

| Art        |
|------------|
| Grades K-6 |

| Comprehensive Health & Physical Education |
|-------------------------------------------|
| Physical Education                        |
| Grades K-6                                |
| Health                                    |
| Grades K-6                                |
| Health - LEAD                             |
| Grade 5                                   |

| Language Arts |
|---------------|
| Reading       |
| Grades K-6    |
| Writing       |
| Grades K-6    |
| LSI           |
| Grades K-6    |

| Math       |
|------------|
| Grade K-6  |
| BSI        |
| Grades 1-6 |

| Visual and Performing Arts |
|----------------------------|
| General Music              |
| Grades K-6                 |
| Instrumental Music         |
| Grades 4-6                 |
| Music Technology           |
| Grade 6                    |
| Theatre                    |
| Grades K-5                 |
| Dance                      |
| Grades K-5                 |

| Science   |
|-----------|
| Grade K-6 |

| Social Studies |
|----------------|
| Grade K-6      |

| Technology |
|------------|
| Grades 1-6 |

| Library    |
|------------|
| Grades K-5 |

| World Language     |
|--------------------|
| Spanish Grades K-3 |
| French Grades 4-6  |

| Enrichment |
|------------|
| Grade K-6  |

| Speech    |
|-----------|
| Grade K-6 |

| Electives - Grade 6          |
|------------------------------|
| Writer's Workshop            |
| PBL                          |
| Robotics                     |
| Creative Math                |
| STEAM                        |
| Simple Woodworking           |
| Introduction to Finance      |
| Video Editing & Presentation |

**Comprehensive Health and Physical Education**

Physical Education Grades 7 &amp; 8\*

Physical Education Grades 9 &amp; 10\*

Sports Medicine

Physical Education Grade 11 &amp; 12\*

Health 7\*

Health 8\*

Health 9\*

Health 10 Driver Education\*

Health 11\*

Health 12\*

Introduction to Medical Terminology

Dynamics of Health Care (Honors)

\*\* Courses of study guides for these courses include instruction in drug and alcohol education; health, safety, and physical education; accident and fire preventions; and family life education.

**English**

English 7 CPC, CP, H

English 8 CPC, CP, H

Writing 7 &amp; 8

Exploratories 7/8

English I CPC, CP, H

English II CPC, CP, H

AP English Language &amp; Composition

English III CPC, CP

AP English Literature &amp; Composition

English IV CPC, CP

Creative Writing

Film and Literature

Digital Journalism

21st Century Media Impact

Shakespeare in Performance

**Technology**

Technology 7

Introduction to Computers

Graphic Design &amp; Desktop Publishing

Computer Programming Honors I

Introduction to Web Design

Introduction to APP Design

Digital Design

**Mathematics**

Math 7 CPC, CP, H

Math 8 CPC, CP, H

Algebra I CPC, CP, H

Algebra II CPC, CP, H

Geometry CPC, CP, H

Pre-Calculus, CP, H

Calculus CP

AP Calculus

Statistics CP, AP

Personal Finance

Math Essentials I

Math Essentials II

Accounting I

Business Finance

**Music**

Band/Individual Lessons

Band 7/8

Band 9-12

Chorus 7/8

Concert Choir 9-12

Choral Lessons

Music Theory CP, AP

**Theatre Arts**

Broadcasting I

Broadcasting II

Dramatics

TV Workshop 7

Theatre

Dance

**Visual Arts**

Art 7

Art 8

Art I

Art II

Art III

AP Studio Art

Ceramics

Painting

Digital Photography

Sculpture

| <b>Science</b>                      |
|-------------------------------------|
| Science 7 CPC, CP                   |
| Science 8 CPC, CP                   |
| Biology CPC, CP, H, AP              |
| Chemistry CPC, CP, H, AP            |
| Physics CPC, CP, H                  |
| Environmental Science CP, H         |
| Forensics                           |
| Horticulture                        |
| Robotics - Principles of Technology |
| Astronomy                           |

| <b>Special Services Programs</b>    |
|-------------------------------------|
| Resource Center Math 7-8            |
| Resource Center Math 9-12           |
| Resource Center English 7-8         |
| Resource Center English 9-12        |
| Resource Center Science 7-8         |
| Resource Center Science 9-12        |
| Resource Center Social Studies 7-8  |
| Resource Center Social Studies 9-12 |
| Study Skills 7                      |
| Study Skills 8                      |
| Study Skills 9 - 12                 |
| CBI Workplace Readiness             |
| CBI Life Skills                     |

| <b>Special Programs</b>      |
|------------------------------|
| Option II                    |
| Vocational/Technical Program |

| <b>Secondary Hearing Impaired Programs (SHIP)</b> |
|---------------------------------------------------|
| Oral Track                                        |
| Total Communication Program                       |

| <b>Social Studies</b>          |
|--------------------------------|
| World Cultures CPC, CP         |
| Ancient World History CPC, CP  |
| World History CPC, CP          |
| US History I CPC, CP, H        |
| US History II CPC, CP, AP      |
| The Holocaust & Human Behavior |
| Sociology                      |
| Intro to Psychology            |
| AP Psychology                  |
| AP US Government               |
| AP Economics: Macroeconomics   |
| AP Economics: Microeconomics   |
| AP Economics                   |
| Current World Affairs          |
| U.S. Foreign Policy            |
| You and the Law                |

| <b>World Languages</b> |
|------------------------|
| Spanish 7              |
| Spanish 8              |
| Spanish I              |
| Spanish II             |
| Spanish III            |
| Spanish IV H           |
| AP Spanish Language    |
| French 7               |
| French 8               |
| French II              |
| French III             |
| French IV              |
| AP French Language     |

CODE OF ETHICS FOR SCHOOL BOARD MEMBER  
N.J.S.A.: 18a 12-24.1

A School Board Member shall abide by the following Code of Ethics for School Board Members:

1. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
3. I will confine my board action to policymaking, planning and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
4. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
5. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board.
6. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
7. I will hold confidential all matters pertaining to the schools, which, if disclosed, would needlessly injure individuals or the schools. But, in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

## Expenditure

Start date 7/1/2018 Period date 12/5/2018 End date 12/5/2018

|                                        |      | Original amt                                   | Prior xfer          | Period xfer   | Adjusted amt          | % Chg     |
|----------------------------------------|------|------------------------------------------------|---------------------|---------------|-----------------------|-----------|
| <b>FUND 11 GENERAL CURRENT EXPENSE</b> |      |                                                |                     |               |                       |           |
| 11-000-100-566-91-40                   | 5432 | TUITION PRIVATE IN STATE                       | \$78,337.59         | (\$13,440.00) | \$1,504,834.59        | 4.5%      |
|                                        |      | 11-000-217-320-04-40 TRANSFER BETWEEN ACCOUNTS | 12/05/18            | (\$13,440.00) |                       |           |
| 11-000-217-320-04-40                   | 5432 | PROF ED SVC-EXT SVC                            | \$78,784.33         | \$17,338.24   | \$559,622.57          | 20.7%     |
|                                        | 5402 | 11-000-100-566-91-40 TRANSFER BETWEEN ACCOUNTS | 12/05/18            | \$13,440.00   |                       |           |
|                                        |      | 11-000-219-320-04-40 TRANSFER BETWEEN ACCOUNTS | 12/05/18            | \$3,898.24    |                       |           |
| 11-000-219-320-04-40                   | 5402 | PROF ED SVC-CST                                | (\$10,000.13)       | (\$3,898.24)  | \$6,101.63            | -69.5%    |
|                                        |      | 11-000-217-320-04-40 TRANSFER BETWEEN ACCOUNTS | 12/05/18            | (\$3,898.24)  |                       |           |
| 11-000-222-100-03-28                   | 5416 | SAL-MEDIA HS                                   | \$0.00              | (\$16,900.00) | \$58,980.00           | -22.3%    |
|                                        |      | 11-130-100-101-03-05 TRANSFER BETWEEN ACCOUNTS | 12/05/18            | (\$16,900.00) |                       |           |
| 11-130-100-101-03-05                   | 5416 | SAL-TEACHER GRD 6-8 LANG ARTS                  | \$0.00              | \$16,900.00   | \$143,210.00          | 13.4%     |
|                                        |      | 11-000-222-100-03-28 TRANSFER BETWEEN ACCOUNTS | 12/05/18            | \$16,900.00   |                       |           |
| 11-190-100-610-03-00                   | 5414 | SUPPLIES-GENERAL HS                            | (\$3,056.36)        | (\$170.00)    | \$49,166.64           | -6.2%     |
|                                        |      | 11-401-100-600-03-81 TRANSFER BETWEEN ACCOUNTS | 12/05/18            | (\$170.00)    |                       |           |
| 11-401-100-600-03-81                   | 5414 | SUPPLIES-CO-CURRICULAR-HS                      | (\$55.00)           | \$170.00      | \$12,465.00           | 0.9%      |
|                                        |      | 11-190-100-610-03-00 TRANSFER BETWEEN ACCOUNTS | 12/05/18            | \$170.00      |                       |           |
|                                        |      | <b>Total for Just Accounts Listed</b>          | <b>\$144,010.43</b> | <b>\$0.00</b> | <b>\$2,334,380.43</b> | <b>7%</b> |

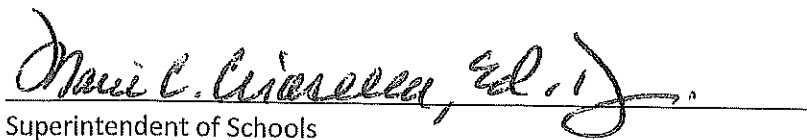
Cash Report  
District of Midland Park  
All Funds

APPENDIX B-3

For the month ending: December 31, 2018

| FUNDS                       | Beginning<br>Cash Balances | Cash Receipts<br>This Month | Cash Disbursements<br>This Month | Ending<br>Cash Balances  |
|-----------------------------|----------------------------|-----------------------------|----------------------------------|--------------------------|
| General<br>Fund 10          | 2803410.28                 | 1848800.22                  | 2142078.61                       | 2510131.89               |
| Special Revenue<br>Fund 20  | -17711.95                  | 38114.75                    | 58695.78                         | -38292.98                |
| Capital Projects<br>Fund 30 | 0.10                       | 16534.50                    | 16534.50                         | 0.10                     |
| Debt Service<br>Fund 40     | 124562.28                  | 0                           | 0.00                             | 124562.28                |
| Enterprise<br>Fund 60       | 77589.20                   | 39216.77                    | 18500.34                         | 98305.63                 |
| Payroll                     | 531.85                     | 768429.8                    | 768407.29                        | 554.36                   |
| Payroll Agency              | 25226.92                   | 601229.93                   | 450440.89                        | 176015.96                |
| Scholarships                | 8621.20                    | 5.50                        | 0.00                             | 8626.70                  |
| SUI Fund                    | 151879.36                  | 1044.98                     | 0                                | 152924.34                |
| Flexible Spending           | 4760.17                    | 2371.16                     | 1139.30                          | 5992.03                  |
| Total of all Funds          | 3178869.41                 | 3315747.61                  | 3455796.71                       | 3038820.31<br>3038820.31 |

Submitted by:

  
Superintendent of Schools

Starting date 7/1/2018 Ending date 12/31/2018 Fund: 10 GENERAL FUND

Liabilities and Fund Equity

## Liabilities:

|     |                                            |                     |
|-----|--------------------------------------------|---------------------|
| 411 | Intergovernmental accounts payable - state | \$0.00              |
| 421 | Accounts payable                           | \$28,424.00         |
| 431 | Contracts payable                          | \$0.00              |
| 451 | Loans payable                              | \$0.00              |
| 481 | Deferred revenues                          | \$0.00              |
|     | Other current liabilities                  | \$107,254.10        |
|     | <b>Total liabilities</b>                   | <b>\$135,678.10</b> |

## Fund Balance:

## Appropriated:

|             |                                             |                   |                        |
|-------------|---------------------------------------------|-------------------|------------------------|
| 753,754     | Reserve for encumbrances                    |                   | \$12,482,543.89        |
| 761         | Capital reserve account - July              | \$1,041,691.00    |                        |
| 604         | Add: Increase in capital reserve            | \$0.00            |                        |
| 307         | Less: Bud. w/d cap. reserve eligible costs  | \$0.00            |                        |
| 309         | Less: Bud. w/d cap. reserve excess costs    | \$0.00            | \$1,041,691.00         |
| 764         | Maintenance reserve account - July          | \$0.00            |                        |
|             | Add: Increase in maintenance reserve        | \$0.00            |                        |
| 310         | Less: Bud. w/d from maintenance reserve     | \$0.00            | \$0.00                 |
| 766         | Reserve for Cur. Exp. Emergencies - July    | \$0.00            |                        |
| 607         | Add: Increase in cur. exp. emer. reserve    | \$0.00            |                        |
| 312         | Less: Bud. w/d from cur. exp. emer. reserve | \$0.00            | \$0.00                 |
| 762         | Adult education programs                    |                   | \$170,681.00           |
| 750-752,76x | Other reserves                              |                   | \$325,000.00           |
| 601         | Appropriations                              | \$23,472,172.07   |                        |
| 602         | Less: Expenditures (\$10,046,300.48)        |                   |                        |
|             | Less: Encumbrances (\$12,482,543.89)        | (\$22,528,844.37) | \$943,327.70           |
|             | <b>Total appropriated</b>                   |                   | <b>\$14,963,243.59</b> |

## Unappropriated:

|     |                                          |                               |
|-----|------------------------------------------|-------------------------------|
| 770 | Fund balance, July 1                     | \$529,029.83                  |
| 771 | Designated fund balance                  | \$375,000.00                  |
| 303 | Budgeted fund balance                    | (\$1,167,469.00)              |
|     | <b>Total fund balance</b>                | <b>\$14,699,804.42</b>        |
|     | <b>Total liabilities and fund equity</b> | <b><u>\$14,835,482.52</u></b> |

Report of the Secretary to the Board of Education  
Midland Park School District

Page 3 of 33  
01/16/19 13:55

Starting date 7/1/2018 Ending date 12/31/2018 Fund: 10 GENERAL FUND

Recapitulation of Budgeted Fund Balance:

|                                        | <u>Budgeted</u>       | <u>Actual</u>        | <u>Variance</u>       |
|----------------------------------------|-----------------------|----------------------|-----------------------|
| Appropriations                         | \$23,472,172.07       | \$22,528,844.37      | \$943,327.70          |
| Revenues                               | (\$22,203,864.00)     | (\$22,343,702.69)    | \$139,838.69          |
| Subtotal                               | <u>\$1,268,308.07</u> | <u>\$185,141.68</u>  | <u>\$1,083,166.39</u> |
| Change in capital reserve account:     |                       |                      |                       |
| Plus - Increase in reserve             | \$0.00                | (\$119,946.34)       | \$119,946.34          |
| Less - Withdrawal from reserve         | \$0.00                | \$0.00               | \$0.00                |
| Subtotal                               | <u>\$1,268,308.07</u> | <u>\$65,195.34</u>   | <u>\$1,203,112.73</u> |
| Change in maintenance reserve account: |                       |                      |                       |
| Plus - Increase in reserve             | \$0.00                | \$0.00               | \$0.00                |
| Less - Withdrawal from reserve         | \$0.00                | \$0.00               | \$0.00                |
| Subtotal                               | <u>\$1,268,308.07</u> | <u>\$65,195.34</u>   | <u>\$1,203,112.73</u> |
| Change in emergency reserve account:   |                       |                      |                       |
| Plus - Increase in reserve             | \$0.00                | \$0.00               | \$0.00                |
| Less - Withdrawal from reserve         | \$0.00                | \$0.00               | \$0.00                |
| Subtotal                               | <u>\$1,268,308.07</u> | <u>\$65,195.34</u>   | <u>\$1,203,112.73</u> |
| Less: Adjustment for prior year        | (\$100,839.07)        | (\$100,839.07)       | \$0.00                |
| Budgeted fund balance                  | <u>\$1,167,469.00</u> | <u>(\$35,643.73)</u> | <u>\$1,203,112.73</u> |

Prepared and submitted by :

  
Board Secretary

1/17/19  
Date

Starting date 7/1/2018 Ending date 12/31/2018 Fund: 10 GENERAL FUND

| Revenues: |                                        | Org Budget | Transfers | Budget Est | Actual     | Over/Under | Unrealized |
|-----------|----------------------------------------|------------|-----------|------------|------------|------------|------------|
| 0070      | SUBTOTAL – Revenues from Local Sources | 21,461,300 | 0         | 21,461,300 | 21,599,662 |            | (138,362)  |
| 00520     | SUBTOTAL – Revenues from State Sources | 742,564    | 0         | 742,564    | 744,041    |            | (1,477)    |
| Total     |                                        | 22,203,864 | 0         | 22,203,864 | 22,343,703 |            | (139,839)  |

| Expenditures:                            |                                          | Org Budget | Transfers | Adj Budget | Expended   | Encumber   | Available |
|------------------------------------------|------------------------------------------|------------|-----------|------------|------------|------------|-----------|
| (Total of Accounts W/O a Grid# Assigned) |                                          | 500        | 0         | 500        | 0          | 0          | 500       |
| 03200                                    | TOTAL REGULAR PROGRAMS - INSTRUCTION     | 6,093,391  | 21,773    | 6,115,164  | 2,480,974  | 3,531,782  | 102,408   |
| 10300                                    | Total Special Education - Instruction    | 2,255,531  | 17,360    | 2,272,891  | 917,209    | 1,350,819  | 4,863     |
| 17100                                    | Total School-Sponsored Co/Extra Curricul | 106,650    | 1,115     | 107,765    | 45,963     | 56,748     | 5,054     |
| 17600                                    | Total School-Sponsored Athletics – Instr | 483,645    | 2,985     | 486,630    | 196,422    | 244,613    | 45,595    |
| 29180                                    | Total Undistributed Expenditures - Instr | 2,023,607  | 75,044    | 2,098,651  | 937,329    | 1,159,010  | 2,312     |
| 30620                                    | Total Undistributed Expenditures – Healt | 265,500    | 8,852     | 274,352    | 116,043    | 150,281    | 8,028     |
| 40580                                    | Total Undistributed Expend – Speech, OT, | 474,750    | (3,201)   | 471,549    | 192,064    | 278,124    | 1,360     |
| 41080                                    | Total Undist. Expend. – Other Supp. Serv | 463,500    | 96,123    | 559,623    | 140,319    | 402,693    | 16,610    |
| 41660                                    | Total Undist. Expend. – Guidance         | 347,875    | (133)     | 347,742    | 149,114    | 192,541    | 6,087     |
| 42200                                    | Total Undist. Expend. – Child Study Team | 440,155    | (8,220)   | 431,935    | 190,499    | 232,576    | 8,859     |
| 43200                                    | Total Undist. Expend. – Improvement of I | 141,335    | 0         | 141,335    | 69,352     | 52,194     | 19,789    |
| 43620                                    | Total Undist. Expend. – Edu. Media Serv. | 397,545    | (16,900)  | 380,645    | 156,333    | 219,332    | 4,980     |
| 44180                                    | Total Undist. Expend. – Instructional St | 97,760     | 1,425     | 99,185     | 49,351     | 39,944     | 9,890     |
| 45300                                    | Support Serv. - General Admin            | 404,188    | 43,530    | 447,718    | 239,630    | 159,590    | 48,498    |
| 46160                                    | Support Serv. - School Admin             | 765,302    | 241,774   | 1,007,076  | 489,847    | 504,528    | 12,701    |
| 47200                                    | Total Undist. Expend. – Central Services | 342,279    | 69,745    | 412,024    | 207,233    | 203,034    | 1,757     |
| 50000                                    | Total Undist. Expend. – Admin. Info. Tec | 76,635     | (757)     | 75,878     | 31,753     | 29,111     | 15,013    |
| 51120                                    | Total Undist. Expend. – Oper. & Maint. O | 1,663,810  | 25,623    | 1,689,433  | 842,727    | 784,288    | 62,418    |
| 52480                                    | Total Undist. Expend. – Student Transpor | 485,969    | 39,561    | 525,530    | 270,956    | 240,206    | 14,369    |
| 71260                                    | TOTAL PERSONNEL SERVICES –EMPLOYEE       | 4,602,708  | (133,337) | 4,469,371  | 1,983,791  | 2,194,248  | 291,332   |
| 76260                                    | Total Facilities Acquisition and Constr  | 322,775    | 0         | 322,775    | 8,224      | 237,200    | 77,351    |
| 83080                                    | TOTAL SPECIAL SCHOOLS                    | 734,400    | 0         | 734,400    | 331,167    | 219,681    | 183,552   |
| Total                                    |                                          | 22,989,810 | 482,362   | 23,472,172 | 10,046,300 | 12,482,544 | 943,328   |

Starting date 7/1/2018 Ending date 12/31/2018 Fund: 10 GENERAL FUND

| Revenues: |         |                                          |  | Org Budget | Transfers | Budget Est | Actual     | Over/Under | Unrealized |
|-----------|---------|------------------------------------------|--|------------|-----------|------------|------------|------------|------------|
| 00100     | 10-1210 | Local Tax Levy                           |  | 20,021,446 | 0         | 20,021,446 | 20,021,446 |            | 0          |
| 00140     | 10-1310 | Tuition from Individuals                 |  | 43,400     | 0         | 43,400     | 56,205     |            | (12,805)   |
| 00260     | 10-1910 | Rents and Royalties                      |  | 45,000     | 0         | 45,000     | 45,000     |            | 0          |
| 00340     | 10-1___ | Interest Earned on Capital Reserve Funds |  | 500        | 0         | 500        | 2,821      |            | (2,321)    |
| 00350     | 10-1___ | Other Restricted Miscellaneous Revenues  |  | 1,350,954  | 0         | 1,350,954  | 1,474,191  |            | (123,237)  |
| 00420     | 10-3121 | Categorical Transportation Aid           |  | 107,033    | 0         | 107,033    | 107,033    |            | 0          |
| 00430     | 10-3131 | Extraordinary Aid                        |  | 0          | 0         | 0          | 1,477      |            | (1,477)    |
| 00440     | 10-3132 | Categorical Special Education Aid        |  | 543,404    | 0         | 543,404    | 543,404    |            | 0          |
| 00460     | 10-3176 | Equalization Aid                         |  | 33,981     | 0         | 33,981     | 33,981     |            | 0          |
| 00470     | 10-3177 | Categorical Security Aid                 |  | 58,146     | 0         | 58,146     | 58,146     |            | 0          |
| Total     |         |                                          |  | 22,203,864 | 0         | 22,203,864 | 22,343,703 |            | (139,839)  |

| Expenditures: |                   |                                          |  | Org Budget | Transfers | Adj Budget | Expended | Encumber  | Available |
|---------------|-------------------|------------------------------------------|--|------------|-----------|------------|----------|-----------|-----------|
|               |                   |                                          |  | 500        | 0         | 500        | 0        | 0         | 500       |
| 02080         | 11-110-___-101    | Kindergarten – Salaries of Teachers      |  | 265,100    | 0         | 265,100    | 106,930  | 158,170   | 0         |
| 02100         | 11-120-___-101    | Grades 1-5 – Salaries of Teachers        |  | 2,228,264  | 0         | 2,228,264  | 879,423  | 1,348,841 | 0         |
| 02120         | 11-130-___-101    | Grades 6-8 – Salaries of Teachers        |  | 1,145,655  | 16,900    | 1,162,555  | 444,728  | 717,827   | 0         |
| 02140         | 11-140-___-101    | Grades 9-12 – Salaries of Teachers       |  | 2,017,539  | (117)     | 2,017,422  | 814,988  | 1,202,434 | 0         |
| 02500         | 11-150-100-101    | Salaries of Teachers                     |  | 18,000     | 0         | 18,000     | 0        | 18,000    | 0         |
| 02520         | 11-150-100-106    | Other Salaries for Instruction           |  | 0          | 117       | 117        | 117      | 0         |           |
| 02540         | 11-150-100-320    | Purchased Professional – Educational Ser |  | 4,000      | 0         | 4,000      | 0        | 770       | 3,230     |
| 03000         | 11-190-1___-106   | Other Salaries for Instruction           |  | 32,220     | 0         | 32,220     | 18,619   | 13,601    | 0         |
| 03020         | 11-190-1___-320   | Purchased Professional – Educational Ser |  | 42,435     | 100       | 42,535     | 14,796   | 8,734     | 19,005    |
| 03060         | 11-190-1___-[4-5] | Other Purchased Services (400-500 series |  | 81,600     | 1,171     | 82,771     | 56,163   | 25,432    | 1,176     |
| 03080         | 11-190-1___-610   | General Supplies                         |  | 228,200    | (121)     | 228,079    | 117,871  | 37,079    | 73,129    |
| 03100         | 11-190-1___-640   | Textbooks                                |  | 27,178     | 2,723     | 29,901     | 25,730   | 45        | 4,127     |
| 03120         | 11-190-1___-8___  | Other Objects                            |  | 3,200      | 1,000     | 4,200      | 1,609    | 850       | 1,741     |
| 04500         | 11-204-100-101    | Salaries of Teachers                     |  | 103,750    | 12,142    | 115,892    | 41,649   | 74,243    | 0         |
| 04520         | 11-204-100-106    | Other Salaries for Instruction           |  | 258,163    | 6,534     | 264,697    | 92,259   | 172,438   | 0         |
| 04600         | 11-204-100-610    | General Supplies                         |  | 1,500      | 0         | 1,500      | 304      | 100       | 1,096     |
| 06500         | 11-212-100-101    | Salaries of Teachers                     |  | 48,150     | (2,464)   | 45,686     | 0        | 45,250    | 436       |
| 06600         | 11-212-100-610    | General Supplies                         |  | 1,000      | 0         | 1,000      | 0        | 0         | 1,000     |
| 07000         | 11-213-100-101    | Salaries of Teachers                     |  | 1,159,419  | (843)     | 1,158,576  | 493,168  | 665,408   | 0         |
| 07020         | 11-213-100-106    | Other Salaries for Instruction           |  | 350,450    | 6,211     | 356,661    | 147,905  | 208,755   | 0         |
| 07100         | 11-213-100-610    | General Supplies                         |  | 4,000      | 0         | 4,000      | 2,710    | 251       | 1,039     |
| 08000         | 11-215-100-101    | Salaries of Teachers                     |  | 175,050    | 24        | 175,074    | 69,462   | 105,613   | 0         |
| 08020         | 11-215-100-106    | Other Salaries for Instruction           |  | 147,049    | (4,244)   | 142,805    | 69,328   | 73,477    | 0         |
| 08100         | 11-215-100-6___   | General Supplies                         |  | 2,000      | 0         | 2,000      | 423      | 1,284     | 257       |
| 09300         | 11-219-100-320    | Purchased Professional-Educational Servi |  | 5,000      | 0         | 5,000      | 0        | 4,000     | 1,000     |
| 17000         | 11-401-100-1___   | Salaries                                 |  | 87,000     | 1,000     | 88,000     | 31,683   | 55,317    | 1,000     |
| 17020         | 11-401-100-[3-5]  | Purchased Services (300-500 series)      |  | 4,400      | 0         | 4,400      | 2,800    | 0         | 1,600     |
| 17040         | 11-401-100-6___   | Supplies and Materials                   |  | 13,350     | 115       | 13,465     | 10,980   | 1,431     | 1,054     |

Starting date 7/1/2018 Ending date 12/31/2018 Fund: 10 GENERAL FUND

| Expenditures: |                                                         | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
|---------------|---------------------------------------------------------|------------|-----------|------------|----------|----------|-----------|
| 17560         | 11-401-100-8__ Other Objects                            | 1,900      | 0         | 1,900      | 500      | 0        | 1,400     |
| 17500         | 11-402-100-1__ Total Vocational Programs – Local -Instr | 370,100    | 0         | 370,100    | 119,948  | 222,268  | 27,884    |
| 17520         | 11-402-100-[3-5] Purchased Services (300-500 series)    | 52,200     | 0         | 52,200     | 41,464   | 3,929    | 6,807     |
| 17540         | 11-402-100-6__ Supplies and Materials                   | 44,480     | 2,985     | 47,465     | 28,450   | 18,416   | 599       |
| 17560         | 11-402-100-8__ Other Objects                            | 16,865     | 0         | 16,865     | 6,560    | 0        | 10,305    |
| 29000         | 11-000-100-561 Tuition to Other LEAs within the State - | 80,784     | (30,118)  | 50,666     | 13,028   | 37,638   | 0         |
| 29020         | 11-000-100-562 Tuition to Other LEAs within the State - | 227,118    | (20,767)  | 206,351    | 131,942  | 74,409   | 0         |
| 29040         | 11-000-100-563 Tuition to County Voc. School District-R | 74,268     | (7,914)   | 66,354     | 17,215   | 49,139   | 0         |
| 29060         | 11-000-100-564 Tuition to County Voc. School District-S | 27,000     | (6,000)   | 21,000     | 5,400    | 15,600   | 0         |
| 29080         | 11-000-100-565 Tuition to CSSD & Regular Day Schools    | 174,500    | 74,945    | 249,445    | 19,846   | 229,599  | 0         |
| 29100         | 11-000-100-566 Tuition to Priv. School for the Disabled | 1,439,937  | 64,898    | 1,504,835  | 749,897  | 752,625  | 2,312     |
| 30500         | 11-000-213-1__ Salaries                                 | 249,250    | 8,852     | 258,102    | 108,528  | 149,574  | 0         |
| 30540         | 11-000-213-3__ Purchased Professional and Technical Ser | 10,000     | 0         | 10,000     | 4,532    | 0        | 5,468     |
| 30580         | 11-000-213-6__ Supplies and Materials                   | 6,250      | 0         | 6,250      | 2,982    | 707      | 2,560     |
| 40500         | 11-000-216-1__ Salaries                                 | 469,000    | 799       | 469,799    | 191,675  | 278,124  | 0         |
| 40520         | 11-000-216-320 Purchased Professional – Educational Ser | 5,000      | (4,000)   | 1,000      | 0        | 0        | 1,000     |
| 40540         | 11-000-216-6__ Supplies and Materials                   | 750        | 0         | 750        | 390      | 0        | 360       |
| 41020         | 11-000-217-320 Purchased Professional – Educational Ser | 463,500    | 96,123    | 559,623    | 140,319  | 402,693  | 16,610    |
| 41040         | 11-000-218-104 Salaries of Other Professional Staff     | 289,100    | (1,112)   | 287,988    | 118,728  | 169,260  | 0         |
| 41520         | 11-000-218-105 Salaries of Secretarial and Clerical Ass | 38,400     | (211)     | 38,189     | 16,335   | 21,740   | 114       |
| 41560         | 11-000-218-320 Purchased Professional – Educational Ser | 3,960      | 1,190     | 5,150      | 3,354    | 1,415    | 381       |
| 41620         | 11-000-218-6__ Supplies and Materials                   | 6,800      | (157)     | 6,643      | 1,026    | 126      | 5,491     |
| 41640         | 11-000-218-8__ Other Objects                            | 9,615      | 157       | 9,772      | 9,672    | 0        | 100       |
| 42000         | 11-000-219-104 Salaries of Other Professional Staff     | 350,950    | 9,287     | 360,237    | 155,067  | 205,170  | 0         |
| 42020         | 11-000-219-105 Salaries of Secretarial and Clerical Ass | 42,517     | 391       | 42,908     | 20,808   | 22,100   | 0         |
| 42060         | 11-000-219-320 Purchased Professional – Educational Ser | 33,188     | (13,898)  | 19,290     | 10,141   | 3,957    | 5,192     |
| 42080         | 11-000-219-390 Other Purchased Professional & Technical | 5,000      | (4,000)   | 1,000      | 399      | 0        | 601       |
| 42160         | 11-000-219-6__ Supplies and Materials                   | 7,500      | 0         | 7,500      | 3,195    | 1,350    | 2,956     |
| 42180         | 11-000-219-8__ Other Objects                            | 1,000      | 0         | 1,000      | 889      | 0        | 111       |
| 43000         | 11-000-221-102 Salaries of Supervisor of Instruction    | 25,000     | 0         | 25,000     | 12,500   | 12,500   | 0         |
| 43020         | 11-000-221-104 Salaries of Other Professional Staff     | 34,140     | 0         | 34,140     | 17,070   | 17,070   | 0         |
| 43060         | 11-000-221-110 Other Salaries                           | 38,320     | 0         | 38,320     | 16,459   | 21,861   | 0         |
| 43140         | 11-000-221-[4-5] Other Purch. Services (400-500 series) | 37,125     | (5,000)   | 32,125     | 17,812   | 0        | 14,313    |
| 43160         | 11-000-221-6__ Supplies and Materials                   | 6,000      | 5,000     | 11,000     | 5,386    | 763      | 4,851     |
| 43180         | 11-000-221-8__ Other Objects                            | 750        | 0         | 750        | 125      | 0        | 625       |
| 43500         | 11-000-222-1__ Salaries                                 | 151,630    | (16,900)  | 134,730    | 52,028   | 78,702   | 4,000     |
| 43520         | 11-000-222-177 Salaries of Technology Coordinators      | 222,015    | 0         | 222,015    | 84,623   | 137,392  | 0         |
| 43540         | 11-000-222-3__ Purchased Professional and Technical Ser | 9,450      | 1,045     | 10,495     | 7,486    | 3,009    | 0         |
| 43580         | 11-000-222-6__ Supplies and Materials                   | 13,850     | (803)     | 13,047     | 12,138   | 229      | 680       |
| 43600         | 11-000-222-8__ Other Objects                            | 600        | (242)     | 358        | 58       | 0        | 300       |
| 44000         | 11-000-223-102 Salaries of Supervisor of Instruction    | 25,000     | 0         | 25,000     | 12,083   | 12,917   | 0         |

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Starting date 7/1/2018 Ending date 12/31/2018 Fund: 10 GENERAL FUND

| Expenditures: |                  |                                          | Org Budget | Transfers | Adj Budget | Expended | Encumber | Availabl |
|---------------|------------------|------------------------------------------|------------|-----------|------------|----------|----------|----------|
| 44020         | 11-000-223-104   | Salaries of Other Professional Staff     | 34,140     | 0         | 34,140     | 17,070   | 17,070   | 0        |
| 44060         | 11-000-223-110   | Other Salaries                           | 16,120     | 0         | 16,120     | 8,476    | 7,642    | 2        |
| 44100         | 11-000-223-390   | Other Purch. Professional & Technical Se | 10,000     | 0         | 10,000     | 2,192    | 0        | 7,808    |
| 44140         | 11-000-223-6__   | Supplies and Materials                   | 500        | 0         | 500        | 448      | 0        | 52       |
| 44160         | 11-000-223-8__   | Other Objects                            | 12,000     | 1,425     | 13,425     | 9,082    | 2,315    | 2,028    |
| 45000         | 11-000-230-1__   | Salaries                                 | 255,102    | 43,530    | 298,632    | 162,912  | 135,720  | 0        |
| 45040         | 11-000-230-331   | Legal Services                           | 35,000     | 0         | 35,000     | 10,256   | 4,633    | 20,111   |
| 45060         | 11-000-230-332   | Audit Fees                               | 24,850     | 0         | 24,850     | 19,300   | 4,600    | 950      |
| 45080         | 11-000-230-334   | Architectural/Engineering Services       | 30,000     | 0         | 30,000     | 8,722    | 8,550    | 12,728   |
| 45100         | 11-000-230-339   | Other Purchased Professional Services    | 5,350      | 0         | 5,350      | 4,485    | 0        | 865      |
| 45120         | 11-000-230-340   | Purchased Technical Services             | 2,000      | 0         | 2,000      | 0        | 0        | 2,000    |
| 45140         | 11-000-230-530   | Communications/Telephone                 | 21,550     | 0         | 21,550     | 13,130   | 4,388    | 4,032    |
| 45160         | 11-000-230-585   | BOE Other Purchased Services             | 3,000      | (30)      | 2,970      | 300      | 0        | 2,670    |
| 45180         | 11-000-230-590   | Misc Purch Services (400-500 series, O/T | 9,000      | (52)      | 8,948      | 3,765    | 611      | 4,572    |
| 45200         | 11-000-230-610   | General Supplies                         | 5,700      | (644)     | 5,056      | 3,477    | 1,009    | 570      |
| 45220         | 11-000-230-630   | BOE In-House Training/Meeting Supplies   | 100        | 82        | 182        | 104      | 79       | 0        |
| 45260         | 11-000-230-890   | Miscellaneous Expenditures               | 3,100      | 644       | 3,744      | 3,744    | 0        | 0        |
| 45280         | 11-000-230-895   | BOE Membership Dues and Fees             | 9,436      | 0         | 9,436      | 9,435    | 0        | 1        |
| 46000         | 11-000-240-103   | Salaries of Principals/Assistant Princip | 529,598    | 54,155    | 583,753    | 291,876  | 291,877  | 0        |
| 46020         | 11-000-240-104   | Salaries of Other Professional Staff     | 53,554     | 138,921   | 192,475    | 96,238   | 96,238   | 0        |
| 46040         | 11-000-240-105   | Salaries of Secretarial and Clerical Ass | 150,650    | 48,698    | 199,348    | 87,528   | 110,983  | 836      |
| 46080         | 11-000-240-3__   | Purchased Professional and Technical Ser | 2,500      | 0         | 2,500      | 241      | 0        | 2,259    |
| 46100         | 11-000-240-[4-5] | Other Purchased Services (400-500 series | 13,000     | (149)     | 12,851     | 3,391    | 3,790    | 5,670    |
| 46120         | 11-000-240-6__   | Supplies and Materials                   | 8,500      | 1,000     | 9,500      | 5,976    | 1,198    | 2,326    |
| 46140         | 11-000-240-8__   | Other Objects                            | 7,500      | (851)     | 6,649      | 4,597    | 442      | 1,610    |
| 47000         | 11-000-251-1__   | Salaries                                 | 328,916    | 68,988    | 397,904    | 198,370  | 199,534  | 0        |
| 47020         | 11-000-251-330   | Purchased Professional Services          | 1,400      | (491)     | 909        | 752      | 0        | 156      |
| 47040         | 11-000-251-340   | Purchased Technical Services             | 5,470      | 49        | 5,519      | 4,075    | 1,444    | 0        |
| 47060         | 11-000-251-592   | Misc. Purch. Services (400-500 Series, O | 1,500      | 0         | 1,500      | 0        | 0        | 1,500    |
| 47100         | 11-000-251-6__   | Supplies and Materials                   | 2,000      | 1,200     | 3,200      | 1,143    | 2,056    | 0        |
| 47120         | 11-000-251-831   | Interest on Current Loans                | 1,653      | 0         | 1,653      | 1,652    | 0        | 1        |
| 47180         | 11-000-251-890   | Other Objects                            | 1,340      | 0         | 1,340      | 1,240    | 0        | 100      |
| 47500         | 11-000-252-1__   | Salaries                                 | 30,155     | 0         | 30,155     | 15,078   | 15,077   | 0        |
| 47520         | 11-000-252-330   | Purchased Professional Services          | 8,000      | 0         | 8,000      | 5,668    | 783      | 1,549    |
| 47540         | 11-000-252-340   | Purchased Technical Services             | 25,480     | (757)     | 24,723     | 1,043    | 13,251   | 10,429   |
| 47560         | 11-000-252-[4-5] | Other Purchased Services (400-500 series | 11,500     | 0         | 11,500     | 9,964    | 0        | 1,536    |
| 47580         | 11-000-252-6__   | Supplies and Materials                   | 500        | 0         | 500        | 0        | 0        | 500      |
| 47600         | 11-000-252-8__   | Other Objects                            | 1,000      | 0         | 1,000      | 0        | 0        | 1,000    |
| 8500          | 11-000-261-1__   | Salaries                                 | 275,865    | 0         | 275,865    | 110,348  | 164,869  | 648      |
| 8520          | 11-000-261-420   | Cleaning, Repair, and Maintenance Servic | 100,000    | 18,079    | 118,079    | 77,455   | 30,536   | 10,088   |
| 8540          | 11-000-261-610   | General Supplies                         | 30,000     | 0         | 30,000     | 16,863   | 3,821    | 9,316    |

Starting date 7/1/2018 Ending date 12/31/2018 Fund: 10 GENERAL FUND

| Expenditures: |                                                           | Org Budget | Transfers | Adj Budget | Expended  | Encumber  | Available |
|---------------|-----------------------------------------------------------|------------|-----------|------------|-----------|-----------|-----------|
| 49000         | 11-000-262-1__ Salaries                                   | 511,650    | (0)       | 511,650    | 252,264   | 259,386   | 0         |
| 49020         | 11-000-262-107 Salaries of Non-Instructional Aides        | 128,000    | 0         | 128,000    | 49,047    | 78,953    | 0         |
| 49040         | 11-000-262-3__ Purchased Professional and Technical Ser   | 42,445     | 0         | 42,445     | 16,957    | 12,735    | 12,754    |
| 49060         | 11-000-262-420 Cleaning, Repair, and Maintenance Svc.     | 68,850     | (3,025)   | 65,825     | 29,546    | 20,069    | 16,210    |
| 49120         | 11-000-262-490 Other Purchased Property Services          | 20,000     | 0         | 20,000     | 8,818     | 10,982    | 200       |
| 49140         | 11-000-262-520 Insurance                                  | 105,000    | 5,871     | 110,871    | 110,871   | 0         | 0         |
| 49180         | 11-000-262-610 General Supplies                           | 37,000     | (100)     | 36,900     | 26,905    | 2,591     | 7,404     |
| 49200         | 11-000-262-621 Energy (Natural Gas)                       | 115,000    | (2,000)   | 113,000    | 9,699     | 103,301   | 0         |
| 49220         | 11-000-262-622 Energy (Electricity)                       | 165,000    | 0         | 165,000    | 71,869    | 93,131    | 0         |
| 49280         | 11-000-262-8__ Other Objects                              | 350        | 100       | 450        | 450       | 0         | 0         |
| 51000         | 11-000-266-1__ Salaries                                   | 50,000     | 0         | 50,000     | 50,000    | 0         | 0         |
| 51020         | 11-000-266-3__ Purchased Professional and Technical Ser   | 14,650     | 3,914     | 18,564     | 11,635    | 3,914     | 3,015     |
| 51060         | 11-000-266-610 General Supplies                           | 0          | 2,784     | 2,784      | 0         | 0         | 2,784     |
| 52000         | 11-000-270-107 Salaries of Non-Instructional Aides        | 75,000     | 1,498     | 76,498     | 33,416    | 43,082    | 0         |
| 52040         | 11-000-270-161 Sal. For Pupil Trans (Bet Home & Sch) -    | 153,500    | (1,498)   | 152,002    | 56,897    | 95,105    | 0         |
| 52140         | 11-000-270-420 Cleaning, Repair, & Maint. Services        | 13,000     | 0         | 13,000     | 10,020    | 0         | 2,980     |
| 52180         | 11-000-270-443 Lease Purchase Payments - School Buses     | 14,819     | 0         | 14,819     | 14,818    | 0         | 1         |
| 52280         | 11-000-270-512 Contr Serv (Oth. Than Bet Home & Sch) -    | 20,650     | 0         | 20,650     | 13,800    | 0         | 6,850     |
| 52300         | 11-000-270-513 Contr Serv (Bet. Home & Sch) - Joint Agr   | 45,000     | 0         | 45,000     | 13,927    | 31,073    | 0         |
| 52340         | 11-000-270-515 Contract Serv. (Sp Ed Stds) - Joint Agree  | 140,000    | 36,596    | 176,596    | 118,935   | 57,662    | 0         |
| 52440         | 11-000-270-615 Transportation Supplies                    | 3,500      | 0         | 3,500      | 1,832     | 99        | 1,569     |
| 52460         | 11-000-270-8__ Other objects                              | 20,500     | 2,965     | 23,465     | 7,310     | 13,185    | 2,970     |
| 71000         | 11-000-291-210 Group Insurance                            | 5,650      | 0         | 5,650      | 5,631     | 0         | 19        |
| 71020         | 11-000-291-220 Social Security Contributions              | 260,000    | 0         | 260,000    | 119,378   | 140,622   | 0         |
| 71060         | 11-000-291-241 Other Retirement Contributions - PERS      | 320,000    | 1,054     | 321,054    | 3,807     | 317,247   | 0         |
| 71120         | 11-000-291-249 Other Retirement Contributions - Regular   | 2,500      | 0         | 2,500      | 1,425     | 1,075     | 0         |
| 71160         | 11-000-291-260 Workmen's Compensation                     | 110,000    | (5,871)   | 104,129    | 104,086   | 0         | 43        |
| 71180         | 11-000-291-270 Health Benefits                            | 3,783,058  | (142,961) | 3,640,097  | 1,686,023 | 1,690,152 | 263,923   |
| 71200         | 11-000-291-280 Tuition Reimbursement                      | 26,000     | 0         | 26,000     | 0         | 10,086    | 15,914    |
| 71220         | 11-000-291-290 Other Employee Benefits                    | 95,500     | 14,441    | 109,941    | 63,442    | 35,066    | 11,433    |
| 76040         | 12-000-400-334 Architectural/Engineering Services         | 34,700     | 0         | 34,700     | 0         | 0         | 34,700    |
| 76080         | 12-000-400-450 Construction Services                      | 265,300    | 0         | 265,300    | 8,224     | 237,200   | 19,876    |
| 76200         | 12-000-400-800 Other Objects                              | 22,775     | 0         | 22,775     | 0         | 0         | 22,775    |
| 80000         | 13-602-100-101 Salaries of Teachers                       | 112,000    | 0         | 112,000    | 33,179    | 78,821    | 0         |
| 80080         | 13-602-100-3__ Purchased Professional and Technical Svc   | 148,500    | 0         | 148,500    | 61,032    | 16,354    | 71,115    |
| 80100         | 13-602-100-[4-5] Other Purchased Services (400-500 series | 266,500    | 0         | 266,500    | 148,688   | 10,832    | 106,980   |
| 80140         | 13-602-100-610 General Supplies                           | 6,000      | 0         | 6,000      | 3,169     | 473       | 2,357     |
| 80140         | 13-602-100-640 Textbooks                                  | 3,000      | 0         | 3,000      | 0         | 0         | 3,000     |
| 80160         | 13-602-100-8__ Other Objects                              | 100        | 0         | 100        | 0         | 0         | 100       |
| 80200         | 13-602-200-1__ Salaries                                   | 123,000    | 0         | 123,000    | 50,665    | 72,335    | 0         |

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Starting date 7/1/2018 Ending date 12/31/2018 Fund: 10 GENERAL FUND

Expenditures:

|                                                           | Org Budget | Transfers | Adj Budget | Expended   | Encumber   | Available |
|-----------------------------------------------------------|------------|-----------|------------|------------|------------|-----------|
| 80220 13-602-200-2 Personnel Services – Employee Benefits | 75,300     | 0         | 75,300     | 34,434     | 40,866     | 0         |
| Total                                                     | 22,989,810 | 482,362   | 23,472,172 | 10,046,300 | 12,482,544 | 943,328   |

Starting date 7/1/2018 Ending date 12/31/2018 Fund: 20 SPECIAL REVENUE FUNDS

Assets and Resources

Assets:

|           |                             |  |               |
|-----------|-----------------------------|--|---------------|
| 101       | Cash in bank                |  | (\$38,292.98) |
| 102 - 106 | Cash Equivalents            |  | \$0.00        |
| 111       | Investments                 |  | \$0.00        |
| 116       | Capital Reserve Account     |  | \$0.00        |
| 117       | Maintenance Reserve Account |  | \$0.00        |
| 118       | Emergency Reserve Account   |  | \$0.00        |
| 121       | Tax levy Receivable         |  | \$0.00        |

Accounts Receivable:

|          |                                                   |              |              |
|----------|---------------------------------------------------|--------------|--------------|
| 132      | Interfund                                         | \$0.00       |              |
| 141      | Intergovernmental - State                         | \$93,017.50  |              |
| 142      | Intergovernmental - Federal                       | \$351,920.01 |              |
| 143      | Intergovernmental - Other                         | \$0.00       |              |
| 153, 154 | Other (net of estimated uncollectable of \$_____) | \$0.00       | \$444,937.51 |

Loans Receivable:

|          |                                                   |        |        |
|----------|---------------------------------------------------|--------|--------|
| 131      | Interfund                                         | \$0.00 |        |
| 151, 152 | Other (Net of estimated uncollectable of \$_____) | \$0.00 | \$0.00 |

Other Current Assets

\$0.00

Resources:

|     |                    |                |            |
|-----|--------------------|----------------|------------|
| 301 | Estimated revenues | \$642,502.07   |            |
| 302 | Less revenues      | (\$643,130.89) | (\$628.82) |

Total assets and resources

\$406,015.71

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Starting date 7/1/2018 Ending date 12/31/2018 Fund: 20 SPECIAL REVENUE FUNDS

Liabilities and Fund Equity

Liabilities:

|     |                                            |  |  |               |
|-----|--------------------------------------------|--|--|---------------|
| 101 | Cash in bank                               |  |  | (\$38,292.98) |
| 411 | Intergovernmental accounts payable - state |  |  | \$31,081.84   |
| 421 | Accounts payable                           |  |  | (\$31,498.67) |
| 431 | Contracts payable                          |  |  | \$0.00        |
| 451 | Loans payable                              |  |  | \$0.00        |
| 481 | Deferred revenues                          |  |  | \$2.26        |
|     | Other current liabilities                  |  |  | \$416.83      |
|     | Total liabilities                          |  |  | \$2.26        |

Fund Balance:

Appropriated:

|             |                                             |                |                |              |
|-------------|---------------------------------------------|----------------|----------------|--------------|
| 753,754     | Reserve for encumbrances                    |                |                | \$341,199.73 |
| 761         | Capital reserve account - July              | \$0.00         |                |              |
| 604         | Add: Increase in capital reserve            | \$0.00         |                |              |
| 307         | Less: Bud. w/d cap. reserve eligible costs  | \$0.00         |                |              |
| 309         | Less: Bud. w/d cap. reserve excess costs    | \$0.00         | \$0.00         |              |
| 764         | Maintenance reserve account - July          | \$0.00         |                |              |
| 606         | Add: Increase in maintenance reserve        | \$0.00         |                |              |
| 310         | Less: Bud. w/d from maintenance reserve     | \$0.00         | \$0.00         |              |
| 766         | Reserve for Cur. Exp. Emergencies - July    | \$0.00         |                |              |
| 607         | Add: Increase in cur. exp. emer. reserve    | \$0.00         |                |              |
| 312         | Less: Bud. w/d from cur. exp. emer. reserve | \$0.00         | \$0.00         |              |
| 762         | Adult education programs                    |                |                | \$0.00       |
| 750-752,76x | Other reserves                              |                |                | \$0.00       |
| 301         | Appropriations                              | \$644,498.38   |                |              |
| 302         | Less: Expenditures                          | (\$238,484.93) |                |              |
|             | Less: Encumbrances                          | (\$341,199.73) | (\$579,684.66) | \$64,813.72  |
|             | Total appropriated                          |                |                | \$406,013.45 |

Unappropriated:

|     |                                   |  |  |                     |
|-----|-----------------------------------|--|--|---------------------|
| 770 | Fund balance, July 1              |  |  | \$0.00              |
| 771 | Designated fund balance           |  |  | \$0.00              |
| 103 | Budgeted fund balance             |  |  | \$0.00              |
|     | Total fund balance                |  |  | \$406,013.45        |
|     | Total liabilities and fund equity |  |  | <u>\$406,015.71</u> |

Starting date 7/1/2018 Ending date 12/31/2018 Fund: 20 SPECIAL REVENUE FUNDS

Recapitulation of Budgeted Fund Balance:

|                                        | <u>Budgeted</u>   | <u>Actual</u>        | <u>Variance</u>    |
|----------------------------------------|-------------------|----------------------|--------------------|
| Appropriations                         | \$644,498.38      | \$579,684.66         | \$64,813.72        |
| Revenues                               | (\$642,502.07)    | (\$643,130.89)       | \$628.82           |
| Subtotal                               | <u>\$1,996.31</u> | <u>(\$63,446.23)</u> | <u>\$65,442.54</u> |
| Change in capital reserve account:     |                   |                      |                    |
| Plus - Increase in reserve             | \$0.00            | \$0.00               | \$0.00             |
| Less - Withdrawal from reserve         | \$0.00            | \$0.00               | \$0.00             |
| Subtotal                               | <u>\$1,996.31</u> | <u>(\$63,446.23)</u> | <u>\$65,442.54</u> |
| Change in maintenance reserve account: |                   |                      |                    |
| Plus - Increase in reserve             | \$0.00            | \$0.00               | \$0.00             |
| Less - Withdrawal from reserve         | \$0.00            | \$0.00               | \$0.00             |
| Subtotal                               | <u>\$1,996.31</u> | <u>(\$63,446.23)</u> | <u>\$65,442.54</u> |
| Change in emergency reserve account:   |                   |                      |                    |
| Plus - Increase in reserve             | \$0.00            | \$0.00               | \$0.00             |
| Less - Withdrawal from reserve         | \$0.00            | \$0.00               | \$0.00             |
| Subtotal                               | <u>\$1,996.31</u> | <u>(\$63,446.23)</u> | <u>\$65,442.54</u> |
| Less: Adjustment for prior year        | (\$1,996.31)      | (\$1,996.31)         | \$0.00             |
| Budgeted fund balance                  | <u>\$0.00</u>     | <u>(\$65,442.54)</u> | <u>\$65,442.54</u> |

Prepared and submitted by :

  
Board Secretary

  
Date

Report of the Secretary to the Board of Education  
Midland Park School District

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Starting date 7/1/2018 Ending date 12/31/2018 Fund: 20 SPECIAL REVENUE FUNDS

Revenues:

|       |                                     | Org Budget | Transfers | Budget Est | Actual  | Over/Under | Unrealiz |
|-------|-------------------------------------|------------|-----------|------------|---------|------------|----------|
| 00745 | Total Revenues from Local Sources   | 0          | 0         | 0          | 979     |            | (979)    |
| 00770 | Total Revenues from State Sources   | 176,447    | 39,796    | 216,243    | 216,243 |            | 0        |
| 00830 | Total Revenues from Federal Sources | 340,675    | 85,584    | 426,259    | 425,909 | Under      | 350      |
|       | Total                               | 517,122    | 125,380   | 642,502    | 643,131 |            | (629)    |

Expenditures:

|       |                                 | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
|-------|---------------------------------|------------|-----------|------------|----------|----------|-----------|
| 88000 | Nonpublic Textbooks             | 8,721      | 944       | 9,665      | 6,554    | 0        | 3,111     |
| 88020 | Nonpublic Auxiliary Services    | 133,353    | (28,384)  | 104,969    | 17,598   | 87,371   | 0         |
| 88040 | Nonpublic Handicapped Services  | 0          | 62,929    | 62,929     | 19,516   | 43,413   | 0         |
| 88060 | Nonpublic Nursing Services      | 16,063     | 2,076     | 18,139     | 7,346    | 10,049   | 744       |
| 88080 | Nonpublic Technology Initiative | 5,890      | 626       | 6,516      | 3,307    | 3,060    | 149       |
| 88140 | Other                           | 12,420     | 1,605     | 14,025     | 14,025   | 0        | 0         |
| 88740 | Total Federal Projects          | 340,675    | 87,580    | 428,255    | 170,139  | 197,906  | 60,211    |
|       | Total                           | 517,122    | 127,376   | 644,498    | 238,485  | 341,799  | 64,214    |

Starting date 7/1/2018 Ending date 12/31/2018 Fund: 20 SPECIAL REVENUE FUNDS

| Revenues: |                                           | Org Budget | Transfers | Budget Est | Actual  | Over/Under | Unrealized |
|-----------|-------------------------------------------|------------|-----------|------------|---------|------------|------------|
| 00740     | 20-1 Other Revenue from Local Sources     | 0          | 0         | 0          | 979     |            | (979)      |
| 00765     | 20-32 Other Restricted Entitlements       | 176,447    | 39,796    | 216,243    | 216,243 |            | 0          |
| 00775     | 20-441[1-6] Title I                       | 83,850     | 27,137    | 110,987    | 110,637 | Under      | 350        |
| 00780     | 20-445[1-5] Title II                      | 31,338     | (5,132)   | 26,206     | 26,206  | Under      | 0          |
| 00790     | 20-447[1-4] Title IV                      | 8,000      | 8,810     | 16,810     | 16,810  |            | 0          |
| 00805     | 20-442[0-9] I.D.E.A. Part B (Handicapped) | 217,487    | 54,769    | 272,256    | 272,256 |            | 0          |
| Total     |                                           | 517,122    | 125,380   | 642,502    | 643,131 |            | (629)      |

| Expenditures: |                                     | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
|---------------|-------------------------------------|------------|-----------|------------|----------|----------|-----------|
| 88000         | 20- Nonpublic Textbooks             | 8,721      | 944       | 9,665      | 6,554    | 0        | 3,111     |
| 88020         | 20- Nonpublic Auxiliary Services    | 133,353    | (28,384)  | 104,969    | 17,598   | 87,371   | 0         |
| 88040         | 20- Nonpublic Handicapped Services  | 0          | 62,929    | 62,929     | 19,516   | 43,413   | 0         |
| 88060         | 20- Nonpublic Nursing Services      | 16,063     | 2,076     | 18,139     | 7,346    | 10,049   | 744       |
| 88080         | 20- Nonpublic Technology Initiative | 5,890      | 626       | 6,516      | 3,307    | 3,060    | 149       |
| 88140         | 20- Other                           | 12,420     | 1,605     | 14,025     | 14,025   | 0        | 0         |
| 88500         | 20- Title I                         | 83,850     | 27,429    | 111,279    | 25,146   | 62,581   | 23,552    |
| 88520         | 20- Title II                        | 31,338     | (5,132)   | 26,206     | 12,435   | 5,000    | 8,772     |
| 88560         | 20- Title IV                        | 8,000      | 10,514    | 18,514     | 2,978    | 2,250    | 13,286    |
| 88620         | 20- I.D.E.A. Part B (Handicapped)   | 217,487    | 54,769    | 272,256    | 129,580  | 128,075  | 14,600    |
| Total         |                                     | 517,122    | 127,376   | 644,498    | 238,485  | 341,799  | 64,214    |

Starting date 7/1/2018 Ending date 12/31/2018 Fund: 30 CAPITAL PROJECTS FUNDS

Assets and Resources

Assets:

|           |                             |  |        |
|-----------|-----------------------------|--|--------|
| 101       | Cash in bank                |  | \$0.10 |
| 102 - 106 | Cash Equivalents            |  | \$0.00 |
| 111       | Investments                 |  | \$0.00 |
| 116       | Capital Reserve Account     |  | \$0.00 |
| 117       | Maintenance Reserve Account |  | \$0.00 |
| 118       | Emergency Reserve Account   |  | \$0.00 |
| 121       | Tax levy Receivable         |  | \$0.00 |

Accounts Receivable:

|          |                                                   |                |                |
|----------|---------------------------------------------------|----------------|----------------|
| 132      | Interfund                                         | \$0.00         |                |
| 141      | Intergovernmental - State                         | \$1,140,667.40 |                |
| 142      | Intergovernmental - Federal                       | \$0.00         |                |
| 143      | Intergovernmental - Other                         | \$0.00         |                |
| 153, 154 | Other (net of estimated uncollectable of \$_____) | \$0.00         | \$1,140,667.40 |

Loans Receivable:

|          |                                                   |        |        |
|----------|---------------------------------------------------|--------|--------|
| 131      | Interfund                                         | \$0.00 |        |
| 151, 152 | Other (Net of estimated uncollectable of \$_____) | \$0.00 | \$0.00 |

Other Current Assets

\$0.00

Resources:

|     |                    |        |        |
|-----|--------------------|--------|--------|
| 301 | Estimated revenues | \$0.00 |        |
| 302 | Less revenues      | \$0.00 | \$0.00 |

Total assets and resources

\$1,140,667.50

Starting date 7/1/2018 Ending date 12/31/2018 Fund: 30 CAPITAL PROJECTS FUNDS

Liabilities and Fund Equity

Liabilities:

|     |                                            |  |                     |
|-----|--------------------------------------------|--|---------------------|
| 411 | Intergovernmental accounts payable - state |  | \$0.00              |
| 421 | Accounts payable                           |  | \$0.00              |
| 431 | Contracts payable                          |  | \$0.00              |
| 451 | Loans payable                              |  | \$0.00              |
| 481 | Deferred revenues                          |  | \$25,710.13         |
|     | Other current liabilities                  |  | \$660,751.55        |
|     | <b>Total liabilities</b>                   |  | <b>\$686,461.68</b> |

Fund Balance:

Appropriated:

|             |                                             |                  |                     |
|-------------|---------------------------------------------|------------------|---------------------|
| 753,754     | Reserve for encumbrances                    |                  | \$248,111.08        |
| 761         | Capital reserve account - July              | \$0.00           |                     |
| 604         | Add: Increase in capital reserve            | \$0.00           |                     |
| 307         | Less: Bud. w/d cap. reserve eligible costs  | \$0.00           |                     |
| 309         | Less: Bud. w/d cap. reserve excess costs    | \$0.00           | \$0.00              |
| 764         | Maintenance reserve account - July          | \$0.00           |                     |
| 6           | Add: Increase in maintenance reserve        | \$0.00           |                     |
| 310         | Less: Bud. w/d from maintenance reserve     | \$0.00           | \$0.00              |
| 766         | Reserve for Cur. Exp. Emergencies - July    | \$0.00           |                     |
| 607         | Add: Increase in cur. exp. emer. reserve    | \$0.00           |                     |
| 312         | Less: Bud. w/d from cur. exp. emer. reserve | \$0.00           | \$0.00              |
| 762         | Adult education programs                    |                  | \$0.00              |
| 750-752,76x | Other reserves                              |                  | \$295,932.28        |
| 601         | Appropriations                              | \$2,068,273.00   |                     |
| 602         | Less: Expenditures                          | (\$1,662,579.94) |                     |
|             | Less: Encumbrances                          | (\$248,111.08)   | (\$1,910,691.02)    |
|             | <b>Total appropriated</b>                   |                  | <b>\$701,625.34</b> |

Unappropriated:

|     |                                          |  |                              |
|-----|------------------------------------------|--|------------------------------|
| 770 | Fund balance, July 1                     |  | \$31,770.87                  |
| 771 | Designated fund balance                  |  | \$0.00                       |
| 303 | Budgeted fund balance                    |  | (\$279,190.39)               |
|     | <b>Total fund balance</b>                |  | <b>\$454,205.82</b>          |
|     | <b>Total liabilities and fund equity</b> |  | <b><u>\$1,140,667.50</u></b> |

Report of the Secretary to the Board of Education  
Midland Park School District

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Starting date 7/1/2018 Ending date 12/31/2018 Fund: 30 CAPITAL PROJECTS FUNDS

Recapitulation of Budgeted Fund Balance:

|                                        | <u>Budgeted</u>       | <u>Actual</u>         | <u>Variance</u>     |
|----------------------------------------|-----------------------|-----------------------|---------------------|
| Appropriations                         | \$2,068,273.00        | \$1,910,691.02        | \$157,581.98        |
| Revenues                               | \$0.00                | \$0.00                | \$0.00              |
| Subtotal                               | <u>\$2,068,273.00</u> | <u>\$1,910,691.02</u> | <u>\$157,581.98</u> |
| Change in capital reserve account:     |                       |                       |                     |
| Plus - Increase in reserve             | \$0.00                | \$0.00                | \$0.00              |
| Less - Withdrawal from reserve         | \$0.00                | \$0.00                | \$0.00              |
| Subtotal                               | <u>\$2,068,273.00</u> | <u>\$1,910,691.02</u> | <u>\$157,581.98</u> |
| Change in maintenance reserve account: |                       |                       |                     |
| Plus - Increase in reserve             | \$0.00                | \$0.00                | \$0.00              |
| Less - Withdrawal from reserve         | \$0.00                | \$0.00                | \$0.00              |
| Subtotal                               | <u>\$2,068,273.00</u> | <u>\$1,910,691.02</u> | <u>\$157,581.98</u> |
| Change in emergency reserve account:   |                       |                       |                     |
| Plus - Increase in reserve             | \$0.00                | \$0.00                | \$0.00              |
| Less - Withdrawal from reserve         | \$0.00                | \$0.00                | \$0.00              |
| Subtotal                               | <u>\$2,068,273.00</u> | <u>\$1,910,691.02</u> | <u>\$157,581.98</u> |
| Less: Adjustment for prior year        | (\$1,789,082.61)      | (\$1,789,082.61)      | \$0.00              |
| Budgeted fund balance                  | <u>\$279,190.39</u>   | <u>\$121,608.41</u>   | <u>\$157,581.98</u> |

Prepared and submitted by :

Board Secretary

Date

Starting date 7/1/2018 Ending date 12/31/2018 Fund: 30 CAPITAL PROJECTS FUNDS

## Expenditures:

(Total of Accounts W/O a Grid# Assigned)

|       | Org Budget | Transfers | Adj Budget | Expended  | Encumber | Available |
|-------|------------|-----------|------------|-----------|----------|-----------|
|       | 0          | 2,068,273 | 2,068,273  | 1,662,580 | 248,111  | 157,582   |
| Total | 0          | 2,068,273 | 2,068,273  | 1,662,580 | 248,111  | 157,582   |

Report of the Secretary to the Board of Education  
Midland Park School District

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Starting date 7/1/2018 Ending date 12/31/2018 Fund: 30 CAPITAL PROJECTS FUNDS

Expenditures:

|       | Org Budget | Transfers | Adj Budget | Expended  | Encumber | Availab |
|-------|------------|-----------|------------|-----------|----------|---------|
|       | 0          | 2,068,273 | 2,068,273  | 1,662,580 | 248,111  | 157,582 |
| Total | 0          | 2,068,273 | 2,068,273  | 1,662,580 | 248,111  | 157,582 |

Starting date 7/1/2018 Ending date 12/31/2018 Fund: 40 DEBT SERVICE FUNDS

Assets and Resources

## Assets:

|           |                             |  |              |
|-----------|-----------------------------|--|--------------|
| 101       | Cash in bank                |  | \$124,562.28 |
| 102 - 106 | Cash Equivalents            |  | \$0.00       |
| 111       | Investments                 |  | \$0.00       |
| 116       | Capital Reserve Account     |  | \$0.00       |
| 117       | Maintenance Reserve Account |  | \$0.00       |
| 118       | Emergency Reserve Account   |  | \$0.00       |
| 121       | Tax levy Receivable         |  | \$0.00       |

## Accounts Receivable:

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

## Loans Receivable:

|          |                                                   |        |        |
|----------|---------------------------------------------------|--------|--------|
| 131      | Interfund                                         | \$0.00 |        |
| 151, 152 | Other (Net of estimated uncollectable of \$_____) | \$0.00 | \$0.00 |

## Other Current Assets

\$0.00

## Resources:

|     |                    |                |        |
|-----|--------------------|----------------|--------|
| 301 | Estimated revenues | \$918,388.00   |        |
| 302 | Less revenues      | (\$918,388.00) | \$0.00 |

Total assets and resources

\$124,562.28

Report of the Secretary to the Board of Education  
Midland Park School District

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Starting date 7/1/2018 Ending date 12/31/2018 Fund: 40 DEBT SERVICE FUNDS

Liabilities and Fund Equity

Liabilities:

|     |                                            |               |
|-----|--------------------------------------------|---------------|
| 411 | Intergovernmental accounts payable - state | \$0.00        |
| 421 | Accounts payable                           | \$0.00        |
| 431 | Contracts payable                          | \$0.00        |
| 451 | Loans payable                              | \$0.00        |
| 481 | Deferred revenues                          | \$0.00        |
|     | Other current liabilities                  | \$0.00        |
|     | <b>Total liabilities</b>                   | <b>\$0.00</b> |

Fund Balance:

Appropriated:

|             |                                             |                |                     |
|-------------|---------------------------------------------|----------------|---------------------|
| 753,754     | Reserve for encumbrances                    |                | \$124,562.50        |
| 761         | Capital reserve account - July              | \$0.00         |                     |
| 604         | Add: Increase in capital reserve            | \$0.00         |                     |
| 307         | Less: Bud. w/d cap. reserve eligible costs  | \$0.00         |                     |
| 309         | Less: Bud. w/d cap. reserve excess costs    | \$0.00         | \$0.00              |
| 764         | Maintenance reserve account - July          | \$0.00         |                     |
| 606         | Add: Increase in maintenance reserve        | \$0.00         |                     |
| 310         | Less: Bud. w/d from maintenance reserve     | \$0.00         | \$0.00              |
| 766         | Reserve for Cur. Exp. Emergencies - July    | \$0.00         |                     |
| 607         | Add: Increase in cur. exp. emer. reserve    | \$0.00         |                     |
| 312         | Less: Bud. w/d from cur. exp. emer. reserve | \$0.00         | \$0.00              |
| 762         | Adult education programs                    |                | \$0.00              |
| 750-752,76x | Other reserves                              |                | \$0.00              |
| 601         | Appropriations                              | \$932,675.00   |                     |
| 602         | Less: Expenditures                          | (\$808,112.50) |                     |
|             | Less: Encumbrances                          | (\$124,562.50) | (\$932,675.00)      |
|             | <b>Total appropriated</b>                   |                | <b>\$124,562.50</b> |

Unappropriated:

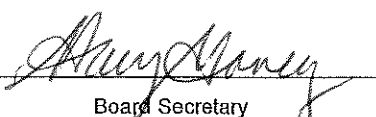
|     |                                          |                            |
|-----|------------------------------------------|----------------------------|
| 770 | Fund balance, July 1                     | \$14,286.78                |
| 771 | Designated fund balance                  | \$0.00                     |
| 303 | Budgeted fund balance                    | (\$14,287.00)              |
|     | <b>Total fund balance</b>                | <b>\$124,562.28</b>        |
|     | <b>Total liabilities and fund equity</b> | <b><u>\$124,562.28</u></b> |

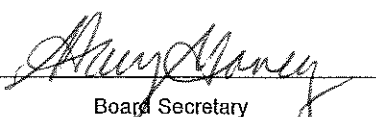
Starting date 7/1/2018 Ending date 12/31/2018 Fund: 40 DEBT SERVICE FUNDS

Recapitulation of Budgeted Fund Balance:

|                                        | <u>Budgeted</u>    | <u>Actual</u>      | <u>Variance</u> |
|----------------------------------------|--------------------|--------------------|-----------------|
| Appropriations                         | \$932,675.00       | \$932,675.00       | \$0.00          |
| Revenues                               | (\$918,388.00)     | (\$918,388.00)     | \$0.00          |
| Subtotal                               | <u>\$14,287.00</u> | <u>\$14,287.00</u> | <u>\$0.00</u>   |
| Change in capital reserve account:     |                    |                    |                 |
| Plus - Increase in reserve             | \$0.00             | \$0.00             | \$0.00          |
| Less - Withdrawal from reserve         | \$0.00             | \$0.00             | \$0.00          |
| Subtotal                               | <u>\$14,287.00</u> | <u>\$14,287.00</u> | <u>\$0.00</u>   |
| Change in maintenance reserve account: |                    |                    |                 |
| Plus - Increase in reserve             | \$0.00             | \$0.00             | \$0.00          |
| Less - Withdrawal from reserve         | \$0.00             | \$0.00             | \$0.00          |
| Subtotal                               | <u>\$14,287.00</u> | <u>\$14,287.00</u> | <u>\$0.00</u>   |
| Change in emergency reserve account:   |                    |                    |                 |
| Plus - Increase in reserve             | \$0.00             | \$0.00             | \$0.00          |
| Less - Withdrawal from reserve         | \$0.00             | \$0.00             | \$0.00          |
| Subtotal                               | <u>\$14,287.00</u> | <u>\$14,287.00</u> | <u>\$0.00</u>   |
| Less: Adjustment for prior year        | \$0.00             | \$0.00             | \$0.00          |
| Budgeted fund balance                  | <u>\$14,287.00</u> | <u>\$14,287.00</u> | <u>\$0.00</u>   |

Prepared and submitted by :

  
Board Secretary

  
Date

Report of the Secretary to the Board of Education  
Midland Park School District

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Starting date 7/1/2018 Ending date 12/31/2018 Fund: 40 DEBT SERVICE FUNDS

| Revenues:     |                                   | Org Budget | Transfers | Budget Est | Actual   | Over/Under | Unrealized |
|---------------|-----------------------------------|------------|-----------|------------|----------|------------|------------|
| 00885         | Total Revenues from Local Sources | 918,388    | 0         | 918,388    | 918,388  |            |            |
|               | Total                             | 918,388    | 0         | 918,388    | 918,388  |            | 0          |
| Expenditures: |                                   | Org Budget | Transfers | Adj Budget | Expended | Encumber   | Available  |
| 89660         | Total Regular Debt Service        | 932,675    | 0         | 932,675    | 808,113  | 124,563    | 0          |
|               | Total                             | 932,675    | 0         | 932,675    | 808,113  | 124,563    | 0          |

Starting date 7/1/2018 Ending date 12/31/2018 Fund: 40 DEBT SERVICE FUNDS

| Revenues:                    | Org Budget | Transfers | Budget Est | Actual  | Over/Under | Unrealized |
|------------------------------|------------|-----------|------------|---------|------------|------------|
| 00860 40-1210 Local Tax Levy | 918,388    | 0         | 918,388    | 918,388 |            | 0          |
| Total                        | 918,388    | 0         | 918,388    | 918,388 |            | 0          |

Expenditures:

|                                              | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
|----------------------------------------------|------------|-----------|------------|----------|----------|-----------|
| 89600 40-701-510-834 Interest on Bonds       | 257,675    | 0         | 257,675    | 133,113  | 124,563  | 0         |
| 89620 40-701-510-910 Redemption of Principal | 675,000    | 0         | 675,000    | 675,000  | 0        | 0         |
| Total                                        | 932,675    | 0         | 932,675    | 808,113  | 124,563  | 0         |

Report of the Secretary to the Board of Education  
Midland Park School District

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Starting date 7/1/2018 Ending date 12/31/2018 Fund: 50 ENTERPRISE

Assets and Resources

Assets:

|           |                             |  |        |
|-----------|-----------------------------|--|--------|
| 101       | Cash in bank                |  | \$0.00 |
| 102 - 106 | Cash Equivalents            |  | \$0.00 |
| 111       | Investments                 |  | \$0.00 |
| 116       | Capital Reserve Account     |  | \$0.00 |
| 117       | Maintenance Reserve Account |  | \$0.00 |
| 118       | Emergency Reserve Account   |  | \$0.00 |
| 121       | Tax levy Receivable         |  | \$0.00 |

Accounts Receivable:

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

Loans Receivable:

|          |                                                   |        |        |
|----------|---------------------------------------------------|--------|--------|
| 131      | Interfund                                         | \$0.00 |        |
| 151, 152 | Other (Net of estimated uncollectable of \$_____) | \$0.00 | \$0.00 |

Other Current Assets

\$0.00

Resources:

|     |                    |        |        |
|-----|--------------------|--------|--------|
| 301 | Estimated revenues | \$0.00 |        |
| 302 | Less revenues      | \$0.00 | \$0.00 |

Total assets and resources

\$0.00

Starting date 7/1/2018 Ending date 12/31/2018 Fund: 50 ENTERPRISE

Liabilities and Fund Equity

Liabilities:

|     |                                            |  |               |
|-----|--------------------------------------------|--|---------------|
| 411 | Intergovernmental accounts payable - state |  | \$0.00        |
| 421 | Accounts payable                           |  | \$0.00        |
| 431 | Contracts payable                          |  | \$0.00        |
| 451 | Loans payable                              |  | \$0.00        |
| 481 | Deferred revenues                          |  | \$0.00        |
|     | Other current liabilities                  |  | \$0.00        |
|     | <b>Total liabilities</b>                   |  | <b>\$0.00</b> |

Fund Balance:

Appropriated:

|             |                                             |        |               |
|-------------|---------------------------------------------|--------|---------------|
| 753,754     | Reserve for encumbrances                    |        | \$0.00        |
| 761         | Capital reserve account - July              | \$0.00 |               |
| 604         | Add: Increase in capital reserve            | \$0.00 |               |
| 307         | Less: Bud. w/d cap. reserve eligible costs  | \$0.00 |               |
| 309         | Less: Bud. w/d cap. reserve excess costs    | \$0.00 | \$0.00        |
| 764         | Maintenance reserve account - July          | \$0.00 |               |
|             | Add: Increase in maintenance reserve        | \$0.00 |               |
| 310         | Less: Bud. w/d from maintenance reserve     | \$0.00 | \$0.00        |
| 766         | Reserve for Cur. Exp. Emergencies - July    | \$0.00 |               |
| 607         | Add: Increase in cur. exp. emer. reserve    | \$0.00 |               |
| 312         | Less: Bud. w/d from cur. exp. emer. reserve | \$0.00 | \$0.00        |
| 762         | Adult education programs                    |        | \$0.00        |
| 750-752,76x | Other reserves                              |        | \$0.00        |
| 601         | Appropriations                              | \$0.00 |               |
| 602         | Less: Expenditures                          | \$0.00 |               |
|             | Less: Encumbrances                          | \$0.00 | \$0.00        |
|             | <b>Total appropriated</b>                   |        | <b>\$0.00</b> |

Unappropriated:

|     |                                          |  |                      |
|-----|------------------------------------------|--|----------------------|
| 770 | Fund balance, July 1                     |  | \$0.00               |
| 771 | Designated fund balance                  |  | \$0.00               |
| 303 | Budgeted fund balance                    |  | \$0.00               |
|     | <b>Total fund balance</b>                |  | <b>\$0.00</b>        |
|     | <b>Total liabilities and fund equity</b> |  | <b><u>\$0.00</u></b> |

Report of the Secretary to the Board of Education  
Midland Park School District

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Starting date 7/1/2018 Ending date 12/31/2018 Fund: 50 ENTERPRISE

Recapitulation of Budgeted Fund Balance:

|                                        | <u>Budgeted</u> | <u>Actual</u> | <u>Variance</u> |
|----------------------------------------|-----------------|---------------|-----------------|
| Appropriations                         | \$0.00          | \$0.00        | \$0.00          |
| Revenues                               | \$0.00          | \$0.00        | \$0.00          |
| Subtotal                               | <u>\$0.00</u>   | <u>\$0.00</u> | <u>\$0.00</u>   |
| Change in capital reserve account:     |                 |               |                 |
| Plus - Increase in reserve             | \$0.00          | \$0.00        | \$0.00          |
| Less - Withdrawal from reserve         | \$0.00          | \$0.00        | \$0.00          |
| Subtotal                               | <u>\$0.00</u>   | <u>\$0.00</u> | <u>\$0.00</u>   |
| Change in maintenance reserve account: |                 |               |                 |
| Plus - Increase in reserve             | \$0.00          | \$0.00        | \$0.00          |
| Less - Withdrawal from reserve         | \$0.00          | \$0.00        | \$0.00          |
| Subtotal                               | <u>\$0.00</u>   | <u>\$0.00</u> | <u>\$0.00</u>   |
| Change in emergency reserve account:   |                 |               |                 |
| Plus - Increase in reserve             | \$0.00          | \$0.00        | \$0.00          |
| Less - Withdrawal from reserve         | \$0.00          | \$0.00        | \$0.00          |
| Subtotal                               | <u>\$0.00</u>   | <u>\$0.00</u> | <u>\$0.00</u>   |
| Less: Adjustment for prior year        | \$0.00          | \$0.00        | \$0.00          |
| Budgeted fund balance                  | <u>\$0.00</u>   | <u>\$0.00</u> | <u>\$0.00</u>   |

Prepared and submitted by :

  
Board Secretary

1/17/19

Date

Starting date 7/1/2018 Ending date 12/31/2018 Fund: 50 ENTERPRISE

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Starting date 7/1/2018 Ending date 12/31/2018 Fund: 60 ENTERPRISE FUND

Assets and Resources

Assets:

|           |                             |  |             |
|-----------|-----------------------------|--|-------------|
| 101       | Cash in bank                |  | \$98,305.63 |
| 102 - 106 | Cash Equivalents            |  | \$0.00      |
| 111       | Investments                 |  | \$0.00      |
| 116       | Capital Reserve Account     |  | \$0.00      |
| 117       | Maintenance Reserve Account |  | \$0.00      |
| 118       | Emergency Reserve Account   |  | \$0.00      |
| 121       | Tax levy Receivable         |  | \$0.00      |

Accounts Receivable:

|          |                                                   |             |             |
|----------|---------------------------------------------------|-------------|-------------|
| 132      | Interfund                                         | \$0.00      |             |
| 141      | Intergovernmental - State                         | \$666.59    |             |
| 142      | Intergovernmental - Federal                       | \$11,560.46 |             |
| 143      | Intergovernmental - Other                         | \$0.00      |             |
| 153, 154 | Other (net of estimated uncollectable of \$_____) | \$0.00      | \$12,227.05 |

Loans Receivable:

|          |                                                   |        |        |
|----------|---------------------------------------------------|--------|--------|
| 131      | Interfund                                         | \$0.00 |        |
| 151, 152 | Other (Net of estimated uncollectable of \$_____) | \$0.00 | \$0.00 |

Other Current Assets

\$69,845.66

Resources:

|     |                    |                |                |
|-----|--------------------|----------------|----------------|
| 301 | Estimated revenues | \$0.00         |                |
| 302 | Less revenues      | (\$156,534.89) | (\$156,534.89) |

Total assets and resources

\$23,843.45

Starting date 7/1/2018 Ending date 12/31/2018 Fund: 60 ENTERPRISE FUND

Liabilities and Fund Equity

## Liabilities:

|     |                                            |  |                     |
|-----|--------------------------------------------|--|---------------------|
| 411 | Intergovernmental accounts payable - state |  | \$0.00              |
| 421 | Accounts payable                           |  | \$0.00              |
| 431 | Contracts payable                          |  | \$0.00              |
| 451 | Loans payable                              |  | \$0.00              |
| 481 | Deferred revenues                          |  | \$5,513.71          |
|     | Other current liabilities                  |  | \$173,912.98        |
|     | <b>Total liabilities</b>                   |  | <b>\$179,426.69</b> |

## Fund Balance:

## Appropriated:

|             |                                             |                |                       |
|-------------|---------------------------------------------|----------------|-----------------------|
| 753,754     | Reserve for encumbrances                    |                | \$8,832.76            |
| 761         | Capital reserve account - July              | \$0.00         |                       |
| 604         | Add: Increase in capital reserve            | \$0.00         |                       |
| 307         | Less: Bud. w/d cap. reserve eligible costs  | \$0.00         |                       |
| 309         | Less: Bud. w/d cap. reserve excess costs    | \$0.00         | \$0.00                |
| 764         | Maintenance reserve account - July          | \$0.00         |                       |
| 606         | Add: Increase in maintenance reserve        | \$0.00         |                       |
| 310         | Less: Bud. w/d from maintenance reserve     | \$0.00         | \$0.00                |
| 766         | Reserve for Cur. Exp. Emergencies - July    | \$0.00         |                       |
| 607         | Add: Increase in cur. exp. emer. reserve    | \$0.00         |                       |
| 312         | Less: Bud. w/d from cur. exp. emer. reserve | \$0.00         | \$0.00                |
| 762         | Adult education programs                    |                | \$0.00                |
| 750-752,76x | Other reserves                              |                | \$0.00                |
| 601         | Appropriations                              | \$762.26       |                       |
| 602         | Less: Expenditures                          | (\$156,345.50) |                       |
|             | Less: Encumbrances                          | (\$7,308.24)   | (\$163,653.74)        |
|             | <b>Total appropriated</b>                   |                | <b>(\$154,058.72)</b> |

## Unappropriated:

|     |                                          |  |                           |
|-----|------------------------------------------|--|---------------------------|
| 770 | Fund balance, July 1                     |  | \$0.00                    |
| 771 | Designated fund balance                  |  | \$0.00                    |
| 303 | Budgeted fund balance                    |  | (\$1,524.52)              |
|     | <b>Total fund balance</b>                |  | <b>(\$155,583.24)</b>     |
|     | <b>Total liabilities and fund equity</b> |  | <b><u>\$23,843.45</u></b> |

Report of the Secretary to the Board of Education  
Midland Park School District

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Starting date 7/1/2018 Ending date 12/31/2018 Fund: 60 ENTERPRISE FUND

Recapitulation of Budgeted Fund Balance:

|                                        | <u>Budgeted</u>   | <u>Actual</u>     | <u>Variance</u>     |
|----------------------------------------|-------------------|-------------------|---------------------|
| Appropriations                         | \$762.26          | \$163,653.74      | (\$162,891.48)      |
| Revenues                               | \$0.00            | (\$156,534.89)    | \$156,534.89        |
| Subtotal                               | <u>\$762.26</u>   | <u>\$7,118.85</u> | <u>(\$6,356.59)</u> |
| Change in capital reserve account:     |                   |                   |                     |
| Plus - Increase in reserve             | \$0.00            | \$0.00            | \$0.00              |
| Less - Withdrawal from reserve         | \$0.00            | \$0.00            | \$0.00              |
| Subtotal                               | <u>\$762.26</u>   | <u>\$7,118.85</u> | <u>(\$6,356.59)</u> |
| Change in maintenance reserve account: |                   |                   |                     |
| Plus - Increase in reserve             | \$0.00            | \$0.00            | \$0.00              |
| Less - Withdrawal from reserve         | \$0.00            | \$0.00            | \$0.00              |
| Subtotal                               | <u>\$762.26</u>   | <u>\$7,118.85</u> | <u>(\$6,356.59)</u> |
| Change in emergency reserve account:   |                   |                   |                     |
| Plus - Increase in reserve             | \$0.00            | \$0.00            | \$0.00              |
| Less - Withdrawal from reserve         | \$0.00            | \$0.00            | \$0.00              |
| Subtotal                               | <u>\$762.26</u>   | <u>\$7,118.85</u> | <u>(\$6,356.59)</u> |
| Less: Adjustment for prior year        | \$762.26          | \$762.26          | \$0.00              |
| Budgeted fund balance                  | <u>\$1,524.52</u> | <u>\$7,881.11</u> | <u>(\$6,356.59)</u> |

Prepared and submitted by :

  
Board Secretary

1/17/19  
Date

Starting date 7/1/2018 Ending date 12/31/2018 Fund: 60 ENTERPRISE FUND

**Revenues:**

|                                          | Org Budget | Transfers | Budget Est | Actual  | Over/Under | Unrealized |
|------------------------------------------|------------|-----------|------------|---------|------------|------------|
| (Total of Accounts W/O a Grid# Assigned) | 0          | 0         | 0          | 156,535 |            | (156,535)  |
| Total                                    | 0          | 0         | 0          | 156,535 |            | (156,535)  |

**Expenditures:**

|                                          | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
|------------------------------------------|------------|-----------|------------|----------|----------|-----------|
| (Total of Accounts W/O a Grid# Assigned) | 0          | 762       | 762        | 156,346  | 7,308    | (162,891) |
| Total                                    | 0          | 762       | 762        | 156,346  | 7,308    | (162,891) |

Starting date 7/1/2018 Ending date 12/31/2018 Fund: 60 ENTERPRISE FUND

Revenues:

|       | Org Budget | Transfers | Budget Est | Actual  | Over/Under | Unrealiz  |
|-------|------------|-----------|------------|---------|------------|-----------|
| 99999 | 0          | 0         | 0          | 156,535 |            | (156,535) |
| Total | 0          | 0         | 0          | 156,535 |            | (156,535) |

Expenditures:

|       | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
|-------|------------|-----------|------------|----------|----------|-----------|
| 99999 | 0          | 762       | 762        | 156,346  | 7,308    | (162,891) |
| Total | 0          | 762       | 762        | 156,346  | 7,308    | (162,891) |

  
INVENTORY SURPLUS LIST 2018-2019**COMPUTERS:**

- 10 HP Compaq 6000 Pro SFF PC [No Memory]
- 1 HP Compaq 6200 Pro SFF PC [No Memory]
- 11 HP Compaq 6000 Pro SFF PC
- 21 HP Computer Z210 [No Memory]

**LAPTOPS:**

- 14 HP LAPTOP 530/620
- 17 HP LAPTOP 6550B/6730B
- 1 HP LAPTOP 6570B
- 1 HP LAPTOP 6560B
- 11 HP LAPTOP 6560B [No Memory]

**CHROMEBOOKS:**

- 20 HP CHROMEBOOK 14 SMB [Not Working]

**MONITORS:**

- 17 HP Monitor 17" LCD
- 10 HP Monitor 19" LCD
- 3 HP Monitor 19" LCD [Not Working]
- 1 NEC LCD 1970 NX [Not Working]

**PRINTERS:**

- 1 HP Deskjet Pinter 842C
- 1 HP LaserJet 4050N
- 1 Epson Stylus C88
- 1 Epson Stylus Photo R200



## PROJECTORS:

-  Epson projector EX21/S4/S5
- 1 Sanyo projector Pro-x SVGA
- 1 NEC Projector V260X [Bad Chip]

## DIFFERENT ITEMS:

- 5 Cisco Access Points
- 3 HP Ergotron Laptop Charger
- 1 Memorex DVD Player
- 1 Mitsubishi VHS HS-U446
- 1 SONY CD player
- 1 Interwrite mobi
- 6 Akai LPK25 Midi Controllers

-  1 INTERWRITE BOARD
  - 1 SNAKO TANDBERG EDUCATIONAL
- 

RESOLUTION

WHEREAS, the Midland Park Board of Education ("Board") advertised for bids for the Door Replacement Project ("Project"); and

WHEREAS, on January 16, 2019, the Board received bids for the Project; and

WHEREAS, the low bidder, C&M Door Controls, Inc., submitted a bid with a base bid of \$169,200, together with Alternate No. 1 in the amount of \$8,300, Alternate No. 2 in the amount of \$20,500, and Alternate No. 3 in the amount of \$8,800; and

WHEREAS, the bid submitted by C&M Door Controls, Inc. is responsive in all material respects and it is the Board's desire to award the contract for the Project to C&M Door Controls, Inc..

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Board hereby awards the contract for the Project to C&M Door Controls for a total contract sum of \$206,800.

2. This award is expressly conditioned upon the contractor furnishing the requisite insurance certificate and labor and materials/performance bond as required in the project specifications, together with an AA201-Project Manning Report, and an executed A-101, Standard Form of Agreement Between Owner and Contractor, and an A-201, General Conditions of the Contract for Construction, as prepared by the Board Attorney, within ten (10)

... days of the date hereof.

BE IT FURTHER RESOLVED that the Board Attorney is hereby directed to draft the agreement with the successful bidder consistent with this Resolution and with the terms contained in the bid documents approved by the Board for the Project. The Board President and the Board Secretary are hereby authorized to execute such agreement and any other documents necessary to effectuate the terms of this Resolution.

ROLL CALL VOTE:

AYES: 8

NAYS: 0

ABSTENTIONS:

CERTIFICATION

I hereby certify that the within Resolution was adopted by a majority vote of the Board at a regular meeting held on Jan. 22, 2019.

  
\_\_\_\_\_  
Stacy Garvey  
Business Administrator/Board  
Secretary

Dated: Jan. 22, 2019

**MIDLAND PARK PUBLIC SCHOOLS**  
**Midland Park, NJ**

APPENDIX - BM-1  
February 5, 2019

**BOARD OF EDUCATION SCHEDULE OF MEETINGS**

| <b><u>Purpose of Meeting</u></b> | <b><u>Day</u></b> | <b><u>Date</u></b>                 |
|----------------------------------|-------------------|------------------------------------|
| Official Public Meeting          | Monday            | January 7, 2019                    |
| Official Public Meeting          | Tuesday           | January 22, 2019                   |
| Official Public Meeting          | Tuesday           | February 5, 2019                   |
| Official Public Meeting          | Tuesday           | February 26, 2019                  |
| Official Public Meeting          | Tuesday           | March 5, 2019                      |
| Official Public Meeting          | Tuesday           | March 19, 2019                     |
| Official Public Meeting          | Tuesday           | April 9, 2019                      |
| Official Public Meeting          | Tuesday           | April 23, 2019                     |
| Official Public Meeting          | Tuesday           | May 7, 2019<br>(Public Hearing)    |
| Official Public Meeting          | Tuesday           | May 21, 2019                       |
| Official Public Meeting          | Tuesday           | June 4, 2019                       |
| Official Public Meeting          | Tuesday           | June 18, 2019                      |
| Official Public Meeting          | Tuesday           | July 16, 2019                      |
| Official Public Meeting          | Tuesday           | August 20, 2019                    |
| Official Public Meeting          | Tuesday           | September 3, 2019                  |
| Official Public Meeting          | Tuesday           | September 17, 2019                 |
| Official Public Meeting          | Tuesday           | October 1, 2019                    |
| Official Public Meeting          | Tuesday           | October 15, 2019                   |
| Official Public Meeting          | Tuesday           | November 5, 2019<br>(Election Day) |
| Official Public Meeting          | Tuesday           | November 19, 2019                  |
| Official Public Meeting          | Tuesday           | December 3, 2019                   |
| Official Public Meeting          | Tuesday           | December 17, 2019                  |
| Official Public Meeting          | Tuesday           | January 7, 2020                    |
| Official Public Meeting          | Tuesday           | January 21, 2020                   |

Board of Education meetings will be held in the **Media Center** at the **Midland Park Jr./Sr. High School** at **8:00 p.m.**

FEB. 5, 2019

## CORRECTIVE ACTION PLAN - 2017-18

NAME OF SCHOOL Midland Park Board of Education COUNTY Bergen

TYPE OF AUDIT Annual Fiscal

DATE OF BOARD MEETING February 5, 2019

CONTACT PERSON Stacy Garvey

TELEPHONE NUMBER 201-444-1400

| RECOMMENDATION<br>NUMBER | CORRECTION<br>ACTION APPROVED<br>BY THE BOARD | METHOD OF<br>IMPLEMENTATION | PERSON<br>RESPONSIBLE FOR<br>IMPLEMENTATION | COMPLETION<br>DATE OF<br>IMPLEMENTATION |
|--------------------------|-----------------------------------------------|-----------------------------|---------------------------------------------|-----------------------------------------|
|--------------------------|-----------------------------------------------|-----------------------------|---------------------------------------------|-----------------------------------------|

III-7.3

February, 2019

Director of Special Services

Director of Special Services will ensure support documentation is organized, includes detailed information on each student and services claimed for aid are in agreement with IEPs.

It is recommended that greater care be exercised over the preparation of the Extraordinary Aid application to ensure services claimed agree to services provided in the student's IEP

February, 2019

Principals

Principals will be mindful of the amount of reimbursements made to individuals from the student activities accounts.

It is recommended that efforts be made to limit reimbursements paid to individuals from the student activities accounts

*Maria C. Lianaw* 1/29/19

CHIEF SCHOOL ADMINISTRATOR

DATE

*Stacy Garvey*

BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR

DATE

1/29/19

c: County Superintendent

# MIDLAND PARK PUBLIC SCHOOLS 2019-2020 SCHOOL YEAR CALENDAR

APPENDIX C-3

Feb. 5, 2019

July 4<sup>th</sup> – schools closed  
Extended School Year  
Begins July 8-26

| JULY '19 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | Th | F  | S  |
|          | 1  | 2  | 3  | 4  | 5  | 6  |
| 7        | 8  | 9  | 10 | 11 | 12 | 13 |
| 14       | 15 | 16 | 17 | 18 | 19 | 20 |
| 21       | 22 | 23 | 24 | 25 | 26 | 27 |
| 28       | 29 | 30 | 31 |    |    |    |

## AUGUST '19

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

2 Labor Day  
3 Staff Convocation  
4 Staff Development  
5 First Day of Classes

20 days for teachers  
18 days for students

## SEPTEMBER '19

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |

## OCTOBER '19

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

7 12:30 dismissal/  
Staff Development  
9 Yom Kippur

22 days for teachers  
22 days for students

7-8 NJEA Convention  
27 12:30 dismissal  
28-29 Thanksgiving Recess

17 days for teachers  
17 days for students

## NOVEMBER '19

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

## DECEMBER '19

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

13 12:30 dismissal/  
Staff Development  
23 12:30 dismissal  
24-31 Winter Recess

16 days for teachers  
16 days for students

1 New Year's Day  
20 Martin Luther King Day/  
Staff Development

22 days for teachers  
21 days for students

## JANUARY '20

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

## FEBRUARY '20

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

3 12:30 dismissal/  
Staff Development  
17-21 President's Week Recess

15 days for teachers  
15 days for students

13 12:30 dismissal/  
Staff Development

22 days for teachers  
22 days for students

## MARCH '20

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

## APRIL '20

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |    |    |

6-10 Spring Recess

17 days for teachers  
17 days for students

25 Memorial Day

20 days for teachers  
20 days for students

| MAY '20 |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | Th | F  | S  |
|         |    |    |    |    | 1  | 2  |
| 3       | 4  | 5  | 6  | 7  | 8  | 9  |
| 10      | 11 | 12 | 13 | 14 | 15 | 16 |
| 17      | 18 | 19 | 20 | 21 | 22 | 23 |
| 24      | 25 | 26 | 27 | 28 | 29 | 30 |
| 31      |    |    |    |    |    |    |

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 |    | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |    |    |    |    |

22-24 12:30 dismissal  
19 Seniors last day  
19 **Graduation**  
24 Last day for  
students and teachers

15 days for seniors  
18 days for teachers  
18 days for students

189 days for teachers  
186 days for students  
183 days for seniors  
(includes 3 snow days)=  
186 actual days for teachers  
183 actual days for students  
180 days for seniors

| Months     | Days for Teachers             | Days for Students             |
|------------|-------------------------------|-------------------------------|
| September  | 20                            | 18                            |
| October    | 22                            | 22                            |
| November   | 17                            | 17                            |
| December   | 16                            | 16                            |
| January    | 22                            | 21                            |
| February   | 15                            | 15                            |
| March      | 22                            | 22                            |
| April      | 17                            | 17                            |
| May        | 20                            | 20                            |
| June       | 18                            | 18                            |
| TOTAL DAYS | 189<br>(includes 3 snow days) | 186<br>(includes 3 snow days) |

There are three *Emergency School Closing Days* included in this calendar. If more emergency days are necessary, they will be taken during Spring Break, beginning with *Thursday, April 9<sup>th</sup>* and continuing throughout the week as needed.

Should unforeseen circumstances occur, the calendar may be extended beyond the last day of school listed. Therefore, plans that cannot be changed should not be made to include weekdays in June. The Superintendent of Schools reserves the right to make adjustments to school schedules when deemed necessary and the calendar may be modified at the discretion of the Board of Education.

Board Approval:

MIDLAND PARK HIGH SCHOOL  
COACHING STAFF 2018-2019**SPRING APPOINTMENTS**

| <u>Position</u>                         | <u>Coach</u>           | <u>Stipend</u> |
|-----------------------------------------|------------------------|----------------|
| Softball Varsity Head Coach             | Constantine Eliopoulos | \$5,942.34     |
| Girls' Assistant Varsity Softball Coach | Samantha Zuidema       | \$4,830.77     |
| Girls' Assistant Varsity Softball Coach | Kasey Damiano          | \$4,830.77     |
| Girls' Assistant Varsity Softball Coach | Karen Murphy           | Volunteer      |
| 7/8 Grade Girls Softball Coach          | Nicole Marino          | \$2,736.87     |
| Spring Track Head Coach                 | Thomas Gemengtis       | \$5,880.35     |
| Spring Track Assistant Coach            | Robert Currier         | \$4,700.50     |
| Spring Track Assistant Coach            | Shawn Savage           | \$4,700.50     |
| 7/8 Grade Track Coach                   | Kristy Victory         | \$2,736.87     |
| 7/8 Grade Track Coach                   | Jeffrey Peters         | \$2,736.87     |
| Co-Head Golf Coach                      | Richard Bennett        | \$1,847.00     |
| Co-Head Golf Coach                      | Shawn Bennett          | \$1,847.00     |
| Boys Head Varsity Tennis Coach          | Jeff Hackett           | \$4,926.38     |
| Baseball Varsity Head Coach             | Frank Clark            | \$5,942.34     |
| Boys' Assistant Varsity Baseball Coach  | Christian Lawlor       | \$4,830.77     |
| Boys' Assistant Varsity Baseball Coach  | Evans Lazzaro          | \$4,830.77     |
| 7/8 Grade Baseball Coach                | Drew Strohmeier        | \$2,736.87     |
| Spring Track Assistant Coach            | TBA                    | \$4,700.50     |

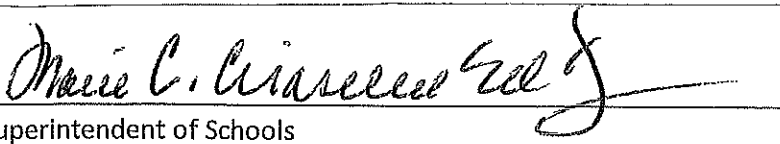
Cash Report  
District of Midland Park  
All Funds

APPENDIX B-3

For the month ending: January 31, 2019

| FUNDS                       | Beginning<br>Cash Balances | Cash Receipts<br>This Month | Cash Disbursements<br>This Month | Ending<br>Cash Balances  |
|-----------------------------|----------------------------|-----------------------------|----------------------------------|--------------------------|
| General<br>Fund 10          | 2510131.89                 | 2244036.43                  | 2560737.68                       | 2193430.64               |
| Special Revenue<br>Fund 20  | -38292.98                  | 16790.00                    | 56125.81                         | -77628.79                |
| Capital Projects<br>Fund 30 | 0.1                        | 0                           | 0.00                             | 0.10                     |
| Debt Service<br>Fund 40     | 124562.28                  | 0                           | 0                                | 124562.28                |
| Enterprise<br>Fund 60       | 98305.63                   | 47000.31                    | 27767.53                         | 117538.41                |
| Payroll                     | 554.36                     | 797476.75                   | 797438.2                         | 592.91                   |
| Payroll Agency              | 176015.96                  | 582331.01                   | 733886.6                         | 24460.37                 |
| Scholarships                | 8626.7                     | 12296.79                    | 0.00                             | 20923.49                 |
| SUI Fund                    | 152924.34                  | 6571.37                     | 9109.33                          | 150386.38                |
| Flexible Spending           | 5992.03                    | 3123.20                     | 2205.77                          | 6909.46                  |
| Total of all Funds          | 3038820.31                 | 3709625.86                  | 4187270.92                       | 2561175.25<br>2561175.25 |

Submitted by:

  
Superintendent of Schools

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 10 GENERAL FUND

Assets and Resources

Assets:

|           |                             |  |                |
|-----------|-----------------------------|--|----------------|
| 101       | Cash in bank                |  | \$942,933.13   |
| 102 - 106 | Cash Equivalents            |  | \$327,976.31   |
| 111       | Investments                 |  | \$0.00         |
| 116       | Capital Reserve Account     |  | \$922,521.20   |
| 117       | Maintenance Reserve Account |  | \$0.00         |
| 118       | Emergency Reserve Account   |  | \$0.00         |
| 121       | Tax levy Receivable         |  | \$8,724,930.83 |

Accounts Receivable:

|          |                                                   |              |              |
|----------|---------------------------------------------------|--------------|--------------|
| 132      | Interfund                                         | \$0.00       |              |
| 141      | Intergovernmental - State                         | \$517,981.42 |              |
| 142      | Intergovernmental - Federal                       | \$0.00       |              |
| 143      | Intergovernmental - Other                         | \$315,000.00 |              |
| 153, 154 | Other (net of estimated uncollectable of \$_____) | \$163,083.00 | \$996,064.42 |

Loans Receivable:

|          |                                                   |              |              |
|----------|---------------------------------------------------|--------------|--------------|
| 131      | Interfund                                         | \$686,668.25 |              |
| 151, 152 | Other (Net of estimated uncollectable of \$_____) | \$0.00       | \$686,668.25 |

Other Current Assets

\$6,422.50

Resources:

|     |                    |                   |                |
|-----|--------------------|-------------------|----------------|
| 301 | Estimated revenues | \$22,203,864.00   |                |
| 302 | Less revenues      | (\$22,353,581.65) | (\$149,717.65) |

Total assets and resources

\$12,457,798.99

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 10 GENERAL FUND

Liabilities and Fund Equity

Liabilities:

|     |                                            |  |             |
|-----|--------------------------------------------|--|-------------|
| 411 | Intergovernmental accounts payable - state |  | \$0.00      |
| 421 | Accounts payable                           |  | \$0.00      |
| 431 | Contracts payable                          |  | \$0.00      |
| 451 | Loans payable                              |  | \$0.00      |
| 481 | Deferred revenues                          |  | \$0.00      |
|     | Other current liabilities                  |  | \$50,883.92 |
|     | Total liabilities                          |  | \$50,883.92 |

Fund Balance:

Appropriated:

|             |                                             |                   |                 |
|-------------|---------------------------------------------|-------------------|-----------------|
| 753,754     | Reserve for encumbrances                    |                   | \$10,354,569.46 |
| 761         | Capital reserve account - July              | \$1,041,691.00    |                 |
| 604         | Add: Increase in capital reserve            | \$0.00            |                 |
| 307         | Less: Bud. w/d cap. reserve eligible costs  | \$0.00            |                 |
| 309         | Less: Bud. w/d cap. reserve excess costs    | \$0.00            | \$1,041,691.00  |
| 764         | Maintenance reserve account - July          | \$0.00            |                 |
| 606         | Add: Increase in maintenance reserve        | \$0.00            |                 |
| 310         | Less: Bud. w/d from maintenance reserve     | \$0.00            | \$0.00          |
| 766         | Reserve for Cur. Exp. Emergencies - July    | \$0.00            |                 |
| 607         | Add: Increase in cur. exp. emer. reserve    | \$0.00            |                 |
| 312         | Less: Bud. w/d from cur. exp. emer. reserve | \$0.00            | \$0.00          |
| 762         | Adult education programs                    |                   | \$170,681.00    |
| 750-752,76x | Other reserves                              |                   | \$325,000.00    |
| 601         | Appropriations                              | \$23,472,172.07   |                 |
| 602         | Less: Expenditures (\$12,339,189.83)        |                   |                 |
|             | Less: Encumbrances (\$10,354,569.46)        | (\$22,693,759.29) | \$778,412.78    |
|             | Total appropriated                          |                   | \$12,670,354.24 |

Unappropriated:

|     |                                   |  |                        |
|-----|-----------------------------------|--|------------------------|
| 770 | Fund balance, July 1              |  | \$529,029.83           |
| 771 | Designated fund balance           |  | \$375,000.00           |
| 303 | Budgeted fund balance             |  | (\$1,167,469.00)       |
|     | Total fund balance                |  | \$12,406,915.07        |
|     | Total liabilities and fund equity |  | <u>\$12,457,798.99</u> |

Report of the Secretary to the Board of Education  
Midland Park School District

Page 3 of 33  
02/15/19 13:24

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 10 GENERAL FUND

Recapitulation of Budgeted Fund Balance:

|                                        | <u>Budgeted</u>       | <u>Actual</u>       | <u>Variance</u>       |
|----------------------------------------|-----------------------|---------------------|-----------------------|
| Appropriations                         | \$23,472,172.07       | \$22,693,759.29     | \$778,412.78          |
| Revenues                               | (\$22,203,864.00)     | (\$22,353,581.65)   | \$149,717.65          |
| Subtotal                               | <u>\$1,268,308.07</u> | <u>\$340,177.64</u> | <u>\$928,130.43</u>   |
| Change in capital reserve account:     |                       |                     |                       |
| Plus - Increase in reserve             | \$0.00                | (\$119,169.80)      | \$119,169.80          |
| Less - Withdrawal from reserve         | \$0.00                | \$0.00              | \$0.00                |
| Subtotal                               | <u>\$1,268,308.07</u> | <u>\$221,007.84</u> | <u>\$1,047,300.23</u> |
| Change in maintenance reserve account: |                       |                     |                       |
| Plus - Increase in reserve             | \$0.00                | \$0.00              | \$0.00                |
| Less - Withdrawal from reserve         | \$0.00                | \$0.00              | \$0.00                |
| Subtotal                               | <u>\$1,268,308.07</u> | <u>\$221,007.84</u> | <u>\$1,047,300.23</u> |
| Change in emergency reserve account:   |                       |                     |                       |
| Plus - Increase in reserve             | \$0.00                | \$0.00              | \$0.00                |
| Less - Withdrawal from reserve         | \$0.00                | \$0.00              | \$0.00                |
| Subtotal                               | <u>\$1,268,308.07</u> | <u>\$221,007.84</u> | <u>\$1,047,300.23</u> |
| Less: Adjustment for prior year        | (\$100,839.07)        | (\$100,839.07)      | \$0.00                |
| Budgeted fund balance                  | <u>\$1,167,469.00</u> | <u>\$120,168.77</u> | <u>\$1,047,300.23</u> |

Prepared and submitted by :

  
Board Secretary

2/15/19  
Date

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 10 GENERAL FUND

| Revenues:                                |                                           | Org Budget | Transfers | Budget Est | Actual     | Over/Under | Unrealized |
|------------------------------------------|-------------------------------------------|------------|-----------|------------|------------|------------|------------|
| 00370                                    | SUBTOTAL -- Revenues from Local Sources   | 21,461,300 | 0         | 21,461,300 | 21,609,541 |            | (148,241)  |
| 00520                                    | SUBTOTAL -- Revenues from State Sources   | 742,564    | 0         | 742,564    | 744,041    |            | (1,477)    |
| Total                                    |                                           | 22,203,864 | 0         | 22,203,864 | 22,353,582 |            | (149,718)  |
| Expenditures:                            |                                           | Org Budget | Transfers | Adj Budget | Expended   | Encumber   | Available  |
| (Total of Accounts W/O a Grid# Assigned) |                                           | 500        | 0         | 500        | 0          | 0          | 500        |
| 03200                                    | TOTAL REGULAR PROGRAMS - INSTRUCTION      | 6,093,391  | 18,773    | 6,112,164  | 3,056,455  | 2,955,127  | 100,582    |
| 10300                                    | Total Special Education - Instruction     | 2,255,531  | 21,224    | 2,276,755  | 1,139,089  | 1,134,699  | 2,968      |
| 17100                                    | Total School-Sponsored Co/Extra Curricul  | 106,650    | 1,115     | 107,765    | 50,157     | 52,554     | 5,054      |
| 17600                                    | Total School-Sponsored Athletics -- Instr | 483,645    | 2,985     | 486,630    | 265,117    | 193,798    | 27,715     |
| 29180                                    | Total Undistributed Expenditures - Instr  | 2,023,607  | 71,480    | 2,095,087  | 1,085,688  | 969,924    | 39,475     |
| 30620                                    | Total Undistributed Expenditures -- Healt | 265,500    | 8,852     | 274,352    | 135,009    | 129,760    | 9,583      |
| 40580                                    | Total Undistributed Expend -- Speech, OT, | 474,750    | (3,201)   | 471,549    | 238,154    | 232,383    | 1,011      |
| 41080                                    | Total Undist. Expend. -- Other Supp. Serv | 463,500    | 96,123    | 559,623    | 228,298    | 314,715    | 16,610     |
| 41660                                    | Total Undist. Expend. -- Guidance         | 347,875    | (133)     | 347,742    | 182,072    | 163,152    | 2,518      |
| 42200                                    | Total Undist. Expend. -- Child Study Team | 440,155    | (8,520)   | 431,635    | 229,280    | 194,667    | 7,688      |
| 43200                                    | Total Undist. Expend. -- Improvement of I | 141,335    | 0         | 141,335    | 75,626     | 45,975     | 19,734     |
| 43620                                    | Total Undist. Expend. -- Edu. Media Serv. | 397,545    | (16,900)  | 380,645    | 189,244    | 186,421    | 4,980      |
| 44180                                    | Total Undist. Expend. -- Instructional St | 97,760     | 1,425     | 99,185     | 58,999     | 32,018     | 8,168      |
| 45300                                    | Support Serv. - General Admin             | 404,188    | 73,530    | 477,718    | 274,943    | 128,528    | 74,247     |
| 46160                                    | Support Serv. - School Admin              | 765,302    | 309,774   | 1,075,076  | 574,346    | 423,155    | 77,575     |
| 47200                                    | Total Undist. Expend. -- Central Services | 342,279    | 79,745    | 422,024    | 241,523    | 169,674    | 10,828     |
| 47620                                    | Total Undist. Expend. -- Admin. Info. Tec | 76,635     | 34,243    | 110,878    | 34,827     | 24,654     | 51         |
| 51120                                    | Total Undist. Expend. -- Oper. & Maint. O | 1,663,810  | 65,623    | 1,729,433  | 994,063    | 656,409    | 78,961     |
| 52480                                    | Total Undist. Expend. -- Student Transpor | 485,969    | 172,767   | 658,736    | 315,152    | 329,215    | 14,369     |
| 71260                                    | TOTAL PERSONNEL SERVICES --EMPLOYEE       | 4,602,708  | (446,543) | 4,156,165  | 2,540,715  | 1,591,032  | 24,419     |
| 76260                                    | Total Facilities Acquisition and Constr   | 322,775    | 0         | 322,775    | 8,224      | 237,200    | 77,351     |
| 83080                                    | TOTAL SPECIAL SCHOOLS                     | 734,400    | 0         | 734,400    | 422,208    | 189,510    | 122,682    |
| Total                                    |                                           | 22,989,810 | 482,362   | 23,472,172 | 12,339,190 | 10,354,569 | 778,413    |

Report of the Secretary to the Board of Education  
Midland Park School District

Page 5 of 33

02/15/19 13:24

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 10 GENERAL FUND

Revenues:

|       |          |                                          | Org Budget | Transfers | Budget Est | Actual     | Over/Under | Unrealized |
|-------|----------|------------------------------------------|------------|-----------|------------|------------|------------|------------|
| 00100 | 10-1210  | Local Tax Levy                           | 20,021,446 | 0         | 20,021,446 | 20,021,446 |            | 0          |
| 00140 | 10-1310  | Tuition from Individuals                 | 43,400     | 0         | 43,400     | 63,242     |            | (19,842)   |
| 00260 | 10-1910  | Rents and Royalties                      | 45,000     | 0         | 45,000     | 45,000     |            | 0          |
| 00340 | 10-1____ | Interest Earned on Capital Reserve Funds | 500        | 0         | 500        | 3,597      |            | (3,097)    |
| 00350 | 10-1____ | Other Restricted Miscellaneous Revenues  | 1,350,954  | 0         | 1,350,954  | 1,476,256  |            | (125,302)  |
| 00420 | 10-3121  | Categorical Transportation Aid           | 107,033    | 0         | 107,033    | 107,033    |            | 0          |
| 00430 | 10-3131  | Extraordinary Aid                        | 0          | 0         | 0          | 1,477      |            | (1,477)    |
| 00440 | 10-3132  | Categorical Special Education Aid        | 543,404    | 0         | 543,404    | 543,404    |            | 0          |
| 00460 | 10-3176  | Equalization Aid                         | 33,981     | 0         | 33,981     | 33,981     |            | 0          |
| 00470 | 10-3177  | Categorical Security Aid                 | 58,146     | 0         | 58,146     | 58,146     |            | 0          |
| Total |          |                                          | 22,203,864 | 0         | 22,203,864 | 22,353,582 |            | (149,718)  |

Expenditures:

|       |                    |                                          | Org Budget | Transfers | Adj Budget | Expended  | Encumber  | Available |
|-------|--------------------|------------------------------------------|------------|-----------|------------|-----------|-----------|-----------|
|       |                    |                                          | 500        | 0         | 500        | 0         | 0         | 500       |
| 02080 | 11-110-____-101    | Kindergarten – Salaries of Teachers      | 265,100    | 0         | 265,100    | 133,908   | 131,192   | 0         |
| 02100 | 11-120-____-101    | Grades 1-5 – Salaries of Teachers        | 2,228,264  | 0         | 2,228,264  | 1,105,025 | 1,123,239 | 0         |
| 02120 | 11-130-____-101    | Grades 6-8 – Salaries of Teachers        | 1,145,655  | 16,900    | 1,162,555  | 554,742   | 607,813   | 0         |
| 02140 | 11-140-____-101    | Grades 9-12 – Salaries of Teachers       | 2,017,539  | (117)     | 2,017,422  | 1,018,813 | 998,609   | 0         |
| 02500 | 11-150-100-101     | Salaries of Teachers                     | 18,000     | 0         | 18,000     | 359       | 17,641    | 0         |
| 02540 | 11-150-100-106     | Other Salaries for Instruction           | 0          | 117       | 117        | 117       | 0         | 0         |
| 02540 | 11-150-100-320     | Purchased Professional – Educational Ser | 4,000      | 0         | 4,000      | 0         | 770       | 3,230     |
| 03000 | 11-190-1____-106   | Other Salaries for Instruction           | 32,220     | 0         | 32,220     | 23,274    | 8,946     | 0         |
| 03020 | 11-190-1____-320   | Purchased Professional – Educational Ser | 42,435     | 100       | 42,535     | 17,495    | 10,285    | 14,754    |
| 03060 | 11-190-1____-[4-5] | Other Purchased Services (400-500 series | 81,600     | 1,171     | 82,771     | 60,253    | 18,660    | 3,858     |
| 03080 | 11-190-1____-610   | General Supplies                         | 228,200    | (121)     | 228,079    | 115,130   | 37,019    | 75,930    |
| 03100 | 11-190-1____-640   | Textbooks                                | 27,178     | (277)     | 26,901     | 25,730    | 103       | 1,069     |
| 03120 | 11-190-1____-8__   | Other Objects                            | 3,200      | 1,000     | 4,200      | 1,609     | 850       | 1,741     |
| 04500 | 11-204-100-101     | Salaries of Teachers                     | 103,750    | 14,108    | 117,858    | 53,506    | 64,352    | 0         |
| 04520 | 11-204-100-106     | Other Salaries for Instruction           | 258,163    | 8,001     | 266,164    | 114,401   | 151,763   | 0         |
| 04600 | 11-204-100-610     | General Supplies                         | 1,500      | 1,300     | 2,800      | 404       | 2,335     | 61        |
| 06500 | 11-212-100-101     | Salaries of Teachers                     | 48,150     | (47,714)  | 436        | 0         | 0         | 436       |
| 06600 | 11-212-100-610     | General Supplies                         | 1,000      | (1,000)   | 0          | 0         | 0         | 0         |
| 07000 | 11-213-100-101     | Salaries of Teachers                     | 1,159,419  | 44,407    | 1,203,826  | 612,975   | 590,851   | 0         |
| 07020 | 11-213-100-106     | Other Salaries for Instruction           | 350,450    | 6,211     | 356,661    | 183,070   | 173,591   | 0         |
| 07100 | 11-213-100-610     | General Supplies                         | 4,000      | 0         | 4,000      | 2,954     | 0         | 1,046     |
| 08000 | 11-215-100-101     | Salaries of Teachers                     | 175,050    | 156       | 175,206    | 85,203    | 90,003    | 0         |
| 08020 | 11-215-100-106     | Other Salaries for Instruction           | 147,049    | (4,244)   | 142,805    | 85,551    | 57,255    | 0         |
| 08000 | 11-215-100-6__     | General Supplies                         | 2,000      | 0         | 2,000      | 1,025     | 550       | 425       |
| 09000 | 11-219-100-320     | Purchased Professional-Educational Servi | 5,000      | 0         | 5,000      | 0         | 4,000     | 1,000     |
| 17000 | 11-401-100-1__     | Salaries                                 | 87,000     | 1,000     | 88,000     | 34,446    | 52,554    | 1,000     |
| 17020 | 11-401-100-[3-5]   | Purchased Services (300-500 series)      | 4,400      | 0         | 4,400      | 2,800     | 0         | 1,600     |
| 17040 | 11-401-100-6__     | Supplies and Materials                   | 13,350     | 115       | 13,465     | 12,411    | 0         | 1,054     |

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 10 GENERAL FUND

| Expenditures: |                  |                                           | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
|---------------|------------------|-------------------------------------------|------------|-----------|------------|----------|----------|-----------|
| 17060         | 11-401-100-8     | Other Objects                             | 1,900      | 0         | 1,900      | 500      | 0        | 1,400     |
| 17500         | 11-402-100-1     | Total Vocational Programs -- Local -Instr | 370,100    | 0         | 370,100    | 179,400  | 178,531  | 12,169    |
| 17520         | 11-402-100-[3-5] | Purchased Services (300-500 series)       | 52,200     | 0         | 52,200     | 42,870   | 4,589    | 4,741     |
| 17540         | 11-402-100-6     | Supplies and Materials                    | 44,480     | 2,985     | 47,465     | 36,287   | 9,610    | 1,569     |
| 17560         | 11-402-100-8     | Other Objects                             | 16,865     | 0         | 16,865     | 6,560    | 1,068    | 9,237     |
| 29000         | 11-000-100-561   | Tuition to Other LEAs within the State -  | 80,784     | (30,118)  | 50,666     | 24,971   | 25,695   | 0         |
| 29020         | 11-000-100-562   | Tuition to Other LEAs within the State -  | 227,118    | (20,767)  | 206,351    | 131,942  | 74,409   | 0         |
| 29040         | 11-000-100-563   | Tuition to County Voc. School District-R  | 74,268     | (7,914)   | 66,354     | 32,807   | 33,547   | 0         |
| 29060         | 11-000-100-564   | Tuition to County Voc. School District-S  | 27,000     | (6,000)   | 21,000     | 10,350   | 10,650   | 0         |
| 29080         | 11-000-100-565   | Tuition to CSSD & Regular Day Schools     | 174,500    | 74,945    | 249,445    | 23,502   | 225,943  | 0         |
| 29100         | 11-000-100-566   | Tuition to Priv. School for the Disabled  | 1,439,937  | 61,333    | 1,501,270  | 862,115  | 599,681  | 39,475    |
| 30500         | 11-000-213-1     | Salaries                                  | 249,250    | 8,852     | 258,102    | 127,461  | 125,086  | 5,555     |
| 30540         | 11-000-213-3     | Purchased Professional and Technical Ser  | 10,000     | 0         | 10,000     | 4,532    | 4,000    | 1,468     |
| 30580         | 11-000-213-6     | Supplies and Materials                    | 6,250      | 0         | 6,250      | 3,015    | 674      | 2,561     |
| 40500         | 11-000-216-1     | Salaries                                  | 469,000    | 799       | 469,799    | 237,765  | 232,034  | 0         |
| 40520         | 11-000-216-320   | Purchased Professional -- Educational Ser | 5,000      | (4,000)   | 1,000      | 0        | 0        | 1,000     |
| 40540         | 11-000-216-6     | Supplies and Materials                    | 750        | 0         | 750        | 390      | 350      | 11        |
| 41020         | 11-000-217-320   | Purchased Professional -- Educational Ser | 463,500    | 96,123    | 559,623    | 228,298  | 314,715  | 16,610    |
| 41500         | 11-000-218-104   | Salaries of Other Professional Staff      | 289,100    | (1,112)   | 287,988    | 146,938  | 141,050  | 0         |
| 41520         | 11-000-218-105   | Salaries of Secretarial and Clerical Ass  | 38,400     | (211)     | 38,189     | 19,875   | 18,200   | 114       |
| 41560         | 11-000-218-320   | Purchased Professional -- Educational Ser | 3,960      | 1,190     | 5,150      | 4,544    | 225      | 381       |
| 41620         | 11-000-218-6     | Supplies and Materials                    | 6,800      | (157)     | 6,643      | 1,044    | 3,677    | 1,922     |
| 41640         | 11-000-218-8     | Other Objects                             | 9,615      | 157       | 9,772      | 9,672    | 0        | 100       |
| 42000         | 11-000-219-104   | Salaries of Other Professional Staff      | 350,950    | 9,287     | 360,237    | 189,262  | 170,975  | 0         |
| 42020         | 11-000-219-105   | Salaries of Secretarial and Clerical Ass  | 42,517     | 391       | 42,908     | 24,508   | 18,400   | 0         |
| 42060         | 11-000-219-320   | Purchased Professional -- Educational Ser | 33,188     | (13,898)  | 19,290     | 10,801   | 3,297    | 5,192     |
| 42080         | 11-000-219-390   | Other Purchased Professional & Technical  | 5,000      | (4,000)   | 1,000      | 399      | 0        | 601       |
| 42160         | 11-000-219-6     | Supplies and Materials                    | 7,500      | (300)     | 7,200      | 3,420    | 1,995    | 1,784     |
| 42180         | 11-000-219-8     | Other Objects                             | 1,000      | 0         | 1,000      | 889      | 0        | 111       |
| 43000         | 11-000-221-102   | Salaries of Supervisor of Instruction     | 25,000     | 0         | 25,000     | 14,583   | 10,417   | 0         |
| 43020         | 11-000-221-104   | Salaries of Other Professional Staff      | 34,140     | 0         | 34,140     | 19,915   | 14,225   | 0         |
| 43060         | 11-000-221-110   | Other Salaries                            | 38,320     | 0         | 38,320     | 17,802   | 20,518   | 0         |
| 43140         | 11-000-221-[4-5] | Other Purch. Services (400-500 series)    | 37,125     | (5,000)   | 32,125     | 17,812   | 0        | 14,313    |
| 43160         | 11-000-221-6     | Supplies and Materials                    | 6,000      | 5,000     | 11,000     | 5,389    | 815      | 4,796     |
| 43180         | 11-000-221-8     | Other Objects                             | 750        | 0         | 750        | 125      | 0        | 625       |
| 43500         | 11-000-222-1     | Salaries                                  | 151,630    | (16,900)  | 134,730    | 65,035   | 65,695   | 4,000     |
| 43520         | 11-000-222-177   | Salaries of Technology Coordinators       | 222,015    | 0         | 222,015    | 102,827  | 119,188  | 0         |
| 43540         | 11-000-222-3     | Purchased Professional and Technical Ser  | 9,450      | 1,045     | 10,495     | 9,186    | 1,309    | 0         |
| 43580         | 11-000-222-6     | Supplies and Materials                    | 13,850     | (803)     | 13,047     | 12,138   | 229      | 680       |
| 43600         | 11-000-222-8     | Other Objects                             | 600        | (242)     | 358        | 58       | 0        | 300       |
| 44000         | 11-000-223-102   | Salaries of Supervisor of Instruction     | 25,000     | 0         | 25,000     | 14,167   | 10,833   | 0         |

Report of the Secretary to the Board of Education  
Midland Park School District

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Starting date 7/1/2018 Ending date 1/31/2019 Fund: 10 GENERAL FUND

| Expenditures:                                                   | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
|-----------------------------------------------------------------|------------|-----------|------------|----------|----------|-----------|
| 44000 11-000-223-104 Salaries of Other Professional Staff       | 34,140     | 0         | 34,140     | 19,915   | 14,225   | 0         |
| 44060 11-000-223-110 Other Salaries                             | 16,120     | 0         | 16,120     | 11,665   | 4,453    | 2         |
| 44100 11-000-223-390 Other Purch. Professional & Technical Se   | 10,000     | 0         | 10,000     | 2,192    | 892      | 6,916     |
| 44140 11-000-223-6__ Supplies and Materials                     | 500        | 0         | 500        | 448      | 0        | 52        |
| 44160 11-000-223-8__ Other Objects                              | 12,000     | 1,425     | 13,425     | 10,612   | 1,615    | 1,198     |
| 45000 11-000-230-1__ Salaries                                   | 255,102    | 43,530    | 298,632    | 185,462  | 113,170  | 0         |
| 45040 11-000-230-331 Legal Services                             | 35,000     | 28,818    | 63,818     | 14,889   | 0        | 48,929    |
| 45060 11-000-230-332 Audit Fees                                 | 24,850     | (805)     | 24,045     | 23,900   | 115      | 30        |
| 45080 11-000-230-334 Architectural/Engineering Services         | 30,000     | 0         | 30,000     | 8,722    | 8,550    | 12,728    |
| 45100 11-000-230-339 Other Purchased Professional Services      | 5,350      | 0         | 5,350      | 4,485    | 0        | 865       |
| 45120 11-000-230-340 Purchased Technical Services               | 2,000      | 0         | 2,000      | 0        | 0        | 2,000     |
| 45140 11-000-230-530 Communications/Telephone                   | 21,550     | 1,987     | 23,537     | 15,008   | 6,057    | 2,472     |
| 45160 11-000-230-585 BOE Other Purchased Services               | 3,000      | (30)      | 2,970      | 300      | 0        | 2,670     |
| 45180 11-000-230-590 Misc Purch Services (400-500 series, O/T   | 9,000      | (52)      | 8,948      | 4,766    | 0        | 4,182     |
| 45200 11-000-230-610 General Supplies                           | 5,700      | (644)     | 5,056      | 4,085    | 601      | 370       |
| 45220 11-000-230-630 BOE In-House Training/Meeting Supplies     | 100        | (19)      | 81         | 72       | 8        | 1         |
| 45260 11-000-230-890 Miscellaneous Expenditures                 | 3,100      | 644       | 3,744      | 3,744    | 0        | 0         |
| 45280 11-000-230-895 BOE Membership Dues and Fees               | 9,436      | 102       | 9,538      | 9,509    | 29       | 0         |
| 46000 11-000-240-103 Salaries of Principals/Assistant Princip   | 529,598    | 84,155    | 613,753    | 340,522  | 243,231  | 30,000    |
| 46020 11-000-240-104 Salaries of Other Professional Staff       | 53,554     | 163,921   | 217,475    | 112,277  | 80,198   | 25,000    |
| 46040 11-000-240-105 Salaries of Secretarial and Clerical Ass   | 150,650    | 58,698    | 209,348    | 106,202  | 92,400   | 10,746    |
| 46080 11-000-240-3__ Purchased Professional and Technical Ser   | 2,500      | 0         | 2,500      | 241      | 0        | 2,259     |
| 46100 11-000-240-[4-5] Other Purchased Services (400-500 series | 13,000     | (149)     | 12,851     | 4,027    | 3,250    | 5,575     |
| 46120 11-000-240-6__ Supplies and Materials                     | 8,500      | 4,000     | 12,500     | 6,122    | 3,873    | 2,505     |
| 46140 11-000-240-8__ Other Objects                              | 7,500      | (851)     | 6,649      | 4,955    | 203      | 1,490     |
| 47000 11-000-251-1__ Salaries                                   | 328,916    | 68,988    | 397,904    | 230,567  | 167,337  | 0         |
| 47020 11-000-251-330 Purchased Professional Services            | 1,400      | (491)     | 909        | 752      | 0        | 156       |
| 47040 11-000-251-340 Purchased Technical Services               | 5,470      | 49        | 5,519      | 4,075    | 1,444    | 0         |
| 47060 11-000-251-592 Misc. Purch. Services (400-500 Series, O   | 1,500      | 0         | 1,500      | 0        | 0        | 1,500     |
| 47100 11-000-251-6__ Supplies and Materials                     | 2,000      | 11,200    | 13,200     | 3,236    | 893      | 9,071     |
| 47120 11-000-251-831 Interest on Current Loans                  | 1,653      | 0         | 1,653      | 1,652    | 0        | 1         |
| 47180 11-000-251-890 Other Objects                              | 1,340      | 0         | 1,340      | 1,240    | 0        | 100       |
| 47500 11-000-252-1__ Salaries                                   | 30,155     | 0         | 30,155     | 17,590   | 12,565   | 0         |
| 47520 11-000-252-330 Purchased Professional Services            | 8,000      | 35,000    | 43,000     | 4,886    | 1,565    | 36,549    |
| 47540 11-000-252-340 Purchased Technical Services               | 25,480     | (757)     | 24,723     | 3,770    | 10,524   | 10,429    |
| 47560 11-000-252-[4-5] Other Purchased Services (400-500 series | 11,500     | 0         | 11,500     | 8,581    | 0        | 2,919     |
| 47580 11-000-252-6__ Supplies and Materials                     | 500        | 0         | 500        | 0        | 0        | 500       |
| 47600 11-000-252-8__ Other Objects                              | 1,000      | 0         | 1,000      | 0        | 0        | 1,000     |
| 48500 11-000-261-1__ Salaries                                   | 275,865    | 0         | 275,865    | 131,272  | 143,945  | 648       |
| 48520 11-000-261-420 Cleaning, Repair, and Maintenance Servic   | 100,000    | 44,708    | 144,708    | 98,722   | 11,647   | 34,339    |
| 48540 11-000-261-610 General Supplies                           | 30,000     | 0         | 30,000     | 21,184   | 2,267    | 6,549     |

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 10 GENERAL FUND

| Expenditures: |                  |                                          | Org Budget | Transfers | Adj Budget | Expended  | Encumber  | Available |
|---------------|------------------|------------------------------------------|------------|-----------|------------|-----------|-----------|-----------|
| 49000         | 11-000-262-1__   | Salaries                                 | 511,650    | (0)       | 511,650    | 290,124   | 221,526   |           |
| 49020         | 11-000-262-107   | Salaries of Non-Instructional Aides      | 128,000    | 0         | 128,000    | 60,421    | 67,579    | 0         |
| 49040         | 11-000-262-3__   | Purchased Professional and Technical Ser | 42,445     | 0         | 42,445     | 18,663    | 11,028    | 12,754    |
| 49060         | 11-000-262-420   | Cleaning, Repair, and Maintenance Svc.   | 68,850     | 10,346    | 79,196     | 48,404    | 19,432    | 11,359    |
| 49120         | 11-000-262-490   | Other Purchased Property Services        | 20,000     | 0         | 20,000     | 8,818     | 10,982    | 200       |
| 49140         | 11-000-262-520   | Insurance                                | 105,000    | 5,871     | 110,871    | 110,871   | 0         | 0         |
| 49180         | 11-000-262-610   | General Supplies                         | 37,000     | (100)     | 36,900     | 29,270    | 318       | 7,313     |
| 49200         | 11-000-262-621   | Energy (Natural Gas)                     | 115,000    | (2,000)   | 113,000    | 34,977    | 78,023    | 0         |
| 49220         | 11-000-262-622   | Energy (Electricity)                     | 165,000    | 0         | 165,000    | 79,252    | 85,748    | 0         |
| 49280         | 11-000-262-8__   | Other Objects                            | 350        | 100       | 450        | 450       | 0         | 0         |
| 51000         | 11-000-266-1__   | Salaries                                 | 50,000     | 0         | 50,000     | 50,000    | 0         | 0         |
| 51020         | 11-000-266-3__   | Purchased Professional and Technical Ser | 14,650     | 3,914     | 18,564     | 11,635    | 3,914     | 3,015     |
| 51060         | 11-000-266-610   | General Supplies                         | 0          | 2,784     | 2,784      | 0         | 0         | 2,784     |
| 52000         | 11-000-270-107   | Salaries of Non-Instructional Aides      | 75,000     | 1,498     | 76,498     | 39,598    | 36,900    | 0         |
| 52040         | 11-000-270-161   | Sal. For Pupil Trans (Bet Home & Sch) -  | 153,500    | (1,498)   | 152,002    | 66,971    | 85,031    | 0         |
| 52140         | 11-000-270-420   | Cleaning, Repair, & Maint. Services      | 13,000     | 0         | 13,000     | 10,020    | 0         | 2,980     |
| 52180         | 11-000-270-443   | Lease Purchase Payments - School Buses   | 14,819     | 0         | 14,819     | 14,818    | 0         | 1         |
| 52280         | 11-000-270-512   | Contr Serv (Oth. Than Bet Home & Sch) -  | 20,650     | 0         | 20,650     | 13,800    | 0         | 6,850     |
| 52300         | 11-000-270-513   | Contr Serv (Bet. Home & Sch) - Joint Agr | 45,000     | 0         | 45,000     | 18,249    | 26,751    |           |
| 52340         | 11-000-270-515   | Contract Serv. (Sp Ed Stds) - Joint Agre | 140,000    | 169,802   | 309,802    | 141,143   | 168,659   | 0         |
| 52440         | 11-000-270-615   | Transportation Supplies                  | 3,500      | 0         | 3,500      | 1,853     | 78        | 1,569     |
| 52460         | 11-000-270-8__   | Other objects                            | 20,500     | 2,965     | 23,465     | 8,700     | 11,796    | 2,970     |
| 71000         | 11-000-291-210   | Group Insurance                          | 5,650      | 0         | 5,650      | 5,631     | 0         | 19        |
| 71020         | 11-000-291-220   | Social Security Contributions            | 260,000    | 0         | 260,000    | 143,416   | 116,584   | 0         |
| 71060         | 11-000-291-241   | Other Retirement Contributions - PERS    | 320,000    | 1,054     | 321,054    | 4,791     | 316,263   | 0         |
| 71120         | 11-000-291-249   | Other Retirement Contributions - Regular | 2,500      | 0         | 2,500      | 1,769     | 731       | 0         |
| 71160         | 11-000-291-260   | Workmen's Compensation                   | 110,000    | (5,871)   | 104,129    | 104,086   | 0         | 43        |
| 71180         | 11-000-291-270   | Health Benefits                          | 3,783,058  | (456,167) | 3,326,891  | 2,211,291 | 1,107,451 | 8,149     |
| 71200         | 11-000-291-280   | Tuition Reimbursement                    | 26,000     | 0         | 26,000     | 0         | 21,226    | 4,774     |
| 71220         | 11-000-291-290   | Other Employee Benefits                  | 95,500     | 14,441    | 109,941    | 69,730    | 28,778    | 11,433    |
| 76040         | 12-000-400-334   | Architectural/Engineering Services       | 34,700     | 0         | 34,700     | 0         | 0         | 34,700    |
| 76080         | 12-000-400-450   | Construction Services                    | 265,300    | 0         | 265,300    | 8,224     | 237,200   | 19,876    |
| 76200         | 12-000-400-800   | Other Objects                            | 22,775     | 0         | 22,775     | 0         | 0         | 22,775    |
| 80000         | 13-602-100-101   | Salaries of Teachers                     | 112,000    | 0         | 112,000    | 38,483    | 73,517    | 0         |
| 80080         | 13-602-100-3__   | Purchased Professional and Technical Svc | 148,500    | 0         | 148,500    | 81,196    | 7,018     | 60,286    |
| 80100         | 13-602-100-[4-5] | Other Purchased Services (400-500 series | 266,500    | 0         | 266,500    | 193,648   | 15,880    | 56,973    |
| 80120         | 13-602-100-610   | General Supplies                         | 6,000      | 0         | 6,000      | 3,169     | 507       | 2,324     |
| 80140         | 13-602-100-640   | Textbooks                                | 3,000      | 0         | 3,000      | 0         | 0         |           |
| 80160         | 13-602-100-8__   | Other Objects                            | 100        | 0         | 100        | 0         | 0         | 100       |
| 80200         | 13-602-200-1__   | Salaries                                 | 123,000    | 0         | 123,000    | 60,141    | 62,859    | 0         |

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 10 GENERAL FUND

Expenditures:

|                                                           | Org Budget | Transfers | Adj Budget | Expended   | Encumber   | Available |
|-----------------------------------------------------------|------------|-----------|------------|------------|------------|-----------|
| 8020 13-602-200-2 Personnel Services -- Employee Benefits | 75,300     | 0         | 75,300     | 45,571     | 29,729     | 0         |
| Total                                                     | 22,989,810 | 482,362   | 23,472,172 | 12,339,190 | 10,354,569 | 778,413   |

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 20 SPECIAL REVENUE FUNDS

Assets and Resources

Assets:

|           |                             |  |               |
|-----------|-----------------------------|--|---------------|
| 101       | Cash in bank                |  | (\$77,628.79) |
| 102 - 106 | Cash Equivalents            |  | \$0.00        |
| 111       | Investments                 |  | \$0.00        |
| 116       | Capital Reserve Account     |  | \$0.00        |
| 117       | Maintenance Reserve Account |  | \$0.00        |
| 118       | Emergency Reserve Account   |  | \$0.00        |
| 121       | Tax levy Receivable         |  | \$0.00        |

Accounts Receivable:

|          |                                                   |              |              |
|----------|---------------------------------------------------|--------------|--------------|
| 132      | Interfund                                         | \$0.00       |              |
| 141      | Intergovernmental - State                         | \$90,252.50  |              |
| 142      | Intergovernmental - Federal                       | \$351,920.01 |              |
| 143      | Intergovernmental - Other                         | \$0.00       |              |
| 153, 154 | Other (net of estimated uncollectable of \$_____) | \$0.00       | \$442,172.51 |

Loans Receivable:

|          |                                                   |        |        |
|----------|---------------------------------------------------|--------|--------|
| 131      | Interfund                                         | \$0.00 |        |
| 151, 152 | Other (Net of estimated uncollectable of \$_____) | \$0.00 | \$0.00 |

Other Current Assets

\$0.00

Resources:

|     |                    |                |          |
|-----|--------------------|----------------|----------|
| 301 | Estimated revenues | \$657,506.07   |          |
| 302 | Less revenues      | (\$657,155.89) | \$350.18 |

Total assets and resources

\$364,893.90

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 20 SPECIAL REVENUE FUNDS

Liabilities and Fund Equity

Liabilities:

|     |                                            |  |  |               |
|-----|--------------------------------------------|--|--|---------------|
| 101 | Cash in bank                               |  |  | (\$77,628.79) |
| 411 | Intergovernmental accounts payable - state |  |  | \$0.00        |
| 421 | Accounts payable                           |  |  | (\$416.83)    |
| 431 | Contracts payable                          |  |  | \$0.00        |
| 451 | Loans payable                              |  |  | \$0.00        |
| 481 | Deferred revenues                          |  |  | \$2.26        |
|     | Other current liabilities                  |  |  | \$416.83      |
|     | <b>Total liabilities</b>                   |  |  | <b>\$2.26</b> |

Fund Balance:

Appropriated:

|             |                                             |                |                |                     |
|-------------|---------------------------------------------|----------------|----------------|---------------------|
| 753,754     | Reserve for encumbrances                    |                |                | \$282,257.28        |
| 761         | Capital reserve account - July              | \$0.00         |                |                     |
| 604         | Add: Increase in capital reserve            | \$0.00         |                |                     |
| 307         | Less: Bud. w/d cap. reserve eligible costs  | \$0.00         |                |                     |
| 309         | Less: Bud. w/d cap. reserve excess costs    | \$0.00         | \$0.00         |                     |
| 764         | Maintenance reserve account - July          | \$0.00         |                |                     |
| 6           | Add: Increase in maintenance reserve        | \$0.00         |                |                     |
| 310         | Less: Bud. w/d from maintenance reserve     | \$0.00         | \$0.00         |                     |
| 766         | Reserve for Cur. Exp. Emergencies - July    | \$0.00         |                |                     |
| 607         | Add: Increase in cur. exp. emer. reserve    | \$0.00         |                |                     |
| 312         | Less: Bud. w/d from cur. exp. emer. reserve | \$0.00         | \$0.00         |                     |
| 762         | Adult education programs                    |                | \$0.00         |                     |
| 750-752,76x | Other reserves                              |                | \$0.00         |                     |
| 601         | Appropriations                              | \$659,502.38   |                |                     |
| 602         | Less: Expenditures                          | (\$294,610.74) |                |                     |
|             | Less: Encumbrances                          | (\$282,257.28) | (\$576,868.02) | \$82,634.36         |
|             | <b>Total appropriated</b>                   |                |                | <b>\$364,891.64</b> |

Unappropriated:

|     |                                          |  |  |                            |
|-----|------------------------------------------|--|--|----------------------------|
| 770 | Fund balance, July 1                     |  |  | \$0.00                     |
| 771 | Designated fund balance                  |  |  | \$0.00                     |
| 303 | Budgeted fund balance                    |  |  | \$0.00                     |
|     | <b>Total fund balance</b>                |  |  | <b>\$364,891.64</b>        |
|     | <b>Total liabilities and fund equity</b> |  |  | <b><u>\$364,893.90</u></b> |

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 20 SPECIAL REVENUE FUNDS

Recapitulation of Budgeted Fund Balance:

|                                        | <u>Budgeted</u>   | <u>Actual</u>        | <u>Variance</u>    |
|----------------------------------------|-------------------|----------------------|--------------------|
| Appropriations                         | \$659,502.38      | \$576,868.02         | \$82,634.36        |
| Revenues                               | (\$657,506.07)    | (\$657,155.89)       | (\$350.18)         |
| Subtotal                               | <u>\$1,996.31</u> | <u>(\$80,287.87)</u> | <u>\$82,284.18</u> |
| Change in capital reserve account:     |                   |                      |                    |
| Plus - Increase in reserve             | \$0.00            | \$0.00               | \$0.00             |
| Less - Withdrawal from reserve         | \$0.00            | \$0.00               | \$0.00             |
| Subtotal                               | <u>\$1,996.31</u> | <u>(\$80,287.87)</u> | <u>\$82,284.18</u> |
| Change in maintenance reserve account: |                   |                      |                    |
| Plus - Increase in reserve             | \$0.00            | \$0.00               | \$0.00             |
| Less - Withdrawal from reserve         | \$0.00            | \$0.00               | \$0.00             |
| Subtotal                               | <u>\$1,996.31</u> | <u>(\$80,287.87)</u> | <u>\$82,284.18</u> |
| Change in emergency reserve account:   |                   |                      |                    |
| Plus - Increase in reserve             | \$0.00            | \$0.00               | \$0.00             |
| Less - Withdrawal from reserve         | \$0.00            | \$0.00               | \$0.00             |
| Subtotal                               | <u>\$1,996.31</u> | <u>(\$80,287.87)</u> | <u>\$82,284.18</u> |
| Less: Adjustment for prior year        | (\$1,996.31)      | (\$1,996.31)         | \$0.00             |
| Budgeted fund balance                  | <u>\$0.00</u>     | <u>(\$82,284.18)</u> | <u>\$82,284.18</u> |

Prepared and submitted by :

  
Board Secretary

2/15/19  
Date

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 20 SPECIAL REVENUE FUNDS

**Revenues:**

|       |                                     | Org Budget | Transfers | Budget Est | Actual  | Over/Under | Unrealized |
|-------|-------------------------------------|------------|-----------|------------|---------|------------|------------|
| 0000  | Total Revenues from Local Sources   | 0          | 979       | 979        | 979     |            | 0          |
| 00770 | Total Revenues from State Sources   | 176,447    | 53,821    | 230,268    | 230,268 |            | 0          |
| 00830 | Total Revenues from Federal Sources | 340,675    | 85,584    | 426,259    | 425,909 | Under      | 350        |
| Total |                                     | 517,122    | 140,384   | 657,506    | 657,156 |            | 350        |

**Expenditures:**

|       |                                 | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
|-------|---------------------------------|------------|-----------|------------|----------|----------|-----------|
| 84100 | Local Projects                  | 0          | 979       | 979        | 0        | 0        | 979       |
| 88000 | Nonpublic Textbooks             | 8,721      | 944       | 9,665      | 6,554    | 0        | 3,111     |
| 88020 | Nonpublic Auxiliary Services    | 133,353    | (28,384)  | 104,969    | 23,939   | 81,030   | 0         |
| 88040 | Nonpublic Handicapped Services  | 0          | 62,929    | 62,929     | 23,355   | 39,574   | 0         |
| 88060 | Nonpublic Nursing Services      | 16,063     | 2,076     | 18,139     | 8,516    | 9,078    | 545       |
| 88080 | Nonpublic Technology Initiative | 5,890      | 626       | 6,516      | 3,307    | 3,060    | 149       |
| 88140 | Other                           | 12,420     | 15,630    | 28,050     | 14,025   | 0        | 14,025    |
| 88740 | Total Federal Projects          | 340,675    | 87,580    | 428,255    | 214,915  | 150,115  | 63,226    |
| Total |                                 | 517,122    | 142,380   | 659,502    | 294,611  | 282,857  | 82,035    |

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 20 SPECIAL REVENUE FUNDS

| Revenues:                                       | Org Budget | Transfers | Budget Est | Actual  | Over/Under | Unrealized |
|-------------------------------------------------|------------|-----------|------------|---------|------------|------------|
| 00740 20-1 Other Revenue from Local Sources     | 0          | 979       | 979        | 979     |            |            |
| 00765 20-32 Other Restricted Entitlements       | 176,447    | 53,821    | 230,268    | 230,268 |            | 0          |
| 00775 20-441[1-6] Title I                       | 83,850     | 27,137    | 110,987    | 110,637 | Under      | 350        |
| 00780 20-445[1-5] Title II                      | 31,338     | (5,132)   | 26,206     | 26,206  | Under      | 0          |
| 00790 20-447[1-4] Title IV                      | 8,000      | 8,810     | 16,810     | 16,810  |            | 0          |
| 00805 20-442[0-9] I.D.E.A. Part B (Handicapped) | 217,487    | 54,769    | 272,256    | 272,256 |            | 0          |
| Total                                           | 517,122    | 140,384   | 657,506    | 657,156 |            | 350        |

| Expenditures:                             | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
|-------------------------------------------|------------|-----------|------------|----------|----------|-----------|
| 84100 20- Local Projects                  | 0          | 979       | 979        | 0        | 0        | 979       |
| 88000 20- Nonpublic Textbooks             | 8,721      | 944       | 9,665      | 6,554    | 0        | 3,111     |
| 88020 20- Nonpublic Auxiliary Services    | 133,353    | (28,384)  | 104,969    | 23,939   | 81,030   | 0         |
| 88040 20- Nonpublic Handicapped Services  | 0          | 62,929    | 62,929     | 23,355   | 39,574   | 0         |
| 88060 20- Nonpublic Nursing Services      | 16,063     | 2,076     | 18,139     | 8,516    | 9,078    | 545       |
| 88080 20- Nonpublic Technology Initiative | 5,890      | 626       | 6,516      | 3,307    | 3,060    | 149       |
| 88140 20- Other                           | 12,420     | 15,630    | 28,050     | 14,025   | 0        | 14,025    |
| 88500 20- Title I                         | 83,850     | 27,429    | 111,279    | 33,650   | 54,364   | 23,265    |
| 88520 20- Title II                        | 31,338     | (5,132)   | 26,206     | 12,435   | 6,797    | 6,974     |
| 88560 20- Title IV                        | 8,000      | 10,514    | 18,514     | 2,978    | 3,150    | 12,386    |
| 88620 20- I.D.E.A. Part B (Handicapped)   | 217,487    | 54,769    | 272,256    | 165,852  | 85,804   | 20        |
| Total                                     | 517,122    | 142,380   | 659,502    | 294,611  | 282,857  | 82,035    |

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 30 CAPITAL PROJECTS FUNDS

Assets and Resources

Assets:

|           |                             |  |        |
|-----------|-----------------------------|--|--------|
| 101       | Cash in bank                |  | \$0.10 |
| 102 - 106 | Cash Equivalents            |  | \$0.00 |
| 111       | Investments                 |  | \$0.00 |
| 116       | Capital Reserve Account     |  | \$0.00 |
| 117       | Maintenance Reserve Account |  | \$0.00 |
| 118       | Emergency Reserve Account   |  | \$0.00 |
| 121       | Tax levy Receivable         |  | \$0.00 |

Accounts Receivable:

|          |                                                   |                |                |
|----------|---------------------------------------------------|----------------|----------------|
| 132      | Interfund                                         | \$0.00         |                |
| 141      | Intergovernmental - State                         | \$1,140,667.40 |                |
| 142      | Intergovernmental - Federal                       | \$0.00         |                |
| 143      | Intergovernmental - Other                         | \$0.00         |                |
| 153, 154 | Other (net of estimated uncollectable of \$_____) | \$0.00         | \$1,140,667.40 |

Loans Receivable:

|          |                                                   |        |        |
|----------|---------------------------------------------------|--------|--------|
| 131      | Interfund                                         | \$0.00 |        |
| 151, 152 | Other (Net of estimated uncollectable of \$_____) | \$0.00 | \$0.00 |

Other Current Assets

\$0.00

Resources:

|     |                    |        |        |
|-----|--------------------|--------|--------|
| 301 | Estimated revenues | \$0.00 |        |
| 302 | Less revenues      | \$0.00 | \$0.00 |

Total assets and resources

\$1,140,667.50

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 30 CAPITAL PROJECTS FUNDS

Liabilities and Fund Equity

Liabilities:

|     |                                            |  |                     |
|-----|--------------------------------------------|--|---------------------|
| 411 | Intergovernmental accounts payable - state |  | \$0.00              |
| 421 | Accounts payable                           |  | \$0.00              |
| 431 | Contracts payable                          |  | \$0.00              |
| 451 | Loans payable                              |  | \$0.00              |
| 481 | Deferred revenues                          |  | \$25,710.13         |
|     | Other current liabilities                  |  | \$660,751.55        |
|     | <b>Total liabilities</b>                   |  | <b>\$686,461.68</b> |

Fund Balance:

Appropriated:

|             |                                             |                  |                     |
|-------------|---------------------------------------------|------------------|---------------------|
| 753,754     | Reserve for encumbrances                    |                  | \$248,111.08        |
| 761         | Capital reserve account - July              | \$0.00           |                     |
| 604         | Add: Increase in capital reserve            | \$0.00           |                     |
| 307         | Less: Bud. w/d cap. reserve eligible costs  | \$0.00           |                     |
| 309         | Less: Bud. w/d cap. reserve excess costs    | \$0.00           | \$0.00              |
| 764         | Maintenance reserve account - July          | \$0.00           |                     |
| 606         | Add: Increase in maintenance reserve        | \$0.00           |                     |
| 310         | Less: Bud. w/d from maintenance reserve     | \$0.00           | \$0.00              |
| 766         | Reserve for Cur. Exp. Emergencies - July    | \$0.00           |                     |
| 607         | Add: Increase in cur. exp. emer. reserve    | \$0.00           |                     |
| 312         | Less: Bud. w/d from cur. exp. emer. reserve | \$0.00           | \$0.00              |
| 762         | Adult education programs                    |                  | \$0.00              |
| 750-752,76x | Other reserves                              |                  | \$295,932.28        |
| 601         | Appropriations                              | \$2,068,273.00   |                     |
| 602         | Less: Expenditures                          | (\$1,662,579.94) |                     |
|             | Less: Encumbrances                          | (\$248,111.08)   | (\$1,910,691.02)    |
|             | <b>Total appropriated</b>                   |                  | <b>\$701,625.34</b> |

Unappropriated:

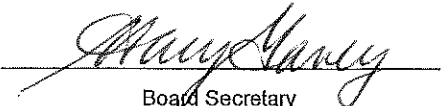
|     |                                          |  |                              |
|-----|------------------------------------------|--|------------------------------|
| 770 | Fund balance, July 1                     |  | \$31,770.87                  |
| 771 | Designated fund balance                  |  | \$0.00                       |
| 303 | Budgeted fund balance                    |  | (\$279,190.39)               |
|     | <b>Total fund balance</b>                |  | <b>\$454,205.82</b>          |
|     | <b>Total liabilities and fund equity</b> |  | <b><u>\$1,140,667.50</u></b> |

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 30 CAPITAL PROJECTS FUNDS

Recapitulation of Budgeted Fund Balance:

|                                        | <u>Budgeted</u>       | <u>Actual</u>         | <u>Variance</u>     |
|----------------------------------------|-----------------------|-----------------------|---------------------|
| Appropriations                         | \$2,068,273.00        | \$1,910,691.02        | \$157,581.98        |
| Revenues                               | \$0.00                | \$0.00                | \$0.00              |
| Subtotal                               | <u>\$2,068,273.00</u> | <u>\$1,910,691.02</u> | <u>\$157,581.98</u> |
| Change in capital reserve account:     |                       |                       |                     |
| Plus - Increase in reserve             | \$0.00                | \$0.00                | \$0.00              |
| Less - Withdrawal from reserve         | \$0.00                | \$0.00                | \$0.00              |
| Subtotal                               | <u>\$2,068,273.00</u> | <u>\$1,910,691.02</u> | <u>\$157,581.98</u> |
| Change in maintenance reserve account: |                       |                       |                     |
| Plus - Increase in reserve             | \$0.00                | \$0.00                | \$0.00              |
| Less - Withdrawal from reserve         | \$0.00                | \$0.00                | \$0.00              |
| Subtotal                               | <u>\$2,068,273.00</u> | <u>\$1,910,691.02</u> | <u>\$157,581.98</u> |
| Change in emergency reserve account:   |                       |                       |                     |
| Plus - Increase in reserve             | \$0.00                | \$0.00                | \$0.00              |
| Less - Withdrawal from reserve         | \$0.00                | \$0.00                | \$0.00              |
| Subtotal                               | <u>\$2,068,273.00</u> | <u>\$1,910,691.02</u> | <u>\$157,581.98</u> |
| Less: Adjustment for prior year        | (\$1,789,082.61)      | (\$1,789,082.61)      | \$0.00              |
| Budgeted fund balance                  | <u>\$279,190.39</u>   | <u>\$121,608.41</u>   | <u>\$157,581.98</u> |

Prepared and submitted by :

  
Board Secretary

  
Date

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 30 CAPITAL PROJECTS FUNDS

Expenditures:

(Total of Accounts W/O a Grid# Assigned)

|       | Org Budget | Transfers | Adj Budget | Expended  | Encumber | Available |
|-------|------------|-----------|------------|-----------|----------|-----------|
|       | 0          | 2,068,273 | 2,068,273  | 1,662,580 | 248,111  | 157,582   |
| Total | 0          | 2,068,273 | 2,068,273  | 1,662,580 | 248,111  | 157,582   |

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 30 CAPITAL PROJECTS FUNDS

Expenditures:

|       | Org Budget | Transfers | Adj Budget | Expended  | Encumber | Available |
|-------|------------|-----------|------------|-----------|----------|-----------|
|       | 0          | 2,068,273 | 2,068,273  | 1,662,580 | 248,111  | 157,582   |
| Total | 0          | 2,068,273 | 2,068,273  | 1,662,580 | 248,111  | 157,582   |

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 40 DEBT SERVICE FUNDS

Assets and Resources

Assets:

|           |                             |  |              |
|-----------|-----------------------------|--|--------------|
| 101       | Cash in bank                |  | \$124,562.28 |
| 102 - 106 | Cash Equivalents            |  | \$0.00       |
| 111       | Investments                 |  | \$0.00       |
| 116       | Capital Reserve Account     |  | \$0.00       |
| 117       | Maintenance Reserve Account |  | \$0.00       |
| 118       | Emergency Reserve Account   |  | \$0.00       |
| 121       | Tax levy Receivable         |  | \$0.00       |

Accounts Receivable:

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

Loans Receivable:

|          |                                                   |        |        |
|----------|---------------------------------------------------|--------|--------|
| 131      | Interfund                                         | \$0.00 |        |
| 151, 152 | Other (Net of estimated uncollectable of \$_____) | \$0.00 | \$0.00 |

Other Current Assets

\$0.00

Resources:

|     |                    |                |        |
|-----|--------------------|----------------|--------|
| 301 | Estimated revenues | \$918,388.00   |        |
| 302 | Less revenues      | (\$918,388.00) | \$0.00 |

Total assets and resources

\$124,562.28

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 40 DEBT SERVICE FUNDS

Liabilities and Fund Equity

Liabilities:

|     |                                            |               |
|-----|--------------------------------------------|---------------|
| 411 | Intergovernmental accounts payable - state | \$0.00        |
| 421 | Accounts payable                           | \$0.00        |
| 431 | Contracts payable                          | \$0.00        |
| 451 | Loans payable                              | \$0.00        |
| 481 | Deferred revenues                          | \$0.00        |
|     | Other current liabilities                  | \$0.00        |
|     | <b>Total liabilities</b>                   | <b>\$0.00</b> |

Fund Balance:

Appropriated:

|             |                                             |                |                     |
|-------------|---------------------------------------------|----------------|---------------------|
| 753,754     | Reserve for encumbrances                    |                | \$124,562.50        |
| 761         | Capital reserve account - July              | \$0.00         |                     |
| 604         | Add: Increase in capital reserve            | \$0.00         |                     |
| 307         | Less: Bud. w/d cap. reserve eligible costs  | \$0.00         |                     |
| 309         | Less: Bud. w/d cap. reserve excess costs    | \$0.00         | \$0.00              |
| 764         | Maintenance reserve account - July          | \$0.00         |                     |
| 6           | Add: Increase in maintenance reserve        | \$0.00         |                     |
| 310         | Less: Bud. w/d from maintenance reserve     | \$0.00         | \$0.00              |
| 766         | Reserve for Cur. Exp. Emergencies - July    | \$0.00         |                     |
| 607         | Add: Increase in cur. exp. emer. reserve    | \$0.00         |                     |
| 312         | Less: Bud. w/d from cur. exp. emer. reserve | \$0.00         | \$0.00              |
| 762         | Adult education programs                    |                | \$0.00              |
| 750-752,76x | Other reserves                              |                | \$0.00              |
| 601         | Appropriations                              | \$932,675.00   |                     |
| 602         | Less: Expenditures                          | (\$808,112.50) |                     |
|             | Less: Encumbrances                          | (\$124,562.50) | (\$932,675.00)      |
|             | <b>Total appropriated</b>                   |                | <b>\$124,562.50</b> |

Unappropriated:

|     |                                          |                            |
|-----|------------------------------------------|----------------------------|
| 770 | Fund balance, July 1                     | \$14,286.78                |
| 771 | Designated fund balance                  | \$0.00                     |
| 303 | Budgeted fund balance                    | (\$14,287.00)              |
|     | <b>Total fund balance</b>                | <b>\$124,562.28</b>        |
|     | <b>Total liabilities and fund equity</b> | <b><u>\$124,562.28</u></b> |

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 40 DEBT SERVICE FUNDS

Recapitulation of Budgeted Fund Balance:

|                                        | <u>Budgeted</u>    | <u>Actual</u>      | <u>Variance</u> |
|----------------------------------------|--------------------|--------------------|-----------------|
| Appropriations                         | \$932,675.00       | \$932,675.00       | \$0.00          |
| Revenues                               | (\$918,388.00)     | (\$918,388.00)     | \$0.00          |
| Subtotal                               | <u>\$14,287.00</u> | <u>\$14,287.00</u> | <u>\$0.00</u>   |
| Change in capital reserve account:     |                    |                    |                 |
| Plus - Increase in reserve             | \$0.00             | \$0.00             | \$0.00          |
| Less - Withdrawal from reserve         | \$0.00             | \$0.00             | \$0.00          |
| Subtotal                               | <u>\$14,287.00</u> | <u>\$14,287.00</u> | <u>\$0.00</u>   |
| Change in maintenance reserve account: |                    |                    |                 |
| Plus - Increase in reserve             | \$0.00             | \$0.00             | \$0.00          |
| Less - Withdrawal from reserve         | \$0.00             | \$0.00             | \$0.00          |
| Subtotal                               | <u>\$14,287.00</u> | <u>\$14,287.00</u> | <u>\$0.00</u>   |
| Change in emergency reserve account:   |                    |                    |                 |
| Plus - Increase in reserve             | \$0.00             | \$0.00             | \$0.00          |
| Less - Withdrawal from reserve         | \$0.00             | \$0.00             | \$0.00          |
| Subtotal                               | <u>\$14,287.00</u> | <u>\$14,287.00</u> | <u>\$0.00</u>   |
| Less: Adjustment for prior year        | \$0.00             | \$0.00             | \$0.00          |
| Budgeted fund balance                  | <u>\$14,287.00</u> | <u>\$14,287.00</u> | <u>\$0.00</u>   |

Prepared and submitted by :

Board Secretary

Date

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 40 DEBT SERVICE FUNDS

**Revenues:**

|                                       | Org Budget | Transfers | Budget Est | Actual  | Over/Under | Unrealized |
|---------------------------------------|------------|-----------|------------|---------|------------|------------|
| 0.3 Total Revenues from Local Sources | 918,388    | 0         | 918,388    | 918,388 |            | 0          |
| Total                                 | 918,388    | 0         | 918,388    | 918,388 |            | 0          |

**Expenditures:**

|                                  | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
|----------------------------------|------------|-----------|------------|----------|----------|-----------|
| 89660 Total Regular Debt Service | 932,675    | 0         | 932,675    | 808,113  | 124,563  | 0         |
| Total                            | 932,675    | 0         | 932,675    | 808,113  | 124,563  | 0         |

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 40 DEBT SERVICE FUNDS

**Revenues:**

|                              | Org Budget | Transfers | Budget Est | Actual  | Over/Under | Unrealized |
|------------------------------|------------|-----------|------------|---------|------------|------------|
| 00860 40-1210 Local Tax Levy | 918,388    | 0         | 918,388    | 918,388 |            |            |
| Total                        | 918,388    | 0         | 918,388    | 918,388 |            | 0          |

**Expenditures:**

|                                              | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
|----------------------------------------------|------------|-----------|------------|----------|----------|-----------|
| 89600 40-701-510-834 Interest on Bonds       | 257,675    | 0         | 257,675    | 133,113  | 124,563  | 0         |
| 89620 40-701-510-910 Redemption of Principal | 675,000    | 0         | 675,000    | 675,000  | 0        | 0         |
| Total                                        | 932,675    | 0         | 932,675    | 808,113  | 124,563  | 0         |

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 50 ENTERPRISE

Assets and Resources

Assets:

|           |                             |  |        |
|-----------|-----------------------------|--|--------|
| 101       | Cash in bank                |  | \$0.00 |
| 102 - 106 | Cash Equivalents            |  | \$0.00 |
| 111       | Investments                 |  | \$0.00 |
| 116       | Capital Reserve Account     |  | \$0.00 |
| 117       | Maintenance Reserve Account |  | \$0.00 |
| 118       | Emergency Reserve Account   |  | \$0.00 |
| 121       | Tax levy Receivable         |  | \$0.00 |

Accounts Receivable:

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

Loans Receivable:

|          |                                                   |        |        |
|----------|---------------------------------------------------|--------|--------|
| 131      | Interfund                                         | \$0.00 |        |
| 151, 152 | Other (Net of estimated uncollectable of \$_____) | \$0.00 | \$0.00 |

Other Current Assets

\$0.00

Resources:

|     |                    |        |        |
|-----|--------------------|--------|--------|
| 301 | Estimated revenues | \$0.00 |        |
| 302 | Less revenues      | \$0.00 | \$0.00 |

Total assets and resources

\$0.00

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 50 ENTERPRISE

Liabilities and Fund Equity

Liabilities:

|     |                                            |  |               |
|-----|--------------------------------------------|--|---------------|
| 411 | Intergovernmental accounts payable - state |  | \$0.00        |
| 421 | Accounts payable                           |  | \$0.00        |
| 431 | Contracts payable                          |  | \$0.00        |
| 451 | Loans payable                              |  | \$0.00        |
| 481 | Deferred revenues                          |  | \$0.00        |
|     | Other current liabilities                  |  | \$0.00        |
|     | <b>Total liabilities</b>                   |  | <b>\$0.00</b> |

Fund Balance:

Appropriated:

|             |                                             |        |               |
|-------------|---------------------------------------------|--------|---------------|
| 753,754     | Reserve for encumbrances                    |        | \$0.00        |
| 761         | Capital reserve account - July              | \$0.00 |               |
| 604         | Add: Increase in capital reserve            | \$0.00 |               |
| 307         | Less: Bud. w/d cap. reserve eligible costs  | \$0.00 |               |
| 309         | Less: Bud. w/d cap. reserve excess costs    | \$0.00 | \$0.00        |
| 764         | Maintenance reserve account - July          | \$0.00 |               |
| 606         | Add: Increase in maintenance reserve        | \$0.00 |               |
| 310         | Less: Bud. w/d from maintenance reserve     | \$0.00 | \$0.00        |
| 766         | Reserve for Cur. Exp. Emergencies - July    | \$0.00 |               |
| 607         | Add: Increase in cur. exp. emer. reserve    | \$0.00 |               |
| 312         | Less: Bud. w/d from cur. exp. emer. reserve | \$0.00 | \$0.00        |
| 762         | Adult education programs                    |        | \$0.00        |
| 750-752,76x | Other reserves                              |        | \$0.00        |
| 601         | Appropriations                              | \$0.00 |               |
| 602         | Less: Expenditures                          | \$0.00 |               |
|             | Less: Encumbrances                          | \$0.00 | \$0.00        |
|             | <b>Total appropriated</b>                   |        | <b>\$0.00</b> |

Unappropriated:

|     |                                          |  |                      |
|-----|------------------------------------------|--|----------------------|
| 770 | Fund balance, July 1                     |  | \$0.00               |
| 771 | Designated fund balance                  |  | \$0.00               |
| 303 | Budgeted fund balance                    |  | \$0.00               |
|     | <b>Total fund balance</b>                |  | <b>\$0.00</b>        |
|     | <b>Total liabilities and fund equity</b> |  | <b><u>\$0.00</u></b> |

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 50 ENTERPRISE

Recapitulation of Budgeted Fund Balance:

|                                        | <u>Budgeted</u> | <u>Actual</u> | <u>Variance</u> |
|----------------------------------------|-----------------|---------------|-----------------|
| Appropriations                         | \$0.00          | \$0.00        | \$0.00          |
| Revenues                               | \$0.00          | \$0.00        | \$0.00          |
| Subtotal                               | <u>\$0.00</u>   | <u>\$0.00</u> | <u>\$0.00</u>   |
| Change in capital reserve account:     |                 |               |                 |
| Plus - Increase in reserve             | \$0.00          | \$0.00        | \$0.00          |
| Less - Withdrawal from reserve         | \$0.00          | \$0.00        | \$0.00          |
| Subtotal                               | <u>\$0.00</u>   | <u>\$0.00</u> | <u>\$0.00</u>   |
| Change in maintenance reserve account: |                 |               |                 |
| Plus - Increase in reserve             | \$0.00          | \$0.00        | \$0.00          |
| Less - Withdrawal from reserve         | \$0.00          | \$0.00        | \$0.00          |
| Subtotal                               | <u>\$0.00</u>   | <u>\$0.00</u> | <u>\$0.00</u>   |
| Change in emergency reserve account:   |                 |               |                 |
| Plus - Increase in reserve             | \$0.00          | \$0.00        | \$0.00          |
| Less - Withdrawal from reserve         | \$0.00          | \$0.00        | \$0.00          |
| Subtotal                               | <u>\$0.00</u>   | <u>\$0.00</u> | <u>\$0.00</u>   |
| Less: Adjustment for prior year        | \$0.00          | \$0.00        | \$0.00          |
| Budgeted fund balance                  | <u>\$0.00</u>   | <u>\$0.00</u> | <u>\$0.00</u>   |

Prepared and submitted by :

  
Board Secretary

  
Date

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 50 ENTERPRISE

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Starting date 7/1/2018 Ending date 1/31/2019 Fund: 60 ENTERPRISE FUND

Assets and Resources

Assets:

|           |                             |  |              |
|-----------|-----------------------------|--|--------------|
| 101       | Cash in bank                |  | \$117,538.41 |
| 102 - 106 | Cash Equivalents            |  | \$0.00       |
| 111       | Investments                 |  | \$0.00       |
| 116       | Capital Reserve Account     |  | \$0.00       |
| 117       | Maintenance Reserve Account |  | \$0.00       |
| 118       | Emergency Reserve Account   |  | \$0.00       |
| 121       | Tax levy Receivable         |  | \$0.00       |

Accounts Receivable:

|          |                                                   |            |            |
|----------|---------------------------------------------------|------------|------------|
| 132      | Interfund                                         | \$0.00     |            |
| 141      | Intergovernmental - State                         | \$318.15   |            |
| 142      | Intergovernmental - Federal                       | \$5,429.07 |            |
| 143      | Intergovernmental - Other                         | \$0.00     |            |
| 153, 154 | Other (net of estimated uncollectable of \$_____) | \$0.00     | \$5,747.22 |

Loans Receivable:

|          |                                                   |        |        |
|----------|---------------------------------------------------|--------|--------|
| 131      | Interfund                                         | \$0.00 |        |
| 151, 152 | Other (Net of estimated uncollectable of \$_____) | \$0.00 | \$0.00 |

Other Current Assets

\$69,845.66

Resources:

|     |                    |                |                |
|-----|--------------------|----------------|----------------|
| 301 | Estimated revenues | \$0.00         |                |
| 302 | Less revenues      | (\$197,018.57) | (\$197,018.57) |

Total assets and resources

(\$3,887.28)

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 60 ENTERPRISE FUND

Liabilities and Fund Equity

Liabilities:

|     |                                            |  |              |
|-----|--------------------------------------------|--|--------------|
| 411 | Intergovernmental accounts payable - state |  | \$0.00       |
| 421 | Accounts payable                           |  | \$0.00       |
| 431 | Contracts payable                          |  | \$0.00       |
| 451 | Loans payable                              |  | \$0.00       |
| 481 | Deferred revenues                          |  | \$5,513.71   |
|     | Other current liabilities                  |  | \$173,912.98 |
|     | Total liabilities                          |  | \$179,426.69 |

Fund Balance:

Appropriated:

|             |                                             |                |                |
|-------------|---------------------------------------------|----------------|----------------|
| 753,754     | Reserve for encumbrances                    |                | \$10,955.36    |
| 761         | Capital reserve account - July              | \$0.00         |                |
| 604         | Add: Increase in capital reserve            | \$0.00         |                |
| 307         | Less: Bud. w/d cap. reserve eligible costs  | \$0.00         |                |
| 309         | Less: Bud. w/d cap. reserve excess costs    | \$0.00         | \$0.00         |
| 764         | Maintenance reserve account - July          | \$0.00         |                |
| 606         | Add: Increase in maintenance reserve        | \$0.00         |                |
| 310         | Less: Bud. w/d from maintenance reserve     | \$0.00         | \$0.00         |
| 766         | Reserve for Cur. Exp. Emergencies - July    | \$0.00         |                |
| 607         | Add: Increase in cur. exp. emer. reserve    | \$0.00         |                |
| 312         | Less: Bud. w/d from cur. exp. emer. reserve | \$0.00         | \$0.00         |
| 762         | Adult education programs                    |                | \$0.00         |
| 750-752,76x | Other reserves                              |                | \$0.00         |
| 601         | Appropriations                              | \$762.26       |                |
| 602         | Less: Expenditures                          | (\$184,076.23) |                |
|             | Less: Encumbrances                          | (\$9,430.84)   | (\$193,507.07) |
|             | Total appropriated                          |                | (\$181,789.45) |

Unappropriated:

|     |                                   |  |                     |
|-----|-----------------------------------|--|---------------------|
| 770 | Fund balance, July 1              |  | \$0.00              |
| 771 | Designated fund balance           |  | \$0.00              |
| 303 | Budgeted fund balance             |  | (\$1,524.52)        |
|     | Total fund balance                |  | (\$183,313.97)      |
|     | Total liabilities and fund equity |  | <u>(\$3,887.28)</u> |

Report of the Secretary to the Board of Education  
Midland Park School District

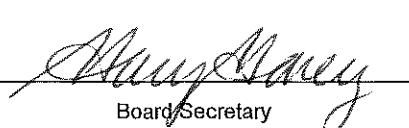
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Starting date 7/1/2018 Ending date 1/31/2019 Fund: 60 ENTERPRISE FUND

Recapitulation of Budgeted Fund Balance:

|                                        | <u>Budgeted</u>   | <u>Actual</u>       | <u>Variance</u>   |
|----------------------------------------|-------------------|---------------------|-------------------|
| Appropriations                         | \$762.26          | \$193,507.07        | (\$192,744.81)    |
| Revenues                               | \$0.00            | (\$197,018.57)      | \$197,018.57      |
| Subtotal                               | <u>\$762.26</u>   | <u>(\$3,511.50)</u> | <u>\$4,273.76</u> |
| Change in capital reserve account:     |                   |                     |                   |
| Plus - Increase in reserve             | \$0.00            | \$0.00              | \$0.00            |
| Less - Withdrawal from reserve         | \$0.00            | \$0.00              | \$0.00            |
| Subtotal                               | <u>\$762.26</u>   | <u>(\$3,511.50)</u> | <u>\$4,273.76</u> |
| Change in maintenance reserve account: |                   |                     |                   |
| Plus - Increase in reserve             | \$0.00            | \$0.00              | \$0.00            |
| Less - Withdrawal from reserve         | \$0.00            | \$0.00              | \$0.00            |
| Subtotal                               | <u>\$762.26</u>   | <u>(\$3,511.50)</u> | <u>\$4,273.76</u> |
| Change in emergency reserve account:   |                   |                     |                   |
| Plus - Increase in reserve             | \$0.00            | \$0.00              | \$0.00            |
| Less - Withdrawal from reserve         | \$0.00            | \$0.00              | \$0.00            |
| Subtotal                               | <u>\$762.26</u>   | <u>(\$3,511.50)</u> | <u>\$4,273.76</u> |
| Less: Adjustment for prior year        | \$762.26          | \$762.26            | \$0.00            |
| Budgeted fund balance                  | <u>\$1,524.52</u> | <u>(\$2,749.24)</u> | <u>\$4,273.76</u> |

Prepared and submitted by :

  
Board Secretary

  
Date

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 60 ENTERPRISE FUND

| Revenues:                                | Org Budget | Transfers | Budget Est | Actual   | Over/Under | Unrealized |
|------------------------------------------|------------|-----------|------------|----------|------------|------------|
| (Total of Accounts W/O a Grid# Assigned) | 0          | 0         | 0          | 197,019  |            | (197,019)  |
| Total                                    | 0          | 0         | 0          | 197,019  |            | (197,019)  |
| Expenditures:                            | Org Budget | Transfers | Adj Budget | Expended | Encumber   | Available  |
| (Total of Accounts W/O a Grid# Assigned) | 0          | 762       | 762        | 184,076  | 9,431      | (192,745)  |
| Total                                    | 0          | 762       | 762        | 184,076  | 9,431      | (192,745)  |

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 60 ENTERPRISE FUND

Revenues:

99999

|       | Org Budget | Transfers | Budget Est | Actual  | Over/Under | Unrealized |
|-------|------------|-----------|------------|---------|------------|------------|
|       | 0          | 0         | 0          | 197,019 |            | (197,019)  |
| Total | 0          | 0         | 0          | 197,019 |            | (197,019)  |

Expenditures:

99999

|       | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
|-------|------------|-----------|------------|----------|----------|-----------|
|       | 0          | 762       | 762        | 184,076  | 9,431    | (192,745) |
| Total | 0          | 762       | 762        | 184,076  | 9,431    | (192,745) |

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## APPENDIX B-4

## Expenditure

Period date 1/3/2019 End date 1/3/2019

Start date 7/1/2018

|                                        |                                  | Original amt               | Prior xfer            | Period xfer | Adjusted amt          | % Chg                        |
|----------------------------------------|----------------------------------|----------------------------|-----------------------|-------------|-----------------------|------------------------------|
| <b>FUND 11 GENERAL CURRENT EXPENSE</b> |                                  |                            |                       |             |                       |                              |
| <b>11-000-100-566-91-40</b>            | <b>TUITION PRIVATE IN STATE</b>  | <b>\$1,439,937.00</b>      |                       |             |                       |                              |
| 5470                                   | 11-204-100-101-91-42             | TRANSFER BETWEEN ACCOUNTS  | \$64,897.59           | 01/03/19    | (\$3,564.23)          | \$1,501,270.36 4.3%          |
| 5470                                   | 11-204-100-106-91-42             | TRANSFER BETWEEN ACCOUNTS  |                       | 01/03/19    | (\$1,966.50)          |                              |
| 5470                                   | 11-215-100-101-91-45             | TRANSFER BETWEEN ACCOUNTS  |                       | 01/03/19    | (\$1,466.63)          |                              |
|                                        |                                  |                            |                       |             | (\$131.10)            |                              |
| <b>11-000-219-600-04-40</b>            | <b>SUPPLIES-CST</b>              | <b>\$7,500.00</b>          | <b>\$0.00</b>         |             | <b>(\$300.00)</b>     | <b>\$7,200.00 -4%</b>        |
| 5448                                   | 11-204-100-610-04-42             | TRANSFER BETWEEN ACCOUNTS  |                       | 01/03/19    | (\$300.00)            |                              |
| <b>11-000-230-331-91-65</b>            | <b>LEGAL SVCS</b>                | <b>\$35,000.00</b>         | <b>(\$1,181.98)</b>   |             | <b>\$30,000.00</b>    | <b>\$63,818.02 82.3%</b>     |
| 5450                                   | 11-000-291-270-91-75             | TRANSFERS BETWEEN ACCOUNTS |                       | 01/03/19    | \$30,000.00           |                              |
| <b>11-000-240-103-03-23</b>            | <b>SAL-SCHOOL ADMIN-HS</b>       | <b>\$259,394.00</b>        | <b>\$54,154.72</b>    |             | <b>\$30,000.00</b>    | <b>\$343,548.72 32.4%</b>    |
| 5450                                   | 11-000-291-270-91-75             | TRANSFERS BETWEEN ACCOUNTS |                       | 01/03/19    | \$30,000.00           |                              |
| <b>11-000-240-104-04-40</b>            | <b>SAL-SCHOOL ADMIN-SPEC SVC</b> | <b>\$0.00</b>              | <b>\$138,921.12</b>   |             | <b>\$25,000.00</b>    | <b>\$163,921.12 0%</b>       |
| 5450                                   | 11-000-291-270-91-75             | TRANSFERS BETWEEN ACCOUNTS |                       | 01/03/19    | \$25,000.00           |                              |
| <b>11-000-240-105-91-00</b>            | <b>SAL-SCHL ADM SECY SUB</b>     | <b>\$1,500.00</b>          | <b>\$0.00</b>         |             | <b>\$10,000.00</b>    | <b>\$11,500.00 666.7%</b>    |
| 5450                                   | 11-000-291-270-91-75             | TRANSFERS BETWEEN ACCOUNTS |                       | 01/03/19    | \$10,000.00           |                              |
| <b>11-000-240-600-01-24</b>            | <b>SUPPLIES-SCHL ADMIN GW</b>    | <b>\$1,500.00</b>          | <b>\$1,000.00</b>     |             | <b>\$3,000.00</b>     | <b>\$5,500.00 266.7%</b>     |
| 5430                                   | 11-190-100-640-01-00             | TRANSFERS BETWEEN ACCOUNTS |                       | 01/03/19    | \$2,000.00            |                              |
| 5431                                   | 11-190-100-640-01-02             | TRANSFERS BETWEEN ACCOUNTS |                       | 01/03/19    | \$1,000.00            |                              |
| <b>11-000-251-600-91-75</b>            | <b>SUPPLIES-CENTRAL SVC</b>      | <b>\$2,000.00</b>          | <b>\$1,199.82</b>     |             | <b>\$10,000.00</b>    | <b>\$13,199.82 560%</b>      |
| 5450                                   | 11-000-291-270-91-75             | TRANSFERS BETWEEN ACCOUNTS |                       | 01/03/19    | \$10,000.00           |                              |
| <b>11-000-252-330-00-35</b>            | <b>PURCH PROF SVCS-TECH SVCS</b> | <b>\$8,000.00</b>          | <b>\$0.00</b>         |             | <b>\$35,000.00</b>    | <b>\$43,000.00 437.5%</b>    |
| 5450                                   | 11-000-291-270-91-75             | TRANSFERS BETWEEN ACCOUNTS |                       | 01/03/19    | \$35,000.00           |                              |
| <b>11-000-261-420-02-52</b>            | <b>CONT SVCS-MAINTENANCE HL</b>  | <b>\$30,000.00</b>         | <b>(\$3,038.95)</b>   |             | <b>\$40,000.00</b>    | <b>\$66,961.05 123.2%</b>    |
| 5450                                   | 11-000-291-270-91-75             | TRANSFERS BETWEEN ACCOUNTS |                       | 01/03/19    | \$40,000.00           |                              |
| <b>11-000-270-515-00-54</b>            | <b>CONTRACT SVCS-SPEC ED</b>     | <b>\$140,000.00</b>        | <b>\$36,596.34</b>    |             | <b>\$133,206.00</b>   | <b>\$309,802.34 121.3%</b>   |
| 5443                                   | 11-000-291-270-91-75             | TRANSFER BETWEEN ACCOUNTS  |                       | 01/03/19    | \$133,206.00          |                              |
| <b>11-000-291-270-91-75</b>            | <b>HEALTH BENEFITS</b>           | <b>\$3,783,058.00</b>      | <b>(\$142,960.65)</b> |             | <b>(\$313,206.00)</b> | <b>\$3,326,891.35 -12.1%</b> |
| 5450                                   | 11-000-230-331-91-65             | TRANSFERS BETWEEN ACCOUNTS |                       | 01/03/19    | (\$30,000.00)         |                              |
| 5450                                   | 11-000-240-103-03-23             | TRANSFERS BETWEEN ACCOUNTS |                       | 01/03/19    | (\$30,000.00)         |                              |
| 5450                                   | 11-000-240-104-04-40             | TRANSFERS BETWEEN ACCOUNTS |                       | 01/03/19    | (\$25,000.00)         |                              |
| 5450                                   | 11-000-240-105-91-00             | TRANSFERS BETWEEN ACCOUNTS |                       | 01/03/19    | (\$10,000.00)         |                              |
| 5450                                   | 11-000-251-600-91-75             | TRANSFERS BETWEEN ACCOUNTS |                       | 01/03/19    | (\$10,000.00)         |                              |
| 5450                                   | 11-000-252-330-00-35             | TRANSFERS BETWEEN ACCOUNTS |                       | 01/03/19    | (\$35,000.00)         |                              |
| 5450                                   | 11-000-261-420-02-52             | TRANSFERS BETWEEN ACCOUNTS |                       | 01/03/19    | (\$40,000.00)         |                              |
| 5443                                   | 11-000-270-515-00-54             | TRANSFER BETWEEN ACCOUNTS  |                       | 01/03/19    | (\$133,206.00)        |                              |
| <b>11-190-100-640-01-00</b>            | <b>TEXTBOOKS-GRDS 1-2</b>        | <b>\$2,000.00</b>          | <b>\$0.00</b>         |             | <b>(\$2,000.00)</b>   | <b>\$0.00 -100%</b>          |
| 5430                                   | 11-000-240-600-01-24             | TRANSFERS BETWEEN ACCOUNTS |                       | 01/03/19    | (\$2,000.00)          |                              |
| <b>11-190-100-640-01-02</b>            | <b>TEXTBOOK-KINDERGARTEN</b>     | <b>\$1,000.00</b>          | <b>\$0.00</b>         |             | <b>(\$1,000.00)</b>   | <b>\$0.00 -100%</b>          |
| 5431                                   | 11-000-240-600-01-24             | TRANSFERS BETWEEN ACCOUNTS |                       | 01/03/19    | (\$1,000.00)          |                              |

FEB. 26, 2019

**RESOLUTION TO CONTINUE MEMBERSHIP IN THE NORTHEAST BERGEN  
COUNTY SCHOOL BOARD INSURANCE GROUP**

**WHEREAS**, a number of Boards of Education in Bergen County have joined together to form a Joint Insurance Group as permitted by N.J. Title 18A-.18B and;

**WHEREAS**, said Group was approved effective July 1, 1985 by the New Jersey Commissioner of Insurance and has been in operation since that date and;

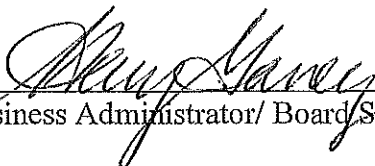
**WHEREAS**, the Bylaws and regulations governing the creation and operation of this Insurance Group contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a Group, and;

**WHEREAS**, the Board of Education of Midland Park has determined that membership in the Northeast Bergen County School Board Insurance Group is in the best interest of the District;

**NOW THEREFORE**, be it resolved that the Board of Education of Midland Park does hereby agree to renew membership in the Northeast Bergen County School Board Insurance Group and hereby accept the Bylaws as approved and adopted. The renewal term is from **July 1, 2019 to June 30, 2022**.

**BE IT FURTHER RESOLVED** that the Board Secretary/Business Administrator is authorized to execute the application for membership and the accompanying certification on behalf of the District and;

**BE IT FURTHER RESOLVED** that the Board Secretary/Business Administrator is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the Group as are required by the Group's Bylaws and to deliver the same to the Executive Director.

  
Business Administrator/ Board Secretary

2/27/19  
Date

**NORTHEAST BERGEN COUNTY SCHOOL BOARD INSURANCE GROUP  
FUND MEMBERSHIP, INDEMNITY AND TRUST AGREEMENT**

**THIS AGREEMENT** made this first day of July 2019 in the County of Bergen, State of New Jersey By and Between: Northeast Bergen County School Board Insurance Group hereinafter referred to as Group; and the Board of Education of Midland Park, a duly constituted unit of government hereinafter referred to as the Board:

**WITNESSETH:**

**WHEREAS**, several local school districts have collectively formed or are in the process of forming a School Board Group as such an entity is authorized and described in NJSA 18A: 18B and the administrative regulations promulgated pursuant thereto and:

**WHEREAS**, the Board has agreed to renew membership in the GROUP and to share in the obligations and benefits flowing from such membership with other members of the GROUP in accordance with and to the extent provided for in the Bylaws of the GROUP and in consideration of such obligations and benefits to be shared by the membership of the GROUP:

**NOW THEREFORE**, it is agreed as follows:

1. The BOARD accepts the GROUP'S Bylaws as approved and adopted and agrees to be bound by and to comply with each and every provision of the said Bylaws and the pertinent Statutes and Administrative Regulations pertaining to the same.
2. The BOARD agrees to participate in the GROUP with respect to the types of insurance offered by the GROUP: Self-Insured Workers' Compensation, Property, Liability, Auto, Crime, Excess Liability, Environmental, School Board Legal and any other insurance offered by the GROUP, allowed by law.
3. The BOARD agrees to renew membership in the GROUP for the period of three **(3) years, the commencement of which shall be July 1, 2019.**
4. The BOARD certifies that it has never defaulted any claims if self-insured and has not been canceled for non-payment of insurance premiums for a period of at least two years prior to the date hereof.
5. In consideration of membership in the GROUP the BOARD agrees that it shall jointly and severally assume and discharge the liability of each and every member of the GROUP, all of whom as a condition of membership in the GROUP shall execute a

verbatim counter-part of this Agreement and by execution hereof the full faith and credit of the BOARD is pledged to the punctual payment of any sums which shall become due to the GROUP in accordance with the Bylaws thereof, this Agreement or any applicable Statute.

6. If the GROUP in the enforcement of any part of this Agreement shall incur necessary expense or become obligated to pay an attorney's fees and/or Court costs the BOARD agrees to reimburse the GROUP for all such reasonable expenses, fees and costs on demand.

7. The BOARD and the GROUP agree that the GROUP shall hold all monies paid by the BOARD to the GROUP as fiduciaries for the benefit of GROUP claimants all in accordance with NJSA 18a;18b.

8. The GROUP shall establish separate Trust Accounts for each of the following categories of risk and liability:

- a) Claims or Loss Retention Fund
- b) Administrative
- c) Workers' Compensation Premium

The GROUP shall maintain Trust Accounts aforementioned in accordance with NJSA 18A:18B, the GROUP'S Bylaws and such other Statutes as maybe applicable. Specifically the "Claims or Loss Retention Fund" Trust Account shall be utilized solely for the payment of claims, allocated claim expense and excess insurance or re-insurance premiums for each such risk or liability or as "surplus",

9. Each BOARD who shall become a member of the GROUP shall be obligated to execute this Agreement.

NESBIG  
GROUP

Midland Park  
BOARD OF EDUCATION

Mary Mary  
BUSINESS ADMINISTRATOR/  
BOARD SECRETARY

Feb. 26, 2019

# POLICY

## MIDLAND PARK BOARD OF EDUCATION

### PROGRAM

2415.06/page 1 of 14

Unsafe School Choice Option

M

### 2415.06 UNSAFE SCHOOL CHOICE OPTION

The New Jersey Department of Education (NJDOE) is required to establish an Unsafe School Choice Option (USCO) Policy per the Elementary and Secondary Act (ESEA) of 1965, as reauthorized under the Federal Every Student Succeeds Act of 2015 (ESSA). The USCO Policy requires that students who attend a persistently dangerous public elementary or secondary school as determined by the NJDOE, or become victims of a violent criminal offense while in or on school grounds of a public school that they attend, be allowed to attend a safe public school within the district. The USCO provision under the ESSA contains two provisions that apply to school districts that receive funds under ESSA: Provision I - Persistently Dangerous Schools and Provision II - Victims of Violent Criminal Offenses.

Effective the beginning of each school year, school districts receiving ESSA funds must be prepared to complete the transfer of students who choose to exercise Provision I and Provision II of this USCO Policy. Compliance with the Policy is a condition of receiving funds under any and all titles under ESSA. The Superintendent is required to certify compliance with this USCO Policy to the NJDOE in the application for ESSA funds.

#### USCO Policy Provision I - Persistently Dangerous Schools (PDS)

##### 1. Criteria for Determining PDS.

A persistently dangerous school is a public elementary or secondary school building (except for Regional Day Schools, Educational Services Commissions and Special Services School Districts) that meets the objective criteria determined by the NJDOE for three consecutive years and is part of a school district that receives funds under ESSA. The NJDOE will use the most current available data from the ~~Electronic Violence and Vandalism Reporting System (EVVRS)~~ **Student Safety Data System (SSDS)** to identify PDS on or before July 31 of each year.



2. Procedures and Guidelines for Schools Determined to be Persistently Dangerous.

A school district will be notified by the NJDOE on or before July 31 of each year if a school(s) in the school district has been identified as a PDS. Once the district receives notification a school is identified as persistently dangerous, the district must inform all parents of enrolled students in the school of the designation within fifteen calendar days of the date of the notice and offer them the option for their children to transfer to a safe public school within the district by the beginning of the respective school year. The district must complete all transfers by the beginning of the school year following the July notification.

Students are not required to accept the transfer option, but they must be afforded the opportunity to do so. Parental notice regarding the status of the school and the offer to transfer students should be made simultaneously. Parents of enrolled students must be notified of the persistently dangerous designation whether or not there is another school within the district for the transferring students.

To the extent possible, the district will allow transferring students to transfer to schools that have not been identified as low performing, under the State's ESSA accountability system. When a transfer school is not available within the school district, the district may seek arrangements for students to transfer to the nearest charter school or neighboring district; however, this is not required. The district may take into account the needs and preferences of the affected students and parents.

3. Corrective Action Plan for a School Identified as Persistently Dangerous.

If a school in the district is identified by the NJDOE as persistently dangerous, the district will submit to the NJDOE documentation of compliance with the parent notification requirement and actions taken to complete the transfer arrangements for all students exercising the option by the first day of the school year. Additionally, the district is required to develop and submit for



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approval a corrective action plan to the NJDOE on or before September 30 of the same year, which will apply to the respective school year. The corrective action plan, which must be completed in the format provided by the NJDOE, will describe how the school will reduce the number of incidents of violence as determined by the ~~EVVRS~~ **SSDS**. The NJDOE will provide the school with guidance for its corrective action plan, as well as monitor the school district's timely completion of the approved plan.

In the spring of each following year, the NJDOE will re-evaluate the status of a school identified as persistently dangerous. The NJDOE will review the school's progress towards completing its corrective action plan and compare the current year's incidents of violence, as reported on the ~~EVVRS~~ **SSDS**, to the criteria for determining PDS. A school identified as maintaining the persistently dangerous designation will be notified by the NJDOE on or before July 31 of the respective year and will be required to submit for approval a revised corrective action plan by September 30 of that year, which will apply to the respective school year. The school district must inform all parents of enrolled students in the school of the designation within fifteen calendar days of the date of notice and offer them the option for their children to transfer to a safe public school by the beginning of the respective school year in accordance with 2. above.

A school no longer designated persistently dangerous will be notified on or before July 31 of the respective year. The persistently dangerous designation will be removed after one or more years contingent upon successful fulfillment of the criteria for removal, as determined by evidence of the school's progress toward successfully completing the approved corrective action plan, and evidence of incidents that no longer meet the criteria for determining PDS, described above, for one school year, the year in which the corrective action plan was in effect.



4. Procedures and Guidelines for Early Warning of Schools.

When a school meets the criteria set forth in this Policy for one year, the district will be informed of the types of offenses reported that have led to an early notification. This notification, on or before August 15 of each year, will be informational only. A school that no longer meets the criteria for PDS for one year will no longer be considered in early notification status. A school that meets the criteria for two consecutive years will move into early warning status outlined below.

If a school meets the criteria set forth in this Policy for two consecutive years, the district will be notified of the pattern of offenses on or before August 15 of each year. If notified, the district will develop and submit for approval a school safety plan to the NJDOE on or before September 30 of the same year, which will apply to the respective school year. The school safety plan, which must be completed in the format provided by the NJDOE, will describe how the school will reduce the number of incidents of violence as determined by the ~~EVVRS~~ **SSDS**. The NJDOE will provide an early warning school with guidance for its school safety plan, as well as monitor the school's timely completion of the approved plan. A school receiving an "early warning" notice is not required to provide the transfer option to students.

In the spring of each following year, the NJDOE will reevaluate the school's progress towards completing its school safety plan and compare the current year's incidents of violence, as reported on the ~~EVVRS~~ **SSDS**, to the criteria for determining PDS. The school will be notified of its status on or before July 31 of the respective year.

A school that no longer meets the criteria for PDS for one school year, the year in which the school safety plan was in effect, will no longer be required to submit a school safety plan.

A school that meets the criteria for PDS for a third consecutive year will be designated persistently dangerous and will be required to submit for approval a corrective action plan on or before September 30 of that year, which will apply to the respective school year and provide the transfer option to students in the school designated as persistently dangerous.



5. Schools Not Receiving ESSA Funds, but Meeting the Criteria for PDS.

School buildings and districts that do receive Federal funds under ESSA, but meet any one of the criteria for PDS will be contacted by the NJDOE and be required to develop and submit for approval a school safety plan on or before September 30 of the respective year. The school safety plan must be completed in the format provided by the NJDOE and describe how the school will reduce the number of incidents of violence as determined by the EVVRS SSDS. The NJDOE will provide the school with guidance for its school safety plan, as well as monitor the school's timely completion of the approved plan.

### **{Optional**

~~Only required for Regional Day Schools, Special Services School Districts, and Educational Services Commissions:~~

6. ~~Special Schools Meeting the Criteria for PDS.~~

~~Regional Day Schools, Special Services Districts, and Educational Services Commissions that meet the criteria for PDS will not be identified as such, but will be contacted by the NJDOE and required to develop and submit for approval a school safety plan on or before September 30 of the respective year. The school safety plan must be completed in the format provided by the NJDOE and describe how the school will reduce the number of incidents of violence as determined by the EVVRS SSDS. The NJDOE will provide the school with guidance for their school safety plan, as well as monitor the school's timely completion of the approved plans.]~~

### USCO Policy Provision II – Victims of Violent Criminal Offenses

The Unsafe School Choice Option provision under the ESSA requires a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary or secondary school that the student attends, be allowed to attend a safe public elementary or secondary school within the district, including a public charter school.



The individual victim provision of this Policy attempts to fulfill the requirement for the school district to provide relief to students who have been victimized, while providing a school with a practical means for making determinations on incidents of victimization that are within the purview of the school district. The individual victim section of this Policy has been crafted to enable school staff to make reasonable determinations and actions regarding this Policy. The Superintendent will consult with the Board attorney and communicate with designated local and/or county law enforcement authorities, per the provisions of the *Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials and N.J.A.C. 6A:16-6.2(b)13*, on questions and issues that arise in the implementation of the individual victims of violent criminal offenses section of this Policy.

### 1. Criteria for Determining Victims of Violent Criminal Offenses

The following criteria must be used to determine when an enrolled student has become a victim of a violent criminal offense while in or on the grounds of a public elementary or secondary school that the student attends. These criteria only apply to a student who has become a victim of one or more of the violent criminal offenses enumerated below:

A student is considered a victim of a violent criminal offense when:

- a. A referral has been made to law enforcement officials for suspicion that one of the violent criminal offenses enumerated below has occurred; and
- b. One or more of the following applies:
  - (1) Law enforcement officials have filed formal charges against the offender(s) for commission of the violent crime; or
  - (2) The offender(s) has received sanctions in accordance with the Board of Education's Code of Student Conduct; or



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- (3) The offender(s) either has not been identified or is not an enrolled student(s), but it is clear that the student (victim) has become a victim of a violent criminal offense based on objective indicators such as physical evidence, eyewitness testimony, and/or circumstantial evidence; or
- (4) The pre-existence of a restraining order against the offender(s).

## 2. Procedures and Guidelines

Effective the first day of each school year, the district must be prepared to begin the transfer of any student who chooses to exercise the individual choice option provision. The district must offer, within fourteen calendar days of the incident, an opportunity to transfer to a safe public school within the district to any student who has become a victim of a violent criminal offense while in or on the grounds of a public school that the student attends. While the student must be offered the opportunity to transfer, the student may elect to remain at the school.

To the extent possible, the district will allow any transferring student to transfer to a school that has not been identified as low performing, under the State's ESSA accountability system. In addition, when a transfer school is not available within the district, the district may seek arrangements for a student to transfer to the nearest charter school or neighboring district; however, this is not required. The district may take into account the needs and preferences of the affected student and his or her parent(s). Transfers must occur within thirty days of the determination that the student was a victim of a violent criminal offense.

## 3. Violent Criminal Offenses

The violent criminal offenses under New Jersey statutes that apply to the individual victim provision of this Policy are identified and explained below. The offenses apply to completed offenses, as



well as attempts to commit the offenses. The offenses and attempts to commit the offenses apply only when they occur in or on the school grounds, as defined in N.J.A.C. 6A:16-1.3, of the school that the student attends. The offenses apply whether they occur wholly or in part in or on the grounds of the school that the student attends. The offenses apply only to acts or attempts that are directed at a person (victim) or a group of specified individuals (victims), rather than acts that indiscriminately affect the entire school population or non-specified individuals or groups.

#### 4. Applicable Violent Criminal Offenses

Below is a description of each applicable violent criminal offense that is based upon New Jersey statutes and references to statutory citations that provide complete explanations of each designated offense. The descriptions provided below are not intended to be a complete explanation of each offense or a substitute for the actual provisions of the authorizing statutes. Instead, the descriptions are provided as an aid in facilitating understanding of the general intent and practical applications of the violent criminal offenses that pertain to this Policy.

- a. Homicide [N.J.S.A. 2C:11-2] - A student is a victim of a homicide when he or she is the child, sibling or other relative of a decedent, resulting from someone purposely, knowingly or recklessly causing the death of the student's parent, sibling, or relative in or on school grounds.
- b. Assault [N.J.S.A. 2C:12-1(A)(1-3) and 2C:12-1(B)(1-4)] - A person is a victim of an assault when the actor: purposely, knowingly, or recklessly causes bodily injury to the victim; negligently, recklessly, knowingly, or purposely causes bodily injury to the victim with a deadly weapon; attempts by physical menace to put the victim in fear of imminent serious bodily injury; or knowingly points a firearm at or in the direction of the victim, whether or not the actor believes it to be loaded.



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- c. Sexual Assault [N.J.S.A. 2C:14-2] - A student is a victim of a sexual assault when the student is a victim of an act of sexual contact when the victim is less than thirteen years old and the actor is at least four years older than the victim, or the student is a victim of an act of sexual penetration under any of the following circumstances:
  - (1) The victim is less than thirteen years old.
  - (2) The victim is at least thirteen, but less than sixteen years old; and the actor is at least four years older than the victim.
  - (3) The victim is at least sixteen years old, but less than eighteen years old; and the actor has supervisory or disciplinary power over the victim.
  - (4) The actor uses physical force or coercion.
  - (5) The victim is one whom the actor knew or should have known was physically helpless, mentally defective, or mentally incapacitated.
- d. Bias Intimidation [N.J.S.A. 2C:16-1(A)] - A person is a victim of the crime of bias intimidation when an actor commits, attempts to commit, conspires with another to commit or threatens the immediate commission of an offense specified in Chapters 11 through 18 of Title 2C of the New Jersey Statutes; N.J.S.A. 2C:33-4; N.J.S.A. 2C:39-3; N.J.S.A. 2C:39-4 or N.J.S.A. 2C:39-5 in the following circumstances:
  - (1) With a purpose to intimidate a victim or a group of specified victims because of race, color, religion, gender, handicap, sexual orientation, or ethnicity; or
  - (2) Knowing that the conduct constituting the offense would cause a victim or a group of specified victims to be intimidated because of race, color, religion, gender, handicap, sexual orientation, or ethnicity; or



- (3) Under circumstances that caused any victim of the underlying offense to be intimidated and the victim, considering the manner in which the offense was committed, reasonably believed either that:
    - (a) The offense was committed with a purpose to intimidate the victim or any person or entity in whose welfare the victim is interested because of race, color, religion, gender, handicap, sexual orientation, or ethnicity; or
    - (b) The victim or the victim's property was selected to be the target of the offense because of race, color, religion, gender, handicap, sexual orientation, or ethnicity.
- e. Terroristic Threat [N.J.S.A. 2C:12-3(A) and 2C:12-3(B)] - A person is a victim of a terroristic threat when the actor threatens to commit one of the violent criminal offenses enumerated under this Policy against the victim with the purpose to put the student in imminent fear of one of the violent crimes enumerated in this Policy under circumstances reasonably causing the victim to believe the immediacy of the threat and the likelihood that it will be carried out. The definition of terroristic threat applies to N.J.S.A. 2C:12-3(a) insofar as the threat was directed at a person (victim) or a group of specified individuals (victims).
- f. Robbery [N.J.S.A. 2C:15-1] - A person is a victim of a robbery when the actor, in the course of committing a theft, inflicts bodily injury; or uses force upon the victim; threatens the victim with or purposely puts the victim in fear of immediate bodily injury.



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- g. Kidnapping [N.J.S.A. 2C:13-1] - A person is a victim of a kidnapping when the actor unlawfully removes the victim from the school or school grounds; or the actor unlawfully confines the victim with the purpose of holding the victim for ransom or reward as a shield or hostage; or the actor unlawfully removes the victim from the school or school grounds or a substantial distance from where he or she is found in school or on school grounds; or if the actor unlawfully confines a student for a substantial period of time with any of the following purposes: to facilitate commission of a crime or flight thereafter, or to inflict bodily injury on or terrorize the victim.
- h. Arson [N.J.S.A. 2C:17-1] - A person is a victim of arson when the actor purposely or knowingly starts a fire or causes an explosion in or on the grounds of a school whereby the victim or group of specified victims are in danger of death or bodily injury; or with the purpose of destroying or damaging the victim's or group of specified victim's property that is in the school or on school grounds.

### Miscellaneous Provisions of USCO

#### 1. Transfer Time Period – PDS

The transfer will be temporary and will be in effect as long as the student's original school is identified as persistently dangerous.

#### **{Optional**

~~The transfer may be in effect longer and the district will consider the educational needs of the student, as well as other factors affecting the student's ability to succeed if returned to the transferring school. (i.e. The school district may allow a student to complete his or her education through the highest grade level at the receiving school if the student would otherwise be required to return to their original school.)}~~



### 2. ~~Charter School Transfer Option~~

~~While ESSA permits affected students to be afforded the opportunity to attend a public charter school, in addition to a safe public elementary school or secondary school within the school district, the application of this provision in New Jersey is limited. Transfers to a charter school can only occur as a part of the charter school's "equal opportunity" selection process and among charter schools administered under the same managing authority (i.e., charter schools within the charter school district).~~

~~Since charter schools in New Jersey are considered public local education agencies (LEA's), pursuant to N.J.S.A. 18A:36A-3, operated independently of a local board of education, transfers may only take place among charter schools within the LEA. Therefore, students may be permitted to transfer to another charter school that is administered under the same managing authority of the charter school, but are not permitted to transfer to a school in the local public school district administered by a local board of education.~~

~~However, pursuant to N.J.S.A. 18A:36A-7, a charter school must be open to all students on a space available basis and may not discriminate in its admission policies or practices (although it may establish reasonable criteria to evaluate prospective students), and in accordance with N.J.S.A. 18A:36A-8, if there are more applications to enroll in the charter school than there are spaces available, the charter school must select students to attend using a random selection process for enrollment.~~

### 2.3. ~~Funding Sources for USCO~~

~~The USCO statute does not authorize resources specifically to help cover USCO costs associated with transferring a student from a PDS. However, under certain circumstances Federal funds may be used. For example, ESEA Title IV, Part A [Section 4115(b)(2)(E)(v)] may be used to establish safe zones of passage to and from school to ensure that students travel safely on their way to school and on their way home. In addition, ESEA Title IV, Part A [Sections 5121(8) and 5131(12) and (25)] funds may be used to help cover costs such as tuition or transportation related to the USCO or expansion of public school choice.~~



4. Special Education Students

The district will provide transferred special education students with the program required by the student's Individualized Education Program (IEP).

5. ~~Transfer Schools~~

~~In the event there is not another school within the school district for a transferring student, the district~~

**[Optional**

~~\_\_\_\_\_ is not required to transfer the student to a school outside the school district.~~

~~or~~

~~\_\_\_\_\_ will explore other appropriate options such as an agreement with a neighboring school district to accept transfer students.]~~

**[Optional**

6. ~~The district will offer students the transfer option if they do not meet the criteria for determining victims of violent criminal offenses under the USCO Policy Provision II as one response for providing relief to students whose victimization has affected their safety and ability to learn.]~~

The district will use the school choice option as one response to incidents of victimization. Additionally, the district will develop and implement appropriate strategies for addressing the circumstances that contribute to or support victimization, as well as consistently and proactively manage individuals who have victimized students. The district will promote the importance of school safety and respond to the needs of students and staff. Pursuant to the law, the district will provide an opportunity for students, parents and school district and law enforcement personnel to discuss methods for keeping schools safe from violence; to create school safety plans; and to recognize students in need of help. The district will organize activities to prevent school violence, including, but not



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limited to, age-appropriate opportunities for student discussion on conflict resolution, issues of student diversity and tolerance. Law enforcement personnel will be invited to join members of the teaching staff in the discussions. Programs shall also be provided for school district employees that are designated to help school district employees recognize warning signs of school violence and to instruct school district employees on recommended conduct during an incident of school violence.

In accordance with the provisions of N.J.S.A. 18A:17-46, two times each school year, between September 1 and January 1 and between January 1 and June 30, at a public hearing, the Superintendent shall report to the Board of Education all acts of violence; vandalism; and harassment, intimidation, and bullying which occurred during the previous reporting period.

Title VIII, Part F, Subpart 2, SEC. 8532  
Every Student Succeeds Act (ESSA) of 2015

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### 2422 HEALTH AND PHYSICAL EDUCATION

The Board of Education requires all students to participate in a comprehensive, sequential, health and physical education program aligned with the New Jersey Department of Education Core Curriculum Content Standards (CCCS) **Student Learning Standards (NJSLS)** that emphasizes the natural interdisciplinary connection between wellness and health and physical education. The primary focus of the **NJSLS CCCS** is the development of knowledge and skills that influence healthy behaviors within the context of self, family, school, and the local and global community. ~~The mission of the CCCS for comprehensive health and physical education is knowledge of health and physical education concepts and skills to empower students to assume lifelong responsibility to develop physical, social, and emotional wellness.~~

The **NJSLS CCCS** incorporate New Jersey statutes related to health and well-being of students in New Jersey schools. The following statutes incorporated into the **NJSLS CCCS** include, but are not limited to, the following requirements:

1. Accident and Fire Prevention (N.J.S.A. 18A:6-2) requires **regular courses of instruction** in accident and fire prevention. ~~Regular courses of instruction in accident prevention and fire prevention shall be given in every public and private school in New Jersey. Instruction shall be adapted to the understanding of students at different grade levels.~~
2. Breast Self-Examination (N.J.S.A. 18A:35-5.4) requires **offering instruction on breast self-examination for students in grades seven through twelve**. ~~The Board of Education shall operate an educational program for students in grades seven through twelve with instruction in breast self-examination. The instruction shall take place as part of the district's implementation of the CCCS in Comprehensive Health and Physical Education and the comprehensive health and physical education curriculum framework shall provide school districts with sample activities that may be used to support implementation of the instructional requirement.~~



3. Bullying Prevention Programs (N.J.S.A. 18A:37-17) requires the establishment of bullying prevention programs. ~~The school district is encouraged to establish bullying prevention programs and other initiatives involving school staff, students, administrators, volunteers, parents, law enforcement, and community members. To the extent funds are appropriated for these purposes, the school district shall: (1) provide training on the school district's Harassment, Intimidation, or Bullying Policy to school employees and volunteers who have significant contact with students; and (2) develop a process for discussing the district's Harassment, Intimidation, or Bullying Policy with students. Information regarding the school district Policy against harassment, intimidation, or bullying shall be incorporated into the school's employee training program.~~
4. Cancer Awareness (N.J.S.A. 18A:40-33) requires the development of a school program on cancer awareness **by the Commissioner of Education**. ~~The Commissioner of Education, in consultation with the State school Boards, shall develop a cancer awareness program appropriate for school-aged children.~~
5. Dating Violence Education (N.J.S.A. 18A:35-4.23a) requires instruction regarding dating violence in grades seven through twelve. ~~The school district shall incorporate dating violence education that is age appropriate into the health education curriculum as part of the district's implementation of the CCCS in Comprehensive Health and Physical Education for students in grades seven through twelve. The dating violence education shall include, but not be limited to, information on the definition of dating violence, recognizing dating violence warning signs, and the characteristics of healthy relationships.~~
6. Domestic Violence Education (N.J.S.A. 18A:35-4.23) allows instruction on problems related to domestic violence and child abuse. ~~The Board of Education may include instruction on the problems of domestic violence and child abuse in an appropriate place in the curriculum of elementary school, middle school, and high school students. The instruction shall enable students to understand the psychology and dynamics of family violence,~~



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~~dating violence, and child abuse; the relationship of alcohol and drug use to such violence and abuse; the relationship of animal cruelty to such violence and abuse; and to learn methods of nonviolent problem-solving.~~

7. Gang Violence Prevention (N.J.S.A. 18A:35-4.26) requires instruction in gang violence prevention for elementary school students. ~~A Board of Education that operates an educational program for elementary school students shall offer instruction in gang violence prevention and in ways to avoid membership in gangs. The instruction shall take place as part of the district's implementation of the CCCS in Comprehensive Health and Physical Education and the comprehensive health and physical education curriculum framework shall provide the school district with sample materials that may be used to support implementation of the instructional requirement.~~
8. Health, Safety, and Physical Education (N.J.S.A. 18A:35) requires that all students in grades one through twelve participate in at least two and one-half hours of health, safety, and physical education each school week. ~~Every student, except Kindergarten students, attending the public schools, insofar as he or she is physically fit and capable of doing so, as determined by the medical inspector, shall take such courses, which shall be a part of the curriculum prescribed for the several grades. The conduct and attainment of the students shall be marked as in other courses or subjects, and the standing of the student in connection therewith shall form a part of the requirements for promotion or graduation. The time devoted to such courses shall aggregate at least two and one-half hours each school week, or proportionately less when holidays fall within the week.~~
9. Drugs, Alcohol, Tobacco, Controlled Dangerous Substances, and Anabolic Steroids (N.J.S.A. 18A:40A-1) requires instructional programs on drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances and the development of curriculum guidelines for each grade Kindergarten through twelve. ~~Instructional programs on the nature of drugs, alcohol,~~



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~~anabolic steroids, tobacco, and controlled dangerous substances, as defined in Section 2 of P.L.1970, c.226 (C.24:21-2), and their physiological, psychological, sociological, and legal effects on the individual, the family, and society shall be taught in the public school and in each grade from Kindergarten through grade twelve in a manner adapted to the age and understanding of the students. The programs shall be based upon the curriculum guidelines established by the Commissioner of Education and shall be included in the curriculum for each grade in such a manner as to provide a thorough and comprehensive treatment of the subject.~~

10. **Lyme Disease Prevention (N.J.S.A. 18A:35-5.1 through 5.3)** requires the development of Lyme Disease curriculum guidelines **and training to all teaching staff members who instruct students with Lyme Disease.** ~~The guidelines shall emphasize disease prevention and sensitivity for victims of the disease. The Commissioner of Education shall periodically review and update the guidelines to insure that the curriculum reflects the most current information available.~~
11. **Organ Donation (N.J.S.A. 18A:7F-4.3)** requires information relative to organ donation to be given to students in grades nine through twelve. ~~The goals of the instruction shall be to:~~
  - a. ~~Emphasize the benefits of organ and tissue donation to the health and well-being of society generally and to individuals whose lives are saved by organ and tissue donations, so that students will be motivated to make an affirmative decision to register as donors when they become adults.~~
  - b. ~~Fully address myths and misunderstandings regarding organ and tissue donation.~~
  - c. ~~Explain the options available to adults, including the option of designating a decision-maker to make the donation decision on one's behalf.~~



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- d. ~~Instill an understanding of the consequences when an individual does not make a decision to become an organ donor and does not register or otherwise record a designated decision-maker.~~

~~The instruction shall inform students that, beginning five years from the date of enactment of P.L.2008, c.48 (C.26:6-66 et al.), the New Jersey Motor Vehicle Commission will not issue or renew a New Jersey driver's license or personal identification card unless a prospective or renewing licensee or card holder makes an acknowledgement regarding the donor decision pursuant to Section 8 of P.L.2008, c.48 (C.39:3-12.4). The Commissioner of Education, through the non-public school liaison in the Department of Education, shall make any related instructional materials available to private schools educating students in grades nine through twelve, or any combination thereof. Such schools are encouraged to use the instructional materials at the school; however, nothing in N.J.S.A. 18A:7F-4.3 shall be construed to require such schools to use the materials.~~

12. Sexual Assault Prevention (N.J.S.A. 18A:35-4.3) requires the development of a sexual assault prevention education program by **the Commissioner of Education for utilization by school districts.** ~~The Department of Education in consultation with the advisory committee shall develop and establish guidelines for the teaching of sexual assault prevention techniques for utilization by local school districts in the establishment of a sexual assault prevention education program. Such program shall be adapted to the age and understanding of the students and shall be emphasized in appropriate places of the curriculum sufficiently for a full and adequate treatment of the subject.~~
13. Stress Abstinence (N.J.S.A. 18A:35-4.19 through N.J.S.A. 18A:35-4.22), also known as the "AIDS Prevention Act of 1999," requires sex education programs to stress abstinence. ~~Any sex education that is given as part of any planned course, curriculum, or other instructional program and that is intended to impart information or promote discussion or understanding in regard to human sexual behavior, sexual feelings and sexual values, human~~



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~~sexuality and reproduction, pregnancy avoidance or termination, HIV infection or sexually transmitted diseases, regardless of whether such instruction is described as, or incorporated into, a description of "sex education," "family life education," "family health education," "health education," "family living," "health," "self esteem," or any other course, curriculum program, or goal of education, and any materials including, but not limited, to handouts, speakers, notes, or audiovisuals presented on school property concerning methods for the prevention of acquired immune deficiency syndrome (HIV/AIDS), other sexually transmitted diseases, and of avoiding pregnancy, shall stress that abstinence from sexual activity is the only completely reliable means of eliminating the sexual transmission of HIV/AIDS and other sexually transmitted diseases and of avoiding pregnancy.~~

14. ~~Suicide Prevention (N.J.S.A. 18A:6-111 through 113) requires instruction in suicide prevention in public schools. Instruction in suicide prevention shall be provided as part of any continuing education that public school teaching staff members must complete to maintain their certification; and inclusion of suicide prevention awareness shall be included in the CCCS in Comprehensive Health and Physical Education.~~
15. **Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (N.J.S.A. 18A:35-4.28 and 18A:35-4.29) requires public high schools and charter schools to provide instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator to each student prior to graduation.** ~~instruction in the use of automated external defibrillator for students. Instruction shall be provided in cardiopulmonary resuscitation and the use of an automated external defibrillator to each student in a public school that includes grades nine through twelve prior to graduation as part of the district's implementation of the CCCS in Comprehensive Health and Physical Education. The instruction provided shall be modeled from an instructional program established by the American Heart Association, American Red Cross, or other nationally recognized association and shall include a hands-on learning component.~~



16. **Sexually Explicit Images through Electronic Means (N.J.S.A. 18A:35-4.32 and 4.33) requires instruction, once during middle school, on the social, emotional, and legal consequences of distributing and soliciting sexually explicit images through electronic means.**
17. **Other Statutory or Administrative Codes. The Board will incorporate into its health and physical education curriculum any other requirements of the New Jersey Department of Education's CCES NJSLs in Comprehensive Health and Physical Education.**

In accordance with the provisions of N.J.S.A. 18A:35-4.7, any student whose parent presents to the Principal a signed statement that any part of the instruction in health, family life **education**, or sex education is in conflict with his/her conscience or sincerely held moral or religious beliefs shall be excused from that portion of the course where such instruction is being given and no penalties as to credit or graduation shall result.

**The Board of Education must provide two and one-half hours of health, safety, and physical education courses in each school week, or proportionately less when holidays fall within the week. Recess period(s) shall not be used to meet the requirements of N.J.S.A. 18A:35-5, 7, and 8.**

In accordance with N.J.S.A. 18A:35-4.31, the Board of Education shall provide a daily recess period of at least twenty minutes for students in grades Kindergarten through five. A recess period is not required on a school day in which the day is substantially shortened due to a delayed opening or early dismissal. The recess period shall be outdoors, if feasible. A student shall not be denied recess for any reason, except as a consequence of a violation of the school district's Code of Student Conduct, including a harassment, intimidation, or bullying (HIB) investigation pursuant to N.J.S.A. 18A:37-13 et seq. Students may not be denied recess more than twice per week for a violation of the Code of Student Conduct or HIB investigation and these students shall be provided restorative justice activities during the recess period. Restorative justice activities mean activities designed to improve the socioemotional and behavioral responses of students through the use of more appropriate and less punitive interventions thereby establishing a more supportive and inclusive school culture. The student's recess period should be scheduled in a manner that does not interfere with the implementation of



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Health and Physical Education

**a student's Individualized Education Program (IEP). School staff may deny recess for a student on the advice of a medical professional, school nurse, or the provisions of a student's IEP and/or 504 Plan.**

A copy of the ~~CCCS~~ NJSLs for Comprehensive Health and Physical Education and all related curriculum/course guides and instructional material shall be available for public inspection in each school.

**N.J.S.A. 18A:35-4.31; 18A:35-5; 18A:35-7; 18A:35-8**

Adopted: 7 October 2003

Revised: 19 April 2016

February 2019



Feb. 26, 2019

# POLICY

## MIDLAND PARK BOARD OF EDUCATION

### PROGRAM

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Educational Program Evaluation

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### 2610 EDUCATIONAL PROGRAM EVALUATION

The Board of Education directs the Superintendent to develop and implement a systematic plan for the continuous evaluation of the educational program against the educational goals established by this Board. ~~To this end, the Superintendent shall employ such tests and methods~~ **that will ensure decision making is data driven and a variety of sources of data are used to analyze and monitor student achievement and progress, as well as evaluate school programs as may be indicated by sound professional judgment.** Wherever possible, the assessment program shall follow evaluation procedures set forth in the course guides.

The Superintendent shall maintain a calendar of assessment activities and shall make periodic evaluation reports to the Board ~~during the school year. Findings of the assessment program,~~ **that** evaluate the progress of students and the effectiveness of staff members. **The Superintendent shall use multiple (more than two) sources of data to monitor student achievement and the progress of students. The Superintendent shall also use multiple (more than two) sources of data to evaluate the effectiveness of programs, initiatives, and strategies.**

The Board will annually make available to the public the collective progress of students toward the goals of the district. The Board will annually, prior to the end of the school year and in conjunction with appropriate members of the administrative staff, conduct a review of the educational progress of the district, assess district and student needs, and establish long range and short range objectives for the educational program. The Board's annual report will be submitted to the Commissioner of Education as required.

The Superintendent shall annually recommend improvements in the educational program based on the Board's evaluation of the district's program. The Board reserves the right to employ experts from outside the school district to serve in the evaluation process.

N.J.S.A. 18A:7A-11

N.J.A.C. 6A:8-4.1 et seq.

Adopted: 7 October 2003

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16 August 2016

February 2019



Feb. 26, 2019

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Commercial Driver's **License** Controlled Substance  
and Alcohol Use Testing  
M4219 COMMERCIAL DRIVER'S LICENSE CONTROLLED SUBSTANCE  
AND ALCOHOL USE TESTING

The Board of Education is committed to a safe, efficient, and alcohol and drug-free workplace; that protects the district's students as well as the health and safety of its employees and the general public. The Board requires all **employees of the Board** drivers performing any safety-sensitive function are to be free of drugs and alcohol and will test those employees who operate a commercial motor vehicle in accordance with 49 ~~CFR C.F.R.~~ 382 et seq. and 49 ~~CFR C.F.R.~~ 40 et seq. For the purpose of this Policy "employee" means a person required to have a Commercial Driver's License (CDL) in the performance of their job responsibilities. Safety-sensitive functions as defined by 49 ~~CFR C.F.R.~~ 382.107 means any all time from the time an **employee driver** begins to work or is required to be in readiness to work until the time the **employee driver** is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

1. All time at the terminal, facility, ~~or~~ **other property, or on** any public property, waiting to be dispatched, unless relieved from duty;
2. All time inspecting equipment **as required by Federal law or otherwise inspecting, servicing, or conditioning any commercial motor vehicle, at any time;**
3. All time spent at the driving controls of a commercial motor vehicle in operation;
4. All time, other than driving time, in or upon the commercial **motor** vehicle except **time spent resting** in an area defined as a sleeping berth;
5. All time loading **or** and unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded and unloaded; **and**



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### Commercial Driver's License Controlled Substance and Alcohol Use Testing

6. ~~All time spent performing driver requirements related to accidents;~~  
**and All time repairing, obtaining assistance, or remaining in  
attendance upon a disabled vehicle.**
7. ~~All time repairing, obtaining assistance, or remaining in attendance  
with the vehicle.~~

The Omnibus Transportation Employee Testing Act of 1991 requires all operators of commercial motor vehicles subject to the **CDL Commercial Drivers License** requirements to be tested for controlled substances and alcohol. Federal regulations of the U.S. Department of Transportation require that **any school bus employee drivers using a CDL** as well as ~~drivers of private carriers of passengers contracted by the Board~~ be required to submit to alcohol and controlled substance testing in accordance with 49 **CFR C.F.R. Part 40.**

The Board designates the School Business Administrator as the Designated Employer Representative (DER) of the Board of Education. The Board may contract with a service agent to provide the testing services as required by Federal law Regulations. **In the event the Board contracts with a service provider for transportation, the Board designee will ensure all transportation contractors comply with the drug and alcohol testing requirements of Policy 4219 pursuant to 49 CFR 382 et seq. and 49 CFR 40 et seq.**

No **employee driver** at any work site will possess, manufacture, use, sell, or distribute any quantity of any controlled substance, lawful or unlawful, which in sufficient quantity could result in impaired performance, with the exception of substances administered by or under the instructions of a physician. No **employee driver** shall perform safety-sensitive functions within four hours after using alcohol and the district will not permit an **employee driver** that used alcohol within four hours of performing safety-sensitive functions to perform such functions if the district has actual knowledge of the use, **in accordance with 49 CFR 392.5.**

### Violations

Any violation of this **Ppolicy** may result in discipline, up to and including termination.



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### Commercial Driver's License Controlled Substance and Alcohol Use Testing

#### Prohibited Substances

The presence of any of the following controlled substances, listed in **49 CFR 40.87**, in the body, as evidenced by the results of the initial screening and subsequent confirmatory analysis provided in ~~the~~ **this Policy**, is prohibited for any employee assigned to a classification covered by this Policy. All cutoff concentrations **shall be in accordance with** ~~are as per~~ **49 CFR C.F.R. 40.87** and ~~are expressed in nanograms per milliliter (ng/mL).~~ All test results shall be measured against the cutoff concentrations outlined in **49 CFR 40.87**.

#### Type of Drug or Metabolite Initial Test Confirmation Test

|                               |      |      |
|-------------------------------|------|------|
| Marijuana metabolites         | 50   |      |
| Delta-9-tetrahydrocanna-      |      |      |
| Binol-9-carboxylic acid (THC) |      | 15   |
| Cocaine metabolites           | 300  | 150  |
| (Benzoylcegonine)             |      |      |
| Phencyclidine (PCP)           | 25   | 25   |
| Amphetamines                  | 1000 |      |
| Amphetamine                   |      | 500  |
| Methamphetamine               |      | 500* |

~~(\*Specimen must also contain amphetamine at a concentration greater than or equal to 200 ng/mL.)~~

|                         |      |      |
|-------------------------|------|------|
| Opiate metabolites      | 2000 |      |
| Codeine                 |      | 2000 |
| Morphine                |      | 2000 |
| 6-acetylmorphine (6-AM) |      | 10** |

~~(\*\*Test for 6-AM in the specimen. Conduct this test only when specimen contains morphine at a concentration greater than or equal to 2000 ng/mL.)~~

|         |               |               |
|---------|---------------|---------------|
| Alcohol | .02 or higher | .02 or higher |
|---------|---------------|---------------|



# POLICY

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### Commercial Driver's License Controlled Substance and Alcohol Use Testing

#### Testing Procedures

All testing for controlled ~~dangerous~~ substances will be conducted in accordance with 49 ~~CFR C.F.R.~~ Part 40, Subparts A, B, C, D, E, F, G, H and I. The district will only test for ~~the above stated five~~ drugs or classes of drugs in accordance with 49 ~~CFR C.F.R.~~ 40.85. Testing for alcohol will be conducted in accordance with 49 ~~CFR C.F.R.~~ Part 40, Subparts J, K, L, M and N.

#### Definitions

"Alcohol **use**" means the drinking or swallowing of any beverage, liquid mixture or preparation (including medication), containing alcohol.

"**Aliquot**" means a fractional part of a specimen used for testing. It is taken as a sample representing the whole specimen.

"Confirmatory ~~dDrug tFest~~" means a second analytical procedure performed on a ~~urine specimen~~ **an aliquot of the original specimen** to identify and quantify the presence of a specific drug or drug metabolite.

"Confirmed ~~dDrug tFest~~" means a confirmation drug test **result** received by a Medical Review Officer (MRO) from a ~~certified~~ laboratory.

"Controlled substances" means those substances identified in 49 ~~CFR C.F.R.~~ 40.85.

"CCF" means the Federal Drug Testing Custody and Control Form.

"Designated Employer Representative (**DER**)" is an employee of the district authorized to take immediate action(s) to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation processes. The ~~Designated Employer Representative (DER)~~ shall receive test results and other communications for the employer, consistent with the requirements of this ~~Ppolicy~~ and 49 ~~CFR C.F.R.~~ 40. Service agents cannot act as a DER.

"FMCSA" means Federal Motor Carrier Safety Administration.

"Initial ~~dDrug tFest~~ (also known as a "Screening drug test")" means the test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.



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### Commercial Driver's License Controlled Substance and Alcohol Use Testing

"Initial ~~specimen v~~Validity test Screening" means the first test used to determine if a **urine** specimen is adulterated, diluted, or substituted, or **invalid**.

"Medical Review Officer (**MRO**)" is a licensed physician responsible for receiving and reviewing laboratory results generated by the district's drug testing program and evaluating medical explanations for certain drug test results.

"Possess" **includes, but is not limited to**, means either in or on the driver's person, personal effects, motor vehicle, or areas substantially entrusted to the control of the driver.

"Service agent" is any person or entity, other than an employee of the Board, who provides services specified under 49 ~~CFR C.F.R.~~ 40 to the Board.

"Substance Abuse Professional (**SAP**)" is a person who evaluates employees who have violated a **Federal or State** drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare. ~~An individuals~~ permitted to act as a **SAP** substance-abuse professionals must possess the credentials as outlined in 49 ~~CFR C.F.R.~~ 40.281.

"Work Site" means any motor vehicle, office, building, yard, or other location at which the driver is to perform work, **or any other school district property or at any school district event.**

### Categories of Testing

For the purpose of this ~~Pp~~olicy, the occurrence of the following circumstances/instances shall require an employee to submit to a controlled substance and alcohol screening:

#### 1. Pre-Employment Testing

An individual who has applied for and has been selected to operate a Board vehicle shall, before beginning employment with the Board, submit to a controlled substance screening in conjunction with any required physical examination as per Policy No. 4160. Such screening shall be conducted in accordance with the procedures set forth in this ~~Pp~~olicy and 49 ~~CFR C.F.R.~~ 40. No individual receiving a positive confirmed test result will be employed by the Board.



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#### Commercial Driver's License Controlled Substance and Alcohol Use Testing

An employer is not required to administer a controlled substances test required by 49 CFR 382.301(a) if exception to the pre-employment screening may be made if the prospective employee:

- a. **The employee** ~~h~~Has participated in a controlled substances testing program that met the requirements of 49 CFR ~~C.F.R.~~ 382 et seq. within the previous thirty days; and
- b. **The employee** while participating in that program either:
  - (1) Was tested for controlled substances within the past six months (from the date of application **with the employer** ~~to the commission~~); or
  - (2) Participated in the random controlled substances testing program for the previous twelve months (from the date of application **with the employer** ~~to the commission~~); and
- c.(3) The DER must ensure that no prior employer, to the DER's knowledge, has records of a violation of a controlled substances testing program within the previous six months.

If an individual is so exempted, the ~~Designated Employer Representative (DER)~~ shall contact the alcohol and/or controlled substances testing programs in which the **individual driver** participated and **shall obtain and retain from the testing program(s)** the following information in accordance with 49 CFR ~~C.F.R.~~ 382.301(c):

- a. Name and address of the program;
- b. Verification of the **individual's driver's** participation;
- c. Verification that the program conforms to Federal guidelines;
- d. Verification the **individual driver** qualified **under the law** and did not refuse to be tested for controlled substances;



# POLICY

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### Commercial Driver's License Controlled Substance and Alcohol Use Testing

- e. The date the **individual** driver was last tested for controlled substances; and
- f. The results of any tests taken within the **previous** last six months and any other violations.

### ~~[Optional for Districts that Conduct Pre-Employment Alcohol Tests]~~

~~In accordance with 49 CFR C.F.R. 382.301(d), the commission Board will conduct pre-employment alcohol tests before the first performance of safety sensitive functions by a new covered employee or someone who has transferred to a position involving the performance of safety sensitive functions. The alcohol test will be conducted after making a contingent offer of employment or transfer, subject to the employee individual passing the pre-employment alcohol test. All alcohol testing will be completed in accordance with 49 CFR C.F.R. 40 et seq. An covered employee will:~~

### ~~[Select one of the following:~~

~~\_\_\_ not begin working unless the result of the test indicates an alcohol concentration of less than 0.04.~~

~~\_\_\_ not be offered employment and/or the transfer unless the result of the test indicates an alcohol concentration of less than 0.04.]~~

An **employee individual** who has applied for and has been selected to operate a Board vehicle or any existing employee transferring into a new position **requiring the employee** ~~now required~~ to operate a Board vehicle, shall submit a written consent authorizing the commission **Board** to obtain the following information from other employers who have employed the employee during any period during the two years before the date of the **employee's** individual's application date or transfer into the new position. The written consent from the **employee individual** will permit the Designated Employer Representative (DER) to obtain the following information from previous **Division of Transportation (DOT)**-regulated employers:



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#### Commercial Driver's License Controlled Substance and Alcohol Use Testing

- a. Alcohol tests with a result of 0.04 or higher alcohol concentration;
- b. Verified positive drug tests;
- c. Refusals to be tested (including verified adulterated or substituted drug test results);
- d. Other violations of DOT agency drug and alcohol testing regulations; and
- e. With respect to any employee who violated a DOT drug and alcohol regulation, documentation of the employee's successful completion of DOT return-to-duty requirements (including follow-up tests). If this information is not available from the previous employer, the DER must seek to obtain this information from the **employee individual**.

The DER will obtain and review this information before the employee first performs ~~any driving and/or~~ safety-sensitive functions. If this is not feasible, the DER will not permit the **employee individual** to **perform safety-sensitive functions** work after thirty days from the ~~individual's first date~~ **the employee first performed safety-sensitive functions, of employment in the position** unless the DER has obtained or made and documented a good faith effort to obtain this information.

#### 2. Random Testing

**Every A-covered** employee shall ~~be subject to~~ submit to **random** alcohol and controlled substance testing on an unannounced and random basis resulting from the selection by a random generation methodology in accordance with 49 **CFR** ~~C.F.R.~~ 383.305(i). Random testing will be spread reasonably throughout any given calendar year.



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### Commercial Driver's License Controlled Substance and Alcohol Use Testing

The minimum annual percentage rate for random alcohol testing shall be **ten percent** ~~10%~~ of the average number of drivers **positions**. The minimum **annual percentage** rate for of random controlled substances testing shall be **twenty-five percent** ~~50%~~ of the average number of drivers **positions**. These **minimum annual percentage** rates may be adjusted as determined by the FHWA (~~Federal Highway Administration~~) **FMCSA** Administrator in accordance with 49 **CFR** ~~C.F.R.~~ 382.305.

**Employees Drivers** shall only be random tested when performing safety-sensitive functions or immediately prior to or immediately following the performance of safety-sensitive functions.

#### 3. Post-Accident Testing

The involvement by an employee in a motor vehicle collision while operating a Board vehicle when such accident results in property damage or personal injury, may trigger a post-accident drug and alcohol test.

As soon as practical following an occurrence, the DER will require post-accident alcohol screening for each of the surviving drivers:

- a. Who was performing safety-sensitive functions with respect to a vehicle, if the accident involves the loss of human life; or
- b. Who receives a citation within eight hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:
  - (1) Bodily injury to any person; who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
  - (2) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.



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#### Commercial Driver's License Controlled Substance and Alcohol Use Testing

- c. If the alcohol test is not administered within two hours following the accident, the DER will prepare and maintain on file a record stating the reasons the test was not promptly administered. If the alcohol test is not administered within eight hours following the accident, the DER shall cease attempts to administer the alcohol test and shall prepare and maintain the same record. Records shall be submitted to the FMCSA upon request.

As soon as possible following an occurrence, the district will require post-accident controlled substance screening for each of the surviving drivers:

- a. Who was performing safety-sensitive functions with respect to a vehicle, if the accident involves the loss of human life; or
- b. Who receives a citation within thirty-two hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:
  - (1) Bodily injury to any person; who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
  - (2) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.
- c. If the controlled substance test is not administered within thirty-two hours following the accident, the DER shall cease attempts to administer the controlled substance test and shall prepare and maintain **on file a record stating the reasons the test was not promptly administered** ~~the same record~~. Records shall be submitted to the FMCSA upon request.



### SUPPORT STAFF MEMBERS

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### Commercial Driver's License Controlled Substance and Alcohol Use Testing

An **employee** ~~Drivers~~ who is subject to post-accident testing shall remain readily available for such testing or **may** be deemed by the **employer** to have refused to submit for testing. (An **employee** ~~driver~~ who is injured in an accident and requires medical care, shall submit to post-accident drug and controlled substance testing by the medical care facility providing the treatment or a designee of the Board if the facility is unable to provide the testing.) Nothing herein shall be construed to prevent the **employee** ~~driver~~ from leaving the scene of the accident for the period required to obtain necessary assistance or to obtain emergency medical care.

#### 4. Reasonable Suspicion Testing

The DER ~~may~~ **shall** require an **employee** ~~driver~~ to submit to an alcohol and/or controlled substance test when the **employee** ~~driver~~ is observed by a supervisor or school official who is trained in accordance with 49 **CFR** ~~C.F.R.~~ 382.603 and causes the observer to have reasonable suspicion to believe the **employee** ~~driver~~ has violated 49 **CFR** ~~C.F.R.~~ 382 et seq. Reasonable suspicion must exist to require the **employee** ~~driver~~ to undergo a test and must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the **employee** ~~driver~~. The observations may include indications of the chronic and withdrawal effects of controlled substances.

Reasonable suspicion alcohol testing is authorized only if the required observations are made during, just preceding, or just after the period of the work day the **employee** ~~driver~~ is required to be in compliance with the testing requirements of 49 **CFR** ~~C.F.R.~~ 382 et seq.

Reasonable suspicion testing may be required of an **employee** ~~driver~~ while the **employee** ~~driver~~ is performing, just before the **employee** ~~driver~~ will perform, or just after the **employee** ~~driver~~ has ceased performing safety-sensitive functions.



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### Commercial Driver's License Controlled Substance and Alcohol Use Testing

If the alcohol test is not administered within two hours following the determination a reasonable suspicion test is required, the DER will prepare and maintain on file a record stating the reasons the test was not promptly administered. If the alcohol test is not administered within eight hours following the determination, the DER shall cease attempts to administer the alcohol test and shall state in the record the reasons for not administering the test.

No **employee driver** shall report for duty or remain on duty requiring the performance of safety-sensitive functions while the **employee driver** is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol misuse. The **employee driver** will also not be able to perform or continue to perform safety-sensitive functions until an alcohol test is administered and the **employee's driver's** concentration measures less than 0.02 or twenty-four hours have elapsed following the determination that reasonable suspicion existed to require an alcohol test.

A written record of the observations leading to a reasonable suspicion test shall be made and signed by the supervisor and/or school official that made the observations. This record shall be made within twenty-four hours of the observed behavior or before the results of the test are released, whichever is earlier.

#### 5. Return to Duty Testing

The district is not required to return an employee to a safety-sensitive position upon receipt of a confirmed drug and/or alcohol test.

The ~~Designated Employer Representative (DER)~~ may recommend to the Superintendent of Schools the **employee's individual's** employment be terminated depending on the circumstances.



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#### Commercial Driver's License Controlled Substance and Alcohol Use Testing

In the event the DER does not recommend termination, the DER shall ensure that before an **employee driver** returns to duty requiring the performance of a safety-sensitive function, the **employee driver** shall undergo a return to duty alcohol test indicating a breath alcohol concentration of less than 0.02 and a controlled substances test with a result indicating a verified negative result for controlled substances use as required in 49 CFR ~~C.F.R.~~ 40.305.

**Employees Drivers** permitted to return to duty are required to take return-to-duty tests and shall be evaluated by a Substance Abuse Professional (SAP). These **employees individuals** must participate in an assistance program prescribed by the SAP and as required in 49 CFR ~~C.F.R.~~ 40 Subpart O.

The SAP will determine a written follow-up testing plan for any **employee individual** who has been permitted to return to work and has successfully complied with the SAP's recommendations for education and/or treatment. Such employees are subject to a minimum of six unannounced, follow-up drug screenings and alcohol tests over the following twelve months. The testing shall not exceed sixty **forty-eight additional** months. Alcohol follow-up testing shall be performed only when the **employee driver** is performing safety-sensitive functions or immediately prior to performing or immediately after performing safety-sensitive functions. All follow-up testing will be completed in accordance with 49 CFR ~~C.F.R.~~ 40.307. The SAP will comply with all reporting requirements of 49 CFR ~~C.F.R.~~ 40.311.

The Board shall make the ultimate determination to return or not return an employee to a safety-sensitive position subject to any collective bargaining agreements, if any, or other legal requirements.



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### Commercial Driver's License Controlled Substance and Alcohol Use Testing

#### Medical Review Officer (MRO) Notifications

The Board shall employ or contract with a **MRO** ~~medical review officer~~ who is a licensed physician (M.D. or D.O.) and shall designate the **MRO Medical Review Officer** as the individual responsible for receiving laboratory results generated by the testing program. The **MRO medical review official** shall have knowledge of **controlled** substances abuse disorders and have appropriate medical training to interpret and evaluate the **employee's individuals** confirmed **drug test results** ~~positive test~~ together with his/her medical history and other biomedical data. The **MRO Medical Review Officer** will perform all functions and responsibilities as required in 49 ~~CFR C.F.R.~~ **40.121** Subpart G.

#### Employer Notification

The **MRO Medical Review Officer** may report controlled substances test results to the DER by any means of communication; however, a signed, written notification must be forwarded within three business days of the completion of the **MRO's Medical Review Officer's** evaluation. The **MRO Medical Review Officer** must report all drug test results to the employer. The MRO may use a signed or stamped and dated legible photocopy of Copy 2 of the CCF to report test results or a written report that must include, at a minimum, the information required in 49 ~~CFR C.F.R.~~ 40.163.

#### Split Specimen Tests

Split specimen testing will be conducted in accordance with 49 ~~CFR C.F.R.~~ 40 Subpart H. **The MRO will notify the Superintendent of Schools or designee if split specimen testing is requested by the employee.** Under split-sample collection procedures, the driver has seventy-two hours from the time of notification of a positive result to request the MRO to order a test of the split specimen. If the driver does not request a split specimen test within seventy-two hours, the driver may present to the MRO information documenting that serious injury, illness, lack of actual notice of the verified test result, inability to contact the MRO, or other circumstances unavoidably prevented the individual from making a timely request.



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### Commercial Driver's License Controlled Substance and Alcohol Use Testing

~~If the split specimen is unavailable or appears insufficient, the laboratory will continue the testing process of the primary specimen as the laboratory would normally. The laboratory will report the results for the primary specimen without providing the MRO information regarding the unavailable split specimen. In the event the MRO requests the split specimen be forwarded to another laboratory, the laboratory will report to the MRO the split specimen is unavailable for testing and the laboratory will provide the MRO with as much information as possible about the cause of the unavailability.~~

#### Designated Collection Facility

The Board shall designate the facility to be used for the collection of the specimen; provided, however, that the designated facility shall possess all required licenses and permits. The collection site will take place in a facility meeting the requirements of 49 ~~CFR C.F.R.~~ 40 Subpart D. The DER will ensure the collection site meets the security requirements of 49 ~~CFR C.F.R.~~ 40.43.

#### Designated Screening Laboratory

The Board shall designate the laboratory to which collected fluid samples will be forwarded for drug/alcohol screening. Drug testing laboratories must be certified by the Department of Health and Human Services (HHS) under the National Laboratory Certification Program (NLCP) for all testing required under 49 ~~CFR C.F.R.~~ 40. The laboratory will perform all responsibilities as required in accordance with 49 ~~CFR C.F.R.~~ 40 Subpart F.

#### Specimens

The normal screening methodology for controlled substances shall be urinalysis, collected by a **trained** representative of the Board **with appropriate documentation** at a **site designated and approved by the Board** ~~designated-site~~. The presence of alcohol will be determined by an Alcohol Screening Device (ASD) or an Evidential Breath Testing Device administered by an individual certified in accordance with 49 ~~CFR C.F.R.~~ 40.211 and 49 ~~CFR C.F.R.~~ 40.213.



# POLICY

## MIDLAND PARK BOARD OF EDUCATION

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### Commercial Driver's **License** Controlled Substance and Alcohol Use Testing

#### Refusal to Submit

An **employee driver** will be deemed as refusing to take a drug test as described in 49 ~~CFR C.F.R.~~ 40.191. As per 49 ~~CFR C.F.R.~~ 40.191, an **employee individual** refuses to take a drug test if he/she:

1. Fails to appear for any test (except a pre-employment test) within a reasonable time, as determined by the DER, consistent with applicable DOT agency regulations, after being directed to do so by the DER;
2. Fails to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
3. Fails to provide a urine specimen for any drug test required by this **Ppolicy**. An employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
4. Fails to permit the observation or monitoring of providing a specimen in the case of a directly observed or monitored collection in a drug test;
5. Fails to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
6. Fails or declines to take an **additional drug second** test the DER or collector has directed the **employee individual** to take;
7. Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER under ~~See~~ 49 ~~CFR~~ 40.193(d). In the case of a pre-employment drug test, the **employee individual** is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment;



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### Commercial Driver's License Controlled Substance and Alcohol Use Testing

8. Fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, **fails to wash hands after being directed to do so by the collector**); or
9. ~~If the MRO reports the driver had a verified adulterated or substituted test result.~~
9. **Fails to follow the collection observer(s) instructions of which could be used to interfere with the collection process;**
10. **Possesses or wears a prosthetic or other device that could be used to interfere with the collection process; or**
11. **Admits to the collector or MRO he/she has adulterated or substituted the specimen.**

**If the MRO reports the employee had a verified adulterated or substituted test result, the result will be deemed refusal to take a drug test.**

If an **employee individual** refuses to participate in a part of the testing process, the collector or MRO, must terminate the portion of the testing process, document the refusal on the CCF (including in the case of the collector, printing the employee's name on Copy 2 of the CCF), immediately notify the DER by any means (e.g., telephone or secure fax machine) that ensures that the refusal notification is immediately received. A referral physician (e.g., physician evaluating a "shy bladder" condition or a claim of a legitimate medical explanation in a validity testing situation) must notify the MRO, who in turn will notify the DER. In addition, the collector must note the refusal in the "Remarks" line (Step 2), and sign and date the CCF. The MRO must note the refusal by checking the "~~R~~efused to Ttest because" box (Step 6) on Copy 2 of the CCF, and add the reason on the "Remarks" line. The MRO must then sign and date the CCF. When the **employee driver** refuses to take a non-DOT test or to sign a non-DOT form, the **employee driver** has not refused to take a DOT test. There are no consequences under DOT agency regulations for refusing to take a non-DOT test.



### SUPPORT STAFF MEMBERS

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### Commercial Driver's License Controlled Substance and Alcohol Use Testing

#### Record of Negative Screening

An employee required to submit to an alcohol and/or controlled substance screening as provided in this Policy and whose screening results are negative may, at their option, have their personnel file documented to reflect the negative result.

#### Prescription Drugs

All bus drivers shall notify the DER of the use of any prescription drugs. The Board may require certification from the prescribing physician that the use of the prescription drug will not have an adverse affect on the driver's ability to properly perform safety-sensitive functions.

#### Consequences to **Employees Drivers** Engaging in Prohibited Conduct

An employee whose screening produces a positive result for a prohibited substance **who is permitted to return to work:**

1. Shall not be permitted to perform safety-sensitive functions;
2. Shall be advised by the DER of resources available to them in evaluating and resolving problems associated with the misuse of alcohol or the use of controlled substances;
3. Shall be evaluated by a **SAP substance abuse professional** who shall determine what assistance, if any, is needed to resolve problems with alcohol or controlled substance use;
4. Undergo, before returning to duty, a return to duty alcohol test indicating a breath level of less than 0.02 if the conduct involved alcohol or a controlled substance test with a verified negative result;
5. If assistance was required, the employee must be evaluated by a **SAP substance abuse professional** to determine that the **employee driver** has followed the rehabilitation program prescribed;
6. Be subject to unannounced follow-up alcohol and/or controlled substance abuse testing;
7. Be subject to the disciplinary Policy and Regulations of the Board.



### SUPPORT STAFF MEMBERS

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### Commercial Driver's **License** Controlled Substance and Alcohol Use Testing

#### Return-to-Work Agreement

An employee who has **been permitted to** returned to work and who fails to comply with any of the terms of a **Return to Work Agreement, if provided at the employer's discretion, the return to Work Agreement** shall be subject to **disciplinary action which may include** termination.

#### Maintenance and Retention of Records

The DER shall maintain and retain all records as required by Federal regulation. Records shall include at least the following:

1. Records Related to the Collection Process
  - a. Collection logbooks (if used);
  - b. Documents related to the random selection process;
  - c. Calibration documentation for Evidential Breath Testing Devices (EBT's);
  - d. Documentation of Breath Alcohol Technician (BAT) training;
  - e. Documentation of reasoning for reasonable suspicion testing;
  - f. Documentation of reasoning for post-accident testing;
  - g. Documents verifying a medical explanation for the inability to provide adequate breath or urine for testing; and
  - h. Consolidated annual calendar year summaries.
2. Records Related to the **Employee's** ~~Driver's~~ Test Results
  - a. Employer's copy of the alcohol test form, including results;
  - b. Employer's copy of the **drug controlled substance** test chain of custody and control form;
  - c. Documents sent to the employer by the **MRO** Medical ~~Review Officer~~;



### SUPPORT STAFF MEMBERS

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### Commercial Driver's **License** Controlled Substance and Alcohol Use Testing

- d. Documentation of any **employee's driver's** refusal to submit to a required alcohol or controlled substance test; and
- e. Documents provided by an **employee driver** to dispute results of test.
- 3. Documentation of any Other Violations of Controlled Substance Use or Alcohol Misuse **Policies Rules**
- 4. Records Related to Evaluations and Training
  - a. Records pertaining to ~~the Substance Abuse Professional's (SAP's)~~ determination of **an employee's driver's** need for assistance;
  - b. Records concerning an **employee's driver's** compliance with ~~the~~ SAP's recommendations, and records related to education and training;
  - c. Materials on drug and alcohol awareness, including a copy of the employer's policy on drug use and alcohol misuse;
  - d. Documentation of compliance with ~~the~~ requirement to provide **employees drivers** with educational material, including **an employee's driver's** signed receipt of materials;
  - e. Documentation of supervisor training; and
  - f. Certification that training conducted under this **Policy rule** complies with all requirements of the **Policy rule**.
- 5. Records Related to Drug Testing
  - a. Agreements with collection site facilities, laboratories, ~~MROs, Medical Review Officers (MRO's)~~ and consortia;
  - b. Names and positions of officials and their role in the employer's alcohol and controlled substance testing program;
  - c. Monthly statistical summaries of urinalysis; and
  - d. The employer's drug testing policy and procedures.



# POLICY

## MIDLAND PARK BOARD OF EDUCATION

### SUPPORT STAFF MEMBERS

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### Commercial Driver's License Controlled Substance and Alcohol Use Testing

#### 6. Required Period of Retention

| Document to be maintained                                                                                                                                                                               | Period required to be maintained |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Alcohol test results indicating a breath alcohol concentration of 0.02 or greater                                                                                                                       | 5 Years                          |
| Verified positive controlled substance test results                                                                                                                                                     | 5 Years                          |
| <b>Documentation of Refusals to submit to required alcohol or controlled substance tests (including substituted or adulterated test results)</b>                                                        | 5 Years                          |
| <b>Required Calibration documentation of Evidential Breath Testing Devices (EBT's)</b>                                                                                                                  | 5 Years                          |
| <b>Records related to the administration of the alcohol and controlled substances testing program, including records of all driver violations All follow-up tests and schedules for follow-up tests</b> | 5 Years                          |
| <b>Driver Substance Abuse Professional's (SAP's) evaluations and referrals</b>                                                                                                                          | 5 Years                          |
| <b>A copy of each Annual calendar year summary</b>                                                                                                                                                      | 5 Years                          |
| <b>Records obtained from previous employers concerning alcohol and drug testing</b>                                                                                                                     | 3 Years                          |
| <b>Records related to the alcohol and controlled substances collection process (except calibration of evidential breath testing devices) and required training</b>                                      | 2 Years                          |



### SUPPORT STAFF MEMBERS

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### Commercial Driver's License Controlled Substance and Alcohol Use Testing

| Document to be maintained                                                                                                                                                                                                                                                                                      | Period required to be maintained |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>Records related to n</b> Negative and canceled controlled substance test results                                                                                                                                                                                                                            | 1 Year                           |
| Alcohol test results indicating a breath alcohol concentration less than 0.02                                                                                                                                                                                                                                  | 1 Year                           |
| <del>Records obtained from previous employers concerning alcohol and drug testing</del>                                                                                                                                                                                                                        | <del>3 Years</del>               |
| <b>Records related to the education and training of breath alcohol technicians, screening test technicians, supervisors, and drivers shall be maintained by the employer while the individual performs the functions which require the training and for two years after ceasing to perform those functions</b> | <b>Indefinite time period</b>    |

**Other specific types of records shall be maintained in accordance with 49 CFR 382.401.**

#### 7. Location of Records

All required records shall be maintained in accordance with Policy No. 8320. Records shall be made available for inspection at the Board Offices within two business days after a request has been made by an authorized representative of the Federal Highway Administration FMCSA.



### SUPPORT STAFF MEMBERS

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### Commercial Driver's License Controlled Substance and Alcohol Use Testing

#### 8. Annual Calendar Year Summary

The DER shall prepare and maintain an annual calendar year summary of the results of its alcohol and substance abuse testing programs. The summary shall be completed no later than March 15 of each year covering the previous calendar year. The DER upon request of the **FMCSA** ~~Federal Highway Administration (FHWA)~~ will provide the annual summary to that agency in the required format.

#### 9. Employee Information Program

The Board will provide an employee information program. The DER will be responsible for implementing the program and shall ensure that each **employee driver** receives information in the manner specified below:

- a. By receiving a copy of this ~~Pp~~olicy and any subsequent revisions.
- b. ~~Through attendance at a meeting~~ **The DER will provide written notice to employees of the following information at which a detailed discussion of the following is conducted:**
  - (1) The identity of the person designated by the employer to answer **employee driver** questions about the materials;
  - (2) Which **employees drivers** are subject to the alcohol misuse and controlled substance requirements;
  - (3) Explanation of what constitutes a safety-sensitive function, so as to make clear what period of the workday the **employee driver** is required to be in compliance;
  - (4) Specific information concerning **employee driver** conduct that is prohibited;



# POLICY

## MIDLAND PARK BOARD OF EDUCATION

### SUPPORT STAFF MEMBERS

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#### Commercial Driver's **License** Controlled Substance and Alcohol Use Testing

- (5) The circumstances under which an **employee driver** will be tested for alcohol and/or controlled substances;
- (6) The procedures that will be used to test for the presence of alcohol and controlled substances;
- (7) The requirement that an **employee driver** submit to alcohol and controlled substance tests;
- (8) An explanation of what constitutes a refusal to submit to an alcohol or controlled substance test;
- (9) The consequences for **employees drivers** found to have violated the prohibitions of this **Policy rule**, including the immediate removal of the **employee driver** from safety-sensitive functions;
- (10) The consequences for **employees drivers** found to have an alcohol concentration level of 0.02 or greater but less than 0.04;
- (11) Information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life. Signs and symptoms of an alcohol or controlled substances problem, and available methods of intervening when an alcohol or a control substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.

Omnibus Transportation **Employee Testing** Act of 1991

49 **CFR C.F.R.** 40 et seq.

49 **CFR C.F.R.** 382 et seq.

49 **CFR C.F.R.** 395.2

Adopted: 7 October 2003

Revised: February 2019



Feb. 26, 2019

# POLICY

## MIDLAND PARK BOARD OF EDUCATION

### STUDENTS

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Eligibility of Resident/Nonresident Students

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#### 5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

The Board of Education shall admit to its schools, free of charge, persons over five and under twenty years of age, pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education.

##### Eligibility to Attend School

The Board shall admit students eligible to attend school free of charge that are domiciled within the district as defined in N.J.A.C. 6A:22-3.1.

A child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in a time of war or national emergency shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 18A:38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.

The Board shall also admit any student that is kept in the home of a person other than the student's parent or guardian, where the person is domiciled in the school district and is supporting the student without remuneration as if the student were his or her own child in accordance with N.J.A.C. 6A:22-3.2. A student is only eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 if the student's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and the student is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the student must file, if so required by the Board of Education, a sworn statement that he or she: is domiciled within the school district; is supporting the child without remuneration and intends to do so for a time longer than the school term; will assume all personal obligations for the student relative to school requirements; and provides a copy of his or her lease if a



### STUDENTS

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#### Eligibility of Resident/Nonresident Students

tenant, a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner. Pursuant to N.J.S.A. 18A:38-1.c, any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly persons offense.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.b if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year during which the parent or guardian returns from active military duty.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.d if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere. When required by the Board of Education, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of a student attending the school district of temporary residence. When one of a student's parents or guardians temporarily resides in the school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with the criteria of N.J.A.C. 6A:22-3.1(a)1.i.

A student is eligible to attend this school district free of charge:

1. If the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 - Education of Homeless Children;
2. If the student is placed by court order or by a society, agency, or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2;



### STUDENTS

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#### Eligibility of Resident/Nonresident Students

3. If the student previously resided in the school district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the school district, pursuant to N.J.S.A. 18A:38-3.b. The school district shall not be obligated for transportation costs; and
4. If the student resides on Federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.

Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other law, rule, or regulation to the contrary, a student who moves out of the school district as a result of domestic violence, sexual abuse, or other family crises shall be permitted to remain enrolled in the school district for the remainder of the school year in pursuant to N.J.S.A. 18A:38-1.1 and in accordance with the provisions of N.J.A.C. 6A:22-3.2(h). If the student remains enrolled in the school district for the remainder of the school year, the school district shall provide transportation services to the student, provided the student lives remote from school, and the State shall reimburse the school district for the cost of the transportation services. Nothing in N.J.S.A. 18A:38-1.1 shall be construed to affect the rights of homeless students pursuant to N.J.S.A. 18A:7B-12, N.J.S.A. 18A:7B-12.1, or any other applicable State or Federal law.

A student's eligibility to attend this school shall not be affected by the physical condition of an applicant's housing or his or her compliance with local housing ordinances or terms of lease.

Except as set forth in N.J.A.C. 6A:22-3.3(b)1, immigration/visa status shall not affect eligibility to attend school and the school district shall not condition enrollment in the school district on immigration status. A student's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111.

#### Proof of Eligibility

The Board of Education shall accept a combination of forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.A.C. 6A:22-3.4. The Board of Education shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form or subset of documents without regard to other evidence presented.



### STUDENTS

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#### Eligibility of Resident/Nonresident Students

The Board of Education shall not condition enrollment on the receipt of information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school as outlined in N.J.A.C. 6A:22-3.4(d). The Board of Education may consider, in a manner consistent with Federal law, documents or information referenced in N.J.A.C. 6A:22-3.4(d) or pertinent parts thereof if voluntarily disclosed by the applicant. The Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment. However, in the case of a dispute between the school district and the parent or guardian of a student in regard to the student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district **in accordance with the provisions of N.J.S.A. 18A:38-1.3.**

#### Registration Forms and Procedures for Initial Assessment

Registration and initial determinations of eligibility will be in accordance with N.J.A.C. 6A:22-4.1. The Board of Education shall use Commissioner-provided registration forms or locally developed forms that are consistent with the forms provided by the Commissioner. A district-level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.

Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2.

When a student appears ineligible based on the information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the district's determination and an intent to appeal to the Commissioner of Education. An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed, without a hearing before the Board, if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.



### STUDENTS

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#### Eligibility of Resident/Nonresident Students

When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws. When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a potential instance of "neglect" for the purposes of ensuring compliance with compulsory education law, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the parent/guardian/resident, and the student's address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.

Enrollment or attendance at the school shall not be conditioned on advance payment of tuition when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2, Education of Homeless Children. Enrollment or attendance in the school district shall not be denied based upon the absence of the certified copy of the student's birth certificate or other proof of a student's identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.

Enrollment in the school district shall not be denied based upon absence of student medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.

When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised the student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.



### STUDENTS

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#### Eligibility of Resident/Nonresident Students

##### Notice of Ineligibility

When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22 or the student's initial application is found to be deficient upon subsequent review or investigation, the school district immediately shall provide to the applicant notice that is consistent with Commissioner-provided sample form(s) and meets requirements of N.J.A.C. 6A:22-4 et seq. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside. Notices of ineligibility shall include information as outlined in N.J.A.C. 6A:22-4.2.

##### Removal of Currently Enrolled Students

Nothing in N.J.A.C. 6A:22 et seq. and this Policy shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.

When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal in accordance with the provisions of N.J.A.C. 6A:22-4.3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student" (as defined in N.J.A.C. 6A:22-1.2) has been informed of his or her entitlement to a hearing before the Board of Education. Once the hearing is held, or if the parent, guardian, adult student or resident keeping an "affidavit student", does not respond within the designated time frame to the Superintendent's notice or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board or a Board Committee, at the discretion of the full Board. If the hearing(s) is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. No student may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.



### STUDENTS

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#### Eligibility of Resident/Nonresident Students

##### Appeal to the Commissioner

An applicant may appeal to the Commissioner of Education the school district's determination that a student is ineligible to attend its schools. Appeals shall be initiated by petition which shall be filed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 and shall proceed as a contested case pursuant to N.J.A.C. 6A:3. Pursuant to N.J.S.A. 18A:38-1.b(1), appeals of "affidavit student" eligibility determinations shall be filed by the resident keeping the student.

##### Assessment and Calculation of Tuition

If no appeal to the Commissioner is filed following notice of an ineligibility determination, the Board of Education may assess tuition, for up to one year of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner. Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 et seq. If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.

If an appeal to the Commissioner is filed and the petitioner does not sustain the burden of demonstrating the student's right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition in accordance with the provisions of N.J.A.C. 6A:22-6.2(a). Upon the Commissioner's finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition in accordance with N.J.A.C. 6A:22-6.2.

##### Nonresident Students

The admission of a nonresident student to school free of charge must be approved by the Board. No student otherwise eligible shall be denied admission on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The continued enrollment of any nonresident student shall be contingent upon the student's maintenance of good standards of citizenship and discipline.



### STUDENTS

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#### Eligibility of Resident/Nonresident Students

##### Children Who Anticipate Moving to or from the District

A nonresident student otherwise eligible for attendance whose parent or guardian anticipates school district residency and has entered a contract to buy, build, or rent a residence in this school district may be enrolled without payment of tuition for a period of time not greater than four weeks prior to the anticipated date of residency. If any such student does not become a resident of the school district within six weeks after admission to school, tuition will be charged for attendance commencing the beginning of the seventh week and until such time as the student becomes a resident or withdraws from school.

Students whose parent or guardian have moved away from the school district on or after February 1st and twelfth grade students whose parent or guardian have moved away from the school district on or after the last day of school will be permitted to finish the school year in this school district. There will be a \$100 monthly charge assessed in such situations to help cover the consumable costs associated with the student's continued attendance.

##### Children of District Employees

~~Children of Board of Education employees who do not reside in this school district may be admitted to school in this district \_\_\_\_\_ (with or without) payment of tuition, provided that the educational program of such children can be provided within school district facilities.]~~

When a full-time district employee applies to the Midland Park Public Schools to enroll his or her nonresident child in the Midland Park Public School District, it is understood that the tuition expenses will be established at a rate of fifty percent of the per pupil cost of the school in which the child is applying to attend. Non-resident children of full-time district employees enrolled in the district by February 1, 2018 will not be bound by the new tuition rate. The grandfathered provision of this policy will also apply to any siblings of non-resident children of full-time district employees enrolled in the district by February 1, 2018.

It is further understood that the full-time district employee will execute a contract with the district for this purpose within thirty days from the date the child shall begin attending school within the district.



### STUDENTS

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#### Eligibility of Resident/Nonresident Students

It is further understood that the transportation of the student will be the responsibility of the full-time district employee. The full-time district employee will also be responsible for the supervision of her or her child at all times, except when the child is assigned to another member of the staff. The school Board reserves the right to discontinue this contract at the end of each school year.

Admission of children of nonresident full-time district employees of the Board shall be subject to availability of space and approval of the Board for each applicant. The district will require the payment or reimbursement of any expenses the district incurs for any educational program expenses that are required for the child's education, in addition to the programs provided to general education students.

Continued enrollment in the district is subject to annual Board approval and subject to the availability of space and appropriate discipline and attendance of the child.

In the event of the death of the Board of Education employee, parent of the nonresident child, the admission of the nonresident child shall be grandfathered as long as the family wishes. Continued enrollment of the child will remain subject to annual Board approval, availability of space, and appropriate discipline and attendance of the child.

#### Other Nonresident Students

Other nonresident students, otherwise eligible for attendance may be admitted to this school district with payment of tuition and Board approval.

#### F-1 Visa Students

##### [Option – Select One Option]

\_\_\_\_\_ **F-1 Visa students will not be admitted to this school district.**

\_\_\_\_\_ **The school district will permit the attendance of F-1 Visa students into the school district only with the payment of full tuition and a signed tuition contract. The district may require advance payment of full**



# POLICY

## MIDLAND PARK BOARD OF EDUCATION

### STUDENTS

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#### Eligibility of Resident/Nonresident Students

tuition before providing the requested I-20 Form, in accordance with the provisions of Federal regulation 8 CFR 214.3. An F-1 Visa is granted to a foreign student through an application process that must include, but is not limited to, signed approval by the receiving school district exhibiting the receiving school district will accept the foreign student for enrollment and the foreign student's proof of financial means to pay the full tuition to the receiving school district for the academic year.]

N.J.S.A. 18A:38-1 et seq.; 18A:38-3; 18A:38-3.1

N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-1.1 et seq.

**8 CFR 214.3**

Adopted: 7 October 2003

Revised: 21 August 2007

21 October 2008

14 April 2009

23 February 2010

20 November 2012

28 January 2014

3 February 2015

19 April 2016

17 July 2018

February 2019



Feb. 26, 2019

# POLICY

## MIDLAND PARK BOARD OF EDUCATION

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5330.04/page 1 of 3

Administering an Opioid Antidote

M

### 5330.04 ADMINISTERING AN OPIOID ANTIDOTE

N.J.S.A. 18A:40-12.24.a requires schools to adopt a Policy for the emergency administration of an opioid antidote to a student, staff member, or other person who is experiencing an opioid overdose.

N.J.S.A. 18A:40-12.24.a.(1) requires schools with any of the grades nine through twelve to comply with the provisions of the law.

**~~[Option – Extend Provisions of N.J.S.A. 18A:40-12.23 et seq. to Schools with Other Grades~~**

~~and permits schools with students in other grades to comply with the provisions of N.J.S.A. 18A:40-12.24.a.(1). Therefore, the Board extends the provisions of N.J.S.A. 18A:40-12.23 through 12.27 to schools with any of the grades \_\_\_\_\_ through \_\_\_\_\_.]~~

N.J.S.A. 18A:40-12.24 requires a school to obtain a standing order for opioid antidotes pursuant to the “Overdose Prevention Act” - N.J.S.A. 24:6J-1 et seq. The school shall maintain a supply of opioid antidotes under the standing order in a secure, but unlocked and easily accessible location. The opioid antidotes shall be accessible in the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building. **~~[Option – The Board may, in its discretion, make an opioid antidote accessible during school-sponsored functions that take place off school grounds.]~~**

The school nurse and a designated employee who volunteers to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c. are required to be trained for the administration of an opioid antidote in accordance with N.J.S.A. 18A:40-12.25.b. The school nurse or a designated employee who volunteers to administer an opioid antidote shall be promptly available on site at the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building at any time.



### STUDENTS

5330.04/page 2 of 3

#### Administering an Opioid Antidote

N.J.S.A. 18A:40-12.24 permits the school nurse or a designated trained employee to administer an opioid antidote to any person whom the nurse or the trained designated employee who in good faith believes is experiencing an opioid overdose.

An overdose victim shall be transported to a hospital emergency room by emergency medical responders after the administration of an opioid antidote, even if the person's symptoms appear to have resolved.

In accordance with N.J.S.A. 24:6J-4.a.(1)(f), a prescriber or other health care practitioner, as appropriate, may prescribe or dispense an opioid antidote directly or through a standing order to a school, school district, or school nurse. In accordance with N.J.S.A. 24:6J-4.a.(2)(c), whenever the law expressly authorizes or requires a school or school district to obtain a standing order for opioid antidotes, the school nurse(s) employed or engaged by the school or school district shall be presumed by the prescribing or dispensing health care practitioner to be capable of administering the opioid antidote, consistent with the express statutory requirement.

Notwithstanding the provisions of N.J.S.A. 24:6J-4.a.(3)(b) to the contrary, if the law expressly authorizes or requires a school, school district, or school nurse to administer or dispense opioid antidotes pursuant to a standing order under N.J.S.A. 24:6J-4 et seq., the standing order issued shall be deemed to grant the authority specified by the law, even if such authority is not specifically indicated on the face of the standing order.

In accordance with the provisions of N.J.S.A. 18A:40-12.26, no school employee, including a school nurse or any other officer or agent of a Board of Education or charter school, or a prescriber of opioid antidotes for a school through a standing order, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.23 et seq. Good faith shall not include willful misconduct, gross negligence, or recklessness.

Any school, school district, school nurse, school employee, or any other officer or agent of a Board of Education or charter school who administers or permits the administration of an opioid antidote in good faith in accordance with the provisions of N.J.S.A. 18A:40-12.24 and pursuant to a standing order issued under N.J.S.A. 24:6J-4 shall not, as a result of any acts or omissions, be subject to any criminal or civil liability or any disciplinary action for administering, or permitting the administration of, the opioid antidote in accordance with N.J.S.A. 24:6J-1 et seq.



### STUDENTS

5330.04/page 3 of 3

#### Administering an Opioid Antidote

Notwithstanding the provisions of any law, rule, regulation, ordinance, or institutional or organizational directive to the contrary, any person or entity authorized to administer an opioid antidote pursuant to N.J.S.A. 24:6J-4, may administer to an overdose victim, with full immunity: a single dose of any type of opioid antidote that has been approved by the United States Food and Drug Administration for use in the treatment of opioid overdoses; and up to three doses of an opioid antidote that is administered through an intranasal application, or through an intramuscular auto-injector, as may be necessary to revive the overdose victim. Prior consultation with, or approval by, a third-party physician or other medical personnel shall not be required before an authorized person or entity may administer up to three doses of an opioid antidote, as provided in N.J.S.A. 24:6J-4, to the same overdose victim.

A school district may enter into a shared services arrangement with another school district for the provision of opioid antidotes pursuant to N.J.S.A. 18A:40-12.27 if the arrangement will result in cost savings for the districts.

This Policy and Regulation 5330.04 shall be reviewed and approved by the school physician prior to Board adoption and whenever this Policy is revised. This Policy shall be made available to school staff members, parents, and students in handbooks, on the school district's website, or through any other appropriate means of publication.

N.J.S.A.18A:40-12.23; 18A:40-12.24; 18A:40:12-25; 18A:40-12.26;  
18A:40-12.27

N.J.S.A. 24:6J-1 et seq.

Adopted: 16 May 2017

Revised: February 2019



Feb. 26, 2019

## MIDLAND PARK

## BOARD OF EDUCATION

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Student Discipline/Code of Conduct

M

# POLICY

## 5600 STUDENT DISCIPLINE/CODE OF CONDUCT

The Board of Education adopts this Student Discipline/Code of Conduct Policy to establish standards, policies, and procedures for positive student development and student behavioral expectations on school grounds and, as appropriate, for conduct away from school grounds. Every student enrolled in this district shall observe promulgated rules and regulations and the discipline imposed for infraction of those rules.

The Superintendent of Schools will establish a process for the annual review and update of the district's Student Discipline/Code of Conduct Policy and Regulation that may involve a committee of parents, students, and community members that represent, where possible, the composition of the district's schools and community. The Superintendent will report to the Board the process used for the annual review of this Policy and Regulation and will recommend to the Board updates, if any, to the Student Discipline/Code of Conduct Policy and Regulation.

The Student Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, students, and parents. The Board of Education shall provide to all employees annual training on the Student Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of student conduct that violates the district's Policy and Regulation. Information on the Student Discipline/Code of Conduct Policy and Regulation shall be incorporated into the orientation for new employees.

The Board provides for the district's Student Discipline/Code of Conduct's equitable application. Student discipline and the Code of Student Conduct will be applied without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical or sensory disability; or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5.-1 et seq.

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. §1400 et seq., the Individuals with Disabilities Education Improvement Act and accommodation plans under 29 U.S.C. §§ 794 and 705(20), the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.



### STUDENTS

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#### Student Discipline/Code of Conduct

The Student Discipline/Code of Conduct is established for the purposes outlined in N.J.A.C. 6A:16-7.1(b).

Policy and Regulation 5600 include a description of student responsibilities that include expectations for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 123.1; a description of behaviors that will result in suspension or expulsion, pursuant to N.J.S.A. 18A:37-2; and a description of student rights pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii.

The Board of Education approves the use of comprehensive behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports include, but are not limited to, positive reinforcement for good conduct and academic success including the programs that honor and reward student conduct and academic achievement; supportive intervention and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the behavior's nature, the students' developmental ages and the students' histories of problem behaviors and performance; and for students with disabilities, the behavior interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

Policy and Regulation 5600 include a description of school responses to violations of behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5.

Students are required to be in compliance with Policy and Regulation 5200 – Attendance pursuant to N.J.A.C. 6A:16-7.6 and Policy and Regulation 5512 – Harassment, Intimidation, and Bullying pursuant to N.J.A.C. 6A:16-7.7.

The Building Principal shall maintain a current list of community-based health and social service provider agencies available to support a student and the student's family, as appropriate, and a list of legal resources available to serve the community.



### STUDENTS

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#### Student Discipline/Code of Conduct

The Building Principal or designee shall have the authority to assign discipline to students. School authorities also have the right to impose a consequence on a student for conduct away from school grounds that is consistent with the district's Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.5. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences pursuant to N.J.A.C. 6A:16-7.5 shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.4. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

Consequences and appropriate remedial action for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are listed in Policy 5512 – Harassment, Intimidation, and Bullying. Consequences for a student who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance, and shall be consistent with this Policy and the school district's Student Discipline/Code of Conduct Policy pursuant to N.J.A.C. 6A:16-7.1. Remedial measures for one or more acts of harassment, intimidation, or bullying shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

Consequences and remedial measures to address acts or incidents of dating violence at school shall be consistent with the school district's Student Discipline/Code of Conduct Policy. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are included in Policy and Regulation 5519 – Dating Violence at School and shall be used to address the act or incident as well as serve as remediation, intervention,



### STUDENTS

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#### Student Discipline/Code of Conduct

education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and aggressor have been involved. Consequences for acts or incidents of dating violence at school may range from admonishment to suspension or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident. Remedial measures/interventions for acts or incidents of dating violence at school may include, but are not limited to: parent conferences, student counseling (all students involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive student interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

**The Board of Education may deny participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment, in accordance with N.J.A.C. 6A:16-7.1(d).**

Any student to be disciplined shall be provided the due process procedures for students and their families as set forth in Policy and Regulation 5600 and N.J.A.C. 6A:16-7.2 through 7.4.

In accordance with the provisions of N.J.A.C. 6A:16-7.9~~8~~, when a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information, Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a) and N.J.A.C. 6A:32-7.5.

The Superintendent may be required to submit a report annually to the New Jersey Department of Education on student conduct, including all student suspensions and expulsions, and the implementation of the Student Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education. The Superintendent shall report to the Commissioner of Education each incident of violence, including harassment, intimidation, and bullying, vandalism, and alcohol and other drug offenses,



# POLICY

## MIDLAND PARK BOARD OF EDUCATION

STUDENTS

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Student Discipline/Code of Conduct

pursuant to N.J.A.C. 6A:16-4.3, in the school district utilizing the ~~Electronic Violence and Vandalism Reporting System~~ **Student Safety Data System (SSDS)**, pursuant to N.J.A.C. 6A:16-5.3.

N.J.S.A. 18A:6-1; 18A:36-25.1; 18A:25-2; 18A:36-19a;  
18A:37-1 et seq.; 18A:37-13.1 et seq.  
N.J.A.C. 6A:16-7.1 et seq.; 6A:14-1.1 et seq.

Adopted: 7 October 2003

Revised: 16 October 2007

23 August 2011

22 May 2012

18 November 2014

February 2019



Feb. 26, 2019

# POLICY

## MIDLAND PARK BOARD OF EDUCATION

### STUDENTS

5611/page 1 of 2

Removal of Students for Firearms Offenses

M

#### 5611 REMOVAL OF STUDENTS FOR FIREARMS OFFENSES

The Board of Education is committed to providing a safe and secure school environment to all students attending the public schools. To provide this environment, the Board of Education will implement policies and procedures regarding student offenses involving firearms, as defined in N.J.S.A. 2C:39-1(f) and 18 U.S.C. §921, pursuant to The Zero Tolerance For Guns Act, N.J.S.A. 18A:37-7 through N.J.S.A. 37-12.

Policy and Regulation 5611 shall apply to a student who is convicted or adjudicated delinquent for possession of a firearm on school grounds, convicted or adjudicated delinquent for committing a crime while in possession of a firearm on school grounds, or found knowingly in possession of a firearm on school grounds. A student, other than a student with a disability, convicted or adjudicated delinquent for these firearm offenses shall be immediately removed from the school's general education program for a period of not less than one calendar year and placed in an alternative education program according to the requirements of N.J.A.C. 6A:16-9.1 et seq. **The Superintendent may modify on a case-by-case basis the removal of a general education student in accordance with N.J.A.C. 6A:16-5.5(b)1.** A student with a disability convicted or adjudicated delinquent for these firearm offenses shall be immediately removed in accordance with the provisions of N.J.A.C. 6A:14 and applicable Federal regulations and shall receive a placement in accordance with N.J.A.C. 6A:14.

The Principal or designee shall remove the student in accordance with the requirements outlined in N.J.A.C. 6A:16-5.5(d), which includes notifying the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

If it is found that the removed student did not commit these firearm offenses, the student shall be immediately returned to the program from which he or she was removed.



# POLICY

## MIDLAND PARK BOARD OF EDUCATION

### STUDENTS

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#### Removal of Students for Firearms Offenses

The Superintendent shall make the final determination on whether the general education student removed in accordance with the requirements of N.J.A.C. 6A:16-5.5 and this Policy is prepared to return to the general education program or will remain in an alternative education program, pursuant to N.J.A.C. 6A:16-9.1 **et seq.**, or receive home or other out-of-school instruction, pursuant to N.J.A.C. 6A:16-10 based on the criteria outlined in N.J.A.C. 6A:16-5.5(i).

If a student, other than a student with a disability, is removed from the general education program pursuant to N.J.A.C. 6A:16-5.5 and this Policy, and a placement in an alternative education program is not available, the general education student shall be provided home or other out-of-school instruction according to N.J.A.C. 6A:16-10.2 until placement is available.

The Superintendent of Schools biannually shall submit to the Commissioner of Education a report on each incident under N.J.A.C. 6A:16-5.5 utilizing the ~~Electronic Violence and Vandalism Reporting System~~ **Student Safety Data System (SSDS)**, pursuant to N.J.A.C. 6A:16-5.3(d)1.

This Policy and Regulation 5611, implementing the requirements of N.J.A.C. 6A:16-5.5, shall be annually disseminated to all school staff, students, and parents.

N.J.S.A. 18A:37-1 et seq.

N.J.A.C. 6A:14-2.8 et seq.; 6A:16-5.5; 6A:16-6.1 et seq.; 6A:16-7.1 et seq.;  
6A:16-8.1 et seq.; 6A:16-9.1 et seq.; 6A:16-10.2

Adopted: 7 October 2003  
Revised: 19 August 2014  
February 2019



Feb. 26, 2019

# POLICY

## MIDLAND PARK BOARD OF EDUCATION

STUDENTS

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Assaults on District Board of Education

Members or Employees

M

### 5612 ASSAULTS ON DISTRICT BOARD OF EDUCATION MEMBERS OR EMPLOYEES

Any student who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, not involving the use of a weapon or firearm, upon a teacher, administrator, other school district employee, or Board member acting in the performance of his or her duties and in a situation where his or her authority to act is apparent, or as a result of the victim's relationship to the school district, shall be immediately removed from school pursuant to N.J.S.A. 18A:37-2.1 and N.J.A.C. 6A:16-5.7.

A student, other than a student with a disability, who commits an assault as defined in N.J.S.A. 2C:12-1(a)1, shall be immediately removed from school consistent with due process procedures, pending a hearing pursuant to N.J.A.C. 6A:16-7.2 through 7.5. Nothing in N.J.S.A. 18A:37-2.1 or N.J.A.C. 6A:16-5.7 shall be construed as prohibiting the expulsion of a general education student. A student with a disability who commits an assault as defined in this Policy, shall be removed in accordance with N.J.A.C. 6A:14 and due process proceedings in accordance with N.J.A.C. 14-2.7 and 2.8.

In accordance with the provisions of N.J.S.A. 18A:37-2.1(a), said proceedings shall take place no later than thirty calendar days following the day on which the student is suspended. The decision of the Board shall be made within five days after the close of the hearing. Any appeal of the Board's decision shall be made to the Commissioner of Education within ninety days of the Board's decision. The provisions herein shall be construed in a manner consistent with 20 U.S.C. § 1400 et seq.

The Principal or designee shall remove, isolate, and place the student under the supervision of school staff until the student's parent or appropriate agency takes custody of the student. The Principal or designee will immediately report to the Superintendent the removal of the student and notify the student's parent of the removal action and the student's due process rights. The Principal or designee will notify the appropriate law enforcement official of a possible violation of the New Jersey Code of Criminal Justice.



# POLICY

## MIDLAND PARK BOARD OF EDUCATION

### STUDENTS

5612/page 2 of 2

#### Assaults on District Board of Education Members or Employees

In accordance with the provisions of N.J.S.A. 18A:37-2.1(b), whenever a teacher, administrator, Board member, other school district employee, or a labor representative on behalf of an employee makes an allegation in writing that the Board member or employee has been assaulted by a student, the Principal shall file a written report of the alleged assault with the Superintendent. The Superintendent shall report the alleged assault to the Board at its next regular meeting; provided that the name of the student who allegedly committed the assault, although it may be disclosed to the Board members, shall be kept confidential at the public Board of Education meeting.

Any person who fails to file a report of an alleged assault as required pursuant to N.J.S.A. 18A:37-2.1 and N.J.A.C. 6A:16-5.7 may be liable to disciplinary action by the Board.

The Superintendent of Schools biannually shall submit to the Commissioner of Education a report on each incident under N.J.A.C. 6A:16-5.7 utilizing the ~~Electronic Violence and Vandalism Reporting System~~ **Student Safety Data System (SSDS)**, pursuant to N.J.A.C. 6A:16-5.3(e)1.

Policy and Regulation 5612, implementing the requirements of N.J.A.C. 6A:16-5.7, shall be annually disseminated to all school staff, students, and parents.

N.J.S.A. 18A:37-2.1

N.J.A.C. 6A:14-2.7; 6A:14-2.8; 6A:16-5.7; 6A:16-7.2; 6A:16-7.3; 6A:16-7.4;  
6A:16-7.5

Adopted: 7 October 2003

Revised: February 2019



Feb. 26, 2019

# POLICY

## MIDLAND PARK BOARD OF EDUCATION

### STUDENTS

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Removal of Students for Assaults with  
Weapons Offenses

M

### 5613 REMOVAL OF STUDENTS FOR ASSAULTS WITH WEAPONS OFFENSES

The Board of Education is committed to providing a safe and secure school environment to all students attending the public schools. To provide this environment, the Board of Education will implement policies and procedures regarding a student who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, with a weapon, which includes, but is not limited to, items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 U.S.C. § 921, upon a teacher, administrator, other school Board employee, Board of Education member, or another student on school grounds, pursuant to N.J.S.A. 18A:37-2.2 through 2.5.

A student, other than a student with a disability, who commits an assault as defined above shall be immediately removed from the school's general education program for a period not exceeding one calendar year and placed in an alternative education program according to the requirements of N.J.A.C. 6A:16-9.1 *et seq.* **The Superintendent may modify on a case-by-case basis the removal of a general education student in accordance with N.J.A.C. 6A:16-5.6(b)1.** A student with a disability who commits an assault as defined above shall be immediately removed in accordance with the provisions of N.J.A.C. 6A:14 and applicable Federal regulations and shall receive a placement in accordance with N.J.A.C. 6A:14.

The Principal or designee shall remove the student in accordance with the requirements outlined in N.J.A.C. 6A:16-5.6(d), which includes notifying the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

If it is found that the removed student did not commit these offense(s), the student shall be immediately returned to the program for which he or she was removed.

If a student, other than a student with a disability, is removed from the general education program pursuant to N.J.A.C. 6A:16-5.6 and this Policy, and a placement in an alternative education program is not available, the general education student shall be provided home or other out-of-school instruction, according to N.J.A.C. 6A:16-10.2, until placement is available.



# POLICY

## MIDLAND PARK BOARD OF EDUCATION

### STUDENTS

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#### Removal of Students for Assaults with Weapons Offenses

The Superintendent shall make the final determination on whether the general education student removed, in accordance with the requirements of N.J.A.C. 6A:16-5.6 and this Policy, is prepared to return to the general education program or will remain in an alternative education program or receive home or other out-of-school instruction based on the criteria outlined in N.J.A.C. 6A:16-5.6(i).

The Superintendent of Schools biannually shall submit to the Commissioner of Education a report on each incident and the circumstance surrounding the removal of students pursuant to N.J.A.C. 6A:16-5.6 utilizing the ~~Electronic Violence and Vandalism Reporting System~~ **Student Safety Data System (SSDS)**, pursuant to N.J.A.C. 6A:16-5.3(e)1.

This Policy and Regulation 5613, implementing the requirements of N.J.A.C. 6A:16-5.6, shall be annually disseminated to all school staff, students, and parents.

N.J.S.A. 18A:37-1 et seq.

N.J.A.C. 6A:14-2.8 et seq.; 6A:16-5.6; 6A:16-6.1 et seq.; 6A:16-7.1 et seq.;  
6A:16-8.1 et seq.; 6A:16-9.1 et seq.; 6A:16-10.2

Adopted: 2 September 2014

Revised: February 2019



Feb. 26, 2019

# POLICY

## MIDLAND PARK BOARD OF EDUCATION

STUDENTS

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Transgender Students

M

### 5756 TRANSGENDER STUDENTS

The Board of Education is committed to providing a safe, supportive, and inclusive learning environment for all students. The New Jersey Law Against Discrimination (NJLAD), N.J.S.A. 10:5-12(11)(f), generally makes it unlawful for schools to subject individuals to differential treatment based on gender identity or expression. Title IX of the Education Amendments of 1972 ("Title IX") specifically prohibits discrimination on the basis of sex in Federally-funded education programs and activities [20 U.S.C. § 1681(a)].

N.J.S.A. 18A:36-41 directs the Commissioner of Education to establish guidelines outlined in this Policy to provide direction for schools in addressing common issues concerning the needs of transgender students, and to assist schools in establishing policies and procedures that ensure a supportive and nondiscriminatory environment for transgender students.

#### Definitions/Terms

A safe and supportive environment within a school begins with understanding and respect. The Board believes students, teachers, and administrators should be provided with common terminology associated with gender identity. The terms listed below are commonly used by advocacy and human rights groups, however students may prefer other terms to describe their gender identity, appearance, or behavior. It is recommended school personnel discuss with the student the terminology and pronouns each student has chosen.

"Gender identity" means a person's internal, deeply held sense of gender. All people have a gender identity, not just transgender people. For transgender people, the individual's internal gender identity is not the same as the gender assigned at birth.

"Gender expression" means external manifestations of gender, expressed through a person's name, pronouns, clothing, haircut, behavior, voice, and/or body characteristics. Society identifies these cues as masculine and feminine, although what is considered masculine or feminine changes over time and varies by culture.



### STUDENTS

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#### Transgender Students

“Assigned sex at birth (ASAB)” refers to the biological sex designation recorded on a person’s birth certificate upon the initial issuance of that certificate, should such a record be provided at birth.

“Gender assigned at birth” refers to the gender a child is assigned at birth or assumed to be, based on their biological sex assigned at birth.

“Sexual orientation” describes a person’s enduring physical, romantic, and/or emotional attraction to another person. Gender identity and sexual orientation are not the same. A transgender person may be straight, lesbian, gay, bisexual, or asexual. For example, a person who transitions from male to female and is attracted solely to men may identify as a straight woman.

“Transgender” is a term for an individual whose gender identity and/or gender expression differs from those typically associated with the sex and gender assigned at birth.

“Transition” is the process by which a transgender person recognizes that their authentic gender identity is not the same as the gender assigned at birth, and develops a more affirming gender expression that feels authentic. Some individuals socially transition, for example, through dress, use of names and/or pronouns. Some individuals may undergo physical transition, which might include hormone treatments and surgery. School district personnel should avoid the phrase “sex change,” as it is an inaccurate description of the transition process; the process is more accurately described as “gender-confirming.”

“LGBTQ” is an acronym for “lesbian, gay, bisexual, transgender, and queer/questioning.”

“Gender nonconforming” describes a person whose gender expression does not conform to the gender expectations of their family or community. Gender nonconformity is not necessarily an indication that a youth is transgender; many non-transgender youth do not conform to stereotypical expectations.

“Gender expansive, Gender diverse, Gender fluid, Gender non-binary, A gender, Gender queer” are terms that convey a wider, more flexible range of gender identity and/or expression than typically associated with the binary gender system. For example, students who identify as gender queer or gender fluid might not identify as boys or girls; for these students, the non-binary gender identity functions as the student’s gender identity.

“Cisgender” refers to individuals whose gender identity, expression, or behavior conforms with those typically associated with their sex assigned at birth.



### STUDENTS

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### Transgender Students

#### Student-Centered Approach

The school district shall accept a student's asserted gender identity; parental consent is not required. A student need not meet any threshold diagnosis or treatment requirements to have his or her gender identity recognized and respected by the school district, school, or school staff members. In addition, a legal or court-ordered name change is not required. There is no affirmative duty for any school district staff member to notify a student's parent of the student's gender identity or expression.

There may be instances where a parent of a minor student disagrees with the student regarding the name and pronoun to be used at school and in the student's education records. In the event a parent objects to the minor student's name change request, the Superintendent or designee should consult the Board Attorney regarding the minor student's civil rights and protections under the NJLAD. School staff members should continue to refer to the student in accordance with the student's chosen name and pronoun at school and may consider providing resource information regarding family counseling and support services outside of the school district.

School districts should be mindful of disputes between minor students and parents concerning the student's gender identity or expression. Many support resources are available through advocacy groups and resources from the New Jersey Department of Children and Families and New Jersey Department of Education's "Child Abuse, Neglect, and Missing Children" webpage.

The Principal or designee should have an open, but confidential discussion with the student to ascertain the student's preference on matters such as chosen name, chosen pronoun to use, and parental communications. A transgender student shall be addressed at school by the name and pronoun chosen by the student, regardless of whether a legal name change or change in official school records has occurred. The school shall issue school documentation for a transgender student, such as student identification cards, in the name chosen by the student. A transgender student shall be allowed to dress in accordance with the student's gender identity.

The Principal or designee should also discuss with the student, and any other individuals at the student's request, the risks associated with the student's transgender status being inadvertently disclosed. For example, the Principal or designee should inform the student the transgender status may be revealed due to other students' discussions at home. The Principal or designee should work with the transgender student to ensure awareness of activities and events that may inadvertently disclose the transgender student's status.



### Safe and Supportive Environment

The Board developed and adopted this Policy to ensure that its schools provide a safe and supportive learning environment that is free from discrimination and harassment for transgender students, including students going through a gender transition. Gender-based policies, rules, and practices can have the effect of marginalizing, stigmatizing, and excluding students, whether they are gender nonconforming or not.

The Superintendent or designee shall review and update existing policies and procedures, including those regarding classroom activities, school ceremonies, school photographs, and dress codes, to verify transgender students are not excluded. In addition, the school district shall take the following steps to establish and maintain a nondiscriminatory environment for all students, including transgender and transitioning students:

- The school district must comply with N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.7, which prohibit harassment, intimidation, and bullying. The Board is required to develop, adopt, and implement a Policy in accordance with N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.7 that prohibits harassment, intimidation, or bullying on school property, at a school-sponsored function, or on a school bus. If harassment, intimidation, or bullying based on gender identity creates a hostile environment, the school must take prompt and effective steps to end the harassment, intimidation, or bullying, prevent its recurrence, and, as appropriate, remedy its effects.
- The Superintendent or designee should ensure training is provided to school staff members on sensitivity and respect towards transgender students.
- Social and Emotional Learning (SEL) concepts should be incorporated into school culture and curricula.
- The school district may seek a variety of professionals, including counselors and school psychologists, to provide emotional supports for all students who demonstrate a need. The Superintendent or designee shall ensure school counselors are knowledgeable regarding issues and concerns relevant to transgender students, students facing other gender identity issues, or students who may be transitioning.



### STUDENTS

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#### Transgender Students

- Student dress codes should not be enforced more strictly for transgender and gender nonconforming students than for other students.
- The school district shall honor and recognize a student's asserted gender identity, and shall not require any documentation or evidence in any form, including diagnosis, treatment, or legal name change.
- A school's obligation to ensure nondiscrimination on the basis of gender identity requires schools to provide transgender students equal access to educational programs and activities, even in circumstances in which other students, parents, or community members raise objections or concerns.

#### Confidentiality and Privacy

School staff members may not disclose information that may reveal a student's transgender status except as allowed by law. The Principal or designee is advised to work with the student to create an appropriate confidentiality plan regarding the student's transgender or transitioning status.

The school district shall keep confidential a current, new, or prospective student's transgender status. Schools should address the student using a chosen name and the student's birth name should be kept confidential by school and school staff members.

Due to a specific and compelling need, such as the health and safety of a student or an incident of bias-related crime, the school district may be obligated to disclose a student's status. In this event, the Principal or designee should inform the student the school or school district intends to disclose the student's transgender status for the student's protection and well-being. Prior to disclosure, the student should be given the opportunity to personally disclose that information. The school district should make every effort to ensure any disclosure is made in a way that reduces or eliminates the risk of re-disclosure and protects the transgender student from further harassment. Those measures may include the facilitation of counseling for the student and the student's family to facilitate the family's acceptance and support of the student's transgender status.



### STUDENTS

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#### Transgender Students

During a harassment, intimidation, or bullying investigation the school district is obligated to develop a procedure to report, verbally and in writing, an act of harassment, intimidation, and bullying committed by an adult or youth against a student, pursuant to N.J.A.C. 6A:16-7.7(a)2viii. In this instance, the Principal or designee should inform the student of the school's obligation to report the findings of the harassment, intimidation, and bullying investigation pursuant to N.J.S.A. 18A:37-15(d), which permits the parents of the students who are parties to the investigation to receive information about the investigation in accordance with Federal and State law and regulation. Under harassment, intimidation, and bullying legal requirements, parents are entitled to know the nature of the investigation; whether the district found evidence of harassment, intimidation, or bullying; or whether disciplinary action was imposed or services provided to address the incident of harassment, intimidation, or bullying.

The Principal or designee shall take into account the circumstances of the incident when providing notification to parents of all students involved in the reported harassment, intimidation, or bullying incident and when conveying the nature of the incident, including the actual or perceived protected category motivating the alleged offense, pursuant to N.J.A.C. 6A:16-7.7(a)2viii(2).

Disclosure of personally identifiable information from a student's education record to other school officials within the school district, whom the school district has determined have a legitimate educational interest in the information, may be permissible under Family Educational Rights and Privacy Act (FERPA) (34 C.F.R. § 99.31(a)(1)). The school district shall make a concerted effort to ensure school officials obtain access to only those education records in which they have legitimate educational interests.

The school district shall comply with all laws and regulations regarding the confidentiality of student records and student privacy, including the requirements set forth at 20 U.S.C. § 1232g, Family Educational Rights and Privacy Act; 34 CFR Part 99, Family Educational Rights and Privacy; 20 U.S.C. § 1232h, Protection of Pupil Rights; 34 CFR Part 98, Student Rights in Research, Experimental Programs, and Testing; P.L. 104-191, Health Insurance Portability and Accountability Act; 45 CFR Part 160, General Administrative Requirements; 20 U.S.C. § 7917, Transfer of school disciplinary records; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, Confidentiality of certain information provided by pupils, exceptions; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Pupil Records, creation, maintenance and



### STUDENTS

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#### Transgender Students

retention, security and access, regulations, nonliability; N.J.S.A. 2A:4A-60, Disclosure of juvenile information, penalties for disclosure; N.J.A.C. 6A:32-7, Student Records; N.J.A.C. 6A:14-2.9, Student records; as well as all other existing Federal and State laws and rules pertaining to student records and confidentiality.

#### School Records

If a student has expressed a preference to be called by a name other than their birth name, permanent student records containing the student's birth name should be kept in a separate, confidential file. This file should only be shared with appropriate school staff members after consultation with a student. A separate file containing records bearing the student's chosen name may also be kept. If the student has previously been known at school or in school records by a birth name, the Principal or designee should direct school staff members to use the student's chosen name and not the student's birth name.

To ensure consistency among teachers, school administrators, substitute teachers, and other school staff members, every effort should be made to immediately update student education records (for example, attendance records, transcripts, Individualized Education Programs (IEP), etc.) with the student's chosen name and gender pronouns, consistent with the student's gender identity and expression, and not circulate records with the student's birth name, unless directed by the student.

- The school district shall report to the New Jersey Department of Education (NJDOE) through NJ SMART a student's name or gender based upon that student's chosen name and corresponding gender identity. Changing the name or gender identity from what was reported in previous years will not affect the reliability of the data reported.
- If the school district changes a student's name or gender identity, it must also maintain locally a separate record reflecting the student's legal name and sex assigned at birth until receipt of documentation of a legal change of name or gender.

#### Activities

With respect to gender-segregated classes or athletic activities, including intramural and interscholastic athletics, all students must be allowed to participate in a manner consistent with their gender identity.



STUDENTS

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Transgender Students

The school district shall:

- Provide transgender students with the same opportunities to participate in physical education as other students in accordance with their gender identity;
- Permit a transgender student to participate in gender-segregated school activities in accordance with the student's gender identity;
- Permit and support the formation of student clubs or programs regarding issues related to lesbian, gay, bisexual, transgender, and queer/questioning (LGBTQ) youth; and
- Offer support in the creation of peer led educational groups.

### Use of Facilities

All students are entitled to have access to restrooms, locker rooms, and changing facilities in accordance with their gender identity to allow for involvement in various school programs and activities.

In all cases, the Principal or designee must work with the student and school staff members so all parties are aware of facility policies and understand the student may access the restroom, locker room, and changing facility that corresponds to the student's gender identity. While some transgender students will want this arrangement, others may be uncomfortable with it. Transgender students who are uncomfortable using a sex-segregated restroom should be provided with a safe and adequate alternative, such as a single "unisex" restroom or the nurse's restroom. Similarly, some transgender students may be uncomfortable using the changing facilities that correspond to the student's gender identity. Non-transgender students should also be afforded the option to use a private facility, such as a unisex facility or the nurse's restroom, should they feel uncomfortable.

- The school district shall allow a transgender student to use a restroom or locker room based on the student's gender identity.
- Reasonable alternative arrangements shall be made if needed to ensure a student's safety and comfort. This direction for accommodations should come from the student.



# POLICY

## MIDLAND PARK BOARD OF EDUCATION

STUDENTS

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Transgender Students

The Superintendent or designee will make available to school staff members a variety of resources regarding professional development opportunities as sourced by the NJDOE as well as developmentally appropriate information for students regarding LGBTQ issues.

The Board adopts this Policy to help school and district administrators take steps to create an inclusive environment in which transgender and gender nonconforming students feel safe and supported, and to ensure each school provides equal educational opportunities for all students, in compliance with N.J.A.C. 6A:7-1.1 et seq.

N.J.S.A. 18A:36-41; 18A:37-15

N.J.A.C. 6A:7-1.1 et seq.; N.J.A.C. 6A:16-7.7

New Jersey Department of Education – October 2018

Transgender Student Guidance for School Districts

Adopted: February 2019



Feb. 26, 2019

# POLICY

## MIDLAND PARK BOARD OF EDUCATION

PROPERTY

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School District Security

M

### 7440 SCHOOL DISTRICT SECURITY

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

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. 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. The School Safety Specialist shall also serve as the school district's 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.

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



# POLICY

## MIDLAND PARK BOARD OF EDUCATION

PROPERTY

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School District Security

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.

N.J.S.A. 18A:17-43.1; 18A:17-43.2; 18A:17-43.3

Adopted: 7 October 2003

Revised: 27 February 2018

February 2019



Feb. 26, 2019

# POLICY

## MIDLAND PARK BOARD OF EDUCATION

### OPERATIONS

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Reporting Violence, Vandalism, Harassment,  
Intimidation, Bullying, Alcohol,  
and Other Drug **Offenses Abuse**  
M

#### 8461 REPORTING VIOLENCE, VANDALISM, HARASSMENT, INTIMIDATION, BULLYING, ALCOHOL, AND OTHER DRUG OFFENSES ABUSE

The Board of Education shall observe "School Violence Awareness Week" during the week beginning with the third Monday in October of each year by organizing activities to prevent school violence. Activities shall include, but are not limited to, age-appropriate opportunities for student discussion on conflict resolution, issues of student diversity, and tolerance. The Board shall invite law enforcement personnel to join members of the teaching staff in the discussions and provide programs for school employees that are designed to help them recognize warning signs of school violence and to instruct them on recommended conduct during an incident of school violence. **The Board of Education shall disseminate to students' parents an informational pamphlet prepared by the New Jersey Department of Education (NJDOE) on how a parent can limit a child's exposure to violence on television, cell phones, computers, and other electronic devices, on an annual basis pursuant to N.J.S.A. 18A:40-44.**

**In accordance with N.J.A.C. 6A:16-5.3 a**Any school employee who observes or has direct knowledge from a participant or victim of an act of violence; **including harassment, intimidation, and bullying;** or the possession ~~and/or~~ distribution of alcohol or other drugs on school grounds, and any school employee who reports a student for being under the influence of alcohol or other drugs, according to the requirements of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3, shall file a report describing the incident to the school Principal, in accordance with N.J.S.A. 18A:17-46. The report shall be on a form adopted by the Board to include all of the incident detail and offender and victim information that are reported on the ~~Electronic Violence and Vandalism Reporting System (EVVRS)~~ **Student Safety Data System (SSDS).**

A report alleging an incident of harassment, intimidation, or bullying shall be made in accordance with the provisions of N.J.S.A. 18A:37-13.1 and Policy 5512.

The Building Principal, for each incident ~~report~~ of violence; **including vandalism, harassment, intimidation, and bullying, vandalism, and alcohol and other drug offenses or other drug abuse,** shall review the incident report for accuracy; forward a copy of the incident report to the Superintendent; and notify



### OPERATIONS

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Reporting Violence, Vandalism, Harassment,  
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the Superintendent of the action taken regarding the incident. The Board shall not discharge or subject to any manner of discrimination any school employee who files a report pursuant to N.J.A.C. 6A:16-5.3.

The majority representative of the school employees' bargaining units shall have access monthly to the number and disposition of all reported acts of school violence, **including** ~~vandalism~~, harassment, intimidation, **and** ~~or~~ bullying, **and vandalism**, pursuant to N.J.S.A. 18A:17-46. Personally identifying information may be provided to the majority representative of the school employees' bargaining units only in instances when school administrators have reason to believe that the safety of a school staff member is at risk.

**Twice** ~~Two times~~ each school year, **once** between September 1 and January 1 and **once** between January 1 and June 30, ~~at a public hearing held pursuant to N.J.S.A. 18A:17-46~~, the Superintendent shall report to the Board **at a public meeting** all acts of violence, **including** ~~vandalism~~, harassment, intimidation, **and** bullying, **vandalism**, and ~~incidents of~~ alcohol and other drug **offenses abuse** that occurred during the previous reporting period, **according to** ~~in accordance with~~ the provisions of N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3. The report shall include the number of reports of harassment, intimidation, or bullying, the status of all investigations, the nature of the bullying based on one of the protected categories identified in section 2 of P.L.2002, c.83 (C.18A:37-14), the names of the investigators, the type and nature of any discipline imposed on any student engaged in harassment, intimidation, or bullying, and any other measures imposed, training conducted, or programs implemented, to reduce harassment, intimidation, or bullying. The information shall also be reported once during each reporting period to the ~~NJDOE Department of Education~~. The report must include data broken down by the enumerated categories as listed in section 2 of P.L.2002, c.83 (C.18A:37-14), and data broken down by each school in the district, in addition to district-wide data. It shall be a violation to improperly release any confidential information not authorized by Federal or State law for public release.

The report shall be used to grade each school for the purpose of assessing its effort to implement policies and programs consistent with the provisions of P.L. 2002, c.83 (C.18A:37-13 et seq.). The district shall receive a grade determined by averaging the grades of all the schools in the district. The Commissioner shall promulgate guidelines for a program to grade schools for the



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## MIDLAND PARK BOARD OF EDUCATION

### OPERATIONS

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Reporting Violence, Vandalism, Harassment,  
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purposes of N.J.S.A. 18A:17-46. The grade received by a school and the district shall be posted on the homepage of the school's website. The grade for the district and each school of the district shall be posted on the homepage of the district's website. A link to the report shall be available on the district's website. The information shall be posted on the websites within ten days of the receipt of a grade by the school and district.

Whenever it is alleged a school employee has knowingly falsified **reported information on acts of the report on violence, or vandalism, harassment, intimidation, or bullying or any incident included in the annual report on violence and vandalism** required under N.J.S.A. 18A:17-46, the Board shall make a determination regarding whether the employee committed the act. The Board shall provide written notice of the allegations to the employee and the employee shall be entitled to a hearing before the Board in accordance with the provisions of N.J.A.C. 6A:16-5.3(fg)2. Upon a determination by the Board that an employee has knowingly falsified the reported **information**, the Board may take appropriate action as outlined in N.J.A.C. 6A:16-5.3(g)3. ~~Any action taken by the Board shall be based on its consideration of the nature of the conduct, the circumstances under which it occurred, and the employee's prior employment record. Any employee having been found responsible for the falsification of the report by the Board shall have the right to file a grievance under their respective bargaining agreements, appeal the Board's determination to the Commissioner of Education and subsequently to the State Board of Education, or appeal the decision to the Superior Court of New Jersey. The availability of appeal options shall be based upon the action taken by the Board.~~

~~The A~~ Board of Education shall submit and implement corrective action plans for high incidences of violence, vandalism, or alcohol or other drug abuse upon notification by the Commissioner of Education.

The Board shall provide ongoing staff training, in cooperation with the **NJDOE Department of Education**, in fulfilling the reporting requirements of N.J.S.A. 18A:17-46.

N.J.S.A. 18A:17-46; 18A:36-5.1; **18A:40-44**

N.J.A.C. 6A:16-5.2; 6A:16-5.3



# POLICY

## MIDLAND PARK BOARD OF EDUCATION

Adopted: 7 October 2003  
Revised: 26 February 2008  
Revised: 29 April 2008  
Revised: 13 April 2010  
Revised: 23 August 2011  
Revised: February 2019



Feb. 26, 2019

**MIDLAND PARK  
BOARD OF EDUCATION****OPERATIONS**

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Procurement Procedures for School

Nutrition Programs

**M****8561 PROCUREMENT PROCEDURES FOR SCHOOL  
NUTRITION PROGRAMS**

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

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

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

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



# POLICY

## MIDLAND PARK BOARD OF EDUCATION

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#### Procurement Procedures for School Nutrition Programs

##### A. General Procurement

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

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

| Product/Services    | Estimated Dollar Amount | Procurement Method  | Evaluation                   | Contract Award Type    | Contract Duration/Frequency                                |
|---------------------|-------------------------|---------------------|------------------------------|------------------------|------------------------------------------------------------|
| Small Wares         | Up to \$6000            | Informal bid/quotes | Reasonable Price             | Equitable Distribution | Annual provided funds are available for purchase           |
| Small Wares         | Over \$6000             | Informal bid/quotes | Bottom Line                  | Fixed Price            | Annual provided funds are available for purchase           |
| Repair Services     | Up to \$6000            | Informal bid/quotes | Bottom Line                  | Fixed Price            | As needed                                                  |
| Capital Equipment   | Up to \$40,000          | Informal bid/quotes | Bottom Line                  | Fixed Price            | As needed with available funds, subject to State approval  |
| Capital Equipment   | Over \$40,000           | Formal IFB          | Bottom Line                  | Fixed Price            | Annual, with available funds and subject to State approval |
| Shortages/Emergency | Up to \$6000            | Micro-Purchase      | Reasonable Price             | Equitable Distribution | Infrequently, as needed                                    |
| FSMC Services       |                         | Formal RFP          | Criteria as Specified in RFP | As specified in RFP    | Base year plus up to 4 one year renewals as specified      |



### OPERATIONS

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#### Procurement Procedures for School Nutrition Programs

##### Micro-Purchases (2 CFR 200.67):

**Non-Public Schools Only** - Purchases of supplies or services, within the micro-purchase threshold (the aggregate amount does not exceed **the Federal micro-purchase threshold as set by 48 CFR 2.101 \$3,500** ~~as defined by 2 CFR 200.67~~) will be awarded without soliciting competitive price quotations if the price is reasonable. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.

3. Formal bid procedures will be applied on the basis of multi-school system.
4. Because of the potential for purchasing more than the public or non-public informal/small purchase threshold amount, or the Board approved threshold if less, it will be the responsibility of the School Business Administrator/Board Secretary to document the amounts to be purchased so the correct method of procurement will be followed.

##### B. Formal Procurement

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

1. An announcement of an IFB or a RFP will be placed in the Board designated official newspaper to publicize the intent of the Board of Education to purchase needed items. The advertisement for bids/proposals or legal notice will be published in the official newspaper for at least one day in accordance with the provisions of N.J.S.A. 18A:18A-21.
2. An advertisement in the official newspaper for at least one day is required for all purchases over the school district's small purchase threshold as outlined in Appendix – Federal Funds Procurement Method Section Chart. The advertisement will contain the following:
  - a. A general description of items to be purchased;



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#### Procurement Procedures for School Nutrition Programs

- b. The deadline for submission of questions and the date written responses will be provided, including addenda to bid specifications, terms, and conditions as needed;
    - c. The date of the pre-bid meeting, if provided, and if attendance is a requirement for bid award;
    - d. The deadline for submission of sealed bids or proposals; and
    - e. The address of the location where complete specifications and bid forms may be obtained.
3. In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications.
4. The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.
5. The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:
  - a. Contract period;
  - b. The Board of Education is responsible for all contracts awarded (statement);
  - c. Date, time, and location of IFB/RFP opening;
  - d. How the vendor is to be informed of bid acceptance or rejection;
  - e. Delivery schedule;
  - f. Requirements (terms and conditions) the bidder must fulfill in order for bid to be evaluated;



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#### Procurement Procedures for School Nutrition Programs

- g. Benefits to which the Board of Education will be entitled if the contractor cannot or will not perform as required;
- h. Statement assuring positive efforts will be made to involve minority and small business;
- i. Statement regarding the return of purchase incentives, discounts, rebates, and credits to the Board of Education's nonprofit school food service account;
- j. Contract provisions as required in Appendix II to 2 CFR 200;
- k. Contract provisions as required in 7 CFR 210.21(f) for all cost reimbursable contracts;
- l. Contract provisions as required in 7 CFR 210.16(a)(1-10) and 7 CFR 250.53 for food service management company contracts;
- m. Procuring instrument to be used are purchase orders from firm fixed prices after formal bidding;
- n. Price adjustment clause for renewal of multi-year contracts as defined in N.J.S.A. 18A:18A-42. The "index rate" means the annual percentage increase rounded to the nearest half percent in the implicit price deflator for State and local government purchases of goods and services computed and published quarterly by the U.S. Department of Commerce, Bureau of Economic Analysis;
- o. Method of evaluation and type of contract to be awarded (solicitations using an IFB are awarded to the lowest responsive and responsible bidder; solicitations using a RFP are awarded to the most advantageous bidder/offeror with price as the primary factor among factors considered);
- p. Method of award announcement and effective date (if intent to award is required by State or local procurement requirements);



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#### Procurement Procedures for School Nutrition Programs

- q. Specific bid protest procedures including contact information of person and address and the date by which a written protest must be received;
- r. Provision requiring access by duly authorized representatives of the Board of Education, New Jersey Department of Agriculture (NJDA), United States Department of Agriculture (USDA), or Comptroller General to any books, documents, papers, and records of the contractor which are directly pertinent to all negotiated contracts;
- s. Method of shipment or delivery upon contract award;
- t. Provision requiring contractor to maintain all required records for three years after final payment and all other pending matters (audits) are closed for all negotiated contracts;
- u. Description of process for enabling vendors to receive or pick up orders upon contract award;
- v. Provision requiring the contractor to recognize mandatory standards/policies related to energy efficiency contained in the Energy Policy and Conservation Act (PL 94-163);
- w. Signed statement of non-collusion;
- x. Signed Debarment/Suspension Certificate, clause in the contract or a copy of search results from the System for Award Management (SAM);
- y. Provision requiring "Buy American" as outlined in 7 CFR Part 210.21(d) and USDA Guidance Memo SP 38-2017; and
- z. Specifications and estimated quantities of products and services prepared by the school district and provided to potential contractors desiring to submit bids/proposals for the products or services requested.



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#### Procurement Procedures for School Nutrition Programs

6. If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, interpretation will be provided in writing to all potential bidders by the School Business Administrator/Board Secretary or designee and will specify the deadline for all questions.
  - a. The School Business Administrator/Board Secretary will be responsible for securing all bids or proposals.
  - b. The School Business Administrator/Board Secretary will be responsible to ensure all Board of Education procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.
  - c. The following criteria will be used in awarding contracts as a result of bids/proposals. Price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.
7. In awarding a RFP, a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration among all factors when awarding a contract. Following evaluation and negotiations, a firm fixed price or cost reimbursable contract is awarded.
  - a. The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the Board of Education, price as the primary, and other factors considered. Any and all bids or proposals may be rejected in accordance with the law.
  - b. The School Business Administrator/Board Secretary or designee is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.



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#### Procurement Procedures for School Nutrition Programs

- c. The School Business Administrator/Board Secretary shall review the procurement system to ensure compliance with applicable laws.
- d. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified was received.
- e. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. The contractor must inform the School Business Administrator/Board Secretary within one workday if a product is not available. In the event a nondomestic agricultural product is to be provided to the Board of Education, the contractor must obtain, in advance, written approval for the product. The School Business Administrator/Board Secretary must comply with the Buy American Provision.
- f. Full documentation regarding the reason an accepted item was unavailable, and the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is the School Business Administrator/Board Secretary.
- g. The School Business Administrator/Board Secretary is responsible for maintaining all procurement documentation.

#### C. Small Purchase Procedures

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

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



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#### Procurement Procedures for School Nutrition Programs

3. The School Business Administrator/Board Secretary or designee will be responsible for contacting potential vendors when price quotes are needed.
4. The price quotes will receive appropriate confidentiality before award.
5. Quotes/Bids will be awarded by the School Business Administrator/Board Secretary. Quotes/Bids will be awarded on the following criteria. Quote/Bid price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.
6. The School Business Administrator/Board Secretary will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and written specifications.
7. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified is received.
8. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item.
9. The School Business Administrator/Board Secretary or designee is required to sign all quote tabulations, signifying a review and approval of the selections.

#### D. Noncompetitive Proposal Procedures

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

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



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#### Procurement Procedures for School Nutrition Programs

2. The School Business Administrator/Board Secretary will be responsible for the documentation of records to fully explain the decision to use the noncompetitive proposal. The records will be available for audit and review.
3. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product or service specified was received.
4. The School Business Administrator/Board Secretary will be responsible for reviewing the procedures to be certain all requirements for using single source or noncompetitive proposals are met.
5. **Non-Public Schools Only** - The noncompetitive micro-purchase method shall be used for one-time purchases of a new food item if the amount is less than \$3,500 **the Federal micro-purchase threshold (2 CFR 200.67)** to determine food acceptance by students and provide samples for testing purposes. A record of noncompetitive negotiation purchase shall be maintained by the School Business Administrator/Board Secretary or designee. At a minimum, the record of noncompetitive purchases shall include: item name; dollar amount; vendor; and reason for noncompetitive procurement.
6. A member or representative of the Board of Education will approve, in advance, all procurements that result from noncompetitive negotiations.

#### E. Miscellaneous Provisions

1. New product evaluation procedures will include a review of product labels and ingredients; an evaluation of the nutritional value; taste tests and surveys; and any other evaluations to ensure the new product would enhance the program.
2. The Board of Education agrees the reviewing official of each transaction will be the School Business Administrator/Board Secretary.



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#### Procurement Procedures for School Nutrition Programs

3. Payment will be made to the vendor when the contract has been met and verified and has met the Board of Education's procedures for payment. (If prompt payment is made, discounts, etc., are accepted.)
4. Specifications will be updated as needed.
5. If the product is not as specified, the following procedure, including, but not limited to, will take place: remove product from service; contact vendor for approved alternate product; or remove product from bid.

#### F. Emergency Purchases

1. If it is necessary to make a one-time emergency procurement to continue service or obtain goods, and the public exigency or emergency will not permit a delay resulting from a competitive solicitation, the purchase must be authorized using a purchase order signed by the School Business Administrator/Board Secretary. The emergency procedures to be followed for such purchases shall be those procedures used by the school district for other emergency purchases consistent with N.J.S.A. 18A:18A-7. All emergency procurements shall be approved by the School Business Administrator/Board Secretary. At a minimum, the following emergency procurement procedures shall be documented to include, but not be limited to: item name; dollar amount; vendor; and reason for emergency.

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

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



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#### Procurement Procedures for School Nutrition Programs

2. When utilizing the services of a co-op, agent, or third party the Board of Education will ensure that the following conditions have been met:
  - a. All procurements were subject to full and open competition and were made in accordance with Federal/State/local procurement requirements;
  - b. The existing contract allows for the inclusion of additional Board of Educations that were not contemplated in the original procurement to purchase the same supplies/equipment through the original award;
  - c. The specifications in the existing contract meets their needs and that the items being ordered are in the contract;
  - d. The awarded contract requires all the Federally required certifications; e.g. Buy American, debarment, restrictions on lobbying, etc.;
  - e. The agency will confirm the addition of their purchasing power (goods or services) to the procurement in scope or services does not create a material change, resulting in the needs to re-bid the contract;
  - f. Administrative costs (fees) for participating in the agreement are adequately defined, necessary and reasonable, and the method of allocating the cost to the participating agencies must be specified;
  - g. The Buy American provisions are included in the procurement of food and agricultural products; and
  - h. The agreement includes the basis for and method of allocating each discount, rebate, or credit and how they will be returned to each participating agency when utilizing a cost-reimbursable contract.



### H. Records Retention

1. The Board of Education shall agree to retain all books, records, and other documents relative to the award of the contract for three years after final payment. If there are audit findings that have not been resolved, the records shall be retained beyond the three-year period as long as required for the resolution of the issues raised by the audit. Specifically, the Board of Education shall maintain, at a minimum, the following documents:
  - a. Written rationale for the method of procurement;
  - b. A copy of the original solicitation;
  - c. The selection of contract type;
  - d. The bidding and negotiation history and working papers;
  - e. The basis for contractor selection;
  - f. Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;
  - g. The basis for award cost or price;
  - h. The terms and conditions of the contract;
  - i. Any changes to the contract and negotiation history;
  - j. Billing and payment records;
  - k. A history of any contractor claims;
  - l. A history of any contractor breaches; and
  - m. Any other documents as required by N.J.S.A. 18A:18A – Public School Contracts Law.



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#### Procurement Procedures for School Nutrition Programs

##### I. Code of Conduct for Procurement

1. All procurements must ensure there is open and free competition and adhere to the most restrictive Federal, State, and local requirements. The Board of Education seeks to conduct all procurement procedures in compliance with stated regulations and to prohibit conflicts of interest and actions of employees engaged in the selection, award, and administration of contracts. All procurements will be in accordance with this Policy and all applicable provisions of N.J.S.A. 18A:18A – Public School Contracts Law.
2. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent; any member of his or her immediate family, his or her partner; or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.
4. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.
5. All questions and concerns regarding procurement solicitations, contract evaluations, and contract award, shall be directed to the School Business Administrator/Board Secretary.



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### Procurement Procedures for School Nutrition Programs

#### J. Food Service Management Company (FSMC)

1. In the operation of the school district's food service program, the school district shall ensure that a FSMC complies with the requirements of the Program Agreement, the school district's Free and Reduced School Lunch Policy Statement, all applicable USDA program policies and regulations, and applicable State and local laws. In order to operate an a la carte food service program, the FSMC shall agree to offer free, reduced price, and full price reimbursable meals to all eligible children.
2. The school district shall monitor the FSMC billing invoices to ensure compliance with Federal and State procurement regulations.
3. In accordance with N.J.S.A. 18A:18A-5a.(22), RFPs are required in all solicitations for a FSMC.

N.J.S.A. 18A:18A – Public School Contracts Law  
New Jersey Department of Agriculture  
“Procurement Procedures for School Food  
Authorities” Model Policy – September 2018



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### APPENDIX

| FEDERAL FUNDS PROCUREMENT<br>METHOD SELECTION CHART                                                                                                                                                                                        |                                                                                                                                                                                         |                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| THERE ARE TWO (2) PROCUREMENT METHODS, FORMAL AND INFORMAL. THE METHOD THE SCHOOL FOOD AUTHORITIES (SFA) NEEDS TO USE DEPENDS ON TWO (2) FACTORS, THE AMOUNT OF THE CONTRACT AND WHETHER THE SFA IS A PUBLIC/CHARTER OR NON-PUBLIC SCHOOL. |                                                                                                                                                                                         |                                                                 |
| NEW JERSEY PUBLIC/CHARTER SCHOOLS PURCHASING THRESHOLDS                                                                                                                                                                                    |                                                                                                                                                                                         |                                                                 |
| AMOUNT                                                                                                                                                                                                                                     | ACTIVITY                                                                                                                                                                                | PROCUREMENT METHOD                                              |
| INFORMAL PROCUREMENT                                                                                                                                                                                                                       |                                                                                                                                                                                         |                                                                 |
| Below \$4,350 without QPA                                                                                                                                                                                                                  | N.J.S.A 18A:18A-3                                                                                                                                                                       | Sound Business Practice *                                       |
| Below \$6,000 with QPA                                                                                                                                                                                                                     | APPLIES TO PURCHASES BELOW THE QUOTATION THRESHOLDS                                                                                                                                     |                                                                 |
| SMALL PURCHASE QUOTATION PROCEDURES                                                                                                                                                                                                        |                                                                                                                                                                                         |                                                                 |
| \$4,351 OR \$6,001 up to \$29,000 or \$40,000                                                                                                                                                                                              | N.J.S.A. 18A:18A-37<br>ANY PURCHASE EXCEEDING QUOTATION THRESHOLDS REQUIRES A QUOTE UP TO THE APPLICABLE N.J.S.A. BID THRESHOLDS OF \$29,000 (without a QPA*) OR \$40,000 (with a QPA*) | Quotation using SFA Internal Procurement Procedures             |
| NOTE: ANNUAL AGGREGATE AMOUNTS                                                                                                                                                                                                             |                                                                                                                                                                                         |                                                                 |
| FORMAL PROCUREMENT                                                                                                                                                                                                                         |                                                                                                                                                                                         |                                                                 |
| \$29,000 or \$40,000 and above                                                                                                                                                                                                             | N.J.S.A. 18A:18A-37<br>Bid Threshold without a QPA* - \$29,000<br>Bid Threshold with a QPA* - \$40,000                                                                                  | Bid - Invitation for Bid (IFB)<br>OR Request for Proposal (RFP) |
| * QUALIFIED PURCHASING AGENT                                                                                                                                                                                                               |                                                                                                                                                                                         |                                                                 |
| NEW JERSEY NON-PUBLIC SCHOOL PURCHASING THRESHOLDS                                                                                                                                                                                         |                                                                                                                                                                                         |                                                                 |
| AMOUNT                                                                                                                                                                                                                                     | ACTIVITY                                                                                                                                                                                | PROCUREMENT METHOD                                              |
| INFORMAL PROCUREMENT                                                                                                                                                                                                                       |                                                                                                                                                                                         |                                                                 |
| Below \$10,000 *                                                                                                                                                                                                                           | Micro - purchases 2 CFR 200.320(a)<br>Single Transaction aggregate cost less than \$10,000                                                                                              | Sound Business Practice *                                       |
| * Or LESS than \$10,000 if local SFA Procurement Policies are more restrictive                                                                                                                                                             |                                                                                                                                                                                         |                                                                 |
| \$10,001 - \$249,999                                                                                                                                                                                                                       | Small purchase procedures 2 CFR 200.320(b)                                                                                                                                              | Quotation using SFA Internal Procurement Procedures             |
| FORMAL PROCUREMENT                                                                                                                                                                                                                         |                                                                                                                                                                                         |                                                                 |
| \$250,000 and above                                                                                                                                                                                                                        | As per Federal requirements in 2 CFR Parts 200.317 - 200.326                                                                                                                            | Bid - Invitation for Bid (IFB)<br>OR Request for Proposal (RFP) |

**Note:** The Federal Funds Procurement Method Selection Chart is subject to change in accordance with the schedule set forth in N.J.S.A. 18A:18A-3 "Public School Contracts Law". A "Qualified Purchasing Agent" must be qualified in accordance with N.J.S.A. 40A:11-9. In order to track updates to this Chart, the source document can be located on the New Jersey Department of Agriculture's website under "Forms and Publications" it is titled, "State Agency Form #358."



# POLICY

## MIDLAND PARK BOARD OF EDUCATION

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Procurement Procedures for School  
Nutrition Programs

Adopted: 16 October 2018

Revised: February 2019

