, and 12.6, and the self-management and care of a student's diabetes as needed, pursuant to N.J.S.A. 18A:40-12.15 (Policy and Regulation 5330);

10. Development of an individualized healthcare plan and individualized emergency healthcare plan for students with chronic medical conditions, including diabetes, asthma, and life-threatening allergies requiring special health services in accordance with N.J.S.A. 18A:40-12.11.c, 12.12, 12.13, and 12.15; and N.J.A.C. 6A:16-2.3(b)3.xii. (Policies and Regulations 5331 and 5338 and Policy 5335); and
11. Management of food allergies in the school setting and the emergency administration of epinephrine to students for anaphylaxis, pursuant to N.J.S.A. 18A:40-12.6a through 12.6d (Policy and Regulation 5331).

The Board of Education shall annually adopt the school district's nursing services plan at a regular meeting, pursuant to N.J.A.C. 6A:16-2.1(b) and Policy 5307.

N.J.S.A. 18A:35-4.8; 18A:40-4; 18A:40-12;
18A:40-12.3; 18A:40-12.5; 18A:40-12.6;
18A:40-12.6a; 18A:40-12.6b; 18A:40-12.6c;
18A:40-12.6d; 18A:40-12.7; 18A:40-12.11;
18A:40-12.15; 18A:40-16; 18A:40-23 et seq.;
18A:40-41.a.; 18A:40-41.b.
N.J.A.C. 6A:16-1.3; 6A:16-2.1; 6A:16-2.2

Adopted: 6/2023

REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES (M)

6112

M

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

In accordance with this requirement, the New Jersey Department of Education (NJDOE) has implemented a reimbursement request system of payment. The procedures as outlined in the New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures shall be followed by school

districts in submitting reimbursement requests. Reimbursement requests for entitlement grant awards under the Every Student Succeeds Act (ESSA), the Individuals with Disabilities Education Act (IDEA), the Strengthening Career and Technical Education for the 21st Century Act, and any other program designated by the NJDOE shall be made using the NJDOE's Electronic Web-Enabled Grant (EWEG) System.

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

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

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

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

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

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

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

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

Adopted: 6/2023

FEDERAL FUNDS – DUPLICATION OF BENEFITS (M)

6115.04

M

A requirement for a Board of Education/local education agency (LEA) who accepts funds from the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) – Elementary and Secondary School Emergency Relief Fund (ESSERF II); American Rescue Plan Elementary and Secondary Schools Emergency Relief (ARP ESSER); and all Federal programs and grants is for the LEA to have a Duplication of Benefits (DOB) Policy. DOB occurs when a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose, and the total assistance received for that purpose is more than the total need for assistance.

The School Business Administrator/Board Secretary shall be responsible for ensuring no DOB occurs and will be responsible for ensuring compliance by subcontractors, subrecipients, and other partners.

To comply with DOB requirements, an LEA that accepts Federal funds is required by the Coronavirus Aid, Relief, and Economic Security (CARES) Act to establish and follow procedures to ensure that DOB does not occur. Establishing a process to effectively identify and prevent DOB is critical for the LEA to effectively manage multiple active funding streams related to coronavirus response and efficiently target resources to meet

unmet needs within the school district. The Board of Education is solely responsible for ensuring that an actual DOB does not occur.

To prevent DOB, the LEA will have:

1. A requirement that the LEA must agree to repay assistance that is determined to be duplicative. This may be documented through a subrogation agreement or similar clause included in the agreement with the LEA. The LEA will establish a protocol to monitor compliance based on risk of DOB for each activity; and
2. A method of assessing whether the use of these funds will duplicate financial assistance that is already received or is likely to be received (such as insurance proceeds) by acting reasonably to evaluate the need and the resources available to meet that need. The LEA will evaluate current programs available at the local, county, State, and Federal level as well as current and anticipated non-governmental assistance from nonprofits or faith-based groups and establish lines of communication for preventing DOB.

To analyze DOB, the LEA will complete the following steps:

1. Assess Need: Determine the amount of need (total cost);
2. Determine Assistance: Determine the amount of assistance that has or will be provided from all sources to pay for the cost;
3. Calculate Unmet Need: Determine the amount of assistance already provided compared to the need to determine the maximum award (unmet need); and
4. Document Analysis: Document calculation and maintain adequate documentation justifying determination of maximum award.

In DOB calculations, private loans are not considered a form of assistance and will not be considered when calculating DOB. However, subsidized loans from the Small Business Administration or Federal Emergency Management Agency will be included in the DOB analysis unless one of the three exceptions below is met:

1. Short-term subsidized loans (e.g. bridge loans) for costs later reimbursed with Federal funds;
2. Declined or cancelled subsidized loans; or
3. Loan assistance used toward a loss suffered as a result of a major disaster or emergency.

Adopted: 6/2023

CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL GRANTS (M)

6311

M

Any vendor providing goods or services to the school district to be funded by a Federal grant must be cleared for contract in accordance with the provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.213 – Suspension and Debarment.

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

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

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

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

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

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

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

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

Adopted: 6/2023

7440 SCHOOL DISTRICT SECURITY (M)

M

The Board of Education believes the buildings and facilities of the school district represent a substantial community investment. The Board directs the development and implementation of a plan for school district security to protect the school community's investment in the school buildings and facilities. The Board will comply with the security measures required in N.J.S.A. 18A:7G-5.2 for new school construction and for existing school buildings.

The school district security program will include: maintenance of facilities that are secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and compliance with safe practices in the use of electrical, plumbing, heating, and other school building equipment.

As used in this Policy and N.J.S.A. 18A:41-7.1, "critical incident mapping data" means information provided in electronic or digital form to assist first responders in an emergency including, but not limited to: aerial images of schools; floor plans, including room and suite numbers; building access points; locations of hazardous materials and utility shut-offs; and any other relevant location information.

The Board shall provide to local law enforcement authorities critical incident mapping data for all schools and school grounds. In the case of a school building located in a municipality in which there is no municipal police department, critical incident mapping

data shall be provided to an entity designated by the Superintendent of the New Jersey State Police. The Board shall provide revised mapping data to the applicable law enforcement authorities or designated entities any time that there is a change to the critical incident mapping data.

Critical incident mapping data provided pursuant to N.J.S.A. 18A:41-7.1.a. shall be: compatible with all platforms and applications used by local, State, and Federal law enforcement authorities; provided in a printable format; and verified for accuracy through an annual walkthrough of school buildings and school grounds.

Nothing in this Policy or N.J.S.A. 18A:41-7.1 shall be construed to require local law enforcement authorities or designated entities to access critical incident mapping data using third party viewing software.

The Board directs close cooperation of district officials with law enforcement, fire officials, and other emergency agencies.

Each public elementary and secondary school building shall be equipped with at least one panic alarm for use in a school security emergency pursuant to N.J.S.A. 18A:41-10 through 13 and this Policy and Regulation 7440.

The Superintendent of Schools shall designate a school administrator, or a school employee with expertise in school safety and security, as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3 and this Policy and Regulation 7440. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in accordance with the provisions of N.J.S.A. 18A:17-43.2 and this Policy and Regulation 7440. The School Safety Specialist shall also serve as the school district liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.

Access to school buildings and grounds outside the hours school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system will be established to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained access improperly.

In accordance with N.J.S.A. 18A:7G-5.2.b.(15), propping open doors to buildings on school grounds is strictly prohibited and students and staff shall not open a door for any individual. All persons seeking entry into the building shall be directed to the main entrance.

Building records and funds shall be kept in a safe place and secured as appropriate and necessary.

Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate. The Board may approve the employment of school resource officers, school security officers, and/or law enforcement officers in situations in which special risks are involved.

The school district shall annually conduct a school safety audit for each school building in accordance with the provisions of N.J.S.A. 18A:41-14.

N.J.S.A. 18A:7G-5.2; 18A:17-43.1; 18A:17-43.2; 18A:17-43.3;
18A:41-7.1; 18A:41-10; 18A:41-11; 18A:41-12;
18A:41-13; 18A:41-14
N.J.A.C. 6A:16-1.3; 6A:26-1.2

Adopted: 6/2023 6/2023

CITIZENS ADVISORY COMMITTEES (M)

9140

M

The Board of Education encourages communication between the school district and the community at large. Citizens advisory committees may be useful in keeping the Board and the administration informed with regard to community opinion and in representing the community.

The Board may establish a citizens advisory committee to provide input to the Board and the administration from the community for funded programs as the law requires and as the Board sees fit.

In creating a new citizens advisory committee, the Board may appoint: members of the community who are able and interested in the subject and concerned about the schools; members who represent a wide range of community interests and backgrounds; a chairperson; one or more Board members; and school staff members. The Board President or designee and the Superintendent or designee shall serve as members of the citizens advisory committee.

In charging a new citizens advisory committee, the Board shall define the citizens advisory committee assignment in writing, set a date for report(s) to the Board, and establish a budget, if needed. Expenditures of district funds by a citizens advisory committee shall be made upon the approval of the Superintendent.

Recommendations of citizens advisory committee shall not reduce the responsibility of the Board, which may accept, reject, or modify a citizens advisory committee's recommendation(s) in the exercise of its statutory discretion.

Meetings of citizens advisory committee that are attended by fewer than a majority of the members of the Board are not subject to the Open Public Meetings Act and need not

be open to the public, except as expressly permitted by the Board.

Adopted: 6/2023

INSTRUCTIONAL SUPPLIES (M)

R 2520

M

A. Definition

“Supplies” are the consumable materials distributed to teachers and students for the successful implementation of the instructional program.

B. Supply Procedures

1. Each staff member will be able to request supplies by submitting a request to the Principal or designee.
2. Supplies will be kept in a secure location. The Principal or designee will be responsible to approve the request of supplies for their school and staff.
3. The staff member’s request will be retained by the staff member and the Principal or designee.
4. At the end of each school year, a record of the inventory of supplies retained by the staff member shall be reported by the staff member to the Principal or designee.
5. The Principal will encourage all staff members to suggest additional supplies and/or replacements for the supplies used.

C. Cost of Supplies

Supplies will be made available without charge to all students, except in the following circumstances:

1. Where non-reusable clothing or personal equipment, such as gym outfits, is required for the safety, health, or the protection of school property, students will be requested to provide their own clothing or equipment. The Principal may require that such clothing or equipment meet school standards and may recommend a suitable vendor for the clothing or equipment.
2. Where a student enrolled in a class or activity in which an item is made, such as woodshop or home economics, chooses to prepare and keep a useful item, the student may be required to pay the costs of the materials

used. Students shall always be given the option of preparing an item for use by the school, for which no charge will be made. Any charge made under this regulation will be presented in writing by the teacher with a copy to the Principal or designee and the moneys collected will be deposited with the Business Office.

3. Students may be required to provide supplies for their participation in co-curricular activities.
4. A student who is eligible for free and reduced rate meals will not be required to pay for any supplies, including those exempted from free distribution in paragraph C.1., 2., and 3. above.
5. Staff members shall report to the Principal or designee any student who is suspected of being unable to pay for supplies.

Adopted: 6/2023

STUDENT HEALTH RECORDS (M)

R 5308

M

Student health records shall be maintained for each student pursuant to N.J.A.C. 6A:16-2.4. Maintenance and security of student health records shall be in accordance with N.J.A.C. 6A:32-7.4.

A. Mandated Student Health Records

1. The district shall maintain for each student, pursuant to N.J.A.C. 6A:32, a student health record that includes the following mandated records:
 - a. Findings of health histories, medical examinations, and health screenings pursuant to N.J.A.C. 6A:16-2.2 and 4.3; and
 - b. Documentation of immunizations against communicable diseases or exemption from these immunizations pursuant to N.J.A.C. 8:57-4.1, 4.3, and 4.4.
2. The district will document the findings of student health histories, health screenings, and required medical examinations that are relevant to school

participation on the student's health record using a form approved by the Commissioner of Education.

B. Maintenance and Security of Student Health Records

1. The school district shall maintain student health records in accordance with N.J.A.C. 6A:32-7.4 as follows:
 - a. Student health records may be stored electronically or in paper format.
 - (1) When student health records are stored electronically, proper security and backup procedures shall be administered;
 - b. Student health records, whether stored on paper or electronically, shall be maintained in accordance with N.J.A.C. 6A:32-7.1(l).
 - (1) Student health records shall be maintained separately from other student records. Student health records also shall be maintained in accordance with the requirements of N.J.A.C. 6A:32-7 until such time as graduation or termination from the district, 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. Student health records shall be accessible during the hours in which the school program is in operation.

C. Transferring Student Health Records

The school district shall ensure compliance with the requirements of N.J.A.C. 6A:32-7 – Student Records and Policy and Regulation 8330 when transferring student health records.

D. Restrictions for Sharing Student Health Information

1. Any Board of Education employee with knowledge of, or access to, the following health information shall comply with restrictions for sharing information as required by Federal and State statutes and regulations.
 - a. Information that identifies a student as having HIV infection or AIDS shall be shared only with prior written informed consent of the student age twelve or greater, or of the student's parent as

required by N.J.S.A. 26:5C-1 et seq. and only for the purpose of determining an appropriate educational program for the student.

- b. Information obtained by the school's alcohol and other drug program that would identify the student as an alcohol or other drug user may be disclosed only for those purposes and under conditions permitted by 42 CFR Part 2.
- c. Information provided by a secondary school student while participating in a school-based alcohol or other drug counseling program that indicates a parent or other person residing in the student's household is dependent upon or illegally using a substance shall be shared only for those purposes and conditions permitted by N.J.S.A. 18A:40A-7.1.

E. Access to Student Health Records

- 1. Access to and disclosure of information in the student health record shall meet the requirements of the Family Educational Rights and Privacy Act (FERPA), 20 USC §1232g and 34 CFR Part 99 as amended and supplemented, and N.J.A.C. 6A:32-7 – Student Records.
- 2. The school district shall provide access to the student health record to licensed medical personnel not holding educational certification who are working under contract with, or as employees of, the school district only to the extent necessary to enable the licensed medical personnel to perform their duties.
 - a. Secretarial or clerical personnel under the supervision of the certified school nurse shall be permitted access to portions of the student health record necessary for entry and recording of data and for conducting routine clerical tasks as outlined in N.J.S.A. 18A:40-3.4 and N.J.A.C. 6A:32-7.5.
- 3. Nothing in N.J.A.C. 6A:16-2.4 or in Policy 5308 and this Regulation shall be construed to prohibit school personnel from disclosing to students or adults in connection with an emergency the information contained in the student health record if the release is necessary to protect the immediate health or safety of the student or other persons pursuant to N.J.A.C. 6A:32-7.5.

Adopted: 6/2023

HEALTH SERVICES (M)

R 5310

M

A. Definitions – (N.J.A.C. 6A:16-1.3)

1. Advanced practice nurse (APN) – means a person who holds a current license as either an advanced practice nurse or a nurse practitioner/clinical nurse specialist from the State Board of Nursing.
2. Certified school nurse – means a person who holds a current license as a registered professional nurse from the State Board of Nursing and an educational services certificate, school nurse, or school nurse/non-instructional endorsement from the Department of Education, pursuant to N.J.A.C. 6A:9B-14.3 and 14.4.
3. Medical home – means a health care provider, including New Jersey FamilyCare providers as defined by N.J.S.A. 30:4J-12 and the provider's practice site chosen by the student's parent for the provision of health care.
4. Non-certified nurse – means a person who holds a current license as a professional nurse from the State Board of Nursing and is employed by a Board of Education and who is not certified as a school nurse by the Department of Education.
5. 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.
6. Physical examination – means the examination of the body by a professional licensed to practice medicine or osteopathy, or an advanced practice nurse, or physician assistant. The term includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.
7. Physician assistant (PA) – means a health care professional licensed to practice medicine with physician supervision.
8. School physician – means a physician currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy whose training and scope of practice includes child and adolescent health and

development. The physician is also referred to as the medical inspector as per N.J.S.A. 18A:40-1.

B. Medical Examinations – General Conditions (N.J.A.C. 6A:16-2.2)

1. Each student medical examination shall be conducted at the medical home of the student. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility, pursuant to N.J.S.A. 18A:40-4.
2. The findings of required examinations under N.J.A.C. 6A:16-2.2(h)2. through (h)5. and D. through G. below shall include the following components:
 - a. Immunizations, pursuant to N.J.A.C. 8:57-4.1 through 4.24;
 - b. Medical history, including allergies, past serious illnesses, injuries, operations, medications, and current health problems;
 - c. Health screenings including height, weight, hearing, blood pressure, and vision; and
 - d. Physical examinations.
3. Each school shall have available and maintain an automated external defibrillator (AED), pursuant to N.J.S.A. 18A:40-41a.a.(1) and (3), that is:
 - a. In an unlocked location on school property, with an appropriate identifying sign;
 - b. Accessible during the school day and any other time when a school-sponsored athletic event or team practice is taking place in which students of the school district or nonpublic school are participating; and
 - c. Within a reasonable proximity of the school athletic field or gymnasium, as applicable.
4. The Board of Education shall make accessible information regarding the NJ FamilyCare Program to students who are knowingly without medical coverage, pursuant to N.J.S.A. 18A:40-34.
5. Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history, pursuant to N.J.S.A. 26:5C-1 et seq.

6. Pursuant to N.J.S.A. 18A:40-4, a student who presents a statement signed by their parents that such required examinations interfere with the free exercise of their religious beliefs shall be examined only to the extent necessary to determine whether the student is ill or infected with a communicable disease or to determine their fitness to participate in any health, safety, or physical education course required by law.

C. Medical Examinations - Prior to Participation on a School-Sponsored Interscholastic or Intramural Athletic Team or Squad for Students Enrolled in Any Grades Six to Twelve (N.J.A.C. 6A:16-2.2(h)1.)

1. The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and prior to participation on a school-sponsored interscholastic or intramural athletic team or squad for students enrolled in any grades six to twelve.

- a. The examination shall be conducted within 365 days prior to the first day of official practice in an athletic season and shall be conducted by a licensed physician, APN, or PA.

- b. The physical examination shall be documented using the Preparticipation Physical Evaluation (PPE) form developed jointly by the American Academy of Family Physicians, American Academy of Pediatrics, American College of Sports Medicine, American Medical Society for Sports Medicine, American Orthopaedic Society for Sports Medicine, and American Osteopathic Academy of Sports Medicine and is available online at

<http://www.state.nj.us/education/students/safety/health/records/athleticphysicalsform.pdf>,
in accordance with N.J.S.A. 18A:40-41.7.

- (1) Prior to performing a preparticipation physical examination, the licensed physician, APN, or PA who performs the student-athlete's physical examination shall complete the Student-Athlete Cardiac Screening professional development module and shall sign the certification statement on the PPE form attesting to the completion, pursuant to N.J.S.A. 18A:40-41d.

- (a) If the PPE form is submitted without the signed certification statement and the school district has confirmed that the licensed physician, APN, or PA from the medical home did not complete the module, the student-athlete's parent may obtain a physical examination from a physician who can

certify completion of the module or request that the school physician provides the examination.

- (2) The medical report shall indicate if a student is allowed or not allowed to participate in the required sports categories and shall be completed and signed by the original examining physician, APN, or PA.
 - (3) An incomplete form shall be returned to the student's medical home for completion unless the school nurse can provide documentation to the school physician that the missing information is available from screenings completed by the school nurse or physician within the prior 365 days.
- c. Each student whose medical examination was completed more than ninety days prior to the first day of official practice in an athletic season shall provide a health history update questionnaire completed and signed by the student's parent. The completed health history update questionnaire shall include information listed below as required by N.J.S.A. 18A:40-41.7.b.

The completed health history update questionnaire shall be reviewed by the school nurse and, if applicable, the school athletic trainer and shall include information as to whether, in the time period since the date of the student's last preparticipation physical examination, the student has:

- (1) Been advised by a licensed physician, APN, or PA not to participate in a sport;
- (2) Sustained a concussion, been unconscious or lost memory from a blow to the head;
- (3) Broken a bone or sprained, strained, or dislocated any muscles or joints;
- (4) Fainted or blacked out;
- (5) Experienced chest pains, shortness of breath, or heart racing;
- (6) Had a recent history of fatigue and unusual tiredness;
- (7) Been hospitalized, visited an emergency room, or had a significant medical illness;

- (8) Started or stopped taking any over the counter or prescribed medications; or
 - (9) Had a sudden death in the family, or whether any member of the student's family under the age of fifty has had a heart attack or heart trouble.
- d. The school district shall provide to the parent written notification signed by the school physician stating approval of the student's participation in athletics based upon the medical report or the reasons for the school physician's disapproval of the student's participation.
 - e. The Board shall not permit a student enrolled in grades six to twelve to participate on a school-sponsored interscholastic or intramural athletic team or squad unless the student submits a PPE form signed by the licensed physician, APN, or PA who performed the physical examination and, if applicable, a completed health history update questionnaire, pursuant to N.J.S.A. 18A:40-41.7.c.
 - f. The school district shall distribute to a student-athlete and the student-athlete's parent the sudden cardiac arrest pamphlet developed by the Commissioner of Education, in consultation with the Commissioner of Health, the American Heart Association, and the American Academy of Pediatrics, pursuant to N.J.S.A. 18A:40-41.
 - (1) A student-athlete and the student-athlete's parent annually shall sign the Commissioner-developed form that they received and reviewed the pamphlet, and shall return it, to the student's school, pursuant to N.J.S.A. 18A:40-41.d.
 - (2) The Commissioner shall update the pamphlet, as necessary, pursuant to N.J.S.A. 18A:40-41.b.
 - (3) The Commissioner shall distribute the pamphlet, at no charge, to the school district, pursuant to N.J.S.A. 18A:40-41.b.

D. Medical Examinations - Upon Enrollment in School (N.J.A.C. 6A:16-2.2(h)2.)

- 1. The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and upon enrollment in school.

- a. The school district shall require parents to provide within thirty days of enrollment entry-examination documentation for each student.
- b. When a student transfers to another school, the sending school district shall ensure the entry-examination documentation is forwarded to the receiving school district, pursuant to N.J.A.C. 6A:16-2.4(d).
- c. Students transferring into this school district from out-of-State or out-of-country may be allowed a thirty-day period to obtain entry-examination documentation.
- d. The school district shall notify parents through its website or other means about the importance of obtaining subsequent medical examinations of the student at least once during each developmental stage: at early childhood (pre-school through grade three), pre-adolescence (grade four through six), and adolescence (grade seven through twelve).

E. Medical Examinations - When Students Apply for Working Papers (N.J.A.C. 6A:16-2.2(h)3.)

1. The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and when applying for working papers.
2. The school district may provide for the administration of a medical examination for a student pursuing a certificate of employment.
3. The school district shall not be held responsible for the costs for examinations at the student's medical home or other medical provider(s).

F. Medical Examinations - For the Purposes of the Comprehensive Child Study Team Evaluation Pursuant to N.J.A.C. 6A:14-3.4 (N.J.A.C. 6A:16-2.2(h)4.)

1. The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and for the purposes of the comprehensive child study team evaluation, pursuant to N.J.A.C. 6A:14-3.4.

G. Medical Examinations - When a Student is Suspected of Being Under the Influence of Alcohol or Controlled Dangerous Substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 (N.J.A.C. 6A:16-2.2(h)5.)

1. The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and when a student is suspected of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3.
2. If a student who is suspected of being under the influence of alcohol or controlled dangerous substances is reported to the certified school nurse, the certified school nurse shall monitor the student's vital signs and general health status for emergent issues and take appropriate action pending the medical examination, pursuant to N.J.A.C. 6A:16-4.3.
3. No school staff shall interfere with a student receiving a medical examination for suspicion of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.A.C. 6A:16-4.3.

H. Health Screenings (N.J.A.C. 6A:16-2.2(l))

The Board of Education shall ensure that students receive health screenings in accordance with N.J.A.C. 6A:16-2.2(l).

1. Screening for height, weight, and blood pressure shall be conducted annually for each student in Kindergarten through grade twelve.
2. Screening for visual acuity shall be conducted biennially for students in Kindergarten through grade ten.
3. Screening for auditory acuity shall be conducted annually for students in Kindergarten through grade three and in grades seven and eleven, pursuant to N.J.S.A. 18A:40-4.
4. Screening for scoliosis shall be conducted biennially for students between the ages of ten and eighteen, pursuant to N.J.S.A. 18A:40-4.3.
5. Screenings shall be conducted by a school physician, school nurse, or other school personnel properly trained.
6. The school district shall notify the parent of any student suspected of deviation from the recommended standard.
7. The school nurse or designee shall screen to ensure hearing aids worn by students who are deaf and/or hard of hearing are functioning properly. The school nurse or designee will ensure any FM hearing aid systems in classrooms or any school equipment in the school building used to assist students to hear, are functioning properly.

Adopted: 6/2023

FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – ALLOWABILITY OF COSTS (M)

R 6115.01

M

- A. In addition to the procedures used to determine the allowability of costs in accordance with 2 CFR §200.403 as outlined in Policy 6115.01 and this Regulation, the following procedures will be completed by the school district for Federal awards:
1. The Superintendent of Schools will designate a grant administrator for each Federal program in the district and Federal program the Board of Education submits an application for funding.
 2. The grant administrator shall complete the following responsibilities for a Federal grant submission:
 - a. Complete the grant application for approval by the Superintendent and the Board of Education;
 - b. Collaborate with the School Business Administrator/Board Secretary or designee to develop the budget to include all applicable costs;
 - c. Ensure all costs included on the grant application are allowable costs in accordance with 2 CFR §200.403; and
 - d. Work with the School Business Administrator/Board Secretary to ensure costs meet the general criteria in order to be allowable under Federal awards as outlined in Policy 6115.01 and 2 CFR §200.403.
 3. Upon approval and funding of the Federal grant program, the grant administrator will:
 - a. Provide professional development and training to all school staff members working in the Federal program and any additional school staff members the grant administrator determines should be provided the professional development and training to ensure all

staff members are providing the services approved and required by the grant;

- b. Monitor the Federal grant program to ensure the program is being administered in accordance with the requirements of the grant; and
 - c. Oversee the program's expenditures to ensure the grant funds are budgeted and expended in accordance with the grant application and approval.
4. Upon completion of the Federal grant program, the grant administrator will work with the School Business Administrator/Board Secretary or designee to complete any close-out and final reports as required by the Federal grant.

Adopted: 6/2023



School Security Drill Statement of Assurance

Annually, in accordance with N.J.A.C. 6A:30, Appendix A, districts are required to submit a statement of assurance attesting to the completion of school security drills to their County Office of Education by June 30 of each school year.

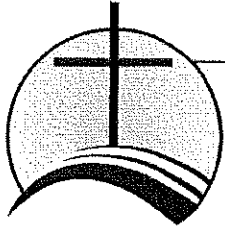
The County Office of Education shall send an informational copy to the respective county prosecutor's office. Nonpublic schools are required to submit this statement of assurance annually to the respective county prosecutor's office by June 30 of each school year.

Upon completion, send this Statement of Assurance document and retain the Security Drill Record Form for your records.

Certification

I, Michael Heidelberg, being the Chief School Administrator of Bradley Beach School District do hereby certify that, pursuant to N.J.S. 18A:41-1, all requirements have been met relating to the practicing of school security drills for the time period in which school facilities were subject to the drill law based on occupancy.

Date: 6/14/23



Attachment XVI-L
ST. TERESA OF CALCUTTA PARISH

501 Brinley Avenue
Bradley Beach, NJ 07720

Phone: 732-774-0456

Fax: 732-775-9335

June 7, 2023

To Mr. David Tonzola and the members of the Board of Education:

I petition you and the Board to allow us the use of at most a total of fourteen (14) classrooms for use each Sunday during the school year (this will satisfy the needs of two classes for each grade, first through seventh). It may not be necessary to utilize 14 classrooms based on registration.

I am including an updated copy of the Insurance certificate. Our requested class time is 8:30am -9:45am and use dates are September 24, 2023 thru May 7, 2024, with the exception of:

October 8, 2023

November 12, 26, 2023

December 24, 31, 2023

January 14, 2024

February 18, 2024

March 31, 2024

April 7, 2024

It is our hope to continue the legacy of cooperation between the Bradley Beach Board of Education and the local Catholic community through this continued usage of school property for our combined Parish's youth Faith Formation program. It is through the endeavor of educating our youth in the Christian ideals of the Faith that will help mold our future generations into well-rounded citizens.

Sincerely,

Carol Freda
Parish Catechetical Leader
St Teresa of Calcutta Parish
501 Brinley Ave
Bradley Beach N.J. 07720
732-774-0456 X103

10 General Fund

Assets and Liabilities

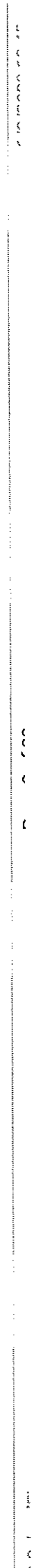
Assets		
101	Cash	1,352,784.60
116	Capital Reserve Account	210,900.00
117	Maintenance Reserve Account	149,100.00
118	Emergency Reserve Account	178,500.00
121	Tax Levy Receivable	584,454.00
	Accounts Receivable:	
132	Interfund Receivable	10.99
141	A/R: State of NJ	58,112.20
		58,123.19
Resources		
301	Estimated Revenues (Control Account / Normal Debit Balance)	7,186,249.00
302	Revenues	(7,290,634.38)
		<u>(104,385.38)</u>
	Total assets and resources:	2,429,476.41

10 General Fund

Liabilities and Fund Equity

Liabilities 402	Interfunds Payable	6,902.25	6,902.25
Fund Balance			
	Appropriated		
	Reserve for Encumbrances		
753	Reserve for Encumbrances: Current	913,028.67	
754	Reserve for Encumbrances: Prior		
601	Appropriations (Control Account/Normal Credit Balance)	7,588,660.18	
602	Expenditures	6,338,089.89	
603	Encumbrances	913,028.67	
	Less: Expenditures and Encumbrances	(7,251,118.56)	
	Total Appropriations		1,250,570.29
	Reserved Fund Balance		
	Capital Reserve		
761	Capital Reserve	210,900.00	
604	Add: Increase in Capital Reserve / Interest Deposit to Capital Reserve	1,000.00	
307	Less: Budgeted Withdrawal from Cap Reserve	211,900.00	
	Maintenance Reserve		
764	Maintenance Reserve	149,100.00	
606	Add: Increase in Maintenance Reserve	100.00	
	Emergency Reserve		
766	Emergency Reserve	178,500.00	
607	Add: Increase in Current Expense Emergency Reserve/Interest Deposits	100.00	
75X,76x	Other Reserves	178,600.00	
	Total Reserved Fund Balance:	.00	539,700.00
	Unappropriated:		
303	Budgeted Fund Balance	(370,085.00)	
770	Fund Balance	1,002,388.87	
	Total Unappropriated:		632,303.87
	Total Liabilities and Fund Balance		2,429,476.41

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



10 General Fund

Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	7,588,660.18	7,251,118.56	337,541.62
Revenues	(7,186,249.00)	(7,290,634.38)	(-104,385.38)
	402,411.18	(39,515.82)	441,927.00
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)	1,000.00	1,000.00	.00
Change in Maintenance Reserve:			
Plus: Increase in Maintenance Reserve (606)	100.00	100.00	.00
Less: Increase in Current Expense Emergency Reserve/Interest Deposits (607)	100.00	100.00	.00
Less: Reserve for Encumbrances: Prior Budgeted Fund Balance:	100.00	100.00	.00
	33,526.18	33,526.18	.00
	370,085.00	-71,842.00	441,927.00

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	6,630,267.38	-25,157.38
3XXX From State Sources	581,139.00	660,367.00	-79,228.00
	7,186,249.00	7,290,634.38	-104,385.38

Expenditures	Appropriations	Expenditures	Encumbrances	Available Balance
General Current Expenses				
11-1xx-100-xxx Regular Programs	2,284,814.00	1,938,839.08	242,449.55	103,525.37
11-2xx-100-xxx Special Education	1,000.00	.00	.00	1,000.00
11-240-100-xxx Bilingual Education	123,894.00	99,830.34	10,899.40	13,164.26
11-401-100-xxx School-sponsored Co/Extra-Curricular Activities	42,260.00	36,127.98	.00	6,132.02
11-402-100-xxx School-sponsored Athletics	50,311.00	43,936.42	.00	6,374.58
	2,502,279.00	2,118,733.82	253,348.95	130,196.23

Undistributed Expenditures				
11-xxx-xxx-2xx Personal Services - Employee Benefits	563,538.00	512,361.64	26,842.25	24,334.11
11-000-xxx-xxx Other	4,457,646.18	3,649,160.33	632,532.07	175,953.78
	5,021,184.18	4,161,521.97	659,374.32	200,287.89

Capital Outlay				
12-000-4xx-xxx Facilities Acquisition and Construction Services	41,662.00	41,356.60	305.40	.00
	41,662.00	41,356.60	305.40	.00

Special Schools				
	.00	.00	.00	.00

Other				
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
	7,588,660.18	6,338,089.89	913,028.67	337,541.62

10 General Fund

**Schedule Of Revenues
 Actual Compared with Estimated**

	Estimated	Actual	Unrealized
Revenues from Local Sources			
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	14,683.00	567.00
10-1510 Interest On Investments	1,200.00	1,200.00	.00
10-1990 Miscellaneous Revenue from Local Sources	13,550.00	39,274.38	-25,724.38
	6,605,110.00	6,630,267.38	-25,157.38
Revenues from State Sources			
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
10-3246 Stabilization Aid	.00	79,228.00	-79,228.00
	581,139.00	660,367.00	-79,228.00

7,186,249.00 7,290,634.38 -104,385.38

10 General Fund

Statement of Appropriations
 Compared with Expenditures and Encumbrances

	Appropriations	Expenditures	Encumbrances	Available Balance
Regular Programs - Instruction				
Local Contribution - Transfer to Special Revenue Fund - Inclusion	83,142.00	83,142.00	.00	.00
Kindergarten - Salaries of Teachers	163,878.00	142,247.80	15,484.60	6,145.60
Grades 1-5 - Salaries of Teachers	986,067.00	837,923.94	99,124.63	49,018.43
Grades 6-8 - Salaries of Teachers	902,527.00	754,830.90	114,648.37	33,047.73
Health Benefits	524,014.00	476,158.93	24,878.86	22,976.21
	2,659,628.00	2,294,303.57	254,136.46	111,187.97
Regular Programs - Home Instruction				
Salaries of Teachers	1,000.00	.00	.00	1,000.00
	1,000.00	.00	.00	1,000.00
Regular Programs - Undistributed Instruction				
Other Purchased Services (400-500 series)	14,500.00	6,648.00	5,960.00	1,892.00
General Supplies	88,700.00	76,753.97	3,007.89	8,938.14
Other Objects	45,000.00	37,292.47	4,224.06	3,483.47
Workmen's Compensation	7,000.00	7,000.00	.00	.00
	155,200.00	127,694.44	13,191.95	14,313.61
Special Education - Home Instruction				
Salaries of Teachers	1,000.00	.00	.00	1,000.00
	1,000.00	.00	.00	1,000.00
Bilingual Education - Instruction				
Salaries of Teachers	123,094.00	99,210.60	10,899.40	12,984.00
General Supplies	800.00	619.74	.00	180.26
Health Benefits	32,524.00	29,202.71	1,963.39	1,357.90
	156,418.00	129,033.05	12,862.79	14,522.16
School - Sponsored Co-curricular and Extra-curricular Activities				
Salaries	35,127.00	29,451.15	.00	5,675.85
Supplies and Materials	250.00	121.83	.00	128.17
Other Objects	6,883.00	6,555.00	.00	328.00
	42,260.00	36,127.98	.00	6,132.02
School - Sponsored Athletics				

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

	Appropriations	Expenditures	Encumbrances	Available Balance
11-402-100-100				
11-402-100-500	27,811.00	25,163.50	.00	2,647.50
11-402-100-600	19,000.00	17,572.50	.00	1,427.50
	3,500.00	1,200.42	.00	2,299.58
	50,311.00	43,936.42	.00	6,374.58
Summer School				
Salaries of Teacher Tutors	23,535.00	16,477.50	.00	7,057.50
	23,535.00	16,477.50	.00	7,057.50
UNDISTRIBUTED EXPENDITURES				
Instruction				
Tuition to Other LEAs Within the State-Regular	1,230,258.00	1,021,162.50	206,602.50	2,493.00
Tuition to Other LEAs Within the State-Special	328,790.00	228,993.39	89,796.61	10,000.00
Tuition to County Vocational School District - Regular	64,195.00	51,356.00	12,839.00	.00
Tuition to County Vocational School District - Special	37,452.00	23,407.50	14,044.50	.00
Tuition to APSSD Within the State	37,406.00	26,058.97	11,346.82	.21
Tuition - State Facilities	40,270.00	34,382.20	5,887.80	.00
	1,738,371.00	1,385,360.56	340,517.23	12,493.21
Attendance and Social Work Services				
Salaries	61,593.00	48,351.45	9,373.62	3,867.93
Salaries of Family Liaisons/Community Parent Involvement Specialists	2,000.00	491.40	.00	1,508.60
Social Security Contributions	4,047.00	4,047.00	.00	.00
Health Benefits	20,489.00	12,976.50	.00	7,512.50
Supplies and Materials	2,000.00	777.65	499.00	723.35
	90,129.00	66,644.00	9,872.62	13,612.38
Health Services				
Salaries	70,073.00	58,601.84	5,840.00	5,631.16
Social Security Contributions	356.00	356.00	.00	.00
Health Benefits	8,757.00	7,329.72	.00	1,427.28
Purchased Professional and Technical Services	5,000.00	3,600.00	.00	1,400.00
Supplies and Materials	2,385.00	1,970.91	.00	414.09
Other Objects	715.00	239.00	.00	476.00
	87,286.00	72,097.47	5,840.00	9,348.53
Speech/Occupational Therapy/Physical Therapy and Related Services				
Salaries	62,494.00	56,169.00	6,241.00	84.00
Purchased Professional - Educational Services	56,451.00	44,273.33	11,486.67	691.00
Supplies and Materials	500.00	407.24	7.23	85.53
Health Benefits	40,032.00	34,697.65	3,556.90	1,777.45

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

	Appropriations	Expenditures	Encumbrances	Available Balance
Extraordinary Services	159,477.00	135,547.22	21,291.80	2,637.98
Salaries	93,167.00	51,282.56	6,582.24	35,302.20
Health Benefits	72,285.00	56,022.16	5,524.94	10,737.90
	165,452.00	107,304.72	12,107.18	46,040.10
Guidance Services				
Salaries of Other Professional Staff	29,166.00	23,717.75	5,231.65	216.60
Health Benefits	11,700.00	10,211.89	1,131.47	356.64
Supplies and Materials	1,150.00	818.32	126.18	205.50
	42,016.00	34,747.96	6,489.30	778.74
Child Study Teams				
Salaries of Other Professional Staff	149,732.00	135,885.26	13,717.74	129.00
Purchased Professional - Educational Services	2,500.00	.00	1,800.00	700.00
Supplies and Materials	9,000.00	8,294.00	209.00	497.00
Other Objects	2,230.00	1,910.60	12.13	307.27
Health Benefits	58,062.00	52,608.36	2,226.44	3,227.20
	221,524.00	198,698.22	17,965.31	4,860.47
Improvement of Instruction Services				
Salaries of Supervisor of Instruction	100,895.00	89,591.61	8,250.44	3,042.95
Salaries of Other Professional Staff	3,200.00	3,060.00	.00	140.00
Salaries of Secretaries and Clerical Assistants	23,419.00	20,706.08	2,712.92	.00
Social Security Contributions	2,138.00	2,138.00	.00	.00
Supplies and Materials	950.00	259.92	499.00	191.08
Other Objects	1,100.00	1,050.00	.00	50.00
	131,692.00	116,805.61	11,462.36	3,424.03
Instructional Staff Training Services				
Purchased Professional - Educational Services	1,000.00	1,000.00	.00	.00
Travel - All Other	2,000.00	1,615.00	.00	385.00
	3,000.00	2,615.00	.00	385.00
Support Services - General Administration				
Salaries	164,090.00	150,598.07	13,491.93	.00
Legal Services (Note: APSSD - Not Litigation Related Legal Services)	4,297.00	2,632.50	.00	1,664.50
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	22,717.46	204.64	1,192.90
Communications / Telephone	9,200.00	8,217.58	777.46	204.96

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

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-230-585				
11-000-230-590	3,625.00	3,469.00	99.00	57.00
	2,300.00	786.90	153.56	1,359.54
11-000-230-610	6,766.00	6,130.87	376.80	258.33
11-000-230-890	7,903.00	6,619.34	1,221.09	62.57
11-000-230-895	3,800.00	3,701.20	.00	98.80
	279,596.00	228,872.92	45,824.48	4,898.60
Support Services - School Administration				
11-000-240-103	10,965.00	10,044.60	916.23	4.17
	130.00	.00	.00	130.00
	1,070.00	1,070.00	.00	.00
	12,165.00	11,114.60	916.23	134.17
Central Services				
11-000-251-100	173,088.00	155,367.80	12,304.12	5,416.08
11-000-251-330	300.00	300.00	.00	.00
11-000-251-340	21,732.80	21,682.80	50.00	.00
11-000-251-600	4,000.00	2,233.90	1,146.59	619.51
11-000-251-890	4,000.00	3,296.62	82.91	620.47
	203,120.80	182,881.12	13,583.62	6,656.06
Administrative Information Technology				
11-000-252-100	1,570.00	.00	.00	1,570.00
11-000-252-600	5,590.95	3,597.12	1,901.53	92.30
	7,160.95	3,597.12	1,901.53	1,662.30
Required Maintenance for School Facilities				
11-000-261-100	33,120.00	18,989.77	1,727.23	12,403.00
11-000-261-420	127,778.18	111,240.35	8,515.91	8,021.92
11-000-261-610	19,744.25	17,116.37	1,439.48	1,188.40
11-000-261-800	26,065.00	16,680.25	8,702.12	682.63
11-000-261-220	2,534.00	.00	.00	2,534.00
11-000-261-270	37,519.00	33,579.56	2,974.36	965.08
	246,760.43	197,606.30	23,359.10	25,795.03
Custodial Services				
11-000-262-100	182,250.00	164,297.30	14,402.34	3,550.36
11-000-262-107	32,225.00	22,450.65	.00	9,774.35
11-000-262-220	17,097.00	17,097.00	.00	.00
11-000-262-260	36,095.00	35,697.74	.00	397.26
11-000-262-270	54,424.00	49,601.42	3,544.18	1,278.40

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

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-262-300				
11-000-262-490	6,050.00	5,079.29	950.00	20.71
11-000-262-520	5,150.00	4,585.57	550.43	14.00
11-000-262-510	63,074.00	56,629.49	.00	6,444.51
11-000-262-610	13,220.00	11,863.80	588.86	767.34
11-000-262-621	50,480.00	43,720.36	6,759.64	.00
11-000-262-622	38,300.00	31,951.17	6,259.83	89.00
	498,365.00	442,973.79	33,055.28	22,335.93
Security				
11-000-266-420	8,000.00	5,936.46	.00	2,063.54
11-000-266-610	3,000.00	1,744.99	499.00	756.01
	11,000.00	7,681.45	499.00	2,819.55
Student Transportation Services				
11-000-270-160	38,501.00	35,292.62	3,208.38	.00
11-000-270-503	14,500.00	6,887.09	7,154.00	458.91
11-000-270-512	100.00	.00	.00	100.00
11-000-270-513	65,953.00	58,682.03	7,096.95	174.02
11-000-270-515	34,460.00	25,800.18	8,624.35	35.47
11-000-270-517	83,710.00	56,556.90	25,153.10	2,000.00
11-000-270-518	52,500.00	46,222.32	6,277.68	.00
	289,724.00	229,441.14	57,514.46	2,768.40
Personnel Services - Unallocated Employee Benefits				
11-000-291-220	42,218.00	33,262.37	8,955.63	.00
11-000-291-241	99,734.00	93,119.73	4,987.27	1,627.00
11-000-291-260	5,000.00	5,000.00	.00	.00
11-000-291-270	67,906.00	61,760.53	2,281.67	3,863.80
11-000-291-280	6,000.00	3,812.50	.00	2,187.50
11-000-291-290	6,807.00	.00	.00	6,807.00
	227,665.00	196,955.13	16,224.57	14,485.30
Facilities Acquisition and Construction Services				
12-000-400-720	20,000.00	20,000.00	.00	.00
12-000-400-896	21,662.00	21,356.60	305.40	.00
	41,662.00	41,356.60	305.40	.00
Other Uses				

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

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-500-561				
Transfer of Funds to Charter Schools	43,142.00	28,216.00	14,108.00	818.00
	43,142.00	28,216.00	14,108.00	818.00
Equipment	.00	.00	.00	.00
Contribution (Transfer) of Funds to Charter Schools	.00	.00	.00	.00
General Fund	7,588,660.18	6,338,089.89	913,028.67	337,541.62

David [Signature]
 School Business Administrator Signature

6/2/23
 Date

20 Special Revenue Fund

Assets and Liabilities

Assets		
101	Cash	(36,187.08)
	Accounts Receivable:	
132	Interfund Receivable	
141	A/R: State of NJ	33,256.95
Resources		
301	Estimated Revenues	1,974,388.77
302	Revenues	(877,184.06)
		<u>1,097,204.71</u>
	Total assets and resources:	1,094,274.58

20 Special Revenue Fund

Liabilities and Fund Equity

Liabilities			
481	Deferred Revenue	1,033.45	1,033.45
Fund Balance			
753	Appropriated		
	Reserve for Encumbrances		
754	Reserve for Encumbrances: Current	115,174.52	
	Reserve for Encumbrances: Prior		
601	Appropriations	1,974,873.77	
602	Expenditures	881,632.64	
603	Encumbrances	115,174.52	
	Less: Expenditures and Encumbrances	(996,807.16)	
	Total Appropriations		1,093,241.13
75X,76x	Reserved Fund Balance		
	Other Reserves	.00	
	Total Reserved Fund Balance:		.00
303	Unappropriated:		
	Budgeted Fund Balance		
770	Unassigned Fund Balance		
	Total Unappropriated:		.00
	Total Liabilities and Fund Balance		1,094,274.58

20 Special Revenue Fund
Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	1,974,873.77	996,807.16	978,066.61
Revenues	(1,974,388.77)	(877,184.06)	(1,097,204.71)
	485.00	119,623.10	(119,138.10)
Less: Reserve for Encumbrances: Prior	485.00	485.00	.00
Budgeted Fund Balance:	.00	119,138.10	-119,138.10

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	344,808.00	338,148.00	6,660.00
4XXX From Federal Sources	1,539,931.33	450,420.07	1,089,511.26
5XXX From Other Sources	83,142.00	83,142.00	.00
	1,974,388.77	877,184.06	1,097,204.71
Expenditures	Appropriations	Expenditures	Available Balance
20-* Local Projects			
Other Special Revenue Fund	13,652.44	1,657.38	9,840.00
	13,652.44	1,657.38	9,840.00
20-218-xxx-xxx State Projects	415,710.00	372,649.80	38,529.04
Preschool Education Aid	5,580.00	5,580.00	.00
20-492-xxx-xxx SDA Emergent Needs and Capital Maint	421,290.00	378,229.80	38,529.04
			4,531.16
20-23x-xxx-xxx Federal Projects			
ESSA Title I, Part A	115,042.00	84,224.34	9,373.66
ESSA Title III	10,190.00	5,994.90	635.10
20-24x-xxx-xxx I.D.E.A. Part B	122,716.00	88,613.16	11,178.84
20-25x-xxx-xxx ESSA Title IIA / IID	14,633.13	9,466.13	235.00
20-27x-xxx-xxx ESSA Title IV	16,375.00	6,816.13	5,275.87
20-28x-xxx-xxx CRRSA Act-ESSER II Grant Program	181,697.82	145,353.68	14,595.72
20-483-xxx-xxx CRRSA Act-Learning Acceleration Grant Program	3,260.00	1,480.52	279.38
20-484-xxx-xxx CRRSA Act-Mental Health Grant Program	2,751.00	.00	2,611.20
20-485-xxx-xxx ARP-ESSER Grant Program	919,123.89	115,779.60	12,864.40
20-487-xxx-xxx ARP ESSER Subgrant (ALCES)	29,600.00	14,660.87	3,600.00
20-488-xxx-xxx ARP ESSER Subgrant (EBSLEA)	40,000.00	.00	.00
20-489-xxx-xxx ARP Evidence Based Learning Beyond the Sch Day	39,542.49	5,851.28	1,730.46
20-490-xxx-xxx ARP ESSER Subgrant (NJTSS)	45,000.00	23,504.75	4,425.85
	1,539,931.33	501,745.46	66,805.48
	1,974,873.77	881,632.64	115,174.52
			978,066.61

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

20 Special Revenue Fund

Schedule Of Revenues

Actual Compared with Estimated

	Estimated	Actual	Unrealized
Revenues from Local Sources			
20-1000 Revenue from Local Sources	6,507.44	5,473.99	1,033.45
	6,507.44	5,473.99	1,033.45
Revenues from State Sources			
20-3218 Preschool Education Aid and Prior Year Carryover	332,568.00	332,568.00	.00
20-3257 SDA Emergent Needs and Capital Maint in School Districts	5,580.00	5,580.00	.00
20-3291 Climate Awareness Education Grant	6,660.00	.00	6,660.00
	344,808.00	338,148.00	6,660.00
Revenues from Federal Sources			
20-4411 Title I-Part A	115,042.00	74,867.00	40,175.00
20-4420 I.D.E.A. Part B	122,716.00	78,933.00	43,783.00
20-4451 Title II-A	14,633.13	8,410.00	6,223.13
20-4471 Title IV - Part A - Student Support and Acad Enrichment	16,375.00	6,258.00	10,117.00
20-4491 Title III	10,190.00	5,360.00	4,830.00
20-4534 CRRSA Act - ESSER II	181,697.82	133,647.36	48,050.46
20-4535 CRRSA Act - Learning Acceleration Grant	3,260.00	480.00	2,780.00
20-4536 CRRSA Act - Mental Health Grant	2,751.00	.00	2,751.00
20-4540 ARP-ESSR	919,123.89	102,915.71	816,208.18
20-4541 ARP ESSER Accelerated Learning Coaching/Ed Support	29,600.00	14,660.00	14,940.00
20-4542 ARP ESSER Eyd-Based Sum Learning & Enrichment Act	40,000.00	.00	40,000.00
20-4543 ARP ESSER Eyd-Based Comp Beyond the School Day Act	39,542.49	4,554.00	34,988.49
20-4544 ARP ESSER NJTSS Mental Health Support Staffing	45,000.00	20,335.00	24,665.00
	1,539,931.33	450,420.07	1,089,511.26
Revenues from Other Financing Sources			
20-5200 Interfund Transfers	83,142.00	83,142.00	.00
	83,142.00	83,142.00	.00
	1,974,388.77	877,184.06	1,097,204.71

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

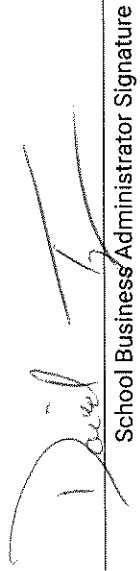
	Appropriations	Expenditures	Encumbrances	Available Balance
Other Local Projects				
20-001-200-600	6,992.44	1,657.38	4,340.00	995.06
Program Expenditures	6,992.44	1,657.38	4,340.00	995.06
Preschool Education				
20-218-100-101	222,276.00	200,048.40	22,227.60	.00
Salaries of Teachers				
20-218-100-106	53,884.00	48,508.80	5,375.20	.00
Other Salaries for Instruction				
20-218-200-102	40,200.00	36,849.89	3,350.11	.00
Salaries of Supervisors of Instruction				
20-218-200-104	13,709.00	12,338.10	1,370.90	.00
Salaries of Other Professional Staff				
20-218-200-200	81,641.00	73,904.61	3,205.23	4,531.16
Personal Services - Employee Benefits				
20-218-200-300	4,000.00	1,000.00	3,000.00	.00
Other Purchased Professional Services				
	415,710.00	372,649.80	38,529.04	4,531.16
ESSA Title I, Part A				
20-231-100-101	76,690.00	69,021.00	7,669.00	.00
Salaries of Teachers				
20-231-200-200	18,352.00	3,282.84	380.16	14,689.00
Employee Benefits				
	95,042.00	72,303.84	8,049.16	14,689.00
ESSA Title I, Part A				
20-234-100-101	13,245.00	11,920.50	1,324.50	.00
Salaries of Teachers				
20-234-200-200	6,755.00	.00	.00	6,755.00
Employee Benefits				
	20,000.00	11,920.50	1,324.50	6,755.00
ESSA Title III				
20-241-100-101	6,351.00	5,715.90	635.10	.00
Salaries of Teachers				
20-241-200-200	3,239.00	.00	.00	3,239.00
Employee Benefits				
20-241-200-580	500.00	279.00	.00	221.00
Other Purchased Services				
20-241-200-600	100.00	.00	.00	100.00
Supplies and Materials				
	10,190.00	5,994.90	635.10	3,560.00
IDEA Part B				
20-250-100-101	33,000.00	29,929.00	3,071.00	.00
Salaries of Teachers				
20-250-100-106	53,752.00	47,839.28	5,912.72	.00
Salaries - Other				
20-250-200-200	20,942.00	3,659.68	452.32	16,830.00
Employee Benefits				
20-250-200-320	12,111.00	5,450.00	1,550.00	5,111.00
Professional Technical Services				
	119,805.00	86,877.96	10,986.04	21,941.00

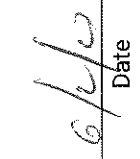
Report of the Secretary to the Board of Education
 Bradley Beach Board of Education
 2022-23 May

	Appropriations	Expenditures	Encumbrances	Available Balance
20-252-100-101	1,928.00	1,735.20	192.80	.00
20-252-200-200	983.00	.00	.00	983.00
	2,911.00	1,735.20	192.80	983.00
ESSA Title IIA / IID				
20-270-200-580	10,886.00	5,719.00	235.00	4,932.00
	10,886.00	5,719.00	235.00	4,932.00
ESSA Title IIA / IID				
20-271-200-320	3,747.13	3,747.13	.00	.00
	3,747.13	3,747.13	.00	.00
ESSA Title IV				
20-280-100-100	2,794.00	.00	.00	2,794.00
20-280-100-600	500.00	.00	500.00	.00
20-280-200-220	214.00	.00	.00	214.00
20-280-200-320	4,992.00	4,992.00	.00	.00
20-280-200-580	1,275.00	.00	.00	1,275.00
20-280-200-600	225.00	225.00	.00	.00
	10,000.00	5,217.00	500.00	4,283.00
ESSA Title IV				
20-281-100-600	5,419.00	762.13	4,656.87	.00
20-281-200-580	956.00	837.00	119.00	.00
	6,375.00	1,599.13	4,775.87	.00
Climate Awareness Education Grant				
20-471-100-600	6,660.00	.00	5,500.00	1,160.00
	6,660.00	.00	5,500.00	1,160.00
CRRSA Act-ESSER II Grant Program				
20-483-100-101	181,697.82	145,353.68	14,595.72	21,748.42
	181,697.82	145,353.68	14,595.72	21,748.42
CRRSA Act-Learning Acceleration Grant Program				
20-484-100-101	3,260.00	1,480.62	279.38	1,500.00
	3,260.00	1,480.62	279.38	1,500.00
CRRSA Act-Mental Health Grant Program				
20-485-200-320	2,751.00	.00	2,611.20	139.80
	2,751.00	.00	2,611.20	139.80
ARP-ESSER Grant Program				
20-487-100-101	919,123.89	115,779.60	12,864.40	790,479.89
	919,123.89	115,779.60	12,864.40	790,479.89

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

	Appropriations	Expenditures	Encumbrances	Available Balance
ARP ESSER Subgrant (ALCES)				
20-488-200-320 Program Expenditures	29,600.00	14,660.87	3,600.00	11,339.13
	29,600.00	14,660.87	3,600.00	11,339.13
ARP ESSER Subgrant (EBSLEA)				
20-489-100-101 Program Expenditures	40,000.00	.00	.00	40,000.00
	40,000.00	.00	.00	40,000.00
ARP Evidence Based Learning Beyond the School Day				
20-490-100-100 Program Expenditures	39,542.49	5,851.28	1,730.46	31,960.75
	39,542.49	5,851.28	1,730.46	31,960.75
ARP ESSER Subgrant (NJTSS)				
20-491-200-104 Program Expenditures	45,000.00	23,504.75	4,425.85	17,069.40
	45,000.00	23,504.75	4,425.85	17,069.40
SDA Emergent Needs and Capital Maintenance in School Districts				
20-492-400-730 Program Expenditures	5,580.00	5,580.00	.00	.00
	5,580.00	5,580.00	.00	.00
Special Revenue Fund	1,974,873.77	881,632.64	115,174.52	978,066.61


 School Business Administrator Signature


 Date

30 Capital Projects Fund

Assets and Liabilities

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

Total assets and resources:

30 Capital Projects Fund
Liabilities and Fund Equity

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

30 Capital Projects Fund

Interim Statements Comparing

Budget Revenue with Actual to Date and

Appropriations with Expenditures and Encumbrances to Date

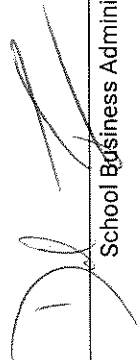
Revenue/sources of funds	Budgeted Estimated	Actual To Date	Encumbrances	Available Balance	Unrealized Balance
	.00	.00			.00
Expenditures	Appropriations	Expenditures	Encumbrances	Available Balance	

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



Date

40 Debt Service Fund

Assets and Liabilities

Assets		
101	Cash	155,666.57
121	Tax Levy Receivable	15,493.00
Resources		
301	Estimated Revenues	174,300.00
302	Revenues	(174,300.00)
		<u>.00</u>
	Total assets and resources:	171,159.57

40 Debt Service Fund

Liabilities and Fund Equity

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

40 Debt Service Fund

Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	174,300.00	174,300.00	.00
Revenues	(174,300.00)	(174,300.00)	(.00)
	.00	.00	.00
Less: Reserve for Encumbrances: Prior Budgeted Fund Balance:	.00	.00	.00

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
	174,300.00	174,300.00	.00
Expenditures	Appropriations	Expenditures	Available Balance
40-701-510-xxx	174,300.00	3,150.00	.00
	174,300.00	3,150.00	.00
40-*	.00	.00	.00
	.00	.00	.00
	174,300.00	3,150.00	171,150.00

Repayment of Debt
 Repayment of Debt - Regular

Other
 Other Debt Service Fund

40 Debt Service Fund

Schedule Of Revenues
 Actual Compared with Estimated

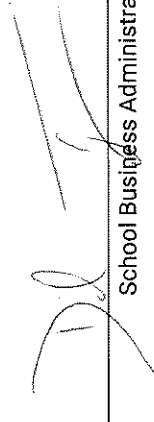
	Estimated	Actual	Unrealized
Revenues from Local Sources			
Ad Valorem Taxes - Local Tax Levy	174,300.00	174,300.00	.00
	174,300.00	174,300.00	.00
	174,300.00	174,300.00	.00

40-1210

40 Debt Service Fund

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

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



School Business Administrator Signature

Date

6/2/21

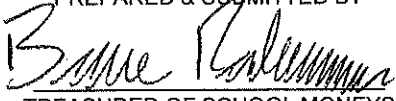
REPORT OF THE TREASURER TO THE BRADLEY BEACH BOARD OF EDUCATION
FOR THE MONTH ENDING

5/31/23

PAGE 1 OF 6

FUNDS	CASH		CASH	ENDING
	BALANCE	RECEIPTS THIS MONTH	DISBURSEMENTS THIS MONTH	CASH BALANCE(1+2-3)
GENERAL FUND--FUND 10	\$1,717,481.80	\$798,066.43	\$624,263.63	\$1,891,284.60
SPECIAL REVENUE FUND--FUND 20	(\$34,967.68)	\$97,006.58	\$98,225.98	(\$36,187.08)
CAPITAL PROJECTS FUND--FUND 30	\$0.00	\$0.00	\$0.00	\$0.00
DEBT SERVICE FUND--FUND 40	\$140,173.57	\$15,493.00	\$0.00	\$155,666.57
TOTAL GOVERNMENTAL FUNDS	\$1,822,687.69	\$910,566.01	\$722,489.61	\$2,010,764.09
ENTERPRISE FUND--FUND 5X	\$31,940.74	\$13,322.57	\$10,000.85	\$35,262.46
PAYROLL	\$106.79	\$227,483.79	\$227,475.55	\$115.03
PAYROLL AGENCY	\$175,566.71	\$186,343.90	\$163,974.51	\$197,936.10
UNEMPLOYMENT TRUST	\$40,753.30	\$26.96	\$0.00	\$40,780.26
TOTAL TRUST & AGENCY FUNDS	\$216,426.80	\$413,854.65	\$391,450.06	\$238,831.39
TOTAL ALL FUNDS	\$2,071,055.23	\$1,337,743.23	\$1,123,940.52	\$2,284,857.94

PREPARED & SUBMITTED BY


TREASURER OF SCHOOL MONEYS

6/14/2023
DATE

BRADLEY BEACH BOARD OF EDUCATION BANK RECONCILIATION--CASH ACCOUNT
 BANK: BANK OF AMERICA
 ACCOUNT #726-0100062

STATEMENT DATE: 5/31/23

\$2,017,844.08

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		\$7,079.97		
		\$0.00		
OTHER		\$0.02		
TOTAL DEDUCTIONS		\$7,079.99		
NET RECONCILING ITEMS			(\$7,079.99)	
ADJUSTED BALANCE PER BANK				\$2,010,764.09

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: 5/31/23

\$203,195.46

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		\$5,259.36		
OTHER		\$0.00		
TOTAL DEDUCTIONS		\$5,259.36		
NET RECONCILING ITEMS			(\$5,259.36)	
ADJUSTED BALANCE PER BANK				\$197,936.10

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:	5/31/23		
BALANCE PER BANK			\$2,429.57
ADDITIONS: DEPOSITS IN TRANSIT	DATE	AMOUNT	
		\$0.00	
		\$0.00	
		\$0.00	
TOTAL DEPOSITS IN TRANSIT		\$0.00	
		AMOUNT	
DEDUCTIONS: OUTSTANDING CHECKS		\$2,314.54	
OTHER		\$0.00	
TOTAL DEDUCTIONS		\$2,314.54	
NET RECONCILING ITEMS			(\$2,314.54)
ADJUSTED BALANCE PER BANK			\$115.03

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:	5/31/23		
BALANCE PER BANK			\$40,780.26
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			\$40,780.26

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: 5/31/23

BALANCE PER BANK

\$35,262.46

ADDITIONS: DEPOSITS IN TRANSIT	DATE	AMOUNT
		\$0.00
		\$0.00
		\$0.00
TOTAL DEPOSITS IN TRANSIT		\$0.00

DEDUCTIONS: OUTSTANDING CHECKS	AMOUNT
	\$0.00
OTHER	\$0.00
TOTAL DEDUCTIONS	\$0.00

NET RECONCILING ITEMS	\$0.00	
ADJUSTED BALANCE PER BANK		\$35,262.46

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 5/31/23
SALARY CASH ACCOUNT #726-0100089

CHECK #	AMOUNT	CHECK #	AMOUNT
37267	\$180.57		
37331	\$176.40		
37332	\$1,957.57		

GRAND TOTAL, SALARY ACCOUNT \$2,314.54

OUTSTANDING CHECKS AS OF 5/31/23
CASH ACCOUNT #726-0100062

CHECK #	AMOUNT	CHECK #	AMOUNT
21366	\$429.38		
21400	\$150.00		
21466	\$4.99		
21540	\$70.40		
21614	\$485.00		
21623	\$195.00		
21627	\$17.99		
21628	\$375.00		
21632	\$300.00		
21643	\$25.85		
21644	\$950.00		
21650	\$2,996.25		
21656	\$1,080.11		

OUTSTANDING CHECKS AS OF 5/31/23
PAYROLL/AGENCY ACCOUNT # 0072-6010-2200

CHECK #	AMOUNT	CHECK #	AMOUNT
7511	\$44.62		
7512	\$5,214.74		

Appropriation Adjustments and Transfers for 2022-23 05/30/2023 - 05/30/2023

[Adjustment] Tx: 24684 to record May 2023 transfers

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
5/30/2023	11	11-000-100-561-00	Tuition to other LEAs w/i state regular	Adjustment	1,237,258.00	-7,000.00	1,230,258.00
5/30/2023	11	11-000-211-270-00	Health Benefits	Adjustment	21,189.00	-700.00	20,489.00
5/30/2023	11	11-000-211-600-00	Supplies Attendance	Adjustment	1,300.00	700.00	2,000.00
5/30/2023	11	11-000-213-100-01	Substitute Nurse	Adjustment	1,050.00	3,000.00	4,050.00
5/30/2023	11	11-000-213-270-00	Health Benefits	Adjustment	11,757.00	-3,000.00	8,757.00
5/30/2023	11	11-000-216-320-00	Purchase Prof-Educ Services	Adjustment	49,451.00	7,000.00	56,451.00
5/30/2023	11	11-000-217-270-00	Health Benefits	Adjustment	72,585.00	-300.00	72,285.00
5/30/2023	11	11-000-218-600-00	Supplies and materials	Adjustment	850.00	300.00	1,150.00
5/30/2023	11	11-000-221-105-00	Salaries Secretaries	Adjustment	19,726.00	3,693.00	23,419.00
5/30/2023	11	11-000-221-600-00	Supplis and materials	Adjustment	1,000.00	-50.00	950.00
5/30/2023	11	11-000-221-800-00	Other objects	Adjustment	1,050.00	50.00	1,100.00
5/30/2023	11	11-000-230-100-01	Other Salaries	Adjustment	8,410.00	430.00	8,840.00
5/30/2023	11	11-000-230-530-00	Communications-telephone	Adjustment	6,830.00	-430.00	6,400.00
5/30/2023	11	11-000-230-585-00	BOE Travel	Adjustment	1,750.00	100.00	1,850.00
5/30/2023	11	11-000-230-610-00	General Supplies	Adjustment	6,466.00	300.00	6,766.00
5/30/2023	11	11-000-230-890-00	Miscellaneous expenditures	Adjustment	6,803.00	1,100.00	7,903.00
5/30/2023	11	11-000-261-420-00	Cleaning Repair Maintenance	Adjustment	125,320.00	-1,000.00	124,320.00
5/30/2023	11	11-000-261-420-00	Cleaning Repair Maintenance	Adjustment	124,320.00	-1,000.00	123,320.00
5/30/2023	11	11-000-261-610-00	General Supplies	Adjustment	15,000.00	1,000.00	16,000.00
5/30/2023	11	11-000-262-300-00	Purchase prof. and tech. service	Adjustment	5,350.00	700.00	6,050.00
5/30/2023	11	11-000-262-520-00	Insurance	Adjustment	63,774.00	-700.00	63,074.00
5/30/2023	11	11-000-291-290-00	Other Employee Benefits	Adjustment	12,000.00	-1,500.00	10,500.00
5/30/2023	11	11-000-291-290-00	Other Employee Benefits	Adjustment	10,500.00	-3,693.00	6,807.00
5/30/2023	11	11-110-100-101-01	Sub. Salaries - KDG	Adjustment	2,500.00	1,000.00	3,500.00
5/30/2023	11	11-120-100-101-00	Salaries: Teachers Grades 1-5	Adjustment	979,567.00	-9,000.00	970,567.00
5/30/2023	11	11-130-100-101-01	Sub Salary	Adjustment	11,250.00	4,000.00	15,250.00
5/30/2023	11	11-190-100-500-00	Other Purchase Services	Adjustment	12,500.00	2,000.00	14,500.00
5/30/2023	11	11-190-100-610-00	General Supplies	Adjustment	25,900.00	1,000.00	26,900.00
5/30/2023	11	11-190-100-800-00	Other Objects	Adjustment	1,000.00	2,000.00	3,000.00

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Bills and Claims
Batch 23-0284 NSLP March Reimbursement (5/18/2023)
, Batch 23-0285 June Board Meeting (6/1/2023)
, Batch 23-0300 Bond and Interest Payment (6/1/2023)
, Batch 23-0302 NSLP April 2023 (6/5/2023)

Vendor Name	Account Number	PO Number	Description	Batch	Check #	Amount to Pay
Dr. Neelam Sell, MD	11-000-219-320-00	23-000442	Service	23-0285	21678	600.00
Dr. Neelam Sell, MD	11-000-219-320-00	PO-23-000421	Service	23-0285	21678	600.00
Dr. Neelam Sell, MD	11-000-219-320-00	PO-23-000422	Service	23-0285	21678	600.00
						1,800.00
Dr. Aida I Pereira, SLPD, CCC-SLP	11-000-216-320-00	PO-23-000541	Service Inv: 2023-09	23-0285	21679	625.00
						625.00
Drop the Beet, LLC.	20-471-100-600-00	PO-23-000620	Service	23-0285	21680	5,500.00
Drop the Beet, LLC.	20-471-200-300-00	PO-23-000672	Service	23-0285	21680	800.00
						6,300.00
First Student/Laidlaw Bus Company	11-190-100-500-00	PO-23-000475	Service Inv: 11889976	23-0285	21681	300.00
First Student/Laidlaw Bus Company	11-190-100-500-00	PO-23-000606	Service Inv: 11889976	23-0285	21681	275.00
						575.00
George Koustas Painting & Construction, LLC	11-000-261-420-00	PO-23-000596	Service	23-0285	21682	2,770.00
						2,770.00
Grainger	11-000-261-610-00	PO-23-000670	Supplies Inv: 9730671550	23-0285	21683	85.34
						85.34
Heather Sauer	11-401-100-600-00	23-000678	Supplies	23-0285	21684	45.46
						45.46
Herff Jones, LLC	11-000-230-890-00	PO-23-000653	Supplies Inv: 2933264	23-0285	21685	888.15
Herff Jones, LLC	11-000-230-610-00	PO-23-000674	Service Inv: 1182500	23-0285	21685	261.07
Herff Jones, LLC	11-000-230-610-00	PO-23-000675	Supplies Inv: 1180903	23-0285	21685	104.09
						1,253.31
Hilary Karpoff	11-000-221-800-00	PO-23-000685	Supplies	23-0285	21686	59.99
						59.99
Holman Frenia Allison, P.C.	11-000-230-332-00	PO-23-000011	Service Inv: 56790	23-0285	21687	1,500.00

**Batch 23-0284 NSLP March Reimbursement (5/18/2023)
 Bills and Claims
 , Batch 23-0285 June Board Meeting (6/1/2023)
 , Batch 23-0300 Bond and Interest Payment (6/1/2023)
 , Batch 23-0302 NSLP April 2023 (6/5/2023)**

Vendor Name	Account Number	PO Number	Description	Batch	Check #	Amount to Pay
Horizon Blue Cross Blue Shield of New Jersey	11-000-211-270-00	PO-23-000024	Service	23-0285	21688	.00
Horizon Blue Cross Blue Shield of New Jersey	11-000-213-270-00	PO-23-000024	Service Inv: JUNE 2023	23-0285	21688	1,427.28
Horizon Blue Cross Blue Shield of New Jersey	11-000-216-270-00	PO-23-000024	Service	23-0285	21688	5,185.95
Horizon Blue Cross Blue Shield of New Jersey	11-000-217-270-00	PO-23-000024	Service	23-0285	21688	15,674.44
Horizon Blue Cross Blue Shield of New Jersey	11-000-218-270-00	PO-23-000024	Service	23-0285	21688	1,399.53
Horizon Blue Cross Blue Shield of New Jersey	11-000-219-270-00	PO-23-000024	Service	23-0285	21688	5,447.65
Horizon Blue Cross Blue Shield of New Jersey	11-000-261-270-00	PO-23-000024	Service	23-0285	21688	3,939.44
Horizon Blue Cross Blue Shield of New Jersey	11-000-262-270-00	PO-23-000024	Service	23-0285	21688	4,753.26
Horizon Blue Cross Blue Shield of New Jersey	11-000-291-270-00	PO-23-000024	Service	23-0285	21688	3,863.80
Horizon Blue Cross Blue Shield of New Jersey	11-110-100-270-00	PO-23-000024	Service	23-0285	21688	1,205.47
Horizon Blue Cross Blue Shield of New Jersey	11-120-100-270-00	PO-23-000024	Service	23-0285	21688	10,952.52
Horizon Blue Cross Blue Shield of New Jersey	11-130-100-270-00	PO-23-000024	Service	23-0285	21688	30,572.32
Horizon Blue Cross Blue Shield of New Jersey	11-240-100-270-00	PO-23-000024	Service	23-0285	21688	1,963.39
Horizon Blue Cross Blue Shield of New Jersey	20-218-200-200-00	PO-23-000024	Service	23-0285	21688	7,736.39
						94,121.44
Horizon Blue Cross/Blue Shield	11-000-211-270-00	PO-23-000033	Service	23-0285	21689	.00
Horizon Blue Cross/Blue Shield	11-000-213-270-00	PO-23-000033	Service	23-0285	21689	.00
Horizon Blue Cross/Blue Shield	11-000-216-270-00	PO-23-000033	Service Inv: JUNE 2023	23-0285	21689	148.40
Horizon Blue Cross/Blue Shield	11-000-217-270-00	PO-23-000033	Service	23-0285	21689	588.40
Horizon Blue Cross/Blue Shield	11-000-218-270-00	PO-23-000033	Service	23-0285	21689	88.58
Horizon Blue Cross/Blue Shield	11-000-219-270-00	PO-23-000033	Service	23-0285	21689	5.99
Horizon Blue Cross/Blue Shield	11-000-261-270-00	PO-23-000033	Service	23-0285	21689	.00
Horizon Blue Cross/Blue Shield	11-000-262-270-00	PO-23-000033	Service	23-0285	21689	69.32

DRAUERY BEACH BOARD OF EDUCATION

**Bills and Claims
 Batch 23-0284 NSLP March Reimbursement (5/18/2023)
 , Batch 23-0285 June Board Meeting (6/1/2023)
 , Batch 23-0300 Bond and Interest Payment (6/1/2023)
 , Batch 23-0302 NSLP April 2023 (6/5/2023)**

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
Matt's Market LLC.	20-001-200-600-22-SJ	79	PO-23-000693	Supplies	23-0285	21697	371.25 371.25
Melanie McCarthy	11-000-221-800-00	29	PO-23-000665	Service	23-0285	21698	28.75
Melanie McCarthy	11-000-240-800-00	29	PO-23-000683	Supplies	23-0285	21698	33.60 62.35
Michael Heidelberg	11-000-261-610-00	HEIDELBERG	PO-23-000660	Service	23-0285	21699	205.98 205.98
Monarch Electric Company	11-000-261-610-00	MONARCH	PO-23-000608	Supplies Inv: 5122886443.001	23-0285	21700	825.00 825.00
Monmouth County Superintendent Round Table	11-000-230-890-00	MCSRT	PO-23-000612	Service	23-0285	21701	90.00 90.00
Monmouth County Vocational School District	11-000-100-563-00	1296	PO-23-000278	Service Inv: MAY	23-0285	21702	6,419.50
Monmouth County Vocational School District	11-000-100-564-00	1296	PO-23-000278	Service	23-0285	21702	1,872.60 8,292.10
Monmouth Regional High School	11-000-230-590-00	MRHS	PO-23-000673	Service Inv: 23-01067	23-0285	21703	53.87 53.87
Morningstar Piano Service	11-190-100-610-00	MSTAR	PO-23-000629	Service	23-0285	21704	150.00 150.00
Municipal Capital Finance	11-190-100-800-00-CP	MCF	PO-23-000034	Service Inv: 65474	23-0285	21705	1,462.76 1,462.76
Museum of American Revolution	11-190-100-500-00	AMERR	PO-23-000284	Field Trip Inv: 104432	23-0285	21706	197.00 197.00
Neptune Aquatics Center	11-190-100-500-00	70	PO-23-000684	Service	23-0285	21707	400.00

Bills and Claims

Batch 23-0284 NSLP March Reimbursement (5/18/2023)
 , Batch 23-0285 June Board Meeting (6/1/2023)
 , Batch 23-0300 Bond and Interest Payment (6/1/2023)
 , Batch 23-0302 NSLP April 2023 (6/5/2023)

Vendor Name	Account Number	PO Number	Description	Batch	Check #	Amount
Staff Development Workshops Inc.	20-488-200-320-00	PO-23-000649	Service Inv: APRIL 13 & 14	23-0285	21725	3,600.00
						3,600.00
Stapleslink	11-000-218-600-00	PO-23-000639	Supplies Inv: 3538217962	23-0285	21726	120.61
Stapleslink	20-484-200-600-00	PO-23-000639	Supplies	23-0285	21726	279.38
Stapleslink	11-000-211-600-00	PO-23-000667	Supplies Inv: 3539931483	23-0285	21726	229.53
Stapleslink	11-190-100-610-06	PO-23-000671	Supplies	23-0285	21726	427.53
						1,057.05
Synergy Rehab LLC	11-000-216-320-00	PO-23-000202	Services Inv: MAY	23-0285	21727	4,207.50
						4,207.50
Taylor Hardware	11-000-261-610-00	PO-23-000646	Supplies	23-0285	21728	40.45
Taylor Hardware	11-000-261-610-00	PO-23-000647	Supplies	23-0285	21728	19.97
Taylor Hardware	20-001-200-600-22-SJ	PO-23-000682	Supplies	23-0285	21728	245.84
						306.26
The Math Learning Center Inc.	20-270-200-580-00	PO-23-000638	Service	23-0285	21696	75.00
						75.00
Treasurer State of New Jersey	11-000-261-800-00	PO-23-000686	Service	23-0285	21729	1,465.00
						1,465.00
Twin Rocks Water	11-000-219-800-00	PO-23-000340	Service Inv: MAY	23-0285	21730	66.05
Twin Rocks Water	11-000-230-890-00	PO-23-000340	Service Inv: MAY	23-0285	21730	82.94
Twin Rocks Water	11-000-251-890-00	PO-23-000340	Service Inv: MAY	23-0285	21730	82.91
						231.90
Union County Educational Services Commission	11-000-100-562-00	PO-23-000266	Service Inv: APRIL	23-0285	21731	6,211.10
						6,211.10
Verizon	11-000-230-530-01	PO-23-000181	Service Inv: 9935623072	23-0285	21732	152.16

Bills and Claims

Batch 23-0284 NSLP March Reimbursement (5/18/2023)
 , Batch 23-0285 June Board Meeting (6/1/2023)
 , Batch 23-0300 Bond and Interest Payment (6/1/2023)
 , Batch 23-0302 NSLP April 2023 (6/5/2023)

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.

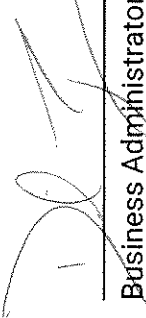
Fund	Program	Purchase Orders	Current	Paid Year	Total
10	General Fund	2	17,835.08		17,835.08
	Fund total:		17,835.08		17,835.08
11	General Current Expense	91	277,221.74		277,221.74
11	General Current Expense	2	1,205.47		1,205.47
11	General Current Expense	2	11,802.55		11,802.55
11	General Current Expense	2	30,820.20		30,820.20
11	General Current Expense	18	6,683.40		6,683.40
11	General Current Expense	2	1,963.39		1,963.39
11	General Current Expense	2	84.85		84.85
	Fund total:		329,781.60		329,781.60
12	Capital Outlay	1	305.40		305.40
	Fund total:		305.40		305.40
20	Special Revenue Fund	4	5,169.05		5,169.05
20	Special Revenue Fund	3	10,736.39		10,736.39
20	Special Revenue Fund	1	500.00		500.00
20	Special Revenue Fund	2	235.00		235.00
20	Special Revenue Fund	2	500.00		500.00
20	Special Revenue Fund	3	4,775.87		4,775.87
20	Special Revenue Fund	2	6,300.00		6,300.00
20	Special Revenue Fund	2	2,889.64		2,889.64
20	Special Revenue Fund	1	279.38		279.38
20	Special Revenue Fund	2	2,751.00		2,751.00

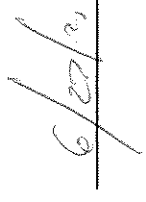
000 Undistributed Expenditures
 110 Regular Programs - Kindergarten
 120 Regular Programs - Grades 1-5
 130 Regular Programs - Grades 6-8
 190 Regular Programs - Undistributed
 240 Bilingual Education - Instruction
 401 School - Sponsored Co-curricular and Extra-curricular Activities
 000 Undistributed Expenditures
 001 Other Local Projects
 218 Preschool Education
 250 IDEA Part B
 270 ESSA Title IIA / IID
 280 ESSA Title IV
 281 ESSA Title IV
 471 Climate Awareness Education Grant
 483 CRRSA Act-ESSER II Grant Program
 484 CRRSA Act-Learning Acceleration Grant Program
 485 CRRSA Act-Mental Health Grant Program

BRANEY BOARD OF EDUCATION
 Bills and Claims

Batch 23-0284 NSLP March Reimbursement (5/18/2023)
 , Batch 23-0285 June Board Meeting (6/1/2023)
 , Batch 23-0300 Bond and Interest Payment (6/1/2023)
 , Batch 23-0302 NSLP April 2023 (6/5/2023)

Fund	Program	Purchase Orders	Current	Fiscal Year	Total
20 Special Revenue Fund	488 ARP ESSER Subgrant (ALCES)	1	3,600.00		3,600.00
	Fund total:		37,736.33		37,736.33
40 Debt Service Fund	701 Debt Service - Regular	2	171,150.00		171,150.00
	Fund total:		171,150.00		171,150.00
	Grand totals:	147	556,808.41		556,808.41


 Business Administrator


 6/2/23

Cafeteria Bill List					
06/27/23					
Vendor	Amount	Check #	Invoice	Purchase Order#	
Maschio Food Service	12,875.45	1984	May-24	23-00009A	
Total Bill List	12,875.45				