

October 15, 2019

MIDLAND PARK PUBLIC SCHOOLS

Midland Park, New Jersey

2020-2021 Budget Preparation Calendar

- Tentative

<i>Oct./Dec., 2019</i>	<i>Administrators distribute budget request forms to staff.</i>
<i>January, 2020</i>	<i>Budgets from schools due in Central Office.</i>
<i>January, 2020</i>	<i>Requests for staffing and other new projects for 2020-2021 submitted to Superintendent of Schools.</i>
<i>January & Feb, 2020</i>	<i>Administrative budget meetings, as scheduled.</i>
<i>February – March, 2020</i>	<i>Release of State Aid figures. (To Be Determined)</i>
<i>February- March, 2020</i>	<i>Finance Committee previews, as scheduled.</i>
<i>March 24, 2020</i>	<i>Presentation & Adoption of Tentative Budget to the full Board</i>
<i>March 25, 2020</i>	<i>Filing of Budget to the Executive County Superintendent for Commissioner's approval.</i>
<i>April 24, 2020</i>	<i>Last day to finalize the advertised budget.</i>
<i>April 24, 2020</i>	<i>Last day for Executive County Superintendent to approve the Budget Statement to be advertised.</i>
<i>April 20–May 1, 2020</i>	<i>Advertise Public Hearing window (Date of advertisement to be at least four days prior to hearing).</i>
<i>May 5, 2020</i>	<i>Public Hearing: Adoption of Final Budget</i>
<i>November 3, 2020</i>	<i>Annual School Election</i>
<i>January 5, 2021</i>	<i>Annual Reorganization Meeting (New Board Members seated)</i>

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MIDLAND PARK PUBLIC SCHOOLS
Midland Park, New Jersey

JOB DESCRIPTION

TITLE: Girls Who Code

REPORTS TO: Principal/Assistant Principal

Qualification:

1. Valid New Jersey Instructional Certificate or eligibility.
2. Demonstrated knowledge of the particular activity and related experience as determined by the board.
3. Ability to foster and sustain students' interest in the activity and promote skill development.
4. Strong interpersonal and communication skills.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DESCRIPTION:

The purpose of the Girls Who Code Club is to provide an atmosphere for girls to explore and learn about STEAM and careers associated with science, technology, engineering and math. Girls Who Code Club meets at least once a month in M6 which has a wide variety of equipment and software. Sample topics include learning about women in STEAM, computer science careers, programming and robotics. This club will increase active student involvement with STEAM and build stronger interest among our female students in computer classes offered in high school.

JOB GOAL AND EXPECTATIONS :

To provide students with an opportunity to explore their interests and talents through extracurricular activities designed to promote self-confidence and leadership skills and to provide a variety of worthwhile learning experiences which enhance and enrich the regular school program.

PERFORMANCE RESPONSIBILITIES:

1. Organizes and supervises a series of regularly-scheduled extracurricular activities for students after school hours.
2. Actively promotes the program and seeks student participation.
3. Attends all activity meetings and in-school events and supervises students on related field trips and other out-of-school functions.

4. Ensures the safety of the students and maintains responsibility for the security of equipment and facilities.
5. Prepares the activity budget, orders necessary supplies and equipment and maintains appropriate records related to activity expenses and revenues.
6. Is responsible for the collection, depositing of funds, payment of bills and financial reporting in accordance with statute, administrative code and board policies and regulations.
7. Oversees the development, production, sales/distribution and advertising of any product produced by the students (e.g. newspaper, yearbook).
8. Submits necessary paperwork for transportation or scheduling related to the activity.
9. Evaluates the program annually and makes recommendations for improvements as necessary by submitting an annual report.
10. Performs other duties related to the student activity as assigned by the principal.
11. Performs such other duties as may be assigned in all areas as needed.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board Policy.

TERMS OF EMPLOYMENT: 10 Month Contract

Adopted:

MIDLAND PARK PUBLIC SCHOOLS
Midland Park, New Jersey

JOB DESCRIPTION

TITLE: DECA Advisor (High School)

REPORTS TO: Principal/Assistant Principal

Qualification:

1. Valid New Jersey Instructional Certificate or eligibility.
2. Demonstrated knowledge of the particular activity and related experience as determined by the board.
3. Ability to foster and sustain students' interest in the activity and promote skill development.
4. Strong interpersonal and communication skills.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DESCRIPTION:

The purpose of DECA is for members to participate in meaningful real world simulations that are judged by actual business persons while competing against other DECA high school students from throughout the state. Students have the opportunity to qualify for state and national competitions. DECA prepares emerging leaders and entrepreneurs for careers in marketing, finance, hospitality and management in high schools and colleges around the globe.

JOB GOAL AND EXPECTATIONS:

To provide students with an opportunity to explore their interests and talents through extracurricular activities designed to promote self-confidence and leadership skills and to provide a variety of worthwhile learning experiences which enhance and enrich the regular school program.

PERFORMANCE RESPONSIBILITIES:

1. Organizes and supervises a series of regularly-scheduled extracurricular activities for students after school hours.
2. Actively promotes the program and seeks student participation.
3. Attends all activity meetings and in-school events and supervises students on related field trips and other out-of-school functions.
4. Ensures the safety of the students and maintains responsibility for the security of equipment and facilities.
5. Prepares the activity budget, orders necessary supplies and equipment and maintains appropriate records related to activity expenses and revenues.

6. Is responsible for the collection, depositing of funds, payment of bills and financial reporting in accordance with statute, administrative code and board policies and regulations.
7. Oversees the development, production, sales/distribution and advertising of any product produced by the students (e.g. newspaper, yearbook).
8. Submits necessary paperwork for transportation or scheduling related to the activity.
9. Evaluates the program annually and makes recommendations for improvements as necessary by submitting an annual report.
10. Performs other duties related to the student activity as assigned by the principal.
11. Performs such other duties as may be assigned in all areas as needed.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board Policy.

TERMS OF EMPLOYMENT: 10 Month Contract

Adopted:

MIDLAND PARK PUBLIC SCHOOLS
Midland Park, New Jersey

JOB DESCRIPTION

TITLE: Ballroom Dancing

REPORTS TO: Principal

Qualification:

1. Valid New Jersey Instructional Certificate or eligibility.
2. Demonstrated knowledge of the particular activity and related experience as determined by the board.
3. Ability to foster and sustain students' interest in the activity and promote skill development.
4. Strong interpersonal and communication skills.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DESCRIPTION:

Students will be taught the ins and outs of ballroom dancing in a simple and age appropriate format. Students will learn the different types of ballroom dances; i.e. Foxtrot, Waltz, Rumba, Cha-Cha and Swing. Students will follow simple step moves and patterns as well as learn the posture that is synonymous with standard dancing. The club will meet two times per month for 45 minutes to 1 hour.

JOB GOAL AND EXPECTATIONS :

Students will develop a simple understanding of ballroom dancing including, steps, posture, patterns. Students will develop an appreciation for dancing in general and understand it is something everyone can do.

PERFORMANCE RESPONSIBILITIES:

1. Organizes and supervises a series of regularly-scheduled extracurricular activities for students after school hours.
2. Actively promotes the program and seeks student participation.
3. Attends all activity meetings and in-school events and supervises students on related field trips and other out-of-school functions.
4. Ensures the safety of the students and maintains responsibility for the security of equipment and facilities.

MIDLAND PARK PUBLIC SCHOOLS
Midland Park, New Jersey

JOB DESCRIPTION

TITLE: Dungeons & Dragons Club

REPORTS TO: Principal

Qualification:

1. Valid New Jersey Instructional Certificate or eligibility.
2. Demonstrated knowledge of the particular activity and related experience as determined by the board.
3. Ability to foster and sustain students' interest in the activity and promote skill development.
4. Strong interpersonal and communication skills.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DESCRIPTION:

This club will give an opportunity for students to interact with each other over the game Dungeons and Dragons. Students will be participating in the game, while also learning different social skills. The club will bring together students who don't normally interact with each other because they are in different grade levels. This club will meet 2 times per month for 45 minutes to 1 hour.

JOB GOAL AND EXPECTATIONS :

The expectations of this club include students working together, expressing themselves through the board game, and enjoying time with students of a variety of grade levels.

PERFORMANCE RESPONSIBILITIES:

1. Organizes and supervises a series of regularly-scheduled extracurricular activities for students after school hours.
2. Actively promotes the program and seeks student participation.
3. Attends all activity meetings and in-school events and supervises students on related field trips and other out-of-school functions.
4. Ensures the safety of the students and maintains responsibility for the security of equipment and facilities.
5. Prepares the activity budget, orders necessary supplies and equipment and maintains appropriate records related to activity expenses and revenues.

6. Is responsible for the collection, depositing of funds, payment of bills and financial reporting in accordance with statute, administrative code and board policies and regulations.
7. Oversees the development, production, sales/distribution and advertising of any product produced by the students or any service provided to the community.
8. Submits necessary paperwork for transportation or scheduling related to the activity.
9. Evaluates the program annually and makes recommendations for improvements as necessary by submitting an annual report.
10. Performs other duties related to the student activity as assigned by the principal.
11. Performs such other duties as may be assigned in all areas as needed.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board Policy.

TERMS OF EMPLOYMENT: 10 Month Contract

Adopted:

MIDLAND PARK PUBLIC SCHOOLS
Midland Park, New Jersey

JOB DESCRIPTION

TITLE: Early Bird Club

REPORTS TO: Principal

Qualification:

1. Valid New Jersey Instructional Certificate or eligibility.
2. Demonstrated knowledge of the particular activity and related experience as determined by the board.
3. Ability to foster and sustain students' interest in the activity and promote skill development.
4. Strong interpersonal and communication skills.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DESCRIPTION:

So many students do not have a quiet place to work and/or do not have the support at home. This club will allow for students to come into school prior to the first bell to get work done or simply read, draw, etc. Students will be given an opportunity to work in a quiet setting to read, catch up on assignments or do work once a week before school. This club is open to everyone, however can also be assigned as needed for intervention purposes. This club will meet one time per week.

JOB GOAL AND EXPECTATIONS :

Students will develop sound work habits in a safe and quiet setting. Students will be provided structure that promotes healthy work habits. Students will learn to utilize their time in an effective manner in order to promote successful work practices.

PERFORMANCE RESPONSIBILITIES:

1. Organizes and supervises a series of regularly-scheduled extracurricular activities for students after school hours.
2. Actively promotes the program and seeks student participation.
3. Attends all activity meetings and in-school events and supervises students on related field trips and other out-of-school functions.
4. Ensures the safety of the students and maintains responsibility for the security of equipment and facilities.
5. Prepares the activity budget, orders necessary supplies and equipment and maintains appropriate records related to activity expenses and revenues.

6. Is responsible for the collection, depositing of funds, payment of bills and financial reporting in accordance with statute, administrative code and board policies and regulations.
7. Oversees the development, production, sales/distribution and advertising of any product produced by the students or any service provided to the community.
8. Submits necessary paperwork for transportation or scheduling related to the activity.
9. Evaluates the program annually and makes recommendations for improvements as necessary by submitting an annual report.
10. Performs other duties related to the student activity as assigned by the principal.
11. Performs such other duties as may be assigned in all areas as needed.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board Policy.

TERMS OF EMPLOYMENT: 10 Month Contract

Adopted:



MIDLAND PARK HIGH SCHOOL

MEMORANDUM

To: Dr. Marie Cirasella, Superintendent of Schools

From: Nicholas Capuano, Principal

Date: September 10, 2019

Re: Curriculum Writing

Please have the Board of Education approve the following Curriculum Writing:

Physical Education Grade 7	Half	Revise	Matt Jimenez	\$450
Health Grade 7	Half	Revise	Maureen Fister	\$450
Physical Education Grade 8	Half	Revise	Matt Jimenez	\$450
Health Grade 8	Half	Revise	Lisa McNerney	\$450
Physical Education Grade 9	Half	Revise	Maureen Fister	\$450
Health Grade 9	Half	Revise	Maureen Fister	\$450
Physical Education Grade 10	Half	Revise	Lisa McNerney	\$450
Drivers Ed Grade 10	Half	Revise	Lisa McNerney	\$450
Physical Education Grade 11	Half	Revise	Lisa McNerney	\$450
Health Grade 11	Half	Revise	Lisa McNerney	\$450
Physical Education Grade 12	Half	Revise	Maureen Fister	\$450
Health Grade 12	Half	Revise	Maureen Fister	\$450
Band 7/8	Full	Revise	David Marks	\$600
Band 9-12	Full	Revise	David Marks	\$600
Chorus 7/8	Full	Revise	Donna Halliwell	\$600
Concert Choir 9-12	Full	Revise	Donna Halliwell	\$600

Thank you.

Cash Report
District of Midland Park
All Funds

APPENDIX B-3

For the month ending: September 30, 2019

FUNDS	Beginning Cash Balances	Cash Receipts This Month	Cash Disbursements This Month	Ending Cash Balances
General Fund 10	3860105.19	2384597.69	2121226.16	4123476.72
Special Revenue Fund 20	48975.56	108253.00	48323.13	108905.43
Capital Projects Fund 30	312019.95	0	4344.23	307675.72
Debt Service Fund 40	115762.50	0.00	0	115762.50
Enterprise Fund 60	98379.8	41700.4	39380.69	100699.51
Payroll	1097.99	777309.95	777255.53	1152.41
Payroll Agency	4200.26	560799.52	443951.55	121048.23
Scholarships	4719.85	3.79	0.00	4723.64
SUI Fund	148361.67	1658.96	0	150020.63
Flexible Spending	6723.62	2252.89	1390.77	7585.74
Total of all Funds	4600346.39	3876576.20	3435872.06	5041050.53 5041050.53

Submitted by:



Superintendent of Schools

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

Page 1 of 33
10/10/19 14:38

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 10 GENERAL FUND

Assets and Resources

Assets:

101	Cash in bank		\$3,566,309.65
102 - 106	Cash Equivalents		\$333,092.79
111	Investments		\$0.00
116	Capital Reserve Account		\$224,074.28
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$15,483,970.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$1,153,895.26	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$590,000.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$395,252.94	\$2,139,148.20

Loans Receivable:

131	Interfund	\$27,213.67	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$27,213.67

Other Current Assets

\$0.00

Resources:

301	Estimated revenues	\$22,777,461.00	
302	Less revenues	(\$23,143,494.32)	(\$366,033.32)

Total assets and resources

\$21,407,775.27

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

Page 2 of 33
10/10/19 14:38

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 10 GENERAL FUND

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		(\$49,281.09)
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$141,423.41
	Total liabilities		\$92,142.32

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$18,149,781.17
761	Capital reserve account - July	\$339,657.85	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$300,000.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$639,657.85
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	\$23,936,030.94	
602	Less: Expenditures	(\$4,085,362.67)	
	Less: Encumbrances	(\$18,149,781.17)	(\$22,235,143.84)
	Total appropriated		\$20,490,326.12

Unappropriated:

770	Fund balance, July 1		\$1,463,502.83
771	Designated fund balance		\$375,000.00
303	Budgeted fund balance		(\$1,013,196.00)
	Total fund balance		\$21,315,632.95
	Total liabilities and fund equity		<u>\$21,407,775.27</u>

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

Page 3 of 33
10/10/19 14:38

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 10 GENERAL FUND

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$23,936,030.94	\$22,235,143.84	\$1,700,887.10
Revenues	(\$22,777,461.00)	(\$23,143,494.32)	\$366,033.32
Subtotal	<u>\$1,158,569.94</u>	<u>(\$908,350.48)</u>	<u>\$2,066,920.42</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	(\$115,583.57)	\$115,583.57
Less - Withdrawal from reserve	\$300,000.00	\$300,000.00	\$0.00
Subtotal	<u>\$1,458,569.94</u>	<u>(\$723,934.05)</u>	<u>\$2,182,503.99</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>\$1,458,569.94</u>	<u>(\$723,934.05)</u>	<u>\$2,182,503.99</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>\$1,458,569.94</u>	<u>(\$723,934.05)</u>	<u>\$2,182,503.99</u>
Less: Adjustment for prior year	(\$445,373.94)	(\$445,373.94)	\$0.00
Budgeted fund balance	<u>\$1,013,196.00</u>	<u>(\$1,169,307.99)</u>	<u>\$2,182,503.99</u>

Prepared and submitted by :


Board Secretary

10/14/19
Date

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

Page 4 of 33

10/10/19 14:38

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 10 GENERAL FUND

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00370	SUBTOTAL – Revenues from Local Sources	21,935,038	59,735	21,994,773	21,985,806	Under	8,967
00520	SUBTOTAL – Revenues from State Sources	782,688	0	782,688	1,157,688		(375,000)
0071A	Other	0	0	0	300,000		(300,000)
Total		22,717,726	59,735	22,777,461	23,443,494		(666,033)
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	6,357,974	5,882	6,363,856	676,028	5,522,222	165,606
10300	Total Special Education - Instruction	2,335,047	33,871	2,368,918	280,092	2,041,101	47,725
17100	Total School-Sponsored Co/Extra Curricul	109,350	0	109,350	10,446	93,002	5,903
17600	Total School-Sponsored Athletics – Instr	490,050	9,394	499,444	70,819	376,540	52,085
29180	Total Undistributed Expenditures - Instr	2,015,596	49,185	2,064,781	241,048	1,661,322	162,411
30620	Total Undistributed Expenditures – Healt	279,350	0	279,350	35,524	230,026	13,800
40580	Total Undistributed Expend – Speech, OT,	484,250	(30,371)	453,879	47,928	399,941	6,009
41080	Total Undist. Expend. – Other Supp. Serv	599,750	1,260	601,010	36,465	311,520	253,025
41660	Total Undist. Expend. – Guidance	359,346	0	359,346	44,600	294,588	20,159
42200	Total Undist. Expend. – Child Study Team	437,800	(2,500)	435,300	61,367	364,678	9,254
43200	Total Undist. Expend. – Improvement of I	133,620	0	133,620	36,905	84,244	12,471
43620	Total Undist. Expend. – Edu. Media Serv.	368,382	0	368,382	68,027	296,441	3,914
44180	Total Undist. Expend. – Instructional St	94,095	0	94,095	17,517	62,106	14,472
45300	Support Serv. - General Admin	371,323	51,615	422,938	129,622	226,044	67,272
46160	Support Serv. - School Admin	797,951	232,110	1,030,061	243,935	775,239	10
47200	Total Undist. Expend. – Central Services	318,015	90,000	408,015	104,250	302,172	1,593
47620	Total Undist. Expend. – Admin. Info. Tec	72,310	0	72,310	20,963	42,499	8,848
51120	Total Undist. Expend. – Oper. & Maint. O	1,670,269	100,666	1,770,935	441,239	1,223,098	106,598
52480	Total Undist. Expend. – Student Transpor	651,865	0	651,865	92,573	501,135	58,157
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	4,376,345	(7,542)	4,368,803	1,016,706	2,972,677	379,420
75880	TOTAL EQUIPMENT	0	0	0	(2,800)	2,800	0
76260	Total Facilities Acquisition and Constr	322,775	0	322,775	116,500	53,500	152,775
83080	TOTAL SPECIAL SCHOOLS	756,498	0	756,498	295,609	312,886	148,003
Total		23,402,461	533,570	23,936,031	4,085,363	18,149,781	1,700,887

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

Page 5 of 33
10/10/19 14:38

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 10 GENERAL FUND

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00100	10-1210	Local Tax Levy	20,421,875	0	20,421,875	20,421,875		0
00140	10-1310	Tuition from Individuals	43,400	0	43,400	30,925	Under	12,475
00260	10-1910	Rents and Royalties	45,000	0	45,000	45,301		(301)
00340	10-1___	Interest Earned on Capital Reserve Funds	500	0	500	991		(491)
00350	10-1___	Other Restricted Miscellaneous Revenues	1,424,263	59,735	1,483,998	1,486,715		(2,717)
00420	10-3121	Categorical Transportation Aid	107,033	0	107,033	107,033		0
00430	10-3131	Extraordinary Aid	0	0	0	375,000		(375,000)
00440	10-3132	Categorical Special Education Aid	583,528	0	583,528	583,528		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
00680	10-5200	Transfers from Other Funds	0	0	0	300,000		(300,000)
Total			22,717,726	59,735	22,777,461	23,443,494		(666,033)

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
			500	0	500	0	0	500
02080	11-110-___-101	Kindergarten – Salaries of Teachers	276,400	0	276,400	27,390	249,010	0
02100	11-120-___-101	Grades 1-5 – Salaries of Teachers	2,296,936	0	2,296,936	220,755	2,076,181	0
02120	11-130-___-101	Grades 6-8 – Salaries of Teachers	1,154,815	0	1,154,815	110,219	1,044,596	0
02140	11-140-___-101	Grades 9-12 – Salaries of Teachers	2,128,405	0	2,128,405	208,059	1,907,346	13,000
02500	11-150-100-101	Salaries of Teachers	18,000	0	18,000	0	18,000	0
02540	11-150-100-320	Purchased Professional – Educational Ser	4,000	0	4,000	0	4,000	0
03000	11-190-1___-106	Other Salaries for Instruction	47,738	0	47,738	3,469	31,219	13,050
03020	11-190-1___-320	Purchased Professional – Educational Ser	48,485	(300)	48,185	12,952	9,188	26,045
03060	11-190-1___-[4-5]	Other Purchased Services (400-500 series	133,043	6,231	139,274	41,494	97,779	0
03080	11-190-1___-610	General Supplies	209,300	(1,062)	208,238	31,505	68,380	108,354
03100	11-190-1___-640	Textbooks	36,125	1,094	37,219	19,395	16,396	1,427
03120	11-190-1___-8__	Other Objects	4,727	(80)	4,647	790	127	3,730
04500	11-204-100-101	Salaries of Teachers	109,750	(604)	109,146	17,646	91,500	0
04520	11-204-100-106	Other Salaries for Instruction	217,350	(87,945)	129,405	21,310	108,095	0
04600	11-204-100-610	General Supplies	1,500	(1,000)	500	47	110	343
07000	11-213-100-101	Salaries of Teachers	1,307,697	(160)	1,307,537	141,963	1,165,574	0
07020	11-213-100-106	Other Salaries for Instruction	324,450	88,467	412,917	46,802	359,865	6,250
07100	11-213-100-610	General Supplies	4,000	0	4,000	1,007	1,887	1,106
08000	11-215-100-101	Salaries of Teachers	167,100	(54,818)	112,282	12,492	99,790	0
08020	11-215-100-106	Other Salaries for Instruction	196,200	(113,931)	82,269	10,363	71,906	0
08100	11-215-100-6__	General Supplies	2,000	(1,000)	1,000	0	484	516
08500	11-216-100-101	Salaries of Teachers	0	53,974	53,974	9,624	44,350	0
08520	11-216-100-106	Other Salaries for Instruction	0	149,888	149,888	18,838	96,700	34,350
08600	11-216-100-6__	General Supplies	0	1,000	1,000	0	840	160
09300	11-219-100-320	Purchased Professional-Educational Servi	5,000	0	5,000	0	0	5,000
17000	11-401-100-1___	Salaries	90,000	0	90,000	4,115	85,885	0
17020	11-401-100-[3-5]	Purchased Services (300-500 series)	4,400	0	4,400	2,800	0	1,600

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

Page 6 of 33
10/10/19 14:38

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 10 GENERAL FUND

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Availa
17040	11-401-100-6__	Supplies and Materials	13,350	0	13,350	2,931	7,116	3,303
17060	11-401-100-8__	Other Objects	1,600	0	1,600	600	0	1,000
17500	11-402-100-1__	Total Vocational Programs -- Local -Instr	373,000	0	373,000	8,280	362,640	2,080
17520	11-402-100-[3-5]	Purchased Services (300-500 series)	53,000	1,650	54,650	43,189	1,585	9,876
17540	11-402-100-6__	Supplies and Materials	47,485	7,543	55,028	13,200	12,113	29,714
17560	11-402-100-8__	Other Objects	16,565	201	16,766	6,150	201	10,415
29000	11-000-100-561	Tuition to Other LEAs within the State -	75,888	(18,972)	56,916	0	56,916	0
29020	11-000-100-562	Tuition to Other LEAs within the State -	299,100	0	299,100	0	282,585	16,515
29040	11-000-100-563	Tuition to County Voc. School District-R	73,548	16,650	90,198	0	90,198	0
29060	11-000-100-564	Tuition to County Voc. School District-S	117,000	(49,918)	67,082	0	63,792	3,290
29080	11-000-100-565	Tuition to CSSD & Regular Day Schools	284,540	72,180	356,720	31,500	325,220	0
29100	11-000-100-566	Tuition to Priv. School for the Disabled	1,165,520	29,245	1,194,765	209,548	842,611	142,606
30500	11-000-213-1__	Salaries	263,100	0	263,100	34,623	228,290	187
30540	11-000-213-3__	Purchased Professional and Technical Ser	10,000	0	10,000	650	300	9,050
30580	11-000-213-6__	Supplies and Materials	6,250	0	6,250	251	1,436	4,563
40500	11-000-216-1__	Salaries	482,500	(102,346)	380,154	44,189	335,965	0
40520	11-000-216-320	Purchased Professional -- Educational Ser	1,000	67,475	68,475	3,475	59,193	5,807
40540	11-000-216-6__	Supplies and Materials	750	4,500	5,250	264	4,784	
41020	11-000-217-320	Purchased Professional -- Educational Ser	599,750	1,260	601,010	36,465	311,520	253,025
41500	11-000-218-104	Salaries of Other Professional Staff	295,850	0	295,850	35,041	260,809	0
41520	11-000-218-105	Salaries of Secretarial and Clerical Ass	39,350	498	39,848	6,633	33,215	0
41560	11-000-218-320	Purchased Professional -- Educational Ser	4,060	0	4,060	2,921	0	1,139
41620	11-000-218-6__	Supplies and Materials	5,800	(498)	5,302	4	346	4,952
41640	11-000-218-8__	Other Objects	14,286	0	14,286	0	218	14,068
42000	11-000-219-104	Salaries of Other Professional Staff	363,200	1,379	364,579	48,499	316,080	0
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass	44,600	0	44,600	11,426	33,175	0
42060	11-000-219-320	Purchased Professional -- Educational Ser	23,000	(2,379)	20,621	450	12,614	7,557
42080	11-000-219-390	Other Purchased Professional & Technical	1,000	0	1,000	0	810	190
42160	11-000-219-6__	Supplies and Materials	5,000	(1,750)	3,250	59	1,750	1,441
42180	11-000-219-8__	Other Objects	1,000	250	1,250	934	250	66
43000	11-000-221-102	Salaries of Supervisor of Instruction	25,000	0	25,000	6,250	18,750	0
43020	11-000-221-104	Salaries of Other Professional Staff	35,025	0	35,025	8,757	26,268	0
43060	11-000-221-110	Other Salaries	38,770	0	38,770	2,210	36,560	0
43140	11-000-221-[4-5]	Other Purch. Services (400-500 series)	30,075	0	30,075	19,688	2,550	7,837
43160	11-000-221-6__	Supplies and Materials	4,000	0	4,000	0	116	3,884
43180	11-000-221-8__	Other Objects	750	0	750	0	0	750
43500	11-000-222-1__	Salaries	138,020	0	138,020	13,384	124,636	
43520	11-000-222-177	Salaries of Technology Coordinators	210,960	0	210,960	47,878	163,082	0
43540	11-000-222-3__	Purchased Professional and Technical Ser	5,152	0	5,152	2,431	637	2,084
43580	11-000-222-6__	Supplies and Materials	13,850	0	13,850	4,300	8,087	1,463
43600	11-000-222-8__	Other Objects	400	0	400	33	0	367

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

Page 7 of 33
10/10/19 14:38

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 10 GENERAL FUND

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
44000	11-000-223-102	Salaries of Supervisor of Instruction		25,000	0	25,000	6,250	18,750	0
44020	11-000-223-104	Salaries of Other Professional Staff		35,025	0	35,025	8,757	26,268	0
44060	11-000-223-110	Other Salaries		16,570	0	16,570	1,410	15,160	0
44100	11-000-223-390	Other Purch. Professional & Technical Se		5,000	0	5,000	1,000	838	3,162
44140	11-000-223-6__	Supplies and Materials		500	0	500	0	0	500
44160	11-000-223-8__	Other Objects		12,000	0	12,000	100	1,090	10,810
45000	11-000-230-1__	Salaries		247,407	51,615	299,022	97,268	201,754	0
45040	11-000-230-331	Legal Services		35,000	0	35,000	2,164	13,467	19,369
45060	11-000-230-332	Audit Fees		24,850	0	24,850	0	0	24,850
45100	11-000-230-339	Other Purchased Professional Services		5,350	0	5,350	4,535	0	815
45120	11-000-230-340	Purchased Technical Services		2,000	0	2,000	182	0	1,818
45140	11-000-230-530	Communications/Telephone		23,700	205	23,905	9,405	7,777	6,722
45160	11-000-230-585	BOE Other Purchased Services		5,000	(205)	4,795	0	0	4,795
45180	11-000-230-590	Misc Purch Services (400-500 series, O/T		9,000	0	9,000	2,193	1,496	5,311
45200	11-000-230-610	General Supplies		5,700	(68)	5,632	764	1,312	3,556
45220	11-000-230-630	BOE In-House Training/Meeting Supplies		100	0	100	12	53	35
45260	11-000-230-890	Miscellaneous Expenditures		3,780	68	3,848	3,664	184	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		543,312	54,946	598,258	149,714	448,544	0
46020	11-000-240-104	Salaries of Other Professional Staff		85,164	115,564	200,728	49,370	151,358	0
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass		143,475	64,149	207,624	34,906	172,717	0
46080	11-000-240-3__	Purchased Professional and Technical Ser		2,500	0	2,500	100	0	2,400
46100	11-000-240-[4-5]	Other Purchased Services (400-500 series		10,500	(1,372)	9,128	2,946	339	5,843
46120	11-000-240-6__	Supplies and Materials		7,000	(1,349)	5,651	2,162	1,591	1,898
46140	11-000-240-8__	Other Objects		6,000	172	6,172	4,737	689	746
47000	11-000-251-1__	Salaries		305,000	90,000	395,000	99,265	295,745	0
47020	11-000-251-330	Purchased Professional Services		1,400	(910)	491	491	0	0
47040	11-000-251-340	Purchased Technical Services		5,520	59	5,579	3,415	2,164	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	857	2,857	100	2,757	0
47120	11-000-251-831	Interest on Current Loans		1,255	0	1,255	0	1,255	0
47180	11-000-251-890	Other Objects		1,340	(7)	1,333	990	250	93
47500	11-000-252-1__	Salaries		30,910	0	30,910	7,735	23,175	0
47520	11-000-252-330	Purchased Professional Services		8,000	(3,605)	4,395	7,435	(7,435)	4,395
47540	11-000-252-340	Purchased Technical Services		20,000	3,605	23,605	(3,154)	26,758	0
47560	11-000-252-[4-5]	Other Purchased Services (400-500 series		11,900	0	11,900	8,947	0	2,953
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		306,369	0	306,369	56,993	249,376	0
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic		100,000	102,934	202,934	29,748	161,595	11,591
48540	11-000-261-610	General Supplies		30,000	1,317	31,317	13,593	6,275	11,450

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

Page 8 of 33
10/10/19 14:38

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 10 GENERAL FUND

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
49000	11-000-262-1__	Salaries	519,950	0	519,950	137,065	382,885	0
49020	11-000-262-107	Salaries of Non-Instructional Aides	130,000	0	130,000	5,805	124,195	0
49040	11-000-262-3__	Purchased Professional and Technical Ser	41,000	(13,687)	27,313	10,056	15,694	1,563
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.	73,850	13,687	87,537	45,887	25,973	15,677
49120	11-000-262-490	Other Purchased Property Services	20,000	0	20,000	4,468	15,332	200
49140	11-000-262-520	Insurance	115,000	1,660	116,660	116,660	0	0
49180	11-000-262-610	General Supplies	37,000	(5,246)	31,754	10,269	8,583	12,901
49200	11-000-262-621	Energy (Natural Gas)	100,000	0	100,000	396	99,604	0
49220	11-000-262-622	Energy (Electricity)	130,000	0	130,000	3,524	126,476	0
49280	11-000-262-8__	Other Objects	450	0	450	125	125	200
51000	11-000-266-1__	Salaries	2,000	0	2,000	500	1,500	0
51020	11-000-266-3__	Purchased Professional and Technical Ser	64,650	0	64,650	6,150	5,484	53,016
52000	11-000-270-107	Salaries of Non-Instructional Aides	80,000	0	80,000	9,514	70,486	0
52040	11-000-270-161	Sal. For Pupil Trans (Bet Home & Sch) -	143,000	0	143,000	18,147	124,853	0
52140	11-000-270-420	Cleaning, Repair, & Maint. Services	13,000	0	13,000	0	1,034	11,966
52180	11-000-270-443	Lease Purchase Payments - School Buses	15,215	0	15,215	0	15,215	0
52280	11-000-270-512	Contr Serv (Oth. Than Bet Home & Sch) -	21,650	0	21,650	0	10,825	10,825
52300	11-000-270-513	Contr Serv (Bet. Home & Sch) - Joint Agr	45,000	0	45,000	0	45,000	0
52340	11-000-270-515	Contract Serv. (Sp Ed Stds) - Joint Agree	310,000	0	310,000	64,511	215,339	30,150
52440	11-000-270-615	Transportation Supplies	3,500	0	3,500	200	383	2,917
52460	11-000-270-8__	Other objects	20,500	0	20,500	200	18,000	2,300
71000	11-000-291-210	Group Insurance	5,650	0	5,650	0	5,631	19
71020	11-000-291-220	Social Security Contributions	266,500	0	266,500	50,002	216,498	0
71060	11-000-291-241	Other Retirement Contributions - PERS	335,500	0	335,500	968	6,032	328,500
71120	11-000-291-249	Other Retirement Contributions - Regular	2,500	0	2,500	362	2,138	0
71160	11-000-291-260	Workmen's Compensation	119,215	(7,542)	111,673	43,408	59,493	8,772
71180	11-000-291-270	Health Benefits	3,523,140	0	3,523,140	902,387	2,620,291	462
71200	11-000-291-280	Tuition Reimbursement	26,000	0	26,000	0	4,101	21,899
71220	11-000-291-290	Other Employee Benefits	97,840	0	97,840	19,579	58,492	19,769
75080	12-4__-100-73__	School-Sponsored and Other Instructional	0	0	0	(2,800)	2,800	0
76040	12-000-400-334	Architectural/Engineering Services	35,000	0	35,000	0	0	35,000
76080	12-000-400-450	Construction Services	265,000	0	265,000	116,500	53,500	95,000
76200	12-000-400-800	Other Objects	22,775	0	22,775	0	0	22,775
80000	13-602-100-101	Salaries of Teachers	100,000	0	100,000	1,615	98,385	0
80080	13-602-100-3__	Purchased Professional and Technical Svc	141,000	0	141,000	52,235	20,879	67,887
80100	13-602-100-[4-5]	Other Purchased Services (400-500 series	291,000	0	291,000	197,469	17,715	75,816
80120	13-602-100-610	General Supplies	5,000	0	5,000	2,750	50	2,199
80140	13-602-100-640	Textbooks	2,000	0	2,000	0	0	2,000
80160	13-602-100-8__	Other Objects	100	0	100	0	0	100
80200	13-602-200-1__	Salaries	141,398	0	141,398	25,407	115,991	0

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

Page 9 of 33
10/10/19 14:38

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 10 GENERAL FUND

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
80220 13-602-200-2__ Personnel Services – Employee Benefits	76,000	0	76,000	16,133	59,867	0
Total	23,402,461	533,570	23,936,031	4,085,363	18,149,781	1,700,887

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

Page 10 of 33
10/10/19 14:38

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 20 SPECIAL REVENUE FUNDS

Assets and Resources

Assets:

101	Cash in bank		\$108,905.43
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	\$109,972.00	
142	Intergovernmental - Federal	\$331,803.56	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$441,775.56

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	\$682,350.63	
302	Less revenues	(\$576,971.00)	\$105,379.63

Total assets and resources

\$656,060.62

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

Page 11 of 33
10/10/19 14:38

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 20 SPECIAL REVENUE FUNDS

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state	\$58,605.85
421	Accounts payable	\$12,948.62
431	Contracts payable	\$0.00
451	Loans payable	\$0.00
481	Deferred revenues	\$2.26
	Other current liabilities	\$1,076.38
	Total liabilities	\$72,633.11

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$208,294.59
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
7	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	\$682,350.63	
602	Less: Expenditures	(\$98,923.12)	
	Less: Encumbrances	(\$208,294.59)	(\$307,217.71)
	Total appropriated		\$583,427.51

Unappropriated:

770	Fund balance, July 1	\$0.00
771	Designated fund balance	\$0.00
303	Budgeted fund balance	\$0.00
	Total fund balance	\$583,427.51
	Total liabilities and fund equity	<u>\$656,060.62</u>

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

Page 12 of 33
10/10/19 14:38

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 20 SPECIAL REVENUE FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$682,350.63	\$307,217.71	\$375,132.92
Revenues	(\$682,350.63)	(\$576,971.00)	(\$105,379.63)
Subtotal	<u>\$0.00</u>	<u>(\$269,753.29)</u>	<u>\$269,753.29</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>(\$269,753.29)</u>	<u>\$269,753.29</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>(\$269,753.29)</u>	<u>\$269,753.29</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>(\$269,753.29)</u>	<u>\$269,753.29</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$269,753.29)</u>	<u>\$269,753.29</u>

Prepared and submitted by :


Board Secretary

10/14/19
Date

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 20 SPECIAL REVENUE FUNDS

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00770	Total Revenues from State Sources	195,728	30,443	226,171	186,899	Under	39,272
00830	Total Revenues from Federal Sources	381,485	74,695	456,180	390,072	Under	66,108
Total		577,213	105,138	682,351	576,971		105,380

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
88000	Nonpublic Textbooks	8,215	1,747	9,962	3,166	3,914	2,882
88020	Nonpublic Auxiliary Services	54,653	12,345	66,998	0	0	66,998
88040	Nonpublic Handicapped Services	88,060	(33,584)	54,476	0	0	54,476
88060	Nonpublic Nursing Services	15,418	3,691	19,109	0	0	19,109
88080	Nonpublic Technology Initiative	5,540	1,264	6,804	5,710	995	98
88140	Other	23,842	44,980	68,822	20,858	34,993	12,971
88740	Total Federal Projects	381,485	74,695	456,180	69,189	168,393	218,598
Total		577,213	105,138	682,351	98,923	208,295	375,133

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

Page 14 of 33
10/10/19 14:38

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 20 SPECIAL REVENUE FUNDS

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00765 20-32__ Other Restricted Entitlements	195,728	30,443	226,171	186,899	Under	39,272
00775 20-441[1-6] Title I	95,055	38,691	133,746	96,929	Under	36,817
00780 20-445[1-5] Title II	22,275	2,620	24,895	17,921	Under	6,974
00790 20-447[1-4] Title IV	15,737	704	16,441	10,000	Under	6,441
00805 20-442[0-9] I.D.E.A. Part B (Handicapped)	248,418	32,680	281,098	265,222	Under	15,876
Total	577,213	105,138	682,351	576,971		105,380

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
88000 20-____-____ Nonpublic Textbooks	8,215	1,747	9,962	3,166	3,914	2,882
88020 20-____-____ Nonpublic Auxiliary Services	54,653	12,345	66,998	0	0	66,998
88040 20-____-____ Nonpublic Handicapped Services	88,060	(33,584)	54,476	0	0	54,476
88060 20-____-____ Nonpublic Nursing Services	15,418	3,691	19,109	0	0	19,109
88080 20-____-____ Nonpublic Technology Initiative	5,540	1,264	6,804	5,710	995	98
88140 20-____-____ Other	23,842	44,980	68,822	20,858	34,993	12,971
88500 20-____-____ Title I	95,055	38,691	133,746	650	3,875	129,221
88520 20-____-____ Title II	22,275	2,620	24,895	729	0	24,166
88560 20-____-____ Title IV	15,737	704	16,441	1,061	5,517	9,863
88620 20-____-____ I.D.E.A. Part B (Handicapped)	248,418	32,680	281,098	66,748	159,002	55,348
Total	577,213	105,138	682,351	98,923	208,295	375,

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 30 CAPITAL PROJECTS FUNDS

Assets and Resources

Assets:

101	Cash in bank		\$307,675.72
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	\$264,915.69	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$264,915.69

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

\$572,591.41

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

Page 16 of 33
10/10/19 14:38

Starting date 7/1/2019 Ending date 9/30/2019 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		\$0.00
	Total liabilities		\$25,710.13

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$368,838.27
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		\$161,535.64
601	Appropriations	\$440,901.75	
602	Less: Expenditures	(\$4,344.23)	
	Less: Encumbrances	(\$368,838.27)	(\$373,182.50)
	Total appropriated		\$598,093.16

Unappropriated:

770	Fund balance, July 1		\$31,770.87
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$82,982.75)
	Total fund balance		\$546,881.28
	Total liabilities and fund equity		\$572,591.41

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

Page 17 of 33
10/10/19 14:38

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 30 CAPITAL PROJECTS FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$440,901.75	\$373,182.50	\$67,719.25
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$440,901.75</u>	<u>\$373,182.50</u>	<u>\$67,719.25</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>\$440,901.75</u>	<u>\$373,182.50</u>	<u>\$67,719.25</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>\$440,901.75</u>	<u>\$373,182.50</u>	<u>\$67,719.25</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>\$440,901.75</u>	<u>\$373,182.50</u>	<u>\$67,719.25</u>
Less: Adjustment for prior year	(\$357,919.00)	(\$357,919.00)	\$0.00
Budgeted fund balance	<u>\$82,982.75</u>	<u>\$15,263.50</u>	<u>\$67,719.25</u>

Prepared and submitted by :

Board Secretary

Date

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 30 CAPITAL PROJECTS FUNDS

Expenditures:

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

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	0	440,902	440,902	4,344	368,838	67,719
Total	0	440,902	440,902	4,344	368,838	67,719

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

Page 19 of 33
10/10/19 14:38

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 30 CAPITAL PROJECTS FUNDS

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	0	440,902	440,902	4,344	368,838	67,719
Total	0	440,902	440,902	4,344	368,838	67,719

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

Page 20 of 33
10/10/19 14:38

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 40 DEBT SERVICE FUNDS

Assets and Resources

Assets:

101	Cash in bank		\$115,762.50
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	\$935,325.00	
302	Less revenues	(\$935,325.00)	\$0.00

Total assets and resources

\$115,762.50

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

Page 21 of 33
10/10/19 14:38

Starting date 7/1/2019 Ending date 9/30/2019 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
	Total liabilities		\$0.00

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$115,762.50
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
76	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	\$935,325.00	
602	Less: Expenditures	(\$819,562.50)	
	Less: Encumbrances	(\$115,762.50)	(\$935,325.00)
	Total appropriated		\$115,762.50

Unappropriated:

770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$115,762.50
	Total liabilities and fund equity		<u>\$115,762.50</u>

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

Page 22 of 33
10/10/19 14:38

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 40 DEBT SERVICE FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$935,325.00	\$935,325.00	\$0.00
Revenues	(\$935,325.00)	(\$935,325.00)	\$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

10/14/19
Date

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

Page 23 of 33
10/10/19 14:38

Reporting date 7/1/2019 Ending date 9/30/2019 Fund: 40 DEBT SERVICE FUNDS

Revenues:

00885 Total Revenues from Local Sources

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	935,325	0	935,325	935,325		0
Total	935,325	0	935,325	935,325		0

Expenditures:

89660 Total Regular Debt Service

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	935,325	0	935,325	819,563	115,763	0
Total	935,325	0	935,325	819,563	115,763	0

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

Page 24 of 33
10/10/19 14:38

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 40 DEBT SERVICE FUNDS

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00860 40-1210 Local Tax Levy	935,325	0	935,325	935,325		0
Total	935,325	0	935,325	935,325		0

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89600 40-701-510-834 Interest on Bonds	240,325	0	240,325	124,563	115,763	0
89620 40-701-510-910 Redemption of Principal	695,000	0	695,000	695,000	0	0
Total	935,325	0	935,325	819,563	115,763	0

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

Page 25 of 33
10/10/19 14:38

Reporting date 7/1/2019 Ending date 9/30/2019 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

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

Page 26 of 33
10/10/19 14:38

Starting date 7/1/2019 Ending date 9/30/2019 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
	Total liabilities		\$0.00

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
	Total appropriated		\$0.00

Unappropriated:

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

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

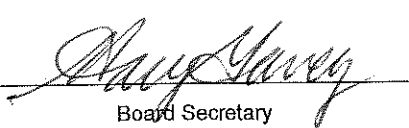
Page 27 of 33
10/10/19 14:38

Starting date 7/1/2019 Ending date 9/30/2019 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

10/14/19
Date

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 50 ENTERPRISE

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 60 ENTERPRISE FUND

Assets and Resources

Assets:

101	Cash in bank		\$100,699.51
102 - 106	Cash Equivalents		\$4,000.00
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	\$397.42	
142	Intergovernmental - Federal	\$6,993.28	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$7,390.70

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	(\$51,714.97)	(\$51,714.97)

Total assets and resources

\$130,220.90

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

Page 30 of 33
10/10/19 14:38

Starting date 7/1/2019 Ending date 9/30/2019 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		\$9,513.71
	Other current liabilities		\$167,050.62
	Total liabilities		\$176,564.33

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	(\$46,343.43)	
	Less: Encumbrances	\$0.00	(\$46,343.43)
	Total appropriated		(\$46,343.43)

Unappropriated:

770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		(\$46,343.43)
	Total liabilities and fund equity		<u>\$130,220.90</u>

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

Page 31 of 33
10/10/19 14:38

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 60 ENTERPRISE FUND

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$46,343.43	(\$46,343.43)
Revenues	\$0.00	(\$51,714.97)	\$51,714.97
Subtotal	<u>\$0.00</u>	<u>(\$5,371.54)</u>	<u>\$5,371.54</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>\$0.00</u>	<u>(\$5,371.54)</u>	<u>\$5,371.54</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>\$0.00</u>	<u>(\$5,371.54)</u>	<u>\$5,371.54</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>\$0.00</u>	<u>(\$5,371.54)</u>	<u>\$5,371.54</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$5,371.54)</u>	<u>\$5,371.54</u>

Prepared and submitted by :


Board Secretary

10/14/19
Date

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

Page 32 of 33
10/10/19 14:38

Starting date 7/1/2019 Ending date 9/30/2019 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	55,715		(55,715)
Total	0	0	0	55,715		(55,715)

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)	0	0	0	46,343	0	(46,343)
Total	0	0	0	46,343	0	(46,343)

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 60 ENTERPRISE FUND

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	0	0	0	4,000		(4,000)
99999	0	0	0	51,715		(51,715)
Total	0	0	0	55,715		(55,715)

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
99999	0	0	0	46,343	0	(46,343)
Total	0	0	0	46,343	0	(46,343)

Oct. 15, 2019

POLICY

MIDLAND PARK BOARD OF EDUCATION

TEACHING STAFF MEMBERS

3159/page 1 of 3

Teaching Staff Member/School District

Reporting Responsibilities

M

3159 TEACHING STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES

The Board of Education and All certificate holders shall adhere to the reporting requirements outlined in N.J.A.C. 6A:9B-4.3 and N.J.S.A. 18A:16-1.3. ~~their arrest or indictment for any crime or offense to the Superintendent of Schools within fourteen calendar days of the arrest or indictment in accordance with the provisions of N.J.A.C. 6A:9B-4.3.~~ For the purposes of this pPolicy, "certificate holders" shall include all individuals who hold certificates, credentials, certificates of eligibility (CEs), and certificates of eligibility with advance standing (CEASs) issued by the New Jersey State Board of Examiners. For purposes of this Policy, the term "certificate" shall include all standard, emergency and provisional certificates, all credentials, and all CE and CEASs issued by the New Jersey State Board of Examiners.

All certificate holders shall report an arrest or indictment for any crime or offense to the Superintendent within fourteen calendar days of their arrest or indictment in accordance with the provisions of N.J.A.C. 6A:9B-4.3. The report submitted to the Superintendent shall include the date of arrest or indictment and charge(s) lodged against the certificate holder. Such certificate holders shall also report to the Superintendent the disposition of any charge within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed "just cause" for revocation or suspension of certification pursuant to N.J.A.C. 6A:9B-4.4. The school district shall make these reporting requirements known to all new employees upon initial employment and to all employees on an annual basis.

The Superintendent of Schools shall notify the New Jersey State Board of Examiners when:

1. Tenured teaching staff members who are accused of criminal offenses or unbecoming conduct resign or retire from their positions;
2. Nontenured teaching staff members, including substitute teachers, who are accused of criminal offenses or unbecoming conduct resign, retire, or are removed from their positions;



POLICY

MIDLAND PARK BOARD OF EDUCATION

TEACHING STAFF MEMBERS

3159/page 2 of 3

Teaching Staff Member/School District Reporting Responsibilities

3. A certificate holder fails to maintain any license, certificate, or authorization that is mandated pursuant to N.J.A.C. 6A:9B for the holder to serve in a position;
4. The Superintendent of Schools becomes aware that a certificate holder has been convicted of a crime or criminal offense while in the district's employ; or
5. The Superintendent has received a report from the Department of Children and Families substantiating allegations of abuse or neglect, or establishing "concerns" regarding a certificated teaching staff member.

The school district shall cooperate with the New Jersey State Board of Examiners in any proceeding arising from an order to show cause issued by the New Jersey State Board of Examiners and based on information about the certificate holder that the school district provided. In the event the New Jersey State Board of Examiners issues an order to show cause based on the information that the school district provided about the certificate holder, it shall be the responsibility of the school district to cooperate with the Board of Examiners in any proceeding arising from the order to show cause.

The Superintendent of Schools shall also notify the New Jersey State Board of Examiners, in accordance with the provisions of N.J.S.A. 18A:16-1.3, whenever a nontenured, certificated employee is dismissed prior to the end of the school year for just cause as a result of misconduct in office. This notification requirement shall not apply in instances where the employee's contract is not renewed. The Superintendent of Schools will comply with the additional notice requirements to the New Jersey State Board of Examiners in the event it is subsequently determined by a disciplinary grievance arbitration, a court, or an administrative tribunal of competent jurisdiction that the basis for the dismissal did not constitute misconduct in office. In addition, whenever the Superintendent of Schools notifies the New Jersey State Board of Examiners of an employee's dismissal for reasons of misconduct in accordance with the provisions of N.J.S.A. 18A:16-1.3, the employee shall receive a simultaneous copy of the notifying correspondence.



POLICY

MIDLAND PARK BOARD OF EDUCATION

TEACHING STAFF MEMBERS

3159/page 3 of 3

Teaching Staff Member/School District
Reporting Responsibilities

In the event the Board of Education determines, pursuant to a tenure charge finding under N.J.S.A. 18A:6-10 or a disorderly person conviction under N.J.S.A. 9:6-8.14, that a teaching staff member has failed to report an allegation of child abuse in accordance with State law or regulations, the Board shall submit a report to the New Jersey State Board of Examiners that outlines its findings. The New Jersey State Board of Examiners shall review the certification of the teaching staff member to determine if the teaching staff member's failure to report warrants the revocation or suspension of his/her certificate. In accordance with N.J.S.A. 9:6-8.14, any person failing to report an act of child abuse, having reasonable cause to believe that an act of child abuse has been committed, may be deemed a disorderly person.

N.J.S.A. 9:6-8.14; 18A:6-10; 18A:6-38.5; 18A:16-1.3
N.J.A.C. 6A:9B-4.3; 6A:9B-4.4

Adopted: 20 October 2009
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October 2019



Oct. 15, 2019

POLICY

MIDLAND PARK BOARD OF EDUCATION

TEACHING STAFF MEMBERS

3218/page 1 of 4

Use, Possession, or Distribution of Substances Abuse

M

3218 USE, POSSESSION, OR DISTRIBUTION OF SUBSTANCES ABUSE

The Board of Education recognizes a teaching staff member who reports to work under the influence of a **substance** ~~drugs or alcohol~~ poses a significant threat to their health, safety, and welfare and the health, safety, and welfare of others, including students and other staff members. The Board strongly advises any teaching staff member that has a dependency on a substance as defined in this Policy to seek appropriate treatment. The Board has an obligation and the right to maintain a safe and healthy work environment and adopts this Policy as an important component toward maintaining a safe environment in the school district. ~~A teaching staff member is prohibited from possession, use, distribution, or being under the influence of any substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities.~~

For the purposes of this Policy, "substance" or "substances" as **defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a)** means alcoholic beverages;; any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2;; ~~or~~ any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4;; and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

~~Any teaching staff member who reports to work or attends a school-sponsored function where the teaching staff member has assigned job responsibilities under the influence of or in possession of any substance will be subject to appropriate discipline, which may include termination of a non-tenured teaching staff member or the filing of tenure charges for a tenured teaching staff member in accordance with law.~~

A teaching staff member shall be required to submit to an immediate medical examination to include a substance test if the Principal or designee has reasonable suspicion to believe a teaching staff member is under the influence of a substance during work hours or at a school-sponsored function where the teaching staff



POLICY

MIDLAND PARK BOARD OF EDUCATION

TEACHING STAFF MEMBERS

3218/page 2 of 4

Use, Possession, or Distribution of Substances Abuse

member has been assigned job responsibilities. Refusal by of a teaching staff member to consent to the medical examination **including a** and substance test will be ~~deemed determined to be~~ a positive test result for substances. In the event the results of the medical examination and substance test are not provided to the Superintendent, within twenty-four hours or as soon as the test results are available, it will be deemed a positive test result for substances and the teaching staff member shall be subject to appropriate discipline. Any required medical examination and testing shall be paid for by the Board.

~~In the event a teaching staff member's medical examination and substance test results are negative for a substance, any documents or records pertaining to the requirement for the examination and test and results will not be maintained by the school district. Any required examination and testing shall be paid for by the Board. The teaching staff member will be afforded the opportunity to have any test results confirmed using acceptable test confirmation practices. This confirming test shall be paid for by the teaching staff member.~~

In the event the Board physician determines the teaching staff member was under the influence of a substance, the determination shall be reported to the Superintendent and the teaching staff member will be subject to appropriate discipline. Appropriate discipline may include, but not be limited to, withholding an increment, terminating a non-tenured teaching staff member, and/or filing tenure charges for a tenured teaching staff member in accordance with law. The teaching staff member will be afforded the opportunity to have positive test results confirmed using acceptable confirmation test practices. This confirmation test shall be paid for by the teaching staff member.

In the event a teaching staff member's medical examination and substance test results are negative for a substance or if the Board physician determines the teaching staff member was not under the influence of a substance, the results or determination shall be reported to the Superintendent and the teaching staff member shall be returned to their position unless the Superintendent has a reason the teaching staff member should not be returned to their position.



POLICY

MIDLAND PARK BOARD OF EDUCATION

TEACHING STAFF MEMBERS

3218/page 3 of 4

Use, Possession, or Distribution of Substances Abuse

In accordance with the requirements of N.J.A.C. 6A:16-6.3(a), any ~~teaching~~ staff member who, in the course of their employment, has reason to believe a ~~school~~ staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall report the matter as soon as possible to the Principal, or in the absence of the Principal, **the Principal's designee** ~~to the staff member~~ responsible at the time of the alleged violation. Either the Principal or **designee** ~~the staff member~~ shall notify the Superintendent of Schools who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the staff member involved.

In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)3, the Superintendent or designee shall not disclose the identity of a ~~teaching~~ staff member who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or drug abuse problem, provided the ~~teaching~~ staff member is not reasonably believed to be involved or implicated in drug-distribution activities. An admission by a ~~teaching~~ staff member in response to questioning initiated by the Principal or designee or following the discovery by the Principal or designee of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.

A staff member who unlawfully possessed or in any way has been involved in the distribution of a controlled dangerous substance, including anabolic steroids or drug paraphernalia, pursuant to N.J.A.C. 6A:16-6.3, shall be subject to appropriate discipline which may include, but not be limited to, termination of a non-tenured teaching staff member or the filing of tenure charges for a tenured teaching staff member in accordance with law.

42 CFR Part 2

N.J.S.A. 18A:16-3; 18A:40A-9

N.J.A.C. 6A:16-4.1; 6A:16-6.3; 6A:16-6.5 6A:32-6.3



POLICY

MIDLAND PARK BOARD OF EDUCATION

TEACHING STAFF MEMBERS

3218/page 4 of 4

Use, Possession, or Distribution of Substances Abuse

Adopted: 7 October 2003

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October 2019



Oct. 15, 2019

POLICY

MIDLAND PARK BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4218/page 1 of 3

Use, Possession, or Distribution of Substances Abuse M

4218 USE, POSSESSION, OR DISTRIBUTION OF SUBSTANCES ABUSE

The Board of Education recognizes a support staff member who reports to work under the influence of **a substance** ~~drugs or alcohol~~ poses a significant threat to their health, safety, and welfare and the health, safety, and welfare of others, including students and other staff members. The Board strongly advises any support staff member that has a dependency on a substance as defined in this Policy to seek appropriate treatment. The Board has an obligation and the right to maintain a safe and healthy work environment and adopts this Policy as an important component toward maintaining a safe environment in the school district. ~~A support staff member is prohibited from possession, use, distribution, or being under the influence of any substance during work hours.~~

For the purposes of this Policy, "substance" or "substances" **as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a)** means alcoholic beverages;; any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2;; ~~or~~ any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4;; and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

~~Any support staff member who reports to work under the influence of or in possession of any substance will be subject to appropriate discipline, which may include termination or the filing of tenure charges for a tenured support staff member in accordance with law.~~

A support staff member shall be required to submit to an immediate medical examination to include a substance test if the support staff member's supervisor has reasonable suspicion to believe a support staff member is under the influence of a substance during work hours **or at a school-sponsored function where the support staff member has been assigned job responsibilities.** Refusal by of a support staff member to consent to the medical examination **including a** and substance test will be **deemed** ~~determined to be~~ a positive result **for substances.** **In the event the results of the medical examination and substance test are not**



POLICY

MIDLAND PARK BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4218/page 2 of 3

Use, Possession, or Distribution of Substances Abuse

provided to the Superintendent, within twenty-four hours or as soon as the test results are available, it will be deemed a positive result for substances and the support staff member shall be subject to appropriate discipline. Any required medical examination and testing shall be paid for by the Board.

~~In the event a support staff member's medical examination and substance test results are negative for a substance, any documents or records pertaining to the requirement for the examination and test and results will not be maintained by the school district. Any required examination and testing shall be paid for by the Board. The support staff member will be afforded the opportunity to have any test results confirmed using acceptable test confirmation practices. This confirming test shall be paid for by the support staff member.~~

In the event the Board physician determines the support staff member was under the influence of a substance, the determination shall be reported to the Superintendent and the support staff member will be subject to appropriate discipline. Appropriate discipline may include, but not be limited to, withholding an increment, terminating a non-tenured support staff member, and/or filing tenure charges for a tenured support staff member in accordance with law. The support staff member will be afforded the opportunity to have positive test results confirmed using acceptable confirmation test practices. This confirmation test shall be paid for by the support staff member.

In the event a support staff member's medical examination and substance test results are negative for a substance or if the Board physician determines the support staff member was not under the influence of a substance, the results or determination shall be reported to the Superintendent and the support staff member shall be returned to their position unless the Superintendent has a reason the support staff member should not be returned to their position.

In accordance with the requirements of N.J.A.C. 6A:16-6.3(a), any support staff member who, in the course of their employment, has reason to believe a school staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or



POLICY

MIDLAND PARK BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4218/page 3 of 3

Use, Possession, or Distribution of Substances Abuse

drug paraphernalia, shall report the matter as soon as possible to the Principal, or in the absence of the Principal, to the staff member's **supervisor** responsible at the time of the alleged violation. Either the Principal or the staff member's **supervisor responsible at the time of the alleged violation** shall notify the Superintendent of Schools who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the staff member involved.

In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)3, the Superintendent or designee shall not disclose the identity of a ~~support~~ staff member who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or drug abuse problem, provided the ~~support~~ staff member is not reasonably believed to be involved or implicated in drug-distribution activities. An admission by a ~~support~~ staff member in response to questioning initiated by the Principal or **Superintendent's** designee or following the discovery by the Principal or **Superintendent's** designee of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.

A staff member who unlawfully possessed or in any way has been involved in the distribution of a controlled dangerous substance, including anabolic steroids or drug paraphernalia, pursuant to N.J.A.C. 6A:16-6.3, shall be subject to appropriate discipline which may include, but not be limited to, termination of a non-tenured support staff member or the filing of tenure charges for a tenured support staff member in accordance with law.

42 CFR Part 2

N.J.S.A. 18A:16-3; 18A:40A-9

N.J.A.C. 6A:16-4.1; 6A:16-6.3; 6A:16-6.5 6A:32-6.3

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POLICY

MIDLAND PARK BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4219/page 1 of 21

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

4219 COMMERCIAL DRIVER'S LICENSE CONTROLLED SUBSTANCE AND ALCOHOL USE TESTING

The Board of Education is committed to a safe, efficient, 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.

For School Districts That Have School Buses, Bus Drivers, or Employees Who Operate a School Vehicle Requiring a Commercial Driver's License (CDL)

The Board requires all employees of the Board performing any safety-sensitive function to be free of drugs and alcohol and will test those employees who operate a commercial motor vehicle in accordance with 49 CFR 382 et seq. and 49 CFR 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 382.107 means any time from the time an employee begins to work or is required to be in readiness to work until the time the employee is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

1. All time at the terminal, facility, 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 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



POLICY

MIDLAND PARK BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4219/page 2 of 21

Commercial Driver's License Controlled Substance and Alcohol Use Testing

giving or receiving receipts for shipments loaded and unloaded;
and

6. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

The Omnibus Transportation Employee Testing Act of 1991 requires all operators of commercial motor vehicles subject to the CDL requirements to be tested for controlled substances and alcohol. Federal regulations of the U.S. Department of Transportation require that any employee using a CDL be required to submit to alcohol and controlled substance testing in accordance with 49 CFR 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. 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 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 shall perform safety-sensitive functions within four hours after using alcohol and the district will not permit an employee 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 Policy may result in discipline, up to and including termination.

Prohibited Substances

The presence of any of the 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 this Policy, is prohibited for any employee assigned to a classification covered by this Policy. All cutoff concentrations shall be in accordance with 49 CFR 40.87. All test results shall be measured against the cutoff concentrations outlined in 49 CFR 40.87.



SUPPORT STAFF MEMBERS

4219/page 3 of 21

Commercial Driver's License Controlled Substance and Alcohol Use Testing

Testing Procedures

All testing for controlled substances will be conducted in accordance with 49 CFR 40, Subparts A, B, C, D, E, F, G, H and I. The district will only test for drugs or classes of drugs in accordance with 49 CFR 40.85. Testing for alcohol will be conducted in accordance with 49 CFR 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 drug test" means a second analytical procedure performed on an aliquot of the original specimen to identify and quantify the presence of a specific drug or drug metabolite.

"Confirmed drug test" means a confirmation test result received by a Medical Review Officer (MRO) from a laboratory.

"Controlled substances" means those substances identified in 49 CFR 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 DER shall receive test results and other communications for the employer consistent with the requirements of this Policy and 49 CFR 40. Service agents cannot act as a DER.

"FMCSA" means Federal Motor Carrier Safety Administration.

"Initial drug test (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.

"Initial specimen validity test" means the first test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid.



POLICY

MIDLAND PARK BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4219/page 4 of 21

Commercial Driver's License Controlled Substance and Alcohol Use Testing

"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, 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 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 individual permitted to act as a SAP must possess the credentials as outlined in 49 CFR 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 Policy, 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 4160. Such screening shall be conducted in accordance with the procedures set forth in this Policy and 49 CFR 40. No individual receiving a positive confirmed test result will be employed by the Board.

An employer is not required to administer a controlled substances test required by 49 CFR 382.301(a) if:



SUPPORT STAFF MEMBERS

4219/page 5 of 21

Commercial Driver's License Controlled Substance and Alcohol Use Testing

- a. The employee has participated in a controlled substances testing program that met the requirements of 49 CFR 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); or
 - (2) Participated in the random controlled substances testing program for the previous twelve months (from the date of application with the employer.)
- c. 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 DER shall contact the controlled substances testing programs in which the individual participated and shall obtain and retain from the testing program(s) the following information in accordance with 49 CFR 382.301(c):

- a. Name and address of the program;
- b. Verification of the individual's participation;
- c. Verification that the program conforms to Federal guidelines;
- d. Verification the individual qualified under the law and did not refuse to be tested for controlled substances;
- e. The date the individual was last tested for controlled substances; and
- f. The results of any tests taken within the previous six months and any other violations.

An employee 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 to operate a Board vehicle, shall



POLICY

MIDLAND PARK BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4219/page 6 of 21

Commercial Driver's License Controlled Substance and Alcohol Use Testing

submit a written consent authorizing the 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 application or transfer into the new position. The written consent from the employee will permit the DER to obtain the following information from previous Division of Transportation (DOT)-regulated employers:

- 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.

The DER will obtain and review this information before the employee first performs safety-sensitive functions. If this is not feasible, the DER will not permit the employee to perform safety-sensitive functions after thirty days from the date the employee first performed safety-sensitive functions, unless the DER has obtained or made and documented a good faith effort to obtain this information.

2. Random Testing

Every employee shall submit to random alcohol and controlled substance testing on an unannounced and random basis resulting from the selection by a random generation methodology in



SUPPORT STAFF MEMBERS

4219/page 7 of 21

Commercial Driver's License Controlled Substance and Alcohol Use Testing

accordance with 49 CFR 383.305(i). Random testing will be spread reasonably throughout any given calendar year.

The minimum annual percentage rate for random alcohol testing shall be ten percent of the average number of driver positions. The minimum annual percentage rate for random controlled substances testing shall be twenty-five percent of the average number of driver positions. The minimum annual percentage rates may be adjusted as determined by the FMCSA Administrator in accordance with 49 CFR 382.305.

Employees 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.



SUPPORT STAFF MEMBERS

4219/page 8 of 21

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. Records shall be submitted to the FMCSA upon request.

An employee 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 who is injured in an accident and requires medical care, shall submit to



SUPPORT STAFF MEMBERS

4219/page 9 of 21

Commercial Driver's License Controlled Substance and Alcohol Use Testing

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 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 shall require an employee to submit to an alcohol and/or controlled substance test when the employee is observed by a supervisor or school official who is trained in accordance with 49 CFR 382.603 and causes the observer to have reasonable suspicion to believe the employee has violated 49 CFR 382 et seq. Reasonable suspicion must exist to require the employee to undergo a test and must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee. 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 is required to be in compliance with the testing requirements of 49 CFR 382 et seq.

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

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.

POLICY

MIDLAND PARK BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4219/page 10 of 21

Commercial Driver's License Controlled Substance and Alcohol Use Testing

No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while the employee is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol misuse. The employee will also not be able to perform or continue to perform safety-sensitive functions until an alcohol test is administered and the employee'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 DER may recommend to the Superintendent of Schools the employee's employment be terminated depending on the circumstances.

The DER shall ensure that before an employee returns to duty requiring the performance of a safety-sensitive function, the employee 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 40.305.

Employees permitted to return to duty are required to take return-to-duty tests and shall be evaluated by a SAP. These employees must participate in an assistance program prescribed by the SAP and as required in 49 CFR 40 Subpart O.



SUPPORT STAFF MEMBERS

4219/page 11 of 21

Commercial Driver's License Controlled Substance and Alcohol Use Testing

The SAP will determine a written follow-up testing plan for any employee 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 forty-eight additional months. Alcohol follow-up testing shall be performed only when the employee 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 40.307. The SAP will comply with all reporting requirements of 49 CFR 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.

Medical Review Officer (MRO) Notifications

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

Employer Notification

The MRO 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 evaluation. The MRO 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 40.163.



POLICY

MIDLAND PARK BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4219/page 12 of 21

Commercial Driver's License Controlled Substance and Alcohol Use Testing

Split Specimen Tests

Split specimen testing will be conducted in accordance with 49 CFR 40 Subpart H. The MRO will notify the Superintendent of Schools or designee if split specimen testing is requested by the employee.

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 40 Subpart D. The DER will ensure the collection site meets the security requirements of 49 CFR 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 40. The laboratory will perform all responsibilities as required in accordance with 49 CFR 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. 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 40.211 and 49 CFR 40.213.

Refusal to Submit

An employee will be deemed as refusing to take a drug test as described in 49 CFR 40.191. As per 49 CFR 40.191, an employee 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



SUPPORT STAFF MEMBERS

4219/page 13 of 21

Commercial Driver's License Controlled Substance and Alcohol Use Testing

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 Policy. 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 test the DER or collector has directed the employee 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 49 CFR 40.193(d). In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment;
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);
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

POLICY

MIDLAND PARK BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4219/page 14 of 21

Commercial Driver's License Controlled Substance and Alcohol Use Testing

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 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 "Refused to Test" 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 refuses to take a non-DOT test or to sign a non-DOT form, the employee has not refused to take a DOT test. There are no consequences under DOT agency regulations for refusing to take a non-DOT test.

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 effect on the driver's ability to properly perform safety-sensitive functions.

Consequences to Employees Engaging in Prohibited Conduct

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



SUPPORT STAFF MEMBERS

4219/page 15 of 21

Commercial Driver's License Controlled Substance and Alcohol Use Testing

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 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 to determine that the employee has followed the rehabilitation program prescribed;
6. Be subject to unannounced follow-up alcohol and/or controlled substance abuse testing; and
7. Be subject to the disciplinary Policy and Regulations of the Board.

Return-to-Work Agreement

An employee who has been permitted to return 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, 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);



POLICY

MIDLAND PARK BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4219/page 16 of 21

Commercial Driver's License Controlled Substance and Alcohol Use Testing

- 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 Test Results
- a. Employer's copy of the alcohol test form, including results;
 - b. Employer's copy of the controlled substance test chain of custody and control form;
 - c. Documents sent to the employer by the MRO;
 - d. Documentation of any employee's refusal to submit to a required alcohol or controlled substance test; and
 - e. Documents provided by an employee to dispute results of test.
3. Documentation of any Other Violations of Controlled Substance Use or Alcohol Misuse Policies
4. Records Related to Evaluations and Training
- a. Records pertaining to the SAP's determination of an employee's need for assistance;



SUPPORT STAFF MEMBERS

4219/page 17 of 21

Commercial Driver's License Controlled Substance
and Alcohol Use Testing

- b. Records concerning an employee'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 with educational material, including an employee's signed receipt of materials;
 - e. Documentation of supervisor training; and
 - f. Certification that training conducted under this Policy complies with all requirements of the Policy.
5. Records Related to Drug Testing
- a. Agreements with collection site facilities, laboratories, MROs, 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

4219/page 18 of 21

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
Documentation of refusals to submit to required alcohol or controlled substance tests	5 Years
Calibration documentation	5 Years
Records related to the administration of the alcohol and controlled substances testing program, including records of all driver violations	5 Years
Driver evaluations and referrals	5 Years
A copy of each annual calendar year summary	5 Years
Records obtained from previous employers concerning alcohol and drug testing	3 Years
Records related to the alcohol and controlled substances collection process (except calibration of evidential breath testing devices)	2 Years
Records related to negative and canceled controlled substance test results	1 Year



POLICY

MIDLAND PARK BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4219/page 19 of 21

Commercial Driver's License Controlled Substance and Alcohol Use Testing

Document to be maintained	Period required to be maintained
Alcohol test results indicating a breath alcohol concentration less than 0.02	1 Year
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	Indefinite time period

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 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 FMCSA.

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 will provide the annual summary to that agency in the required format.



POLICY

MIDLAND PARK BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4219/page 20 of 21

Commercial Driver's License Controlled Substance and Alcohol Use Testing

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 receives information in the manner specified below:

- a. By receiving a copy of this Policy and any subsequent revisions.
- b. The DER will provide written notice to employees of the following information:
 - (1) The identity of the person designated by the employer to answer employee questions about the materials;
 - (2) Which employees 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 is required to be in compliance;
 - (4) Specific information concerning employee conduct that is prohibited;
 - (5) The circumstances under which an employee 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 submit to alcohol and controlled substance tests;
 - (8) An explanation of what constitutes a refusal to submit to an alcohol or controlled substance test;



POLICY

MIDLAND PARK BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4219/page 21 of 21

Commercial Driver's License Controlled Substance
and Alcohol Use Testing

- (9) The consequences for employees found to have violated the prohibitions of this Policy, including the immediate removal of the employee from safety-sensitive functions;
- (10) The consequences for employees found to have an alcohol concentration level of 0.02 or greater but less than 0.04; and
- (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 40 et seq.
49 CFR 382 et seq.
49 CFR 395.2

Adopted: 7 October 2003
Revised: 26 February 2019
October 2019



Oct. 15, 2019

POLICY

MIDLAND PARK BOARD OF EDUCATION

FINANCES

6112/page 1 of 3

Reimbursement of Federal and Other
Grant Expenditures
M

6112 REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES

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

In accordance with this requirement, the New Jersey Department of Education (NJDOE) has implemented a reimbursement request system of payment. The procedures as outlined in the New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures shall be followed by school districts in submitting reimbursement requests. Reimbursement requests for entitlement grant awards under **the Every Student Succeeds Act (ESSA) Titles I, II-A, II-D, III, III-Immigrant, IV and V of the No Child Left Behind Act (NCLB), the Individuals with Disabilities Education Act (IDEA), and the Carl D. Perkins Career and Technical Education Improvement Act of 2006, and any other program designated by the NJDOE** shall be made using the NJDOE's Electronic Web-Enabled Grant (EWEG) System.

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

The submission of a reimbursement request constitutes a certification by the School Business Administrator/Board Secretary that the school district has previously made the appropriate expenditures and/or will make the expenditures **within three business days of receipt of funds** ~~by the last calendar day of the~~



POLICY

MIDLAND PARK BOARD OF EDUCATION

FINANCES

6112/page 2 of 3

Reimbursement of Federal and Other Grant Expenditures

~~month in which the request is made and that the expenditures are allowable and appropriate to the cost objective(s) of the subgrant. Reimbursement requests must be in accordance with approved grant applications.~~

The Superintendent of Schools or designee is responsible for submitting an amendment application to the NJDOE for approval if a new budget category for which no funds were previously budgeted or approved has been created. The Superintendent of Schools or designee is responsible for submitting an amendment application to the NJDOE for approval if cumulative transfers among expenditure categories exceed ten percent of the total award ~~or \$50,000 for IDEA, Perkins, and NCLB (per title); whichever is less.~~ **The Superintendent or designee is responsible for monitoring the cumulative ten percent level of fiscal change.**

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

Reimbursement requests must contain a brief description of the expenditures for which reimbursement is being requested. Individual line items need not be detailed. Expenditures must be supported by documentation at the school district level but should not be submitted to the NJDOE with a reimbursement request. The Superintendent of Schools or designee is responsible to maintain supporting documentation for seven years and for making it available to the NJDOE, the United States Department of Education, and/or their authorized representatives upon request. Documentation for salary expenditures is subject to the requirements of the **Federal Uniform Grant Guidance** applicable ~~Federal Office of Management and Budget Circular: A-21, "Cost Principles for Educational Institutions;" A-87, "Cost Principles for State, Local, and Indian Tribal Governments;" A-122, "Cost Principles for Non-Profit Organizations;" and Education Department General Administrative Regulations (EDGAR).~~ Documentation for all other expenditures must include evidence that the expenditures are allowable costs and of the relationship of the expenditure to the subgrant's cost objectives.



FINANCES

6112/page 3 of 3

Reimbursement of Federal and Other Grant Expenditures

The NJDOE staff will review reimbursement requests to determine **that** they meet the subgrant's criteria. When a reimbursement request is approved or denied, the school district will receive an email notification through the EWEG system. Approval of a reimbursement request by NJDOE does not imply approval of the expenditures as allowable or appropriate to the subgrant's cost objectives as the approval of expenditures will continue to be processed through the final report. The School Business Administrator/Board Secretary or designee assumes responsibility for assuring that all funds requested through the EWEG system either have already been expended, or will be expended **within three business days of receipt of funds** according to the requirements of the CMIA.

New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures – **March 2014 July 2008**

Adopted: 18 January 2011
Revised: October 2019



Oct. 15, 2019

POLICY

MIDLAND PARK BOARD OF EDUCATION

PROPERTY
7440/page 1 of 2
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 Board will comply with the security measures required in N.J.S.A. 18A:7G-5.2 for new school construction and for existing school buildings.**

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

The Board shall provide to local law enforcement authorities a copy of the current blueprints and maps for all schools and school grounds within the school district or nonpublic school. In the case of a school building located in a municipality in which there is no municipal police department, a copy of the blueprints and maps shall be provided to an entity designated by the Superintendent of the New Jersey State Police. The Board shall provide revised copies to the applicable law enforcement authorities or designated entities any time that there is a change to the blueprints or maps.

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

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

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.



POLICY

MIDLAND PARK BOARD OF EDUCATION

PROPERTY

7440/page 2 of 2

School District Security

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

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

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

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

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

Adopted: 7 October 2003

Revised: 27 February 2018

26 February 2019

October 2019



Oct. 15, 2019

POLICY

MIDLAND PARK BOARD OF EDUCATION

OPERATIONS
8600/page 1 of 4
Student Transportation
M

8600 STUDENT TRANSPORTATION

The Board of Education shall transport eligible students to and from school and school related activities in accordance with N.J.S.A. 18A:39-1 et seq., N.J.A.C. 6A:27-1 et seq., and Board policy. Transportation shall be provided only to eligible public and nonpublic (and charter, if applicable) school students, authorized school staff members, and adults serving as approved chaperones.

Nonpublic school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-2.1 et seq.

Charter or renaissance school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-3.1 et seq.

~~{The Board may decide to enter into a contract to provide transportation to and from school for public and nonpublic school students less than remote from their school with the parent or legal guardian paying costs in accordance with N.J.S.A. 18A:39-1.3. Students will not be excluded from receiving these transportation services if it is determined the parent/legal guardian cannot pay the cost in accordance with N.J.S.A. 18A:39-1.4. Such transportation shall be provided in accordance with Policy and Regulation No. 8611, Subscription Busing.}~~

~~The Board will transport disabled students in accordance with N.J.S.A. 18A:46-1 et seq. and Policy No. 8670.~~

Students with special needs shall be provided transportation in accordance with N.J.S.A. 18A:39-1 et seq., and with their Individualized Education Program (IEP) pursuant to N.J.A.C. 6A:27-5.1.

The Board will approve all bus routes by _____ of each school year. Bus routes for all non-remote students who must walk to and from school along hazardous routes will be designated **and approved by the Board**. The Board **may will** consider, but shall not be limited to, the criteria outlined in N.J.S.A. 18A:39-1.5 in determining "Hazardous Routes."



POLICY

MIDLAND PARK BOARD OF EDUCATION

OPERATIONS
8600/page 2 of 4
Student Transportation

The Board will not be responsible for the transportation of nonresident students to or from school, except that transportation to and from school will be provided for **homeless students; students residing in group homes; students residing in resource family homes; and students residing in shared custody homes pursuant to N.J.A.C. 6A:27-6.2, 6.3, 6.4, and 6.5** children for whom the district is determined to be the district of residence and for homeless children enrolled in this district when no district of residence has been determined.

~~The Board will transport resident children who attend a nonpublic or charter school in the State of New Jersey not more than twenty miles from their residence, but not a lesser distance from their residence than that required for the transportation of students enrolled in the schools of this district. Pursuant to N.J.A.C. 6A:27-2.2, students living more than twenty miles from their nonpublic school are eligible for transportation services when other students living within the district, whose residence is less than twenty miles from school, are transported to the same nonpublic school.~~

~~Aid in lieu of transportation will be provided to a parent(s) or legal guardian(s) of nonpublic and charter students pursuant to N.J.S.A. 18A:39-1. When the schools of this district are closed for inclement weather or other conditions, no transportation will be provided for students enrolled in any public, nonpublic, and/or charter school, and/or renaissance school.~~

~~When the Board provides transportation of students to and from:~~

~~_____ county vocational schools and/or~~

~~_____ schools classified pursuant to Chapter 46 of N.J.S.A. 18A of the New Jersey Statutes~~

~~and/or~~

~~_____ when the Board has in the prior year provided payments in lieu of transportation for any nonpublic schools pursuant to N.J.S.A. 18A:39-1 or the Board cannot provide transportation in the ensuing school year~~

The Board ~~shall~~ will utilize _____ for providing cooperative/coordinated transportation services in accordance with the provisions of N.J.S.A. 18A:39-11.1 et seq. and N.J.A.C. 6A:27-10.1 et seq. The Board ~~shall utilize~~ will attempt to use one of the agencies prior to determining to pay aid in lieu of transportation if in the prior year payments in lieu of



POLICY

MIDLAND PARK BOARD OF EDUCATION

OPERATIONS

8600/page 3 of 4

Student Transportation

transportation were provided. The Board will provide to the **cooperative/coordinated transportation services** _____ any unique limitations or restrictions of the required transportation.

~~When the costs to provide transportation in cooperation with _____ is less than the aid in lieu of payments, the Board will contract with the _____ to provide transportation. The Board will make the determination on the manner in which transportation services shall be provided in accordance with N.J.S.A. 18A:39-11.1 and shall notify the nonpublic school and the parent(s) or legal guardian(s) of the nonpublic school by August 1 prior to the beginning of the school year.~~

~~Transportation in cooperation with _____ will not be required when the district can provide transportation at a lower cost than the _____ or the transportation provided by _____ does not fall within the policies of the Board regarding length of ride and assignment of students to a route based on student age or classification.~~

Vehicles used to transport students to and from school or school related activities shall meet standards, registration, and inspection requirements of the New Jersey Departments of Education (NJDOE), and the New Jersey Motor Vehicle Commission (NJMVC), **Transportation and any applicable Federal regulations**. The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the New Jersey State Board of Education and the NJDOE Department of Education Policy and Procedures Manual for Pupil Transportation.

In addition to the provisions of any State law, rule, or regulation containing more stringent requirements, provided that those requirements are compatible with Federal law, and notwithstanding the provisions of any State law, rule, or regulation to the contrary, school bus operations in the State shall comply with the requirements outlined in N.J.S.A. 39:3B-27.

N.J.S.A. 18A:18A-1 et seq.; 18A:39-1 et seq.; 18A:39-11.1 et seq.

N.J.S.A. 27:15-16

N.J.S.A. 39:3B-1 et seq.; 39:3B-2.1; 39:3B-10; 39:3B-27

N.J.A.C. 6A:27-1.1 et seq.; 6A:27-2.1 et seq.; 6A:27-3.1 et seq.;

6A:27-4.1 et seq.; 6A:27-5.1; 6A:27-6.2 through 6.5;

6A:27-7.1 et seq.; 6A:27-9.1 et seq.; 6A:27-10.1 et seq.;

6A:27-11.1 et seq.; 6A:27-12.1 et seq.



POLICY

MIDLAND PARK BOARD OF EDUCATION

OPERATIONS
8600/page 4 of 4
Student Transportation

Adopted: 7 October 2003
Revised: October 2019



Oct. 15, 2019

POLICY

MIDLAND PARK BOARD OF EDUCATION

OPERATIONS

8630/page 1 of 4

Bus Driver/Bus Aide Responsibility

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8630 BUS DRIVER/BUS AIDE RESPONSIBILITY

The Board of Education requires all school bus drivers and bus aides employed by the district or employed by a contracted school bus company to be reliable persons of good moral character who possess the qualifications necessary to perform the duties of the position. Anyone driving a school bus used to transport students to and from school and school related activities must meet all requirements of N.J.S.A. 18A:39-17, 18, 19.1, and 20, N.J.A.C. 6A, and all New Jersey Motor Vehicle Commission (NJMVC) rules governing school bus drivers. All school bus drivers must possess the appropriate license and endorsement(s) to drive a school bus in the State of New Jersey and are subject to all the Federal and State requirements to maintain the appropriate license.

“Employer” for the purposes of this Policy and Regulation means a Board of Education or a contractor that provides student transportation services under contract with the Board of Education. In the event the school district employs school bus drivers and bus aides and/or uses a contractor for transportation services, the “employer” for school district employed school bus drivers and bus aides shall be the Board of Education and the “employer” for contracted school bus drivers and bus aides shall be the contractor that provides student transportation under contract with the Board of Education.

School bus drivers and bus aides shall meet criminal history background check requirements pursuant to N.J.S.A. 18A:6-7.1(c) and tuberculin testing requirements pursuant to applicable State statutes and administrative codes. School bus drivers and bus aides shall be considered under the Federal Family Educational Rights and Privacy Act (FERPA) to be school officials who have a legitimate educational interest to parts of a student’s record relating to transportation, without parental consent, as outlined in N.J.A.C. 6A:27-12.1(j)1.

In addition to the medical examination required of every holder of a special license issued for the transporting of children to and from schools pursuant to N.J.S.A. 39:3-10.1 et seq., any school bus driver who is seventy years of age or older shall annually furnish, to the employer for review by the NJMVC at the NJMVC’s biannual inspection, satisfactory evidence of continuing physical fitness in the form of a medical examination by a licensed medical doctor or licensed osteopathic physician. In addition, any school bus driver



POLICY

MIDLAND PARK BOARD OF EDUCATION

OPERATIONS

8630/page 2 of 4

Bus Driver/Bus Aide Responsibility

who is seventy-five years of age or older shall every six months furnish, to the employer for review by the NJMVC at the NJMVC's biannual inspection, satisfactory evidence of continuing physical fitness in the form of a medical examination by a licensed medical doctor or licensed osteopathic physician. In addition, any person applying for a special license and any person who is the holder of a special license for the transporting of children to and from schools, pursuant to N.J.S.A. 18A:39-1 et seq., shall comply with the provisions of Section 2 of N.J.S.A. 39:3-10.1a and Section 6 of N.J.S.A. 18A:39-19.1. The Chief Administrator of the NJMVC may suspend or revoke a license pursuant to N.J.S.A. 39:3-10.1.

All drivers of buses or other vehicles used by the Board for the transportation of students to and from school shall, in addition to any exam required by law, submit to a medical exam for the presence of alcohol, narcotics, or habit-producing drugs within the scope of the "New Jersey Controlled Dangerous Substances Act," (N.J.S.A. 24:21-1 et seq.).

All drivers of buses or other vehicles used by the Board for the transportation of students to and from school shall, in addition to any exam required by law, submit to a medical exam that includes hearing and visual acuity tests that are in accordance with the provisions of the "Motor Carrier Safety Improvement Act of 1999," 49 U.S.C. § 113.

A Commissioner of Education-developed training program on proper procedures for interacting with students with special needs shall be administered by the employer to all school bus drivers and bus aides in accordance with the requirements of N.J.S.A. 18A:39-19.2. This training program must be administered in accordance with the provisions of N.J.S.A. 18A:39-19.3.a. and all school bus drivers and bus aides must file a certification with their employer that the individual has completed the training program within five business days of its completion. The employer shall retain a copy of the certificate for the duration of the individual's employment and shall file a copy of the certification to the New Jersey Department of Education (NJDOE) in accordance with the provisions of N.J.S.A. 18A:39-19.3.b.

School bus drivers and bus aides shall receive training in the use of a student's educational records and in their responsibility to ensure the privacy of the student and his or her records N.J.A.C. 6A:27-12.1(j)2. In addition, permanent and substitute school bus drivers and bus aides shall be trained for the functions of their positions and in a safety education program as outlined in N.J.A.C. 6A:27-11.1 et seq.



POLICY

MIDLAND PARK BOARD OF EDUCATION

OPERATIONS

8630/page 3 of 4

Bus Driver/Bus Aide Responsibility

In accordance with the provisions of N.J.S.A. 18A:39-28, school bus drivers must visually inspect the school bus they are assigned at the end of the transportation route to determine that no student has been left on the bus.

The school bus driver shall be in full charge of the school bus at all times and shall be responsible for maintaining order. The school bus driver will never exclude a student from the school bus, but if unable to manage a student, the school bus driver will report the unmanageable student to the Principal or designee of the school in which the student attends.

The Principal or designee, upon such report from the school bus driver, may assign appropriate discipline. The discipline may include excluding the student from the bus. The student's parent shall provide for the student's transportation to and from school during the time of exclusion.

Upon notification from the NJDOE that a school bus driver employed by the Board has had his or her bus driver's license suspended or revoked, the Board, within one business day of the notification, shall provide a statement to the NJDOE verifying that the school bus driver no longer operates a school bus for the Board in accordance with N.J.S.A. 18A:39-19.6.

In the event of an emergency, school bus drivers shall follow procedures established by this Board. School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school. All other students shall receive school bus evacuation instruction at least once per year. School bus drivers and bus aides shall participate in the emergency exit drills, which shall be conducted on school property and shall be supervised by the Principal or person assigned to act in a supervisory capacity. Drills shall be documented in the minutes of the Board of Education at the first meeting following completion of the emergency exit drill in accordance with the provisions of N.J.A.C. 6A:27-11.2(d).

In accordance with the provisions of N.J.S.A. 18A:39-19.4, a Commissioner-developed student information card shall be completed by a parent of a student with an Individualized Education Plan (IEP), who receives transportation services, when the IEP is developed or amended. Upon receiving consent from the parent, the student information card shall be provided to a school bus driver and bus aide for each student on the bus route to which the school bus driver or bus aide is assigned for whom a student information card has been completed by the parent.



POLICY

MIDLAND PARK BOARD OF EDUCATION

OPERATIONS

8630/page 4 of 4

Bus Driver/Bus Aide Responsibility

The school bus driver will immediately inform the Principal of the receiving school and the School Business Administrator or designee of the district providing the transportation following an accident that involves injury, death, or property damage. The school bus driver must also complete and file within ten days of the accident the Preliminary School Bus Accident Report prescribed by the Commissioner of Education. In addition to the Preliminary School Bus Accident Report, the driver of a school bus involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500, shall complete and file within ten days after such accident a motor vehicle accident report in accordance with N.J.S.A. 39:4-130.

School bus drivers are prohibited from using a cellular telephone or other electronic communication device while operating a school bus unless the school bus is parked in a safe area off a highway or in an emergency situation pursuant to N.J.S.A. 39:3B-25. A school bus driver who violates this Policy provision is subject to fines pursuant to N.J.S.A. 39:3B-25.

School bus drivers are responsible for the safety of their students and shall rigorously observe all motor vehicle laws and regulations and State Board of Education rules in the operation of their school bus pursuant to N.J.S.A. 39:3B-27.

N.J.S.A. 18A:6-7.1 et seq.; 18A:25-2; 18A:39-17; 18A:39-18;
18A:39-19.1; 18A:39-19.2; 18A:39-19.3; 18A:39-19.4;
18A:39-19.6; 18A:39-28

N.J.S.A. 39:3-10.1 et seq.

N.J.S.A. 39:3B-25; 39:3B-27

N.J.A.C. 6A:27-11.1 et seq.; 6A:27-12.1 et seq.

Adopted: 7 October 2003

Revised: 28 April 2015

16 August 2016

27 February 2018

October 2019



Oct. 15, 2019

POLICY

MIDLAND PARK
BOARD OF EDUCATION

OPERATIONS

8670/page 1 of 2

Transportation of **Special Needs Students** ~~Disabled Students~~
M8670 TRANSPORTATION OF SPECIAL NEEDS STUDENTS DISABLED STUDENTS

The Board of Education shall provide transportation services for students with **special needs in accordance with N.J.S.A. 18A:39-1 et seq., N.J.A.C. 6A:27-5.1**, ~~disabilities as required by law and with their Individualized Education Program (IEP) dictated by the student's educational needs and physical welfare.~~ The Board will provide the transportation **in accordance with N.J.A.C. 6A:27-5.1** specified as a related service in the program of special education approved for a disabled student **with special needs pursuant to N.J.A.C. 6A:14-3.9(a)7.** ~~Such transportation will conform to the student's Individualized Education Program (IEP) and the transportation requirements described by the Child Study Team or prescribed by the school physician.~~ **Such transportation services may include, but are not limited to, special transportation equipment, transportation aides, and special arrangements for other assistance to and from school.**

When an out-of-district placement for educational reasons is made, ~~transportation shall be provided consistent with to a placement outside this district will conform to the school calendar of the receiving school.~~ **A copy of the school calendar shall be submitted to the resident district by May 15 preceding the year in which transportation is required, or at the time of placement if it occurs after May 15.**

~~The transportation of a disabled student may include such special equipment, transportation aides, and special arrangements for other assistance to and from and in and around the school.~~ When necessary for the student's welfare, the **student's case manager shall** will provide the transportation coordinator **or responsible staff member** and the bus driver with specific information about the student **including safety concerns, mode of communication, and health and behavioral characteristics of a student for whom transportation services are to be provided.**

~~For S~~students with **special needs disabilities below the age of five, shall be transported in vehicles equipped with safety belts or other child restraint systems, in accordance with applicable Federal and State regulations will be used.**



POLICY

MIDLAND PARK BOARD OF EDUCATION

OPERATIONS

8670/page 2 of 2

Transportation of **Special Needs Students** ~~Disabled Students~~

The transportation of ~~disabled students~~ **with special needs** to special education programs approved by the Board and located outside the State will conform to guidelines established by the New Jersey State Department of Education pursuant to N.J.A.C. 6A:27-2.2(c)1. ~~Such transportation services will be dictated by the student's IEP and approved by the Child Study Team. The individual plan for a disabled student's out of State transportation will be submitted to the Office of the County Superintendent prior to its implementation. In general, transportation of out of State disabled students will be by the most economical and expeditious mode consistent with the student's special needs and will be limited to travel at the beginning and the ending of the school year.~~

State aid will be sought for the services provided in accordance with law and this Policy. The Board directs that appropriate records be maintained and all relevant documentation be preserved in order that the district be properly reimbursed for the costs of transportation.

N.J.S.A. 18A:39-1 et seq.; 18A:39-2.1; 18A:46-19.6; 18A:46-23

N.J.A.C. 6A:14-3.9(a)7; 6A:27-2.2; 6A:27-5.1 et seq.

Adopted: 7 October 2003

Revised: October 2019



Oct. 15, 2000

The Midland Park School District

Bergen/03-3170

Comprehensive Maintenance Plan

Report

Actual FY 19-- Current FY 20-- Planned FY 21

School Name	18-19 Actual	19-20 Budgeted	20-21 Planned
Godwin 03-3170-300			
	\$64,694	\$120,000	\$125,000
Replace fencing. Plumbing Repairs. General landscaping/tree pruning Repairs to chair lift. Repairs to hvac Repair/replace doors. Replace flooring in classrooms Prepare and paint walls. Bathroom fixture replacement Annual services and inspections of all systems		Electrical and Plumb Repairs. Flooring replacement Replace/Repair Fencing. Roof repairs Prepare and paint walls. Repairs to security system Repairs/Maintenance to hvac. General Landscaping Plumbing Repairs/Maintenance, HVAC/AC Repairs Repair/Replace Doors, upgrades to bathrooms Annual services and inspections of all systems	Replace flooring in classrooms. Drop ceilings/lighting in classrooms General Electrical and Plumbing repairs General Landscaping/Tree pruning. HVAC system maintenance Concrete repair/replacement Door Repair/Replacement Annual services and inspections of all systems
Highland 03-3170-070			
	\$86,286	\$120,000	\$125,000
Refinish gym floor. Field maintenance Install sound panels in gym/classrooms Elevator repair/inspection. Door/hardware replacement. General landscaping Exterior cement/mortar repairs. Electric/Plumb. Repairs HVAC repairs. Repair/Replace fencing. Annual services and inspections of all systems	Refinish gym floor Elevator repair/inspection. Field maintenance Door/hardware replacement. General landscaping Exterior cement/mortar repairs. Electric/Plumb. Repairs HVAC repairs. Repair/Replace fencing. Annual services and inspections of all systems	Replace flooring in classrooms. Drop ceilings/lighting in classrooms General Landscaping/Tree pruning General Electrical and Plumbing repairs HVAC system maintenance. Field maintenance Door Repair/Replacement Annual services and inspections of all systems	Replace flooring in classrooms. Drop ceilings/lighting in classrooms General Landscaping/Tree pruning General Electrical and Plumbing repairs HVAC system maintenance. Field maintenance Door Repair/Replacement Annual services and inspections of all systems
Midland Park MS/HS 03-3170-050/301			
	\$280,105	\$196,369	\$197,000
Upgrades to main office area-flooring, lighting, kitchen Upgrades to PA system. Field maintenance Parking lot repairs/paving. Bathroom fixtures replacement Classroom painting. HVAC/AC repairs Door security hardware replacement. Roof repairs Plumbing/Sewer Line repairs. Replace classroom flooring . Refinish gym floor Landscape upgrades. Repair/replace hvac Annual services and inspections of all systems	Bathroom repairs/fixture replacements Parking lot repairs/paving. Field maintenance Classroom painting. Electric upgrades Door security hardware replacement. Roof repairs Plumbing/Sewer Line repairs. Replace fencing Replace classroom flooring . Refinish gym floor General landscaping. Repair/replace hvac Annual services and inspections of all systems	Replace flooring in classrooms. Drop ceilings/lighting in classrooms General Landscaping/Tree pruning General Electrical and Plumbing repairs HVAC system maintenance. Field maintenance General painting. Refinish gym floor Door Repair/Replacement Sidewalk Repair/Replacement Annual services and inspections of all systems	Replace flooring in classrooms. Drop ceilings/lighting in classrooms General Landscaping/Tree pruning General Electrical and Plumbing repairs HVAC system maintenance. Field maintenance General painting. Refinish gym floor Door Repair/Replacement Sidewalk Repair/Replacement Annual services and inspections of all systems

Totals All Schools

\$433,085

\$436,369

\$447,000



Annual Maintenance
Budget Amount Worksheet
Per N.J.A.C. 6A:26A

Current Area Cost Allowance per SF	\$ 143.00
District contact name	Stacy Garvey
District contact phone	2014441400
District contact e-mail	sgarvey@mpsni.org

Max. Maintenance Reserve Amount (4% of column D)	\$ 893,441
Current District Maintenance Reserve Amount	\$ -

Sign

10/2/2019 3:40 PM

NJ Single Accountability Continuum (NJQSAC)

District Performance Review - School Year 2019-20

District Information and Score Summary

District Name and CDS #	Midland Park School District
County Name	Bergen
District Superintendent Name	Marie C. Cirasella, Ed.D
District Mailing Address	250 Prospect Street Midland Park, NJ 07432
Superintendent Email Address	Mcirasella@mpsny.org

DPR Area	District Score	County Score
Instruction and Program	40%	0%
Fiscal Management	100%	0%
Governance	100%	0%
Operations	100%	0%
Personnel	100%	0%

NOTE: The district scored 40% in Instruction & Program, which is the highest possible score to currently attain, as the state has yet to populate the Summary of Achievement Score Indicators. Therefore, these DPR scores are left blank, resulting in a score of zero for each indicator at this point in the process. It is important to note a score of 40% in this category is the same for all districts in the QSAC cohort.

NJQSAC District Performance Review - School Year 2019-20

Instruction and Program		Midland Park School District			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
1. The school district's ELA achievement score. The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district; • Subgroup performance: The proficiency rate of all student subgroups; (Assessment data provided by NJDOE)	K - 8	10	0.0	0.0	
	K - 12	7.5	0.0	0.0	
	9 - 12	15	0.0	0.0	
2. The school district's mathematics achievement score. The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district; • Subgroup performance: The proficiency rate of all student subgroups. (Assessment data provided by NJDOE)	K - 8	10	0.0	0.0	
	K - 12	7.5	0.0	0.0	
	9 - 12	15	0.0	0.0	
3. The school district's science achievement score: The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district; • Subgroup performance: The proficiency rate of all student subgroups. (Assessment data provided by NJDOE)	K - 8	10	0.0	0.0	
	K - 12	5	0.0	0.0	
	9 - 12	0	0.0	0.0	
4. The school district's ELA academic progress. • Academic progress is calculated to include subgroup performance by averaging the mSGP of all students with the average of all subgroups' mSGPs. (Assessment data provided by NJDOE)	K - 8	10	0.0	0.0	
	K - 12	7.5	0.0	0.0	
	9 - 12	0	0.0	0.0	

Instruction and Program		Midland Park School District			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
5. The school district's mathematics academic progress. • Academic progress is calculated to include subgroup performance by averaging the mSGP of all students with the average of all subgroups' mSGPs. (Assessment data provided by NJDOE)	K - 8	10	0.0	0.0	
	K - 12	7.5	0.0	0.0	
	9 - 12	0	0.0	0.0	
6. The school district's graduation rate (average of four-year and five-year adjusted cohort graduation rates). • Graduation rate is calculated to include subgroup performance by averaging the combined graduation rate (i.e. the average of the four-year and five-year graduation rates) of all students with the average of all subgroups' combined graduation rates. (Assessment data provided by NJDOE)	K - 8	0	0.0	0.0	
	K - 12	15	0.0	0.0	
	9 - 12	20	0.0	0.0	
7. The school district's measure(s) for school quality and student success is calculated to account for subgroup performance by averaging the rates for all students with the average of all subgroups' rates. (Assessment data provided by NJDOE)	K - 8	10	0.0	0.0	
	K - 12	10	0.0	0.0	
	9 - 12	10	0.0	0.0	
Summary of Achievement Score Indicators	K - 8	60	0.0	0.0	
	K - 12	60	0.0	0.0	
	9 - 12	60	0.0	0.0	

Instruction and Program		Midland Park School District			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
Indicator		Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
8. The chief school administrator (CSA) reports participation and performance results of annual Statewide assessments to the district board of education within 60 days of receipt of the finalized information from the Department. The reports include aggregated and disaggregated subgroup data, as well as trend and comparative analyses and appropriate intervention strategies. (N.J.A.C. 6A:8-4.3)		6	1	0	
9. English language arts curriculum and instruction are aligned to the New Jersey Student Learning Standards (NJSLs) in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJSLs 9; h. Integration of technology through the NJSLs; and i. Career education.		4	1	0	

Instruction and Program		Midland Park School District			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
10. Mathematics curriculum and instruction are aligned to the NJSL in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJSL 9; h. Integration of technology through the NJSL; and i. Career education.		4	1	0	
11. Science curriculum and instruction are aligned to the NJSL in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJSL 9; h. Integration of technology through the NJSL; and i. Career education.		4	1	0	

Instruction and Program		Midland Park School District			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
12. Social Studies curriculum and instruction are aligned to the NJSLS in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJSLS 9; h. Integration of technology through the NJSLS; i. Career education. j. Amistad Commission mandates* that curricula in kindergarten through grade 12 include the teaching of the African slave trade, slavery in America, the vestiges of slavery in this country, and the contributions of African Americans to this country; and k. Holocaust Commission mandates* that curricula in kindergarten through grade 12 address issues of bias, prejudice, and bigotry, including bullying, through the teaching of the Holocaust and genocide. * <i>Mandates can be met in content areas other than Social Studies. Being out of compliance with either mandate results in the loss of all points for Social Studies.</i>					
		4	1	0	
13. World languages curricula and instruction are aligned to the NJSLS in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					

Instruction and Program		Midland Park School District			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJSLS 9; h. Integration of technology through the NJSLS; and i. Career education.		4	1	0	

Instruction and Program		Midland Park School District			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
14. Comprehensive health and physical education curricula and instruction are aligned to the NJSL in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJSL 9; h. Integration of technology through the NJSL; and i. Career education.		4	1	0	
15. Visual and performing arts curricula and instruction are aligned to the NJSL in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJSL 9; h. Integration of technology through the NJSL; and i. Career education.		4	1	0	

Instruction and Program		Midland Park School District			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
16. Policies and procedures exist to ensure a coordinated system for planning, delivering, measurement, and modification of intervention and referral services is implemented in each school by a multidisciplinary team to address the learning, behavioral, and health needs of all students. (N.J.A.C. 6A:16-8) This requirement may be fulfilled through implementation of the New Jersey Tiered System of Support (NJTSS) or other models such as Response to Intervention (RTI) and Multi-Tiered Systems of Support (MTSS). The system includes:					
a. A continuum of supports and interventions available in each school to support learning, behavior, and health needs; b. Action plans for interventions based on student data and desired outcomes; c. Professional development for multidisciplinary teams and staff who provide interventions; and d. Review and assessment of effectiveness of interventions (e.g., progress monitoring).		6	1	0	
Achievement Score Total		60	0	0	
Curriculum and Policy Total		40	40	0	
Instruction and Program Total		100	40	0	

NJQSAC District Performance Review - School Year 2019-20

Fiscal Management		1		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
1. Monthly district board of education secretary's reports are completed and reconciled without exceptions and submitted to the district board of education within 60 days of the month's end for approval, pursuant to N.J.S.A. 18A:17-9.	6	1	0	
2. A standard operating procedures (SOP) manual for business functions is maintained, updated and implemented pursuant to N.J.A.C. 6A:23A-6.6. The SOP manual includes a system of internal controls in accordance with N.J.A.C. 6A:23A-6.4 to prevent the over-expenditure of line item accounts and to safeguard assets from theft and fraud and includes a section that details purchasing procedures.	8	1	0	
3. The annual audit of its Comprehensive Annual Financial Report (CAFR) and other supporting forms and collections (Auditor's Management Report (AMR), Federal Data Collection Form, and Audit Summary) have been filed by the due date set forth in N.J.S.A. 18A:23-1.	4	1	0	

NJQSAC District Performance Review - School Year 2019-20

Fiscal Management		1		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
4. The school district:				
a. Implements a corrective action plan (CAP) that addresses all audit recommendations and is acceptable to the Department (as required):	4	1	0	
b. Reports no repeat audit findings of a substantive nature in the CAFR or AMR.	4	1	0	
c. Reports no material weaknesses or significant deficiencies in the CAFR or AMR.	4	1	0	
d. Ends the year with no deficit balances and no line item over-expenditures in the general fund, (on the budgetary basis of accounting) special revenue fund, capital projects fund, or debt service fund (other than permitted under State law and GAAP).	4	1	0	

NJQSAC District Performance Review - School Year 2019-20

Fiscal Management		1		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
5. Entitlement and discretionary grants are managed and overseen as required. Specifically, the school district:				
a. Submits initial applications, revisions, and final reports for all entitlement and discretionary grants by published due dates and expends Federal funds consistent with the approved indirect cost rate and grant application.	2	1	0	
b. Budgets grant funds according to the approved application and spends grant funds as budgeted. Amendments and budget modifications are completed for charges that exceed the applicable threshold of 10 percent or for modifications that require opening new budget lines.	2	1	0	
c. Shows evidence of required consultations with nonpublic schools for each required State- and federally funded program and expends nonpublic school allocations as required. If funds are not expended for nonpublic school services, the school district specifies the reason the funds were not spent and provides evidence of consulting with nonpublic schools regarding the use of unexpended funds.	2	1	0	
d. Approves salaries funded by Federal grants as documented in district board of education minutes and maintains the required time and activity reports.	2	1	0	

NJQSAC District Performance Review - School Year 2019-20

Fiscal Management		1		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
6. Proper oversight and accounting of capital projects accounted for in Fund 30 are provided. Specifically, the school district:				
a. Maintains separate accounting by project.	4	1	0	
b. Monitors the detailed accounts regularly and oversees change orders to ensure/certify funds are available.	4	1	0	
c. Spends within the authorized amount, unless proper approvals have been received to raise additional funds to augment the authorized amount.	4	1	0	
d. Conducts the proper fiscal close-out of completed projects, including proper transfer of interest earned annually to the debt service and/or general fund.	4	1	0	
7. Projects consistent with the approved long-range facilities plan are implemented, reviewed, and revised, pursuant to N.J.A.C. 6A:26-2.	2	1	0	
8. County office approval has been granted for emergent projects, pursuant to N.J.A.C. 6A:26-3.14.	2	1	0	

NJQSAC District Performance Review - School Year 2019-20

Fiscal Management		1		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
9. Annual health and safety reviews:				
a. Have been conducted once per year in each building using the Annual Facilities Checklist -- Health and Safety Evaluation of School Buildings. (N.J.A.C. 6A:26-6.1, 6.2, 6.3, and 12 and 6A:19-6)	5	1	0	
b. Meet the "100% item" section in the Annual Facilities Checklist - Health and Safety Evaluation of School Buildings, which means all items are in compliance in all buildings.	5	1	0	
c. Meet the "80% item" section Annual Facilities Checklist -- Health and Safety Evaluation of School Buildings, which means at least 80 percent of items are in compliance in all buildings.	2	1	0	
10. A budget calendar that is developed and shared with the district board of education annually and that reflects all applicable legal and management requirements, pursuant to N.J.S.A. 18A:22-7, is followed. This development timeline includes input from all relevant programmatic staff for requirements and materials needed for teaching and student learning.	6	1	0	

NJQSAC District Performance Review - School Year 2019-20

Fiscal Management		1		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
11. All persons employed as a buildings and grounds supervisor, as defined in N.J.S.A. 18A:17-49, possess a valid authorization from the Department to serve as a certified educational facilities manager.	4	1	0	
12. The transfer of funds during the budget year is made in accordance with N.J.S.A. 18A:22-8.1 and 8.2 and complies with all budgetary control provisions, pursuant to N.J.A.C. 6A:23A-16.10.	4	1	0	
13. Fiscal-year cash flow management for all funds is prepared and analyzed on a regular basis to ensure payments can be made on a prompt basis.	4	1	0	
14. Reimbursement requests for Federal grant awards are submitted in a timely manner for the actual amount of incurred expenditures.	4	1	0	
15. The district board of education approves purchase orders approved by only the purchasing agent and issued in advance of goods received or services rendered and encumbered for the full contractual amount. There are no confirming orders.	4	1	0	
Fiscal Management Total	100	100	0	

NJQSAC District Performance Review - School Year 2019-20

Governance		Type District Name Here		
Indicator	Point Value	District Score Yes or No = 1	County Score Yes or No = 1	Comments
1. At least annually, and more frequently if required by changes in case law, regulation, or statute, the district board of education or the advisory board, reviews, updates, and adopts, by resolution, policies, procedures, and by-laws reflective of current statutory and regulatory authority. (N.J.S.A. 18A:11)	8	1	0	
2. The district board of education:				
a. Establishes a policy and a contract with the CSA to annually evaluate him or her based on the adoption of goals and performance measurements that reflect the highest priority is given to student achievement and attention is given to subgroup achievement and each new member has received training on CSA evaluation. N.J.S.A. 18A:17-20.3.	7	1	0	
b. Completes the CSA evaluation by July 1 in accordance with N.J.A.C. 6A:10-8.1(g).	6	1	0	
3. All new, renegotiated, amended, altered, or extended contracts for CSAs, deputy superintendents, assistant superintendents, and school business administrators are submitted to the executive county superintendent (ECS) for review and approval. The district board of education takes no formal action to approve or implement such contracts prior to ECS review and approval. (N.J.S.A. 18A:7-8 and N.J.A.C. 6A:23A-3.1)	6	1	0	

NJQSAC District Performance Review - School Year 2019-20

Governance		Type District Name Here		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
4. The district board of education approves appointments and transfers, and removes or renews certificated and non-certificated officers and employees, only by a roll call majority vote of the district board of education's full membership upon the CSA's recommendation. (N.J.S.A. 18A:27-4.1 and N.J.A.C. 6A:32-4.1 and 4.7)	6	1	0	
5. The district board of education-approved corrective action plans are submitted for any finding or recommendation for all compliance-related reports, consolidated monitoring reports, financial audits, special education reports, etc. The school district has no outstanding monitoring or complaint investigation findings that exceed the required timelines for correction. There is no evidence of the school district not implementing the plan.	7	1	0	
6. The budgeting process and allocation of resources, including grant funding, are aligned with instructional priorities and student needs to provide for a thorough and efficient education as demonstrated by: (N.J.S.A. 18A:7F-6 and 46 and N.J.A.C. 6A:23A-8.1)				
a. Adoption and implementation of written policies and procedures for the budget and financial planning process that are integrated and aligned with school district priorities and planning objectives based on Statewide assessments and applicable strategic plans.	8	1	0	
b. Annually align fiscal goals and budget objectives with curricula that comply with the NJSLS.	8	1	0	

NJQSAC District Performance Review - School Year 2019-20

Governance		Type District Name Here			
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments	
7. The district board of education follows the budget process by: a. Conducting a public hearing on the proposed budget; b. Adopting the budget at a public meeting; c. Providing ongoing information on the budget's status and any revision(s) or emergent conditions; and d. Making the budget available for public notice and inspection. (N.J.S.A. 18A:22-7 and N.J.A.C. 6A:23A-8.1 and 8.2)	8	1	0		
8. The district board of education ensures compliance with all stakeholder engagement requirements pursuant to the Federal grant programs for which the school district receives funds, which shall include but not be limited to grant programs under the Elementary and Secondary Act, the Individuals with Disabilities Education Act, and the Carl D. Perkins Career and Technical Education Act.	6	1	0		
9. The district board of education has established programs and services for all English language learners (ELLs), pursuant to N.J.A.C. 6A:15.	7	1	0		
10. The district board of education implements the Open Public Meetings Act and there have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.S.A. 10:4-6 et seq.)	3	1	0		

NJQSAC District Performance Review - School Year 2019-20

Governance		Type District Name Here			
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments	
11. The district board of education approves the monthly district board of education secretary's and treasurer's reports within 60 days of month's end and, in its minutes, certifies that major funds (general fund, special revenue, and capital projects fund) have not been over-expended. (N.J.A.C. 6A:23A-16.10(c))	6	1	0		
12. Minutes of all meetings, including executive sessions, reflect all district board of education actions and are publicly available within two weeks or by the next district board of education meeting. (N.J.S.A.18A:17-7)	6	1	0		
13. District board of education members and school administrators annually file a timely and properly completed financial and personal/relative disclosure statement. The district board of education annually discusses the School Ethics Act and no district board of education member or administrator has been found in violation of the School Ethics Act. (N.J.S.A. 18A:12-22 and 26)	5	1	0		
14. The district board of education ensures that all students have access to library media services that are connected to classroom studies in each school building including access to computers; school district-approved instructional software; appropriate books, including novels, anthologies, and other reference materials; and supplemental materials that motivate students to read in and out of school and to conduct research. (N.J.A.C. 6A:13-2.1(h))	3	1	0		
Governance Total	100	100	0		

NJQSAC District Performance Review - School Year 2019-20

Operations		Type District Name Here		
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
1. The school district's NJSMART and educator evaluation data files:				
a. Have been certified by established deadlines and provide complete data; and	2	1	0	
b. Have an error rate of less than 1.5 percent for each file --inclusive of student sync errors.	3	1	0	
2. The school district's County District School (CDS) Information System data:				
a. Have been submitted by established deadlines and no evidence of changes not approved by the Department was reported since the last NJQSAC monitoring; and	1	1	0	
b. Have accurately maintained the required school contacts throughout the year and the school district has submitted to the Department for approval any change requiring district board of education action within five business days of the action.	3	1	0	
3. The school district has a data management process that includes:				
a. Identification of a school district data coordinator, school district contacts for all Department data submission applications, and an internal communication/information dissemination procedure;	2	1	0	
b. Submission of data collection applications via the Department's website by the established deadlines.	3	1	0	
4. The school district has policies and procedures that require the use of multiple sources of data to monitor student achievement and progress and to evaluate the effectiveness of programs, initiatives, and strategies.	3	1	0	

NJQSAC District Performance Review - School Year 2019-20

Operations		Type District Name Here		
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
5. The district board education adopts and annually distributes to staff, parents, and students, policies and procedures to address the equitable application of a code of student conduct that establishes expectations for academic achievement, behavior, and attendance. The policy provides comprehensive tiered behavioral supports and responses to violations that include positive disciplinary practices that minimize exclusionary practices, such as suspension and expulsion; and details students' due process rights. (N.J.A.C. 6A:16-7.1)	5	1	0	
6. Twice per year, the CSA presents to the district board of education a summary of violence, vandalism, substance abuse, and harassment, intimidation and bullying (HIB) incidents submitted on the Department's incident reporting system. The CSA or designee submits the final data verification to the Department by July 15. (N.J.A.C. 6A:16-5.3)	5	1	0	
7. The school district implements a process to ensure the school safety/school climate team in each school, with support from the CSA: (1) reviews and takes action to strengthen school climate policies; (2) educates the community, including students, teachers, staff, and parents, to prevent HIB; (3) provides professional development opportunities that address effective practices of successful school climate programs or approaches; and (4) completes the HIB self-assessment. The CSA submits to the Department the statement of assurance and the district board of education approval date for the HIB self-assessment for each school in the school district by September 30. (N.J.S.A. 18A:17-46 and 18A:37-14 through 18 and N.J.A.C. 6A:16-7.7)	7	1	0	
8. The Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (MOA) has been signed within the past year. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-6.2)	6	1	0	

NJQSAC District Performance Review - School Year 2019-20

Operations		Type District Name Here		
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
9. The comprehensive alcohol, tobacco, and other drug abuse program includes policies and procedures for the prevention, assessment, intervention, referral for evaluation, referral for treatment, discipline for students using alcohol or other drugs, and continuity of care and supports. (N.J.S.A. 18A:40A and N.J.A.C. 6A:16-3 and 4)	6	1	0	
10. Policies and procedures are established to review and resolve transportation incidents and ensure the safety of students by meeting Motor Vehicle Commission requirements for inspections by bus drivers and evacuation drills. The CSA presents to the district board of education evidence of completion of emergency exit drills. (N.J.A.C. 6A:27-11.1, 11.2, and 12)	6	1	0	
11. Policies and procedures are established to report potentially missing, abused, or neglected children to law enforcement and child welfare authorities; to appoint a school district liaison to law enforcement authorities; and to provide training to school district employees, volunteers, and interns on policies and procedures. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-11)	6	1	0	
12. Comprehensive record of immunizations, required physical examinations and health screenings are maintained to identify the need for medical services for public and nonpublic school students. Health records are kept separately from other student records. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-2.1(a)8, 2.2, and 2.5 and 6A:32-7.4(c))	4	1	0	

NJQSAC District Performance Review - School Year 2019-20

Operations		Type District Name Here		
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
13. At least one certified school nurse is employed by the school district (not through a third-party contract). For medically fragile students who require one-to-one clinical nursing services, the school district uses a provider of clinical nursing services who appears on the New Jersey Department of Human Services' directory of private-duty nursing. The district board of education annually adopts a nursing services plan for each school that addresses sufficient nursing requirements and the needs of all students, including nonpublic school students. (N.J.A.C. 6A:16-2.1(b) and 2.5(j))6	8	1	0	

NJQSAC District Performance Review - School Year 2019-20

Operations		Type District Name Here		
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
14. Students removed for disciplinary reasons (e.g., suspension or expulsion) or for chronic or temporary illness have received educational services from a certified instructor who has completed the Department's criminal history record check within five days of a student's removal for disciplinary reasons or within five days after receipt of the school physician's verification of the need for home instruction due to chronic or temporary illness (e.g., home instruction/temporary hospital setting). (N.J.S.A. 18A:6-4.13 and 7.1 and N.J.A.C. 6A:16-7.2, 7.3, and 10.1)	6	1	0	
15. Safety and security plans, procedures, and mechanisms are annually reviewed and revised in consultation with law enforcement, health, social service, and emergency management agencies and other community members, including parents. The CSA has verified in writing that the process has occurred. (N.J.A.C. 6A:16-5.1)	6	1	0	
16. A security drill statement of assurance that accurately represents the monthly security drills were conducted is submitted no later June 30 each year to the Department. (N.J.S.A. 18A:41)	4	1	0	
17. The school district has a comprehensive equity plan (CEP) designed to eliminate discrimination according to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender, religion, disability socioeconomic status, pregnancy, or parenthood that is approved by the Department. Additionally, the school district submits to the Department the annual CEP statement of assurance. (N.J.A.C. 6A:7-1.4)	6	1	0	
18. The district board of education has adopted policies and procedures that require regular attendance of students, expectations of timely arrival, daily attendance when school is in session, and responses to unexcused absences and lateness, and attempt to determine the cause and to provide tiered supports in maintaining regular attendance for all students. (N.J.A.C. 6A:16-7.6)	8	1	0	

NJQSAC District Performance Review - School Year 2019-20

Operations		Type District Name Here		
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
Operations Total	100	100	0	

Personnel		Type District Name Here			
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments	
1. An audit of staff personnel files and other relevant school district records demonstrates that evaluation and staff development processes have occurred in accordance with N.J.A.C. 6A:9C and 6A:10 in the following categories:					
a. Teacher evaluation processes result in complete summative scores, measures of teacher practice, and measures of student growth (SGO and mSGP) (N.J.A.C. 6A:10- 2.4, 4.1, 4.2, 4.3, and 4.4);	100 percent of audited files meets indicators	8	1	0	
	95 to 99 percent of audited files meets indicators	4	0	0	
	Less than 95 percent of audited files meets indicators	0	0	0	
b. School leader evaluation processes result in complete summative scores, measures of principal practice, and measures of student growth (SGO, mSGP, administrator goals) (N.J.A.C. 6A:10- 2.4, 5.1, 5.2, 5.3, and 5.4);	100 percent of audited files meets indicators	6	1	0	
	95 to 99 percent of audited files meets indicators	3	0	0	
	Less than 95 percent of audited files meets indicators	0	0	0	
c. Evaluations of other certificated staff according to regulations (N.J.A.C. 6A:10-2.2, 2.4, 2.5, 6.1, and 6.2);	100 percent of audited files meets indicators	4	1	0	
	95 to 99 percent of audited files meets indicators	2	0	0	
	Less than 95 percent of audited files meets indicators	0	0	0	

d. Evaluation processes for all certificated staff have occurred, including evaluation training and evaluation conferences. (N.J.A.C. 6A:10-2.2)	4	1	0	
e. School improvement panels have been established in each school and are functioning in accordance with the TEACHNJ Act (N.J.S.A. 18A:6-120) and regulations (N.J.A.C. 6A:9C-5.3 and 6A:10-2.3, 2.5, 3.1, and 3.2); and	4	1	0	
f. Other evaluation structures and processes, including tenure charge proceedings conducted according to the TEACHNJ Act (N.J.S.A. 18A:6-11 and 17.3).	2	1	0	
2. The school district demonstrates supportive conditions for high-quality professional learning and development for teachers, educational services staff, and administrators, aligned to the components of professional development and the New Jersey standards for professional learning and as indicated by the following (N.J.A.C. 6A:9C and 6A:13-2):				
a. An audit of personnel files indicates that required individual professional development plans (PDPs) or corrective action plans (CAPs) are aligned to the professional standards for school leaders or teachers and have been completed for administrators and teachers and are linked to (1) school district, school, team, and/or individual goals, and (2) results from individual performance evaluations. (N.J.A.C. 6A:9C and 6A:10-2.5);	5	1	0	
b. School schedules that include adequate and consistent time for teachers to work together in and across content areas and grade levels to examine student results and to collaborate on addressing student learning needs, such as through professional learning community (PLC) time (N.J.A.C. 6A:9C-3.2 and 3-3 and 6A:13-2.1).	5	1	0	
c. The school district-level PDP: • Details districtwide and school-level professional learning for active staff holding instructional teaching, educational services, and administrative certificates; • Incorporates professional learning that is sustained and job-embedded not exclusively one-time workshops; and • Addresses the NJSLs and the professional standards for teachers and school leaders (N.J.A.C. 6A:8 and 6A:9) and is based on a variety of sources and types of student, educator, and system evidence, including educator evaluation data and school-level PDPs. (N.J.A.C. 6A:9C-4.2)	5	1	0	update SOA

NJQSAC District Performance Review - School Year 2019-20

d. The school district allocates resources for educator professional learning and development (e.g., people, time, technology, money) that align to the school district's professional development needs, as stated in the PDP and mentoring plan, beyond the resources designated toward completion of State-mandated professional development topics.	5	1	0	
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e. The district mentoring plan: (N.J.A.C. 6A:9C-5) • Details support for all non-tenured teachers in their first year of employment through, at minimum, an introduction to school district curricula, student assessment policies, and training on the school district's evaluation rubric; • Describes the process for selecting and assigning one-to-one mentors who meet State eligibility requirements to work with provisional teachers; • Describes how mentors are trained; and • Describes the process by which the administrative office oversees mentor payments.	3	1	0
f. Documentation that verifies staff have completed professional development on State-mandated topics required for their assignments. (N.J.S.A. 18A and N.J.A.C. 6A)	2	1	0
3. The district board of education has ensured the following staffing practices are followed for all staff requiring provisional certification:			
a. Any administrator or educational services staff employed under a certificate of eligibility with advanced standing (CEAS) or a certificate of eligibility (CE) has been registered in the appropriate residency program for his or her endorsement and the school district has applied to the Department's certification office for a provisional certificate before the residency period began. Any teacher with a CEAS or a CE or serving as a long-term substitute (for greater than 60 days) has been registered in the provisional teacher process within 60 days of beginning employment; (N.J.A.C. 6A:9B)	3	1	0
b. Provisional staff are assigned a mentor, required mentor hours and/or residency hours are tracked, and evaluation is conducted; and (N.J.A.C. 6A:9B-8.4, 6A:9C-5, and 6A:10)	3	1	0
c. Provisional staff seeking the standard license for teacher of students with disabilities and/or teacher of bilingual education submit annual transcripts from their educator preparation programs (EPPs) to allow school districts to track staff progress toward completion of required coursework. (N.J.A.C. 6A:9A and 6A:9B)	3	1	0
d. All school district-provided information required for a professional staff member to obtain a standard certificate is submitted to the Department within 30 days of the staff member becoming eligible for a standard license. (N.J.A.C. 6A:9B)	2	1	0

NJQSAC District Performance Review - School Year 2019-20

4. The district board of education has ensured the following staffing practices are followed:				
a. New employees have a successful criminal history record check prior to employment and are not disqualified for employment; (N.J.S.A. 18A:6-7.1 and 18A:39-19.1)	2	1	0	
b. Candidates for employment and employees, when applicable, receive a physical examination and the resulting medical records are maintained in a secure location separate from personnel files; (N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.2 and 6.3)	2	1	0	
c. Approved job descriptions are maintained for every certificated staff member. Certificated staff are appropriately certified for their assignment (N.J.A.C. 6A:9B); and	5	1	0	
d. Accurate staff attendance records are maintained at school district and school levels. The records include the type and date of absence and an analysis of attendance patterns. Any issue(s) identified through the analysis of staff attendance has been addressed in accordance with the district board of education's staff attendance policies.	5	1	0	
e. The length of service for substitute teachers is tracked and placement of substitutes is appropriate. (N.J.A.C. 6A:9B-7)	2	1	0	
5. The position control roster: (N.J.A.C. 6A:23A-6.8)				
a. Contains the employee name; date of hire; a permanent position tracking number for each employee; a control number for substitute teachers; a control number for overtime; a control number for extra pay; the status of the position (filled, vacant, abolished, etc.); an indication, when available, of whether an employee is retiring in the budget year or not being renewed, including associated costs such as contractual buyouts, severance pay, paid vacation, or sick days, etc.; base salary; step; longevity; guide; stipends by type; overtime; other extra compensation; the benefits paid by the school district, net of employee reimbursements or co-pays, by type of benefit and for FICA and Medicare; the position's full-time equivalent value by location; the date the position was filled; and the date the position was originally created by the district board of education (if the date the position was originally created is not available, the date the person currently filling that position was approved by the district board of education);	6	1	0	
b. Is accurate and up to date; and	5	1	0	

c. Reconciles with the budget.	4	1	0
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NJQSAC District Performance Review - School Year 2019-20

6. Documentation and evaluation of administrator practices, as well as an audit of personnel files, including observation reports, indicates that supervision processes are occurring in accordance with N.J.A.C. 6A:10 and result in:	5	1	0	
a. Professional practices aligned with goal-setting procedures (N.J.A.C. 6A:10-4.2 and 5.2); and b. Supervisory feedback that is timely, targeted, and actionable (N.J.A.C. 6A:10-2.4, 2.5 and 4.4 and 5.4).				
Personnel Total	100	100	0	

NJQSAC District Performance Review - School Year 2019-20

DECLARATION PAGE		Midland Park School District
Type or print the name of the individuals in the district who were members of the NJQSAC Committee and who assisted in the completion of this District Performance Review. (Use additional page if needed.)		
POSITION	NAME	SIGNATURE
Chief School Administrator	Marie C. Cirasella	<i>Marie C. Cirasella, Ed.D.</i>
District Administrative Staff	Nicholas Capuano	<i>Nick Capuano</i>
Teacher	Maureen Fister Donatien	<i>Maureen Fister Donatien</i>
School Business Administrator	Stacy Garvey	<i>Stacy Garvey</i>
Curriculum and Instruction Representative	Peter Galasso	<i>Peter Galasso</i>
Local Collective Bargaining Representative	Maureen Fister Donatien	<i>Maureen Fister Donatien</i>
District Board of Education Member	Sandra Criscenzo	<i>Sandra Criscenzo</i>
By signing below, the Chief School Administrator and Board President are affirming the accuracy of this document.		
Chief School Administrator	Marie C. Cirasella	<i>Marie C. Cirasella, Ed.D.</i>
Board of Education President	Richard Formicola	<i>Richard Formicola</i>
Board Resolution Date: Nov. 5, 2019		

MIDLAND PARK HIGH SCHOOL
COACHING STAFF 2019-2020

Winter APPOINTMENTS

<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
Varsity Winter Track Head Coach	Shawn Savage	\$4,670.47
Varsity Assistant Winter Track Coach	Nicole Marino	\$3,877.88
Varsity Bowling Head Coach	Jason Whelpley	\$4,226.66
Varsity Head Wrestling Coach	Charles Ferraro	\$6,296.58
Varsity Wrestling Assistant Coach (volunteer)	Jeffrey Carr	Volunteer
Varsity Wrestling Assistant Coach (volunteer)	Chris Finn	Volunteer
Varsity Head Boys Basketball Coach	Adam Sidrow	\$6,422.58
Varsity Assistant Boys Basketball Coach	Tom Lambert	\$5,099.08
Varsity Assistant Boys Basketball Coach	Kevin Cavanagh	\$5,099.08
7/8 Grade Boys Basketball Coach	Christian Lawlor	\$2,805.30
Varsity Head Girls Basketball Coach	Sean O'Connor	\$6,422.58
Varsity Assistant Girls Basketball Coach	Kasey Damiano	\$5,099.08
Varsity Assistant Girls Basketball Coach	Shawn Bennett	\$5,099.08
Varsity Assistant Girls Basketball Coach (volunteer)	Kristy Victory	Volunteer
7/8 Grade Girls Basketball Coach	Timothy Hamilton	\$2,805.30

Nov. 19, 2019

MIDLAND PARK PUBLIC SCHOOLS
Midland Park, New Jersey

JOB DESCRIPTION

TITLE: American Sign Language (ASL) Club Advisor

REPORTS TO: Principal

Qualification:

1. Valid New Jersey Instructional Certificate or eligibility.
2. Demonstrated knowledge of the particular activity and related experience as determined by the board.
3. Ability to foster and sustain students' interest in the activity and promote skill development.
4. Strong interpersonal and communication skills.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DESCRIPTION:

The American Sign Language Club will focus on learning the basics of American Sign Language. The Club will provide opportunities for students to learn, practice, and expand their knowledge of sign language vocabulary. Students will learn the basics of the sign that include the following categories: food, school, basic conversation, sports/outdoor activities, emotions, and more. Students will also learn about Deaf Culture and see that American Sign Language is a true language that is used for communication. Students will meet at least twice a month.

JOB GOAL AND EXPECTATIONS :

The purpose of the American Sign Language Club is to teach students to be understanding and aware of Deaf Culture. The Club will teach students the basics of the language through the acquisition of new sign vocabulary. Students that participate will learn, practice, and help other members in the club. All levels of signers will be supported and encouraged by club members and facilitators.

PERFORMANCE RESPONSIBILITIES:

1. Organizes and supervises a series of regularly-scheduled extracurricular activities for students after school hours.
2. Actively promotes the program and seeks student participation.
3. Attends all activity meetings and in-school events and supervises students on related field trips and other out-of-school functions.

4. Ensures the safety of the students and maintains responsibility for the security of equipment and facilities.
5. Prepares the activity budget, orders necessary supplies and equipment and maintains appropriate records related to activity expenses and revenues.
6. Is responsible for the collection, depositing of funds, payment of bills and financial reporting in accordance with statute, administrative code and board policies and regulations.
7. Oversees the development, production, sales/distribution and advertising of any product produced by the students or any service provided to the community.
8. Submits necessary paperwork for transportation or scheduling related to the activity.
9. Evaluates the program annually and makes recommendations for improvements as necessary by submitting an annual report.
10. Performs other duties related to the student activity as assigned by the principal.
11. Performs such other duties as may be assigned in all areas as needed.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board Policy.

TERMS OF EMPLOYMENT: 10 Month Contract

Adopted:

Nov. 19, 2019

MIDLAND PARK PUBLIC SCHOOLS
Midland Park, New Jersey

JOB DESCRIPTION

TITLE: Art Club Advisor

REPORTS TO: Principal

Qualification:

1. Valid New Jersey Instructional Certificate or eligibility.
2. Demonstrated knowledge of the particular activity and related experience as determined by the board.
3. Ability to foster and sustain students' interest in the activity and promote skill development.
4. Strong interpersonal and communication skills.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DESCRIPTION:

The Art Club is a twice monthly opportunity for students who show an higher degree of interest in Visual Art. These students want to have more time for their enthusiasm and creativity in Art. This is a space for students to feel comfortable in discussing Art, other cultural topics and frontiers.

The Art Club offers students time to work on their own particular Art interests, as well as group projects.

JOB GOAL AND EXPECTATIONS :

The students will be expected to focus in Art making activities during their time in the Art Club. The teacher will act as the guide for students.

One possible Art work goal would be a recycling Art project.

PERFORMANCE RESPONSIBILITIES:

1. Organizes and supervises a series of regularly-scheduled extracurricular activities for students after school hours.
2. Actively promotes the program and seeks student participation.
3. Attends all activity meetings and in-school events and supervises students on related field trips and other out-of-school functions.
4. Ensures the safety of the students and maintains responsibility for the security of equipment and facilities.
5. Prepares the activity budget, orders necessary supplies and equipment and maintains appropriate records related to activity expenses and revenues.

6. Is responsible for the collection, depositing of funds, payment of bills and financial reporting in accordance with statute, administrative code and board policies and regulations.
7. Oversees the development, production, sales/distribution and advertising of any product produced by the students or any service provided to the community.
8. Submits necessary paperwork for transportation or scheduling related to the activity.
9. Evaluates the program annually and makes recommendations for improvements as necessary by submitting an annual report.
10. Performs other duties related to the student activity as assigned by the principal.
11. Performs such other duties as may be assigned in all areas as needed.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board Policy.

TERMS OF EMPLOYMENT: 10 Month Contract

Adopted:

Nov. 19, 2019

MIDLAND PARK PUBLIC SCHOOLS
Midland Park, New Jersey

JOB DESCRIPTION

TITLE: Band Director – Highland School

REPORTS TO: Principal

Qualification:

1. Valid New Jersey Instructional Certificate or eligibility.
2. Demonstrated knowledge of the particular activity and related experience as determined by the board.
3. Ability to foster and sustain students' interest in the activity and promote skill development.
4. Strong interpersonal and communication skills.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DESCRIPTION:

The Highland Band consists of Grades 4-6 and is an extra-curricular activity that follows the Winter and Spring Concert seasons. The 5th & 6th Grade Band performs at the Midland Park Tree Lighting and Winter Concert. Grades 4-6 Band members perform at the Spring Concert, consisting of multiple ensembles. Band students may also participate in Clinics/Festivals with the approval and collaboration of the administration

JOB GOAL AND EXPECTATIONS :

The Band Director is expected to hold before or after school rehearsals from the start of the school year, through the completion of the Spring Concert, as appropriate for the level of student achievement. These rehearsals are not to exceed a total of 2.5 hours per week. The director is also responsible for supervising and organizing the Winter and Spring Concerts and attending the Midland Park Tree Lighting.

To provide students with an opportunity to explore their interests and talents through extracurricular activities designed to promote self-confidence and leadership skills and to provide a variety of worthwhile learning experiences which enhance and enrich the regular school program.

PERFORMANCE RESPONSIBILITIES:

1. Organizes and supervises a series of regularly-scheduled extracurricular activities for students after school hours.
2. Actively promotes the program and seeks student participation.

3. Attends all activity meetings and in-school events and supervises students on related field trips and other out-of-school functions.
4. Ensures the safety of the students and maintains responsibility for the security of equipment and facilities.
5. Prepares the activity budget, orders necessary supplies and equipment and maintains appropriate records related to activity expenses and revenues.
6. Is responsible for the collection, depositing of funds, payment of bills and financial reporting in accordance with statute, administrative code and board policies and regulations.
7. Oversees the development, production, sales/distribution and advertising of any product produced by the students or any service provided to the community.
8. Submits necessary paperwork for transportation or scheduling related to the activity.
9. Evaluates the program annually and makes recommendations for improvements as necessary by submitting an annual report.
10. Performs other duties related to the student activity as assigned by the principal.
11. Performs such other duties as may be assigned in all areas as needed.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board Policy.

TERMS OF EMPLOYMENT: 10 Month Contract

Adopted:

Nov. 19, 2019

MIDLAND PARK PUBLIC SCHOOLS
Midland Park, New Jersey

JOB DESCRIPTION

TITLE: Choreographer

REPORTS TO: Principal

Qualification:

1. Valid New Jersey Instructional Certificate or eligibility.
2. Demonstrated knowledge of the particular activity and related experience as determined by the board.
3. Ability to foster and sustain students' interest in the activity and promote skill development.
4. Strong interpersonal and communication skills.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DESCRIPTION:

Participate in auditions of students for school musical. Advisor will Choreograph dance numbers for the musical and teach the students the dance numbers for the musical during rehearsals before school and after school for several months leading up to the show. Students will participate in school performance during school hours with advisor. Advisor will attend evening performance for family and friends. Advisor will work with the Musical director and other members to create a successful experience. Advisor will work under the direction of the director.

JOB GOAL AND EXPECTATIONS :

This is such an important and meaningful activity/event for so many of the students. Some of them are experienced at performing and some are trying it for the first time and taking a risk. The experience brings the students together in such a way as they work as a team to see the musical through from start to finish. It is so important to give our students the opportunity to express themselves through the arts. We get to see those who normally may be very shy blossom when given the chance to be on stage. It is a very rewarding experience.

PERFORMANCE RESPONSIBILITIES:

1. Organizes and supervises a series of regularly-scheduled extracurricular activities for students after school hours.
2. Actively promotes the program and seeks student participation.

3. Attends all activity meetings and in-school events and supervises students on related field trips and other out-of-school functions.
4. Ensures the safety of the students and maintains responsibility for the security of equipment and facilities.
5. Prepares the activity budget, orders necessary supplies and equipment and maintains appropriate records related to activity expenses and revenues.
6. Is responsible for the collection, depositing of funds, payment of bills and financial reporting in accordance with statute, administrative code and board policies and regulations.
7. Oversees the development, production, sales/distribution and advertising of any product produced by the students or any service provided to the community.
8. Submits necessary paperwork for transportation or scheduling related to the activity.
9. Evaluates the program annually and makes recommendations for improvements as necessary by submitting an annual report.
10. Performs other duties related to the student activity as assigned by the principal.
11. Performs such other duties as may be assigned in all areas as needed.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board Policy.

TERMS OF EMPLOYMENT: 10 Month Contract

Adopted:

Nov. 19, 2019

MIDLAND PARK PUBLIC SCHOOLS
Midland Park, New Jersey

JOB DESCRIPTION

TITLE: Chorus Director

REPORTS TO: Principal

Qualification:

1. Valid New Jersey Instructional Certificate or eligibility.
2. Demonstrated knowledge of the particular activity and related experience as determined by the board.
3. Ability to foster and sustain students' interest in the activity and promote skill development.
4. Strong interpersonal and communication skills.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DESCRIPTION:

In Chorus, students meet once a week to work on choral music in preparation for a concert performance. Students spend time warming up their body & voices, play and sing through sequenced rhythmic exercises, and learning/memorizing their chorus music. Students have the opportunity to audition for solo singing, when available, and also have public speaking opportunities when introducing the songs to the audience. This club also prepares students musical opportunities outside of the classroom, such as the Highland Musical, Memorial Day flag raising, or American Young Voices Chorus.

JOB GOAL AND EXPECTATIONS :

The purpose of Chorus is to give all students in grades 4-6 the opportunity to share a common musical performance goal with their grade peers. The expectation is that students grow to appreciate singing and hopefully carries to MPHS.

PERFORMANCE RESPONSIBILITIES:

1. Organizes and supervises a series of regularly-scheduled extracurricular activities for students after school hours.
2. Actively promotes the program and seeks student participation.

3. Attends all activity meetings and in-school events and supervises students on related field trips and other out-of-school functions.
4. Ensures the safety of the students and maintains responsibility for the security of equipment and facilities.
5. Prepares the activity budget, orders necessary supplies and equipment and maintains appropriate records related to activity expenses and revenues.
6. Is responsible for the collection, depositing of funds, payment of bills and financial reporting in accordance with statute, administrative code and board policies and regulations.
7. Oversees the development, production, sales/distribution and advertising of any product produced by the students or any service provided to the community.
8. Submits necessary paperwork for transportation or scheduling related to the activity.
9. Evaluates the program annually and makes recommendations for improvements as necessary by submitting an annual report.
10. Performs other duties related to the student activity as assigned by the principal.
11. Performs such other duties as may be assigned in all areas as needed.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board Policy.

TERMS OF EMPLOYMENT: 10 Month Contract

Adopted:

Nov. 19, 2019

MIDLAND PARK PUBLIC SCHOOLS
Midland Park, New Jersey

JOB DESCRIPTION

TITLE: Assistant Chorus Director

REPORTS TO: Principal

Qualification:

1. Valid New Jersey Instructional Certificate or eligibility.
2. Demonstrated knowledge of the particular activity and related experience as determined by the board.
3. Ability to foster and sustain students' interest in the activity and promote skill development.
4. Strong interpersonal and communication skills.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DESCRIPTION:

In Chorus, students meet once a week to work on choral music in preparation for a concert performance. Students spend time warming up their body & voices, play and sing through sequenced rhythmic exercises, and learning/memorizing their chorus music. Students have the opportunity to audition for solo singing, when available, and also have public speaking opportunities when introducing the songs to the audience. This club also prepares students musical opportunities outside of the classroom, such as the Highland Musical, Memorial Day flag raising, or American Young Voices Chorus. The job of the assistant is to take direction and support the choral director's vision for the program.

JOB GOAL AND EXPECTATIONS :

The purpose of Chorus is to give all students in grades 4-6 the opportunity to share a common musical performance goal with their grade peers. The expectation is that students grow to appreciate singing and hopefully carries to MPHS.

PERFORMANCE RESPONSIBILITIES:

1. Organizes and supervises a series of regularly-scheduled extracurricular activities for students after school hours.
2. Actively promotes the program and seeks student participation.
3. Attends all activity meetings and in-school events and supervises students on related field trips and other out-of-school functions.

4. Ensures the safety of the students and maintains responsibility for the security of equipment and facilities.
5. Evaluates the program annually and makes recommendations for improvements as necessary by submitting an annual report.
6. Performs other duties related to the student activity as assigned by the principal.
7. Performs such other duties as may be assigned in all areas as needed.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board Policy.

TERMS OF EMPLOYMENT: 10 Month Contract

Adopted:

Nov. 19, 2019

MIDLAND PARK PUBLIC SCHOOLS
Midland Park, New Jersey

JOB DESCRIPTION

TITLE: Highland Environmental Club Advisor

REPORTS TO: Principal

Qualification:

1. Valid New Jersey Instructional Certificate or eligibility.
2. Demonstrated knowledge of the particular activity and related experience as determined by the board.
3. Ability to foster and sustain students' interest in the activity and promote skill development.
4. Strong interpersonal and communication skills.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DESCRIPTION:

The environmental club is a group of dedicated students that are looking for ways to make a difference in our school community. They get informed about local and global environmental issues and spread this information to their peers. Educating the school population is one of its most important functions. Each year the club recycles a variety of materials such as markers, shoes and ink, in an effort to minimize our waste.

JOB GOAL AND EXPECTATIONS:

The environmental club helps to promote and enhance our school-wide recycling program. They are responsible for continuing the cafeteria composting program that they started years back through an Environmental Awareness Grant. The students are expected to find environmental problems in the school or local community and come up with solutions to these problems. Educating our Highland school community about ways they can help be more environmentally friendly is one of our key missions. It is our hope to promote student appreciation of our natural world and our duty to preserve it.

PERFORMANCE RESPONSIBILITIES:

1. Organizes and supervises a series of regularly-scheduled extracurricular activities for students after school hours.
2. Actively promotes the program and seeks student participation.

3. Attends all activity meetings and in-school events and supervises students on related field trips and other out-of-school functions.
4. Ensures the safety of the students and maintains responsibility for the security of equipment and facilities.
5. Prepares the activity budget, orders necessary supplies and equipment and maintains appropriate records related to activity expenses and revenues.
6. Is responsible for the collection, depositing of funds, payment of bills and financial reporting in accordance with statute, administrative code and board policies and regulations.
7. Oversees the development, production, sales/distribution and advertising of any product produced by the students or any service provided to the community.
8. Submits necessary paperwork for transportation or scheduling related to the activity.
9. Evaluates the program annually and makes recommendations for improvements as necessary by submitting an annual report.
10. Performs other duties related to the student activity as assigned by the principal.
11. Performs such other duties as may be assigned in all areas as needed.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board Policy.

TERMS OF EMPLOYMENT: 10 Month Contract

Adopted:

Nov. 19, 2019

MIDLAND PARK PUBLIC SCHOOLS
Midland Park, New Jersey

JOB DESCRIPTION

TITLE: Intervention and Referral Services (I&RS)

REPORTS TO: Principal

Qualification:

1. Valid New Jersey Instructional Certificate or eligibility.
2. Demonstrated knowledge of the particular activity and related experience as determined by the board.
3. Ability to foster and sustain students' interest in the activity and promote skill development.
4. Strong interpersonal and communication skills.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DESCRIPTION:

The I&RS advisor is responsible for collaborating with staff in developing a plan of action to identify interventions for students and providing recommendations to better support school environment and academic success. The Secretary to I & RS will take notes in combination with working with the Chairperson and Members to make informed decisions about resources and strategies to help students. The Chairperson will maintain all records and work with administration in order to keep all informed. Each member will serve as a case manager.

JOB GOAL AND EXPECTATIONS :

To provide teachers with strategies to help their struggling students achieve their potential. To develop goals for the students brought up and to follow up to make sure the strategies are helping the student reach the goal.

PERFORMANCE RESPONSIBILITIES:

1. Actively promotes the program and seeks student participation.
2. Attends all activity meetings and in-school events
3. Ensures the safety of the students
4. Prepares the activity budget, orders necessary supplies and equipment and maintains appropriate records related to activity expenses and revenues.
5. Is responsible for the organization of the program and communication to all stakeholders.
6. Submits necessary paperwork related to the policy.

7. Evaluates the program annually and makes recommendations for improvements as necessary by submitting an annual report.
8. Performs other duties related to the student activity as assigned by the principal.
9. Performs such other duties as may be assigned in all areas as needed.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board Policy.

TERMS OF EMPLOYMENT: 10 Month Contract

Adopted:

Nov. 19, 2019

MIDLAND PARK PUBLIC SCHOOLS
Midland Park, New Jersey

JOB DESCRIPTION

TITLE: Fall/Spring Intramurals

REPORTS TO: Principal

Qualification:

1. Valid New Jersey Instructional Certificate or eligibility.
2. Demonstrated knowledge of the particular activity and related experience as determined by the board.
3. Ability to foster and sustain students' interest in the activity and promote skill development.
4. Strong interpersonal and communication skills.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DESCRIPTION:

Students will participate in a variety of games and activities. These games and activities will have a higher level of competition. Games will include basketball, kickball, capture the flag, etc. Students will have the opportunity to compete against students of various ages and grade levels. Students will be grouped with other grade levels (3 and 4 / 5 and 6) in order to promote better competition and working with students they do not always see. Intramurals will run at least 8 sessions a year.

JOB GOAL AND EXPECTATIONS :

The expectations of this club include giving the students an extra opportunity to compete along with more physical activity time outside of gym. These games/activities will be more competitive than gen. ed. physical education class. The advisor must create fun and exciting games that appeal to student age level.

PERFORMANCE RESPONSIBILITIES:

1. Organizes and supervises a series of regularly-scheduled extracurricular activities for students after school hours.
2. Actively promotes the program and seeks student participation.
3. Attends all activity meetings and in-school events and supervises students on related field trips and other out-of-school functions.

4. Ensures the safety of the students and maintains responsibility for the security of equipment and facilities.
5. Prepares the activity budget, orders necessary supplies and equipment and maintains appropriate records related to activity expenses and revenues.
6. Is responsible for the collection, depositing of funds, payment of bills and financial reporting in accordance with statute, administrative code and board policies and regulations.
7. Oversees the development, production, sales/distribution and advertising of any product produced by the students or any service provided to the community.
8. Submits necessary paperwork for transportation or scheduling related to the activity.
9. Evaluates the program annually and makes recommendations for improvements as necessary by submitting an annual report.
10. Performs other duties related to the student activity as assigned by the principal.
11. Performs such other duties as may be assigned in all areas as needed.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board Policy.

TERMS OF EMPLOYMENT: 10 Month Contract

Adopted:

Nov. 19, 2019

MIDLAND PARK PUBLIC SCHOOLS
Midland Park, New Jersey

JOB DESCRIPTION

TITLE: Literary Magazine Advisor

REPORTS TO: Principal

Qualification:

1. Valid New Jersey Instructional Certificate or eligibility.
2. Demonstrated knowledge of the particular activity and related experience as determined by the board.
3. Ability to foster and sustain students' interest in the activity and promote skill development.
4. Strong interpersonal and communication skills.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DESCRIPTION:

With students, design and create a physical copy of a literary magazine. Students will create and edit content as well as curate the submissions of other writers. Students will use an online resource to manage layout, backgrounds, and all other style choices. Finally, the students will publish and distribute the final product.

JOB GOAL AND EXPECTATIONS :

To foster creativity in many areas and publish a variety of literary and artistic pieces to represent Highland School. Each student and HR will get a color copy of the magazine. 2 magazines will be published a year. Students will meet throughout the year multiple times per month.

PERFORMANCE RESPONSIBILITIES:

1. Organizes and supervises a series of regularly-scheduled extracurricular activities for students after school hours.
2. Actively promotes the program and seeks student participation.
3. Attends all activity meetings and in-school events and supervises students on related field trips and other out-of-school functions.
4. Ensures the safety of the students and maintains responsibility for the security of equipment and facilities.

5. Prepares the activity budget, orders necessary supplies and equipment and maintains appropriate records related to activity expenses and revenues.
6. Is responsible for the collection, depositing of funds, payment of bills and financial reporting in accordance with statute, administrative code and board policies and regulations.
7. Oversees the development, production, sales/distribution and advertising of any product produced by the students or any service provided to the community.
8. Submits necessary paperwork for transportation or scheduling related to the activity.
9. Evaluates the program annually and makes recommendations for improvements as necessary by submitting an annual report.
10. Performs other duties related to the student activity as assigned by the principal.
11. Performs such other duties as may be assigned in all areas as needed.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board Policy.

TERMS OF EMPLOYMENT: 10 Month Contract

Adopted:

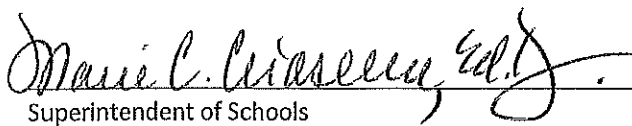
Cash Report
District of Midland Park
All Funds

APPENDIX B-3

For the month ending: October 31, 2019

FUNDS	Beginning Cash Balances	Cash Receipts This Month	Cash Disbursements This Month	Ending Cash Balances
General Fund 10	4123476.72	1852389.67	2259478.72	3716387.67
Special Revenue Fund 20	108905.43	69827.00	81633.66	97098.77
Capital Projects Fund 30	307675.72	0	182020	125655.72
Debt Service Fund 40	115762.5	0.00	0	115762.5
Enterprise Fund 60	100699.51	42062.96	42243.99	100518.48
Payroll	1152.41	811080.04	811014.95	1217.50
Payroll Agency	121048.23	584161.55	677031.13	28178.65
Scholarships	4723.72	1403.96	0.00	6127.68
SUI Fund	150020.63	1242.53	0	151263.16
Flexible Spending	7585.74	2253.68	2010.34	7829.08
Total of all Funds	5041050.61	3364421.39	4055432.79	4350039.21 4350039.21

Submitted by:


Superintendent of Schools

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

Assets and Resources

Assets:

101	Cash in bank		\$3,158,469.13
102 - 106	Cash Equivalents		\$333,653.95
111	Investments		\$0.00
116	Capital Reserve Account		\$224,264.59
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$13,882,180.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$1,107,505.36	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$590,000.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$356,249.87	\$2,053,755.23

Loans Receivable:

131	Interfund	\$30,114.62	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$30,114.62

Other Current Assets

\$0.00

Resources:

301	Estimated revenues	\$22,777,461.00	
302	Less revenues	(\$23,147,700.97)	(\$370,239.97)

Total assets and resources

\$19,312,197.55

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

Page 2 of 32
11/15/19 12:44

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

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state	\$0.00
421	Accounts payable	(\$49,281.09)
431	Contracts payable	\$0.00
451	Loans payable	\$0.00
481	Deferred revenues	\$0.00
	Other current liabilities	\$135,673.06
	Total liabilities	\$86,391.97

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$16,331,056.46
761	Capital reserve account - July	\$1,100,640.40	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$300,000.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$1,400,640.40
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		\$245,075.32
750-752,76x	Other reserves		\$300,000.00
601	Appropriations	\$23,936,030.94	
602	Less: Expenditures (\$6,175,190.04)		
	Less: Encumbrances (\$16,331,056.46)	(\$22,506,246.50)	\$1,429,784.44
	Total appropriated		\$19,706,556.62

Unappropriated:

770	Fund balance, July 1	\$207,444.96	
771	Designated fund balance	\$325,000.00	
303	Budgeted fund balance	(\$1,013,196.00)	
	Total fund balance		\$19,225,805.58
	Total liabilities and fund equity		<u>\$19,312,197.55</u>

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

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$23,936,030.94	\$22,506,246.50	\$1,429,784.44
Revenues	(\$22,777,461.00)	(\$23,147,700.97)	\$370,239.97
Subtotal	<u>\$1,158,569.94</u>	<u>(\$641,454.47)</u>	<u>\$1,800,024.41</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	(\$876,375.81)	\$876,375.81
Less - Withdrawal from reserve	\$300,000.00	\$300,000.00	\$0.00
Subtotal	<u>\$1,458,569.94</u>	<u>(\$1,217,830.28)</u>	<u>\$2,676,400.22</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>\$1,458,569.94</u>	<u>(\$1,217,830.28)</u>	<u>\$2,676,400.22</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>\$1,458,569.94</u>	<u>(\$1,217,830.28)</u>	<u>\$2,676,400.22</u>
Less: Adjustment for prior year	(\$445,373.94)	(\$445,373.94)	\$0.00
Budgeted fund balance	<u>\$1,013,196.00</u>	<u>(\$1,663,204.22)</u>	<u>\$2,676,400.22</u>

Prepared and submitted by :


Board Secretary


Date

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

Page 4 of 32*
11/15/19 12:44

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

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00370	SUBTOTAL – Revenues from Local Sources	21,935,038	59,735	21,994,773	21,990,013	Under	4,760
00520	SUBTOTAL – Revenues from State Sources	782,688	0	782,688	1,157,688		(375,000)
0071A	Other	0	0	0	300,000		(300,000)
Total		22,717,726	59,735	22,777,461	23,447,701		(670,240)
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		500	0	500	0	486	14
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	6,357,974	(3,695)	6,354,279	1,309,163	4,832,062	213,054
10300	Total Special Education - Instruction	2,335,047	33,871	2,368,918	509,830	1,752,292	106,796
17100	Total School-Sponsored Co/Extra Curricul	109,350	(1,600)	107,750	26,104	80,062	1,584
17600	Total School-Sponsored Athletics – Instr	490,050	9,394	499,444	125,368	325,754	48,323
29180	Total Undistributed Expenditures - Instr	2,015,596	49,185	2,064,781	369,049	1,533,321	162,411
30620	Total Undistributed Expenditures – Healt	279,350	(187)	279,163	61,747	206,439	10,976
40580	Total Undistributed Expend – Speech, OT,	484,250	(30,371)	453,879	89,247	356,197	8,434
41080	Total Undist. Expend. – Other Supp. Serv	599,750	1,260	601,010	78,515	493,695	28,801
41660	Total Undist. Expend. – Guidance	359,346	2,375	361,721	89,164	264,201	8,356
42200	Total Undist. Expend. – Child Study Team	437,800	(1,198)	436,602	106,788	320,644	9,170
43200	Total Undist. Expend. – Improvement of I	133,620	(7,895)	125,725	42,680	76,224	6,821
43620	Total Undist. Expend. – Edu. Media Serv.	368,382	1,759	370,141	100,727	266,875	2,540
44180	Total Undist. Expend. – Instructional St	94,095	(7,895)	86,200	24,080	48,790	13,330
45300	Support Serv. - General Admin	371,323	51,615	422,938	168,852	212,794	41,291
46160	Support Serv. - School Admin	797,951	249,210	1,047,161	333,365	703,036	10,760
47200	Total Undist. Expend. – Central Services	318,015	92,538	410,553	137,652	271,308	
47620	Total Undist. Expend. – Admin. Info. Tec	72,310	29	72,339	25,534	44,649	2,157
51120	Total Undist. Expend. – Oper. & Maint. O	1,670,269	100,666	1,770,935	681,483	1,055,239	34,212
52480	Total Undist. Expend. – Student Transpor	651,865	2,050	653,915	130,110	469,668	54,138
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	4,376,345	(27,542)	4,348,803	1,306,308	2,663,623	378,872
76260	Total Facilities Acquisition and Constr	322,775	20,000	342,775	116,500	73,500	152,775
83080	TOTAL SPECIAL SCHOOLS	756,498	0	756,498	342,925	280,198	133,375
Total		23,402,461	533,570	23,936,031	6,175,190	16,331,056	1,429,784

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

Page 5 of 32
11/15/19 12:44

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

Revenues:				Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00100	10-1210	Local Tax Levy		20,421,875	0	20,421,875	20,421,875		0
00140	10-1310	Tuition from Individuals		43,400	0	43,400	31,245	Under	12,155
00260	10-1910	Rents and Royalties		45,000	0	45,000	45,301		(301)
00340	10-1___	Interest Earned on Capital Reserve Funds		500	0	500	1,181		(681)
00350	10-1___	Other Restricted Miscellaneous Revenues		1,424,263	59,735	1,483,998	1,490,411		(6,413)
00420	10-3121	Categorical Transportation Aid		107,033	0	107,033	107,033		0
00430	10-3131	Extraordinary Aid		0	0	0	375,000		(375,000)
00440	10-3132	Categorical Special Education Aid		583,528	0	583,528	583,528		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
00680	10-5200	Transfers from Other Funds		0	0	0	300,000		(300,000)
Total				22,717,726	59,735	22,777,461	23,447,701		(670,240)

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
				500	0	500	0	486	14
02080	11-110-___-101	Kindergarten – Salaries of Teachers		276,400	0	276,400	54,846	221,554	0
02100	11-120-___-101	Grades 1-5 – Salaries of Teachers		2,296,936	(14,827)	2,282,109	441,365	1,799,871	40,873
02120	11-130-___-101	Grades 6-8 – Salaries of Teachers		1,154,815	(1,244)	1,153,571	220,681	908,014	24,876
02140	11-140-___-101	Grades 9-12 – Salaries of Teachers		2,128,405	9,319	2,137,724	417,240	1,701,804	18,680
02150	11-150-100-101	Salaries of Teachers		18,000	0	18,000	322	17,678	0
02540	11-150-100-320	Purchased Professional – Educational Ser		4,000	0	4,000	0	4,000	0
03000	11-190-1___-106	Other Salaries for Instruction		47,738	0	47,738	6,938	27,750	13,050
03020	11-190-1___-320	Purchased Professional – Educational Ser		48,485	(750)	47,735	16,650	4,149	26,937
03060	11-190-1___-[4-5]	Other Purchased Services (400-500 series		133,043	6,231	139,274	47,959	91,314	0
03080	11-190-1___-610	General Supplies		209,300	(3,437)	205,863	66,612	55,425	83,826
03100	11-190-1___-640	Textbooks		36,125	1,094	37,219	35,759	0	1,459
03120	11-190-1___-8___	Other Objects		4,727	(80)	4,647	790	503	3,354
04500	11-204-100-101	Salaries of Teachers		109,750	2,896	112,646	28,146	84,500	0
04520	11-204-100-106	Other Salaries for Instruction		217,350	(87,382)	129,968	36,911	93,057	0
04600	11-204-100-610	General Supplies		1,500	(1,000)	500	47	110	343
07000	11-213-100-101	Salaries of Teachers		1,307,697	(160)	1,307,537	265,946	959,191	82,400
07020	11-213-100-106	Other Salaries for Instruction		324,450	84,403	408,853	85,898	307,719	15,237
07100	11-213-100-610	General Supplies		4,000	0	4,000	1,225	1,666	1,109
08000	11-215-100-101	Salaries of Teachers		167,100	(54,818)	112,282	23,552	88,730	0
08020	11-215-100-106	Other Salaries for Instruction		196,200	(82,149)	114,051	18,536	95,515	0
08100	11-215-100-6___	General Supplies		2,000	(1,000)	1,000	220	264	516
08500	11-216-100-101	Salaries of Teachers		0	53,974	53,974	14,524	39,450	0
08520	11-216-100-106	Other Salaries for Instruction		0	118,106	118,106	34,824	81,250	2,032
08540	11-216-100-6___	General Supplies		0	1,000	1,000	0	840	160
09300	11-219-100-320	Purchased Professional-Educational Servi		5,000	0	5,000	0	0	5,000
17000	11-401-100-1___	Salaries		90,000	0	90,000	12,655	77,345	0
17020	11-401-100-[3-5]	Purchased Services (300-500 series)		4,400	(1,600)	2,800	2,800	0	0

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

Page 6 of 32
11/15/19 12:44

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

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Availa
17040	11-401-100-6__	Supplies and Materials	13,350	0	13,350	10,049	2,717	504
17060	11-401-100-8__	Other Objects	1,600	0	1,600	600	0	1,000
17500	11-402-100-1__	Total Vocational Programs – Local -Instr	373,000	0	373,000	58,749	313,431	820
17520	11-402-100-[3-5]	Purchased Services (300-500 series)	53,000	1,650	54,650	43,364	1,410	9,876
17540	11-402-100-6__	Supplies and Materials	47,485	7,543	55,028	16,904	10,913	27,212
17560	11-402-100-8__	Other Objects	16,565	201	16,766	6,351	0	10,415
29000	11-000-100-561	Tuition to Other LEAs within the State -	75,888	(18,972)	56,916	5,375	51,541	0
29020	11-000-100-562	Tuition to Other LEAs within the State -	299,100	0	299,100	20,869	261,716	16,515
29040	11-000-100-563	Tuition to County Voc. School District-R	73,548	16,650	90,198	8,866	81,333	0
29060	11-000-100-564	Tuition to County Voc. School District-S	117,000	(49,918)	67,082	10,200	53,592	3,290
29080	11-000-100-565	Tuition to CSSD & Regular Day Schools	284,540	72,180	356,720	33,383	323,337	0
29100	11-000-100-566	Tuition to Priv. School for the Disabled	1,165,520	29,245	1,194,765	290,356	761,804	142,606
30500	11-000-213-1__	Salaries	263,100	(187)	262,913	60,022	202,891	0
30540	11-000-213-3__	Purchased Professional and Technical Ser	10,000	0	10,000	775	2,925	6,300
30580	11-000-213-6__	Supplies and Materials	6,250	0	6,250	950	624	4,676
40500	11-000-216-1__	Salaries	482,500	(102,346)	380,154	81,064	296,665	2,425
40520	11-000-216-320	Purchased Professional – Educational Ser	1,000	67,475	68,475	3,475	59,193	5,807
40540	11-000-216-6__	Supplies and Materials	750	4,500	5,250	4,708	340	202
41020	11-000-217-320	Purchased Professional – Educational Ser	599,750	1,260	601,010	78,515	493,695	28
41500	11-000-218-104	Salaries of Other Professional Staff	295,850	0	295,850	63,926	231,924	0
41520	11-000-218-105	Salaries of Secretarial and Clerical Ass	39,350	498	39,848	10,268	29,580	0
41560	11-000-218-320	Purchased Professional – Educational Ser	4,060	2,375	6,435	2,921	2,375	1,139
41620	11-000-218-6__	Supplies and Materials	5,800	(498)	5,302	151	292	4,859
41640	11-000-218-8__	Other Objects	14,286	0	14,286	11,897	30	2,359
42000	11-000-219-104	Salaries of Other Professional Staff	363,200	1,379	364,579	83,619	280,960	0
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass	44,600	1,302	45,902	15,234	30,668	0
42060	11-000-219-320	Purchased Professional – Educational Ser	23,000	(2,379)	20,621	6,757	6,307	7,557
42080	11-000-219-390	Other Purchased Professional & Technical	1,000	0	1,000	0	810	190
42160	11-000-219-6__	Supplies and Materials	5,000	(1,750)	3,250	244	1,649	1,357
42180	11-000-219-8__	Other Objects	1,000	250	1,250	934	250	66
43000	11-000-221-102	Salaries of Supervisor of Instruction	25,000	0	25,000	8,333	16,667	0
43020	11-000-221-104	Salaries of Other Professional Staff	35,025	0	35,025	11,676	23,349	0
43060	11-000-221-110	Other Salaries	38,770	(7,895)	30,875	2,933	27,942	0
43140	11-000-221-[4-5]	Other Purch. Services (400-500 series)	30,075	0	30,075	19,738	8,150	2,187
43160	11-000-221-6__	Supplies and Materials	4,000	0	4,000	0	116	3,884
43180	11-000-221-8__	Other Objects	750	0	750	0	0	750
43500	11-000-222-1__	Salaries	138,020	0	138,020	26,768	111,252	0
43520	11-000-222-177	Salaries of Technology Coordinators	210,960	1,759	212,719	66,600	146,119	0
43540	11-000-222-3__	Purchased Professional and Technical Ser	5,152	0	5,152	2,826	1,616	710
43580	11-000-222-6__	Supplies and Materials	13,850	0	13,850	4,499	7,888	1,463
43600	11-000-222-8__	Other Objects	400	0	400	33	0	367

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

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
44000	11-000-223-102	Salaries of Supervisor of Instruction	25,000	0	25,000	8,333	16,667	0
44020	11-000-223-104	Salaries of Other Professional Staff	35,025	0	35,025	11,676	23,349	0
44060	11-000-223-110	Other Salaries	16,570	(7,895)	8,675	2,133	6,542	0
44100	11-000-223-390	Other Purch. Professional & Technical Se	5,000	0	5,000	1,838	0	3,162
44140	11-000-223-6__	Supplies and Materials	500	0	500	0	0	500
44160	11-000-223-8__	Other Objects	12,000	0	12,000	100	2,232	9,668
45000	11-000-230-1__	Salaries	247,407	51,615	299,022	120,310	178,712	0
45040	11-000-230-331	Legal Services	35,000	0	35,000	15,631	0	19,369
45060	11-000-230-332	Audit Fees	24,850	0	24,850	0	24,850	0
45100	11-000-230-339	Other Purchased Professional Services	5,350	0	5,350	4,535	0	815
45120	11-000-230-340	Purchased Technical Services	2,000	0	2,000	182	0	1,818
45140	11-000-230-530	Communications/Telephone	23,700	205	23,905	10,580	7,142	6,182
45160	11-000-230-585	BOE Other Purchased Services	5,000	(205)	4,795	0	0	4,795
45180	11-000-230-590	Misc Purch Services (400-500 series, O/T	9,000	0	9,000	3,689	0	5,311
45200	11-000-230-610	General Supplies	5,700	(68)	5,632	808	1,859	2,966
45220	11-000-230-630	BOE In-House Training/Meeting Supplies	100	0	100	18	47	35
45260	11-000-230-890	Miscellaneous Expenditures	3,780	68	3,848	3,664	184	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	543,312	55,546	598,858	199,619	399,239	0
46020	11-000-240-104	Salaries of Other Professional Staff	85,164	112,316	197,480	65,826	131,654	0
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass	143,475	83,897	227,372	57,459	169,289	624
46080	11-000-240-3__	Purchased Professional and Technical Ser	2,500	0	2,500	100	0	2,400
46100	11-000-240-[4-5]	Other Purchased Services (400-500 series	10,500	(1,372)	9,128	3,095	842	5,191
46120	11-000-240-6__	Supplies and Materials	7,000	(1,349)	5,651	2,361	1,493	1,798
46140	11-000-240-8__	Other Objects	6,000	172	6,172	4,906	520	746
47000	11-000-251-1__	Salaries	305,000	92,018	397,018	132,348	264,670	0
47020	11-000-251-330	Purchased Professional Services	1,400	(910)	491	491	0	0
47040	11-000-251-340	Purchased Technical Services	5,520	59	5,579	3,474	2,105	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	1,378	3,378	100	3,278	0
47120	11-000-251-831	Interest on Current Loans	1,255	0	1,255	0	1,255	0
47180	11-000-251-890	Other Objects	1,340	(7)	1,333	1,240	0	93
47500	11-000-252-1__	Salaries	30,910	29	30,939	10,313	20,626	0
47520	11-000-252-330	Purchased Professional Services	8,000	(3,605)	4,395	6,691	0	(2,296)
47540	11-000-252-340	Purchased Technical Services	20,000	3,605	23,605	(418)	24,023	0
47560	11-000-252-[4-5]	Other Purchased Services (400-500 series	11,900	0	11,900	8,947	0	2,953
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	306,369	(12,750)	293,619	77,565	216,054	0
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic	100,000	116,102	216,102	105,912	109,282	907
48540	11-000-261-610	General Supplies	30,000	900	30,900	19,051	2,878	8,971

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

Page 8 of 32
11/15/19 12:44

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

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Availa
49000	11-000-262-1__	Salaries	519,950	0	519,950	176,234	343,716	0
49020	11-000-262-107	Salaries of Non-Instructional Aides	130,000	0	130,000	21,657	108,343	0
49040	11-000-262-3__	Purchased Professional and Technical Ser	41,000	(13,170)	27,830	11,800	16,030	0
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.	73,850	13,170	87,020	51,145	23,474	12,401
49120	11-000-262-490	Other Purchased Property Services	20,000	0	20,000	4,751	15,049	200
49140	11-000-262-520	Insurance	115,000	1,660	116,660	116,660	0	0
49180	11-000-262-610	General Supplies	37,000	(5,896)	31,104	13,603	8,783	8,718
49200	11-000-262-621	Energy (Natural Gas)	100,000	0	100,000	783	99,217	0
49220	11-000-262-622	Energy (Electricity)	130,000	0	130,000	19,771	110,229	0
49280	11-000-262-8__	Other Objects	450	650	1,100	250	850	0
51000	11-000-266-1__	Salaries	2,000	0	2,000	667	1,333	0
51020	11-000-266-3__	Purchased Professional and Technical Ser	64,650	0	64,650	61,634	0	3,016
52000	11-000-270-107	Salaries of Non-Instructional Aides	80,000	0	80,000	20,848	59,152	0
52040	11-000-270-161	Sal. For Pupil Trans (Bet Home & Sch) -	143,000	0	143,000	30,461	112,539	0
52140	11-000-270-420	Cleaning, Repair, & Maint. Services	13,000	0	13,000	0	1,034	11,966
52180	11-000-270-443	Lease Purchase Payments - School Buses	15,215	0	15,215	0	15,215	0
52280	11-000-270-512	Contr Serv (Oth. Than Bet Home & Sch) -	21,650	2,050	23,700	1,325	15,260	7,115
52300	11-000-270-513	Contr Serv (Bet. Home & Sch) - Joint Agr	45,000	0	45,000	7,168	37,832	0
52340	11-000-270-515	Contract Serv. (Sp Ed Stds) - Joint Agre	310,000	0	310,000	67,496	212,354	30,150
52440	11-000-270-615	Transportation Supplies	3,500	0	3,500	456	387	2,657
52460	11-000-270-8__	Other objects	20,500	0	20,500	2,355	15,895	2,250
71000	11-000-291-210	Group Insurance	5,650	0	5,650	5,631	0	19
71020	11-000-291-220	Social Security Contributions	266,500	0	266,500	73,995	192,505	0
71060	11-000-291-241	Other Retirement Contributions - PERS	335,500	0	335,500	2,142	4,858	328,500
71120	11-000-291-249	Other Retirement Contributions - Regular	2,500	0	2,500	750	1,750	0
71160	11-000-291-260	Workmen's Compensation	119,215	(7,542)	111,673	43,408	59,493	8,772
71180	11-000-291-270	Health Benefits	3,523,140	(20,000)	3,503,140	1,154,253	2,347,209	1,678
71200	11-000-291-280	Tuition Reimbursement	26,000	0	26,000	0	5,721	20,279
71220	11-000-291-290	Other Employee Benefits	97,840	0	97,840	26,130	52,086	19,624
76040	12-000-400-334	Architectural/Engineering Services	35,000	20,000	55,000	0	20,000	35,000
76080	12-000-400-450	Construction Services	265,000	0	265,000	116,500	53,500	95,000
76200	12-000-400-800	Other Objects	22,775	0	22,775	0	0	22,775
80000	13-602-100-101	Salaries of Teachers	100,000	0	100,000	8,351	91,649	0
80080	13-602-100-3__	Purchased Professional and Technical Svc	141,000	0	141,000	69,783	18,163	53,054
80100	13-602-100-[4-5]	Other Purchased Services (400-500 series	291,000	0	291,000	204,071	10,888	76,041
80120	13-602-100-610	General Supplies	5,000	0	5,000	2,820	0	2,180
80140	13-602-100-640	Textbooks	2,000	0	2,000	0	0	2,000
80160	13-602-100-8__	Other Objects	100	0	100	0	0	0
80200	13-602-200-1__	Salaries	141,398	0	141,398	35,781	105,617	0
80220	13-602-200-2__	Personnel Services - Employee Benefits	76,000	0	76,000	22,119	53,881	0
Total			23,402,461	533,570	23,936,031	6,175,190	16,331,056	1,429,784

Starting date 7/1/2019 Ending date 10/31/2019 Fund: 20 SPECIAL REVENUE FUNDS

Assets and Resources

Assets:

101	Cash in bank		\$97,098.77
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	\$97,030.00	
142	Intergovernmental - Federal	\$293,276.56	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$390,306.56

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	\$682,350.63	
302	Less revenues	(\$595,329.00)	\$87,021.63

Total assets and resources

\$574,426.96

Starting date 7/1/2019 Ending date 10/31/2019 Fund: 20 SPECIAL REVENUE FUNDS

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$58,605.85
421	Accounts payable		(\$1,076.38)
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$2.26
	Other current liabilities		\$1,076.38
	Total liabilities		\$58,608.11

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$397,618.65
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	\$682,350.63	
602	Less: Expenditures	(\$166,531.78)	
	Less: Encumbrances	(\$397,618.65)	(\$564,150.43)
	Total appropriated		\$515,818.85

Unappropriated:

770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$515,818.85
	Total liabilities and fund equity		<u>\$574,426.96</u>

Starting date 7/1/2019 Ending date 10/31/2019 Fund: 20 SPECIAL REVENUE FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$682,350.63	\$564,150.43	\$118,200.20
Revenues	(\$682,350.63)	(\$595,329.00)	(\$87,021.63)
Subtotal	<u>\$0.00</u>	<u>(\$31,178.57)</u>	<u>\$31,178.57</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>(\$31,178.57)</u>	<u>\$31,178.57</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>(\$31,178.57)</u>	<u>\$31,178.57</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>(\$31,178.57)</u>	<u>\$31,178.57</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$31,178.57)</u>	<u>\$31,178.57</u>

Prepared and submitted by :

Board Secretary

Date

Starting date 7/1/2019 Ending date 10/31/2019 Fund: 20 SPECIAL REVENUE FUNDS

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unreal
00770	Total Revenues from State Sources	195,728	30,443	226,171	205,257	Under	20,914
00830	Total Revenues from Federal Sources	381,485	74,695	456,180	390,072	Under	66,108
Total		577,213	105,138	682,351	595,329		87,022
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
84100	Local Projects	0	0	0	0	73	(73)
88000	Nonpublic Textbooks	8,215	1,747	9,962	6,079	2,238	1,646
88020	Nonpublic Auxiliary Services	54,653	12,345	66,998	0	66,998	0
88040	Nonpublic Handicapped Services	88,060	(33,584)	54,476	0	54,476	0
88060	Nonpublic Nursing Services	15,418	3,691	19,109	2,366	15,970	773
88080	Nonpublic Technology Initiative	5,540	1,264	6,804	5,710	995	98
88140	Other	23,842	44,980	68,822	50,351	4,568	13,902
88740	Total Federal Projects	381,485	74,695	456,180	102,026	252,300	101,854
Total		577,213	105,138	682,351	166,532	397,619	118,200

Starting date 7/1/2019 Ending date 10/31/2019 Fund: 20 SPECIAL REVENUE FUNDS

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
0035 20-32 Other Restricted Entitlements	195,728	30,443	226,171	205,257	Under	20,914
00775 20-441[1-6] Title I	95,055	38,691	133,746	96,929	Under	36,817
00780 20-445[1-5] Title II	22,275	2,620	24,895	17,921	Under	6,974
00790 20-447[1-4] Title IV	15,737	704	16,441	10,000	Under	6,441
00805 20-442[0-9] I.D.E.A. Part B (Handicapped)	248,418	32,680	281,098	265,222	Under	15,876
Total	577,213	105,138	682,351	595,329		87,022

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
84100 20- Local Projects	0	0	0	0	73	(73)
88000 20- Nonpublic Textbooks	8,215	1,747	9,962	6,079	2,238	1,646
88020 20- Nonpublic Auxiliary Services	54,653	12,345	66,998	0	66,998	0
88040 20- Nonpublic Handicapped Services	88,060	(33,584)	54,476	0	54,476	0
88060 20- Nonpublic Nursing Services	15,418	3,691	19,109	2,366	15,970	773
88080 20- Nonpublic Technology Initiative	5,540	1,264	6,804	5,710	995	98
88140 20- Other	23,842	44,980	68,822	50,351	4,568	13,902
88500 20- Title I	95,055	38,691	133,746	1,154	82,880	49,712
88520 20- Title II	22,275	2,620	24,895	729	0	24,166
88560 20- Title IV	15,737	704	16,441	1,565	5,000	9,876
88620 20- I.D.E.A. Part B (Handicapped)	248,418	32,680	281,098	98,578	164,420	18,100
Total	577,213	105,138	682,351	166,532	397,619	118,200

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

Page 14 of 32
11/15/19 12:44

Starting date 7/1/2019 Ending date 10/31/2019 Fund: 30 CAPITAL PROJECTS FUNDS

Assets and Resources

Assets:

101	Cash in bank		\$125,655.72
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	\$127,905.07	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$127,905.07

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

\$253,560.79

Starting date 7/1/2019 Ending date 10/31/2019 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		\$0.00
	Other current liabilities		\$0.00
	Total liabilities		\$0.00

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$186,818.27
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	\$439,924.14	
602	Less: Expenditures	(\$186,364.23)	
	Less: Encumbrances	(\$186,818.27)	(\$373,182.50)
	Total appropriated		\$253,559.91

Unappropriated:

770	Fund balance, July 1		\$82,006.02
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$82,005.14)
	Total fund balance		\$253,560.79
	Total liabilities and fund equity		<u>\$253,560.79</u>

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

Page 16 of 32
11/15/19 12:44

Starting date 7/1/2019 Ending date 10/31/2019 Fund: 30 CAPITAL PROJECTS FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$439,924.14	\$373,182.50	\$66,741.64
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$439,924.14</u>	<u>\$373,182.50</u>	<u>\$66,741.64</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>\$439,924.14</u>	<u>\$373,182.50</u>	<u>\$66,741.64</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>\$439,924.14</u>	<u>\$373,182.50</u>	<u>\$66,741.64</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>\$439,924.14</u>	<u>\$373,182.50</u>	<u>\$66,741.64</u>
Less: Adjustment for prior year	(\$357,919.00)	(\$357,919.00)	\$0.00
Budgeted fund balance	<u>\$82,005.14</u>	<u>\$15,263.50</u>	<u>\$66,741.64</u>

Prepared and submitted by :


Board Secretary

11/15/19
Date

Starting date 7/1/2019 Ending date 10/31/2019 Fund: 30 CAPITAL PROJECTS FUNDS

Expenditures:

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

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	0	439,924	439,924	186,364	186,818	66,742
Total	0	439,924	439,924	186,364	186,818	66,742

Starting date 7/1/2019 Ending date 10/31/2019 Fund: 30 CAPITAL PROJECTS FUNDS

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Availa
	0	439,924	439,924	186,364	186,818	66,742
Total	0	439,924	439,924	186,364	186,818	66,742

Starting date 7/1/2019 Ending date 10/31/2019 Fund: 40 DEBT SERVICE FUNDS

Assets and Resources

Assets:

101	Cash in bank		\$115,762.50
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	\$935,325.00	
302	Less revenues	(\$935,325.00)	\$0.00

Total assets and resources

\$115,762.50

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

Page 20 of 32
11/15/19 12:44

Starting date 7/1/2019 Ending date 10/31/2019 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
	Total liabilities		\$0.00

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$115,762.50
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	\$935,325.00		
602	Less: Expenditures	(\$819,562.50)		
	Less: Encumbrances	(\$115,762.50)	(\$935,325.00)	\$0.00
	Total appropriated			\$115,762.50

Unappropriated:

770	Fund balance, July 1			\$0.00
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00
	Total fund balance			\$115,762.50
	Total liabilities and fund equity			<u>\$115,762.50</u>

Starting date 7/1/2019 Ending date 10/31/2019 Fund: 40 DEBT SERVICE FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$935,325.00	\$935,325.00	\$0.00
Revenues	(\$935,325.00)	(\$935,325.00)	\$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 7/1/2019 Ending date 10/31/2019 Fund: 40 DEBT SERVICE FUNDS

Revenues:

		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00885	Total Revenues from Local Sources	935,325	0	935,325	935,325		
	Total	935,325	0	935,325	935,325		0

Expenditures:

		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89660	Total Regular Debt Service	935,325	0	935,325	819,563	115,763	0
	Total	935,325	0	935,325	819,563	115,763	0

Starting date 7/1/2019 Ending date 10/31/2019 Fund: 40 DEBT SERVICE FUNDS

Revenues:

		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00000	40-1210 Local Tax Levy	935,325	0	935,325	935,325		0
Total		935,325	0	935,325	935,325		0

Expenditures:

		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89600	40-701-510-834 Interest on Bonds	240,325	0	240,325	124,563	115,763	0
89620	40-701-510-910 Redemption of Principal	695,000	0	695,000	695,000	0	0
Total		935,325	0	935,325	819,563	115,763	0

Starting date 7/1/2019 Ending date 10/31/2019 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 7/1/2019 Ending date 10/31/2019 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
	Total liabilities		\$0.00

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
	Total appropriated		\$0.00

Unappropriated:

770	Fund balance, July 1	\$0.00
771	Designated fund balance	\$0.00
303	Budgeted fund balance	\$0.00

Total fund balance	\$0.00
Total liabilities and fund equity	<u>\$0.00</u>

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

Page 26 of 32
11/15/19 12:44

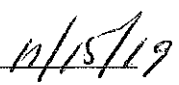
Starting date 7/1/2019 Ending date 10/31/2019 Fund: 50 ENTERPRISE

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 7/1/2019 Ending date 10/31/2019 Fund: 50 ENTERPRISE

Starting date 7/1/2019 Ending date 10/31/2019 Fund: 60 ENTERPRISE FUND

Assets and Resources

Assets:

101	Cash in bank		\$100,518.48
102 - 106	Cash Equivalents		\$4,000.00
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	\$897.79	
142	Intergovernmental - Federal	\$15,920.51	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$16,818.30

Loans Receivable:

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

Other Current Assets

\$78,300.36

Resources:

301	Estimated revenues	\$0.00	
302	Less revenues	(\$103,205.53)	(\$103,205.53)

Total assets and resources

\$96,431.61

Starting date 7/1/2019 Ending date 10/31/2019 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		\$10,316.09
	Other current liabilities		\$174,702.94
	Total liabilities		\$185,019.03

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	(\$88,587.42)	
	Less: Encumbrances	\$0.00	(\$88,587.42)
	Total appropriated		(\$88,587.42)

Unappropriated:

770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		(\$88,587.42)
	Total liabilities and fund equity		<u>\$96,431.61</u>

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

Page 30 of 32
11/15/19 12:44

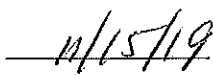
Starting date 7/1/2019 Ending date 10/31/2019 Fund: 60 ENTERPRISE FUND

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$88,587.42	(\$88,587.42)
Revenues	\$0.00	(\$103,205.53)	\$103,205.53
Subtotal	<u>\$0.00</u>	<u>(\$14,618.11)</u>	<u>\$14,618.11</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>(\$14,618.11)</u>	<u>\$14,618.11</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>(\$14,618.11)</u>	<u>\$14,618.11</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>(\$14,618.11)</u>	<u>\$14,618.11</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$14,618.11)</u>	<u>\$14,618.11</u>

Prepared and submitted by :


Board Secretary


Date

Starting date 7/1/2019 Ending date 10/31/2019 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	107,206		(107,206)
Total		0	0	0	107,206		(107,206)
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	0	0	88,587	0	(88,587)
Total		0	0	0	88,587	0	(88,587)

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

Page 32 of 32
11/15/19 12:44

Starting date 7/1/2019 Ending date 10/31/2019 Fund: 60 ENTERPRISE FUND

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unreal
	0	0	0	4,000		(4,000)
99999	0	0	0	103,206		(103,206)
Total	0	0	0	107,206		(107,206)

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	0	0	0	88,587	0	(88,587)
99999	0	0	0	88,587	0	(88,587)
Total	0	0	0	88,587	0	(88,587)

11/15/19 2:42

Appendix B-4

Start date	7/1/2019	Period date	10/16/2019	End date	10/16/2019	Expenditure	Original amt	Prior xfer	Period xfer	Adjusted amt	% Chg
FUND 11 GENERAL CURRENT EXPENSE											
11-000-219-105-04-40	5928	SAL-CST SECY	11-120-100-101-02-18	TRANSFERS BETWEEN ACCOUNTS	\$44,400.00		\$0.00	10/16/19	\$1,114.97	\$45,514.97	2.5%
11-000-222-177-00-35	5928	SAL-MEDIA- TECH COORDINATOR	11-120-100-101-02-18	TRANSFERS BETWEEN ACCOUNTS	\$210,960.00		\$0.00	10/16/19	\$1,759.44	\$212,719.44	0.8%
11-000-240-105-03-23	5928	SAL-SCHL SECY HS	11-120-100-101-02-18	TRANSFERS BETWEEN ACCOUNTS	\$43,100.00		\$64,889.92	10/16/19	\$1,309.92	\$109,299.84	153.6%
11-000-251-100-91-75	5928	SAL-CENTRAL SVCS	11-120-100-101-02-18	TRANSFERS BETWEEN ACCOUNTS	\$305,000.00		\$90,000.00	10/16/19	\$2,018.00	\$397,018.00	30.2%
11-000-251-600-91-75	5928	SUPPLIES-CENTRAL SVC	11-120-100-101-02-18	TRANSFERS BETWEEN ACCOUNTS	\$2,000.00		\$857.25	10/16/19	\$520.48	\$3,377.73	68.9%
11-000-252-100-00-35	5928	SAL-TECH SVCS	11-120-100-101-02-18	TRANSFERS BETWEEN ACCOUNTS	\$30,910.00		\$0.00	10/16/19	\$29.12	\$30,939.12	0.1%
11-000-270-512-00-81	5907	CONTRACT SVCS-TRANS CO-CURRIC	11-190-100-320-03-00	TRANSFER BETWEEN ACCOUNTS	\$14,000.00		\$0.00	10/16/19	\$2,050.00	\$16,050.00	14.6%
11-000-291-270-91-75	5940	HEALTH BENEFITS	12-000-400-334-03-00	TRANSFER BETWEEN ACCOUNTS	\$3,523,140.00		\$0.00	10/16/19	(\$20,000.00)	\$3,503,140.00	-0.6%
11-120-100-101-02-18	5928	SAL-TEACHERS GRADES 3-5 HL	11-000-219-105-04-40	TRANSFERS BETWEEN ACCOUNTS	\$1,746,489.00		\$0.00	10/16/19	(\$6,751.93)	\$1,739,737.07	-0.4%
	5928		11-000-222-177-00-35	TRANSFERS BETWEEN ACCOUNTS				10/16/19	(\$1,114.97)		
	5928		11-000-240-105-03-23	TRANSFERS BETWEEN ACCOUNTS				10/16/19	(\$1,759.44)		
	5928		11-000-251-100-91-75	TRANSFERS BETWEEN ACCOUNTS				10/16/19	(\$1,309.92)		
	5928		11-000-251-600-91-75	TRANSFERS BETWEEN ACCOUNTS				10/16/19	(\$2,018.00)		
	5928		11-000-252-100-00-35	TRANSFERS BETWEEN ACCOUNTS				10/16/19	(\$520.48)		
11-190-100-320-03-00	5907	PURCH PROF/ED SVCS-HS	11-000-270-512-00-81	TRANSFER BETWEEN ACCOUNTS	\$23,385.00		(\$300.00)	10/16/19	(\$450.00)	\$22,635.00	-3.2%
11-401-100-500-03-81	5907	PURCH SVCS-CO-CURRICULAR-HS	11-000-270-512-00-81	TRANSFER BETWEEN ACCOUNTS	\$4,400.00		\$0.00	10/16/19	(\$1,600.00)	\$2,800.00	-36.4%
Total for Just Accounts Listed										\$6,083,231.17	2%

11/15/19 11:42

Expenditure

10/16/2019 End date 10/16/2019

Period date 7/1/2019

Start date 7/1/2019

Original amt	Prior xfer	Period xfer	Adjusted amt	% Chg
FUND 12 CAPITAL OUTLAY				
12-000-400-334-03-00	HS CULINARY - ARCHITECT			
5940	11-000-291-270-91-75			
	TRANSFER BETWEEN ACCOUNTS			
	Total for Just Accounts Listed			
\$0.00	\$0.00	\$20,000.00	\$20,000.00	0%
	10/16/19	\$20,000.00		
\$0.00	\$0.00	\$20,000.00	\$20,000.00	0%

Nov. 19, 2019

ATTACHMENT A

TO

SCHEDULE TO STATE AND LOCAL GOVERNMENT SINGLE SCHEDULE LEASE PURCHASE AGREEMENT NUMBER:
530375604900001

The first payment of Rent will be due on the Acceptance Date and all payments will be due annually thereafter.

Rent Payment No.	Rent	Interest	Principal	Principal Balance
0				\$209,412.00
1	\$55,427.17	\$0.00	\$55,427.17	\$153,984.83
2	\$55,427.17	\$6,070.13	\$49,357.04	\$104,627.79
3	\$55,427.17	\$4,124.46	\$51,302.71	\$53,325.08
4	\$55,427.17	\$2,102.09	\$53,325.08	\$0.00
Grand Totals	\$221,708.68	\$12,296.68	\$209,412.00	\$0.00

MIDLAND PARK PUBLIC SCHOOLS
250 PROSPECT STREET
MIDLAND PARK NJ 07432

INVENTORY SURPLUS LIST 2019-2020

COMPUTERS:

- 7 HP Z210 WORKSTATION [No memory]
- 9 APPLE NOTEBOOKS [No charging adapter/No battery]
- 1 HP ELITEBOOK 8530P [working]
- 1 IMAC COMPUTER [Not working]
- 1 POWER MAC G5 [working]
- 1 DELL DIMENSION 3100 [working]

MONITORS:

- 1 HP VENTURER MONITOR [Not working]
- 4 HP Monitor HP L1706 17" LCD [working]
- 28 HP Monitor HP L1710 17" LCD [working]
- 1 DELL MONITOR F176FP1 [working]

PRINTERS:

- 1 HP LASERJET 6P [working]
- 1 HP DESKJET 6122 [working]
- 4 HP DESKJET 6940 PRINTER [working]
- 1 DELL PHOTO 924 PRINTER

SCANNERS:

- 1 EPSON SCANNER PERFECTION V33 [working]

ELMOS:

- 1 ELMO HV-110U [Not working]
- 1 ELMO VISUAL PRESENTER HV-7000SX [working]

Nov. 19, 2019

POLICY

MIDLAND PARK BOARD OF EDUCATION

ADMINISTRATION
1642/page 1 of 3
Earned Sick Leave Law
M

1642 EARNED SICK LEAVE LAW

All persons holding any office, position, or employment in local school districts, regional school districts, or county vocational schools of the State who are steadily employed by the Board of Education or who are protected by tenure in their office, position, or employment under the provisions of N.J.S.A. 18A:30-2 or any other law, except persons in the classified service of the civil service under Title 11, Civil Service, of the Revised Statutes, shall be allowed sick leave with full pay for a minimum of ten school days in any school year in accordance with the provisions of N.J.S.A. 18A:30-2.

However, a Board of Education may determine some persons holding an office, position, or employment are not eligible for sick leave in accordance with N.J.S.A. 18A:30-2. These persons shall be covered under the provisions of the New Jersey Earned Sick Leave Law (Act), N.J.S.A. 34:11D-1 through 34:11D-11. Policy and Regulation 1642 outline the provisions of the Act for those persons the Board of Education determines are not eligible for sick leave in accordance with the provisions of N.J.S.A. 18A:30-2 or any rule or law of New Jersey other than the Act.

For the purposes of Policy and Regulation 1642, "employer" means a local school district, regional school district, county vocational school, or charter school of the State who does not provide sick leave with full pay to an employee pursuant to N.J.S.A. 18A:30-2 or any other law, rule, or regulation of New Jersey and is required to comply with the requirements of the Act.

For the purposes of Policy and Regulation 1642, "employee" means an individual engaged in service for compensation to a local school district, regional school district, county vocational school, or charter school of the State who is not provided sick leave with full pay pursuant to N.J.S.A. 18A:30-2 or any other law, rule, or regulation of New Jersey and is eligible to accrue earned sick leave in accordance with the requirements of the Act.

In accordance with the provisions of N.J.S.A. 34:11D-2, for every thirty hours worked, an employee eligible to accrue earned sick leave under the Act shall accrue one hour of earned sick leave commencing no later than October 29, 2018.



POLICY

MIDLAND PARK BOARD OF EDUCATION

ADMINISTRATION

1642/page 2 of 3

Earned Sick Leave Law

The employer will provide an employee with the full complement of earned sick leave for a benefit year as required under N.J.S.A. 34:11D-2 on the first day of each benefit year in accordance with the provisions of N.J.S.A. 34:11D-2.a.

The employer will permit the employee to accrue or use in any benefit year, or carry forward from one benefit year to the next, more than forty hours of earned sick leave.

Unless the employee has accrued earned sick leave prior to October 29, 2018, the earned sick leave shall begin to accrue on October 29, 2018 for any employee who is hired and commences employment before October 29, 2018 and the employee shall be eligible to use the earned sick leave beginning February 26, 2019 after the employee commences employment.

If the employee's employment commences after October 29, 2018, the earned sick leave shall begin to accrue upon the date that employment commences. The employee shall be eligible to use the earned sick leave one day after employment commences.

The employer shall be in compliance with N.J.S.A. 34:11D-2 if the employer offers paid time off to an employee, which is fully paid and shall include, but is not limited to personal days, vacation days, and sick days, and may be used for the purposes of N.J.S.A. 34:11D-3 in the manner provided by the Act, and is accrued at a rate equal to or greater than the rate described in N.J.S.A. 34:11D-2.

The employer shall pay the employee for earned sick leave at the same rate of pay with the same benefits as the employee normally earns, except that the pay rate shall not be less than the minimum wage required for the employee pursuant to N.J.S.A. 34:11-56a4.

The employer shall permit an employee to use the earned sick leave accrued pursuant to the Act for any of the reasons outlined in N.J.S.A. 34:11D-3.a.

No employer shall take retaliatory personnel action or discriminate against an employee who accrues sick leave under the Act because the employee requests or uses earned sick leave either in accordance with the Act or the employer's own earned sick leave policy for employees covered under the Act. Any complaints alleging a violation of the Act shall be filed in accordance with the provisions of N.J.S.A. 34:11D-4.



POLICY

MIDLAND PARK BOARD OF EDUCATION

ADMINISTRATION
1642/page 3 of 3
Earned Sick Leave Law

In accordance with N.J.S.A. 34:11D-5, failure of the employer to comply with the provisions of the Act shall be regarded as a failure to meet the wage payment requirements of the "New Jersey State Wage and Hour Law."

The employer shall retain records documenting hours worked and earned sick leave taken by employees covered under the Act in accordance with the provisions of N.J.S.A. 34:11D-6.

The employer shall provide notification, in a form issued by the Commissioner of Labor and Workforce Development, to employees of their rights under the Act; post the notification; and provide a copy of the notification to employees eligible to accrue earned sick leave under the Act in accordance with the provisions of N.J.S.A. 34:11D-7.

N.J.S.A. 34:11D-1 through 34:11D-11

Adopted: November 2019



Nov. 19, 2019

POLICY

MIDLAND PARK BOARD OF EDUCATION

COMMUNITY
9210/page 1 of 1
Parent Organizations
Aug 19

9210 PARENT ORGANIZATIONS

The Board of Education will encourage and support parent organizations whose objectives are to promote the educational interests of district students.

Parent organizations are organizations independent from the Board of Education. Therefore, parent organizations shall not make any representations their organization or activities are sponsored or endorsed by the Board of Education without prior approval of the Board of Education. A parent organization shall submit a request for sponsorship or endorsement of a specific activity to the Board of Education.

A parent organization may not organize students, sponsor school activities, or solicit money in the name of this school district or of any school in the district without the prior approval of the Superintendent or designee. Such approval must be sought by written application to the Superintendent or designee.

Representatives of recognized parent organizations shall be treated by district employees as interested friends of the schools and as supporters of public education in the school district. Representatives of recognized parent organizations shall comply with all applicable Board policies.

The Board relies upon parent organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw recognition from any parent organization, at will, whose actions are inimical to the interests of the school district and the students of this district.

Adopted: 7 October 2003

Revised: November 2019



Nov. 19, 2019

POLICY

MIDLAND PARK BOARD OF EDUCATION

COMMUNITY
9400/page 1 of 2
Media Relations

9400 MEDIA RELATIONS

The maintenance of a good working relationship with the media is essential to meeting the objectives of the school district's community relations program.

The Board of Education must give formal approval to all basic practices governing relations between the media and the school district and reserves the right to negotiate, on terms most favorable to the school district, for the broadcasting, filming, or sound recording of any school event by an outside agency.

The Superintendent or designee shall be the chief communications representative of the school district. The chief communications representative shall be readily available to: provide media representatives with all appropriate and necessary information; suggest or supply feature articles or stories; prepare information to be released to the media; assist school and parent organizations with media relations; meet periodically with media representatives; protect school personnel from any unnecessary demands on their time by media representatives; and provide additional information as appropriate.

The Superintendent or designee must authorize in advance interviews between staff members and media representatives when the staff member is representing or speaking on behalf of the Board of Education or the school district.

A school district staff member not designated by the Superintendent or designee to assist in any of the media responsibilities outlined in this Policy, including speaking to a representative of the media, is not prohibited from doing so on their own behalf as a private citizen provided the staff member does not indicate or imply they represent or are speaking on behalf of the Board of Education or the school district and indicate they are speaking on their own behalf as a private citizen.

A staff member who is acting on their own behalf as a private citizen should be cognizant of their obligations to protect the privacy and confidentiality of students and school operations in accordance with Federal and State laws.

The Board of Education reserves its right to regulate the exercise of school district staff members' First Amendment rights of the United States Constitution in such situations to the extent that such exercise may interfere with the safe and orderly operation of the schools and the learning environment.



POLICY

MIDLAND PARK BOARD OF EDUCATION

COMMUNITY
9400/page 2 of 2
Media Relations

The Superintendent or designee must authorize the release of any image of district subjects, personnel, or students.

Any image of a student with a disability shall not be disseminated or used in print or media in any way if they are identified as a student with a disability unless permission is granted by the parent(s). Any image of a child placed in the district by the New Jersey Department of Children and Families, Division of Child Protection and Permanency shall not be published without permission of the Department case worker. Where the release of any image may violate the privacy of any student or staff member, the Superintendent or designee must first secure the written permission of the staff member or the student's parent(s).

Adopted: 7 October 2003
Revised: 2 September 2008
November 2019

