

**HAMILTON TOWNSHIP  
BOARD OF EDUCATION  
AGENDA FOR**

**REGULAR MEETING**

**OCTOBER 7, 2014**



**Hamilton Township Public Schools  
Mays Landing, New Jersey**

**Agenda for Work Session  
October 7, 2014**

**Location: Davies School Library  
Time: 6:30 p.m.**

- I. Call to Order – Daniel M. Smith, Board Secretary Page
- II. Flag Salute
- III. Notice of Advertisement of Meeting

This meeting is being held in compliance with the Sunshine Law, having been advertised in the Press of Atlantic City and the Atlantic County Record and its affiliates and a notice posted with the Township Clerk on the Bulletin Board at the following locations: Mizpah Social Services Center, Mizpah Post Office, Mays Landing Post Office, Atlantic County Library, as well as all the schools of the district. A mechanical device is being used to record this meeting and this meeting is also being video-taped.

IV. Roll Call

V. Executive Session

Resolved that pursuant to Sections 7 and 8 of the Open Public Meetings Act, the public shall be excluded from that portion of the meeting involving discussion of:

- Matters rendered confidential by operation of law

Further resolved that the discussion of such subject matter in executive session can be disclosed to the public when formal action is taken on such subject matter or at any other appropriate time.

Further resolved the Board may take action on items discussed in executive session. Further resolved that the Board will be in executive session for approximately 15 minutes.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**VI. Approval of Minutes**

Discussion	1. Regular and Executive session minutes of the meeting of August 19, 2014 (attachment Minutes-1).	10
Discussion	2. Regular and Executive session minutes of the meeting of September 2, 2014 (attachment Minutes-2).	33
Discussion	3. Regular and Executive session minutes of the meeting of September 16, 2014 (attachment Minutes-3).	48

**VII. Correspondence**

**VIII. Receive comments from the public on tonight's agenda in accordance with the Board's policy on participation at Board meeting.**

**IX. Board Member Comments**

**X. Superintendent/Staff Reports**

**FYI**

**A. Information Items**

**1. Dates to Remember**

- October 7, 2014 – Board of Education Meeting – Davies School - 6:30 p.m.
- October 13, 2014 – Columbus Day – Schools Closed
- October 15, 2014 – Personnel Committee Meeting – Davies School - 6:00 p.m.
- October 15, 2014 – Board Self Evaluation Meeting - Davies School 7:00 p.m.
- October 21, 2014 – Board of Education Meeting – Davies School – 7:00 p.m.

**FYI**                      **B. Enrollment for the month of September (attachment X-B)      66**

**FYI**                      **C. New Homes and Certificates of Occupancy for the month of September, 2014 (attachment X-C)      67**

**FYI**                      **D. The Week of October 20-24, 2014 is designated as the "School Violence Awareness Week"**

- FYI                    E.            **Presentation: Informational Session regarding the Potential Purchase of the Duberson School**
- Given by: Owen McCabe of Volunteers of America*
- FYI                    F.            **Presentation: Education Evaluation Reform Update (attachment X-F)**                    68
- Given by: Lisa Dagit*

**XI. Committees and Recommendations**

- A.    **Facilities Committee - Mr. Sacchinelli**
- B.    **Curriculum Committee - Mrs. Melton**

Discussion                    1.    **Nursing Services Plan for the 2014-2015 school year (attachment Curriculum-1).**                    76

Action                        2.    **Motion to approve staff members to provide professional development during the October 10<sup>th</sup> & 13<sup>th</sup> Professional Development Days (not to exceed 5 hours each) at the hourly rate (\$26.00 certificated staff & \$15.00 non-certificated staff) as provided for in the 2012-2015 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through Local Funds (attachment Curriculum-2).**                    107

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

- C.    **Finance Committee - Mrs. Capone**

Discussion                    1.    **Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of August, 2014. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of August, 2014 (attachment Finance-1).**                    107

Discussion	2. Board Secretary's Report for the period ending August 31, 2014. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Hamilton Township Board of Education certifies that as of August 31, 2014, and after review of the Secretary's Monthly Financial appropriations section as presented and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(c)4 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year (attachment Finance-2).	124
FYI	3. Interest Income for the month of August, 2014 (attachment Finance-3)	155
FYI	4. Receipts for the month of August, 2014 (attachment Finance-4)	156
FYI	5. Refunds for the month of August, 2014 (attachment Finance-5)	161
FYI	6. Capital Reserve Interest for the month of August, 2014 (attachment Finance-6)	162
FYI	7. Rental Income for the month of August, 2014 (attachment Finance-7)	163
FYI	8. Miscellaneous Revenue for the month of August, 2014 (attachment Finance-8)	164
FYI	9. The monthly Budget Summary Report for August, 2014, has been filed by the Board Secretary with the Hamilton Township Board of Education (attachment Finance-9).	165
Discussion	10. Budget transfers in the amount of \$115,637.00 (attachment Finance-10).	190
Discussion	11. Superintendent's and Board Secretary's certification that they have reviewed all bills and purchase orders which are listed on the bill list, and hereby certify to the Board of Education that all purchase orders are sufficiently encumbered to cover the submitted bills, and further that all goods and services have been previously received.	

- FYI 12. Purchase orders issued for services, supplies and equipment in the amount of \$4,015,695.56 (attachment Finance-12) 192
- Discussion 13. Bills and payroll in the total amount of \$4,381,467.80 (attachment Finance-13): 198
- | <u>Fund</u> | <u>Title</u>            | <u>Amount</u> |
|-------------|-------------------------|---------------|
| 10          | General Fund            | \$787.00      |
| 10          | General Fund/Payroll    | 284,929.47    |
| 11          | Current Expense         | 1,340,114.84  |
| 11          | Current Expense/Payroll | 2,574,232.23  |
| 20          | Special Revenue         | 33,926.65     |
| 20          | Special Revenue/Payroll | 49,769.91     |
| 50          | Cafeteria               | 26,888.73     |
| 50          | Kid's Corner            | 8,711.22      |
| 50          | Community Education     | 18,359.75     |
| 50          | Camp Blue Star          | 43,748.00     |
- Discussion 14. Staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2013-2014 school year (attachment Finance-14). 242
- Discussion 15. Grant Salaries for the 2014-2015 school year (attachment Finance-15). 243
- Discussion 16. Tuition Contract between the Hamilton Township Board of Education and the Vineland Board of Education for one (1) student for the 2014-2015 school year at a cost of \$303.34/per diem for a total cost of \$54,600.00.
- Discussion 17. Tuition Contracts with Atlantic County Special Services School District for the 2014-2015 school year in the following amounts:
- |                           |  |
|---------------------------|--|
| Multiply Disabled         | \$36,360.00 (10 students currently enrolled) |
| Autistic                  | \$42,120.00 (1 student currently enrolled)   |
| Severe Cognitive Impaired | \$38,880.00 (4 students currently enrolled)  |
- Discussion 18. Solicit Requests for Proposals for the services of Architect for the 2015-2016 school year.  
Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

Discussion	19. 2015-2016 Comprehensive Maintenance Plan and the Annual Maintenance Budget Amount Worksheet (form M-1), indicating the required level in the 2015-2016 Budget (attachment Finance-19).	244
Discussion	20. Nonpublic School Technology Initiative Agreement tentative budget and purchase orders for FY2015 (School Year 2014-2015) (attachment Finance-20).	247
Action	21. Motion to approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2013-2014 school year (attachment Finance-21). Motion_____Second_____Vote_____	252

**D. Personnel/Negotiations Committee – Mr. Aiken**  
**All personnel actions are being taken by the recommendation of the Superintendent.**

Discussion	1. Local and grant funded extra-curricular activities and staff stipends for the 2014-2015 school year for the Shaner, Hess and Davies Schools (attachment Personnel-1).	253
Action	2. Motion to approve homebound instruction for the 2014-2015 school year (attachment Personnel-2). Motion_____Second_____Vote_____	259
Action	3. Motion to approve District Substitutes for the 2014-2015 school year (attachment Personnel-3). Motion_____Second_____Vote_____	261
Action	4. Motion to remove the following individual from the District Substitute list:  <ul style="list-style-type: none"> <li>• Cathy Simonini</li> </ul> Motion_____Second_____Vote_____	

Action

5. Motion to approve the following Kid's Corner Staff for the 2014-2015 school year:

Kid's Corner \$10.00/hour:

- Val Styer
- Laura Improta
- Elaine Burger
- Veronica Townsend
- Alicia Mackleer
- Christian Chin (Substitute)
- Dominic Carpani (Substitute)
- Yenis Jefferes (Substitute)
- Patricia France (Substitute)

Kid's Corner \$13.00/hour:

- Annemarie Barrett
- Carmen Arroyo

Kid's Corner \$15.00/hour:

- Donna Giardina

Kid's corner \$18.00/hour:

- Jeff Gildiner

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

Action

6. Motion to approve Kristen Meiklejohn as a full-time, Shaner School teacher for the period October 7, 2014 through March 3, 2015, B.A., Step 1, with a total annual salary of \$50,000.00, pro-rated (attachment Personnel-6).

262

Ms. Meiklejohn is a replacement for Karen Witherspoon who is on a medical leave of absence.

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

Action

7. Motion to approve Beth Connor as a mentor for Kristen Meiklejohn.

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_



Action 8. Motion to approve the change in status for Keith Russel from part-time to full-time Custodian for the 2014-2015 school year, Custodial Guide, Step 4, with a total annual salary of \$37,011.00 (attachment Personnel-8). 265

Mr. Russell is a replacement for Kenneth Morrison who has retired.

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

Action 9. Motion to approve a New Jersey Leave of Absence for Tina Bannon, Davies School Nurse beginning September 16, 2014 to care for her mother, with a return to work date to be determined (attachment Personnel-9). 266

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

Action 10. Motion to approve Sbeea Aleel Abdullah as a part-time, 10 month, 15 hour/week Hess School Custodial for the period October 8, 2014 through June 30, 2015, Custodial Guide, Step 1 with a total annual salary of \$10,240.00, pro-rated (attachment Personnel-10). 267

This is a new position.

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

E. Policy Committee - Mrs. Buchanan

F. Transportation Committee - Mr. Ciambrone

Discussion 1. Jointure Agreement between Atlantic County Special Services School District and the Hamilton Township School District for the 2014-2015 school year at a total cost of \$7,200.00 (attachment Transportation-1). 268

Discussion 2. Club/activity trips for the 2014-2015 school year (attachment Transportation-2). 270  
Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

XII. Resolutions

XIII. Solicitor's Report

XIV. Unfinished Business

**XV. New Business (consideration of additional items that may be properly presented to the Board of Education at this time)**

- |               |   |     |
|---------------|---|-----|
| <b>Action</b> | 1. Motion to approve the 2014-2015 Uniform State Memorandum of Agreement between the Hamilton Township Board of Education and the Hamilton Township Police Department (attachment-XV-1)                           | 272 |
| <b>Action</b> | 2. Motion to approve Resolution #85 to Submit the District's Statement of Assurances required by NJQSAC to the State of New Jersey on October 15, 2013 (attachment XV-2).<br>Motion _____ Second _____ Vote _____ | 332 |

**XVI. Receive comments from the public in accordance with the Board's policy on participation at Board meeting**

**XVII. Adjournment**

**MINUTES OF THE REGULAR SESSION MEETING  
OF THE BOARD OF EDUCATION  
HELD ON AUGUST 19, 2014  
HAMILTON TOWNSHIP PUBLIC SCHOOLS  
Mays Landing, New Jersey  
William Davies Middle School Library**

The Regular Meeting of the Hamilton Township Board of Education was called to order at 7:06 p.m. in the Michael H. Duberson Memorial Library at the William Davies Middle School by Dr. Anne Erickson.

**Call  
To  
Order**

Anne Erickson led the Pledge of Allegiance.

**Pledge of  
Allegiance**

**ANNUAL NOTICE OF MEETING**

This meeting is being held in compliance with the Sunshine Law, having been advertised in the Press of Atlantic City and the Atlantic County Record and its affiliates and a notice posted with the Township Clerk on the Bulletin Board at the following locations: Mizpah Social Services Center, Mizpah Post Office, Mays Landing Post Office, Atlantic County Library as well as all the schools of the district. A mechanical device is being used to both audio-tape and video-tape this meeting.

The following members answered roll call: Mr. Eric Aiken, Mrs. Stephanie Buchanan, Mrs. Peggy Capone, Mr. Greg Ciambrone, Mrs. Amelia Francis, Mr. John Sacchinelli and Dr. Anne Erickson. Quorum present.

**Roll  
Call**

Members Absent: Mr. Greg Cassidy and Mrs. Kim Melton

Also present were: Dr. Michelle Cappelluti: Superintendent of Schools  
Mr. Daniel Smith: Board Secretary  
Mr. Eric Goldstein: Solicitor

**V. APPROVAL OF MINUTES**

Motion by Dr. Erickson, seconded by Mr. Aiken, to approve the Regular and Executive session minutes (as amended) of the meeting of June 24, 2014, as per revised attachment Minutes-1.

Roll Call Vote: Five in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, and Mrs. Francis. Abstained: Mr. Sacchinelli and Dr. Erickson. (5-0-2)

Motion by Dr. Erickson, seconded by Mr. Aiken, to approve the Regular and Executive session minutes of the Special meeting of June 30, 2014.

Roll Call Vote: Six in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. Abstained: Mr. Ciambrone (6-0-1)

Motion by Dr. Erickson, seconded by Mr. Aiken, to approve the Regular and Executive session minutes of the meeting of July 1, 2014.

Roll Call Vote: Six in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. Abstained: Mr. Ciambrone. (6-0-1)

**VI. CORRESPONDENCE**

None

**VII. PUBLIC COMMENTS**

None

**VIII. BOARD MEMBER COMMENTS**

Dr. Erickson noted the death of a former student this past week and asked for a moment of silence.

Mrs. Capone noted that two of Dr. Cappelluti's nieces sang at the funeral for the young student and said they did a beautiful job.

Mr. Aiken thanked Mr. Rushmore, Mr. Rothkopf and Ms. Dixon for the summer concerts and noted what a wonderful job the students did.

Mrs. Capone wanted to clarify the statement she made at the last meeting where she complimented the parents who helped with the fundraiser for Karen Witherspoon. She wanted to clarify that the parents who held this event had already had a relationship prior to the parental leaders class as she indicated at the last meeting. They held the event on their own free will and she wanted to compliment them for donating their time for this event.

**SUPERINTENDENT/STAFF REPORTS**

(A) Information Items

1. **Dates to Remember**

- a. August 19, 2014 – Board of Education Meeting – Davies School – 7:00 p.m.
- b. August 27, 2014 – Finance Committee Meeting – Board Office – 4:00 p.m.
- c. September 1, 2014 – Labor Day – Schools closed
- d. September 2, 2014 – Curriculum Committee Meeting – Davies School – 6:00 p.m.
- e. September 2, 2014 – Board of Education Meeting – Davies School – 7:00 p.m.
- f. September 2 & 3, 2014 – Teacher In Service Days
- g. September 4, 2014 – First Day for Students
- h. September 10, 2014 – Personnel Committee Meeting – 4:15 p.m.

- i. September 16, 2014 – Board of Education Meeting – Davies School – 7:00 p.m.
- j. September 25, 2014 – Finance Committee Meeting – Board Office – 4:00 p.m.
- k. September 30, 2014 – Transportation Committee Meeting – Board Office – 4:30 p.m.

Dr. Cappelluti asked the Board if there was still interest in the bus trip regarding projects completed by Volunteers of America Delaware Valley.

Mr. Goldstein noted that Volunteers of America Delaware Valley has invited the Board members, as well as other community members to see some of the projects they have completed which are similar to the one they are planning for the Duberson School, if they were to purchase it. The trip will be held on August 26, 2014.

(B) Student Orientation/Open House

- Shaner School Orientation – September 3, 2014  
9:30 a.m. to 10:30 a.m.
- Hess Pre-School Orientation – September 5, 2014  
AM Students – 10:00 a.m. to 11:00 a.m.  
PM Students – 11:30 a.m. to 12:30 a.m.

(C) Back to School Nights:

- Shaner School – September 10, 2014, Grades K-1
- Davies School – September 17, 2014, Grade 6
- Davies School – September 18, 2014, Grade 7-8
- Hess School – September 22, 2014, House A and Gold House (Pre-K)
- Hess School – September 23, 2014 – Houses B and C

(D) Registration/Transfer Statistics for the Month of July, 2014, as per attachment IX-D.

**COMMITTEES AND RECOMMENDATIONS**

**BUILDING/FACILITIES COMMITTEE – Mr. Sacchinelli**

Mr. Sacchinelli noted that Mr. Nelson recently contacted the MUA regarding additional recycling pickups. He noted that new containers will be distributed to each school; these containers will be larger and more visible. Mr. Nelson has spoken to his staff to make them aware they are to keep the recycling containers separate from the trash. Signs will also be available to indicate which cans are for

recycling and which are available for trash. There will be a small additional cost for the extra cans.

Mr. Aiken asked if there has been an update on the Window Replacement project. Mr. Sacchinelli stated that the project should begin in approximately eight weeks. They are still waiting on the materials for the project.

Motion by Mr. Sacchinelli, seconded by Mrs. Capone, to approve the following motions, as presented:

1. To approve a reciprocal arrangement between the Hess School and Woodview Estates to offer temporary shelter in the event of an emergency, as per attachment Facilities-1. **Woodview Estates**
2. To approve a reciprocal arrangement between ACSSSD and the Hess Educational Complex to offer temporary shelter in the event of an emergency, as per attachment Facilities-2. **ACSSSD**
3. To approve a reciprocal arrangement between St. Vincent DePaul School and Shaner School to offer temporary shelter in the event of an emergency, as per attachment Facilities-3. **St. Vincent de Paul School**
4. To approve a reciprocal arrangement between the Davies Middle School and Oakcrest High School to offer temporary shelter in the event of an emergency, as per attachment Facilities-4. **Oakcrest High School**

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Ms. Capone, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. (7-0-0)

**CURRICULUM COMMITTEE – Mrs. Melton**

Motion by Mrs. Francis, seconded by Mr. Ciambrone, to approve the following motions, as presented:

**Mathematics  
Teacher**

1. To approve Christine Lucca, Grade 8 Mathematics Teacher to pilot Holt/Larson's Big Ideas Geometry materials during the 2014-2015 school year.

**Science  
Series**

2. To approve Science series to be piloted by the identified staff members during the 2014-2015 school year for possible implementation in the 2015-2016 school year:
  - InterActive Science (Pearson) Grades 6-8
  - Science Fusion (Holt) Grades 6-8

Teachers	Grade
Christy Morrison	6th
Michele Giardino	7th
Sheila Fleischer	8th

**Social Studies  
Series**

3. To approve Social Studies series to be piloted by the identified staff members during the 2014-2015 school year for possible implementation in the 2015-2016 school year:
  - Discovery (on-line) Grade 6 only
  - American Journey 2012 (Glencoe) Grades 7 & 8
  - US History Beginnings to 1877 (Holt) Grades 7 & 8

Teachers	Grade
John Mason	6th
Kelli Costello	7th
Jim Daniels	8th

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. (7-0-0)

**FINANCE COMMITTEE – Mrs. Capone**

Motion by Mrs. Capone, seconded by Mr. Sacchinelli, to approve the following motions, as presented:

**Report of  
Receipts**

1. To approve the Report of Receipts and Expenditures in accordance with 18A:17-8 and

18A:17-9 for the month of June 30, 2014. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of June 30, 2014.

2. To approve Board Secretary's Report for the period ending June 30, 2014. Pursuant to N.J.A.C. 6A:23-2.11(c)4, the Hamilton Township Board of Education certifies that as of June 30, 2014, and after review of the Secretary's Monthly Financial appropriations section as presented and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

**Board Secretary's Report**

3. To approve Budget transfers as follows:

**Budget transfers**

- 2013-2014 in the amount of \$180,329.83
- 2014-2015 in the amount of \$11,843.00

4. To approve the Superintendent's and Board Secretary's certification that they have reviewed all bills and purchase orders which are listed on the bill list, and hereby certify to the Board of Education that all purchase orders are sufficiently encumbered to cover the submitted bills, and further that all goods and services have been previously received.

**Superintendent's and Board Secretary's certification**

5. To approve the bills and payroll in the total amount of \$5,405,801.67:

**Bills and Payroll**

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$1,621.00
10	General Fund/Payroll	212,461.68
11	Current Expense	1,328,364.01
11	Current Expense/Payroll	2,295,540.79
12	Capital Outlay	7,492.47
20	Special Revenue	23,066.92
20	Special Revenue/Payroll	91,812.05
40	Debt Service	1,400,981.25
50	Kid's Corner	25,364.63
50	Community Education	6,135.16

15



50      Camp Blue Star      12,961.71

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson.  
(7-0-0)

Motion by Mrs. Capone, seconded by Mr. Sacchinelli, to approve the following motions, as presented:

- |  |     |   |
|--|-----|---|
| <b>Staff attendance at seminars, workshops and conferences</b> | 6.  | To approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2014-2015 school year.  |
| <b>Lucca's Bakery, Inc.</b>                                    | 7.  | To approve Bread and Rolls contract with Lucca's Bakery, Inc. for the 2014-2015 school year with no increase in cost from the 2013-2014 school year.  |
| <b>ACSSSD Itinerant/Shared Services</b>                        | 8.  | To approve Atlantic County Special Services School District's Itinerant/Shared Services fees for the 2014-2015 school year.   |
| <b>CMCSSSD Itinerant Agreements</b>                            | 9.  | To approve Cape May County Special Services School District's Itinerant Agreements for the 2014-2015 school year.   |
| <b>Tuition Contract with Bancroft</b>                          | 10. | To approve a Tuition Contract with Bancroft for one student effective July 1, 2014 through June 30, 2015, at a cost of \$271.58 per diem, plus \$271.58 per diem for extended school of 212 days, including Extended School Year, for a total cost of \$57,574.96.                              |
| <b>Tuition Contract with Bancroft</b>                          | 11. | To approve a Tuition Contract with Bancroft for one student effective July 7, 2014 through June 30, 2015, at a cost of \$281.82 per diem for a total of 212 days, including extended school year and, \$176.00 per diem for 32 days for extraordinary services for a total cost of \$65,377.84. |
| <b>Agreement</b>   | 12. | To approve the Agreement with Collier School  |

16

**with Collier  
School**

for one student for 13 days commencing June 4, 2014 at the rate of \$285.18 per diem for a total of \$3,707.34.

13. To approve an Agreement with the NJ Commission for the Blind for the 2014-2015 school year for four students in the amount of \$7,200.00.

**Agreement with  
NJ Commission  
For the Blind**

Roll Call Vote: Six in favor #6: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. Abstained: Mr. Ciambrone. (6-0-1)

All in favor #7 through #13: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. (7-0-0)

Motion by Mrs. Capone, seconded by Mr. Sacchinelli, to approve the following motions, as presented:

14. To approve a Professional Services Agreement with CNNH to provide behavioral and neurological services for the 2014-2015 school year.

**CNNH**

15. To approve the Solicitor's Agreement with Nehmad Perillo & Davies, P.C. for the 2014-2015 school year.

**Solicitor's  
Agreement**

16. To approve two Personal Aide Agreement between Atlantic County Special Services School District (ACSSSD) and the Hamilton Township Board of Education for two students with a full-time aid for the 2014-2015 school year at a cost of \$41,220.00/per student and \$575.00 per week/per student for the 2015 Extended school year.

**Personal Aide  
Agreement**

17. To approve one Personal Aide Agreement between Atlantic County Special Services School District (ACSSSD) and the Hamilton Township Board of Education for one student with shared-time aid for the 2014-2015 school year at a cost of \$20,610.00 per Aide and

**Personal Aide  
Agreement**

**Somers Point Board of Education** 18. \$575.00 a week per student for the 2015 Extended school year.  
To approve a Tuition Agreement between the Somers Point Board of Education and the Hamilton Township Board of Education for the period January 2, 2014 through June 30, 2014 for a total cost of \$5,724.48 pro-rated.

**Contract with Y.A.L.E. School East, Inc.** 19. To approve a Tuition Contract with Y.A.L.E. School East, Inc. for one student for the 2014-2015 school year at a cost of \$272.69/per diem for a total of 210 days, including Extended School Year, effective July 7, 2014 through June 30, 2015 for a total cost of \$57,264.90.

Roll Call Vote: All in favor #14, #16, #17, #18, and #19: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. (7-0-0)

Five in favor #15: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, and Mr. Sacchinelli. Nay: Mrs. Francis and Dr. Erickson. (5-2-0)

Motion by Mrs. Capone, seconded by Mr. Sacchinelli, to approve the following motions, as presented:

**Contract with Y.A.L.E. School East, Inc.** 20. To approve a Tuition Contract with Y.A.L.E. School East for one student for the period May 9, 2014 through the end of the 2013-2014 school year, for a total of 33 billable days at the rate of \$260.90/per diem, for a total cost of \$8,609.70.

**Contract with Y.A.L.E. School Atlantic, Inc.** 21. To approve two Tuition Contracts with Yale School Atlantic, Inc. for two students for the 2014-2015 school year at a cost of \$308.03/per diem for a total of 210 days each, including Extended School Year effective July 7, 2014 through June 30, 2015 for a total cost of \$129,372.60.

**Disposal of textbooks** 22. To approve the disposal of the following textbooks:

Mifflin *Reading Triumphs* 1988 (99)  
MacMillan/McGraw and Hill *Language Arts Today* 1993 (26)

23. To approve an increase in the Food Service Petty Cash account for the 2014-2015 school year from \$250.00 to \$300.00. **Food Service Petty Cash**

The initial Petty Cash amount of \$250.00 was previously approved at the May 6, 2014 Board meeting.

24. To approve an unspecifiable contract for Scholastic, Inc. for the 2014-2015 school year in the amount of \$80,000.00. **Contract for Scholastic, Inc.**

25. To approve the Bimbo Bakeries Contract for bread and rolls for the 2014-2015 school year, with a 2% increase from the previous year. **Bimbo Bakeries Contract**

26. To approve the Cream-O-Land Contract for milk for the 2014-2015 school year, with a 1% increase from the previous year. **Cream-O-Land Contract**

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. (7-0-0)

**PERSONNEL /NEGOTIATIONS COMMITTEE – Mr. Aiken**

**All personnel actions are being taken by the recommendation of the Superintendent in accordance with 18A.**

1. To approve Wendy McKensie as a Davies School Guidance Counselor for the 2014-2015 school year, M.A. +15, Step 7, with a total annual salary of \$55,028.00, as per attachment Personnel-1. **Davies School Guidance Counselor**
2. To approve Stephanie Corda as a full-time, Hess School teacher for the 2014-2015 school year, B.A., Step 3, with a total annual salary of \$50,200.00, as per attachment Personnel-2. **Hess School Teacher**

Ms. Corda is a replacement for Wendy McKensie who has transferred to Davies School.

**In-house transfer of Physical Education teacher**

3. To approve the in-house transfer of Greg Bradley, Physical Education teacher, from Shaner School, to the William Davies Middle School for the 2014-2015 school year, Position Control #20.03.28 AKR.

Motions #1, #2 and #3 were withdrawn from the agenda by Mr. Aiken for full board discussion at the September 2, 2014 board meeting.

Dr. Erickson suggested having a board member who was in the minority during the first vote, or a board member who did not vote at all, move the motion at the next meeting based on Roberts Rules of Order.

Mr. Goldstein noted that most of the "no" votes were due to board members not having all of the information and at this time all of the board members have received the requested information.

Dr. Erickson noted that if a board member who voted "no" is willing to bring the motion forward then that person can do that at the meeting. Mr. Goldstein noted that he would confirm the process for the meeting.

Motion by Mr. Aiken, seconded by Mr. Sacchinelli, to approve the following motions, as presented:

**FMLA for Elen Manalang**

4. To approve a Family Medical Leave of Absence for Elen Manalang, Personnel Director beginning August 6, 2014 with a return date to be determined, as per attachment Personnel-4.

**District substitutes**

5. To approve district substitutes for the 2014-2015 school year, as per attachment Personnel-5.

**Kid's Corner  
staff**

- 6. To approve Kid's Corner staff for the 2014-2015 school year, as per attachment Personnel-6.

**Resignation  
of Sarah  
Bucknam**

- 7. To accept a resignation notice from Sarah Bucknam, Shaner School Paraprofessional effective August 12, 2014, as per attachment Personnel-7.

Roll Call Vote: All in favor #4, #6 and #7: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. (7-0-0)

Six in favor #5: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mr. Sacchinelli, and Dr. Erickson. Nay: Mrs. Francis. (6-0-1)

Motion by Mr. Aiken, seconded by Mrs. Buchanan, to approve the following motions, as presented:

- 8. To accept a resignation notice from Angela Virone, Shaner School Paraprofessional effective August 12, 2014, as per attachment Personnel-8.

**Resignation of  
Angela Virone**

- 9. To approve a district transfer for Julie Compton, Hess School Paraprofessional to Shaner School for the 2014-2015 school year.

**District Transfer**

- 10. To approve Amanda Campor as a Hess School, Special Education Teacher for the period September 1, 2014 through December 1, 2014, B.A., Step 1, for a total annual salary of \$50,000.00, pro-rated, as per attachment Personnel-10.

**Hess Special  
Education Teacher**

Ms. Campor is a replacement for Shannon Haines who is on a maternity leave of absence.

- 11. To approve Alexandra Eick as a part-time, 29 hours/week Hess School Paraprofessional for the 2014-2015 school year, Paraprofessional Guide, Step 1, with a total annual salary of \$15,979.00, as

**Hess  
Paraprofessional**

*21*

per attachment Personnel-11.

Ms. Eick is a replacement for Malissa McCoy who has resigned.

12. To approve Emma Altman as a part-time, 29 hours/week Shaner School Paraprofessional for the 2014-2015 school year, Paraprofessional Guide, Step 1, with a total annual salary of \$15,979.00, as per attachment Personnel-12.

**Shaner  
Paraprofessional**

Ms. Altman is a replacement for Sarah Bucknam who has resigned.

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. (7-0-0)

Motion by Mr. Aiken, seconded by Mr. Sacchinelli, to approve the following motions, as presented:

- Shaner  
Paraprofessional** 13. To approve Amber Akroyd as a part-time, 29 hours/week Shaner School Paraprofessional for the 2014-2015 school year, Paraprofessional Guide, Step 1, with a total annual salary of \$15,979.00, as per attachment Personnel-13.

Ms. Akroyd is a replacement for Angela Virone who has resigned.

- FMLA for Kelly  
Crowder** 14. To approve a Family Medical Leave of Absence return date for Kelly Crowder from September 2, 2014 to September 29, 2014, as per attachment Personnel-14.

- Mentors** 15. To approve the following Mentors for the 2014-2015 school year:
- David Evangelist for Shawnee Foglio, Hess School Swim Teacher (this is a continuation from the 2013-2014 school year)
  - Matthew Robinson for Lisa Jones,

Davies School Health/PE Teacher

- Kathleen Reed for Amanda Campor, Special Education – 60 days

**Hess School Psychologist**

16. To approve Sharon Serviss as a Hess School Psychologist for the 2014-2015 school year, M.A.+30, Step 5, with a total annual salary of \$55,994.00, as per attachment Personnel-16.

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson.  
(7-0-0)

**Policy Committee – Mrs. Buchanan**

Motion by Mrs. Buchanan, seconded by Mr. Aiken, to approve the following motions, as presented:

- |    |   |   |
|----|---|---|
| 1. | To approve Parent Agreement of Acceptance of Acceptable Use Policy and Photo Consent Agreement on second reading. | <b>Parent Agreement of Acceptance of Policy</b> |
| 2. | To approve Regulation #2361 – Acceptable Use of Computer Network/Computers and Resources on second reading.       | <b>Resolution #2361</b>                         |

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. (7-0-0)

Motion by Mrs. Buchanan, seconded by Mr. Aiken, to approve the following motions, as amended:

- |    |   |                         |
|----|---|-------------------------|
| 3. | To approve Policy #2412 – Home Instruction Due to Health Condition on second reading.     | <b>Policy #2412</b>     |
| 4. | To approve Regulation #2412 – Home Instruction Due to Health Condition on second reading. | <b>Regulation #2412</b> |
| 5. | To approve Policy #2417 – Student   | <b>Policy #2417</b>     |



Intervention and Referral Services on second reading.

6. To approve Regulation #2417 – Student Intervention and Referral Services on second reading. **Regulation #2417**

7. To approve Policy #2481 – Home or Out-of-School Instruction for a General Education Student for Reasons other than a Temporary or Chronic Health Condition on second reading. **Policy #2481**

8. To approve Regulation #2481 – Home or Out-of-School Instruction for a General Education Student for Reasons other than a Temporary or Chronic Health Condition on second reading. **Regulation #2481**

9. To approve Policy #5200 – Attendance on second reading. **Policy #5200**

**Regulation #5200** 10. To approve Regulation #5200 – Attendance on second reading.

**Policy #5300** 11. To approve Policy #5300 – Automated External Defibrillators (AEDS) on second reading.

**Regulation #5300** 12. To approve Regulation #5300 – Automated External Defibrillators (AEDS) on second reading.

Motions #9 and #10 were withdrawn. Mr. Aiken and Mrs. Buchanan agreed to amend the original motion.

Roll Call Vote: All in favor #3 through #8, #11 and #12. Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. (7-0-0)

Motion by Mrs. Buchanan, seconded by Mr. Aiken, to approve the following motion, as presented:

**Policy #5610** 13. To approve Policy #5610 – Suspension on

second reading.

- Regulation #5610** 14. To approve Regulation #5610 – Suspension on second reading.
- Policy #8462** 15. To approve Policy #8462 – Reporting Potentially Missing or Abused Children on second reading.
- Regulation #8462** 16. To approve Regulation #8462 – Reporting Potentially Missing or Abused Children on second reading.

Roll Call Vote: All in favor #13 and #14: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. (7-0-0)

Six in favor #15 and #16: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, and Mr. Sacchinelli. Abstain: Dr. Erickson. (6-0-1)

**Transportation Committee – Mr. Ciambrone**

None

Mr. Ciambrone reported that he has met with Mr. Hinkeldey and it seems as if everything is in place for busing this year. There will be a meeting held on August 27, 2014 at Greater Egg Harbor Regional with the district, consortium, and Sheppard Bus Company.

Mr. Aiken had a question regarding the discipline forms. Mr. Ciambrone explained the process that will be in place for discipline this year if an issue occurs on any of the buses.

**RESOLUTIONS**

None

**SOLICITOR'S REPORT**

None

**UNFINISHED BUSINESS**

Mrs. Francis asked for an update on the issue with the telephone bill. Mr. Smith reported that it will be available at the next Finance Committee meeting.

Mrs. Capone asked if there would be an update on having paperless agendas. Mr. Smith noted that this will be discussed at the next Finance Committee meeting. Mrs. Capone also asked if a bus would be available for the tutoring program. Mr. Smith has not yet been able

Mays Landing, NJ  
August 19, 2014

to confirm if the route will be available. He will also have the total cost of out of district students available at the next Finance Committee meeting.

There was some discussion on having agendas e-mailed to the public. This issue will be looked into further.

Mrs. Capone asked why Personnel items one through three were withdrawn from the agenda. She asked if the individuals would be attending the executive session on September 2, 2014. Mrs. Capone also asked who Mr. Aiken discussed this with prior to the meeting.

Dr. Cappelluti noted the employees would not be coming in but they would have to be RICED if the Board discusses them. Dr. Cappelluti noted that she could not answer all of the questions without issuing a RICE notice.

Dr. Erickson noted that her question was related to educational reasons and not personnel reasons.

Mrs. Capone asked if the motions were being moved because of the Board's attendance. Dr. Cappelluti noted that she cannot answer all of the questions without issuing a RICE notice.

### **NEW BUSINESS**

Motion by Dr. Erickson, seconded by Mr. Aiken, to approve the Violence and Vandalism Report for the 2013-2014 School Year which was presented on June 24, 2014.

Roll Call Vote: Three in favor: Mr. Aiken, Mrs. Buchanan, and Mrs. Capone. Nay: Mrs. Francis. Abstained: Mr. Ciambrone, Mr. Sacchinelli, and Dr. Erickson. (3-1-3)

### **PUBLIC COMMENTS**

Jacob Freedman asked what the ratio of girls to boys is in the district. Dr. Cappelluti stated she feels it is equal. Mr. Freedman asked if it is appropriate to do business with a bakery with the name of Bimbo. He feels this might be offensive to some of the women in the district. Dr. Erickson stated that there was some discussion when the company decided to change their name and it has been clarified that the name is actually of German origin. It is not the same as the English context.

Mr. Freedman also questioned why Dr. Erickson referred to Roberts Rules when the solicitor is

paid to guide the Board. Dr. Erickson stated she purchased the book so that she did not always have to refer to the solicitor, as it is much less expensive.

He then asked about an update on the option of baking on the premises. Dr. Erickson stated that the issue was followed up by Mr. Trackman and a report was given to the Finance Committee. It was found that this would not be cost effective for the district.

Gail Harris asked what arrangements have been made for the Hess Pool dedication. Dr. Cappelluti stated that it will be held sometime in October and information will be sent out shortly.

### **EXECUTIVE SESSION**

Motion by Dr. Erickson, seconded by Mr. Sacchinelli to enter into Executive session.

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. (7-0-0)

Resolved that pursuant to Sections 7 and 8 of the Open Public Meetings Act, the public shall be excluded from that portion of the meeting involving discussion of:

- Personnel - Superintendent Evaluation
- Personnel - H.T.S.C.D.A. Contract Negotiations
- Other Personnel matters.

Further resolved that the discussion of such subject matter in executive session can be disclosed to the public when formal action is taken on such subject matter or at any other appropriate time. Further resolved the Board may take action on items discussed in executive session. The Board may be in executive session for approximately 30 minutes.

The Board entered into Executive session at 8:40 p.m.

The Board reconvened the regular meeting at 10:00 p.m.

Mays Landing, NJ  
August 19, 2014

Mr. Ciambrone and Mr. Sacchinelli exited the executive session prior to reconvening the regular meeting.

**ADJOURNMENT**

Motion by Dr. Erickson, seconded by Mr. Aiken, to adjourn the meeting.

Voice vote: All in favor: (5-0-0) Motion carried.

The Hamilton Township Board of Education meeting adjourned at 10:01 p.m.

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Daniel Smith  
Board Secretary

**MINUTES OF THE REGULAR SESSION MEETING  
OF THE BOARD OF EDUCATION  
HELD ON SEPTEMBER 2, 2014  
HAMILTON TOWNSHIP PUBLIC SCHOOLS  
Mays Landing, New Jersey  
William Davies Middle School Library**

The Regular Meeting of the Hamilton Township Board of Education was called to order at 7:05 p.m. in the Michael H. Duberson Memorial Library at the William Davies Middle School by Dr. Anne Erickson. **Call To Order**

Anne Erickson led the Pledge of Allegiance. **Pledge of Allegiance**

**ANNUAL NOTICE OF MEETING**

This meeting is being held in compliance with the Sunshine Law, having been advertised in the Press of Atlantic City and the Atlantic County Record and its affiliates and a notice posted with the Township Clerk on the Bulletin Board at the following locations: Mizpah Social Services Center, Mizpah Post Office, Mays Landing Post Office, Atlantic County Library as well as all the schools of the district. A mechanical device is being used to both audio-tape and video-tape this meeting.

The following members answered roll call: Mr. Eric Aiken, Mrs. Stephanie Buchanan, Mrs. Peggy Capone, Mr. Greg Cassidy, Mr. Greg Ciambrone, Mrs. Amelia Francis, Mrs. Kim Melton, Mr. John Sacchinelli and Dr. Anne Erickson. Quorum present. **Roll Call**

Members Absent: None

Also present were: Dr. Michelle Cappelluti: Superintendent of Schools  
Mr. Daniel Smith: Board Secretary  
Mr. Eric Goldstein: Solicitor

**V. APPROVAL OF MINUTES**

Regular session minutes of the meeting of the meeting of August 5, 2014, as per attachment Minutes-1.

**VI. CORRESPONDENCE**

None

**VII. PUBLIC COMMENTS**

Gail Harris asked why there is an item on the agenda removing substitutes from the list. Dr. Cappelluti responded that it is because of a new law being enforced by the State which requires a retired employee to have a separation period before

returning to be a substitute. The Board office is trying to get more information regarding this and it will be passed along as it is received.

#### **VIII. BOARD MEMBER COMMENTS**

Dr. Erickson complimented Dr. Cappelluti and her staff for all of the information distributed to the staff on their return to school today. She also noted that the recycling cans have been distributed to each of the schools and the teachers were asking for the guidelines regarding this.

Dr. Erickson attended the Read 180 and Systems 44 training provided by Amy Carter which she felt was handled very well. She noted Ms. Carter was able to hand down to the teachers what she recently learned from the workshop she attended in Florida.

Mr. Aiken thanked the Volunteers of America for the bus trip to visit the other facilities which have been rehabbed by this company. The trip was very informative for him. He also wanted to thank Mr. Neff for the bus meeting recently held to inform Sheppard Bus Co. of what the district would like to see this year.

Mr. Aiken wanted to welcome the staff and students back to school for a new school year. He hopes for a great and prosperous year.

Dr. Erickson noted the mandated training which will be held in September and October for those members who still need to attend. She also noted other meetings which will be held within the next few weeks. The NJSBA Workshop will be held in Atlantic City from October 28, 2014 through October 30, 2014 and it should be very informative.

#### **SUPERINTENDENT/STAFF REPORTS**

Dr. Cappelluti noted that Rev. Ash has asked if one of the teachers would like to speak at the September 11<sup>th</sup> Memorial Service to be held at Gaskill Park this year. She said that Mr. Daniels has offered to speak about what happened on that day and how the children reacted.

##### **(A) Information Items**

##### **1. Dates to Remember**

- a. September 2, 2014 – Curriculum Committee Meeting – Davies School – 6:00 p.m.
- b. September 2, 2014 – Board of Education Meeting – Davies School – 7:00 p.m.
- c. September 2 & 3, 2014 – Teacher In Service Days
- d. September 4, 2014 – First Day for Students
- e. September 10, 2014 – Personnel Committee Meeting – 4:15 p.m.
- f. September 16, 2014 – Board of Education Meeting – Davies School – 7:00 p.m.

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- g. September 30, 2014 – Transportation Committee Meeting – Board Office – 4:15 p.m.

(B) Student Orientation/Open House

- Shaner School Orientation – September 3, 2014  
9:30 a.m. to 10:30 a.m.
- Hess Pre-School Orientation – September 5, 2014  
AM Students – 10:00 a.m. to 11:00 a.m.  
PM Students – 11:30 a.m. to 12:30 a.m.

(C) Back to School Nights:

- Shaner School – September 10, 2014, Grades K-1
- Davies School – September 17, 2014, Grade 6
- Davies School – September 18, 2014, Grade 7-8
- Hess School – September 22, 2014, House A and Gold House (Pre-K)
- Hess School – September 23, 2014 – Houses B and C

**COMMITTEES AND RECOMMENDATIONS**

**BUILDING/FACILITIES COMMITTEE – Mr. Sacchinelli**

Mr. Sacchinelli noted the change order which is on tonight's agenda in Finance in the amount of \$12,000 for the Shaner Window Project. He noted it is a savings for the district.

**CURRICULUM COMMITTEE – Mrs. Melton**

1. Compensation for Jeff Wellington for preparation time necessary to properly prepare for Non-Crisis Intervention Training scheduled to be provided to selected staff members during the month of October 2014. Compensation is for 9 hours (instruction was for 18 hours) at the hourly rate of \$26.00 as provided for in the 2012-2015 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through Local Funds.
2. Hamilton Township School District's Gifted Education Program Curriculum, as per



attachment Curriculum-2.

3. Hamilton Township School District's Financial Literacy Curriculum, as per attachment Curriculum-3.

### **EXECUTIVE SESSION**

Motion by Dr. Erickson, seconded by Mrs. Capone to enter into Executive session:

Resolved that pursuant to Sections 7 and 8 of the Open Public Meetings Act, the public shall be excluded from that portion of the meeting involving discussion of:

- Personnel
- Transfer of Funds

Further resolved that the discussion of such subject matter in executive session can be disclosed to the public when formal action is taken on such subject matter or at any other appropriate time.

Further resolved the Board may take action on items discussed in executive session. Further resolved that the Board will be in executive session for approximately 20 minutes.

Roll Call Vote: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. (9-0-0)

The Board entered into executive session at 7:22 p.m.

The Board reconvened the regular meeting at 7:54 p.m.

### **FINANCE COMMITTEE – Mrs. Capone**

1. Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of July, 2014. The Report of Receipts and Expenditures and the Secretary's Report

- are in agreement for the month of July, 2014, as per attachment Finance-1.
2. Board Secretary's Report for the period ending July 31, 2014. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Hamilton Township Board of Education certifies that as of July 31, 2014, and after review of the Secretary's Monthly Financial appropriations section as presented and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(c)4 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year, as per attachment Finance-2.
  3. Interest Income for the month of July, 2014, as per attachment Finance-3.
  4. Receipts for the month of July, 2014, as per attachment Finance-4.
  5. Refunds for the month of July, 2014, as per attachment Finance-5.
  6. Capital Reserve Interest for the month of July, 2014, as per attachment Finance-6.
  7. Rental Income for the month of July, 2014, as per attachment Finance-7.
  8. Miscellaneous Revenue for the month of July, 2014, as per attachment Finance-8.
  9. The monthly Budget Summary Report for July, 2014, has been filed by the Board Secretary with the Hamilton Township Board of Education, as per attachment Finance-9.

Motion by Mr. Ciambone, seconded by Mr. Aiken, to approve the following motion, as presented:

10. Budget transfers in the amount of \$9,486.70, as per attachment Finance-10.

Roll Call Vote: Six in favor: Mr. Aiken, Mrs. Buchanan, Mr. Cassidy, Mr. Ciambrone, Mrs. Melton, and Mr. Sacchinelli. Nay: Mrs. Capone and Mrs. Francis. Abstained: Dr. Erickson.  
(6-2-1)

11. Superintendent's and Board Secretary's certification that they have reviewed all bills and purchase orders which are listed on the bill list, and hereby certify to the Board of Education that all purchase orders are sufficiently encumbered to cover the submitted bills, and further that all goods and services have been previously received.
12. Purchase orders issued for services, supplies and equipment in the amount of \$1,734,853.22, as per attachment Finance-12.
13. Bills and payroll in the total amount of \$1,755,032.84, as per attachment Finance-13:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$787.00
10	General Fund/Payroll	71,656.24
11	Current Expense	1,009,083.50
11	Current Expense/Payroll	490,911.73
20	Special Revenue	46,990.27
20	Special Revenue/Payroll	2,803.21
50	Cafeteria	11,486.12
50	Kid's Corner	5,861.22
50	Community Education	16,012.40
50	Camp Blue Star	49,954.90

14. Staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2014-2015 school year, as per attachment Finance-14.
15. Tuition Contract with YALE School East for one student effective July 7, 2014 at a cost of \$272.69 per diem, for 212 days including extended school year, for a total cost of \$57,264.90.
16. Agreement between the Hamilton Township

Board of Education Schools and Bayada Nurses, Inc. for one (1) student for the period September 2, 2014 through June 30, 2015.

17. Agreement between Hamilton Township Board of Education and Gloucester County Special Services School District for two (2) students for extended school year for the period of July 7, 2014 through August 7, 2014 at a cost of \$195.00/per diem per student for 20 days and \$159.00/per diem per student for 20 days for one-on-one aides for each student.
18. Atlantic County Special Services School District 2014 Extended School Year Program Agreement, as per attachment Finance-18.
19. Tuition Contract with Vineland Board of Education for one student for the period July 7, 2014 to August 1, 2014 Extended School Year for a total amount of \$6,376.71.
20. Resolution #84 to Authorize a Disclosure Audit, as per attachment Finance-20.
21. Change Order #1 to the contract with Levy Construction Company in the deduct amount of (\$12,000.00) for a change in the material to manufacture the window sills. This will reduce the total contact from \$667,800.00 to \$655,800.00, as per attachment Finance-21.

**PERSONNEL /NEGOTIATIONS COMMITTEE – Mr. Aiken**

**All personnel actions are being taken by the recommendation of the Superintendent in accordance with 18A.**

Motion by Mr. Aiken, seconded by Mrs. Melton, to approve the following motion, as presented:

1. To approve Wendy McKensie as a Davies School Guidance Counselor for the 2014-2015 school year, M.A. +15, Step 7, with a total annual salary of \$55,028.00..
2. To approve Stephanie Corda as a full-time, Hess School teacher for the 2014-2015

school year, B.A., Step 3, with a total annual salary of \$50,200.00.

Ms. Corda is a replacement for Wendy McKensie who has transferred to Davies School.

3. To approve the in-house transfer of Greg Bradley, Physical Education teacher, from Shaner School, to the William Davies Middle School for the 2014-2015 school year, Position Control #20.03.28 AKR.
4. To approve the following applicants for emergency hiring and applicants' attestation that they have not been convicted of any disqualifying crime pursuant to the provision of N.J.S.A. 18A:6-7.1:
  - Alexandria Eick
  - Amanda Campor
  - Emma Altman
5. To remove the following individuals from the District Substitute list:
  - Miranda Levy
  - Loretta Leyrer
  - Lisa McLeod
  - Sandra Santa Maria
  - Rose Rhine
  - Donna Martin

Roll Call Vote: Five in favor #1: Mr. Aiken, Mrs. Buchanan, Mr. Ciambrone, Mrs. Melton, and Mr. Sacchinelli. Nay: Mrs. Capone, Mrs. Francis, and Dr. Erickson. Abstained: Mr. Cassidy. (5-3-1)

Six in favor #2: Mr. Aiken, Mrs. Buchanan, Mr. Cassidy, Mr. Ciambrone, Mrs. Melton, and Mr. Sacchinelli. Nay: Mrs. Capone, Mrs. Francis, and Dr. Erickson. (6-3-0)

Five in favor #3: Mr. Aiken, Mrs. Buchanan, Mr. Ciambrone, Mrs. Melton, and Mr. Sacchinelli. Nay: Mrs. Capone, Mr. Cassidy,

Mrs. Francis, and Dr. Erickson. (5-4-0)

All in favor #4 & #5: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. (9-0-0)

Motion by Mr. Aiken, seconded by Mrs. Melton, to approve the following motions, as presented:

6. To approve District Substitutes for the 2014-2015 school year, as per attachment Personnel-6.
7. To accept a resignation notice from Bianca Herrmann, Shaner School Paraprofessional effective August 28, 2014, as per attachment Personnel-7.
8. To approve the transfer of Alexandria Eick, Paraprofessional, from Hess School to Shaner School for the 2014-2015 school year.

Ms. Eick is a replacement for Bianca Herrmann who has resigned.

9. To approve Andrew Castellano as a part-time, 29 hours/week Hess School Paraprofessional for the 2014-2015 school year, Paraprofessional Guide, Step 1, with a total annual salary of \$15,979.00, as per attachment Personnel-9.

Mr. Castellano is a replacement for Alexandria Eick who has transferred.

10. To approve additional hours up to seven days for Dana Kozak at her daily rate.

Roll Call Vote: Seven in favor #6: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Melton, and Mr. Sacchinelli. Nay: Mrs. Francis and Dr. Erickson. (7-2-0)

All in favor #7, 8 and #10: Mr. Aiken, Mrs.

Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. (9-0-0)

Eight in favor #9: Mr. Aiken, Mrs. Buchanan, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. Nay: Mrs. Capone (8-1-0)

### **Policy Committee – Mrs. Buchanan**

Motion by Mrs. Buchanan, seconded by Mr. Aiken, to approve the following motions, as presented:

1. To approve Policy #5200 – Attendance on second reading.
2. To approve Regulation #5200 – Attendance on second reading, as per revised attachment-Policy-2.

Roll Call Vote: Eight in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mrs. Melton, and Mr. Sacchinelli. Nay: Dr. Erickson (8-1-0)

### **Transportation Committee – Mr. Ciambrone**

1. Club/activity trips for the 2014-2015 school year, as per attachment Transportation-1.

### **RESOLUTIONS**

None

### **SOLICITOR'S REPORT**

Mr. Goldstein received an e-mail from the Volunteers of America Organization asking what the Board's reaction was to the organization of the bus trip recently held. He would like to respond to them with the Board's comments.

Mrs. Capone feels the bus trip was worthwhile, but would like to see the public involved with the decision as well. Mr. Ciambrone agreed with Mrs. Capone that the community needs to be involved as well.

Dr. Erickson felt the trip was very informative to the Board. She felt seeing the site in Camden was especially interesting to see how the area grew

around the housing project.

Mrs. Francis felt the trip was informative and gave a different view of the organization. They tended to be the center of a growing community. Mrs. Buchanan agreed with Mrs. Francis' comments. The organization does a lot to maintain their buildings.

### **UNFINISHED BUSINESS**

Mrs. Capone asked when the board evaluation will be done. Dr. Erickson asked Mr. Smith to send out updates on Board attendance and training for the Board to review. She asked if the Board needed any other information which they felt would be useful.

Dr. Erickson stated that she will speak to Ms. Zoerb to see when she is available for the board evaluation.

Mrs. Capone asked about the status of e-mailing agendas with attachments. Mr. Smith stated that there has been a quote from a vendor.

Mrs. Capone noted that the quote is a ridiculous price. She does not understand why this cannot be done in house. Mrs. Capone noted that the Board is looking for something more basic than what the vendor is offering. Mr. Smith will look into it and report back to the committee.

Mrs. Capone had a question regarding the meetings being held at the Shaner School before the start of the school day. She has heard that they involve religious topics. Dr. Cappelluti stated that she is not aware of these meetings and she will look into it.

Mrs. Capone would also like an updated list of who is assigned a cell phone and what the cost is. She feels we need to be more fiscally responsible with money being spent.

### **NEW BUSINESS**

None

### **PUBLIC COMMENTS**

Amy Hassa wanted to thank the Board for opening up the bus trip to the public. She felt it was very beneficial.

Janine Roberts, who is a parent in the District, asked about the teacher who will be replacing Mrs. McKensie because one of her children will be



Mays Landing, NJ  
September 2, 2014

in that class. Dr. Cappelluti responded that she cannot answer her question at a public meeting, but assured Ms. Roberts that the class will be fine.

### **ADJOURNMENT**

Motion by Dr. Erickson, seconded by Mr. Cassidy to adjourn the meeting.

Voice vote: All in favor: (9-0-0) Motion carried.

The Hamilton Township Board of Education meeting adjourned at 8:56 p.m.

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Daniel Smith  
Board Secretary

**MINUTES OF THE REGULAR SESSION MEETING  
OF THE BOARD OF EDUCATION  
HELD ON SEPTEMBER 16, 2014  
HAMILTON TOWNSHIP PUBLIC SCHOOLS  
Mays Landing, New Jersey  
William Davies Middle School Library**

The Regular Meeting of the Hamilton Township Board of Education was called to order at 7:05 p.m. in the Michael H. Duberson Memorial Library at the William Davies Middle School by Dr. Anne Erickson. **Call To Order**

Anne Erickson led the Pledge of Allegiance. **Pledge of Allegiance**

**ANNUAL NOTICE OF MEETING**

This meeting is being held in compliance with the Sunshine Law, having been advertised in the Press of Atlantic City and the Atlantic County Record and its affiliates and a notice posted with the Township Clerk on the Bulletin Board at the following locations: Mizpah Social Services Center, Mizpah Post Office, Mays Landing Post Office, Atlantic County Library as well as all the schools of the district. A mechanical device is being used to both audio-tape and video-tape this meeting.

The following members answered roll call: Mr. Eric Aiken, Mrs. Stephanie Buchanan, Mrs. Peggy Capone, Mr. Greg Cassidy, Mr. Greg Ciambrone, Mrs. Amelia Francis, Mr. John Sacchinelli and Dr. Anne Erickson. Quorum present. **Roll Call**

Members Absent: Mrs. Kim Melton

Also present were: Dr. Michelle Cappelluti: Superintendent of Schools  
Mr. Daniel Smith: Board Secretary  
Mr. Eric Goldstein: Solicitor

**V. APPROVAL OF MINUTES**

Motion by Mr. Aiken, seconded by Mr. Cassidy, to approve the Regular session minutes of the meeting of August 5, 2014, as amended at the meeting.

Roll Call Vote: Seven in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, and Dr. Erickson. Abstained: Mr. Sacchinelli (7-0-1)

**VI. CORRESPONDENCE**

None

**VII. PUBLIC COMMENTS**

None

### **VIII. BOARD MEMBER COMMENTS**

Dr. Erickson thanked Mrs. Stecher for involving her in the Read 180 training. She noted it was very informative.

Mr. Aiken thanked Mr. Smith, Mr. Hinkeldey and Ms. Vogt for all of the hard work they did on transportation issues this year. He noted that the start of this school year was 1,000 times better than last year.

Mrs. Francis asked why the Board goals are not listed with the District goals on the front of the agenda. Dr. Erickson stated that they are not listed because they were not finished at the last retreat.

Mrs. Capone advised the Board that she has filed an Ethics Advisory Opinion for Mr. Aiken and Mr. Ciambone because she feels violations have occurred and she feels the Board needs to protect itself.

Mrs. Francis noted that she attended the Shaner Back to School Night and said that it was a great event. She also wanted to remind everyone to support the Education Foundation in purchasing a wrist band for an evening in Ocean City at Playland's Castaway Cove. Mrs. Francis noted this fundraiser will be held on September 27, 2014.

Dr. Erickson noted the PTA fundraiser currently going on; they are selling coupon books for \$25. Dr. Erickson also noted the training which she attended last week at ACIT on student achievement, common core, and PARCC.

Mr. Sacchinelli stated that he has a 4 year old granddaughter who has started PreK this year. He noted that his granddaughter loves school and continues to talk about her teacher; she cannot wait to go to school every day.

Mrs. Capone noted the concerns she has regarding transportation for PreK. She feels enrollment has dropped because students are not provided transportation. Dr. Cappelluti stated she has just signed on for the district to become part of a federal grant submission to provide funding for PreK.

The Board discussed how the funding should be used if received. Dr. Cappelluti noted that no award information is available and she is not sure if the funding would be one year, two years, three years, etc. The Board also discussed being cautious with any new funding so program is not expanded and then reduced a year later.

Dr. Erickson noted NJSBA workshops this weekend and next weekend. She also reminded the Board about the annual NJSBA Workshop coming up in October.

## **SUPERINTENDENT/STAFF REPORTS**

Dr. Cappelluti noted how wonderful the Back to School night went at the Shaner School. She also mentioned what a great job Mr. Cartwright did with the tailgate party held this morning at the Shaner School for fathers of the students.

### **(A) Information Items**

#### **1. Dates to Remember**

- a. September 16, 2014 – Board of Education Meeting – Davies School – 7:00 p.m.
- b. September 30, 2014 – Transportation Committee Meeting – Board Office – 4:15 p.m.
- c. October 2, 2014 – Finance Committee Meeting – Board Office – 4:00 p.m.
- d. October 7, 2014 – Board of Education Meeting – Davies School – 7:00 p.m.
- e. October 16, 2014 – Board Self Evaluation Meeting – Davies School – 6:00 p.m.
- f. October 21, 2014 – Board of Education Meeting – Davies School – 7:00 p.m.

(B) Harassment, Intimidation and Bullying Incident Log, as per attachment IX-B.

(C) The Week of October 6-10, 2014 is designated as "The Week of Respect"

(D) Registration/Transfer Statistics for the Month of August, 2014, as per attachment IX-D.

### **(E) Back to School Nights:**

- Davies School – September 17, 2014, Grade 6
- Davies School – September 18, 2014, Grade 7-8
- Hess School – September 22, 2014, House A and Gold House (Pre-K)
- Hess School – September 23, 2014 – Houses B and C

## **COMMITTEES AND RECOMMENDATIONS**

### **BUILDING/FACILITIES COMMITTEE – Mr. Sacchinelli**

None

### **CURRICULUM COMMITTEE – Mrs. Melton**

Mrs. Capone noted that she did not think Mrs. Melton should be given credit for attending the last Curriculum Committee meeting because she was 45 minutes late.

Dr. Erickson pointed out that there are policies in place to address this issue and it will be discussed further at a later date.

Motion by Mrs. Francis, seconded by Mr. Sacchinelli, to approve the following motions, as presented:

1. To approve compensation for Jeff Wellington for preparation time necessary to properly prepare for Non-Crisis Intervention Training scheduled to be provided to selected staff members during the month of October 2014. Compensation is for 9 hours (instruction was for 18 hours) at the hourly rate of \$26.00 as provided for in the 2012-2015 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through Local Funds.
2. To approve the Hamilton Township School District's Gifted Education Program Curriculum.
3. To approve the Hamilton Township School District's Financial Literacy Curriculum.
4. To approve to compensate Ericka Pitman for Curriculum work completed during the summer of 2014, at the hourly rate of \$39.00 (not to exceed 2 hours). This rate is the identified rate for Curriculum Development in the 2012 – 2015 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association This is funded through Local funds.

Note this: Ericka replaced Sallie Callahan, Shaner School ITI Coach who resigned after all staff participating in summer curricular work was BOE approved.

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. (8-0-0)

**FINANCE COMMITTEE – Mrs. Capone**

Motion by Mrs. Capone, seconded by Mr. Sacchinelli, to approve the following motion, as presented:

1. To approve the Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of July, 2014. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of July, 2014.

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. (8-0-0)

Motion by Mrs. Capone, seconded by Mr. Sacchinelli, to approve the following motions, as presented:

2. To approve the Board Secretary's Report for the period ending July 31, 2014. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Hamilton Township Board of Education certifies that as of July 31, 2014, and after review of the Secretary's Monthly Financial appropriations section as presented and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(c)4 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
3. To approve the Superintendent's and Board Secretary's certification that they have reviewed all bills and purchase orders which are listed on the bill list, and hereby certify to the Board of Education that all purchase orders are sufficiently encumbered to cover the submitted bills, and further that all goods and services have been previously received.
4. To approve the bills and payroll in the total amount of \$1,755,032.84:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$787.00
10	General Fund/Payroll	71,656.24
11	Current Expense	1,009,083.50
11	Current Expense/Payroll	490,911.73
20	Special Revenue	46,990.27
20	Special Revenue/Payroll	2,803.21
50	Cafeteria	11,486.12
50	Kid's Corner	5,861.22
50	Community Education	16,012.40
50	Camp Blue Star	49,954.90

5. To approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2014-2015 school year, as per revised attachment Finance-5.

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. ( 8-0-0)

Motion by Mrs. Capone, seconded by Mr. Sacchinelli, to approve the following motions, as presented:

6. To approve a Tuition Contract with YALE School East for one student effective July 7, 2014 at a cost of \$272.69 per diem, for 212 days including extended school year, for a total cost of \$57,264.90.
7. To approve an Agreement between the Hamilton Township Board of Education and Bayada Nurses, Inc. for one (1) student for the period September 2, 2014 through June 30, 2015.
8. To approve an Agreement between Hamilton Township Board of Education and Gloucester County Special Services School District for two (2) students for extended school year for the period of July 7, 2014 through August 7, 2014 at a cost of \$195.00/per diem per student for 20 days and \$159.00/per diem per student for 20 days for one-on-one aides for each student.
9. To approve Atlantic County Special Services

School District 2014 Extended School Year  
Program Agreement.

10. To approve a Tuition Contract with Vineland Board of Education for one student for the period July 7, 2014 to August 1, 2014 Extended School Year for a total amount of \$6,376.71.
11. To approve Resolution #84 to Authorize a Disclosure Audit.
12. To approve Change Order #1 to the contract with Levy Construction Company in the deduct amount of (\$12,000.00) for a change in the material to manufacture the window sills. This will reduce the total contact from \$667,800.00 to \$655,800.00.

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. ( 8-0-0)

**PERSONNEL /NEGOTIATIONS COMMITTEE – Mr. Aiken**

**All personnel actions are being taken by the recommendation of the Superintendent in accordance with 18A.**

Motion by Mr. Aiken, seconded by Mr. Sacchinelli, to approve the following motions, as presented:

1. To approve homebound instruction for the 2014-2015 school year, as per attachment Personnel-1.
2. To remove the following individuals from the District Substitute list:
  - Mary Somers
  - Beverly Groeber
3. To approve District Substitutes for the 2014-2015 school year, as per attachment Personnel-3.
4. To approve a return to work date of October 6, 2014 for Elen Manalang, Personnel



Director who has been on a NJ Family Leave of Absence, as per attachment Personnel-4.

5. To approve a maternity leave of absence for Jessica Newkirk, Shaner School teacher. Mrs. Newkirk is requesting to use her accumulated sick time from November 10, 2014 through January 5, 2015 and NJ Family Leave from January 6, 2015 through April 7, 2015, with a return to work date of April 8, 2015, as per attachment Personnel-5.
6. To approve a maternity leave of absence for Ashley Galbiati, Shaner School Occupational Therapist. Mrs. Galbiati is requesting to use her accumulated sick time from November 17, 2014 through January 5, 2015 and New Jersey Family Leave from January 6, 2015 through April 7, 2015, with a return to work date of April 8, 2015, as per attachment Personnel-6.

Roll Call Vote: Eight in favor #1, #2, #4, #5, and #6: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. (8-0-0)

Six in favor #3: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, and Mr. Sacchinelli. Nay: Mrs. Francis and Dr. Erickson. (6-2-0)

**Policy Committee – Mrs. Buchanan**

None

Mrs. Capone asked what the Board can do when a board member has missed six meetings this year. She noted that this is a serious topic. Mrs. Capone read the statute that addresses board member attendance.

Mr. Goldstein stated that you must abide by the State law. He noted that the Board cannot make a rule or policy that is more restrictive than the State statute. Mr. Goldstein asked if the board member

missed three in a row, as the law states.

Dr. Erickson noted that she has spoken to Ms. Zoerb about this issue in the past and she noted that the Board has to decide when this becomes a problem. Dr. Erickson noted that it is difficult for the entire Board if other members miss meetings. She would like to be made aware of anyone missing a meeting.

Mrs. Capone noted that a board member has missed three meetings in a row. Mr. Aiken asked for the dates. Dr. Erickson noted that according to the law a member could miss two meetings, attend one, miss two, attend one and so on and not be in violation of the law.

Mr. Goldstein noted that the Board cannot make moral judgments against someone. He noted that this is not a problem as far as the legislature is concerned.

Dr. Erickson asked what good is the policy if it cannot be enforced. Mrs. Capone asked Mr. Goldstein what is meant in the statute as three consecutive meetings. Mr. Goldstein responded that it would cover the open, public meetings. Mrs. Capone noted that the statute does not say that.

Mr. Goldstein noted that he would look into the legislative history of the statute and forward it to the Board.

Mrs. Capone wanted to get the feeling of the entire Board regarding their opinion on attendance. Dr. Cappelluti noted that she felt all board members should be present for the discussion.

Dr. Erickson noted that the policy committee expressed interest in having all board members attend the board meetings. Mr. Ciambone noted that Mr. Goldstein was clear when he stated that State law trumps the board policy.

Mr. Sacchinelli noted that Mr. Goldstein has said previously that he will give his opinion to the Board

and the Board is free to do what it wants. Mr. Goldstein noted that as long as the Board is operating within the law, all board members have the right to speak regarding other board members. Mr. Goldstein noted that the board cannot morally judge anyone.

### **Transportation Committee – Mr. Ciambrone**

Motion by Mr. Ciambrone, seconded by Mr. Sacchinelli, to approve the following motion, as presented:

1. Club/activity trips for the 2014-2015 school year.

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. ( 8-0-0)

Mr. Sacchinelli noted some parents had concerns regarding the Shaner and Hess bus stops in Harding Run. Mr. Smith said that the district is trying to resolve the issue and move all of the stops to the center.

Dr. Erickson also noted the district had some issues with map coding and deciding where students should be picked up and dropped off.

### **RESOLUTIONS**

None

### **SOLICITOR'S REPORT**

None

### **UNFINISHED BUSINESS**

- A. Discussion of paperless agendas

Mrs. Capone stated that Mr. Scott from our Technology Department will be able to attend a Board meeting to teach the Board how to use the iPads for paperless agendas. Mrs. Capone noted that it seems like a very easy process.

Mr. Smith noted that when each board member arrives at the October meeting there will be an iPad at each seat with the agenda uploaded. He noted that the Board will have a simple PDF document that you can scroll through. Mr. Smith noted that the Board will have the ability to log on to the district website on the Friday before each meeting to see a copy of the agenda for Tuesday's meeting.

Mr. Aiken noted that he would like to have a hard copy for the first meeting in case there are any problems. He also feels copies should be available for the public at each meeting.

Motion by Mrs. Capone, seconded by Mr. Sacchinelli to have paperless agendas for the October 7, 2014 meeting.

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. (8-0-0)

Motion by Dr. Erickson, seconded by Mr. Cassidy to move the October 7, 2014 meeting to 6:30 p.m.

Roll Call Vote: Six in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, and Mr. Sacchinelli. Nay: Mrs. Francis and Dr. Erickson. (6-2-0)

Mrs. Capone noted that Mr. Scott came up with a simple solution for members of the public to receive the board agenda and attachments. Mr. Smith noted that anyone who signs up will get an email that will direct them to the district website when the agenda is ready. He noted that the public will have access to a PDF document; which include the appropriate attachments.

Mr. Smith noted that the board copy of the agenda and attachments will be housed in a different location so that the two files do not get comingled. He noted the board members will be asked for a secure login and password.

Motion by Mrs. Capone, seconded by Mrs. Buchanan to implement an e-mail list for the public to receive copies of the Board meeting agenda.

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. (8-0-0)

Mrs. Capone wanted to bring up that, during last year's budget season, tutoring for students was cut. She would like to make a motion to go forward with the tutoring program because she feels the money is available after seeing other programs implemented that were not originally in the budget. Mrs. Capone noted that she feels the tutoring program is very important in order to meet State standards.

Mrs. Capone would like to allocate \$50,000 for a tutoring program. Mr. Aiken noted that this issue needs to be discussed further with the Superintendent and the Business Administrator. He feels the Board needs to be sure funds are available.

Mr. Smith wanted to clarify transfers already approved were not transfers from any surplus accounts. He noted that the items were things that came up at each location and the principals decided to move funds from one account to another to pay for those unbudgeted items. Mr. Smith noted that if the Board decides to move forward with tutoring, he would have to cut \$50,000 from the budget and transfer it to the tutoring program.

Mr. Aiken stated that he is not against the tutoring program, but he wants to be sure funds are available. Mrs. Capone feels this is one of the Board goals and it needs to be addressed. She noted there are students who are not proficient in math and language arts.

Dr. Erickson noted that Mrs. Capone has outlined areas in the budget where funds may be available for tutoring. Dr. Cappelluti reminded the Board that when the budget was reduced she noted the district was looking at possible savings in the transportation budget, but the savings are not certain.

Mrs. Buchanan asked where the excess community education funds go after each year. Mr. Smith noted that the district does make a profit from Kid's Corner; which is in the enterprise fund and should be run as a business. Mr. Smith noted that the district is not allowed to rely on those funds from year to year. He noted the final profit or loss is not guaranteed from year to year.

Mrs. Buchanan suggested rolling the tutoring program into the Kids Corner program. Mr. Ciambone noted he agreed that the Board needs to find a way to tutor the children, but he feels \$50,000 is a large amount. Dr. Erickson suggested trying to reduce a bus within the next two weeks.

Motion by Mrs. Capone, seconded by Mrs. Buchanan to allocate \$50,000 toward a tutoring program at the Hess School, including transportation.

Mrs. Capone noted she is not stating a specific amount; she just wants to help the students that are struggling. She noted that there is nothing in place to help these children. Mr. Ciambone noted there was funds budgeted for tutoring and the budget was cut last minute and now the Board has a problem.

Mrs. Buchanan asked if the funds in the community education account can be used for tutoring. Mrs. Capone noted the district was going to hire a transportation specialist for \$50,000 and ended up paying \$40,000. She asked where the \$10,000 went.

Mrs. Francis asked if it could be done as a pilot program. Dr. Cappelluti responded that funds still need to be available and the children would have to be selected.

Mrs. Capone would like to modify the motion to \$25,000.00 instead of \$50,000.00. Mrs. Buchanan is in agreement with modifying the original motion.

Mr. Cassidy asked what would be cut to pay for tutoring. Mr. Goldstein noted that if the motion would pass and funds are not available, it could cause a self-imposed hardship.

Motion by Mr. Cassidy, seconded by Mr. Ciambrone to table this motion for further discussion.

Roll Call Vote: Five in favor: Mr. Aiken, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, and Dr. Sacchinelli. Nay: Mrs. Capone. Abstained: Mrs. Buchanan and Dr. Erickson. (5-1-2)

Mr. Goldstein noted that he found a Legislative definition (18A:12-3) of what constitutes a meeting. He noted board member attendance is based on regular meetings, special meetings, and emergency meetings. Mr. Goldstein will send a letter outlining all of this to the Board members.

Mrs. Capone noted that four meetings were missed in a row by a board member. Mr. Goldstein noted that the meetings have to be public and advertised. Dr. Erickson noted that the only exclusion would be board members who are conflicted.

### **NEW BUSINESS**

Mrs. Capone wanted an explanation of what the gym teachers and health teachers are supposed to teach according to the curriculum. She noted that kindergarten teachers are teaching health at Shaner instead of the gym and health teachers. Dr. Cappelluti stated that she will look into this.

Mrs. Capone asked when the next policy committee meeting would be. Dr. Cappelluti asked Mrs. Buchanan to email her dates and times that she is available.

Mrs. Capone also wanted to know if the Volunteers of America will be making a presentation at a Board meeting. Mr. Goldstein will reach out to Mr. McCabe and ask when they will be able to attend.

Mrs. Capone asked if the math books have arrived at Shaner. Dr. Cappelluti responded yes.

### **PUBLIC COMMENTS**

Shannon Branca asked who designs the bus routes. Mrs. Branca feels they need to consider street lights and some of the dangers in certain areas. She feels as if safety has not been taken into consideration when assigning bus stops. Dr. Cappelluti responded that stops were condensed for the middle school and the district will look into her concerns.

Mrs. Branca also wanted to comment on the tutoring program. She does not feel busing will help with this program. She does not feel enough students participate in the program.

Gayle Luderitz noted that she does not feel busing is a solution for the tutoring program. She feels students will not utilize it because they will be getting home too late. Ms. Luderitz noted that she has concerns with Hess students riding the late buses.

### **EXECUTIVE SESSION**

Motion by Dr. Erickson, seconded by Mr. Cassidy, to enter into Executive Session:

Resolved that pursuant to Sections 7 and 8 of the Open Public Meetings Act, the public shall be excluded from that portion of the meeting involving discussion of:

- Contract Negotiations – H.T.E.A.
- Contract Negotiations – H.T.S.C.D.A.
- Potential Litigation

Further resolved that the discussion of such subject matter in executive session can be disclosed to the public when formal action is taken on such subject matter or at any other appropriate time. Further resolved the Board may take action on items discussed in executive session. Further resolved that the Board will be in executive session for approximately 60 minutes.

All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson  
(8-0-0)

The Board entered into Executive session at 9:31 p.m.

The Board reconvened the regular meeting at 10:53 p.m.

Mr. Ciambone exited the executive session prior to reconvening the regular meeting.

### **ADJOURNMENT**

Motion by Dr. Erickson, seconded by Mr. Cassidy to adjourn the meeting.

Mays Landing, NJ  
September 16, 2014

Voice vote: All in favor: (7-0-0) Motion carried.

The Hamilton Township Board of Education meeting adjourned at 10:54 p.m.

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Daniel Smith  
Board Secretary

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2014-2015  
STUDENT ENROLLMENT  
HAMILTON TOWNSHIP SCHOOL DISTRICT ENROLLMENT

X-B

	September			October		November		December		January		February		March		April		May		As of June __, 2015		
	# of Rooms	*ACS		# of Rooms	*ACS	# of Rooms	*ACS	# of Rooms	*ACS	# of Rooms	*ACS	# of Rooms	*ACS	# of Rooms	*ACS	# of Rooms	*ACS	# of Rooms	*ACS	# of Rooms	*ACS	
<b>Preschool</b>	113	6	18.8	6	0.0	6	0.0	6	0	6	0	6	0	6	0	6	0	6	0	6	0	
<b>Kindergarten</b>	308	13	23.7	13	0.0	13	0.0	13	0	13	0	13	0	13	0	13	0	13	0	13	0	
<b>Grade 1</b>	285	14	20.4	14	0.0	14	0.0	14	0	14	0	14	0	14	0	14	0	14	0	14	0	
<b>Grade 2</b>	327	14	23.4	14	0.0	14	0.0	14	0	14	0	14	0	14	0	14	0	14	0	14	0	
<b>Grade 3</b>	286	14	20.4	14	0.0	14	0.0	14	0	14	0	14	0	14	0	14	0	14	0	14	0	
<b>Grade 4</b>	317	14	22.6	14	0.0	14	0.0	14	0	14	0	14	0	14	0	14	0	14	0	14	0	
<b>Grade 5</b>	352	14	25.1	14	0.0	14	0.0	14	0	14	0	14	0	14	0	14	0	14	0	14	0	
<b>Grade 6</b>	311	16	19.4	16	0.0	16	0.0	16	0	16	0	16	0	16	0	16	0	16	0	16	0	
<b>Grade 7</b>	314	14	22.4	14	0.0	14	0.0	14	0	14	0	14	0	14	0	14	0	14	0	14	0	
<b>Grade 8</b>	322	14	23	14	0.0	14	0.0	14	0	14	0	14	0	14	0	14	0	14	0	14	0	
<b>**Self Contained</b>	150	16	9.4	16	0.0	16	0.0	16	0	16	0	16	0	16	0	16	0	16	0	16	0	
<b>Totals</b>	3085			0		0		0		0		0		0		0		0		0		

\*ACS - Average Class Size  
\*\* Self Contained Figures include Pre-K

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X-C

MEMORANDUM

TO: Superintendent of Schools  
FROM: Twp. of Hamilton Construction Code  
DATE: 10/1/14  
RE: New Homes & Certificates of Occupancy

The following information is from SEPTEMBER 1, 2014 through SEPTEMBER 30, 2014.

# of Permits issued for new homes - 5  
of the 5 - 3 was for an age restrictive home  
# of Certificates of Occupancy for new homes - 3  
of the 3 - 0 was for an age restrictive home

Should you have any questions concerning this information, please do not hesitate to contact me.

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X-F

# EDUCATOR EVALUATION REFORM



*PRESENTED BY: LISA C. DAGIT  
DIRECTOR OF CURRICULUM & INSTRUCTION  
OCTOBER 7, 2014*

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# STUDENT GROWTH OBJECTIVE (SGO)

## *NJDOE Update re: Scores from 2013-2014*

- If a teacher's Student Growth Objective (SGO) score is the sole reason that his or her summative rating dropped from Effective to Partially Effective or from Partially Effective to Ineffective, the educator will be eligible to ask for an expedited review of the rating.
- These reviews will apply only to the 2013-14 school year and **this is the only change impacting 2013-14 evaluation scores.** There are a series of steps outlined by the NJDOE for the process regarding this change.

# STUDENT GROWTH OBJECTIVE (SGO)

2014-2015

Changes (based on NJDOE guidance & direction) that will be required of the certificated staff in HTSD when developing their SGOs:

- NJDOE Due date = Friday, 10/31
- HTSD Due date = Wednesday, 10/15
- New template provided by the NJDOE
- Use of SGO Quality Rating Rubric
- Using multiple measures to identify starting points

# SUMMATIVE SCORE

## Certificated Staff Weight Changes for 2014-2015

	2013-2014	2014-2015
<u>Tested Grades &amp; Subjects:</u> Student Growth Percentile (SGP) Teacher Evaluation Weights	<ul style="list-style-type: none"> <li>• SGP: 30%</li> <li>• SGO: 15%</li> <li>• Teacher Practice: 55%</li> </ul>	<ul style="list-style-type: none"> <li>• SGP: 10%</li> <li>• SGO: 20%</li> <li>• Teacher Practice: 70%</li> </ul>
<u>Non-Tested Grades &amp; Subjects:</u> Non-SGP Teacher Evaluation Weights	<ul style="list-style-type: none"> <li>• SGO: 15%</li> <li>• Teacher Practice: 85%</li> </ul>	<ul style="list-style-type: none"> <li>• SGO: 20%</li> <li>• Teacher Practice: 80%</li> </ul>

### Summative Score Rubric (same for 2013-2014 and 2014-2015)

Highly Effective	Effective	Partially Effective	Ineffective
4.0 to 3.5	3.49 – 2.65	2.64 – 1.85	1.84- 0.0

## STAFF PROFESSIONAL DEVELOPMENT PLANS

- **PDP** – all staff in HTSD have completed an individual professional development plan (PDP) known as growth plan in iObservation
- **CAP** (corrective action plan) – any staff member that received a summative score at the end of the 2013-2014 school year of partially effective or ineffective completed a CAP during opening in-service days. The CAP took the place of the PDP for these staff members.

# INSTRUCTIONAL OBSERVATIONS

Announced – observation #1

## Pre-Conferences

- Observation #1 – iObservation e-form
- Observation #3 – district created form

Post-Conferences – all face to face; real-time

## Length of Time

- Short – minimally 20 minutes
- Long – minimally 40 minutes



# OTHER

Annual Reviews – will be a summary conference relative to a staff members final teacher practice score and final SGO score. Attendance will be documented and discussed and commendations and recommendations will be provided.

District Evaluation Advisory Committee (DEAC) – must be in place through the 2016-2017 school year

School Improvement Panel (ScIP) – in place for the 2014-2015 school year as of August 31, 2014.

Achieve NJ via NJDOE

<http://www.state.nj.us/education/AchieveNJ/>

Questions at this time.....

Thank you!



**HAMILTON TOWNSHIP**

**SCHOOL NURSING  
SERVICES PLAN**

*2014-2015*

*Board Approved on \_\_\_\_\_*

**HAMILTON TOWNSHIP**  
**SCHOOL NURSING SERVICES PLAN**

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## SECTION III – SCHOOL COMPLEX DEFINED

**SECTION I**  
**BUILDING ASSESSMENTS**

ACUITY LEVELS  
OF STUDENTS REQUIRING SCHOOL HEALTH SERVICES.

Level I – NURSING DEPENDENT

Nursing dependent students require 24 hr/day, frequently one-to-one, skilled nursing care for survival. Many are dependent on technological devices for breathing and/or require continuous nursing assessment and intervention. Without the use of the correct medical technology and nursing care, the student will experience irreversible damage or death (DNR'S).

Level II – MEDICALLY FRAGILE

Students with complicated health care needs in this category face each day with the possibility of a life-threatening emergency requiring the skill and judgment of a professional nurse. Examples may include, but are not limited to: severe seizure disorder requiring medication, severe asthma, sterile procedures, tracheostomy care and suctioning, unstable or newly diagnosed diabetics with unscheduled blood sugar monitoring and insulin injections, diabetes and insulin pumps requiring monitoring and asthmatics requiring nebulizer treatments.

Level III – MEDICALLY COMPLEX

Students with medically complex concerns require daily treatments or close monitoring by a professional nurse. They may have unstable physical and/or social-emotional conditions and the potential for a life-threatening event may exist. Examples include, but are not limited to: ADHD and on medication, anaphylactic event, cancer, immune disorders, moderate to severe asthma (inhaler, peak flow meters), preteen or teenage pregnancy, carefully timed medications, medications with major side effects, unstable metabolic conditions, continuous or intermittent oxygen and complex mental or emotional disorders.

Level IV – HEALTH CONCERNS

In the category of health concerns, the student's physician and/or social-emotional condition is currently uncomplicated and predictable. Occasionally the student requires monitoring, varying from bi-weekly to annually. Examples include, but are not limited to: migraines, sensory impairments, self-managed diabetes, dietary restrictions, eating disorders, orthopedic conditions requiring accommodation and encopresis.

Adapted from the "Washington Model" of acuity by the NJSSNA

**HAMILTON TOWNSHIP PUBLIC SCHOOLS  
NURSING SERVICES PLAN 2014-2015**

**BUILDING: Joseph C. Shaner**

**GRADE LEVELS: K, 1**

**ADDRESS: 5801 Third St., Mays Landing, NJ 08330**

**PHONE: 609-476-6151**

Nursing Staff	Credentials	Assignment	Building(s)	Days/Hours
Barbara Graf	RN, BSN, CSN CPR & AED certified	Health Office	J.C. Shaner	Full-time 8:30am - 3:45pm

GENERAL EDUCATION ENROLLMENT	625
TOTAL ENROLLMENT	625
AVERAGE NUMBER OF HEALTH OFFICE VISITS/DAY	70
TOTAL HEALTH OFFICE VISITS/YEAR	12,600
TOTAL MEDICATIONS ADMINISTERED/YEAR	2,500
NUMBER OF STAFF IN BUILDING	85

	Number of Students Served	Number of Referrals
Assisted Medical Examinations	<u>0</u>	
Audiometric Screenings	<u>625</u>	<u>10</u>
Vision Screenings	<u>625</u>	<u>45</u>
Blood Pressures	<u>625</u>	
Heights and Weights	<u>625</u>	
Maintenance of Student Health Records	<u>625</u>	
Immunization Records Reviewed	<u>625</u>	
Scoliosis Screenings	<u>0</u>	
Emergency Care	<u>150</u>	
Sports Physicals Reviewed	<u>0</u>	
Sports Physicals Charted	<u>0</u>	
CST Health Summary	<u>75</u>	

**NUMBER OF STUDENTS WITH MEDICAL INVOLVEMENT**

**CHRONIC ILLNESSES:**

Asthma	<u>75</u>	Number with an Asthma Action Plan:
		<u>40</u>
Diabetes	<u>1</u>	
Neurological Involvement	<u>5</u>	
Seizure Disorders	<u>3</u>	



Documented 10 Number of Delegates Trained: 1  
Anaphylaxis

Epipens for Allergy 10

DEGREE OF NURSING INTERVENTION REQUIRES (number of students)

LEVEL I 0  
LEVEL II 25  
LEVEL III 90  
LEVEL IV 75

NUMBER OF INDIVIDUAL HEALTH CARE PLANS REQUIRING YOUR INPUT 20

NUMBER OF 504'S REQUIRING YOUR INPUT 10

NUMBER OF STUDENTS IN SPECIAL EDUCATION 65

Number of students requiring your input at CST meetings 65

Number of students requiring your input at Intervention and Referral Services Meetings 40

NUMBER OF PRESCHOOL STUDENTS 0

NUMBER OF STUDENTS REQUIRING ASSISTANCE TO ENROLL IN FAMILYCARE 20

ADDITIONAL DISTRICT PROGRAMS \_\_\_\_\_

NUMBER OF STUDENTS TRANSFERRING IN/OUT OF YOUR BUILDING/YEAR IN see main office for records

STAFF TRAINING AND INSTRUCTION:

- Annual training in Emergency Care, Standard Precautions and Health Procedures x
- Disaster response training as directed x
- Annual review of student health concerns x

MULTIPLE BUILDINGS:

Distance between schools 2 miles

Type of communication in place email, telephone, Novell messenger

NURSING SERVICES AND ADDITIONAL MEDICAL SERVICES PROVIDED TO NON-PUBLIC SCHOOLS IN DISTRICT:

\_\_\_\_\_

OTHER NON-NURSING TASKS: \_\_\_\_\_

Safety Committee, Substance Abuse Counselor \_\_\_\_\_

OTHER: Christmas Canned Food Drive, Say No to Drug Week, Dental Health Assemblies, Kindergarten Vision

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**HAMILTON TOWNSHIP PUBLIC SCHOOLS  
NURSING SERVICES PLAN 2014-2015**

**BUILDING:** George L. Hess Education Complex      **GRADE LEVELS:** PK-2-3-4-5

**ADDRESS:** 700 Babcock Road, Mays Landing, NJ 08330      **PHONE:** 609-476-6114 and 476- 6132

Nursing Staff	Credentials	Assignment	Building(s)	Days/Hours
Jane Barrett	Certified School Nurse, Masters of Science in Family Systems Nursing, CPR/AED certification	House A PK Grades 2,3,4,5	Hess	M-F/7.25
Barbara Bayconich	Registered Nurse, CPR/AED certification	House B and C Grades 2,3,4,5,	Hess	M-F/7.25

GENERAL EDUCATION ENROLLMENT      1531 \_\_\_\_\_

TOTAL ENROLLMENT      1531 \_\_\_\_\_

AVERAGE NUMBER OF HEALTH OFFICE VISITS/DAY      102 \_\_\_\_\_

TOTAL HEALTH OFFICE VISITS/YEAR      18360 \_\_\_\_\_

TOTAL MEDICATIONS ADMINISTERED/YEAR      3600 \_\_\_\_\_

NUMBER OF STAFF IN BUILDING      260 \_\_\_\_\_

	Number of Students Served	Number of Referrals
Assisted Medical Examinations	na _____	_____
Audiometric Screenings	471 _____	56 _____
Vision Screenings	606 _____	124 _____
Blood Pressures	919 _____	0 _____
Heights and Weights	919 _____	94 _____
Maintenance of Student Health Records	1531 _____	62 _____
Immunization Records Reviewed	1531 _____	424 _____
Scoliosis Screenings	350 _____	12 _____
Emergency Care	218 _____	150 _____
Sports Physicals Reviewed	na _____	_____
Sports Physicals Charted	na _____	_____
CST Health Summary	240 _____	_____

NUMBER OF STUDENTS WITH MEDICAL INVOLVEMENT

CHRONIC ILLNESSES:

**Asthma**      370 \_\_\_\_\_      **Number with an Asthma Action Plan:**

58 \_\_\_\_\_

**Diabetes**      2 \_\_\_\_\_

Neurological Involvement 184 \_\_\_\_\_  
Seizure Disorders Documented 6 \_\_\_\_\_  
Anaphylaxis 3 \_\_\_\_\_  
Epipens for Allergy 28 \_\_\_\_\_  
Number of Delegates Trained: 0 \_\_\_\_\_

DEGREE OF NURSING INTERVENTION REQUIRES (number of students)

LEVEL I 0 \_\_\_\_\_  
LEVEL II 244 \_\_\_\_\_  
LEVEL III 340 \_\_\_\_\_  
LEVEL IV 947 \_\_\_\_\_

NUMBER OF INDIVIDUAL HEALTH CARE PLANS REQUIRING YOUR INPUT 68 \_\_\_\_\_

NUMBER OF 504'S REQUIRING YOUR INPUT 31 \_\_\_\_\_

NUMBER OF STUDENTS IN SPECIAL EDUCATION contact CST for data

Number of students requiring your input at CST meetings all of them

Number of students requiring your input at Intervention and Referral Services Meetings: all of them

NUMBER OF PRESCHOOL STUDENTS 158 \_\_\_\_\_

NUMBER OF STUDENTS REQUIRING ASSISTANCE TO ENROLL IN FAMILYCARE contact registration for data

ADDITIONAL DISTRICT PROGRAMS \_\_\_\_\_

NUMBER OF STUDENTS TRANSFERRING IN/OUT OF YOUR BUILDING/YEAR: Contact registration for data

STAFF TRAINING AND INSTRUCTION:

● Annual training in Emergency Care, Standard Precautions and Health Procedures Yes

● Disaster response training as directed na \_\_\_\_\_

● Annual review of student health concerns Yes \_\_\_\_\_

NURSING SERVICES AND ADDITIONAL MEDICAL SERVICES PROVIDED TO NON-PUBLIC SCHOOLS IN DISTRICT:

TOWNSHIP OF HAMILTON  
NURSING SERVICES PLAN  
2014-2015

BUILDING: William Davies Middle School                      GRADE LEVELS: sixth-eighth

ADDRESS: 1876 Dr Dennis Foreman Drive, Mays Landing      PHONE: (609)476-6249

Nursing Staff	Credentials	Assignment	Building(s)	Days/Hours
Tina Bannon	RN CPR & AED certified, BA, CSN	Health Office	Davies	8:15-3:30
Kristin McGovern	RN, BSN, CSN CPR & AED certified	Health Office	Davies	7:25-2:40

GENERAL EDUCATION ENROLLMENT \_\_\_\_\_ 805 \_\_\_\_\_

TOTAL ENROLLMENT \_\_\_\_\_ 986 \_\_\_\_\_

AVERAGE NUMBER OF HEALTH OFFICE VISITS/DAY \_\_\_\_\_ 100 \_\_\_\_\_

TOTAL HEALTH OFFICE VISITS/YEAR \_\_\_\_\_ 18,000 \_\_\_\_\_

TOTAL MEDICATIONS ADMINISTERED/YEAR \_\_\_\_\_ 900 \_\_\_\_\_

NUMBER OF STAFF IN BUILDING \_\_\_\_\_ 145 \_\_\_\_\_

REQUIRED BASIC NURSING SERVICES:

	Number of Students Served	Number of Referrals
Assisted Medical Examinations	_____ 150 _____	_____ 75 _____
Audiometric Screenings	326	
Vision Screenings	660	
Blood Pressures	986	
Heights and Weights	986	
Maintenance of Student Health Records	986	
Immunization Records Reviewe d	321	
Scoliosis Screenings	326	
Emergency Care	2	
Sports Physicals Reviewed	150	
Sports Physical Charted	150	
CST Health Summary	11	

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NUMBER OF STUDENT WITH MEDICAL INVOLVMENT

CHRONIC ILLNESSES

Asthma \_\_\_ 89 \_\_\_                      Number with an Asthma Action Plan \_\_\_ 29 \_\_\_  
Diabetes \_\_\_ 3 \_\_\_  
Neurological Involvement \_\_\_ 32 \_\_\_  
Seizure Disorders \_\_\_ 4 \_\_\_  
Documented Anaphylaxis \_\_\_ 2 \_\_\_                      Number of Delegates Trained \_\_\_ 0 \_\_\_  
Epi-pens for Allergy \_\_\_ 5 \_\_\_

DEGREE OF NURSING INTERVENTION REQUIRED (number of students)

Level I \_\_\_ 0 \_\_\_  
Level II \_\_\_ 19 \_\_\_  
Level III \_\_\_ 204 \_\_\_  
Level IV \_\_\_ 749 \_\_\_

NUMBER OF INDIVIDUAL HEALTH CARE PLANS REQUIRING YOUR INPUT \_\_\_ 25 \_\_\_

NUMBER OF 504'S REQUIRING YOUR INPUT \_\_\_ 40 \_\_\_

Number of students requiring your input at CST meetings \_\_\_ 10 \_\_\_  
Number of students requiring your input at Intervention and Referral Services Meetings  
\_\_\_ 9 \_\_\_

NUMBER OF PRESCHOOL STUDENTS \_\_\_ 0 \_\_\_

NUMBER OF STUDENTS REQUIRING ASSISTANCE TO ENROLL IN FAMILYCARE \_\_\_ 0 \_\_\_

ADDITIONAL DISTRICT PROGRAMS-PPD/TB testing \_\_\_ 55 \_\_\_

COMMITTEE INVOLVEMENT-I&RS, Safety Committee, Professional development \_

OTHER- nursing coverage for extracurricular activities and sporting events

HEAD NURSE RESPONSIBILITIES  
(include following Head Nurse's Building Assessment as addendum)

July

1. Review Registrations
2. Contact parents/guardians for missing documentation
3. Revisions to Procedure Book for School Nurses, print, copy and distribute

August

1. Review and rewrite in consultation with the School Physician; secure signature on Standing Orders, distribute to nurses
2. Explain any procedural changes in writing and send copies of same
3. Check status of BBP Training for all new employees
4. Inform nurses and administration of changes in state requirements
5. Set up summer sports physicals review with middle school nurses and school physician

September

1. Assist with questions regarding new students
2. Training for new or substitute school nurses
3. BBP Training for new personnel covered under ECP
4. Write Nursing Services Plan for district in conjunction with the school physician and the chief school administrator

October

1. Update district BBP/HBV rooster
2. Schedule School Nurses annual meeting for November conference day – gather items for agenda, arrange date and place
3. Prepare written report of in-service and distribute
4. Check ? for new personnel covered under BBP ECP and provide training

November

1. Conduct nurses meeting, take notes, prepare written minutes and distribute
2. Take action on concerns raised at meeting
3. Remind nurses that NJ Dept. of Health Immunization Reports are on line and must be completed
4. Check Board Agenda for new personnel covered under BBP ECP, arrange training

December

1. Review sub schedules and re-allocate time with relation to days pulled to cover buildings.

January

1. Collect TB annual status reports and file with appropriate agencies prior to 1/31
2. Write annual BBP Training report and distribute copies to appropriate personnel

February

1. Locate agency to destroy sharps
2. If unable, hire hauler to pick up in June

March

1. Negotiate discounts on supplies from MaGill and School Health
2. Review Procedure Book and Forms for changes
3. Review District Exposure Plan and update if required

April

1. Prepare new presentations for BBP
2. Prepare new presentation for Bus Drivers
3. Schedule spring annual BBP training
4. Secure individual applications for Nursing Liability Insurance and submit to Business office for payment

May

1. Present training for covered employees under District ECP approximately 135 employees – each presentation is geared to the job responsibilities and exposure propensity of the covered groups
2. Present training requested by Transportation Department
3. Document training and update lists
4. Collect sharps from the district schools

June

1. Ensure all Sharps are mailed to appropriate Regulated Medical Waste Disposal source
2. Revise Parent Informational Handbook to include current health service and vaccine requirements.

**SECTION II**  
**STAFFING**



## HAMILTON TOWNSHIP STAFFING PLAN

- I. School Physician
  - A. Board Certified in Pediatrics
  - B. Licensed to Practice in New Jersey
  - C. Final authority in medical decisions
  
- II. School Nurses
  - A. Three full-time school nurses holding NJ School Nurse Certification and CPR/AED Certification.
  - B. One full-time non-certified school nurse with CPR/AED Certification
  - C. One part-time certified school nurse with CPR/AED certification
  
- III. Substitute School Nurses
  - A. Current NJ Licensed Registered Nurses holding County Substitute Certificates
  - B. Current CPR/AED Certification
  
- IV. Emergency Coverage
  - A. In the absence of a Certified School Nurse
    - 1. A substitute school nurse is called
    - 2. If no substitute school nurse is available, one of the other district school nurses may be assigned.
    - 3. In the event that more than one Certified School Nurse is absent and no substitute is available, administration will determine which nurse will be assigned after consultation with nursing staff regarding the healthcare needs of students.
    - 4. There must be at least one Certified School Nurse within the district at all times.

**HAMILTON TOWNSHIP  
JOB DESCRIPTION**

**TITLE:** SCHOOL PHYSICIAN/ MEDICAL INSPECTOR

**QUALIFICATIONS:**

1. Valid Medical Certificate, licensed to practice medicine and surgery in New Jersey
2. Broad knowledge of child health and development and understanding of laws and code governing school health programs
3. Experience in the delivery of medical services as determined by the board
4. Strong interpersonal and communication skills

**REPORTS TO:** Superintendent and School Business Administrator

**JOB GOAL:** To ensure the health and safety of students and staff through participation in the development of policies and procedures related to physical examinations/health screenings, school site health/safety standards and oversight of the school health services.

**PERFORMANCE RESPONSIBILITIES:**

1. Directs and supervises the conduct of physical examinations or health screenings of students and staff and oversees the delivery of school health services.
2. Consults with parents of children with identified illness, physical defects or other health-related conditions and makes recommendations for follow-up medical evaluation and/or treatment.
3. Provides advice and assistance in the development of district policies and procedures related to health, safety and emergency medical procedures.
4. Assists in the development of the district's annual School Nursing Plan.
5. Reviews and approves Do Not Resuscitate (DNR) orders and provides instruction to school staff.
6. Plans and administers a communicable disease control program and reports incidents of disease as required by law.
7. Ensures that all required health records are maintained in the prescribed format and in a manner which retains medical confidentiality.
8. Consults with the school nurse regarding the administration of medication.
9. Participates in case conferences with the child study team, as requested.
10. Examines students to determine medical eligibility to participate in interscholastic sports; reviews reports from other licensed physicians regarding student eligibility and provides parents with written notification of approval or disapproval for athletic participation.

11. Serves as a school district liaison to the state and local departments of health and community health agencies.
12. Responds to emergency medical calls related to injuries, illness or suspected substance abuse.
13. Participates in the development of a comprehensive school health program and services and the planning and implementation of related in-service education activities.
14. Informs the community of the school health program and interprets school health policies and practices.
15. Performs other duties within the scope of certification and contractual agreement.

TERMS OF

EMPLOYMENT: Contract and salary to be determined annually by the board.

EVALUATION: Performance of this job will be evaluated annually in accordance with board policy.

BOARD APPROVED DATE: \_\_\_\_\_

**HAMILTON TOWNSHIP  
JOB DESCRIPTION  
Title: Lead Nurse**

Qualifications: Must be a regularly appointed School Nurse with NJ State School Nurse's Certification  
Knowledge of board policies and procedures  
Familiarity with NJ Statutes  
Ability to interpret regulations and disseminate information

Reports to: Building Principal and Superintendent

Purpose: Under the direction of the Superintendent, the Lead Nurse shall work cooperatively with the district school nurses in being the coordinator and point person in the school regarding NJ State requirements and policies regarding health and safety

---

1. Ensures that new regulations, requirements and policies from the NJ State are disseminated to the district school nurses, administrators and parents (*if applicable*).
2. Disseminates information pertinent to health issues to all district school nurses.
3. Updates and periodically revises the Procedure Book for School Nurses and distributes and explains it to all concerned district school nurses.
4. Prepares Nursing Services Plan for the school district in conjunction with the school physician and school business administrator.
5. In concert with the district school nurses, annually updates the Blood borne Pathogen Standards.
6. Prepares state, local and federal reports periodically, e.g. BBP Training report, TB annual status reports, In-service reports, and distributes copies to appropriate personnel or agency.
7. Participates in the training and orientation of new and substitute school nurses.
8. Serves as a resource person for new and substitute nurses.
9. Reviews and schedules trainings and re-certification for district school nurses.
10. With the approval of the Superintendent and Curriculum Supervisor, organizes the in-service programs for the district school nurses.
11. In consultation with the Superintendent, plans and conducts regular meetings with the district school nurses in order to gather items for agenda, address issues or concerns, give updates, etc.
12. Acts as the spokesperson for all the district school nurses in bringing issues and concerns to the administration or to the Board.
13. Other activities as they relate to the district's health program or as directed by the Superintendent.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy by the Superintendent of Schools.

Stipend: To be determined

Approved By The Board of Education: 04/22/2008

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**HAMILTON TOWNSHIP  
JOB DESCRIPTION  
PART-TIME PERMANENT SUBSTITUTE SCHOOL NURSE**

**QUALIFICATIONS:**

- Current NJ License to practice as a Registered Professional Nurse
- Current County School Nurse Substitute Certificate
- Current CPF/AED Certification
- Demonstrated competence in providing direct nursing services to students
- Flexibility in scheduling
- Demonstrated nursing competencies

**REPORTS TO:**

- Certified School Nurse to whom assigned
- District Head Nurse
- Superintendent

**MAJOR RESPONSIBILITIES:**

- Provides direct nursing services to students in the health offices of all district schools on a rotating basis, under the supervision of a Certified School Nurse
- Serves as a replacement for any school nurse for whom a regular substitute is not secured
- Provides coverage for the health office of the Head Nurse when necessary
- Carries out assignment scheduled by Head Nurse

**TERMS OF EMPLOYMENT:**

- Appointed annually
- 10 months per year, September through June (total of 90 days)
- Maximum of an average of 18 hours per week
- Salary \$9000 annually (\$100/day)

**EVALUATION:**

- At least one formal observation per year
- Input from district certified school nurses

**APPROVED:**

**AMENDED:**

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**HAMILTON TOWNSHIP SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE:** SCHOOL NURSE

**QUALIFICATIONS:**

1. Valid New Jersey School Nurse Certificate
2. Demonstrated expertise in school health nursing practice and emergency procedures
3. Knowledge of child growth and development, community and family dynamics, current health issues, and wellness education
4. Knowledge of community health and social services resources and ability to communicate effectively with non-school health professionals and social service agencies

**REPORTS TO:** Building Principal

**JOB GOAL:** To promote health and safety in the school environment and provide health services to students, faculty and staff; to assist with the teaching of sound health practices.

**PERFORMANCE RESPONSIBILITIES:**

1. Works in cooperation with the school physician, other school health professionals (e.g. dentist, noncertified nurses, optometrist), members of the staff, parents and community health professionals to ensure a healthy school climate and to minimize absence due to illness.
2. Conducts health services and screening programs as required by law and/or board policies.
3. Schedules and supervises health surveys of students and staff. Assists the school physician with physical examinations; makes referrals and conducts follow-up activities as necessary.
4. Provides emergency care in case of sudden illness and administers first-aid in case of injury to students or staff according to established policies and procedures. Is responsible for the availability and maintenance of required medical supplies and equipment.
5. Maintains up-to-date health records on all students, maintains separate records of immunizations for the purpose of immunization record auditor and ensures their confidentiality.
6. Helps prevent and control communicable disease through lectures, inspections, exclusion and re-admission of students and staff in keeping with state and local health regulations and school policies.
7. Notifies principal or his/her designee to arrange for immediate examination of any pupil who appears to be under the influence of alcohol or other drugs.
8. Confers with and advises students, parents, and staff members on matters pertaining to the health and safety of students. Participates in the development and implementation of the district's emergency and crisis management plan.
9. Assists the principal and the child study team in the identification and placement of students with disabilities who need special education services.
10. Participates in the development of a comprehensive health education curriculum and serves as a health/safety education resource person to teachers. Upon request, assists teachers with instruction of certain health units.
11. Promotes healthy/safe school environment by assisting the administration and staff to maintain safe and sanitary conditions throughout the school. Reports problems promptly to the principal.

12. Administers prescribed medication to students in accordance with law and board policy. Provides training and supervision of the emergency administration of epinephrine for designated school staff.
13. Collaborates with community and other non-school health agencies to meet the health needs of children and families.
14. Provides special health care and related services to meet the needs of students with disabilities.
15. Assists the principal with the preparation of the school's health budget.
16. Maintains professional competence through in-service education and participation in other professional development activities. Receives training in the treatment of asthma and maintains a valid current Cardiopulmonary Resuscitation certificate as required by law and administrative code.
17. Assists in the development of policies and procedures for comprehensive health education and services.
18. Develop and maintain the annual School Nursing Plan in conjunction with the Chief School Administrator and the school physician. The annual School Nursing Plan will include a description of basic nursing services provided; a summary of specific medical needs of individual students and how they will be addressed; a description of emergency nursing services; detailed nursing assignments for all school buildings; and a description of nursing and additional medical services to nonpublic schools.
19. Prepares health and safety reports as required by law and/or requested by the principal.
20. Reports any suspicion of child abuse to the Division of Youth and Family Services and building principal or his/her designee.
21. Performs such other appropriate duties as required under law or as may be assigned by the principal or student personnel services director.

TERMS OF EMPLOYMENT: Ten months. Salary will be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the board's policy on evaluation of certified staff.

BOARD APPROVED DATE: \_\_\_\_\_

**HAMILTON TOWNSHIP PUBLIC SCHOOLS**  
**FORMAL EVALUATIVE OBERVATION/SUMMARY**  
**SCHOOL NURSE**

Nurse's Name: \_\_\_\_\_

Date: \_\_\_\_\_

School: \_\_\_\_\_

Observer: \_\_\_\_\_

**Key:**

**U: Unsatisfactory – more than one indicator was unmet**  
**NI: Needs Improvement – one indicator unmet**  
**S: Satisfactory Performance - all indicators are met**  
**E: Exceptional Performance – all indicators are met in a manner above and beyond what is required**  
**NO: Not Observed**

**DESCRIPTORS:**

**MAJOR RESPONSIBILITIES:**

●	Promotes and protects the optimal health status of students and staff following the procedures outlined in the <i>School Health Services Guidelines</i> .	U <input type="checkbox"/>	NI <input type="checkbox"/>	S <input type="checkbox"/>	E <input type="checkbox"/>	NO <input type="checkbox"/>
●	Provides health assessments including, but not limited to: growth and development, vision, hearing, scoliosis, and blood pressure, as delineated in the <i>School Health Services Guidelines</i> .	U <input type="checkbox"/>	NI <input type="checkbox"/>	S <input type="checkbox"/>	E <input type="checkbox"/>	NO <input type="checkbox"/>
●	Develops and implements a health plan including the interpretation of the health status of students to their parents and to school personnel who have a need to know.	U <input type="checkbox"/>	NI <input type="checkbox"/>	S <input type="checkbox"/>	E <input type="checkbox"/>	NO <input type="checkbox"/>
●	Initiates referrals to parents, school personnel, and community health resources for assessment, intervention, remediation, and follow-through.	U <input type="checkbox"/>	NI <input type="checkbox"/>	S <input type="checkbox"/>	E <input type="checkbox"/>	NO <input type="checkbox"/>
●	Provides on-going health counseling with students, parents, school personnel, and health agencies.	U <input type="checkbox"/>	NI <input type="checkbox"/>	S <input type="checkbox"/>	E <input type="checkbox"/>	NO <input type="checkbox"/>
●	Recommends and assists in implementation of modifications of school programs to meet students' health needs.	U <input type="checkbox"/>	NI <input type="checkbox"/>	S <input type="checkbox"/>	E <input type="checkbox"/>	NO <input type="checkbox"/>
●	Provides appropriate care for ill or injured students and staff under the guidelines of the Nurse Practice Act, School Health Guidelines, and the Standing Orders of the School Physician.	U <input type="checkbox"/>	NI <input type="checkbox"/>	S <input type="checkbox"/>	E <input type="checkbox"/>	NO <input type="checkbox"/>



●	Maintains the health office ensuring adequate supplies, cleanliness, and pleasant environment.	<input type="checkbox"/> U	<input type="checkbox"/> NI	<input type="checkbox"/> S	<input type="checkbox"/> E	<input type="checkbox"/> NO
●	Ensures that reports of private medical providers are complete and received in a timely manner, obtains proper certification of lack of a private medical home prior to scheduling the school physician, assists with the scheduling of examinations, accurately maintains the records of the examinations, and notifies appropriate parties of the results.	<input type="checkbox"/> U	<input type="checkbox"/> NI	<input type="checkbox"/> S	<input type="checkbox"/> E	<input type="checkbox"/> NO
●	Participates as the health team specialist on the Child Study Team.	<input type="checkbox"/> U	<input type="checkbox"/> NI	<input type="checkbox"/> S	<input type="checkbox"/> E	<input type="checkbox"/> NO
●	Plans and implements school health management protocols for the child with chronic health problems, including the administration of medication and treatment, and assisting in the provision of home instruction if indicated.	<input type="checkbox"/> U	<input type="checkbox"/> NI	<input type="checkbox"/> S	<input type="checkbox"/> E	<input type="checkbox"/> NO
●	Assists the crisis intervention team in cases of physical or emotional concerns.	<input type="checkbox"/> U	<input type="checkbox"/> NI	<input type="checkbox"/> S	<input type="checkbox"/> E	<input type="checkbox"/> NO
●	Promotes and assists in the control of communicable diseases by ensuring that all students are immunized according to NJ law, testing for tuberculosis as mandated by NJ statute, and by early detection, surveillance, and reporting of communicable diseases.	<input type="checkbox"/> U	<input type="checkbox"/> NI	<input type="checkbox"/> S	<input type="checkbox"/> E	<input type="checkbox"/> NO
●	Promotes a safe school environment which is conducive to learning.	<input type="checkbox"/> U	<input type="checkbox"/> NI	<input type="checkbox"/> S	<input type="checkbox"/> E	<input type="checkbox"/> NO
●	Reports suspected child abuse promptly to the appropriate agency.	<input type="checkbox"/> U	<input type="checkbox"/> NI	<input type="checkbox"/> S	<input type="checkbox"/> E	<input type="checkbox"/> NO
●	Serves as a resource for health education, including the provision of health information to staff regarding first aid, infection control, communicable diseases, and emergency procedures.	<input type="checkbox"/> U	<input type="checkbox"/> NI	<input type="checkbox"/> S	<input type="checkbox"/> E	<input type="checkbox"/> NO
●	Maintains mandated health records including the recording of all office visits, treatments and medication administration as well as referrals, orders and significant occurrences on the permanent Student Health Record as outlined in the School Health Services Guidelines and NJ Administrative Code .	<input type="checkbox"/> U	<input type="checkbox"/> NI	<input type="checkbox"/> S	<input type="checkbox"/> E	<input type="checkbox"/> NO
●	Completes mandated reports accurately and on time, including tuberculosis control, immunization status, and medical waste disposal.	<input type="checkbox"/> U	<input type="checkbox"/> NI	<input type="checkbox"/> S	<input type="checkbox"/> E	<input type="checkbox"/> NO
●	Ensures that students unable to participate in physical education do not participate until a proper medical release has been obtained and communicates this information to the physical education teachers and other staff.	<input type="checkbox"/> U	<input type="checkbox"/> NI	<input type="checkbox"/> S	<input type="checkbox"/> E	<input type="checkbox"/> NO
●	Initiates, facilitates, and maintains liaison among the school, the home, and community health agencies.	<input type="checkbox"/> U	<input type="checkbox"/> NI	<input type="checkbox"/> S	<input type="checkbox"/> E	<input type="checkbox"/> NO

<b>PROFESSIONAL DEVELOPMENT:</b>						
●	Projects a positive, professional image to students, colleagues, and the community.	<b>U</b> <input type="checkbox"/>	<b>NI</b> <input type="checkbox"/>	<b>S</b> <input type="checkbox"/>	<b>E</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
●	Engages in research and evaluation of school health services and acts as an agent for change when necessary.	<b>U</b> <input type="checkbox"/>	<b>NI</b> <input type="checkbox"/>	<b>S</b> <input type="checkbox"/>	<b>E</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
●	Consults with Head Nurse, Superintendent, and Administration regarding student health issues and nursing concerns.	<b>U</b> <input type="checkbox"/>	<b>NI</b> <input type="checkbox"/>	<b>S</b> <input type="checkbox"/>	<b>E</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
●	Pursues continuing education to broaden knowledge base and keep abreast of changes in nursing practice.	<b>U</b> <input type="checkbox"/>	<b>NI</b> <input type="checkbox"/>	<b>S</b> <input type="checkbox"/>	<b>E</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>

COMMENTS:

Summary of Post Observation Conference:

I have seen and read this report

\_\_\_\_\_  
Nurse's Signature/Date

\_\_\_\_\_  
Supervisor's Signature/Date

Copies to be distributed to Nurse, Principal and Director of Personnel

## SCHOOL NURSE OBSERVATION/SUMMARY

### INDICATORS

Promotes and protects the optimal health status of students and staff following the procedures outlined in the **School Health Services Guidelines**.

- Maintains consistency and quality in delivery of health services
- Upholds Board of Education Policy by following procedures as written

Provides health assessments including, but not limited to: growth and development, vision, hearing, scoliosis and blood pressure as delineated in the School Health Services Guidelines and NJ Administrative Code.

- Assessments completed in a timely fashion
- Assessments recorded on screening sheets
- Assessments charted appropriately on student health records prior to June 10<sup>th</sup>
- Referrals made where indicated
- Follows up to insure referral reports are returned and charted
- Implements recommendations made in referral reports
- Informs those who have a need to know of any change in condition or status

Develops and implements a health plan including the interpretation of the health status of students to their parents and to school personnel who have a need to know.

- Prepares a data base of special conditions during the month of September
- Shares information with all staff members who have a need to know
- Available for consultation and explanation of any health problems
- Immediately informs those who have a need to know of any significant health problem or change in health status
- Serves as a liaison between teachers and parents in health matters
- Maintains confidentiality
- Insures that building principal is aware of any significant health issues within limits of confidentiality and "need to know"

Initiates referrals to parents, school personnel and community health resources for assessment, intervention, remediation, evaluation and outcome management.

- Referrals are made promptly in writing and documented on the student health record.
- Maintains a referral list of community agencies and resources
- Is familiar with health and social service agencies in the county
- Follows up on all referrals with telephone contact and mailed requests if required
- Maintains confidentiality

Provides on-going health counseling with students, parents, school personnel and health agencies.

- Provides a non-judgmental atmosphere where problems can be discussed
- Maintains confidentiality
- Makes appropriate referrals where indicated
- Shares information with written consent of the client/parent
- Continually assesses the outcome of counseling through communication with students, parents and staff.

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Recommends and assists in implementation of modifications of school programs to meet students' health needs.

- Serves as a member of the Child Study Team
- Contributes to discussion when applicable, without breaching confidentiality
- Reviews 504 Plans and evaluates and interprets medical diagnosis as needed.

Provides appropriate care for ill or injured students and staff under the School Health Services Guidelines and Standing Orders of the School Physician

- Care is provided under the directives in the Standing Orders
- Care is provided in a timely fashion
- Skill is apparent in assessing student complaints
- Knowledge of medical conditions is apparent
- Knowledge of current treatment modalities is extensive
- Medication is administered following principals of medication administration
- Charting is accurate, legible and timely
- Follow-up is insured where indicated
- Referrals are made where indicated
- Reports are completed as required

Maintains the health office ensuring adequate supplies, cleanliness and pleasant environment.

- Health office is clean and cheerful
- Privacy for students/staff is insured
- Work areas are accessible and well stocked
- Supplies are ordered annually within budget
- Supplies are inventoried and secured
- Confidential records are secured
- Personal protective gear is readily accessible
- Equipment is maintained in working order
- Standard and Universal Precautions are utilized.

Ensures that the reports of private medical providers are complete and received in a timely manner, obtains proper certification of lack of a private medical home prior to scheduling the school physician, maintains the records of the examinations and notifies appropriate parties of the results.

- Notifies parents of physical examination requirements and recommendations
- Reviews reports of private medical providers for completion and restrictions
- Charts reports of private medical examinations
- Processes requests for physical examinations by the school physician for students who do not have a private medical home
- Notifies appropriate personnel of the need for the school physician
- Evidences good planning in scheduling of physical examinations
- Records findings on the student health records
- Reports abnormal findings to parents promptly
- Follows-up on all referrals

Participates as the health team specialist on the Child Study Team

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- Attends CST meetings with parents if any health concern exists
- Attends CST meetings when requested by the team
- Completes CST Health Assessments promptly
- Insures completion of Physical Examinations requested by CST
- Involved in planning and implementing programs for classified children with medical needs
- Interprets health findings for CST
- Maintains Confidentiality

Plans and implements school health management protocols for the child with chronic health problems, including the administration of medication and treatment and the provision of home instruction if indicated.

- Identifies children with chronic health problems
- Assessed the need for Home Instruction and refer as needed
- Monitors children on Home Instruction
- Initiates request to evaluate for possible classification as Other Health Impaired for Chronic Illness
- Maintains communication with parents, tutors, health care providers and teachers.
- Insures orders are received for return to school
- Assists in transition from Home Instruction to school attendance

Assists the crisis intervention team in cases of physical or emotional concerns.

- Follows district procedures in securing immediate care if indicated
- Maintains Confidentiality

Promotes and assists in the control of communicable diseases by insuring that all students are immunized according to NJ Law, testing for tuberculosis as mandated by NJ statute and by early detection, surveillance and reporting communicable diseases

- Checks immunization status of each new registration and transfer student
- Maintains Compliance with NJ State Guidelines and mandates regarding immunization requirements
- Maintains mandated immunization records on every student
- Insures completion of Mantoux testing of students and staff as required by law
- Reports communicable disease as mandated by NJDHSS
- Recommends exclusion of students and staff suspected of communicable disease
- Promotes disease prevention through education of students, parents and staff
- Follows District Bloodborne Pathogens Exposure Control Plan
- Participates in annual BBP updates and training

Promotes a safe school environment which is conducive to learning.

- Periodically inspects the school building and grounds for safety compliance
- Reports unsafe conditions to building principal immediately
- Provides information to all staff at the opening of school regarding Standard and Universal Precautions
- Assists in obtaining Personal Protection Equipment to staff members requesting these items.

Reports suspected child abuse promptly to the appropriate agency.

- Reports any suspected child abuse to DYFS

- Notifies building principal of report
- Charts referral on student's health record
- Chaperones student during DYFS interview if requested
- Notifies principal of allegations of institutional abuse immediately

Serves as a resource for health education, providing to staff regarding first aid, infection control, chronic conditions such as diabetes and asthma, communicable diseases and emergency procedures.

- Content is related to staff involvement
- Content is directed to the level of understanding of staff
- Assists in locating reference material to assist staff and students in health promotion

Maintains mandated individual health records (A45) for every student

- Individual Health Records are legible and accessible and maintained per NJAC
- Medications are recorded on the appropriate form
- Medical orders are recorded on the student health record
- Referrals are recorded on the permanent student health record
- Significant occurrences are charted on the permanent student health record
- Health Records are maintained in a secured, locked and fireproof cabinet
- Records are forwarded to other schools according to NJAC
- Maintains Confidentiality

Completes mandated reports including annual tuberculosis report, immunization status and regulated medical waste disposal.

- Reports are submitted on time
- Copies of reports are maintained in health office

Ensures that students unable to participate in physical education do not participate until a proper medical release has been obtained and communicates this information to the physical education teachers and other staff.

- Follows procedure for Physical Education Limitations
- Insures that physician/dentist/chiropractor note is properly signed and dated
- Periodically checks on status of students who have been excused till further notice
- Notifies physical education teachers of children who have asthma and other conditions and may self-limit activity
- Record and communicate information on limitations promptly

Initiates, facilitates and maintains communication between the school, the home and community health agencies as needed

- Communicates with parents and community health agencies documents the communication
- Maintains confidentially
- Communicates with DYFS as mandated

## PROFESSIONAL DEVELOPMENT

Projects a positive, professional image to students, colleagues and the community.

- Is neat, clean and attentive to personal appearance
- Conducts self in a professional manner, maintaining confidences when necessary
- Respects members of the staff and evidences collegiality
- Respects supervisory personnel

Engages in research and evaluation of school health services and acts as an agent for change when necessary.

- Observes statistical patterns in health office visits
- Evaluates procedures which need revision and brings same to the attention of the Head Nurse
- Strives to develop more efficient methods of accomplishing nursing tasks and shares results with district nurses
- Works to promote a safe school environment and recommends remediation of unsafe conditions

Consults with District Nurses, Head Nurse and Administration regarding nursing concerns

- Requests assistance when necessary
- Follows procedure for notification of Administration in event of untoward occurrences

Pursues continuing education to broaden knowledge base and keep abreast of changes in nursing practice

- Maintains current license and certification in CPR/AED
- Completes annual update in Bloodborne Pathogens
- Continually increases knowledge of School Health Services by attending seminars and in-services, networking with other school nurses and reading professional journals
- Actively participates in district school nurse meetings and professional organizations
- Continually reviews changes to the NJAC and School Health Services Guidelines

## **SECTION III**

### **SCHOOL COMPLEX DEFINED**



## HAMILTON TOWNSHIP PUBLIC SCHOOLS

### SCHOOL COMPLEX DEFINED

The Hamilton Township School District is composed of three school buildings. The two elementary schools are the Joseph C. Shaner Memorial School and the George L. Hess Educational Complex. The one middle school is the William Davies Middle School.

The Joseph C. Shaner Memorial School currently houses kindergarten and first grade students. The George L. Hess Educational Complex houses the Pre-Kindergarten students and students in grades two through five. The William Davies Middle School houses students in grades six through eight. The District Administration Offices are located with-in the William Davies Campus.

The Joseph C. Shaner Memorial School is located in downtown Mays Landing and is two and a half miles from the Hess School and three and a half miles from the Davies School. The Hess School is two and a half miles from the Davies School.

The Davies Middle School and the Hess Education Complex each have two nurses and the Shaner School has one nurse. When the Shaner school is in need of nursing coverage and no substitute is available, a nurse from Davies or Hess may be assigned for coverage. When the Davies or Hess schools are in need of nursing coverage and no substitute is available the student health services will be provided by the one remaining nurse in that building.

**Hamilton Township School District  
Professional Development  
In-House Presenters  
October 10 and 13, 2014**

*Curriculum-2*

Staff Member	School	Workshop
Ken Berardis	Shaner	The Intervention Process
Beth Connor (BSI Coordinator Role)	Shaner	Once Classroom, Two Teachers
Wendi Marco	Shaner	Brain Based Learning & Writing for Growth
Diane Esslinger	Shaner	iPads for Primary School
Alexander Southrey	Shaner	Units of Study - an Update
Sue Burnetta	Shaner	Units of Study - an Update
Jessica Newkirk	Shaner	Units of Study - an Update
Christian Chin	Hess	GO MATH - Analyzing & Using Data
Nancy Barrall	Hess	Math - Learning Goals & Scales
Cory Meisenhelter	Hess	Once Classroom, Two Teachers
David Evangelist	Hess	Paraprofessionals
Ginger Fisher	Hess	Paraprofessionals
Ashley Galbiati	Hess	Paraprofessionals
Shawnee Foglio	Hess	Paraprofessionals
Tara Yard	Davies	Once Classroom, Two Teachers
Christine Lucca	Davies	Once Classroom, Two Teachers
Toni Ricelli	Davies	Paraprofessionals
Andrew Disque	Davies	Paraprofessionals

BOARD REPORT OF RECEIPTS AND EXPENDITURES

DISTRICT OF HAMILTON TOWNSHIP

ALL FUNDS

FOR THE MONTH ENDING: AUGUST 31, 2014  
CASH REPORT

FUNDS	(1) BEGINNING CASH BALANCE	(2) CASH RECEIPTS THIS MONTH	(3) CASH DISBURSEMENTS THIS MONTH	(4) ENDING CASH BALANCES (1)+(2)-(3)
GOVERNMENTAL FUNDS				
1 GENERAL FUND-FUND 10	5,178,200.63	1,090,462.34	1,874,605.29	4,394,057.68
2 SPECIAL REVENUE FUND-FUND 20	-	26,991.41	26,991.41	-
3 CAPITAL PROJECTS FUND-FUND 30	206,686.30	-	-	206,686.30
4 DEBT SERVICE FUND-FUND 40	408,333.84	515,012.00	69,486.25	853,859.59
5 TOTAL GOVERNMENTAL FUNDS (LINES 1 THRU 4)	5,793,220.77	1,632,465.75	1,971,082.95	5,454,603.57
6 ENTERPRISE FUND	559,167.89	28,335.79	82,206.16	505,297.52
7 SCHOLARSHIP FUND	22,000.00	-	-	22,000.00
TRUST AND AGENCY FUNDS				
8 PAYROLL	-	319,990.76	319,990.76	-
9 PAYROLL AGENCY	617.34	194,630.59	194,609.35	638.58
10 UNEMPLOYMENT FUND	307,932.93	993.79	-	308,926.72
11 TOTAL TRUST & AGENCY FUNDS (LINES 8 THRU 10)	308,550.27	515,615.14	514,600.11	309,565.30
12 TOTAL ALL FUNDS (LINES 5, 6, 7 AND 11)	6,682,938.93	2,176,416.68	2,567,889.22	6,291,466.39

PREPARED AND SUBMITTED BY:

Cheryl Porreca  
SIGNATURE

9/26/14  
DATE

BOARD REPORT OF RECEIPTS AND EXPENDITURES

DISTRICT OF HAMILTON TOWNSHIP

SPECIAL REVENUE FUND

FOR THE MONTH ENDING: AUGUST 31, 2014  
CASH REPORT

SPECIAL REVENUE - FUND 20	(1) BEGINNING CASH BALANCE	(2) CASH RECEIPTS THIS MONTH	(3) CASH DISBURSEMENTS THIS MONTH	(4) ENDING CASH BALANCES (1)+(2)-(3)
1 FROM GENERAL FUND	111,018.02	26,991.41	-	138,009.43
2 NONPUBLIC TEXTBOOKS	9,750.16	-	-	9,750.16
3 NONPUBLIC AUXILIARY SERVICES	8,580.00	-	174.00	8,406.00
4 NONPUBLIC HANDICAPPED SERVICES	-	-	-	-
5 NONPUBLIC NURSING SERVICES	-	-	-	-
6 ADULT EDUCATION	-	-	-	-
7 VOCATIONAL EDUCATION	-	-	-	-
8 OTHER - STATE	4,997.60	-	1,863.64	3,133.96
9 P.C. 100-297 CHAPTER 1	-	-	-	-
10 P.C. 100-297 CHAPTER 2	(99,519.65)	-	18,487.06	(118,006.71)
11 IDEA, PART B (HANDICAPPED)	(24,964.36)	-	3,809.42	(28,773.78)
12 P.C. 101-392 (VOCATIONAL EDUCATION)	-	-	-	-
13 P.C. 91-230 (ADULT EDUCATION)	-	-	-	-
14 OTHER - FEDERAL	(9,861.77)	-	2,657.29	(12,519.06)
15 TOTAL SPECIAL REVENUES (LINES 1 THRU 14) (MUST AGREE WITH LINE 2, PAGE 1)	(0.00)	26,991.41	26,991.41	(0.00)

BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools  
Bank Reconciliation  
Summary

AUGUST 2014

Ocean City Home Bank - General Fund - New Account	2,835,429.67
Ocean City Home Bank - General Fund - Old Account	-
Ocean City Home Bank - Capital Reserve	1,210,364.56
Ocean City Home Bank - Capital Projects	929,714.74
NJ ARM	478,594.60
Petty Cash	500.00
Total Governmental Funds	<u>5,454,603.57</u>
Food Service Account	148,600.13
Opening/Petty Cash	300.00
Kids Corner Account	120,831.51
Community Education Account	7,010.15
Camp Blue Star Account	228,555.73
Total Enterprise Funds	<u>505,297.52</u>
Certificate of Deposit	22,000.00
Total Scholarship Funds	<u>22,000.00</u>
Payroll Account	0.00
Payroll Agency Account	638.58
Unemployment Account	308,926.72
Total Trust & Agency Funds	<u>309,565.30</u>
Total All Funds	<u>6,291,466.39</u>

Prepared And Submitted By:

Cheryl Porroca  
Signature

9/26/14  
Date

BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools  
Bank Reconciliation  
Ocean City Home Bank  
Account #981240377  
New General Account

AUGUST 2014

Balance Per Bank Statement	2,881,777.47
Deposits in Transit	1,288.00
Total O/S Checks	(47,635.80)
Adjustments-	-
Reconciled Bank Balance	<u>2,835,429.67</u>
Book Balance, Beginning of Month	3,174,707.26
Deposits	1,631,873.64
Disbursements	(1,971,582.95)
Interest	431.72
Adjustments	-
Book Balance, End of Month	<u>2,835,429.67</u>

BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools  
Bank Reconciliation  
Ocean City Home Bank  
Account #981022221  
Old General Account-CLOSED

AUGUST 2014

Balance Per Bank Statement	-
Deposits in Transit	-
Total O/S Checks	-
Adjustments	-
Reconciled Bank Balance	-
<hr/>	
Book Balance, Beginning of Month	-
Deposits	-
Disbursements	-
Interest	-
Adjustments	-
Book Balance, End of Month	-
<hr/>	

BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools  
Bank Reconciliation  
Certificate of Deposit

AUGUST 2014

Balance Per Bank Statement	22,000.00
Deposits in Transit	-
Total O/S Checks	-
Adjustments	-
Reconciled Bank Balance	<u>22,000.00</u>
Book Balance, Beginning of Month	22,000.00
Deposits	-
Disbursements	-
Interest	-
Adjustments	-
Book Balance, End of Month	<u>22,000.00</u>



BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools  
Bank Reconciliation  
Ocean City Home Bank  
Account #980406722  
Capital Reserve Account

AUGUST 2014

Balance Per Bank Statement	1,210,364.56
Deposits in Transit	-
Total O/S Checks	-
Adjustments	-
Reconciled Bank Balance	<u>1,210,364.56</u>
Book Balance, Beginning of Month	1,210,210.38
Deposits	-
Disbursements	-
Interest	154.18
Adjustments	-
Book Balance, End of Month	<u>1,210,364.56</u>

BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools  
Bank Reconciliation  
Ocean City Home Bank  
Account #980973788  
Capital Projects Account

AUGUST 2014

Balance Per Bank Statement	929,714.74
Deposits in Transit	-
Total O/S Checks	-
Adjustments	-
Reconciled Bank Balance	<u>929,714.74</u>

Book Balance, Beginning of Month	929,714.74
Deposits	-
Disbursements	(118.44)
Interest	118.44
Adjustments	-
Book Balance, End of Month	<u>929,714.74</u>

BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools

Bank Reconciliation

NJ ARM

Account #213-00

AUGUST 2014

Balance Per Bank Statement	478,594.60
Deposits in Transit	-
Total O/S Checks	-
Adjustments	-
Reconciled Bank Balance	<u>478,594.60</u>

Book Balance, Beginning of Month	478,588.39
Deposits	-
Disbursements	-
Interest	6.21
Adjustments	-
Book Balance, End of Month	<u>478,594.60</u>

BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools  
Bank Reconciliation  
Ocean City Home Bank  
Account #980406698  
Food Service Account

AUGUST 2014

Balance Per Bank Statement	148,905.73
Deposits in Transit	-
Total O/S Checks	(305.60)
Adjustments:	-
Reconciled Bank Balance	<u>148,600.13</u>
Book Balance, Beginning of Month	157,208.51
Deposits	3,059.24
Disbursements	(11,687.19)
Interest	19.57
Adjustments	-
Book Balance, End of Month	<u>148,600.13</u>

BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools  
Bank Reconciliation  
Ocean City Home Bank  
Account #980406714  
Kids Corner Account

AUGUST 2014

Balance Per Bank Statement	108,861.51
Deposits in Transit	14,820.00
Total O/S Checks	(2,850.00)
Adjustments	-
Reconciled Bank Balance	<u>120,831.51</u>
Book Balance, Beginning of Month	114,683.47
Deposits	14,845.00
Disbursements	(8,711.22)
Interest	14.26
Adjustments	-
Book Balance, End of Month	<u>120,831.51</u>

BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools  
Bank Reconciliation  
Ocean City Home Bank  
Account #980406748  
Community Education Account

AUGUST 2014

Balance Per Bank Statement	7,565.15
Deposits in Transit	-
Total O/S Checks	(555.00)
Adjustments	-
Reconciled Bank Balance	<u>7,010.15</u>
Book Balance, Beginning of Month	24,571.76
Deposits	796.10
Disbursements	(18,359.75)
Interest	2.04
Adjustments	-
Book Balance, End of Month	<u>7,010.15</u>

BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools  
Bank Reconciliation  
Ocean City Home Bank  
Account #980410773  
Camp Blue Star Account

AUGUST 2014

Balance Per Bank Statement	228,555.73
Deposits in Transit	-
Total O/S Checks	-
Adjustments	-
Reconciled Bank Balance	<u>228,555.73</u>

Book Balance, Beginning of Month	262,704.15
Deposits	9,568.46
Disbursements	(43,748.00)
Interest	31.12
Adjustments	-
Book Balance, End of Month	<u>228,555.73</u>

BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools  
Bank Reconciliation  
Ocean City Home Bank  
Account #980406631  
Net Payroll Account

AUGUST 2014

Balance Per Bank Statement	17,942.21
Deposits in Transit	-
Total O/S Checks	(17,942.21)
Adjustments:	-
Reconciled Bank Balance	<u>-</u>
Book Balance, Beginning of Month	-
Deposits	319,987.22
Disbursements	(319,990.76)
Interest	3.54
Adjustments	-
Book Balance, End of Month	<u>(0.00)</u>



BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools  
Bank Reconciliation  
Ocean City Home Bank  
Account #980406656  
Payroll Agency Account

AUGUST 2014

Balance Per Bank Statement	701.55
Deposits in Transit	-
Total O/S Checks	(62.97)
Adjustments	-
Reconciled Bank Balance	<u>638.58</u>
Book Balance, Beginning of Month	617.34
Deposits	194,629.12
Disbursements	(194,609.35)
Interest	1.47
Adjustments	-
Book Balance, End of Month	<u>638.58</u>

BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools  
Bank Reconciliation  
Ocean City Home Bank  
Account #980406706  
Unemployment Account

AUGUST 2014

Balance Per Bank Statement	308,926.72
Deposits in Transit	-
Total O/S Checks	-
Adjustments	-
Reconciled Bank Balance	<u>308,926.72</u>

Book Balance, Beginning of Month	307,932.93
Deposits	954.52
Disbursements	-
Interest	39.27
Adjustments	-
Book Balance, End of Month	<u>308,926.72</u>

Starting date 7/1/2014 Ending date 8/31/2014 Fund: 10 GENERAL FUND

Assets and Resources

Assets:

101	Cash in bank		\$2,383,501.46
102 - 106	Cash Equivalents		\$500.00
111	Investments		\$0.00
116	Capital Reserve Account		\$1,210,056.22
117	Maintenance Reserve Account		\$800,000.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$14,591,781.00

*\$4,394,057.68*

*}*

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$22,875,547.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$12,502.34	
153, 154	Other (net of estimated uncollectable of \$_____)	\$5.60	\$22,888,054.94

Loans Receivable:

131	Interfund	\$138,009.43	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$138,009.43

Other Current Assets

\$0.00

Resources:

301	Estimated revenues	\$39,525,696.00	
302	Less revenues	(\$39,384,360.96)	\$141,335.04

**Total assets and resources**

**\$42,153,238.09**

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state	\$0.00
421	Accounts payable	\$2,186.44
431	Contracts payable	\$0.00
451	Loans payable	\$0.00
481	Deferred revenues	\$0.00
	Other current liabilities	\$0.00

**Total liabilities**

**\$2,186.44**

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Report of the Secretary to the Board of Education  
HAMILTON TOWNSHIP BOARD OF ED

Starting date 7/1/2014 Ending date 8/31/2014 Fund: 10 GENERAL FUND

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$8,089,287.13
761	Capital reserve account - July	\$1,210,056.22	
604	Add: Increase in capital reserve	\$2,000.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	(\$1,150,000.00)	\$62,056.22
764	Maintenance reserve account - July	\$800,000.00	
606	Add: Increase in maintenance reserve	\$750.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$800,750.00
768	Waiver offset reserve - July 1, 2_____	\$0.00	
609	Add: Increase in waiver offset reserve	\$0.00	
314	Less: Bud. w/d from waiver offset reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$42,353,239.10	
602	Less: Expenditures	(\$2,793,111.62)	
	Less: Encumbrances	(\$8,089,287.13)	(\$10,882,398.75)
	Total appropriated		\$31,470,840.35
			\$40,422,933.70

Unappropriated:

770	Fund balance, July 1		\$3,372,867.95
303	Budgeted fund balance		(\$1,644,750.00)
	Total fund balance		\$42,151,051.65
	Total liabilities and fund equity		<u>\$42,153,238.09</u>

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$42,353,239.10	\$10,882,398.75	\$31,470,840.35
Revenues	(\$39,525,696.00)	(\$39,384,360.96)	(\$141,335.04)
Subtotal	<u>\$2,827,543.10</u>	<u>(\$28,501,962.21)</u>	<u>\$31,329,505.31</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$2,000.00	\$0.00	\$2,000.00
Less - Withdrawal from reserve	(\$1,150,000.00)	(\$1,150,000.00)	\$0.00
Subtotal	<u>\$1,679,543.10</u>	<u>(\$29,651,962.21)</u>	<u>\$31,331,505.31</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,679,543.10</u>	<u>(\$29,651,962.21)</u>	<u>\$31,331,505.31</u>
Less: Adjustment for prior year	(\$34,793.10)	(\$34,793.10)	\$0.00
Budgeted fund balance	<u>\$1,644,750.00</u>	<u>(\$29,686,755.31)</u>	<u>\$31,331,505.31</u>

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

Board Secretary

Date

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Starting date 7/1/2014 Ending date 8/31/2014 Fund: 10 GENERAL FUND

Revenues:	Bud Estimated	Actual	Over/Under	Unrealized
00150 R101210 Local Tax Levy	16,621,103	16,621,103		0
00200 R101300 Tuition	20,000	0	Under	20,000
00250 R101__ Interest on Maintenance Reserve	750	0	Under	750
00251 R101__ Interest Earned on Capital Reserve Funds	2,000	308	Under	1,692
00253 R101__ Unrestricted Miscellaneous Revenues	15,215	7,811	Under	7,404
00354 R103131 Extraordinary Aid	50,500	0	Under	50,500
00360 R103__ Other State Aids	59,290	59,290		0
00363 R103132 Categorical Special Education Aid	1,746,258	1,746,258		0
00366 R103176 Equalization Aid	19,321,187	19,321,187		0
00367 R103177 Categorical Security Aid	764,626	764,626		0
00368 R103178 Adjustment Aid	135,379	135,379		0
00369 R103121 Categorical Transportation Aid	728,399	728,399		0
00390 R104200 Medicaid Reimbursement	60,989	0	Under	60,989
<b>Total</b>	<b>39,525,696</b>	<b>39,384,361</b>		<b>141,335</b>

Expenditures:	Appropriations	Expenditures	Encumbrances	Available
00770 X111__100__ Regular Programs - Instruction	11,938,367	103,199	516,945	11,318,223
00780 X112__100__ Special Education - Instruction	4,196,788	86,991	58,716	4,051,082
00790 X11230100__ Basic Skills/Remedial - Instruction	1,149,541	0	0	1,149,541
00800 X11240100__ Bilingual Education - Instruction	446,723	0	0	446,723
00820 X11401100__ School-Spon. Co/Extra-curricular Activit	107,936	0	8,957	98,979
00830 X11402100__ School Sponsored Athletics - Instruction	67,352	0	7,783	59,569
00860 X11000100__ Tuition	664,090	5,271	492,404	166,415
00870 X11000211__ Attendance and Social Work Services	136,397	10,929	60,108	65,360
00880 X1__000213__ Health Services	361,235	11,246	21,395	328,594
00881 X1100021[6-7]__ Other Supp Serv-Stds-Related & Extraordi	1,555,177	15,599	14,018	1,525,559
00890 X11000218__ Other Support Services-Students-Regular	452,270	3,746	1,458	447,066
00900 X11000219__ Other Support Services-Students_Special	1,004,520	51,750	222,530	730,239
00910 X11000221__ Improvement of Instructional Services	356,759	42,229	187,926	126,604
00920 X11000222__ Educational Media Services-School Librar	441,458	19,244	97,760	324,454
00921 X11000223__ Instructional Staff Training Services	86,100	13,540	8,101	64,459
00930 X11000230__ Support Services-General Administration	744,707	211,974	470,476	62,257
00940 X11000240__ Support Services-School Administration	1,390,012	209,241	1,154,067	26,703
00942 X1100025__ Central Services & Admin. Information Te	671,179	105,509	508,287	57,384
00950 X1100026__ Operation and Maintenance of Plant Servi	3,706,430	507,312	2,604,969	594,150
00960 X11000270__ Student Transportation Services	3,003,044	5,666	210,115	2,787,263
00971 X11____2__ Personal Services-Employee Benefits	8,568,467	1,385,803	1,085,937	6,096,727
01020 X12____73__ Equipment	35,628	2,742	0	32,885
01030 X120004__ Facilities Acquisition and Construction	460,602	0	350,000	110,602
01035 X12000400931 Capital Reserve - Transfer to Capital Pr	800,000	0	0	800,000
01235 X1000010056__ Transfer of Funds to Charter Schools	8,458	1,121	7,337	0
<b>Total</b>	<b>42,353,239</b>	<b>2,793,112</b>	<b>8,089,287</b>	<b>31,470,840</b>

126

Starting date 7/1/2014 Ending date 8/31/2014 Fund: 20 SPECIAL REVENUE FUNDS

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	\$267,768.00	
142	Intergovernmental - Federal	\$205,505.66	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$ _____)	\$0.00	\$473,273.66

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	\$1,842,151.34	
302	Less revenues	(\$282,054.00)	\$1,560,097.34

Total assets and resources

\$2,033,371.00

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$8,406.00
421	Accounts payable		\$40,557.03
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$138,009.43
	<b>Total liabilities</b>		<b>\$186,972.46</b>

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Starting date 7/1/2014 Ending date 8/31/2014 Fund: 20 SPECIAL REVENUE FUNDS

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$167,817.09
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
768	Waiver offset reserve - July 1, 2_____		\$0.00	
609	Add: Increase in waiver offset reserve		\$0.00	
314	Less: Bud. w/d from waiver offset reserve		\$0.00	\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations		\$1,859,653.29	
602	Less: Expenditures	(\$13,254.75)		
	Less: Encumbrances	(\$167,817.09)	(\$181,071.84)	\$1,678,581.45
	Total appropriated			\$1,846,398.54

Unappropriated:

770	Fund balance, July 1			\$0.00
303	Budgeted fund balance			\$0.00
	Total fund balance			\$1,846,398.54
	Total liabilities and fund equity			<u>\$2,033,371.00</u>

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$1,859,653.29	\$181,071.84	\$1,678,581.45
Revenues	(\$1,842,151.34)	(\$282,054.00)	(\$1,560,097.34)
Subtotal	<u>\$17,501.95</u>	<u>(\$100,982.16)</u>	<u>\$118,484.11</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>\$17,501.95</u>	<u>(\$100,982.16)</u>	<u>\$118,484.11</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$17,501.95</u>	<u>(\$100,982.16)</u>	<u>\$118,484.11</u>
Less: Adjustment for prior year	(\$17,501.95)	(\$17,501.95)	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$118,484.11)</u>	<u>\$118,484.11</u>

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

Board Secretary

Date

128

Starting date 7/1/2014 Ending date 8/31/2014 Fund: 20 SPECIAL REVENUE FUNDS

Revenues:	Bud Estimated	Actual	Over/Under	Unrealized
00427 R203218 Preschool Education Aid	267,768	267,768		0
00430 R2032__ Other Restricted Entitlements	141,030	14,286	Under	126,744
00440 R20441[1-6] Title I	399,130	0	Under	399,130
00460 R20442_ I.D.E.A Part B (Handicapped)	796,433	0	Under	796,433
00500 R204__ Other	136,479	0	Under	136,479
00511 R205200 Transfers from Gen Fund-Preschsool	101,311	0	Under	101,311
Total	1,842,151	282,054		1,560,097

Expenditures:	Appropriations	Expenditures	Encumbrances	Available
01251 X20218100__ Instruction	352,984	1,864	6,081	345,040
01252 X20218200__ Support Services	16,095	0	0	16,095
01265 X20_____ Nonpublic Textbooks	9,294	0	9,294	0
01270 X20_____ Nonpublic Auxiliary Services	80,125	0	72,560	7,565
01280 X20_____ Nonpublic Handicapped Services	31,822	0	31,820	2
01290 X20_____ Nonpublic Nursing Services	14,797	0	0	14,797
01295 X20_____ Nonpublic Technology Initiative	4,992	0	0	4,992
01320 X20_____ Other Special Projects - State	456	0	456	0
01340 X20_____ Title I	399,130	0	19,304	379,826
01360 X20_____ I.D.E.A. Part B (Handicapped)	796,433	0	0	796,433
01400 X20_____ Other Special Projects - Federal	153,525	11,391	28,302	113,832
Total	1,859,653	13,255	167,817	1,678,581

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Starting date 7/1/2014 Ending date 8/31/2014 Fund: 30 CAPITAL PROJECTS FUNDS

Assets and Resources

Assets:

101	Cash in bank		\$206,686.30
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	\$787,273.45	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$787,273.45

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

\$993,959.75

Liabilities and Fund Equity

Liabilities:

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

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Starting date 7/1/2014 Ending date 8/31/2014 Fund: 30 CAPITAL PROJECTS FUNDS

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$51,000.00
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
768	Waiver offset reserve - July 1, 2_____		\$0.00	
609	Add: Increase in waiver offset reserve		\$0.00	
314	Less: Bud. w/d from waiver offset reserve		\$0.00	\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations		\$980,121.74	
602	Less: Expenditures	\$0.00		
	Less: Encumbrances	(\$51,000.00)	(\$51,000.00)	\$929,121.74
	Total appropriated			\$980,121.74

Unappropriated:

770	Fund balance, July 1			\$942,959.75
303	Budgeted fund balance			(\$929,121.74)
	Total fund balance			\$993,959.75
	Total liabilities and fund equity			<u>\$993,959.75</u>

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$980,121.74	\$51,000.00	\$929,121.74
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$980,121.74</u>	<u>\$51,000.00</u>	<u>\$929,121.74</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>\$980,121.74</u>	<u>\$51,000.00</u>	<u>\$929,121.74</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$980,121.74</u>	<u>\$51,000.00</u>	<u>\$929,121.74</u>
Less: Adjustment for prior year	(\$51,000.00)	(\$51,000.00)	\$0.00
Budgeted fund balance	<u>\$929,121.74</u>	<u>\$0.00</u>	<u>\$929,121.74</u>

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

Board Secretary

Date

131

Starting date 7/1/2014 Ending date 8/31/2014 Fund: 30 CAPITAL PROJECTS FUNDS

Expenditures:

	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available</u>
No State Line Number Assigned	980,122	0	51,000	929,122
Total	980,122	0	51,000	929,122

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Account Totals Detail

HAMILTON TOWNSHIP BOARD OF ED

Start date 7/1/2014

End date 8/31/2014

Starting account 30-####-###

Ending account 30-####-###

Account code		Org budget	Transfers	Adj budget	Actual	Receipts	Receivable	Unrealized
<b>FUND 30 CAPITAL PROJECTS FUNDS</b>								
30-1210-...	AD VALOREM TAXES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-1990-...	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-3255-...	ADDITIONAL STATE AID	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-5100-...	SALE OF BONDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-5110-...	BOND PRINCIPAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-5200-...	TRANSFERS FROM OPERATING BUD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>FUND Total</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total of all Groups</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Totals Detail

HAMILTON TOWNSHIP BOARD OF ED

Start date 7/1/2014

End date 8/31/2014

09/26/14 08:42

Starting account 30-###-###-###-##-###

Ending account 30-###-###-###-##-###

Account code		Org budget	Transfers	Adj budget	Orders	Expenditure	Encumber	Funds avail.
<b>FUND 30 CAPITAL PROJECTS FUNDS</b>								
30-000-401-450-...-...	CONSTRUCTION SERVICES	0.00	50,000.00	50,000.00	50,000.00	0.00	50,000.00	0.00
30-000-402-450-...-...	CONSTRUCTION SERVICES	0.00	1,000.00	1,000.00	1,000.00	0.00	1,000.00	0.00
30-000-402-930-...-...	FUND TRANSFERS	0.00	929,121.74	929,121.74	0.00	0.00	0.00	929,121.74
	<b>FUND Total</b>	0.00	980,121.74	980,121.74	51,000.00	0.00	51,000.00	929,121.74
	<b>Total of all Groups</b>	0.00	980,121.74	980,121.74	51,000.00	0.00	51,000.00	929,121.74

134

Starting date 7/1/2014 Ending date 8/31/2014 Fund: 40 DEBT SERVICE FUNDS

Assets and Resources

Assets:

101	Cash in bank		\$853,859.59
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		\$1,108,501.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$897,014.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$897,014.00

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	\$4,549,299.00	
302	Less revenues	(\$4,329,683.00)	\$219,616.00

**Total assets and resources**

**\$3,078,990.59**

Liabilities and Fund Equity

Liabilities:

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

135

Starting date 7/1/2014 Ending date 8/31/2014 Fund: 40 DEBT SERVICE FUNDS

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$3,078,831.25
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
768	Waiver offset reserve - July 1, 2_____		\$0.00	
609	Add: Increase in waiver offset reserve		\$0.00	
314	Less: Bud. w/d from waiver offset reserve		\$0.00	\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations		\$4,549,299.00	
602	Less: Expenditures	(\$1,470,467.50)		
	Less: Encumbrances	(\$3,078,831.25)	(\$4,549,298.75)	\$0.25
	Total appropriated			\$3,078,831.50

Unappropriated:

770	Fund balance, July 1			\$159.09
303	Budgeted fund balance			\$0.00
	Total fund balance			\$3,078,990.59
	Total liabilities and fund equity			\$3,078,990.59

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$4,549,299.00	\$4,549,298.75	\$0.25
Revenues	(\$4,549,299.00)	(\$4,329,683.00)	(\$219,616.00)
Subtotal	<u>\$0.00</u>	<u>\$219,615.75</u>	<u>(\$219,615.75)</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>\$219,615.75</u>	<u>(\$219,615.75)</u>
Change in waiver offset 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>\$219,615.75</u>	<u>(\$219,615.75)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$219,615.75</u>	<u>(\$219,615.75)</u>

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

Board Secretary

Date

136

Starting date 7/1/2014 Ending date 8/31/2014 Fund: 40 DEBT SERVICE FUNDS

Revenues:

	Bud Estimated	Actual	Over/Under	Unrealized
00540 R405200 Transfers from Other Funds	219,616	0	Under	219,616
00550 R401210 Local Tax Levy	3,004,249	3,004,249		0
00580 R403160 Debt Service Aid Type II	1,325,434	1,325,434		0
<b>Total</b>	<b>4,549,299</b>	<b>4,329,683</b>		<b>219,616</b>

Expenditures:

	Appropriations	Expenditures	Encumbrances	Available
01430 X40701510___ Debt Service-Regular	4,549,299	1,470,468	3,078,831	0
<b>Total</b>	<b>4,549,299</b>	<b>1,470,468</b>	<b>3,078,831</b>	<b>0</b>



Starting date 7/1/2014 Ending date 8/31/2014 Fund: 50 ENTERPRISE FUND

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

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

Report of the Secretary to the Board of Education  
HAMILTON TOWNSHIP BOARD OF ED

Starting date 7/1/2014 Ending date 8/31/2014 Fund: 50 ENTERPRISE FUND

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
768	Waiver offset reserve - July 1, 2_____		\$0.00	
609	Add: Increase in waiver offset reserve		\$0.00	
314	Less: Bud. w/d from waiver offset 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	\$0.00
	Total appropriated			\$0.00

Unappropriated:

770	Fund balance, July 1			\$0.00
303	Budgeted fund balance			\$0.00
	Total fund balance			\$0.00
	Total liabilities and fund equity			\$0.00

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 waiver offset 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

139

Starting date 7/1/2014 Ending date 8/31/2014 Fund: 50 ENTERPRISE FUND

140

Starting date 7/1/2014 Ending date 8/31/2014 Fund: 60 ENTERPRISE PROGRAMS

Assets and Resources

Assets:

101	Cash in bank		\$504,997.52
102 - 106	Cash Equivalents		\$300.00
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 \$160,115.42

Resources:

301	Estimated revenues	\$162,117.52	
302	Less revenues	(\$49,628.32)	\$112,489.20
Total assets and resources			<u>\$777,902.14</u>

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		\$61,227.11
Total liabilities			\$61,227.11

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Report of the Secretary to the Board of Education  
HAMILTON TOWNSHIP BOARD OF ED

Starting date 7/1/2014 Ending date 8/31/2014 Fund: 60 ENTERPRISE PROGRAMS

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
768	Waiver offset reserve - July 1, 2_____		\$0.00	
609	Add: Increase in waiver offset reserve		\$0.00	
314	Less: Bud. w/d from waiver offset reserve		\$0.00	\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations		\$162,117.52	
602	Less: Expenditures	(\$162,117.52)		
	Less: Encumbrances	\$0.00	(\$162,117.52)	\$0.00
	Total appropriated			\$0.00

Unappropriated:

770	Fund balance, July 1			\$716,675.03
303	Budgeted fund balance			\$0.00
	Total fund balance			\$716,675.03
	Total liabilities and fund equity			<u>\$777,902.14</u>

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$162,117.52	\$162,117.52	\$0.00
Revenues	(\$162,117.52)	(\$49,628.32)	(\$112,489.20)
Subtotal	<u>\$0.00</u>	<u>\$112,489.20</u>	<u>(\$112,489.20)</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>\$112,489.20</u>	<u>(\$112,489.20)</u>
Change in waiver offset 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>\$112,489.20</u>	<u>(\$112,489.20)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$112,489.20</u>	<u>(\$112,489.20)</u>

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

Board Secretary

Date

142

Starting date 7/1/2014 Ending date 8/31/2014 Fund: 60 ENTERPRISE PROGRAMS

Revenues:		Bud Estimated	Actual	Over/Under	Unrealized
No State Line Number Assigned		162,118	49,628	Under	112,489
Total		162,118	49,628		112,489

Expenditures:		Appropriations	Expenditures	Encumbrances	Available
No State Line Number Assigned		162,118	162,118	0	0
Total		162,118	162,118	0	0

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Account Totals Detail

HAMILTON TOWNSHIP BOARD OF ED

Start date 7/1/2014

End date 8/31/2014

09/26/14 08:42

Starting account 60-####-###

Ending account 60-####-###

Account code		Org budget	Transfers	Adj budget	Actual	Receipts	Receivable	Unrealized
<b>FUND 60 ENTERPRISE PROGRAMS</b>								
60-1510-...	INTEREST ON INVESTMENTS	0.00	0.00	0.00	139.75	139.75	0.00	(139.75)
60-1610-...	DAILY SALES REIMBURSEMENT	0.00	0.00	0.00	585.40	585.40	0.00	(585.40)
60-1630-...	SPECIAL FUNCTIONS	0.00	0.00	0.00	850.00	850.00	0.00	(850.00)
60-1800-...	REVENUE - COMMUNITY SERVICES	0.00	0.00	0.00	32,430.33	32,430.33	0.00	(32,430.33)
60-1990-...	MISCELLANEOUS	0.00	162,117.52	162,117.52	15,622.84	15,622.84	0.00	146,494.68
	<b>FUND Total</b>	0.00	162,117.52	162,117.52	49,628.32	49,628.32	0.00	112,489.20
	<b>Total of all Groups</b>	0.00	162,117.52	162,117.52	49,628.32	49,628.32	0.00	112,489.20

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Account Totals Detail

HAMILTON TOWNSHIP BOARD OF ED

Start date 7/1/2014

End date 8/31/2014

09/26/14 08:43

Starting account 60-###-###-###-##-###

Ending account 60-###-###-###-##-###

Account code		Org budget	Transfers	Adj budget	Orders	Expenditure	Encumber	Funds avail.
<b>FUND 60 ENTERPRISE PROGRAMS</b>								
60-910-310-100-...-...	PERSONAL SERVICES - SALARIES	0.00	16,576.89	16,576.89	16,576.89	16,576.89	0.00	0.00
60-910-310-610-...-...	GENERAL SUPPLIES	0.00	2,862.99	2,862.99	2,862.99	2,862.99	0.00	0.00
60-910-310-890-...-...	MISCELLANEOUS EXPENDITURES	0.00	30.15	30.15	30.15	30.15	0.00	0.00
60-990-320-100-...-...	PERSONAL SERVICES - SALARIES	0.00	11,722.44	11,722.44	11,722.44	11,722.44	0.00	0.00
60-990-320-610-...-...	GENERAL SUPPLIES	0.00	2,850.00	2,850.00	2,850.00	2,850.00	0.00	0.00
60-991-320-100-...-...	PERSONAL SERVICES - SALARIES	0.00	112,314.64	112,314.64	112,314.64	112,314.64	0.00	0.00
60-991-320-610-...-...	GENERAL SUPPLIES	0.00	7,825.96	7,825.96	7,825.96	7,825.96	0.00	0.00
60-991-320-890-...-...	MISCELLANEOUS EXPENDITURES	0.00	7,934.45	7,934.45	7,934.45	7,934.45	0.00	0.00
	<b>FUND Total</b>	0.00	162,117.52	162,117.52	162,117.52	162,117.52	0.00	0.00
	<b>Total of all Groups</b>	0.00	162,117.52	162,117.52	162,117.52	162,117.52	0.00	0.00

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Starting date 7/1/2014 Ending date 8/31/2014 Fund: 80 SCHOLARSHIP FUND

Assets and Resources

Assets:

101	Cash in bank		\$22,000.00
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**

**\$22,000.00**

Liabilities and Fund Equity

Liabilities:

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

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Starting date 7/1/2014 Ending date 8/31/2014 Fund: 80 SCHOLARSHIP FUND

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
768	Waiver offset reserve - July 1, 2_____		\$0.00	
609	Add: Increase in waiver offset reserve		\$0.00	
314	Less: Bud. w/d from waiver offset 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	\$0.00
	Total appropriated			\$0.00

Unappropriated:

770	Fund balance, July 1			\$22,000.00
303	Budgeted fund balance			\$0.00
	Total fund balance			\$22,000.00
	Total liabilities and fund equity			\$22,000.00

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 waiver offset 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

147

Starting date 7/1/2014 Ending date 8/31/2014 Fund: 80 SCHOLARSHIP FUND

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Monthly Transfer Report  
Detail of Transfers  
For the Year 2014-15

District: <u>Hamilton Township Board of Education</u>			LEA Code: <u>1940</u>							
Month/Year: <u>As of August 31, 2014</u>										
Line	Budget Category	Account	(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			2014-15 Original Budget	Revenues Allowed (N.J.A.C. 6A:23A-13.3(d))	2014-15 Original Budget For Use In 10% Calc.	Maximum Transfer Amount	2014-15 YTD Net Transfers to/(from) as of:	% Change of Transfers YTD	2014-15 Remaining Allowable Balance From	2014-15 Remaining Allowable Balance To
			+ Data Entry	+ Data Entry	(col 1 + col 2)	(col 3 * .1)	+ or - Data Entry	(col 5 / col 3)	(col 4 + col 5)	(col 4 - col 5)
3200	Instruction									
	Regular Programs	11-1XX-100-XXX	11,929,400		11,929,400	1,192,940	4,339	0.04%	1,197,279	
10300, 11160, 12160, 40580, 41080	Special Education, Basic Skills/Remedial and Bilingual Instruction, and Speech/OT/PT and Extraordinary Services	11-2XX-100-XXX 11-000-216,217	7,347,244		7,347,244	734,724	-	0.00%	734,724	
13160, 15180	Vocational Programs - Local	11-3XX-100-XXX	-		-	-	-	0.00%	-	
17100, 17600, 19620, 20620, 21620, 22620, 23620, 25100	School-Sponsored Co/Extra-Curricular Activities, School Sponsored Athletics, and Other Instructional Programs	11-4XX-X00-XXX	172,970		172,970	17,297	-	0.00%	17,297	
27100	Community Services Programs/Operations	11-800-330-XXX	-		-	-	-	0.00%	-	
	Undistributed Expenditures		-		-	-	-	0.00%	-	
29180	Tuition	11-000-100-XXX	664,090		664,090	66,409	-	0.00%	66,409	
29680, 30620, 41660, 42200, 43820	Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/School Library	11-000-211,213,218,219,222	2,393,471		2,393,471	239,347	-	0.00%	239,347	
43200, 44180	Improvement of Instruction Services and Instructional Staff Training Services	11-000-221,223	444,638		444,638	44,464	(1,779)	-0.40%	42,885	
45300	General Administration	11-000-230-XXX	734,447		734,447	73,445	-	0.00%	73,445	73,445
46160	School Administration	11-000-240-XXX	1,394,972		1,394,972	139,497	(4,960)	-0.36%	134,537	144,457
47200, 47620	Central Services & Administrative Information Technology	11-000-25X-XXX	671,179		671,179	67,118	-	0.00%	67,118	67,118
51120	Operation and Maintenance of Plant Services	11-000-26X-XXX	3,694,687		3,694,687	369,469	-	0.00%	369,469	
52480	Student Transportation Services	11-000-270-XXX	3,002,552		3,002,552	300,255	-	0.00%	300,255	
71260	Personal Services - Employee Benefits	11-XXX-XXX-2XX	8,568,467		8,568,467	856,847	-	0.00%	856,847	
72020	Food Services	11-000-310-XXX	-		-	-	-	0.00%	-	
72120	Transfer Property Sale Proceeds to Debt Service Reserve	11-000-520-934	-		-	-	-	0.00%	-	
72122	Transfer from General Fund Surplus to Debt Service Fund to Repay CDL	11-000-520-936	-		-	-	-	0.00%	-	
72160	Deposit to Sale/Lease-Back Reserve	10-605	-		-	-	-	0.00%	-	
72180	Interest Earned on Maintenance Reserve	10-606	750		750	75	-	0.00%	75	
72200	Deposit to Maintenance Reserve	10-606	-		-	-	-	0.00%	-	
72220	Deposit to Current Expense Emergency Reserve	10-607	-		-	-	-	0.00%	-	
72240	Interest Earned on Current Expense Emergency Reserve	10-607	-		-	-	-	0.00%	-	
72260	TOTAL GENERAL CURRENT EXPENSE		41,018,867		41,018,867	4,101,887	(2,400)	0.00%		
	Capital Outlay									
75880	Equipment	12-XXX-XXX-73X	30,519		30,519	3,052	2,400	7.86%	5,452	
76260	Facilities Acquisition and Construction Services	12-000-4XX-XXX	110,602		110,602	11,060	-	0.00%	-	
76320	Capital Reserve-Transfer to Capital Projects Fund	12-000-4XX-931	800,000		800,000	80,000	-	0.00%	80,000	
76340	Capital Reserve-Transfer to Repayment of Debt	12-000-4XX-933	-		-	-	-	0.00%	-	
76360	Deposit to Capital Reserve	10-604	-		-	-	-	0.00%	-	
76380	Interest Earned on Capital Reserve	10-604	2,000		2,000	200	-	0.00%	200	
76400	TOTAL CAPITAL EXPENDITURES		943,121		943,121	94,312	2,400			
83080	TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX	-		-	-	-	0.00%	-	
84000	Transfer of Funds to Charter Schools	10-000-100-56X	8,458		8,458	846	-	0.00%	846	
84020	General Fund Contribution to School Based Budgets	10-000-520-930	-		-	-	-	0.00%	-	
84060	OPERATING BUDGET GRAND TOTAL		41,870,446		41,870,446	4,197,046				

Dennis Dumas  
School Business Administrator Signature

9/25/14  
Date

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**Monthly Transfer Report  
Request for Approval of Transfers  
For the Year 2014-15**

DATE RECEIVED:  
DATE DUE:

District:	<input type="text" value="Hamilton Township Board of Education"/>	LEA Code:	<input type="text" value="1940"/>
Month/Year:	<input type="text" value="As of August 31, 2014"/>		

The above district requests approval for the following transfers:

----- To Be Completed By District ----- To be completed  
By Executive  
County  
Superintendent

Line	Budget Category	Account	Proposed Net Transfer to/(from)	Reason for Transfer	Approval
3200	Regular Programs	11-1XX-100-XXX			
10300, 11160, 12160, 40580, 41080	Special Education, Basic Skills/Remedial and Bilingual Instruction, and Speech/OT/PT and Extraordinary Services	11-2XX-100-XXX 11-000-216,217			
13160, 15180	Vocational Programs - Local	11-3XX-100-XXX			
17100, 17600, 19620, 20620, 21620, 22620, 23620, 25100	School-Sponsored Co/Extra-Curricular Activities, School Sponsored Athletics, and Other Instructional Programs	11-4XX-X00-XXX			
27100	Community Services Programs/Operations	11-800-330-XXX			
29180	Tuition	11-000-100-XXX			
29680, 30620, 41660, 42200, 43620	Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/School Library	11-000- 211,213,218,219,222			
43200, 44180	Improvement of Instruction Services and Instructional Staff Training Services	11-000-221,223			
45300	General Administration	11-000-230-XXX			
46160	School Administration	11-000-240-XXX			
47200, 47620	Central Services & Administrative Information Technology	11-000-25X-XXX			
51120	Operation and Maintenance of Plant Services	11-000-26X-XXX			
52480	Student Transportation Services	11-000-270-XXX			
71260	Personal Services - Employee Benefits	11-XXX-XXX-2XX			

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**Monthly Transfer Report  
Request for Approval of Transfers  
For the Year 2014-15**

DATE RECEIVED:  
DATE DUE:

Line	Budget Category	Account	Proposed Net Transfer to/(from)	Reason for Transfer	Approval
72020	Food Services	11-000-310-XXX			
72160	Deposit to Sale/Lease-Back Reserve	10-605			
72180	Interest Earned on Maintenance Reserve	10-606			
72240	Interest Earned on Current Expense Emergency Reserve	10-607			
75880	Equipment	12-XXX-XXX-73X			
76260	Facilities Acquisition and Construction Services	12-000-4XX-XXX			
76320	Capital Reserve-Transfer to Capital Projects Fund	12-000-4XX-931			
76340	Capital Reserve-Transfer to Repayment of Debt	12-000-4XX-933			
76380	Interest Earned on Capital Reserve	10-604			
83080	TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX			
84000	Transfer of Funds to Charter Schools	10-000-100-56X			
84020	General Fund Contribution to School Based Budgets	10-000-520-930			

*Daniel Amal*  
School Business Administrator Signature

9/25/14  
Date

\_\_\_\_\_  
Executive County Superintendent Signature

\_\_\_\_\_  
Date

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**Monthly Transfer Report  
Detail of Transfers  
For the Year 2014-15**

District: Hamilton Township Board of Education

LEA Code: 1940

Month/Year: For The Month Of August 2014

Line	Budget Category	Account	(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			2014-15 Original Budget	Revenues Allowed (N.J.A.C 6A:23A-13.3(d))	2014-15 Original Budget For Use in 10% Calc	Maximum Transfer Amount	2014-15 YTD Net Transfers to/(from) as of 8/1-8/31/2014	% Change of Transfers YTD	2014-15 Remaining Allowable Balance From	2014-15 Remaining Allowable Balance To
			+ Data Entry	+ Data Entry	(col 1 + col 2)	(col 3 * 1)	+ or - Data Entry	(col 5 / col 3)	(col 4 + col 5)	(col 4 - col 5)
	Instruction									
3200	Regular Programs	11-1XX-100-XXX	11,929,400		11,929,400	1,192,940	4,339	0.04%	1,197,279	
10300, 11160, 12160, 40580, 41080	Special Education, Basic Skills/Remedial and Bilingual Instruction, and Speech/OT/PT and Extraordinary Services	11-2XX-100-XXX 11-000-216,217	7,347,244		7,347,244	734,724	-	0.00%	734,724	
13160, 16180, 17100, 17800, 19620, 20620, 21620, 22620, 23620, 25100	Vocational Programs - Local School-Sponsored Co/Extra-Curricular Activities, School Sponsored Athletics, and Other Instructional Programs	11-3XX-100-XXX 11-4XX-X00-XXX	172,970		172,970	17,297	-	0.00%	17,297	
27100	Community Services Programs/Operations	11-800-330-XXX								
	Undistributed Expenditures									
29180	Tuition	11-000-100-XXX	664,090		664,090	66,409	-	0.00%	66,409	
29680, 30620, 41660, 42200, 43620	Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/School Library	11-000- 211,213,218,219,222	2,393,471		2,393,471	239,347	-	0.00%	239,347	
43200, 44180	Improvement of Instruction Services and Instructional Staff Training Services	11-000-221,223	444,638		444,638	44,464	(1,779)	-0.40%	42,685	
45300	General Administration	11-000-230-XXX	734,447		734,447	73,445	-	0.00%	73,445	73,445
46160	School Administration	11-000-240-XXX	1,394,972		1,394,972	139,497	(4,960)	-0.36%	134,537	144,457
47200, 47620	Central Services & Administrative Information Technology	11-000-26X-XXX	671,179		671,179	67,118	-	0.00%	67,118	67,118
51120	Operation and Maintenance of Plant Services	11-000-26X-XXX	3,694,687		3,694,687	369,469	-	0.00%	369,469	
52480	Student Transportation Services	11-000-270-XXX	3,002,552		3,002,552	300,255	-	0.00%	300,255	
71260	Personal Services - Employee Benefits	11-XXX-XXX-2XX	8,568,467		8,568,467	856,847	-	0.00%	856,847	
72020	Food Services	11-000-310-XXX								
72120	Transfer Property Sale Proceeds to Debt Service Reserve	11-000-520-934								
72122	Transfer from General Fund Surplus to Debt Service Fund to Repay CDL	11-000-520-936								
72160	Deposit to Sale/Lease-Back Reserve	10-605								
72180	Interest Earned on Maintenance Reserve	10-606	750		750	75	-	0.00%		
72200	Deposit to Maintenance Reserve	10-606								
72220	Deposit to Current Expense Emergency Reserve	10-607							75	
72240	Interest Earned on Current Expense Emergency Reserve	10-607								
72260	TOTAL GENERAL CURRENT EXPENSE		41,018,867		41,018,867	4,101,887	(2,400)	0.00%		
	Capital Outlay									
75880	Equipment	12-XXX-XXX-73X	30,519		30,519	3,052	2,400	7.86%	5,452	
76260	Facilities Acquisition and Construction Services	12-000-4XX-XXX	110,602		110,602	11,060	-	0.00%		
76320	Capital Reserve-Transfer to Capital Projects Fund	12-000-4XX-931	800,000		800,000	80,000	-	0.00%		
76340	Capital Reserve-Transfer to Repayment of Debt	12-000-4XX-933					-	0.00%	80,000	
76360	Deposit to Capital Reserve	10-604					-	0.00%		
76380	Interest Earned on Capital Reserve	10-604	2,000		2,000	200	-	0.00%		
76400	TOTAL CAPITAL EXPENDITURES		943,121		943,121	94,312	2,400		200	
83080	TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX								
84000	Transfer of Funds to Charter Schools	10-000-100-56X	8,458		8,458	846	-	0.00%		
84020	General Fund Contribution to School Based Budgets	10-000-520-930					-	0.00%	846	
84060	OPERATING BUDGET GRAND TOTAL		41,970,446		41,970,446	4,197,046				

*Daniel Smith*  
School Business Administrator Signature

9/25/14  
Date

152

**Monthly Transfer Report  
Request for Approval of Transfers  
For the Year 2014-15**

DATE RECEIVED:  
DATE DUE:

District:	Hamilton Township Board of Education	LEA Code:	1940
Month/Year:	For The Month Of August 2014		

The above district requests approval for the following transfers:

----- To Be Completed By District ----- To be completed  
By Executive  
County  
Superintendent

Line	Budget Category	Account	Proposed Net Transfer to/(from)	Reason for Transfer	Approval
3200	Regular Programs	11-1XX-100-XXX			
10300, 11160, 12160, 40580, 41080	Special Education, Basic Skills/Remedial and Bilingual Instruction, and Speech/OT/PT and Extraordinary Services	11-2XX-100-XXX 11-000-216,217			
13160, 15180	Vocational Programs - Local	11-3XX-100-XXX			
17100, 17600, 19620, 20620, 21620, 22620, 23620, 25100	School-Sponsored Co/Extra-Curricular Activities, School Sponsored Athletics, and Other Instructional Programs	11-4XX-X00-XXX			
27100	Community Services Programs/Operations	11-800-330-XXX			
29180	Tuition	11-000-100-XXX			
29680, 30620, 41660, 42200, 43620	Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/School Library	11-000- 211,213,218,219,222			
43200, 44180	Improvement of Instruction Services and Instructional Staff Training Services	11-000-221,223			
45300	General Administration	11-000-230-XXX			
46160	School Administration	11-000-240-XXX			
47200, 47620	Central Services & Administrative Information Technology	11-000-25X-XXX			
51120	Operation and Maintenance of Plant Services	11-000-26X-XXX			
52480	Student Transportation Services	11-000-270-XXX			
71260	Personal Services - Employee Benefits	11-XXX-XXX-2XX			


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**Monthly Transfer Report  
Request for Approval of Transfers  
For the Year 2014-15**

DATE RECEIVED:  
DATE DUE:

Line	Budget Category	Account	Proposed Net Transfer to/(from)	Reason for Transfer	Approval
72020	Food Services	11-000-310-XXX			
72160	Deposit to Sale/Lease-Back Reserve	10-605			
72180	Interest Earned on Maintenance Reserve	10-606			
72240	Interest Earned on Current Expense Emergency Reserve	10-607			
75880	Equipment	12-XXX-XXX-73X			
76260	Facilities Acquisition and Construction Services	12-000-4XX-XXX			
76320	Capital Reserve-Transfer to Capital Projects Fund	12-000-4XX-931			
76340	Capital Reserve-Transfer to Repayment of Debt	12-000-4XX-933			
76380	Interest Earned on Capital Reserve	10-604			
83080	TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX			
84000	Transfer of Funds to Charter Schools	10-000-100-56X			
84020	General Fund Contribution to School Based Budgets	10-000-520-930			

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

  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive County Superintendent Signature

\_\_\_\_\_  
Date

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INTEREST  
2014/2015

Finance-3

						(UNDER)/ OVER
<u>MONTH</u>	<u>ANNUAL ANTICIPATED</u>		<u>AMOUNT REALIZED</u>		<u>YTD TOTAL</u>	<u>ANTICIPATED</u>
Jul-14	-		521.39		521.39	521.39
Aug-14			561.38		1,082.77	1,082.77
Sep-14					1,082.77	1,082.77
Oct-14					1,082.77	1,082.77
Nov-14					1,082.77	1,082.77
Dec-14					1,082.77	1,082.77
Jan-15					1,082.77	1,082.77
Feb-15					1,082.77	1,082.77
Mar-15					1,082.77	1,082.77
Apr-15					1,082.77	1,082.77
May-15					1,082.77	1,082.77
Jun-15					1,082.77	1,082.77

Starting date 7/1/2014 Starting period 8/1/2014 Ending date 8/31/2014 Fund 10

	R.O. #	Actual	Prior Rec	Cur. Rec	Total Rec	Receivable	Rec%
10-1210-000 AD VALOREM TAXES, TAX LEVY 14/15	5RO004	16,621,103.00	1,014,661.00	1,014,661.00	2,029,322.00	14,591,781.00	12%
	Date received: 08/11/14	169-local tax levy		1,014,661.00	Received		
10-1510-000 INTEREST ON INVESTMENTS, RECEIPTS 14/15	5RO001	1,082.77	521.39	561.38	1,082.77	0.00	100%
	Date received: 08/30/14	187-interest-agency		1.47	Received		
	Date received: 08/30/14	185-interest-General		431.72	Received		
	Date received: 08/30/14	186-interest-payroll		3.54	Received		
	Date received: 08/30/14	188-interest-cap prj		118.44	Received		
	Date received: 08/31/14	190-interest-NJARM		6.21	Received		
10-1511-000 INTEREST ON CAPITAL RESERVE, RECEIPTS 14/15	5RO001	308.34	154.16	154.18	308.34	0.00	100%
	Date received: 08/31/14	191-interest-Cap Res		154.18	Received		
10-1910-000 RENTALS, RECEIPTS 14/15	5RO001	1,000.00	0.00	1,000.00	1,000.00	0.00	100%
	Date received: 08/12/14	174-Rental-Seahawks		1,000.00	Received		
10-1980-000 REFUND OF PRIOR YR EXPENDITURE, RECEIPTS 14/15	5RO001	5,727.85	1,789.00	3,938.85	5,727.85	0.00	100%
	Date received: 08/01/14	162-PY Ref-Pineland		3,938.85	Received		
<b>Fund totals</b>		<b>16,629,221.96</b>	<b>1,017,125.55</b>	<b>1,020,315.41</b>	<b>2,037,440.96</b>	<b>14,591,781.00</b>	<b>12%</b>

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Starting date 7/1/2014 Starting period 8/1/2014

Ending date 8/31/2014 Fund 40

	R.O. #	Actual	Prior Rec	Cur. Rec	Total Rec	Receivable	Rec%
40-1210-000 AD VALOREM TAXES, TAX LEVY 14/15	5RO004	3,004,249.00	1,400,981.00	494,767.00	1,895,748.00	1,108,501.00	63%
	Date received: 08/11/14	170-local tax levy		494,767.00	Received		
40-3160-000 DEBT SERVICE AID, DEBT SERVICE AID 14/15	5RO002	1,325,434.00	408,175.00	20,245.00	428,420.00	897,014.00	32%
	Date received: 08/01/14	161-Debt Service Aid		20,245.00	Received		
<b>Fund totals</b>		<b>4,329,683.00</b>	<b>1,809,156.00</b>	<b>515,012.00</b>	<b>2,324,168.00</b>	<b>2,005,515.00</b>	<b>54%</b>

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Starting date 7/1/2014 Starting period 8/1/2014 Ending date 8/31/2014 Fund 60

		R.O. #	Actual	Prior Rec	Cur. Rec	Total Rec	Receivable	Rec%
60-1510-910	FOOD SERVICE-INTEREST, RECEIPTS 14/15	5RO001	36.44	16.87	19.57	36.44	0.00	100%
		Date received: 08/31/14	192-FS interest		19.57 Received			
60-1510-990	KIDS CORNER-INTEREST, RECEIPTS 14/15	5RO001	29.33	15.07	14.26	29.33	0.00	100%
		Date received: 08/31/14	197-KC interest		14.26 Received			
60-1510-991	CE-INTEREST, RECEIPTS 14/15	5RO001	73.98	40.82	33.16	73.98	0.00	100%
		Date received: 08/31/14	200-Camp interest		31.12 Received			
		Date received: 08/31/14	199-CE interest		2.04 Received			
60-1610-910	FOOD SERVICE-DAILY SALES, RECEIPTS 14/15	5RO001	585.40	160.40	425.00	585.40	0.00	100%
		Date received: 08/31/14	193-FS sales		425.00 Received			
60-1630-910	FOOD SERVICE-SPECIAL FUNCTIONS, RECEIPTS 14/15	5RO001	850.00	0.00	850.00	850.00	0.00	100%
		Date received: 08/31/14	194-FS Spec Func		850.00 Received			
60-1800-991	CE-REVENUE, RECEIPTS 14/15	5RO001	32,430.33	22,065.77	10,364.56	32,430.33	0.00	100%
		Date received: 08/31/14	202-Camp tuition		9,568.46 Received			
		Date received: 08/31/14	201-CE tuition		796.10 Received			
60-1990-910	FOOD SERVICE-MISC, RECEIPTS 14/15	5RO001	777.84	12.85	764.99	777.84	0.00	100%
		Date received: 08/31/14	195-FS Misc		764.99 Received			
60-1990-990	KIDS CORNER-MISC, RECEIPTS 14/15	5RO001	14,845.00	0.00	14,845.00	14,845.00	0.00	100%
		Date received: 08/31/14	198-KC tuition		14,845.00 Received			
		Fund totals	49,628.32	22,311.78	27,316.54	49,628.32	0.00	100%
		Total for all funds listed	21,008,533.28	2,848,593.33	1,562,643.95	4,411,237.28	16,597,296.00	21%

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*Receipts*

Starting date 8/1/2014

Ending date 8/31/2014

<u>Date</u>	<u>Description</u>	<u>General Ledger account code</u>	<u>Debit</u>	<u>Credit</u>
08/01/14	adjust beginning bal-cap res	BUDGETED WTHDRL CAP RES-EX 10-309 CAPITAL RESERVE 10-761	\$350,000.00	\$350,000.00
08/08/14	164-Food Service Sal/Fica	CASH IN BANK 10-101 INTERFUND RECEIVABLE LUNCH 10-133	\$2,797.87	\$2,797.87
08/08/14	165-Kids Corner Sal/Fica	CASH IN BANK 10-101 INTERFUND RECEIV. KIDS CORNE 10-134	\$1,903.99	\$1,903.99
08/08/14	166-Comm Educ Sal/Fica	CASH IN BANK 10-101 INTERFUND RECEIV. COMM. ED. 10-135	\$634.67	\$634.67
08/08/14	167-Camp Sal/Fica	CASH IN BANK 10-101 INTERFUND RECEIV. COMM. ED. 10-135	\$21,282.28	\$21,282.28
08/08/14	168-Swim Sal/Fica	CASH IN BANK 10-101 INTERFUND RECEIV. COMM. ED. 10-135	\$5,679.40	\$5,679.40
08/20/14	175-Fica Reimbursement	CASH IN BANK 10-101 INTERGOVERNMENTAL STATE 10-141	\$3,855.19	\$3,855.19
08/22/14	176-Food Service Sal/Fica	CASH IN BANK 10-101 INTERFUND RECEIVABLE LUNCH 10-133	\$3,663.88	\$3,663.88
08/22/14	178-Kids Corner Sal/Fica	CASH IN BANK 10-101 INTERFUND RECEIV. KIDS CORNE 10-134	\$1,903.99	\$1,903.99
08/22/14	180-Comm Educ Sal/Fica	CASH IN BANK 10-101 INTERFUND RECEIV. COMM. ED. 10-135	\$5,403.57	\$5,403.57
08/22/14	181-Camp Sal/Fica	CASH IN BANK 10-101 INTERFUND RECEIV. COMM. ED. 10-135	\$21,136.41	\$21,136.41
08/22/14	182-Swim Sal/Fica	CASH IN BANK 10-101 INTERFUND RECEIV. COMM. ED. 10-135	\$4,301.11	\$4,301.11
08/26/14	184-Fica Reimbursement	CASH IN BANK 10-101 INTERGOVERNMENTAL STATE 10-141	\$3,855.19	\$3,855.19
08/31/14	196-A/R Food Service-Spec Func	CASH IN BANK 60-101 INTERFUND ACCOUNTS RECEIVA 60-132	\$1,019.25	\$1,019.25
08/31/14	correction to original budget	BUDGETED WTHDRL CAP RES-EX 10-309 BUDGETED WTHDRL CAP RES-EX 10-309 BUDGETED WTHDRL CAP RES-EX 10-309 BUDGETED FUND BALANCE 10-303 INCREASE IN CAPITAL RESERVES 10-604	\$2,000.00 \$797,250.00 \$750.00	\$797,250.00 \$2,000.00

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Starting date 8/1/2014

Ending date 8/31/2014

<u>Date</u>	<u>Description</u>	<u>General Ledger account code</u>	<u>Debit</u>	<u>Credit</u>
08/31/14	correction to original budget	INCREASE IN MAINTENANCE RES 10-606		\$750.00
08/31/14	Deficit Cash-Fund 20	SPECIAL/CASH IN BANK 20-101	\$26,991.41	
		INTERFUND LOANS PAYABLE 20-401		\$26,991.41
08/31/14	Deficit Cash-Fund 20	INTERFUND LOANS RECV 10-131	\$26,991.41	
		CASH IN BANK 10-101		\$26,991.41
<b>Net balance</b>	<b>\$0.00</b>	<b>Total of all journal entries listed</b>	<b>\$1,281,419.62</b>	<b>\$1,281,419.62</b>

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P.O.	Date	Description	Vendor name	Amount	Payments	Amount Due
5C0007	08/05/14	163-Cobra Refund 11-000-291-270-00-000	*CO* Contra / Refund HEALTH BENEFITS	(\$226.75) (\$226.75)	(\$226.75) (\$226.75)	\$0.00 \$0.00
5C0008	08/11/14	171-Workers Comp-Armitage 11-000-262-100-06-CUS	*CO* Contra / Refund PERSONAL SERVICES - SALARIES	(\$1,288.00) (\$1,288.00)	(\$1,288.00) (\$1,288.00)	\$0.00 \$0.00
5C0009	08/15/14	172-Workers Comp-Armitage 11-000-262-100-06-CUS	*CO* Contra / Refund PERSONAL SERVICES - SALARIES	(\$1,288.00) (\$1,288.00)	(\$1,288.00) (\$1,288.00)	\$0.00 \$0.00
5C0010	08/14/14	173-Cobra Refund 11-000-291-270-00-000	*CO* Contra / Refund HEALTH BENEFITS	(\$197.76) (\$197.76)	(\$197.76) (\$197.76)	\$0.00 \$0.00
5C0011	08/22/14	177-Health Benefits-FS 11-000-291-270-00-000	*CO* Contra / Refund HEALTH BENEFITS	(\$2,031.80) (\$2,031.80)	(\$2,031.80) (\$2,031.80)	\$0.00 \$0.00
5C0012	08/22/14	179-Health Benefits-KC 11-000-291-270-00-000	*CO* Contra / Refund HEALTH BENEFITS	(\$2,053.24) (\$2,053.24)	(\$2,053.24) (\$2,053.24)	\$0.00 \$0.00
5C0013	08/22/14	183-From Payroll-Health Benefit 11-000-291-270-00-000	*CO* Contra / Refund HEALTH BENEFITS	(\$12,347.24) (\$12,347.24)	(\$12,347.24) (\$12,347.24)	\$0.00 \$0.00
5C0014	08/28/14	189-Workers Comp-Armitage 11-000-262-100-06-CUS	*CO* Contra / Refund PERSONAL SERVICES - SALARIES	(\$1,288.00) (\$1,288.00)	(\$1,288.00) (\$1,288.00)	\$0.00 \$0.00
<b>Report totals</b>				<b>(\$20,720.79)</b>	<b>(\$20,720.79)</b>	<b>\$0.00</b>

*161*



**CAPITAL RESERVE INTEREST  
2014/2015**

*Finance-6*

	ANNUAL		AMOUNT			(UNDER)/ OVER
MONTH	ANTICIPATED		REALIZED		YTD TOTAL	ANTICIPATED
Jul-14	2,000.00		154.16		154.16	(1,845.84)
Aug-14			154.18		308.34	(1,691.66)
Sep-14					308.34	(1,691.66)
Oct-14					308.34	(1,691.66)
Nov-14					308.34	(1,691.66)
Dec-14					308.34	(1,691.66)
Jan-15					308.34	(1,691.66)
Feb-15					308.34	(1,691.66)
Mar-15					308.34	(1,691.66)
Apr-15					308.34	(1,691.66)
May-15					308.34	(1,691.66)
Jun-15					308.34	(1,691.66)

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Finance 7

**RENTAL INCOME  
2014/2015**

						(UNDER)/ OVER
MONTH	ANNUAL ANTICIPATED		AMOUNT REALIZED		YTD TOTAL	ANTICIPATED
Jul-14	-		-		-	-
Aug-14			1,000.00		1,000.00	1,000.00
Sep-14					1,000.00	1,000.00
Oct-14					1,000.00	1,000.00
Nov-14					1,000.00	1,000.00
Dec-14					1,000.00	1,000.00
Jan-15					1,000.00	1,000.00
Feb-15					1,000.00	1,000.00
Mar-15					1,000.00	1,000.00
Apr-15					1,000.00	1,000.00
May-15					1,000.00	1,000.00
Jun-15					1,000.00	1,000.00

\* includes accounts receivable at year end

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Account Totals Detail

HAMILTON TOWNSHIP BOARD OF ED

*Finance-9*

Start date 7/1/2014

End date 8/31/2014

Starting account 10-###-###-###-##-###

Ending account 60-###-###-###-##-###

Account code	Org budget	Transfers	Adj budget	Orders	Expenditure	Encumber	Funds avail.
<b>FUND 10 GENERAL FUND</b>							
10-000-100-56x-00-000 CHARTER SCHOOL	8,458.00	0.00	8,458.00	8,458.00	1,121.00	7,337.00	0.00
<b>FUND Total</b>	8,458.00	0.00	8,458.00	8,458.00	1,121.00	7,337.00	0.00

Start date 7/1/2014

End date 8/31/2014

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Starting account 10-###-###-###-##-###

Ending account 60-###-###-###-##-###

Account code		Org budget	Transfers	Adj budget	Orders	Expenditure	Encumber	Funds avail.
<b>FUND 11 GENERAL CURRENT EXPENSE</b>								
11-000-100-561-00-000	TUITION - IN STATE LEA	45,700.00	0.00	45,700.00	11,577.60	0.00	11,577.60	34,122.40
11-000-100-562-08-000	TUITION - WITHIN STATE	62,300.00	0.00	62,300.00	0.00	0.00	0.00	62,300.00
11-000-100-565-08-000	TUITION - COUNTY SSD, D/S	139,960.00	0.00	139,960.00	136,350.00	0.00	136,350.00	3,610.00
11-000-100-566-08-000	TUITION - PRIV - IN NJ	350,130.00	0.00	350,130.00	349,747.30	5,271.00	344,476.30	382.70
11-000-100-569-08-000	TUITION - OTHER	66,000.00	0.00	66,000.00	0.00	0.00	0.00	66,000.00
	<b>TUITION</b>	<b>664,090.00</b>	<b>0.00</b>	<b>664,090.00</b>	<b>497,674.90</b>	<b>5,271.00</b>	<b>492,403.90</b>	<b>166,415.10</b>
11-000-211-100-06-000	PERSONAL SERVICES - SALARIES	134,743.00	0.00	134,743.00	71,037.00	10,928.64	60,108.36	63,706.00
11-000-211-100-06-STI	STIPEND-HOMEBOUND INSTR COORD	904.00	0.00	904.00	0.00	0.00	0.00	904.00
11-000-211-500-00-TRV	TRAVEL	750.00	0.00	750.00	0.00	0.00	0.00	750.00
	<b>ATTENDANCE/SOCIAL WORK</b>	<b>136,397.00</b>	<b>0.00</b>	<b>136,397.00</b>	<b>71,037.00</b>	<b>10,928.64</b>	<b>60,108.36</b>	<b>65,360.00</b>
11-000-213-100-06-000	PERSONAL SERVICES - SALARIES	309,060.00	0.00	309,060.00	0.00	0.00	0.00	309,060.00
11-000-213-100-06-STI	STIPEND-SAC COORDINATOR	2,442.00	0.00	2,442.00	0.00	0.00	0.00	2,442.00
11-000-213-100-06-SUB	PERSONAL SERVICES - SALARIES	8,000.00	0.00	8,000.00	0.00	0.00	0.00	8,000.00
11-000-213-100-06-SUM	PERSONAL SERVICES - SALARIES	10,742.00	0.00	10,742.00	7,440.00	7,440.00	0.00	3,302.00
	<b>SALARIES</b>	<b>330,244.00</b>	<b>0.00</b>	<b>330,244.00</b>	<b>7,440.00</b>	<b>7,440.00</b>	<b>0.00</b>	<b>322,804.00</b>
11-000-213-330-00-000	OTHER PROF SERVICES	20,000.00	0.00	20,000.00	15,600.00	2,600.00	13,000.00	4,400.00
11-000-213-340-03-000	PURCHASED TECHNICAL SERVICES	202.00	0.00	202.00	155.00	155.00	0.00	47.00
11-000-213-340-04-000	PURCHASED TECHNICAL SERVICES	180.00	0.00	180.00	55.00	55.00	0.00	125.00
	<b>PURCHASED TECHNICAL SERVICES</b>	<b>382.00</b>	<b>0.00</b>	<b>382.00</b>	<b>210.00</b>	<b>210.00</b>	<b>0.00</b>	<b>172.00</b>
11-000-213-500-00-000	OTHER PURCHASED SERVICES	0.00	255.00	255.00	255.00	0.00	255.00	0.00
11-000-213-500-00-TRV	TRAVEL	800.00	(255.00)	545.00	0.00	0.00	0.00	545.00
11-000-213-610-01-000	GENERAL SUPPLIES	1,000.00	0.00	1,000.00	923.52	0.00	923.52	76.48
11-000-213-610-03-000	GENERAL SUPPLIES	3,250.00	0.00	3,250.00	3,214.82	0.00	3,214.82	35.18
11-000-213-610-04-000	GENERAL SUPPLIES	5,559.00	0.00	5,559.00	4,997.50	996.00	4,001.50	561.50
	<b>GENERAL SUPPLIES</b>	<b>9,809.00</b>	<b>0.00</b>	<b>9,809.00</b>	<b>9,135.84</b>	<b>996.00</b>	<b>8,139.84</b>	<b>673.16</b>
	<b>HEALTH SERVICES</b>	<b>361,235.00</b>	<b>0.00</b>	<b>361,235.00</b>	<b>32,640.84</b>	<b>11,246.00</b>	<b>21,394.84</b>	<b>328,594.16</b>
11-000-216-100-06-000	PERSONAL SERVICES - SALARIES	611,784.00	0.00	611,784.00	0.00	0.00	0.00	611,784.00
11-000-216-100-06-SUM	PERSONAL SERVICES - SALARIES	20,228.00	0.00	20,228.00	15,599.20	15,599.20	0.00	4,628.80
	<b>SALARIES</b>	<b>632,012.00</b>	<b>0.00</b>	<b>632,012.00</b>	<b>15,599.20</b>	<b>15,599.20</b>	<b>0.00</b>	<b>616,412.80</b>

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Start date 7/1/2014

End date 8/31/2014

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Starting account 10-###-###-###-##-###

Ending account 60-###-###-###-##-###

Account code		Org budget	Transfers	Adj budget	Orders	Expenditure	Encumber	Funds avail.
<b>FUND 11 GENERAL CURRENT EXPENSE</b>								
11-000-216-320-00-000	PURCH EDUC SERVICES	21,500.00	0.00	21,500.00	0.00	0.00	0.00	21,500.00
11-000-216-610-08-000	GENERAL SUPPLIES	4,000.00	0.00	4,000.00	3,940.50	0.00	3,940.50	59.50
	RELATED SERVICES	657,512.00	0.00	657,512.00	19,539.70	15,599.20	3,940.50	637,972.30
11-000-217-100-06-000	PERSONAL SERVICES - SALARIES	794,587.00	0.00	794,587.00	0.00	0.00	0.00	794,587.00
11-000-217-300-08-000	PURCH PROF/TECH SERVICES	100,000.00	0.00	100,000.00	10,000.00	0.00	10,000.00	90,000.00
11-000-217-600-08-000	SUPPLIES AND MATERIALS	3,000.00	77.95	3,077.95	77.95	0.00	77.95	3,000.00
	EXTRAORDINARY SERVICES	897,587.00	77.95	897,664.95	10,077.95	0.00	10,077.95	887,587.00
11-000-218-104-06-000	SALARIES - OTHER PROF	440,713.00	0.00	440,713.00	0.00	0.00	0.00	440,713.00
11-000-218-104-06-SUM	SALARIES - OTHER PROF	8,692.00	0.00	8,692.00	3,149.60	3,149.60	0.00	5,542.40
	SALARIES	449,405.00	0.00	449,405.00	3,149.60	3,149.60	0.00	446,255.40
11-000-218-500-03-TRV	TRAVEL	175.00	0.00	175.00	0.00	0.00	0.00	175.00
11-000-218-610-03-000	GENERAL SUPPLIES	1,850.00	0.00	1,850.00	1,457.72	0.00	1,457.72	392.28
11-000-218-610-04-000	GENERAL SUPPLIES	840.00	0.00	840.00	596.20	596.20	0.00	243.80
	GENERAL SUPPLIES	2,690.00	0.00	2,690.00	2,053.92	596.20	1,457.72	636.08
	SUPPORT SERVICES-REGULAR	452,270.00	0.00	452,270.00	5,203.52	3,745.80	1,457.72	447,066.48
11-000-219-104-06-000	SALARIES - OTHER PROF	633,870.00	0.00	633,870.00	0.00	0.00	0.00	633,870.00
11-000-219-105-06-000	SALARIES - SECR/CLER	99,378.00	0.00	99,378.00	99,378.00	16,439.52	82,938.48	0.00
	SALARIES-SECRETARIAL/CLERICAL	99,378.00	0.00	99,378.00	99,378.00	16,439.52	82,938.48	0.00
11-000-219-110-06-000	OTHER SALARIES	90,000.00	0.00	90,000.00	33,960.00	33,960.00	0.00	56,040.00
11-000-219-110-06-GLC	GRADE LEVEL CO/TEAM LEADER STI	12,000.00	0.00	12,000.00	0.00	0.00	0.00	12,000.00
11-000-219-110-06-STI	STIPENDS-CST	15,000.00	0.00	15,000.00	0.00	0.00	0.00	15,000.00
	OTHER SALARIES	117,000.00	0.00	117,000.00	33,960.00	33,960.00	0.00	83,040.00
11-000-219-390-08-000	OTHER PROF/TECH SERV	120,000.00	0.00	120,000.00	120,000.00	0.00	120,000.00	0.00
11-000-219-592-08-RNT	COPIER RENTAL	7,763.00	1.00	7,764.00	7,763.90	791.95	6,971.95	0.10
11-000-219-592-08-TRV	TRAVEL	8,500.00	1,999.00	10,499.00	2,515.00	0.00	2,515.00	7,984.00
11-000-219-610-08-000	GENERAL SUPPLIES	14,000.00	408.75	14,408.75	10,484.54	408.75	10,075.79	3,924.21
11-000-219-890-08-000	MISCELLANEOUS EXPENDITURES	1,600.00	0.00	1,600.00	179.00	150.00	29.00	1,421.00
	SUPPORT SERVICES-SPECIAL	1,002,111.00	2,408.75	1,004,519.75	274,280.44	51,750.22	222,530.22	730,239.31
11-000-221-102-06-000	SALARIES OF SUP OF INSTRUCTION	130,940.00	0.00	130,940.00	130,940.00	20,144.60	110,795.40	0.00

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Start date 7/1/2014

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Starting account 10-###-###-###-##-###

Ending account 60-###-###-###-##-###

Account code		Org budget	Transfers	Adj budget	Orders	Expenditure	Encumber	Funds avail.
<b>FUND 11 GENERAL CURRENT EXPENSE</b>								
11-000-221-104-06-000	SALARIES	163,690.00	0.00	163,690.00	68,491.00	10,536.96	57,954.04	95,199.00
11-000-221-104-06-SUM	SALARIES - OTHER PROF	17,082.00	0.00	17,082.00	8,061.10	8,061.10	0.00	9,020.90
	OTHER PROFESSIONAL SALARIES	311,712.00	0.00	311,712.00	207,492.10	38,742.66	168,749.44	104,219.90
11-000-221-105-06-000	SALARIES - SECR/CLER	35,826.00	(1,779.00)	34,047.00	22,663.00	3,486.48	19,176.52	11,384.00
	SECRETARIAL SALARIES	35,826.00	(1,779.00)	34,047.00	22,663.00	3,486.48	19,176.52	11,384.00
11-000-221-500-05-000	OTHER PURCHASED SERVICES	6,000.00	0.00	6,000.00	0.00	0.00	0.00	6,000.00
11-000-221-500-05-TRV	TRAVEL	3,250.00	0.00	3,250.00	0.00	0.00	0.00	3,250.00
11-000-221-610-05-000	GENERAL SUPPLIES	1,250.00	0.00	1,250.00	0.00	0.00	0.00	1,250.00
11-000-221-890-05-000	MISCELLANEOUS EXPENDITURES	500.00	0.00	500.00	0.00	0.00	0.00	500.00
	IMPROVEMENT OF INSTRUCTION	358,538.00	(1,779.00)	356,759.00	230,155.10	42,229.14	187,925.96	126,603.90
11-000-222-100-06-000	PERSONAL SERVICES - SALARIES	309,747.00	0.00	309,747.00	0.00	0.00	0.00	309,747.00
11-000-222-100-06-sum	SALARIES	500.00	0.00	500.00	31.40	31.40	0.00	468.60
11-000-222-177-06-TEC	SALARY- TECHNOLOGY COORDINATOR	114,922.00	0.00	114,922.00	109,411.00	16,832.44	92,578.56	5,511.00
	SALARIES	425,169.00	0.00	425,169.00	109,442.40	16,863.84	92,578.56	315,726.60
11-000-222-320-01-000	PURCH EDUC SERVICES	550.00	(509.00)	41.00	0.00	0.00	0.00	41.00
11-000-222-320-03-000	PURCH EDUC SERVICES	550.00	(24.00)	526.00	526.00	0.00	526.00	0.00
11-000-222-320-04-000	PURCH EDUC SERVICES	318.00	106.00	424.00	424.00	96.00	328.00	0.00
	PURCHASED EDUCATIONAL SVCS.	1,418.00	(427.00)	991.00	950.00	96.00	854.00	41.00
11-000-222-590-00-trv	WORKSHOPS/TRAVEL	275.00	0.00	275.00	250.00	0.00	250.00	25.00
	MISCELLANEOUS PURCHASED SVCS.	275.00	0.00	275.00	250.00	0.00	250.00	25.00
11-000-222-610-01-000	GENERAL SUPPLIES	3,000.00	427.00	3,427.00	3,053.15	0.00	3,053.15	373.85
11-000-222-610-03-000	GENERAL SUPPLIES	6,200.00	0.00	6,200.00	998.66	243.84	754.82	5,201.34
11-000-222-610-04-000	GENERAL SUPPLIES	5,296.00	0.00	5,296.00	2,309.32	2,040.32	269.00	2,986.68
	SUPPLIES	14,496.00	427.00	14,923.00	6,361.13	2,284.16	4,076.97	8,561.87
11-000-222-890-03-000	MISCELLANEOUS EXPENDITURES	100.00	0.00	100.00	0.00	0.00	0.00	100.00
	MISCELLANEOUS EXPENDITURES	100.00	0.00	100.00	0.00	0.00	0.00	100.00
	MEDIA/LIBRARY	441,458.00	0.00	441,458.00	117,003.53	19,244.00	97,759.53	324,454.47
11-000-223-100-06-000	PROFESSIONAL DEV. SALARIES	20,000.00	0.00	20,000.00	4,039.76	4,039.76	0.00	15,960.24
11-000-223-320-00-000	PURCHASED PROF-EDUC SERVICES	30,000.00	0.00	30,000.00	16,500.00	9,500.00	7,000.00	13,500.00

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Start date 7/1/2014

End date 8/31/2014

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Starting account 10-###-###-###-##-###

Ending account 60-###-###-###-##-###

Account code		Org budget	Transfers	Adj budget	Orders	Expenditure	Encumber	Funds avail.
<b>FUND 11 GENERAL CURRENT EXPENSE</b>								
11-000-223-500-00-000	OTHER PURCHASED SERVICES	12,600.00	0.00	12,600.00	0.00	0.00	0.00	12,600.00
11-000-223-500-01-TRV	TRAVEL	4,600.00	0.00	4,600.00	0.00	0.00	0.00	4,600.00
11-000-223-500-03-TRV	TRAVEL	8,100.00	0.00	8,100.00	483.40	0.00	483.40	7,616.60
11-000-223-500-04-TRV	TRAVEL	9,800.00	0.00	9,800.00	450.00	0.00	450.00	9,350.00
	<b>TRAVEL</b>	<b>85,100.00</b>	<b>0.00</b>	<b>85,100.00</b>	<b>21,473.16</b>	<b>13,539.76</b>	<b>7,933.40</b>	<b>63,626.84</b>
11-000-223-610-00-000	GENERAL SUPPLIES	1,000.00	0.00	1,000.00	167.96	0.00	167.96	832.04
	<b>INSTRUCTIONAL STAFF TRAINING</b>	<b>86,100.00</b>	<b>0.00</b>	<b>86,100.00</b>	<b>21,641.12</b>	<b>13,539.76</b>	<b>8,101.36</b>	<b>64,458.88</b>
11-000-230-100-06-000	PERSONAL SERVICES - SALARIES	305,447.00	0.00	305,447.00	305,447.00	47,260.52	258,186.48	0.00
11-000-230-331-00-SOL	LEGAL SERVICES	75,000.00	0.00	75,000.00	75,000.00	0.00	75,000.00	0.00
11-000-230-332-00-000	AUDIT FEES	24,000.00	0.00	24,000.00	0.00	0.00	0.00	24,000.00
11-000-230-334-00-000	ARCHITECT FEES	29,205.00	9,260.00	38,465.00	20,025.00	1,505.00	18,520.00	18,440.00
11-000-230-339-00-000	OTHER PROFESSIONAL SERVICES	22,000.00	0.00	22,000.00	12,135.00	4,135.00	8,000.00	9,865.00
11-000-230-530-00-COM	COMMUNICATIONS SYSTEM	9,000.00	158.00	9,158.00	9,157.05	0.00	9,157.05	0.95
11-000-230-530-00-ERA	E-RATE SERVICES	5,000.00	0.00	5,000.00	5,000.00	0.00	5,000.00	0.00
11-000-230-530-00-NEX	COMMUNICATIONS/TELEPHONE	20,000.00	0.00	20,000.00	19,992.00	0.00	19,992.00	8.00
11-000-230-530-00-PST	COMMUNICATIONS/TELEPHONE	10,000.00	0.00	10,000.00	9,999.98	8,500.85	1,499.13	0.02
11-000-230-530-00-TLP	COMMUNICATIONS/TELEPHONE	8,000.00	0.00	8,000.00	7,713.44	352.77	7,360.67	286.56
11-000-230-530-01-PST	COMMUNICATIONS/TELEPHONE	7,500.00	0.00	7,500.00	7,500.00	7,500.00	0.00	0.00
11-000-230-530-01-TLP	COMMUNICATIONS/TELEPHONE	13,000.00	(158.00)	12,842.00	12,240.24	452.53	11,787.71	601.76
11-000-230-530-03-PST	COMMUNICATIONS/TELEPHONE	7,500.00	0.00	7,500.00	7,500.00	7,500.00	0.00	0.00
11-000-230-530-03-TLP	COMMUNICATIONS/TELEPHONE	18,000.00	0.00	18,000.00	17,960.96	1,282.95	16,678.01	39.04
11-000-230-530-04-PST	COMMUNICATIONS/TELEPHONE	2,000.00	0.00	2,000.00	2,000.00	2,000.00	0.00	0.00
11-000-230-530-04-TLP	COMMUNICATIONS/TELEPHONE	17,000.00	0.00	17,000.00	16,720.72	1,200.79	15,519.93	279.28
	<b>COMMUNICATIONS/TELEPHONE</b>	<b>117,000.00</b>	<b>0.00</b>	<b>117,000.00</b>	<b>115,784.39</b>	<b>28,789.89</b>	<b>86,994.50</b>	<b>1,215.61</b>
11-000-230-585-00-TRV	BOE TRAVEL	1,000.00	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00
11-000-230-590-00-000	MISC - PURCHASED SERVICES	120,630.00	(1,230.00)	119,400.00	117,459.17	108,218.00	9,241.17	1,940.83
11-000-230-590-00-RNT	RENTAL-COPY/POSTAGE MACHINE	7,665.00	1,230.00	8,895.00	8,894.76	1,446.25	7,448.51	0.24
11-000-230-590-00-TRV	TRAVEL	1,500.00	0.00	1,500.00	699.90	0.00	699.90	800.10
11-000-230-610-00-000	GENERAL SUPPLIES	3,000.00	1,516.85	4,516.85	4,516.85	999.36	3,517.49	0.00

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**FUND 11 GENERAL CURRENT EXPENSE**

11-000-230-610-00-ERT	ERT SUPPLIES	6,000.00	(516.85)	5,483.15	1,867.63	0.00	1,867.63	3,615.52
	SUPPLIES	9,000.00	1,000.00	10,000.00	6,384.48	999.36	5,385.12	3,615.52
11-000-230-630-00-000	BOE TRAINING/MEETING SUPPLIES	1,000.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00
11-000-230-890-00-000	MISCELLANEOUS EXPENDITURES	4,000.00	0.00	4,000.00	3,185.00	3,185.00	0.00	815.00
11-000-230-895-00-000	BOE MEMBER DUES/FEES	17,000.00	0.00	17,000.00	16,435.00	16,435.00	0.00	565.00
	GENERAL ADMINISTRATION	734,447.00	10,260.00	744,707.00	682,449.70	211,974.02	470,475.68	62,257.30
11-000-240-103-06-000	SALARIES - PRINC/ASST	810,692.00	0.00	810,692.00	810,692.00	124,721.92	685,970.08	0.00
11-000-240-104-06-000	SALARIES - OTHER PROF	107,930.00	0.00	107,930.00	107,930.00	16,604.60	91,325.40	0.00
11-000-240-105-06-000	SALARIES - SECR/CLER	388,332.00	(675.00)	387,657.00	387,613.00	59,667.24	327,945.76	44.00
11-000-240-105-06-SUB	SALARIES - SECR/CLER	0.00	675.00	675.00	675.00	675.00	0.00	0.00
	SECRETARIAL SALARIES	388,332.00	0.00	388,332.00	388,288.00	60,342.24	327,945.76	44.00
11-000-240-320-03-000	PURCH EDUC SERVICES	500.00	0.00	500.00	0.00	0.00	0.00	500.00
	PURCHASED EDUCATIONAL SVCS	500.00	0.00	500.00	0.00	0.00	0.00	500.00
11-000-240-500-01-RNT	RENTALS-COPY MACHINE	2,144.00	0.00	2,144.00	2,143.68	0.00	2,143.68	0.32
11-000-240-500-03-RNT	RENTALS-DAVIES	9,888.00	0.00	9,888.00	9,888.00	1,442.00	8,446.00	0.00
11-000-240-500-03-TRV	TRAVEL-DAVIES	3,400.00	0.00	3,400.00	480.00	0.00	480.00	2,920.00
11-000-240-500-04-RNT	RENTALS-HESS	11,025.00	0.00	11,025.00	11,024.64	0.00	11,024.64	0.36
	TRAVEL	26,457.00	0.00	26,457.00	23,536.32	1,442.00	22,094.32	2,920.68
11-000-240-610-00-CPY	COPY PAPER	8,860.00	0.00	8,860.00	8,860.00	3,217.60	5,642.40	0.00
11-000-240-610-01-000	GENERAL SUPPLIES	5,602.00	0.00	5,602.00	1,101.03	260.03	841.00	4,500.97
11-000-240-610-03-000	GENERAL SUPPLIES	17,000.00	(2,400.00)	14,600.00	7,701.24	372.21	7,329.03	6,898.76
11-000-240-610-04-000	GENERAL SUPPLIES	25,000.00	(2,560.00)	22,440.00	13,220.13	780.78	12,439.35	9,219.87
	SUPPLIES	56,462.00	(4,960.00)	51,502.00	30,882.40	4,630.62	26,251.78	20,619.60
11-000-240-890-01-000	MISCELLANEOUS EXPENDITURES	350.00	0.00	350.00	0.00	0.00	0.00	350.00
11-000-240-890-03-000	MISCELLANEOUS EXPENDITURES	2,265.00	0.00	2,265.00	1,979.97	1,500.00	479.97	285.03
11-000-240-890-04-000	MISCELLANEOUS EXPENDITURES	1,984.00	0.00	1,984.00	0.00	0.00	0.00	1,984.00
	MISCELLANEOUS EXPENSES	4,599.00	0.00	4,599.00	1,979.97	1,500.00	479.97	2,619.03
	SCHOOL ADMINISTRATION	1,394,972.00	(4,960.00)	1,390,012.00	1,363,308.69	209,241.38	1,154,067.31	26,703.31
11-000-251-100-06-000	SALARIES	322,211.00	0.00	322,211.00	303,399.00	46,676.76	256,722.24	18,812.00

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<b>FUND 11 GENERAL CURRENT EXPENSE</b>							
	SALARIES	322,211.00	0.00	322,211.00	303,399.00	46,676.76	256,722.24 18,812.00
11-000-251-330-00-000	OTHER PURCH PROF SERVICES	17,600.00	(70.00)	17,530.00	11,668.00	10,668.00	1,000.00 5,862.00
11-000-251-592-00-000	MISC PURCH SERV	1,200.00	70.00	1,270.00	1,270.00	1,143.00	127.00 0.00
11-000-251-592-00-TRV	TRAVEL	700.00	0.00	700.00	225.00	0.00	225.00 475.00
	MISC PURCHASED SERVICES	1,900.00	70.00	1,970.00	1,495.00	1,143.00	352.00 475.00
11-000-251-600-00-000	SUPPLIES AND MATERIALS	4,000.00	0.00	4,000.00	2,857.60	0.00	2,857.60 1,142.40
11-000-251-890-00-000	MISCELLANEOUS EXPENDITURES	2,000.00	0.00	2,000.00	1,165.00	1,165.00	0.00 835.00
	BUSINESS ACTIVITIES	347,711.00	0.00	347,711.00	320,584.60	59,652.76	260,931.84 27,126.40
11-000-252-100-06-000	SALARIES	282,868.00	0.00	282,868.00	282,868.00	45,651.96	237,216.04 0.00
11-000-252-100-06-OVR	SALARIES	10,000.00	0.00	10,000.00	203.88	203.88	0.00 9,796.12
	SALARIES	292,868.00	0.00	292,868.00	283,071.88	45,855.84	237,216.04 9,796.12
11-000-252-330-07-TEC	OTHER PURCH PROF SERVICES	5,100.00	0.00	5,100.00	4,955.52	0.00	4,955.52 144.48
11-000-252-500-07-TRV	TRAVEL/TRAINING	5,500.00	0.00	5,500.00	0.00	0.00	0.00 5,500.00
11-000-252-600-07-TEC	SUPPLIES AND MATERIALS	20,000.00	0.00	20,000.00	5,183.32	0.00	5,183.32 14,816.68
	TECHNOLOGY	323,468.00	0.00	323,468.00	293,210.72	45,855.84	247,354.88 30,257.28
11-000-261-100-06-MNT	PERSONAL SERVICES - SALARIES	301,567.00	0.00	301,567.00	291,805.00	45,276.39	246,528.61 9,762.00
11-000-261-100-06-OVR	PERSONAL SERVICES - SALARIES	5,000.00	0.00	5,000.00	0.00	0.00	0.00 5,000.00
	MAINTENANCE-REQUIRED SALARIES	306,567.00	0.00	306,567.00	291,805.00	45,276.39	246,528.61 14,762.00
11-000-261-420-09-DAV	CLEAN,REPAIR & MAINT-DAVIES	92,000.00	0.00	92,000.00	42,319.55	6,727.00	35,592.55 49,680.45
11-000-261-420-09-DUB	CLEAN, REPAIR & MAINT SERV	10,000.00	0.00	10,000.00	3,935.96	3,935.96	0.00 6,064.04
11-000-261-420-09-HES	CLEAN,REPAIR & MAINT-HESS	85,000.00	6,900.75	91,900.75	41,963.44	16,674.71	25,288.73 49,937.31
11-000-261-420-09-SHA	CLEAN,REPAIR & MAINT-SHANER	52,000.00	0.00	52,000.00	20,229.84	2,288.00	17,941.84 31,770.16
	CLEAN/REPAIR/MAINT	239,000.00	6,900.75	245,900.75	108,448.79	29,625.67	78,823.12 137,451.96
11-000-261-610-09-DAV	SUPPLIES-DAVIES	35,000.00	0.00	35,000.00	7,463.03	960.00	6,503.03 27,536.97
11-000-261-610-09-HES	SUPPLIES-HESS	71,000.00	0.00	71,000.00	10,531.73	0.00	10,531.73 60,468.27
11-000-261-610-09-SEC	SUPPLIES - SECURITY	10,000.00	0.00	10,000.00	0.00	0.00	0.00 10,000.00
11-000-261-610-09-SHA	SUPPLIES-SHANER	45,000.00	342.72	45,342.72	4,580.39	342.72	4,237.67 40,762.33
	SUPPLIES	161,000.00	342.72	161,342.72	22,575.15	1,302.72	21,272.43 138,767.57
	REQUIRED MAINTENANCE	706,567.00	7,243.47	713,810.47	422,828.94	76,204.78	346,624.16 290,981.53

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<b>FUND 11 GENERAL CURRENT EXPENSE</b>								
11-000-262-100-06-CUS	PERSONAL SERVICES - SALARIES	933,752.00	0.00	933,752.00	909,514.35	134,493.81	775,020.54	24,237.65
11-000-262-100-06-MNT	PERSONAL SERVICES - SALARIES	37,274.00	0.00	37,274.00	37,274.00	5,734.52	31,539.48	0.00
11-000-262-100-06-OVR	PERSONAL SERVICES - SALARIES	8,000.00	0.00	8,000.00	0.00	0.00	0.00	8,000.00
11-000-262-100-06-SEC	PERSONAL SERVICES - SALARIES	45,924.00	0.00	45,924.00	45,924.00	7,065.24	38,858.76	0.00
11-000-262-100-06-STI	STIPENDS-BLACK SEAL/CPO	15,000.00	0.00	15,000.00	13,500.00	13,500.00	0.00	1,500.00
11-000-262-100-06-SUB	PERSONAL SERVICES - SALARIES	25,000.00	0.00	25,000.00	0.00	0.00	0.00	25,000.00
11-000-262-100-06-SUV	PERSONAL SERVICES - SALARIES	134,001.00	0.00	134,001.00	127,599.00	19,629.20	107,969.80	6,402.00
	<b>SALARIES</b>	<b>1,198,951.00</b>	<b>0.00</b>	<b>1,198,951.00</b>	<b>1,133,811.35</b>	<b>180,422.77</b>	<b>953,388.58</b>	<b>65,139.65</b>
11-000-262-300-09-MNT	PURCH TECHNICAL SERVICES	2,795.00	0.00	2,795.00	0.00	0.00	0.00	2,795.00
	<b>PURCHASED TECHNICAL SERVICES</b>	<b>2,795.00</b>	<b>0.00</b>	<b>2,795.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,795.00</b>
11-000-262-420-00-POL	CLEANING/REPAIR/MAIN	6,000.00	0.00	6,000.00	5,100.00	0.00	5,100.00	900.00
11-000-262-420-00-VEH	CLEANING/REPAIR/MAIN	10,000.00	0.00	10,000.00	1,272.52	0.00	1,272.52	8,727.48
11-000-262-420-09-MNT	CLEANING/REPAIR/MAIN	13,000.00	0.00	13,000.00	2,779.71	2,489.00	290.71	10,220.29
11-000-262-420-10-CUS	CLEANING/REPAIR/MAIN	40,600.00	0.00	40,600.00	21,063.62	3,154.00	17,909.62	19,536.38
	<b>CLEANING/REPAIR/MAINTENANCE</b>	<b>69,600.00</b>	<b>0.00</b>	<b>69,600.00</b>	<b>30,215.85</b>	<b>5,643.00</b>	<b>24,572.85</b>	<b>39,384.15</b>
11-000-262-490-00-RNT	OTHER PURCHASED PROPERTY SERV	600.00	0.00	600.00	0.00	0.00	0.00	600.00
11-000-262-490-01-000	OTHER PURCHASED PROPERTY SERV	10,700.00	0.00	10,700.00	8,940.00	741.90	8,198.10	1,760.00
11-000-262-490-02-000	OTHER PURCHASED PROPERTY SERV	6,300.00	0.00	6,300.00	6,240.00	513.45	5,726.55	60.00
11-000-262-490-03-000	OTHER PURCHASED PROPERTY SERV	14,000.00	0.00	14,000.00	10,200.00	826.25	9,373.75	3,800.00
11-000-262-490-04-000	OTHER PURCHASED PROPERTY SERV	58,900.00	0.00	58,900.00	56,580.00	7,290.91	49,289.09	2,320.00
	<b>OTHER PURCHASED PROPERTY SVCS.</b>	<b>90,500.00</b>	<b>0.00</b>	<b>90,500.00</b>	<b>81,960.00</b>	<b>9,372.51</b>	<b>72,587.49</b>	<b>8,540.00</b>
11-000-262-520-00-000	INSURANCE	193,000.00	0.00	193,000.00	191,589.00	191,589.00	0.00	1,411.00
11-000-262-590-09-MNT	MISC PURCH SERVICES	7,754.00	0.00	7,754.00	2,478.00	0.00	2,478.00	5,276.00
11-000-262-590-09-TRV	TRAVEL	2,000.00	0.00	2,000.00	0.00	0.00	0.00	2,000.00
11-000-262-590-10-000	MISC - PURCHASED SERVICES	5,000.00	0.00	5,000.00	3,285.00	3,285.00	0.00	1,715.00
11-000-262-590-10-TRV	TRAVEL	750.00	0.00	750.00	0.00	0.00	0.00	750.00
	<b>MISCELLANEOUS PURCHASED SVCS.</b>	<b>15,504.00</b>	<b>0.00</b>	<b>15,504.00</b>	<b>5,763.00</b>	<b>3,285.00</b>	<b>2,478.00</b>	<b>9,741.00</b>
11-000-262-610-00-POL	GENERAL SUPPLIES	3,000.00	0.00	3,000.00	0.00	0.00	0.00	3,000.00
11-000-262-610-00-VEH	SUPPLIES/GASOLINE	20,000.00	0.00	20,000.00	10,785.39	0.00	10,785.39	9,214.61

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<b>FUND 11 GENERAL CURRENT EXPENSE</b>								
11-000-262-610-09-MNT	GENERAL SUPPLIES	22,000.00	0.00	22,000.00	9,618.84	9,325.00	293.84	12,381.16
11-000-262-610-10-CUS	GENERAL SUPPLIES	120,000.00	0.00	120,000.00	62,834.59	0.00	62,834.59	57,165.41
	<b>SUPPLIES</b>	<b>165,000.00</b>	<b>0.00</b>	<b>165,000.00</b>	<b>83,238.82</b>	<b>9,325.00</b>	<b>73,913.82</b>	<b>81,761.18</b>
11-000-262-621-01-GAS	GAS-SHANER	50,000.00	0.00	50,000.00	50,000.00	77.49	49,922.51	0.00
11-000-262-621-03-GAS	GAS-DAVIES	100,000.00	0.00	100,000.00	100,000.00	1,734.39	98,265.61	0.00
11-000-262-621-04-GAS	GAS-HESS	100,000.00	0.00	100,000.00	69,592.00	1,245.55	68,346.45	30,408.00
	<b>NATURAL GAS</b>	<b>250,000.00</b>	<b>0.00</b>	<b>250,000.00</b>	<b>219,592.00</b>	<b>3,057.43</b>	<b>216,534.57</b>	<b>30,408.00</b>
11-000-262-622-00-ELE	ELECTRIC-DISTRICT	1,100.00	0.00	1,100.00	1,092.00	6.42	1,085.58	8.00
11-000-262-622-01-ELE	ELECTRIC-SHANER	115,000.00	4,500.00	119,500.00	118,680.00	5,534.02	113,145.98	820.00
11-000-262-622-02-ELE	ELECTRIC-DUBERSON	5,400.00	0.00	5,400.00	5,400.00	150.34	5,249.66	0.00
11-000-262-622-03-ELE	ELECTRIC-DAVIES	288,000.00	0.00	288,000.00	288,000.00	15,346.10	272,653.90	0.00
11-000-262-622-04-ELE	ELECTRIC-HESS	485,500.00	0.00	485,500.00	485,496.00	0.00	485,496.00	4.00
11-000-262-624-00-OIL	DISTRICT-OIL	2,000.00	0.00	2,000.00	0.00	0.00	0.00	2,000.00
	<b>ELECTRICITY</b>	<b>897,000.00</b>	<b>4,500.00</b>	<b>901,500.00</b>	<b>898,668.00</b>	<b>21,036.88</b>	<b>877,631.12</b>	<b>2,832.00</b>
11-000-262-890-09-MNT	MISCELLANEOUS EXPENDITURES	750.00	0.00	750.00	0.00	0.00	0.00	750.00
	<b>MISCELLANEOUS EXPENSES</b>	<b>750.00</b>	<b>0.00</b>	<b>750.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>750.00</b>
	<b>OTHER CUSTODIAL/MAINT</b>	<b>2,883,100.00</b>	<b>4,500.00</b>	<b>2,887,600.00</b>	<b>2,644,838.02</b>	<b>423,731.59</b>	<b>2,221,106.43</b>	<b>242,761.98</b>
11-000-263-100-06-000	SALARIES-CARE/UPKEEP OF GRNDS	77,020.00	0.00	77,020.00	37,971.00	7,375.30	30,595.70	39,049.00
	<b>SALARIES</b>	<b>77,020.00</b>	<b>0.00</b>	<b>77,020.00</b>	<b>37,971.00</b>	<b>7,375.30</b>	<b>30,595.70</b>	<b>39,049.00</b>
11-000-263-420-00-GND	GROUNDS-CLEAN / REPAIR / MAINT	7,000.00	0.00	7,000.00	1,004.93	0.00	1,004.93	5,995.07
11-000-263-610-00-GND	GROUNDS - SUPPLIES	21,000.00	0.00	21,000.00	5,637.30	0.00	5,637.30	15,362.70
	<b>CARE/UPKEEP OF GROUNDS</b>	<b>105,020.00</b>	<b>0.00</b>	<b>105,020.00</b>	<b>44,613.23</b>	<b>7,375.30</b>	<b>37,237.93</b>	<b>60,406.77</b>
11-000-270-160-06-SEC	SALARIES-TRANS. HOME/SCHOOL	29,141.00	(29,141.00)	0.00	0.00	0.00	0.00	0.00
11-000-270-160-06-SPC	SALARIES-TRANS. SPECIALIST	0.00	29,141.00	29,141.00	29,141.00	5,487.96	23,653.04	0.00
	<b>SALARIES</b>	<b>29,141.00</b>	<b>0.00</b>	<b>29,141.00</b>	<b>29,141.00</b>	<b>5,487.96</b>	<b>23,653.04</b>	<b>0.00</b>
11-000-270-503-11-000	AID IN LIEU-NONPUBLIC SCHOOLS	42,100.00	0.00	42,100.00	0.00	0.00	0.00	42,100.00
11-000-270-504-11-000	AID IN LIEU-CHARTER SCHOOLS	900.00	0.00	900.00	0.00	0.00	0.00	900.00
11-000-270-505-11-000	AID IN LIEU OF - CHOICE STUD	20,000.00	0.00	20,000.00	0.00	0.00	0.00	20,000.00
11-000-270-511-11-000	CONTR SERV (HOME/SCH)	120,000.00	0.00	120,000.00	0.00	0.00	0.00	120,000.00

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<b>FUND 11 GENERAL CURRENT EXPENSE</b>								
11-000-270-512-03-ACT	CONTR SERV - OTHER	68,803.00	0.00	68,803.00	0.00	0.00	0.00	68,803.00
11-000-270-512-03-CLS	CONTR SERV - OTHER	11,000.00	0.00	11,000.00	0.00	0.00	0.00	11,000.00
11-000-270-512-08-ACT	CONTR SERV - OTHER	11,000.00	0.00	11,000.00	0.00	0.00	0.00	11,000.00
11-000-270-512-11-ADM	ADMINISTRATION FEES	10,040.00	0.00	10,040.00	0.00	0.00	0.00	10,040.00
	<b>TRANS-CLASS TRIPS/ACTIVITIES</b>	<b>100,843.00</b>	<b>0.00</b>	<b>100,843.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100,843.00</b>
11-000-270-513-11-000	CONTR SERV HOME/SCHOOL	1,814,006.00	0.00	1,814,006.00	0.00	0.00	0.00	1,814,006.00
11-000-270-513-11-ADM	ADMINISTRATION FEES	67,219.00	0.00	67,219.00	0.00	0.00	0.00	67,219.00
11-000-270-515-11-000	CONTR SERV SE JOINT	750,000.00	0.00	750,000.00	178,389.86	0.00	178,389.86	571,610.14
11-000-270-515-11-ADM	ADMINISTRATION FEES	25,601.00	0.00	25,601.00	5,371.69	0.00	5,371.69	20,229.31
11-000-270-593-11-000	MISC - PURCH SERV - TRAVEL	21,102.00	0.00	21,102.00	2,386.84	178.07	2,208.77	18,715.16
11-000-270-600-11-000	SUPPLIES AND MATERIALS	0.00	491.80	491.80	491.80	0.00	491.80	0.00
11-000-270-890-11-000	MISCELLANEOUS EXPENDITURES	11,640.00	0.00	11,640.00	0.00	0.00	0.00	11,640.00
	<b>TRANSPORTATION</b>	<b>3,002,552.00</b>	<b>491.80</b>	<b>3,003,043.80</b>	<b>215,781.19</b>	<b>5,666.03</b>	<b>210,115.16</b>	<b>2,787,262.61</b>
11-000-291-220-00-000	SOCIAL SECURITY CONTRIBUTIONS	519,967.00	0.00	519,967.00	47,246.97	47,246.97	0.00	472,720.03
11-000-291-241-00-000	OTHER RETIRE CONTRIB-REGULAR	640,000.00	0.00	640,000.00	30,420.00	508.81	29,911.19	609,580.00
11-000-291-260-00-000	WORKERS' COMPENSATION	246,953.00	0.00	246,953.00	237,738.00	100,546.00	137,192.00	9,215.00
11-000-291-270-00-000	HEALTH BENEFITS	6,971,622.00	0.00	6,971,622.00	2,140,527.61	1,236,364.08	904,163.53	4,831,094.39
11-000-291-280-00-000	TUITION REIMBURSEMENTS	78,300.00	0.00	78,300.00	14,670.00	0.00	14,670.00	63,630.00
11-000-291-290-00-000	OTHER EMPLOYEE BENEFITS	102,125.00	0.00	102,125.00	1,137.00	1,137.00	0.00	100,988.00
11-000-291-290-09-MNT	OTHER EMPLOYEE BENEFITS	3,500.00	0.00	3,500.00	0.00	0.00	0.00	3,500.00
11-000-291-290-10-CUS	OTHER EMPLOYEE BENEFITS	6,000.00	0.00	6,000.00	0.00	0.00	0.00	6,000.00
	<b>OTHER EMPLOYEE BENEFITS</b>	<b>111,625.00</b>	<b>0.00</b>	<b>111,625.00</b>	<b>1,137.00</b>	<b>1,137.00</b>	<b>0.00</b>	<b>110,488.00</b>
	<b>EMPLOYEE BENEFITS</b>	<b>8,568,467.00</b>	<b>0.00</b>	<b>8,568,467.00</b>	<b>2,471,739.58</b>	<b>1,385,802.86</b>	<b>1,085,936.72</b>	<b>6,096,727.42</b>
11-105-100-101-06-000	SALARIES OF TEACHERS	101,311.00	0.00	101,311.00	0.00	0.00	0.00	101,311.00
11-105-100-101-06-STI	PRESCHOOL-STIPEND FOR GLC	1,690.00	0.00	1,690.00	0.00	0.00	0.00	1,690.00
	<b>TEACHER SALARIES-PRESCHOOL</b>	<b>103,001.00</b>	<b>0.00</b>	<b>103,001.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>103,001.00</b>
11-110-100-101-06-000	SALARIES OF TEACHERS	808,093.00	0.00	808,093.00	0.00	0.00	0.00	808,093.00
11-110-100-101-06-STI	KINDERGARTEN-STIPEND FOR GLC	1,690.00	0.00	1,690.00	0.00	0.00	0.00	1,690.00
11-110-100-101-06-SUB	SALARIES OF TEACHERS	5,000.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00

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<b>FUND 11 GENERAL CURRENT EXPENSE</b>							
	TEACHER SALARIES-KINDERGARTEN	814,783.00	0.00	814,783.00	0.00	0.00	814,783.00
11-120-100-101-06-000	SALARIES OF TEACHERS	5,588,378.00	0.00	5,588,378.00	0.00	0.00	5,588,378.00
11-120-100-101-06-STI	GRADES 1-5 - STIPENDS FOR GLC	6,760.00	0.00	6,760.00	0.00	0.00	6,760.00
11-120-100-101-06-SUB	SALARIES OF TEACHERS	30,000.00	0.00	30,000.00	0.00	0.00	30,000.00
	TEACHER SALARIES-GRADES 1-5	5,625,138.00	0.00	5,625,138.00	0.00	0.00	5,625,138.00
11-130-100-100-06-sti	stipends	3,846,411.00	0.00	3,846,411.00	0.00	0.00	3,846,411.00
11-130-100-101-06-STI	GRADES 6-8 - STIPENDS	8,450.00	0.00	8,450.00	0.00	0.00	8,450.00
11-130-100-101-06-SUB	SALARIES OF TEACHERS	38,240.00	0.00	38,240.00	0.00	0.00	38,240.00
	TEACHER SALARIES-GRADES 6-8	3,893,101.00	0.00	3,893,101.00	0.00	0.00	3,893,101.00
11-150-100-101-06-000	SALARIES OF TEACHERS	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
	HOMEBOUND SALARIES	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
	HOMEBOUND INSTRUCTION-REGULAR	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
11-190-100-106-06-000	OTHER SALARIES FOR INSTRUCTION	452,884.00	0.00	452,884.00	0.00	0.00	452,884.00
11-190-100-106-06-SUB	OTHER SALARIES FOR INSTRUCTION	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
	OTHER SALARIES FOR INSTRUCTION	472,884.00	0.00	472,884.00	0.00	0.00	472,884.00
11-190-100-320-01-000	PURCHASED PROF/EDUC SVCS	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
11-190-100-320-03-000	PURCHASED PROF/EDUC SERVICES	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
11-190-100-320-04-000	PURCHASED PROF/EDUC SVCS	9,000.00	0.00	9,000.00	1,000.00	1,000.00	8,000.00
	PURCHASED PROF/EDUC SVCS.	14,500.00	0.00	14,500.00	1,000.00	1,000.00	13,500.00
11-190-100-340-01-000	PURCHASED TECHNICAL SERVICES	300.00	0.00	300.00	0.00	0.00	300.00
11-190-100-340-03-000	PURCHASED TECHNICAL SERVICES	4,220.00	0.00	4,220.00	0.00	0.00	4,220.00
11-190-100-340-04-000	PURCHASED TECHNICAL SERVICES	5,690.00	0.00	5,690.00	2,690.00	2,690.00	3,000.00
11-190-100-340-07-TEC	PURCHASED TECHNICAL SERVICES	71,000.00	0.00	71,000.00	10,995.51	10,995.51	60,004.49
	PURCHASED TECHNICAL SVCS.	81,210.00	0.00	81,210.00	13,685.51	13,685.51	67,524.49
11-190-100-500-01-000	MISC. PURCHASED SVCS.-SHANER	2,005.00	0.00	2,005.00	1,955.20	1,955.20	49.80
11-190-100-500-01-RNT	RENTALS-SHANER	15,198.00	0.00	15,198.00	14,386.56	13,187.68	811.44
11-190-100-500-03-000	MISC. PURCHASED SVCS.-DAVIES	500.00	0.00	500.00	0.00	0.00	500.00
11-190-100-500-03-RNT	RENTALS-DAVIES	19,712.00	0.00	19,712.00	14,872.56	14,251.18	4,839.44
11-190-100-500-04-RNT	RENTALS-HESS	17,456.00	0.00	17,456.00	17,455.68	17,455.68	0.32

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<b>FUND 11 GENERAL CURRENT EXPENSE</b>								
11-190-100-500-04-TRV	TRAVEL-HESS	500.00	0.00	500.00	0.00	0.00	0.00	500.00
11-190-100-500-07-TEC	MISC. PURCHASED SVCS-TECH	109,200.00	0.00	109,200.00	99,760.00	15,160.64	84,599.36	9,440.00
	TRAVEL	164,571.00	0.00	164,571.00	148,430.00	16,980.90	131,449.10	16,141.00
11-190-100-610-00-GEN	DISTRICT GENERAL ORDERS	30,809.00	0.00	30,809.00	1,391.94	0.00	1,391.94	29,417.06
11-190-100-610-01-000	GENERAL SUPPLIES	8,415.00	824.79	9,239.79	8,031.54	0.00	8,031.54	1,208.25
11-190-100-610-01-1LA	SUPPLIES-GRADE 1 LANGUAGE ARTS	12,000.00	0.00	12,000.00	12,000.00	0.00	12,000.00	0.00
11-190-100-610-01-1MT	SUPPLIES-GRADE 1 MATH	8,877.00	0.00	8,877.00	8,877.00	0.00	8,877.00	0.00
11-190-100-610-01-1SC	SUPPLIES-GRADE 1 SCIENCE	900.00	0.00	900.00	664.31	0.00	664.31	235.69
11-190-100-610-01-ART	SUPPLIES-ART	2,000.00	0.00	2,000.00	2,000.00	0.00	2,000.00	0.00
11-190-100-610-01-GR1	SUPPLIES-GRADE 1	1,000.00	0.00	1,000.00	948.80	0.00	948.80	51.20
11-190-100-610-01-HPE	SUPPLIES-HEALTH PHYS ED	1,500.00	0.00	1,500.00	0.00	0.00	0.00	1,500.00
11-190-100-610-01-KIN	SUPPLIES-KINDERGARTEN	2,000.00	0.00	2,000.00	999.12	0.00	999.12	1,000.88
11-190-100-610-01-KLA	SUPPLIES-KIND LANGUAGE ARTS	12,000.00	0.00	12,000.00	9,982.76	0.00	9,982.76	2,017.24
11-190-100-610-01-KMT	SUPPLIES-KIND MATH	8,877.00	0.00	8,877.00	8,877.00	0.00	8,877.00	0.00
11-190-100-610-01-KSC	SUPPLIES-KIND SCIENCE	900.00	0.00	900.00	546.30	0.00	546.30	353.70
11-190-100-610-01-MUS	SUPPLIES-MUSIC	1,000.00	2.51	1,002.51	995.63	0.00	995.63	6.88
11-190-100-610-03-000	GENERAL SUPPLIES	9,500.00	(252.20)	9,247.80	4,961.68	80.80	4,880.88	4,286.12
11-190-100-610-03-ART	INSTR SUPPLIES-ART	4,675.00	333.00	5,008.00	5,007.46	0.00	5,007.46	0.54
11-190-100-610-03-AVA	INSTR SUPPLIES-AUDIO VISUAL	13,500.00	543.00	14,043.00	7,658.89	0.00	7,658.89	6,384.11
11-190-100-610-03-HIS	INSTR SUPPLIES-HISTORY	4,500.00	0.00	4,500.00	4,210.73	0.00	4,210.73	289.27
11-190-100-610-03-HPE	INSTR SUPPLIES-HEALTH/PHYS ED	9,000.00	2,889.83	11,889.83	5,600.33	0.00	5,600.33	6,289.50
11-190-100-610-03-LAL	INSTR SUPPLIES-LANG ARTS LIT	11,500.00	0.00	11,500.00	11,463.72	0.00	11,463.72	36.28
11-190-100-610-03-MTH	INSTR SUPPLIES-MATH	9,000.00	0.00	9,000.00	5,289.52	0.00	5,289.52	3,710.48
11-190-100-610-03-MUS	INSTR SUPPLIES-MUSIC	6,000.00	0.00	6,000.00	5,986.00	0.00	5,986.00	14.00
11-190-100-610-03-NHZ	INSTR SUPPLIES-NEW HORIZONS	1,500.00	0.00	1,500.00	0.00	0.00	0.00	1,500.00
11-190-100-610-03-SCI	INSTR SUPPLIES-SCIENCE	10,750.00	0.00	10,750.00	9,689.65	0.00	9,689.65	1,060.35
11-190-100-610-03-TEC	GENERAL SUPPLIES-TECH ED	15,000.00	0.00	15,000.00	11,026.05	0.00	11,026.05	3,973.95
11-190-100-610-03-WLG	INSTR SUPPLIES-WORLD LANGUAGE	1,000.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00
11-190-100-610-04-000	GENERAL SUPPLIES	500.00	2,560.00	3,060.00	2,574.26	0.00	2,574.26	485.74

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<b>FUND 11 GENERAL CURRENT EXPENSE</b>								
11-190-100-610-04-A23	GENERAL SUPPLIES	0.00	1,800.00	1,800.00	1,799.32	1,637.37	161.95	0.68
11-190-100-610-04-A45	GENERAL SUPPLIES	0.00	1,800.00	1,800.00	1,800.00	0.00	1,800.00	0.00
11-190-100-610-04-ART	SUPPLIES-ART	4,806.00	0.00	4,806.00	4,668.73	72.35	4,596.38	137.27
11-190-100-610-04-B23	GENERAL SUPPLIES	0.00	1,200.00	1,200.00	1,200.00	1,144.48	55.52	0.00
11-190-100-610-04-B45	GENERAL SUPPLIES	0.00	1,200.00	1,200.00	1,199.95	1,043.31	156.64	0.05
11-190-100-610-04-BLU	SUPPLIES-BLUE HOUSE	1,200.00	(1,200.00)	0.00	0.00	0.00	0.00	0.00
11-190-100-610-04-BSI	SUPPLIES-BSI	920.00	0.00	920.00	858.56	858.56	0.00	61.44
11-190-100-610-04-C23	GENERAL SUPPLIES	0.00	1,200.00	1,200.00	1,165.77	1,165.77	0.00	34.23
11-190-100-610-04-C45	GENERAL SUPPLIES	0.00	1,200.00	1,200.00	1,199.33	1,194.50	4.83	0.67
11-190-100-610-04-G&T	GIFTED AND TALENTED	2,500.00	0.00	2,500.00	0.00	0.00	0.00	2,500.00
11-190-100-610-04-GRE	SUPPLIES-GREEN HOUSE	1,200.00	(1,200.00)	0.00	0.00	0.00	0.00	0.00
11-190-100-610-04-HPE	SUPPLIES-HEALTH & PHYS ED	15,213.00	(0.60)	15,212.40	14,663.19	1,715.58	12,947.61	549.21
11-190-100-610-04-LAL	SUPPLIES-LANGUAGE ARTS	43,534.00	0.00	43,534.00	43,382.60	29,483.04	13,899.56	151.40
11-190-100-610-04-MTH	SUPPLIES-MATH	41,882.00	0.00	41,882.00	40,944.26	40,944.26	0.00	937.74
11-190-100-610-04-MUS	SUPPLIES-MUSIC	9,700.00	0.00	9,700.00	7,376.60	5,445.24	1,931.36	2,323.40
11-190-100-610-04-ORA	SUPPLIES-ORANGE HOUSE	1,200.00	(1,200.00)	0.00	0.00	0.00	0.00	0.00
11-190-100-610-04-PRE	SUPPLIES-PRESCHOOL	1,842.00	0.00	1,842.00	0.00	0.00	0.00	1,842.00
11-190-100-610-04-PUR	SUPPLIES-PURPLE HOUSE	1,200.00	(1,200.00)	0.00	0.00	0.00	0.00	0.00
11-190-100-610-04-RED	SUPPLIES-RED HOUSE	1,200.00	(1,200.00)	0.00	0.00	0.00	0.00	0.00
11-190-100-610-04-SIL	SUPPLIES-SILVER HOUSE	1,200.00	(1,200.00)	0.00	0.00	0.00	0.00	0.00
11-190-100-610-04-SSS	SOCIAL STUDIES/SCIENCE	8,561.00	0.00	8,561.00	7,388.14	0.00	7,388.14	1,172.86
11-190-100-610-04-SWE	SWEP PROGRAM	2,500.00	0.00	2,500.00	0.00	0.00	0.00	2,500.00
11-190-100-610-04-SWM	SUPPLIES-SWIMMING	2,214.00	0.60	2,214.60	2,211.10	1,261.83	949.27	3.50
11-190-100-610-04-WLG	SUPPLIES-WORLD LANGUAGE	184.00	0.00	184.00	171.33	171.33	0.00	12.67
11-190-100-610-04-YEL	SUPPLIES-YELLOW HOUSE	1,200.00	(1,200.00)	0.00	0.00	0.00	0.00	0.00
11-190-100-610-05-TSG	TESTING MATERIALS	18,000.00	0.00	18,000.00	0.00	0.00	0.00	18,000.00
11-190-100-610-07-TEC	GENERAL SUPPLIES	374,068.00	286.58	374,354.58	196,032.65	0.00	196,032.65	178,321.93
	<b>SUPPLIES</b>	<b>721,027.00</b>	<b>7,187.51</b>	<b>728,214.51</b>	<b>454,844.22</b>	<b>86,218.42</b>	<b>368,625.80</b>	<b>273,370.29</b>
11-190-100-640-03-000	TEXTBOOKS	1,000.00	0.00	1,000.00	165.74	0.00	165.74	834.26

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<b>FUND 11 GENERAL CURRENT EXPENSE</b>								
11-190-100-640-05-000	TEXTBOOKS-NEW	17,000.00	0.00	17,000.00	0.00	0.00	0.00	17,000.00
	TEXTBOOKS	18,000.00	0.00	18,000.00	165.74	0.00	165.74	17,834.26
11-190-100-890-03-000	MISCELLANEOUS EXPENDITURES	1,185.00	0.00	1,185.00	240.00	0.00	240.00	945.00
11-190-100-890-04-000	MISCELLANEOUS EXPENDITURES	0.00	1,779.00	1,779.00	1,778.40	0.00	1,778.40	0.60
	MISCELLANEOUS EXPENSES	1,185.00	1,779.00	2,964.00	2,018.40	0.00	2,018.40	945.60
	UNDISTRIBUTED INSTRUCTION-REG.	1,473,377.00	8,966.51	1,482,343.51	620,143.87	103,199.32	516,944.55	862,199.64
11-209-100-101-06-000	SALARIES OF TEACHERS	50,400.00	0.00	50,400.00	0.00	0.00	0.00	50,400.00
	TEACHER SALARIES	50,400.00	0.00	50,400.00	0.00	0.00	0.00	50,400.00
11-209-100-106-06-000	OTHER SALARIES FOR INSTRUCTION	26,137.00	0.00	26,137.00	0.00	0.00	0.00	26,137.00
	OTHER SALARIES FOR INSTRUCTION	26,137.00	0.00	26,137.00	0.00	0.00	0.00	26,137.00
11-209-100-610-08-000	GENERAL SUPPLIES	500.00	0.00	500.00	0.00	0.00	0.00	500.00
	BEHAVIORAL DISABLED	77,037.00	0.00	77,037.00	0.00	0.00	0.00	77,037.00
11-212-100-101-06-000	SALARIES OF TEACHERS	606,738.00	0.00	606,738.00	0.00	0.00	0.00	606,738.00
11-212-100-101-06-SUB	SALARIES OF TEACHERS	20,000.00	(7,360.00)	12,640.00	0.00	0.00	0.00	12,640.00
11-212-100-101-06-SUM	SALARIES OF TEACHERS	23,000.00	7,360.00	30,360.00	30,360.00	30,360.00	0.00	0.00
	TEACHER SALARIES	649,738.00	0.00	649,738.00	30,360.00	30,360.00	0.00	619,378.00
11-212-100-106-06-000	OTHER SALARIES FOR INSTRUCTION	198,688.00	0.00	198,688.00	0.00	0.00	0.00	198,688.00
11-212-100-106-06-SUB	OTHER SALARIES FOR INSTRUCTION	29,998.00	0.00	29,998.00	0.00	0.00	0.00	29,998.00
11-212-100-106-06-SUM	OTHER SALARIES FOR INSTRUCTION	22,000.00	0.00	22,000.00	16,880.50	16,880.50	0.00	5,119.50
11-212-100-320-08-000	PURCH PROF SERVICES	10,000.00	(10,000.00)	0.00	0.00	0.00	0.00	0.00
	OTHER SALARIES FOR INSTRUCTION	260,686.00	(10,000.00)	250,686.00	16,880.50	16,880.50	0.00	233,805.50
11-212-100-610-08-000	GENERAL SUPPLIES	0.00	195.33	195.33	195.33	156.83	38.50	0.00
11-212-100-610-08-GEN	GENERAL ORDERS	14,000.00	51.95	14,051.95	14,051.95	0.00	14,051.95	0.00
11-212-100-610-08-SUM	GENERAL SUPPLIES-ESY	2,000.00	(51.95)	1,948.05	1,278.66	850.00	428.66	669.39
	SUPPLIES	16,000.00	195.33	16,195.33	15,525.94	1,006.83	14,519.11	669.39
	MULTIPLY DISABLED	926,424.00	(9,804.67)	916,619.33	62,766.44	48,247.33	14,519.11	853,852.89
11-213-100-101-06-000	SALARIES OF TEACHERS	2,704,310.00	0.00	2,704,310.00	0.00	0.00	0.00	2,704,310.00
11-213-100-101-06-SUB	SALARIES OF TEACHERS	20,000.00	0.00	20,000.00	0.00	0.00	0.00	20,000.00
	TEACHER SALARIES	2,724,310.00	0.00	2,724,310.00	0.00	0.00	0.00	2,724,310.00

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<b>FUND 11 GENERAL CURRENT EXPENSE</b>								
11-213-100-610-08-000	GENERAL SUPPLIES	35,000.00	10,444.73	45,444.73	38,448.91	549.70	37,899.21	6,995.82
	SUPPLIES	35,000.00	10,444.73	45,444.73	38,448.91	549.70	37,899.21	6,995.82
	RESOURCE ROOM	2,759,310.00	10,444.73	2,769,754.73	38,448.91	549.70	37,899.21	2,731,305.82
11-214-100-101-06-000	SALARIES OF TEACHERS	101,000.00	(7,440.00)	93,560.00	0.00	0.00	0.00	93,560.00
11-214-100-101-06-SUM	SALARIES OF TEACHERS	0.00	7,440.00	7,440.00	7,440.00	7,440.00	0.00	0.00
	TEACHER SALARIES	101,000.00	0.00	101,000.00	7,440.00	7,440.00	0.00	93,560.00
11-214-100-106-06-000	OTHER SALARIES FOR INSTRUCTION	26,137.00	(2,457.00)	23,680.00	0.00	0.00	0.00	23,680.00
11-214-100-106-06-SUB	OTHER SALARIES FOR INSTRUCTION	10,000.00	(3,150.00)	6,850.00	0.00	0.00	0.00	6,850.00
11-214-100-106-06-SUM	OTHER SALARIES FOR INSTRUCTION	0.00	5,607.00	5,607.00	5,607.00	5,607.00	0.00	0.00
	OTHER SALARIES FOR INSTRUCTION	36,137.00	0.00	36,137.00	5,607.00	5,607.00	0.00	30,530.00
11-214-100-610-08-000	SUPPLIES	5,000.00	116.96	5,116.96	4,538.69	116.96	4,421.73	578.27
	AUTISM	142,137.00	116.96	142,253.96	17,585.69	13,163.96	4,421.73	124,668.27
11-215-100-101-06-000	SALARIES OF TEACHERS	111,837.00	0.00	111,837.00	0.00	0.00	0.00	111,837.00
11-215-100-101-06-SUM	SALARIES OF TEACHERS	23,000.00	0.00	23,000.00	14,880.00	14,880.00	0.00	8,120.00
	TEACHER SALARIES	134,837.00	0.00	134,837.00	14,880.00	14,880.00	0.00	119,957.00
11-215-100-106-06-000	OTHER SALARIES FOR INSTRUCTION	88,436.00	0.00	88,436.00	0.00	0.00	0.00	88,436.00
11-215-100-106-06-SUB	OTHER SALARIES FOR INSTRUCTION	10,000.00	0.00	10,000.00	33.75	33.75	0.00	9,966.25
11-215-100-106-06-SUM	OTHER SALARIES FOR INSTRUCTION	10,000.00	0.00	10,000.00	9,534.00	9,534.00	0.00	466.00
	OTHER SALARIES FOR INSTRUCTION	108,436.00	0.00	108,436.00	9,567.75	9,567.75	0.00	98,868.25
11-215-100-610-08-000	GENERAL SUPPLIES	4,000.00	150.22	4,150.22	2,457.62	582.11	1,875.51	1,692.60
	SUPPLIES	4,000.00	150.22	4,150.22	2,457.62	582.11	1,875.51	1,692.60
	PRESCHOOL DISABLED	247,273.00	150.22	247,423.22	26,905.37	25,029.86	1,875.51	220,517.85
11-219-100-101-06-000	SALARIES OF TEACHERS	27,500.00	0.00	27,500.00	0.00	0.00	0.00	27,500.00
11-219-100-101-06-sum	Homebound Instruction	1,200.00	0.00	1,200.00	0.00	0.00	0.00	1,200.00
11-219-100-320-08-000	PURCH EDUC SERVICES	15,000.00	0.00	15,000.00	0.00	0.00	0.00	15,000.00
	HOMEBOUND INSTRUCTION-SPECIAL	43,700.00	0.00	43,700.00	0.00	0.00	0.00	43,700.00
11-230-100-101-06-000	SALARIES OF TEACHERS	1,139,541.00	0.00	1,139,541.00	0.00	0.00	0.00	1,139,541.00
11-230-100-101-06-SUB	SALARIES OF TEACHERS	10,000.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00
	TEACHER SALARIES	1,149,541.00	0.00	1,149,541.00	0.00	0.00	0.00	1,149,541.00

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Account code	Org budget	Transfers	Adj budget	Orders	Expenditure	Encumber	Funds avail.
<b>FUND 11 GENERAL CURRENT EXPENSE</b>							
	BASIC SKILLS	1,149,541.00	0.00	1,149,541.00	0.00	0.00	1,149,541.00
11-240-100-101-06-000	SALARIES OF TEACHERS	446,723.00	0.00	446,723.00	0.00	0.00	446,723.00
	BILINGUAL INSTRUCTION	446,723.00	0.00	446,723.00	0.00	0.00	446,723.00
11-401-100-100-06-DAV	PERSONAL SERVICES - SALARIES	42,851.00	0.00	42,851.00	0.00	0.00	42,851.00
11-401-100-100-06-HES	PERSONAL SERVICES - SALARIES	46,920.00	0.00	46,920.00	0.00	0.00	46,920.00
11-401-100-100-06-SHA	PERSONAL SERVICES - SALARIES	7,415.00	0.00	7,415.00	0.00	0.00	7,415.00
	SALARIES	97,186.00	0.00	97,186.00	0.00	0.00	97,186.00
11-401-100-610-03-000	GENERAL SUPPLIES	9,600.00	0.00	9,600.00	8,957.00	8,957.00	643.00
	SUPPLIES	9,600.00	0.00	9,600.00	8,957.00	8,957.00	643.00
11-401-100-890-03-000	MISCELLANEOUS EXPENDITURES	1,150.00	0.00	1,150.00	0.00	0.00	1,150.00
	MISCELLANEOUS EXPENSES	1,150.00	0.00	1,150.00	0.00	0.00	1,150.00
	COCURRICULAR ACTIVITIES	107,936.00	0.00	107,936.00	8,957.00	8,957.00	98,979.00
11-402-100-100-06-000	PERSONAL SERVICES - SALARIES	48,714.00	0.00	48,714.00	0.00	0.00	48,714.00
11-402-100-500-03-000	OTHER PURCHASED SERVICES	5,570.00	0.00	5,570.00	58.00	58.00	5,512.00
11-402-100-610-03-000	GENERAL SUPPLIES	8,000.00	2,317.77	10,317.77	7,449.57	7,449.57	2,868.20
11-402-100-890-03-000	MISCELLANEOUS EXPENDITURES	2,750.00	0.00	2,750.00	275.00	275.00	2,475.00
	ATHLETICS	65,034.00	2,317.77	67,351.77	7,782.57	7,782.57	59,569.20
	<b>FUND Total</b>	<b>41,018,117.00</b>	<b>30,434.49</b>	<b>41,048,551.49</b>	<b>10,521,198.62</b>	<b>2,789,248.49</b>	<b>30,527,352.87</b>

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<b>FUND 12 CAPITAL OUTLAY</b>								
12-000-213-730-00-000	EQUIPMENT-HEALTH SERVICES	0.00	2,742.61	2,742.61	2,742.13	2,742.13	0.00	0.48
12-000-217-730-08-000	EQUIPMENT	10,019.00	(34.00)	9,985.00	0.00	0.00	0.00	9,985.00
12-000-240-730-00-000	SCHOOL ADMIN-EQUIPMENT	0.00	2,400.00	2,400.00	0.00	0.00	0.00	2,400.00
12-000-251-730-00-000	EQUIPMENT	4,500.00	0.00	4,500.00	0.00	0.00	0.00	4,500.00
12-000-252-730-07-TEC	EQUIPMENT	16,000.00	0.00	16,000.00	0.00	0.00	0.00	16,000.00
12-000-400-450-09-HTC	HESS AUTOMATIC TEMP CONTROLS	0.00	350,000.00	350,000.00	350,000.00	0.00	350,000.00	0.00
12-000-400-896-00-000	ASSESSMENT ON D.S.-SDA FUNDING	110,602.00	0.00	110,602.00	0.00	0.00	0.00	110,602.00
12-000-400-931-00-000	CAP RESERVE TO CAP PROJECTS	800,000.00	0.00	800,000.00	0.00	0.00	0.00	800,000.00
<b>CAPITAL OUTLAY</b>		<b>941,121.00</b>	<b>355,108.61</b>	<b>1,296,229.61</b>	<b>352,742.13</b>	<b>2,742.13</b>	<b>350,000.00</b>	<b>943,487.48</b>
<b>FUND Total</b>		<b>941,121.00</b>	<b>355,108.61</b>	<b>1,296,229.61</b>	<b>352,742.13</b>	<b>2,742.13</b>	<b>350,000.00</b>	<b>943,487.48</b>

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Account code		Org budget	Transfers	Adj budget	Orders	Expenditure	Encumber	Funds avail.
<b>FUND 20 SPECIAL REVENUE FUNDS</b>								
20-223-100-101-06-PRE	SALARIES	246,567.00	0.00	246,567.00	0.00	0.00	0.00	246,567.00
	SALARIES	246,567.00	0.00	246,567.00	0.00	0.00	0.00	246,567.00
20-223-100-106-06-PRE	OTHER SALARIES FOR INSTRUCT	98,157.00	0.00	98,157.00	0.00	0.00	0.00	98,157.00
	OTHER SALARIES FOR INSTRUCTION	98,157.00	0.00	98,157.00	0.00	0.00	0.00	98,157.00
20-223-100-610-01-PRE	GENERAL SUPPLIES	8,260.00	0.00	8,260.00	7,944.41	1,863.64	6,080.77	315.59
	SUPPLIES	8,260.00	0.00	8,260.00	7,944.41	1,863.64	6,080.77	315.59
20-223-200-105-06-PRE	CLERICAL SALARIES	16,095.00	0.00	16,095.00	0.00	0.00	0.00	16,095.00
	SALARIES-SECRETARIAL	16,095.00	0.00	16,095.00	0.00	0.00	0.00	16,095.00
	PRESCHOOL AID	369,079.00	0.00	369,079.00	7,944.41	1,863.64	6,080.77	361,134.59
20-231-100-100-06-DAV	SALARIES-DAVIES	0.00	68,128.00	68,128.00	0.00	0.00	0.00	68,128.00
20-231-100-100-06-HES	SALARIES-HESS	0.00	85,612.00	85,612.00	0.00	0.00	0.00	85,612.00
20-231-100-100-06-NPD	SALARIES-NP 6-8	0.00	1,226.00	1,226.00	0.00	0.00	0.00	1,226.00
20-231-100-100-06-NPH	SALARIES-NP 2-5	0.00	1,226.00	1,226.00	0.00	0.00	0.00	1,226.00
20-231-100-100-06-NPS	SALARIES-NP K-1	0.00	736.00	736.00	0.00	0.00	0.00	736.00
20-231-100-100-06-SHA	SALARIES-SHANER	0.00	25,995.00	25,995.00	0.00	0.00	0.00	25,995.00
20-231-100-600-05-DAV	SUPPLIES-DAVIES	301,348.00	(273,018.00)	28,330.00	17,196.43	0.00	17,196.43	11,133.57
20-231-100-600-05-HES	SUPPLIES-HESS	0.00	53,398.00	53,398.00	0.00	0.00	0.00	53,398.00
20-231-100-600-05-SHA	SUPPLIES-SHANER	0.00	39,165.00	39,165.00	0.00	0.00	0.00	39,165.00
20-231-200-100-06-DAV	SALARIES-DAVIES	0.00	4,851.00	4,851.00	0.00	0.00	0.00	4,851.00
20-231-200-100-06-HES	SALARIES-HESS	0.00	6,468.00	6,468.00	0.00	0.00	0.00	6,468.00
20-231-200-100-06-SHA	SALARIES-SHANER	0.00	3,234.00	3,234.00	0.00	0.00	0.00	3,234.00
20-231-200-200-05-DAV	EMPLOYEE BENEFITS-DAVIES	0.00	17,089.00	17,089.00	0.00	0.00	0.00	17,089.00
20-231-200-200-05-HES	EMPLOYEE BENEFITS-HESS	0.00	21,427.00	21,427.00	0.00	0.00	0.00	21,427.00
20-231-200-200-05-SHA	EMPLOYEE BENEFITS-SHANER	0.00	6,674.00	6,674.00	0.00	0.00	0.00	6,674.00
20-231-200-200-20-NPD	BENEFITS-NP 6-8	0.00	94.00	94.00	0.00	0.00	0.00	94.00
20-231-200-200-20-NPH	BENEFITS-NP 2-5	0.00	94.00	94.00	0.00	0.00	0.00	94.00
20-231-200-200-20-NPS	BENEFITS-NP K-1	0.00	56.00	56.00	0.00	0.00	0.00	56.00
20-231-200-300-05-DAV	PURCH PROF/TECH SVCS-DAVIES	0.00	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00
20-231-200-500-01-TRV	WORKSHOPS/TRAVEL - SHANER	0.00	11,930.00	11,930.00	2,107.76	0.00	2,107.76	9,822.24

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<b>FUND 20 SPECIAL REVENUE FUNDS</b>								
20-231-200-500-03-TRV	WORKSHOPS/TRAVEL - DAVIES	0.00	4,500.00	4,500.00	0.00	0.00	0.00	4,500.00
20-231-200-500-04-TRV	WORKSHOPS/TRAVEL - HESS	0.00	1,152.00	1,152.00	0.00	0.00	0.00	1,152.00
20-231-200-600-05-DAV	SUPPLIES AND MATERIALS-DAVIES	0.00	250.00	250.00	0.00	0.00	0.00	250.00
20-231-200-600-05-SHA	SUPPLIES AND MATERIALS-SHANER	0.00	250.00	250.00	0.00	0.00	0.00	250.00
20-231-200-800-05-DAV	MISC EXPENDITURES-DAVIES	0.00	70.00	70.00	0.00	0.00	0.00	70.00
20-231-200-800-05-HES	MISC EXPENSES-HESS	0.00	105.00	105.00	0.00	0.00	0.00	105.00
20-231-200-800-05-SHA	MISC EXPENSES-SHANER	0.00	70.00	70.00	0.00	0.00	0.00	70.00
20-231-400-731-05-HES	INSTRUCTIONAL EQUIPMENT	0.00	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00
	<b>NCLB - TITLE I</b>	<b>301,348.00</b>	<b>97,782.00</b>	<b>399,130.00</b>	<b>19,304.19</b>	<b>0.00</b>	<b>19,304.19</b>	<b>379,825.81</b>
20-234-100-100-06-SHA	SALARIES-SHANER	0.00	6,249.60	6,249.60	6,249.60	6,249.60	0.00	0.00
20-234-100-600-05-SHA	SUPPLIES-SHANER	0.00	10,442.96	10,442.96	1,733.54	0.00	1,733.54	8,709.42
20-234-100-600-20-NPD	SUPPLIES-NP 6-8	0.00	1,873.04	1,873.04	1,873.04	61.33	1,811.71	0.00
20-234-100-600-20-NPH	SUPPLIES-NP 2-5	0.00	3,746.10	3,746.10	3,324.72	1,867.20	1,457.52	421.38
20-234-100-600-20-NPS	SUPPLIES-NP K-1	0.00	1,873.04	1,873.04	1,676.93	274.65	1,402.28	196.11
20-234-200-200-05-SHA	EMPLOYEE BENEFITS	0.00	478.10	478.10	478.10	478.10	0.00	0.00
20-234-200-500-01-TRV	OTHER PURCHASED SRV-SHANER	0.00	775.00	775.00	775.00	0.00	775.00	0.00
20-235-100-600-05-SHA	SUPPLIES-SHANER	0.00	3,747.46	3,747.46	3,747.46	0.00	3,747.46	0.00
	<b>NCLB - TITLE I C/O</b>	<b>0.00</b>	<b>29,185.30</b>	<b>29,185.30</b>	<b>19,858.39</b>	<b>8,930.88</b>	<b>10,927.51</b>	<b>9,326.91</b>
20-241-100-100-06-000	PERSONAL SERVICES - SALARIES	0.00	11,212.00	11,212.00	0.00	0.00	0.00	11,212.00
20-241-100-600-05-000	SUPPLIES AND MATERIALS	15,544.00	(13,502.00)	2,042.00	468.63	0.00	468.63	1,573.37
20-241-100-600-20-STV	SUPPLIES-ST VINCENT NP	0.00	513.00	513.00	0.00	0.00	0.00	513.00
	<b>SUPPLIES</b>	<b>15,544.00</b>	<b>(12,989.00)</b>	<b>2,555.00</b>	<b>468.63</b>	<b>0.00</b>	<b>468.63</b>	<b>2,086.37</b>
20-241-200-200-05-000	EMPLOYEE BENEFITS	0.00	2,086.00	2,086.00	0.00	0.00	0.00	2,086.00
	<b>NCLB - TITLE III</b>	<b>15,544.00</b>	<b>309.00</b>	<b>15,853.00</b>	<b>468.63</b>	<b>0.00</b>	<b>468.63</b>	<b>15,384.37</b>
20-242-100-600-05-000	SUPPLIES AND MATERIALS	0.00	2,453.63	2,453.63	2,421.08	2,048.84	372.24	32.55
	<b>NCLB - TITLE III C/O</b>	<b>0.00</b>	<b>2,453.63</b>	<b>2,453.63</b>	<b>2,421.08</b>	<b>2,048.84</b>	<b>372.24</b>	<b>32.55</b>
20-251-100-500-08-000	OTHER PURCHASED SVCS/TUITION	661,863.00	109,263.00	771,126.00	0.00	0.00	0.00	771,126.00
20-251-200-300-20-NP.	PURCH PROF/TECH SERV	0.00	25,307.00	25,307.00	0.00	0.00	0.00	25,307.00
	<b>PURCHASED PROF/TECH SERVICES</b>	<b>0.00</b>	<b>25,307.00</b>	<b>25,307.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,307.00</b>

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Start date 7/1/2014

End date 8/31/2014

09/25/14 12:24

Starting account 10-###-###-###-##-###

Ending account 60-###-###-###-##-###

Account code	Org budget	Transfers	Adj budget	Orders	Expenditure	Encumber	Funds avail.
<b>FUND 20 SPECIAL REVENUE FUNDS</b>							
	IDEA - BASIC	661,863.00	134,570.00	796,433.00	0.00	0.00	796,433.00
20-252-100-500-08-000	OTHER PURCHASED SERVICES	0.00	30,827.00	30,827.00	0.00	0.00	30,827.00
	IDEA - PRESCHOOL	0.00	30,827.00	30,827.00	0.00	0.00	30,827.00
20-253-200-300-20-NP.	PURCH PROF/TECH SERV	0.00	2,807.22	2,807.22	0.00	0.00	2,807.22
	IDEA - BASIC C/O	0.00	2,807.22	2,807.22	0.00	0.00	2,807.22
20-270-100-100-06-000	SALARIES	0.00	39,240.00	39,240.00	0.00	0.00	39,240.00
	SALARIES	0.00	39,240.00	39,240.00	0.00	0.00	39,240.00
20-270-100-600-05-000	SUPPLIES	59,434.00	(53,535.00)	5,899.00	0.00	0.00	5,899.00
	SUPPLIES	59,434.00	(53,535.00)	5,899.00	0.00	0.00	5,899.00
20-270-200-200-05-000	EMPLOYEE BENEFITS	0.00	8,875.00	8,875.00	0.00	0.00	8,875.00
	EMPLOYEE BENEFITS	0.00	8,875.00	8,875.00	0.00	0.00	8,875.00
20-270-200-300-05-000	PURCHASED PROF/TECH SERVICES	0.00	16,101.00	16,101.00	16,101.00	0.00	16,101.00
20-270-200-300-20-STV	PURCH PROF &TECH SERVICES	0.00	940.00	940.00	0.00	0.00	940.00
	PURCHASED EDUCATIONAL SVCS	0.00	17,041.00	17,041.00	16,101.00	0.00	16,101.00
20-270-200-600-05-000	SUPPLIES AND MATERIALS	0.00	500.00	500.00	0.00	0.00	500.00
	SUPPLIES	0.00	500.00	500.00	0.00	0.00	500.00
	NCLB - TITLE II	59,434.00	12,121.00	71,555.00	16,101.00	0.00	16,101.00
20-271-100-600-05-000	SUPPLIES	0.00	828.33	828.33	828.33	411.39	416.94
	NCLB - TITLE II C/O	0.00	828.33	828.33	828.33	411.39	416.94
20-299-200-600-00-YR1	NON-INSTRUCTIONAL SUPPLIES	0.00	15.65	15.65	15.65	0.00	15.65
	CHARACTER EDUCATION	0.00	15.65	15.65	15.65	0.00	15.65
20-501-100-640-20-000	TEXTBOOKS	7,646.00	1,648.00	9,294.00	9,294.00	0.00	9,294.00
20-501-100-640-20-COV	CARRYOVER	0.00	456.16	456.16	456.16	0.00	456.16
	NP TEXTBOOKS	7,646.00	2,104.16	9,750.16	9,750.16	0.00	9,750.16
20-502-100-330-20-000	OTHER PROF SERVICES	57,520.00	15,040.00	72,560.00	72,560.00	0.00	72,560.00
	CHAP. 192/193 - COMP ED	57,520.00	15,040.00	72,560.00	72,560.00	0.00	72,560.00
20-504-100-320-20-000	PURCHASED PROF/EDUC SERVICES	35,532.00	(35,532.00)	0.00	0.00	0.00	0.00
	CHAP. 192/193 - HOMEBOUND	35,532.00	(35,532.00)	0.00	0.00	0.00	0.00
20-505-100-330-20-000	OTHER PROF SERVICES	0.00	7,565.00	7,565.00	0.00	0.00	7,565.00

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Start date 7/1/2014

End date 8/31/2014

09/25/14 12:24

Starting account 10-###-###-###-##-###

Ending account 60-###-###-###-##-###

Account code	Org budget	Transfers	Adj budget	Orders	Expenditure	Encumber	Funds avail.
<b>FUND 20 SPECIAL REVENUE FUNDS</b>							
20-506-100-330-20-000	CHAP. 192/193 - TRANSPORTATION	0.00	7,565.00	7,565.00	0.00	0.00	7,565.00
	OTHER PROF SERVICES	0.00	7,062.00	7,062.00	7,060.00	0.00	2.00
20-507-100-330-20-000	CHAP. 192/193 - SUPP. INSTR.	0.00	7,062.00	7,062.00	7,060.00	0.00	2.00
	OTHER PROF SERVICES	0.00	10,624.00	10,624.00	10,624.00	0.00	0.00
20-508-100-330-20-000	CHAP. 192/193 - EXAM/CLASS	0.00	10,624.00	10,624.00	10,624.00	0.00	0.00
	OTHER PROF SERVICES	0.00	14,136.00	14,136.00	14,136.00	0.00	0.00
20-509-100-330-20-000	CHAP. 192/193 - CORR. SPEECH	0.00	14,136.00	14,136.00	14,136.00	0.00	0.00
	OTHER PROF SERVICES	10,762.00	4,035.00	14,797.00	0.00	0.00	14,797.00
20-510-100-610-20-STV	NP NURSING	10,762.00	4,035.00	14,797.00	0.00	0.00	14,797.00
	SUPPLIES-STV	2,788.00	2,204.00	4,992.00	0.00	0.00	4,992.00
	NONPUBLIC TECHNOLOGY	2,788.00	2,204.00	4,992.00	0.00	0.00	4,992.00
	<b>FUND Total</b>	<b>1,521,516.00</b>	<b>338,137.29</b>	<b>1,859,653.29</b>	<b>181,071.84</b>	<b>13,254.75</b>	<b>167,817.09</b>
							<b>1,678,581.45</b>



Account Totals Detail

HAMILTON TOWNSHIP BOARD OF ED

Start date 7/1/2014

End date 8/31/2014

Starting account 10-###-###-###-##-###

Ending account 60-###-###-###-##-###

Account code		Org budget	Transfers	Adj budget	Orders	Expenditure	Encumber	Funds avail.
<b>FUND 30 CAPITAL PROJECTS FUNDS</b>								
30-000-401-450-00-DAV	CONSTRUCTION SERVICES	0.00	50,000.00	50,000.00	50,000.00	0.00	50,000.00	0.00
30-000-402-450-00-SSP	SOLAR/ROOF PROJECT-SHANER	0.00	1,000.00	1,000.00	1,000.00	0.00	1,000.00	0.00
30-000-402-930-00-DSP	TRANSFER SOLAR BAL-DEBT SERVC	0.00	453,559.81	453,559.81	0.00	0.00	0.00	453,559.81
30-000-402-930-00-HSP	TRANSFER SOLAR BAL-DEBT SERVC	0.00	200,192.51	200,192.51	0.00	0.00	0.00	200,192.51
30-000-402-930-00-SSP	TRANSFER SOLAR BAL-DEBT SERVC	0.00	275,369.42	275,369.42	0.00	0.00	0.00	275,369.42
	<b>FUND Total</b>	0.00	980,121.74	980,121.74	51,000.00	0.00	51,000.00	929,121.74

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Start date 7/1/2014

End date 8/31/2014

09/25/14 12:24

Starting account 10-###-###-###-##-###

Ending account 60-###-###-###-##-###

Account code		Org budget	Transfers	Adj budget	Orders	Expenditure	Encumber	Funds avail.
<b>FUND 40 DEBT SERVICE FUNDS</b>								
40-701-510-834-00-000	INTEREST ON BONDS	669,299.00	0.00	669,299.00	669,298.75	290,467.50	378,831.25	0.25
40-701-510-910-00-000	REDEMPTION OF PRINCIPAL	3,880,000.00	0.00	3,880,000.00	3,880,000.00	1,180,000.00	2,700,000.00	0.00
	<b>FUND Total</b>	<b>4,549,299.00</b>	<b>0.00</b>	<b>4,549,299.00</b>	<b>4,549,298.75</b>	<b>1,470,467.50</b>	<b>3,078,831.25</b>	<b>0.25</b>



Start date 7/1/2014

End date 8/31/2014

09/25/14 12:24

Starting account 10-###-###-###-##-###

Ending account 60-###-###-###-##-###

Account code		Org budget	Transfers	Adj budget	Orders	Expenditure	Encumber	Funds avail.
<b>FUND 60 ENTERPRISE PROGRAMS</b>								
60-910-310-100-06-000	SALARIES FOOD SERVICE	0.00	16,576.89	16,576.89	16,576.89	16,576.89	0.00	0.00
60-910-310-610-00-000	FOOD SERVICE-SUPPLIES	0.00	2,862.99	2,862.99	2,862.99	2,862.99	0.00	0.00
60-910-310-890-00-000	FOOD SERVICE-MISC EXPENDITURES	0.00	30.15	30.15	30.15	30.15	0.00	0.00
60-990-320-100-06-000	KIDS CORNER-SALARIES	0.00	11,722.44	11,722.44	11,722.44	11,722.44	0.00	0.00
60-990-320-610-00-000	KIDS CORNER-SUPPLIES	0.00	2,850.00	2,850.00	2,850.00	2,850.00	0.00	0.00
60-991-320-100-06-000	CE-SALARIES	0.00	112,314.64	112,314.64	112,314.64	112,314.64	0.00	0.00
60-991-320-610-00-000	CE-SUPPLIES	0.00	7,825.96	7,825.96	7,825.96	7,825.96	0.00	0.00
60-991-320-890-00-000	CE-MISC EXPENDITURES	0.00	7,934.45	7,934.45	7,934.45	7,934.45	0.00	0.00
	<b>FUND Total</b>	0.00	162,117.52	162,117.52	162,117.52	162,117.52	0.00	0.00
	<b>Total of all Groups</b>	48,038,511.00	1,865,919.65	49,904,430.65	15,825,886.86	4,438,951.39	11,386,935.47	34,078,543.79

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HAMILTON TOWNSHIP BOARD OF EDUCATION  
Board Meeting of 10/21/2014

September 30, 2014

Account	School	Description	To	From	Rationale
<b>Non-Payroll Transfers</b>					
11-000-100-565	Spec Edu	Undistributed Exp - Tuition - County Special Serv School District	40,000.00		Funds needed to cover state aid adjustment for CSSSD
11-000-100-568	Spec Edu	Undistributed Exp - Tuition - Private Schools for the Disabled		40,000.00	
11-000-219-104	Spec Edu	Undistributed Exp - Child Study Teams - Sal of Other Prof Staff		20,000.00	
11-000-219-390	Spec Edu	Undistributed Exp - Child Study Teams - Other Purch Prof Serv	20,000.00		Funds needed for educational interpreter, not budgeted
11-000-223-100	Curr	Undistributed Exp - Instructional Staff Training - Salaries		5,600.00	
11-190-100-610	Davies	Regular Programs - Undistributed Instr - Instr - General Supplies	5,600.00		Funds needed for STEM program, budgeted under PD
11-190-100-610	Hess	Regular Programs - Undistributed Instr - Instr - General Supplies	1,500.00		Funds needed math consumables, exceeds budget
11-000-240-610	Hess	Undistributed Exp - Support Serv - School Admin - Supplies		1,500.00	
11-000-216-320	Spec Edu	Undistributed Exp - Speech/OT/PT - Purch Prof & Edu Serv		3,500.00	
11-213-100-610	Spec Edu	Special Edu - Resource Room - Instruction - Supplies	3,500.00		Funds needed for add'l supplies, not budgeted
11-209-100-101	Spec Edu	Special Edu - Behavioral Disabilities - Instruction - Sal of Tch		50,400.00	
11-209-100-106	Spec Edu	Special Edu - Behavioral Disabilities - Instruction - Other Sal		26,137.00	
11-209-100-610	Spec Edu	Special Edu - Behavioral Disabilities - Instruction - Supplies		500.00	
11-212-100-101	Spec Edu	Special Edu - Multiple Disabilities - Instruction - Sal of Tch	50,400.00		
11-212-100-106	Spec Edu	Special Edu - Multiple Disabilities - Instruction - Other Sal	26,137.00		Reclass BD class to MD class as per DOE
11-212-100-610	Spec Edu	Special Edu - Multiple Disabilities - Instruction - Supplies	500.00		
		<b>Subtotal</b>	<b>147,637.00</b>	<b>147,637.00</b>	

September 30, 2014

**Special Revenue**

20-231-100-600	Hess	Title I - Instructional Supplies	7,000.00		Funds moving from equipment to supplies
20-231-400-731	Hess	Title I - Instructional Equipment		7,000.00	
		<b>Subtotal</b>	<b>7,000.00</b>	<b>7,000.00</b>	

September 30, 2014

Account	School	Description	To	From	Rationale
<b>Payroll Transfers</b>					
11-000-230-100	District	Undistributed Exp - General Admin - Salaries			
11-000-230-590	District	Undistributed Exp - General Admin - Misc Purch Services	1,000.00		Funds needed for substitute sub caller, not budgeted
				1,000.00	
11-000-217-100	District	Salaries-One on One Para	52,500.00		
11-000-218-104	District	Salaries-Guidance	10,000.00		Staff change from classroom to one on one
11-000-219-104	Spec Edu	Salaries-Child Study Team Members		45,000.00	Different staff than January PCR
11-000-219-105	Spec Edu	Salaries-CST Secretaries	7,500.00		
11-000-221-105	District	Salaries-Curriculum Other		10,000.00	Different staff than January PCR
11-000-222-100	District	Salaries-Library	5,100.00		
11-000-240-105	District	Salaries-Secretaries	25,000.00		Cover leave of absences/additional long term subs
11-000-252-100	District	Salaries-Technology	14,000.00		Different staff than January PCR
11-000-270-160	District	Salaries-Transportation Specialist	10,200.00		
11-105-100-101	District	Salaries-Preschool Teachers		95,000.00	New employee salary higher than budget
11-120-100-101	District	Salaries-Grades 1-5 Teachers	140,000.00		Different staff than January PCR
11-130-100-101	District	Salaries-Grades 6-8 Teachers		150,000.00	
11-190-100-106	District	Salaries-Regular Ed Paraprofessionals		80,000.00	
11-212-100-101	Spec Edu	Salaries-Mult. Dis Teachers	20,000.00		Different staff than January PCR
11-213-100-101	Spec Edu	Salaries-Resource Room Teachers	35,000.00		Different staff than January PCR
11-214-100-101	Spec Edu	Salaries-Autistic Teachers	8,200.00		(summer program not budgeted)
11-214-100-106	Spec Edu	Salaries-Autistic Paraprofessionals		20,000.00	
11-215-100-101	Spec Edu	Salaries-PK Disabled Teachers	68,500.00		Additional classroom teacher needed
11-240-100-101	Spec Edu	Salaries-ESL Teachers	4,000.00		Cover leave of absences/additional long term subs
			<hr/>		
		Subtotal	401,000.00	401,000.00	
			<hr/>		
		Total	555,637.00	555,637.00	
			<hr/>		

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Start date 8/28/2014 End date 6/30/2015

Original PO Date Range, All Ship to locations

10/02/14 13:48

Orders over \$0.00

P.O.	Date	Description	Vendor name	Amount
500573	08/28/14	Chromebook charging cart	9075 HEWLETT PACKARD	\$5,850.00
500574	08/29/14	TUITION REIMBURSEMENT	1468 BRADLEY, WILLIAM	\$1,950.00
500575	08/29/14	TUITION REIMBURSEMENT	1070 ADAMS, KELLEY	\$1,950.00
500576	08/29/14	TUITION REIMBURSEMENT	0950 CLEARY, KRISTOPHER	\$1,950.00
500577	08/29/14	TUITION REIMBURSEMENT	1069 KING, KELLY	\$1,950.00
500578	08/29/14	TUITION REIMBURSEMENT	7026 NEWKIRK, JESSICA	\$1,020.00
500579	08/29/14	TUITION REIMBURSEMENT	1068 REED, CHRISTINE	\$1,950.00
500580	08/29/14	TUITION REIMBURSEMENT	8569 SANTORA, KAREN	\$1,950.00
500581	08/29/14	TUITION REIMBURSEMENT	1051 SMITH, KIMBERLY	\$1,950.00
500585	08/29/14	13-14 TUITION V.S.	0876 SOMERS POINT BOARD OF EDUCATIO	\$5,724.48
500586	08/29/14	NURSING SVCS PER CONTRACT	2397 BAYADA NURSES	\$10,000.00
500589	08/29/14	Printers, ipad cart	1773 CDW GOVERNMENT INC.	\$5,403.94
500591	09/02/14	ADMIN GR. 8 OFFICE SUPPLIES	2759 STAPLES BUSINESS ADVANTAGE	\$605.41
500592	09/02/14	PIANO TUNINGS AND MAINTENANCE	0375 MARQUEZ PIANOS	\$360.00
500593	09/02/14	ADDRESS LABELS CURRICULUM	2759 STAPLES BUSINESS ADVANTAGE	\$54.40
500594	09/02/14	DAVIES REFERENCE MATERIALS	2578 BARNES & NOBLE	\$104.74
500595	09/02/14	SYSTEM 44 NEXT GEN STUDENT LIC	8868 SCHOLASTIC EDUCATION INSIDE SALI	\$6,165.00
500596	09/02/14	BARCODES DAVIES LIBRARY	0224 FOLLETT SOFTWARE CO.	\$76.30
500597	09/02/14	SHANER CST OFFICE SUPPLIES	2759 STAPLES BUSINESS ADVANTAGE	\$214.32
500598	09/02/14	HESS CST OFFICE SUPPLIES	2759 STAPLES BUSINESS ADVANTAGE	\$438.75
500599	09/02/14	DAVIES SCIENCE SUPPLIES	1638 SCHOOL SPECIALTY	\$432.04
500600	09/02/14	DAVIES STEM SUPPLIES	1462 HOME DEPOT	\$475.88
500601	09/02/14	JULY-AUGUST MILEAGE REIMB	1307 NELSON, IAN	\$158.72
500602	09/03/14	Audit	1664 FORD, SCOTT & ASSOCIATES, LLC	\$24,000.00

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Start date 8/28/2014 End date 6/30/2015

Original PO Date Range, All Ship to locations

10/02/14 13:48

Orders over \$0.00

P.O.	Date	Description	Vendor name	Amount
500603	09/03/14	Software Renewal	0599 HUMAN KINETICS	\$149.00
500604	09/03/14	Software Subscription	1002 BRAINPOP	\$4,790.00
500605	09/03/14	Service Labor/supplies	0148 PRINTER TECH	\$1,578.00
500606	09/03/14	SIGNS FOR SHANER SCHOOL	0427 SIGN-A-RAMA	\$736.00
500607	09/04/14	Dell Server	0639 DELL COMPUTERS	\$3,003.89
500608	09/05/14	AUG 27 MILEAGE REIMB	4124 LOPRESTO, CHRISTINE	\$45.88
500609	09/05/14	FBA Evaluation for L.W. & Cons	1126 AMAZING TRANSFORMATIONS LLC	\$2,100.00
500610	09/08/14	Cable wires, mouses	1773 CDW GOVERNMENT INC.	\$770.28
500611	09/08/14	INCL-CLASSRM PRO SOLVER	5803 HEINEMANN	\$25.50
500613	09/08/14	COBRA VISION BILLING PAYMENTS	1125 FIDELITY SECURITY LIFE INSURANCE/	\$311.76
500614	09/08/14	ANNUAL SYMPOSIUM FOR SLPS	0028 EIRC	\$169.00
500616	09/08/14	ANNUAL SYMPOSIUM FOR SLPS	0028 EIRC	\$169.00
500617	09/08/14	ANNUAL SYMPOSIUM FOR SLPS	0028 EIRC	\$169.00
500618	09/09/14	SCHOOL BULLYING ASSEMBLIES	0579 THE YOUTH ALLIANCE	\$3,000.00
500619	09/09/14	TUITION REIMBURSEMENT	1017 HO, KELLY	\$1,950.00
500620	09/09/14	NONPUBLIC NURSING 14-15 YEAR	0645 MONMOUTH OCEAN EDUCATIONAL SE	\$14,797.00
500622	09/12/14	APPLE INC. VOLUME PURCHASE PR	0039 APPLE COMPUTER INC.	\$199.00
500623	09/12/14	CUSTOM STAMP SUPT OFFICE	2759 STAPLES BUSINESS ADVANTAGE	\$37.25
500625	09/12/14	CHINESE WORD TO WORD	0497 BILINGUAL DICTIONARIES	\$117.71
500626	09/12/14	DAVIES ELA CLASSROOM NOVELS	0223 FOLLETT LIBRARY RESOURCES	\$388.20
500627	09/12/14	ELMO AC ADAPTER FOR CAMERA	1773 CDW GOVERNMENT INC.	\$77.38
500628	09/12/14	CUSTOM LECTERN FOR DAVIES	0159 PERFECT MOVE	\$1,395.00
500629	09/12/14	ATHLETIC REPLACEMENT ITEMS	8680 MARKERS INC.	\$70.00
500630	09/12/14	JULY-AUGUST MILEAGE REIMB	0824 KOZAK, DANA	\$17.35



Start date 8/28/2014 End date 6/30/2015

Original PO Date Range, All Ship to locations

10/02/14 13:48

Orders over \$0.00

P.O.	Date	Description	Vendor name	Amount
500631	09/12/14	HESS PLASTIC BINS	0528 REALLY GOOD STUFF	\$1,523.04
500632	09/12/14	SUMMER TRAINING INSTITUTE	2437 ROWAN UNIVERSITY	\$2,200.00
500633	09/12/14	AUTOFOLDER FOR DAVIES	2759 STAPLES BUSINESS ADVANTAGE	\$2,213.35
500634	09/15/14	NONFICTION BOOKS HESS LIBRARY 9180	CAPSTONE PUBLISHERS	\$1,016.46
500635	09/15/14	NONFICTION BOOKS HESS LIBRARY 0189	CREATIVE COMPANY	\$969.35
500636	09/15/14	SAFETY 1ST DIAPER PAILS	1638 SCHOOL SPECIALTY	\$79.98
500637	09/16/14	Software renewal subscription	0394 BOOKFLIX, SCHOLASTIC INC.	\$1,259.00
500638	09/16/14	READ 180 NEXT GEN RDI 4	8868 SCHOLASTIC EDUCATION INSIDE SALI	\$9,381.30
500639	09/16/14	WIDA MODEL ELL GR. 3-5	1129 WCEPS	\$178.00
500640	09/16/14	HESS ELL TEXTBOOKS	4669 CONTINENTAL PRESS	\$2,027.00
500641	09/16/14	GO MATH COMMON CORE GR. 4-5	2093 HOUGHTON MIFFLIN HARCOURT SCH	\$1,506.40
500642	09/17/14	HOW CHILDREN SUCCEED BOOKS	1134 POWELLS BOOKS	\$382.80
500643	09/17/14	SHANER PHYS ED SUPPLIES	0256 GOPHER SPORTS EQUIPMENT	\$1,004.43
500644	09/17/14	BINGO SHANER GYM CURRICULUM	5102 GREAT LAKES SPORTS	\$42.89
500645	09/18/14	4X8 DRY ERASE BOARD GIFTED	9739 W.B. MASON CO. INC.	\$329.99
500646	09/18/14	HESS INDEPENDENT WORKSHOP	1341 THE BOOKSOURCE	\$402.52
500647	09/18/14	SHANER RECESS EQUIPMENT	1393 GYM CLOSET	\$264.99
500648	09/18/14	CONFERENCE REGISTRATION	0627 AUTISM NEW JERSEY	\$500.00
500649	09/18/14	TITLE I COMPUTERS HESS	0639 DELL COMPUTERS	\$57,199.35
500650	09/18/14	TITLE I PROJECTORS HESS	4923 TOTAL VIDEO PRODUCTS INC.	\$1,799.00
500651	09/18/14	FILE CABINET GIFTED TALENTED	9739 W.B. MASON CO. INC.	\$319.95
500652	09/19/14	CST OFFICE SUPPLIES	2759 STAPLES BUSINESS ADVANTAGE	\$49.12
500653	09/23/14	Computer wires	1773 CDW GOVERNMENT INC.	\$716.10
500654	10/24/14	CD PLAYERS, HEADPHONES, BATT	2759 STAPLES BUSINESS ADVANTAGE	\$239.78

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Start date 8/28/2014 End date 6/30/2015

Original PO Date Range, All Ship to locations

10/02/14 13:48

Orders over \$0.00

P.O.	Date	Description	Vendor name	Amount
500655	09/24/14	CRAYOLA TEMPRA PAINT	0317 CONSTRUCTIVE PLAY THINGS	\$164.55
500657	09/25/14	Board Office Supplies	2759 STAPLES BUSINESS ADVANTAGE	\$54.28
500658	09/26/14	ANNUAL SYMPOSIUM FOR SLPS	0028 EIRC	\$169.00
500660	09/26/14	APPLE INC. VOLUME PURCHASE	0039 APPLE COMPUTER INC.	\$85.95
500662	09/29/14	HEALTH BENEFITS OCTOBER	0586 STATE OF NJ -DIV OF PENSIONS	\$582,207.33
500663	09/29/14	Transportation	0259 GEHRHSD	\$2,243,489.41
500664	09/29/14	Transportation	0048 ACSSSD - TRANSPORTATION DEPT	\$7,200.00
500667	09/29/14	Dues	0007 ACASBO	\$300.00
500669	09/29/14	In school nursing care	2397 BAYADA NURSES	\$79,200.00
500671	09/30/14	Course Approval	3789 SUTLEY, MICHELE	\$1,711.77
500673	09/30/14	STATE AID-DEBT SERV ASSESSMEN	1428 TREASURER,STATE OF NEW JERSEY	\$110,602.00
500674	09/30/14	Software Renewal	0616 STARFALL EDUCATION	\$270.00
500675	09/30/14	STATE AID TUITION ADJUSTMENT	1428 TREASURER,STATE OF NEW JERSEY	\$747,244.00
500676	10/01/14	speaker microphones	1222 BIRCH'S COMMUNICATIONS	\$98.00
500678	10/01/14	ACASA Membership Dues	0006 ACASA	\$250.00
500680	10/02/14	Mileage Reimbursement	0901 CAPPELLUTI;DR. MICHELLE	\$141.36
500686	10/02/14	Supplies for Board Office	2759 STAPLES BUSINESS ADVANTAGE	\$788.30
508074	09/02/14	GROUNDS SUPPLIES - DISTRICT	1462 HOME DEPOT	\$259.66
508075	09/02/14	GROUNDS SUPPLIES - CONCRETE	0919 ACTION SUPPLY, INC.	\$116.30
508077	09/02/14	CUSTODIAL SUPPLIES -DISTRICT	1521 BEAUTIFUL RAGS	\$4,762.65
508078	09/02/14	CUSTODIAL SUPPLIES - DISTRICT	0708 HILLYARD INC.	\$339.92
508079	09/02/14	HVAC SUPPLIES DAV/HESS	0972 JOHNSTONE SUPPLY -PLEASANTVILLI	\$440.81
508080	09/03/14	HVAC SUPPLIES - HUMIDIFIER HES	1462 HOME DEPOT	\$181.48
508081	09/03/14	CUSTODIAL SUPPLIES -RECYCLING	1462 HOME DEPOT	\$168.58

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Start date 8/28/2014 End date 6/30/2015

Original PO Date Range, All Ship to locations

10/02/14 13:48

Orders over \$0.00

P.O.	Date	Description	Vendor name	Amount
508082	09/03/14	CONCRETE FOR HESS LT. POLE	1127 KENNEDY CONCRETE, INC.	\$221.00
508083	09/03/14	APPLIANCE.-TOOLS-SUPPLIES	1462 HOME DEPOT	\$518.79
508084	09/08/14	REPAIR FORD TRUCK 2002	0027 KNEBLES AUTO SERVICE STATION	\$681.38
508085	09/02/14	MEMBERSHIP DUES	0211 NJSBGA - ATLANTIC CO CHAPTER	\$275.00
508086	09/08/14	CUSTODIAL SUPPLIES - TRASH CAN	2733 AMSAN - INTERLINE BRANDS	\$226.80
508087	09/09/14	MAINT.SHOP TOOLS AND SUPPLIES	1462 HOME DEPOT	\$43.56
508088	09/09/14	HVAC SUPPLIES- DAVIES SCHOOL	0972 JOHNSTONE SUPPLY -PLEASANTVILLI	\$98.83
508089	09/10/14	HVAC SUPPLIES - HESS/DAVIES	5398 JOHNSTONE SUPPLY	\$63.20
508090	09/02/14	CUSTODIAL SUPPLIES - DAVIES	1356 GRAINGER	\$155.41
508092	09/10/14	GROUNDS SUPPLIES - MAINT SHOP	1462 HOME DEPOT	\$267.40
508093	09/11/14	HVAC SUPPLIES -SHANER RTUs	5398 JOHNSTONE SUPPLY	\$102.12
508094	09/11/14	MAINT.SHOP SUPPLIES-DAVEIS	1462 HOME DEPOT	\$83.43
508095	09/12/14	KITCHEN HOOD FIRE SYS.REPAIR	1674 SIMPLEX GRINNELL	\$31.28
508096	09/12/14	BOILER CLEAN & INSPECT.	0374 MARLEE CONTRACTORS LLC	\$2,634.30
508097	09/15/14	HVAC REPAIR SERVICE -DAVIES	0374 MARLEE CONTRACTORS LLC	\$2,000.00
508098	09/15/14	HVAC EQUIPMENT -ICE MACHINE	0374 MARLEE CONTRACTORS LLC	\$500.00
508099	09/15/14	HVAC REPAIR SERVICE - HESS	0374 MARLEE CONTRACTORS LLC	\$1,000.00
508100	09/15/14	INTERCOM AND FIRE PANEL REPR	8107 KRATOS PUBLIC SAFETY & SECURITY	\$1,000.00
508101	09/15/14	ELECTRICAL TOOL-SUPPLIES -HESS	1356 GRAINGER	\$375.06
508102	09/15/14	HVAC SERVICE -WIF ICED UP-HESS	0374 MARLEE CONTRACTORS LLC	\$744.00
508103	09/15/14	CUSTODIAL SUPPLIES - TRASH CAN	1356 GRAINGER	\$29.30
508104	09/16/14	ELECTRIC SUPPLIES -DISTRICT	0032 UNITED ELECTRIC SUPPLY	\$856.14
508106	09/17/14	SHOP AND SERCIRITY SUPPLIES	1462 HOME DEPOT	\$117.96
508107	09/17/14	STEEL DOOR & FRAME HES/DAV	1525 SOUTH JERSEY GLASS & DOOR CO.	\$821.50

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Start date 8/28/2014 End date 6/30/2015

Original PO Date Range, All Ship to locations

10/02/14 13:48

Orders over \$0.00

P.O.	Date	Description	Vendor name	Amount
508108	09/17/14	HVAC -COMPRESSOR HES KITCH	0374 MARLEE CONTRACTORS LLC	\$1,805.40
508109	09/18/14	GROUNDS EQUIP. AND PARTS	1634 CODY'S POWER EQUIPMENT CO.	\$465.33
508110	09/18/14	FIRE ALARM REPAIR SHANER	1674 SIMPLEX GRINNELL	\$300.00
508111	09/18/14	HVAC SERVICE-DAVIES-HESS	0374 MARLEE CONTRACTORS LLC	\$4,318.65
508112	09/19/14	HVAC PARTS - SHANER ROOF UNIT	0972 JOHNSTONE SUPPLY -PLEASANTVILLI	\$1,371.37
508113	09/19/14	ELECTRIC SUPPLIES - DAVIES	0032 UNITED ELECTRIC SUPPLY	\$340.58
508114	09/19/14	CEILING TILES - HESS	0254 LOWE'S COMPANIES, INC.	\$229.56
508115	09/19/14	GROUNDS SUPPLIES FOR HESS	0094 BUTTERHOFS FARM & GARDEN SUPP.	\$157.85
508116	09/22/14	HVAC SUPPLIES - SHANER RTU	6923 D ELECTRIC MOTORS, INC.	\$317.92
508117	09/23/14	HVAC SERVICE - CLOSE BOILERS	0374 MARLEE CONTRACTORS LLC	\$1,500.00
508118	09/23/14	GROUNDS SUPPLIES-ICE MELT	0532 SEETON TURF, LLC.	\$4,253.70
508119	09/23/14	ICE MACHINE REPAIR - DAVIES	0374 MARLEE CONTRACTORS LLC	\$500.00
508120	09/23/14	STORAGE SUPPLIES - HESS	1356 GRAINGER	\$249.00
508121	09/24/14	HVAC SUPPLIES - HW HEATER -DAV	0972 JOHNSTONE SUPPLY -PLEASANTVILLI	\$216.88
508122	09/24/14	TOILET SEATS - SHANER SCHOOL	1356 GRAINGER	\$1,056.80
508123	09/25/14	HVAC - POOL HEATER - HESS	0374 MARLEE CONTRACTORS LLC	\$2,000.00
508124	09/25/14	ELECTRIC SUPPLIES - OUTSIDE LT	0032 UNITED ELECTRIC SUPPLY	\$715.19
508126	09/26/14	PURELL HAND SANITIZER -DAVIES	2733 AMSAN - INTERLINE BRANDS	\$700.92
508127	09/26/14	HVAC SERVICE - DAVIES SCHOOL	0374 MARLEE CONTRACTORS LLC	\$1,026.92
508128	09/29/14	ELECTRIC SUPPLIES - HESS/DAV	1356 GRAINGER	\$60.69
508129	09/29/14	CUSTODIAL SUPPLIES -HESS	2733 AMSAN - INTERLINE BRANDS	\$3,450.00
508130	09/30/14	SERVICE CLEANING - GREASE TRAP	0538 RUSSELL REID INC.	\$593.88
508131	10/01/14	HVAC REPAIR PARTS-HESS D WING	0972 JOHNSTONE SUPPLY -PLEASANTVILLI	\$64.76
508133	10/01/14	HVAC SUPPLIES - DAV-KIT.HOOD	1356 GRAINGER	\$139.72

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Start date 8/28/2014 End date 6/30/2015

Original PO Date Range, All Ship to locations

10/02/14 13:48

Orders over \$0.00

P.O.	Date	Description	Vendor name	Amount
508134	10/01/14	DATA WORK SUPPLIES-HESS	1356 GRAINGER	\$66.57
508135	10/01/14	HAND DISINFECTANT WIPES DAVIES 0457	GENERAL CHEMICAL AND SUPPLY	\$95.40
508136	10/01/14	CUSTODIAL SUPPLIES -EQUIPMENT 1462	HOME DEPOT	\$170.78
508137	10/01/14	CUSTODIAL EQUIP.SUPPLIES	0708 HILLYARD INC.	\$30.90
Report totals				\$4,015,695.56

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**BILLS AND PAYMENTS**  
**10/21/14**

TOTAL PAYROLL	\$	2,908,931.61
TOTAL ACCOUNTS PAYABLE BILLS	\$	1,374,828.49
TOTAL CAFETERIA BILLS	\$	26,888.73
TOTAL KID'S CORNER	\$	8,711.22
TOTAL COMMUNITY EDUCATION	\$	18,359.75
TOTAL CAMP BLUE STAR	\$	<u>43,748.00</u>
GRAND TOTAL	\$	<u><u>4,381,467.80</u></u>

October 21, 2014

<u>Fund</u>	<u>Title</u>		<u>Amount</u>
10	General Fund	\$	787.00
10	General Fund - Payroll	\$	284,929.47
11	Current Expense	\$	1,340,114.84
11	Current Expense - Payroll	\$	2,574,232.23
12	Capital Outlay	\$	-
13	Special Schools	\$	-
13	Special Schools - Payroll	\$	-
18	Education Jobs - Payroll	\$	-
20	Special Revenue	\$	33,926.65
20	Special Revenue - Payroll	\$	49,769.91
30	Building Projects	\$	-
40	Debt Service	\$	-
		\$	4,283,760.10

Rec and Unrec checks

Hand and Machine checks

09/12/14 10:18

Starting date 8/8/2014

Ending date 8/8/2014

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
900740 H	08/08/14		PAY	PAYROLL VENDOR - PAYROLL PO ONLY	\$268,134.94
500000	07/01/14		Payroll 2014 - 2015		\$268,134.94
	10-133-X - - -		*4PR318	08/08/14	\$2,599.04
	10-133-X - - -		*4PR318	08/08/14	\$198.83
	10-134-X - - -		*4PR318	08/08/14	\$1,768.69
	10-134-X - - -		*4PR318	08/08/14	\$135.30
	10-135-X - - -		*4PR318	08/08/14	\$25,635.25
	10-135-X - - -		*4PR318	08/08/14	\$1,961.10
	10-141-X - - -		*4PR318	08/08/14	\$3,855.19
	11-000-211-100-06-000		*4PR318	08/08/14	\$2,732.16
	11-000-213-100-06-SUM		*4PR318	08/08/14	\$2,728.00
	11-000-216-100-06-SUM		*4PR318	08/08/14	\$5,691.60
	11-000-218-104-06-SUM		*4PR318	08/08/14	\$2,182.40
	11-000-219-105-06-000		*4PR318	08/08/14	\$4,109.88
	11-000-219-110-06-000		*4PR318	08/08/14	\$10,350.00
	11-000-221-102-06-000		*4PR318	08/08/14	\$5,036.15
	11-000-221-104-06-000		*4PR318	08/08/14	\$2,634.24
	11-000-221-104-06-SUM		*4PR318	08/08/14	\$1,789.03
	11-000-221-105-06-000		*4PR318	08/08/14	\$871.62
	11-000-222-100-06-sum		*4PR318	08/08/14	\$31.40
	11-000-222-177-06-TEC		*4PR318	08/08/14	\$4,208.11
	11-000-223-100-06-000		*4PR318	08/08/14	\$1,973.06
	11-000-230-100-06-000		*4PR318	08/08/14	\$11,379.50
	11-000-240-103-06-000		*4PR318	08/08/14	\$31,180.48
	11-000-240-104-06-000		*4PR318	08/08/14	\$4,151.15
	11-000-240-105-06-000		*4PR318	08/08/14	\$14,916.81
	11-000-240-105-06-SUB		*4PR318	08/08/14	\$270.00
	11-000-251-100-06-000		*4PR318	08/08/14	\$11,669.19
	11-000-252-100-06-000		*4PR318	08/08/14	\$11,412.99
	11-000-261-100-06-MNT		*4PR318	08/08/14	\$11,223.24
	11-000-262-100-06-CUS		*4PR318	08/08/14	\$36,011.01
	11-000-262-100-06-MNT		*4PR318	08/08/14	\$1,433.63
	11-000-262-100-06-SEC		*4PR318	08/08/14	\$1,766.31
	11-000-262-100-06-SUV		*4PR318	08/08/14	\$4,907.30
	11-000-263-100-06-000		*4PR318	08/08/14	\$1,460.40
	11-000-270-160-06-SPC		*4PR318	08/08/14	\$1,538.46
	11-000-291-220-00-000		*4PR318	08/08/14	\$12,029.16
	11-000-291-270-00-000		*4PR318	08/08/14	\$311.52
	11-212-100-101-06-SUM		*4PR318	08/08/14	\$9,920.00
	11-212-100-106-06-SUM		*4PR318	08/08/14	\$5,729.50
	11-214-100-101-06-SUM		*4PR318	08/08/14	\$2,480.00
	11-214-100-106-06-SUM		*4PR318	08/08/14	\$1,827.00
	11-215-100-101-06-SUM		*4PR318	08/08/14	\$4,960.00
	11-215-100-106-06-SUB		*4PR318	08/08/14	\$33.75
	11-215-100-106-06-SUM		*4PR318	08/08/14	\$3,108.00
	20-234-100-100-06-SHA		*4PR318	08/08/14	\$3,645.60
	20-234-200-200-05-SHA		*4PR318	08/08/14	\$278.89

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Starting date 8/8/2014

Ending date 8/8/2014

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Fund Totals		
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10	GENERAL FUND	\$36,153.40
11	GENERAL CURRENT EXPENSE	\$228,057.05
20	SPECIAL REVENUE FUNDS	\$3,924.49
	Total for all checks listed	\$268,134.94

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

Board Secretary

\_\_\_\_\_ Date

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Starting date 8/22/2014 Ending date 8/22/2014

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
900741 H	08/22/14		PAY	PAYROLL VENDOR - PAYROLL PO ONLY	\$246,186.02
500000	07/01/14		Payroll 2014 - 2015		\$246,186.02
	10-133-X - - -		*4PR319	08/22/14	\$260.37
	10-133-X - - -		*4PR319	08/22/14	\$3,403.51
	10-134-X - - -		*4PR319	08/22/14	\$135.30
	10-134-X - - -		*4PR319	08/22/14	\$1,768.69
	10-135-X - - -		*4PR319	08/22/14	\$28,649.41
	10-135-X - - -		*4PR319	08/22/14	\$2,191.68
	10-141-X - - -		*4PR319	08/22/14	\$3,855.19
	11-000-211-100-06-000		*4PR319	08/22/14	\$2,732.16
	11-000-213-100-06-SUM		*4PR319	08/22/14	\$2,132.80
	11-000-216-100-06-SUM		*4PR319	08/22/14	\$2,058.40
	11-000-218-104-06-SUM		*4PR319	08/22/14	\$223.20
	11-000-219-105-06-000		*4PR319	08/22/14	\$4,109.88
	11-000-219-110-06-000		*4PR319	08/22/14	\$1,680.00
	11-000-221-102-06-000		*4PR319	08/22/14	\$5,036.15
	11-000-221-104-06-000		*4PR319	08/22/14	\$2,634.24
	11-000-221-104-06-SUM		*4PR319	08/22/14	\$4,387.50
	11-000-221-105-06-000		*4PR319	08/22/14	\$871.62
	11-000-222-177-06-TEC		*4PR319	08/22/14	\$4,208.11
	11-000-223-100-06-000		*4PR319	08/22/14	\$2,066.70
	11-000-230-100-06-000		*4PR319	08/22/14	\$12,250.76
	11-000-240-103-06-000		*4PR319	08/22/14	\$31,180.48
	11-000-240-104-06-000		*4PR319	08/22/14	\$4,151.15
	11-000-240-105-06-000		*4PR319	08/22/14	\$14,916.81
	11-000-240-105-06-SUB		*4PR319	08/22/14	\$270.00
	11-000-251-100-06-000		*4PR319	08/22/14	\$11,669.19
	11-000-252-100-06-000		*4PR319	08/22/14	\$11,412.99
	11-000-252-100-06-OVR		*4PR319	08/22/14	\$129.74
	11-000-261-100-06-MNT		*4PR319	08/22/14	\$11,606.67
	11-000-262-100-06-CUS		*4PR319	08/22/14	\$32,835.23
	11-000-262-100-06-MNT		*4PR319	08/22/14	\$1,433.63
	11-000-262-100-06-SEC		*4PR319	08/22/14	\$1,766.31
	11-000-262-100-06-SUV		*4PR319	08/22/14	\$4,907.30
	11-000-263-100-06-000		*4PR319	08/22/14	\$2,994.10
	11-000-270-160-06-SPC		*4PR319	08/22/14	\$1,538.46
	11-000-291-220-00-000		*4PR319	08/22/14	\$10,469.29
	11-212-100-101-06-SUM		*4PR319	08/22/14	\$7,544.00
	11-212-100-106-06-SUM		*4PR319	08/22/14	\$3,969.00
	11-214-100-101-06-SUM		*4PR319	08/22/14	\$1,736.00
	11-214-100-106-06-SUM		*4PR319	08/22/14	\$1,323.00
	11-215-100-101-06-SUM		*4PR319	08/22/14	\$3,472.00
	11-215-100-106-06-SUM		*4PR319	08/22/14	\$2,205.00

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Starting date 8/22/2014

Ending date 8/22/2014

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<b>Fund Totals</b>
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10	GENERAL FUND	\$40,264.15
11	GENERAL CURRENT EXPENSE	\$205,921.87
	Total for all checks listed	\$246,186.02

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

Board Secretary

\_\_\_\_\_

Date

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Starting date 9/19/2014

Ending date 6/30/2015

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
900743 H	09/19/14		PAY	PAYROLL VENDOR - PAYROLL PO ONLY	\$1,199,513.74
500000	07/01/14		Payroll 2014 - 2015		\$1,199,513.74
	10-133-X - - -		*4PR321	09/19/14	\$2,225.47
	10-133-X - - -		*4PR321	09/19/14	\$29,091.05
	10-134-X - - -		*4PR321	09/19/14	\$6,359.44
	10-134-X - - -		*4PR321	09/19/14	\$486.50
	10-135-X - - -		*4PR321	09/19/14	\$165.44
	10-135-X - - -		*4PR321	09/19/14	\$2,162.60
	10-141-X - - -		*4PR321	09/19/14	\$63,752.79
	11-000-211-100-06-000		*4PR321	09/19/14	\$5,591.61
	11-000-213-100-06-000		*4PR321	09/19/14	\$13,068.50
	11-000-213-100-06-SUB		*4PR321	09/19/14	\$100.00
	11-000-213-100-06-SUM		*4PR321	09/19/14	\$967.20
	11-000-216-100-06-000		*4PR321	09/19/14	\$27,655.57
	11-000-217-100-06-000		*4PR321	09/19/14	\$39,224.07
	11-000-218-104-06-000		*4PR321	09/19/14	\$20,461.78
	11-000-218-104-06-SUM		*4PR321	09/19/14	\$5,431.20
	11-000-219-104-06-000		*4PR321	09/19/14	\$23,734.79
	11-000-219-105-06-000		*4PR321	09/19/14	\$4,109.88
	11-000-219-110-06-000		*4PR321	09/19/14	\$780.00
	11-000-221-102-06-000		*4PR321	09/19/14	\$5,036.15
	11-000-221-104-06-000		*4PR321	09/19/14	\$6,904.91
	11-000-221-104-06-SUM		*4PR321	09/19/14	\$312.00
	11-000-221-105-06-000		*4PR321	09/19/14	\$871.62
	11-000-222-100-06-000		*4PR321	09/19/14	\$14,310.30
	11-000-222-100-06-sum		*4PR321	09/19/14	\$498.40
	11-000-222-177-06-TEC		*4PR321	09/19/14	\$4,208.11
	11-000-223-100-06-000		*4PR321	09/19/14	\$245.10
	11-000-230-100-06-000		*4PR321	09/19/14	\$10,234.45
	11-000-240-103-06-000		*4PR321	09/19/14	\$31,180.48
	11-000-240-104-06-000		*4PR321	09/19/14	\$4,151.15
	11-000-240-105-06-000		*4PR321	09/19/14	\$15,942.19
	11-000-240-105-06-SUB		*4PR321	09/19/14	\$607.50
	11-000-251-100-06-000		*4PR321	09/19/14	\$11,669.19
	11-000-252-100-06-000		*4PR321	09/19/14	\$11,412.99
	11-000-261-100-06-MNT		*4PR321	09/19/14	\$11,478.80
	11-000-262-100-06-CUS		*4PR321	09/19/14	\$36,090.92
	11-000-262-100-06-MNT		*4PR321	09/19/14	\$1,433.63
	11-000-262-100-06-OVR		*4PR321	09/19/14	\$337.97
	11-000-262-100-06-SEC		*4PR321	09/19/14	\$1,766.31
	11-000-262-100-06-SUB		*4PR321	09/19/14	\$2,325.00
	11-000-262-100-06-SUV		*4PR321	09/19/14	\$4,907.30
	11-000-263-100-06-000		*4PR321	09/19/14	\$2,482.62
	11-000-270-160-06-SPC		*4PR321	09/19/14	\$1,538.46
	11-000-291-220-00-000		*4PR321	09/19/14	\$15,671.03
	11-110-100-101-06-000		*4PR321	09/19/14	\$36,356.41
	11-110-100-101-06-SUB		*4PR321	09/19/14	\$850.00
	11-120-100-101-06-000		*4PR321	09/19/14	\$260,254.73
	11-120-100-101-06-SUB		*4PR321	09/19/14	\$1,905.00
	11-130-100-101-06-000		*4PR321	09/19/14	\$165,852.11
	11-130-100-101-06-SUB		*4PR321	09/19/14	\$730.00
	11-190-100-106-06-000		*4PR321	09/19/14	\$16,019.33
	11-190-100-106-06-SUB		*4PR321	09/19/14	\$67.50

204

Starting date 9/19/2014 Ending date 6/30/2015

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
900743 H	09/19/14		PAY	PAYROLL VENDOR - PAYROLL PO ONLY	\$1,199,513.74
500000	07/01/14			Payroll 2014 - 2015	\$1,199,513.74
	11-212-100-101-06-000		*4PR321	09/19/14	\$30,734.31
	11-212-100-101-06-SUB		*4PR321	09/19/14	\$1,550.00
	11-212-100-106-06-000		*4PR321	09/19/14	\$9,383.90
	11-212-100-106-06-SUB		*4PR321	09/19/14	\$135.00
	11-213-100-101-06-000		*4PR321	09/19/14	\$125,873.33
	11-213-100-101-06-SUB		*4PR321	09/19/14	\$490.00
	11-214-100-101-06-000		*4PR321	09/19/14	\$4,621.96
	11-214-100-106-06-SUB		*4PR321	09/19/14	\$540.00
	11-215-100-101-06-000		*4PR321	09/19/14	\$8,194.94
	11-215-100-101-06-SUB		*4PR321	09/19/14	\$47.50
	11-215-100-106-06-000		*4PR321	09/19/14	\$2,536.57
	11-230-100-101-06-000		*4PR321	09/19/14	\$48,052.60
	11-230-100-101-06-SUB		*4PR321	09/19/14	\$930.00
	11-240-100-101-06-000		*4PR321	09/19/14	\$20,481.37
	20-223-100-101-06-PRE		*4PR321	09/19/14	\$8,458.01
	20-223-100-106-06-PRE		*4PR321	09/19/14	\$4,461.67
	20-223-200-105-06-PRE		*4PR321	09/19/14	\$731.59
	20-231-100-100-06-DAV		*4PR321	09/19/14	\$2,850.20
	20-231-100-100-06-HES		*4PR321	09/19/14	\$3,562.73
	20-231-100-100-06-SHA		*4PR321	09/19/14	\$1,099.41
	20-241-100-100-06-000		*4PR321	09/19/14	\$304.19
	20-270-100-100-06-000		*4PR321	09/19/14	\$1,454.91

205

Starting date 9/19/2014      Ending date 6/30/2015

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<b>Fund Totals</b>
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10	GENERAL FUND	\$104,243.29
11	GENERAL CURRENT EXPENSE	\$1,072,347.74
20	SPECIAL REVENUE FUNDS	\$22,922.71
	Total for all checks listed	\$1,199,513.74

Prepared and submitted by: \_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

206

Starting date 9/5/2014

Ending date 6/30/2015

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
900742 H	09/05/14		PAY	PAYROLL VENDOR - PAYROLL PO ONLY	\$1,195,096.91
500000	07/01/14		Payroll 2014 - 2015		\$1,195,096.91
	10-133-X - - -		*4PR320	09/05/14	\$30,496.93
	10-133-X - - -		*4PR320	09/05/14	\$2,333.02
	10-134-X - - -		*4PR320	09/05/14	\$135.30
	10-134-X - - -		*4PR320	09/05/14	\$1,768.69
	10-135-X - - -		*4PR320	09/05/14	\$404.08
	10-135-X - - -		*4PR320	09/05/14	\$5,282.10
	10-141-X - - -		*4PR320	09/05/14	\$63,848.51
	11-000-211-100-06-000		*4PR320	09/05/14	\$6,487.02
	11-000-213-100-06-000		*4PR320	09/05/14	\$14,246.86
	11-000-213-100-06-SUM		*4PR320	09/05/14	\$744.00
	11-000-216-100-06-000		*4PR320	09/05/14	\$27,655.57
	11-000-217-100-06-000		*4PR320	09/05/14	\$38,195.79
	11-000-218-104-06-000		*4PR320	09/05/14	\$20,461.78
	11-000-219-104-06-000		*4PR320	09/05/14	\$23,734.79
	11-000-219-105-06-000		*4PR320	09/05/14	\$4,109.88
	11-000-219-110-06-000		*4PR320	09/05/14	\$270.00
	11-000-221-102-06-000		*4PR320	09/05/14	\$5,036.15
	11-000-221-104-06-000		*4PR320	09/05/14	\$6,904.91
	11-000-221-104-06-SUM		*4PR320	09/05/14	\$6,006.00
	11-000-221-105-06-000		*4PR320	09/05/14	\$871.62
	11-000-222-100-06-000		*4PR320	09/05/14	\$14,310.30
	11-000-222-177-06-TEC		*4PR320	09/05/14	\$4,208.11
	11-000-223-100-06-000		*4PR320	09/05/14	\$4,434.15
	11-000-230-100-06-000		*4PR320	09/05/14	\$10,690.44
	11-000-240-103-06-000		*4PR320	09/05/14	\$31,180.48
	11-000-240-104-06-000		*4PR320	09/05/14	\$4,151.15
	11-000-240-105-06-000		*4PR320	09/05/14	\$16,177.21
	11-000-240-105-06-SUB		*4PR320	09/05/14	\$540.00
	11-000-251-100-06-000		*4PR320	09/05/14	\$11,669.19
	11-000-252-100-06-000		*4PR320	09/05/14	\$11,412.99
	11-000-261-100-06-MNT		*4PR320	09/05/14	\$11,478.80
	11-000-262-100-06-CUS		*4PR320	09/05/14	\$36,508.34
	11-000-262-100-06-MNT		*4PR320	09/05/14	\$1,433.63
	11-000-262-100-06-SEC		*4PR320	09/05/14	\$1,766.31
	11-000-262-100-06-SUV		*4PR320	09/05/14	\$4,907.30
	11-000-263-100-06-000		*4PR320	09/05/14	\$2,482.62
	11-000-270-160-06-SPC		*4PR320	09/05/14	\$1,538.46
	11-000-291-220-00-000		*4PR320	09/05/14	\$14,728.68
	11-000-291-220-00-000		*4PR320	09/05/14	\$397.28
	11-110-100-101-06-000		*4PR320	09/05/14	\$36,356.41
	11-120-100-101-06-000		*4PR320	09/05/14	\$260,254.73
	11-130-100-101-06-000		*4PR320	09/05/14	\$165,852.11
	11-190-100-106-06-000		*4PR320	09/05/14	\$16,000.83
	11-212-100-101-06-000		*4PR320	09/05/14	\$30,734.31
	11-212-100-106-06-000		*4PR320	09/05/14	\$10,206.60
	11-213-100-101-06-000		*4PR320	09/05/14	\$125,873.33
	11-214-100-101-06-000		*4PR320	09/05/14	\$4,621.96
	11-215-100-101-06-000		*4PR320	09/05/14	\$8,194.94
	11-215-100-106-06-000		*4PR320	09/05/14	\$2,536.57
	11-230-100-101-06-000		*4PR320	09/05/14	\$48,052.60
	11-240-100-101-06-000		*4PR320	09/05/14	\$20,481.37

207

Starting date 9/5/2014 Ending date 6/30/2015

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
900742 H	09/05/14		PAY	PAYROLL VENDOR - PAYROLL PO ONLY	\$1,195,096.91
500000	07/01/14			Payroll 2014 - 2015	\$1,195,096.91
	20-223-100-101-06-PRE		*4PR320	09/05/14	\$8,458.01
	20-223-100-106-06-PRE		*4PR320	09/05/14	\$4,461.67
	20-223-200-105-06-PRE		*4PR320	09/05/14	\$731.59
	20-231-100-100-06-DAV		*4PR320	09/05/14	\$2,850.20
	20-231-100-100-06-HES		*4PR320	09/05/14	\$3,562.73
	20-231-100-100-06-SHA		*4PR320	09/05/14	\$1,099.41
	20-241-100-100-06-000		*4PR320	09/05/14	\$304.19
	20-270-100-100-06-000		*4PR320	09/05/14	\$1,454.91

<b>Fund Totals</b>
--------------------

10	GENERAL FUND	\$104,268.63
11	GENERAL CURRENT EXPENSE	\$1,067,905.57
20	SPECIAL REVENUE FUNDS	\$22,922.71
	<b>Total for all checks listed</b>	<b>\$1,195,096.91</b>

Prepared and submitted by: \_\_\_\_\_  
 Board Secretary

\_\_\_\_\_ Date

*208*



Starting date 8/29/2014      Ending date 6/30/2015

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
991068 H	08/29/14		9458	HAMILTON TOWNSHIP AGENCY ACCOUNT	\$44.79
500115	07/02/14			EMPLOYERS SHARE DCRP-INSURANCE	\$44.79
	11-000-291-241-00-000			DCRP Ins 8/29/14	08/29/14 \$44.79

<b>Fund Totals</b>
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11	GENERAL CURRENT EXPENSE	\$44.79
	Total for all checks listed	\$44.79

Prepared and submitted by:   
Board Secretary

9/5/14  
Date

209



Starting date 9/5/2014 Ending date 6/30/2015

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
991070 H	09/05/14		9458	HAMILTON TOWNSHIP AGENCY ACCOUNT	\$948.54
500114	07/02/14			EMPLOYERS SHARE DCRP-PAYROLL	\$948.54
	11-000-291-241-00-000			wire 9/5	09/05/14 \$948.54

**Fund Totals**

11 GENERAL CURRENT EXPENSE	\$948.54
Total for all checks listed	\$948.54

Prepared and submitted by: *D. Schmidt*  
Board Secretary

9/30/14  
Date

*211*

Starting date 9/12/2014 Ending date 6/30/2015

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
991071 H	09/12/14		0586	STATE OF NJ -DIV OF PENSIONS	\$597,238.65
500571	08/27/14			HEALTH BENEFITS SEPTEMBER	\$597,238.65
	11-000-291-270-00-000			wire 9/12/14	09/12/14 \$597,238.65

**Fund Totals**

11 GENERAL CURRENT EXPENSE	\$597,238.65
Total for all checks listed	\$597,238.65

Prepared and submitted by:   
Board Secretary

9/10/14  
Date

212

Starting date 9/19/2014 Ending date 6/30/2015

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
991072 H	09/19/14		9458	HAMILTON TOWNSHIP AGENCY ACCOUNT	\$980.50
500114	07/02/14			EMPLOYERS SHARE DCRP-PAYROLL	\$980.50
	11-000-291-241-00-000			wire 9/19	09/19/14 \$980.50

**Fund Totals**

11	GENERAL CURRENT EXPENSE	\$980.50
	Total for all checks listed	\$980.50

Prepared and submitted by:   
Board Secretary

9/25/14  
Date

213

Check Journal  
Rec and Unrec checks

HAMILTON TOWNSHIP BOARD OF ED  
Hand and Machine checks

Page 1 of 1  
09/24/14 10:17

Starting date 9/23/2014 Ending date 6/30/2015

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
991073 H	09/23/14		2536	HORIZON HEALTHCARE	\$30.00
500112	07/02/14	14-15 MONTHLY FSA FEE			\$30.00
	11-000-251-330-00-000		wire september	09/23/14	\$30.00

<b>Fund Totals</b>
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11	GENERAL CURRENT EXPENSE	\$30.00
	Total for all checks listed	\$30.00

Prepared and submitted by: \_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

214

Starting date 9/30/2014

Ending date 9/30/2014

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
025783	09/30/14		1048	CHARGEALL	\$648.00
401450	05/23/14			CHARGING STATIONS	\$648.00
	11-190-100-610-03-AVA		2013inv2497	09/30/14	\$648.00
025784	09/30/14		0533	CHOP - CENTER FOR AUTISM RESEARCH	\$75.00
401007	11/22/13			NEXT STEPS TRAINING WORKSHOP	\$75.00
	11-000-219-592-08-TRV		APR. 30 M NILAN	06/30/14	\$45.00
	11-000-219-592-08-TRV		12-01311	09/30/14	\$30.00
025785	09/30/14		0760	CRESTLINE CUSTOM PROMOTIONAL PRODUCTS	\$741.02
401422	05/13/14			READ 180 SUMMER BACKPACKS	\$741.02
	11-190-100-610-03-LAL		H163617800022	06/30/14	\$741.02
025786	09/30/14		9873	FISHER SCIENTIFIC EDUCATION	\$617.00
401549	06/30/14			NP TITLE I 6-8	\$617.00
	20-234-100-600-20-NPD		4202506/5343873	09/30/14	\$617.00
025787	09/30/14		0916	HAMILTON TWP BD. OF EDUCATION	\$5.60
401535	06/30/14			NP TECHNOLOGY-FEE FOR BALANCE	\$5.60
	20-510-100-610-20-STV		ADMIN FEE	06/30/14	\$5.60
025788	09/30/14		0340	LAKESHORE LEARNING MATERIALS	\$928.55
401542	06/30/14			NP TITLE I 2-5	\$874.57
	20-234-100-600-20-NPH		3952950714	09/30/14	\$874.57
401547	06/30/14			NP TITLE I 6-8	\$53.98
	20-234-100-600-20-NPD		3952960714	09/30/14	\$53.98
025789	09/30/14		0939	LIFE STUDIES	\$38.28
400984	11/19/13			HARVESTER ANT SUPPLY	\$38.28
	11-190-100-610-01-000		8957315	09/30/14	\$38.28
025790	09/30/14		2482	LINWOOD BD OF EDUCATION	\$230.00
401000	11/22/13			HOLIDAY TOURNAMENT FEE	\$230.00
	11-402-100-890-03-000		HOLIDAY TOURNAME	06/30/14	\$230.00
025791	09/30/14		0645	MONMOUTH OCEAN EDUCATIONAL SERVICES	\$7,398.50
500620	09/09/14			NONPUBLIC NURSING 14-15 YEAR	\$7,398.50
	20-509-100-330-20-000		1st half Nursing aid	09/30/14	\$7,398.50
025792	09/30/14		0418	NASCO	\$59.04
401540	06/30/14			NP TITLE I - 2-5	\$59.04
	20-234-100-600-20-NPH		40096	09/30/14	\$59.04
025793	09/30/14		7026	NEWKIRK, JESSICA	\$69.00
401264	03/19/14			FALL CONFERENCE REIMBURSEMENT	\$69.00
	20-241-200-500-05-TRV		REIM CONF	06/30/14	\$69.00
025794	09/30/14		0528	REALLY GOOD STUFF	\$871.24
401546	06/30/14			NP TITLE I 6-8	\$871.24
	20-234-100-600-20-NPD		4749769	09/30/14	\$871.24
025795	09/30/14		1638	SCHOOL SPECIALTY	\$118.69
401543	06/30/14			NP TITLE I 2-5	\$118.69
	20-234-100-600-20-NPH		308101984087	09/30/14	\$118.69
025796	09/30/14		1257	TEACHERS COLLEGE READING WRITING PROJECT	\$750.00
401265	03/20/14			REGISTRATION FEE	\$750.00
	20-234-200-500-01-TRV		1012215	09/30/14	\$750.00

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Starting date 9/30/2014      Ending date 9/30/2014

<u>Cknum</u>	<u>Date</u>	<u>Rec date</u>	<u>Vcode</u>	<u>Vendor name</u>	<u>Check amount</u>	
025797	09/30/14		1044	TEACHING STRATEGIES	\$195.00	
401409	05/07/14			GOLD PREK TRAINING SESSION	\$195.00	
	11-000-223-500-04-TRV			STANCO MAY 20-21	06/30/14	\$195.00
025798	09/30/14		4923	TOTAL VIDEO PRODUCTS INC.	\$5,481.00	
401476	06/04/14			BRIGHTLINK PROJECTORS	\$5,481.00	
	20-234-100-600-05-SHA		111334		09/30/14	\$1,733.54
	20-235-100-600-05-SHA		111334		09/30/14	\$3,747.46
025799	09/30/14		1080	WWW.FUNANDFUNCTION.COM	\$194.31	
401556	06/30/14			NP TITLE I K-1	\$194.31	
	20-234-100-600-20-NPS		101903		09/30/14	\$194.31

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Starting date 9/30/2014

Ending date 9/30/2014

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Fund Totals
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11	GENERAL CURRENT EXPENSE	\$1,927.30
20	SPECIAL REVENUE FUNDS	\$16,492.93
	Total for all checks listed	\$18,420.23

Prepared and submitted by:

*Daniel Smith*

Board Secretary

*9/30/14*

Date

*217*

Starting date 9/30/2014      Ending date 9/30/2014

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
025800	09/30/14		8868	SCHOLASTIC EDUCATION INSIDE SALES	\$1,605.56
401407	05/07/14			READ 180 SUMMER READING	\$1,605.56
	20-231-100-600-05-DAV		9002504		\$1,605.56

**Fund Totals**

20	SPECIAL REVENUE FUNDS	\$1,605.56
	Total for all checks listed	\$1,605.56

Prepared and submitted by: *D. Schmidt*  
Board Secretary


9/30/14  
Date

Starting date 9/30/2014 Ending date 9/30/2014

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
025801	09/30/14		1644	WILLIAM H SADLIER INC	\$84.07
401534	06/30/14			NP TEXTBOOK-VOCAB/WRTIING	\$84.07
	20-501-100-640-20-COV			446986	09/30/14 \$84.07

<b>Fund Totals</b>
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20	SPECIAL REVENUE FUNDS	\$84.07
	Total for all checks listed	\$84.07

Prepared and submitted by:   
Board Secretary

9/30/14  
Date

Starting date 10/3/2014      Ending date 6/30/2015

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
991076 H	10/03/14		9458	HAMILTON TOWNSHIP AGENCY ACCOUNT	\$980.50
500114	07/02/14			EMPLOYERS SHARE DCRP-PAYROLL	\$980.50
	11-000-291-241-00-000			wire 10/3	10/03/14 \$980.50

<b>Fund Totals</b>
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11	GENERAL CURRENT EXPENSE	\$980.50
	Total for all checks listed	\$980.50

Prepared and submitted by: \_\_\_\_\_  
Board Secretary

\_\_\_\_\_ Date

220

Rec and Unrec checks

Hand and Machine checks

10/02/14 13:47

Starting date 10/21/2014

Ending date 10/21/2014

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
<b>025802</b>	<b>10/21/14</b>		<b>0687</b>	<b>3M LIBRARY SYSTEMS CONTRACTS</b>	<b>\$526.00</b>
500195	07/10/14			LIBRARY SECURITY MAINTENANCE	\$526.00
	11-000-222-320-03-000			OF61537 10/21/14	\$526.00
<b>025803</b>	<b>10/21/14</b>		<b>0006</b>	<b>ACASA</b>	<b>\$250.00</b>
500678	10/01/14			ACASA Membership Dues	\$250.00
	11-000-230-890-00-000			14-15 DUES 10/21/14	\$250.00
<b>025804</b>	<b>10/21/14</b>		<b>0007</b>	<b>ACASBO</b>	<b>\$300.00</b>
500667	09/29/14			Dues	\$300.00
	11-000-251-890-00-000			14-15 DUES 10/21/14	\$300.00
<b>025805</b>	<b>10/21/14</b>		<b>0008</b>	<b>ACCASBO JOINT INSURANCE FUND</b>	<b>\$137,192.00</b>
500078	07/01/14			ANNUAL INSURANCE PREMIUMS	\$137,192.00
	11-000-291-260-00-000			FINAL PAY 10/21/14	\$137,192.00
<b>025806</b>	<b>10/21/14</b>		<b>0838</b>	<b>ACSSSD</b>	<b>\$3,300.00</b>
500588	08/01/14			PERSONAL AIDE AGREEMENT 14-15	\$3,300.00
	11-000-100-565-08-000			ESY 15-00043 10/21/14	\$3,300.00
<b>025807</b>	<b>10/21/14</b>		<b>0048</b>	<b>ACSSSD - TRANSPORTATION DEPT</b>	<b>\$7,200.00</b>
500664	09/29/14			Transportation	\$7,200.00
	11-000-270-515-11-000			ESY 5 STUDENTS 10/21/14	\$7,200.00
<b>025808</b>	<b>10/21/14</b>		<b>0919</b>	<b>ACTION SUPPLY, INC.</b>	<b>\$116.30</b>
508075	09/02/14			GROUNDS SUPPLIES - CONCRETE	\$116.30
	11-000-263-610-00-GND			549123 10/21/14	\$116.30
<b>025809</b>	<b>10/21/14</b>		<b>1253</b>	<b>ASSOC. FOR MIDDLE LEVEL EDUCATION</b>	<b>\$229.97</b>
500491	08/05/14			ANNUAL SUBSCRIPTION/MEMBERSHIP	\$229.97
	11-000-240-890-03-000			INV109042MNJC 10/21/14	\$229.97
<b>025810</b>	<b>10/21/14</b>		<b>1807</b>	<b>ATLANTIC CITY ELECTRIC</b>	<b>\$29,017.49</b>
500096	07/01/14			2014-2015 ELECTRIC BILLING	\$29,017.49
	11-000-262-622-00-ELE			AUGUST 10/21/14	\$62.86
	11-000-262-622-01-ELE			JULY-AUGUST 10/21/14	\$7,531.47
	11-000-262-622-02-ELE			AUGUST 10/21/14	\$151.31
	11-000-262-622-03-ELE			AUGUST 10/21/14	\$8,906.18
	11-000-262-622-04-ELE			AUGUST 10/21/14	\$12,365.67
<b>025811</b>	<b>10/21/14</b>		<b>1732</b>	<b>ATLANTIC COUNTY AVA COMMISSION</b>	<b>\$4,955.52</b>
500331	07/22/14			14-15 ANNUAL FEES	\$4,955.52
	11-000-252-330-07-TEC			14-15 ANNUAL FEES 10/21/14	\$4,955.52
<b>025812</b>	<b>10/21/14</b>		<b>0346</b>	<b>ATLANTIC COUNTY DEPT OF PUBLIC WORKS</b>	<b>\$811.90</b>
500522	08/12/14			14-15 ESTIMATED FUEL/GASOLINE	\$811.90
	11-000-262-610-00-VEH			AUGUST 10/21/14	\$811.90
<b>025813</b>	<b>10/21/14</b>		<b>0553</b>	<b>ATP ASSESSMENTS HIGH NOON BOOKS</b>	<b>\$432.10</b>
500333	07/23/14			HESS SPEECH TESTS;RM A120	\$432.10
	11-000-216-610-08-000			193976 10/21/14	\$432.10
<b>025814</b>	<b>10/21/14</b>		<b>1324</b>	<b>BANCROFT NEURO HEALTH</b>	<b>\$34,475.58</b>
500534	08/18/14			CST 14-15 TUITION / PARA ESY	\$23,340.80
	11-000-100-566-08-000			ESY M.C. W.S. 10/21/14	\$23,340.80
500587	08/20/14			TUITION BILLING/CONTRACTS	\$11,134.78
	11-000-100-566-08-000			SEPT-OCT M.C. 10/21/14	\$11,134.78

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<b>025815</b>	<b>10/21/14</b>		<b>2397</b>	<b>BAYADA NURSES</b>	<b>\$2,835.00</b>
500669	09/29/14	In school nursing care			\$2,835.00
	11-000-217-300-08-000			SEPT 8-SEPT 19 A.D. 10/21/14	\$2,835.00
<b>025816</b>	<b>10/21/14</b>		<b>1521</b>	<b>BEAUTIFUL RAGS</b>	<b>\$4,762.65</b>
508077	09/02/14	CUSTODIAL SUPPLIES -DISTRICT			\$4,762.65
	11-000-262-610-10-CUS		156520	10/21/14	\$4,762.65
<b>025817</b>	<b>10/21/14</b>		<b>0894</b>	<b>BEST PRICED PRODUCTS, INC</b>	<b>\$158.81</b>
500268	07/16/14	PT/OT HESS MEASURING DEVICES			\$158.81
	11-000-216-610-08-000		403856	10/21/14	\$158.81
<b>025818</b>	<b>10/21/14</b>		<b>0745</b>	<b>BMI EDUCATIONAL SERVICES INC.</b>	<b>\$275.13</b>
500183	07/10/14	DAVIES ELA FOLKLORE BOOKS			\$275.13
	11-190-100-610-03-LAL		614961	10/21/14	\$275.13
<b>025819</b>	<b>10/21/14</b>		<b>0380</b>	<b>BOUND TO STAY BOUND BOOKS</b>	<b>\$557.95</b>
500145	07/08/14	SHANER LIBRARY BOOKS			\$557.95
	11-000-222-610-01-000		860044	10/21/14	\$557.95
<b>025820</b>	<b>10/21/14</b>		<b>1002</b>	<b>BRAINPOP</b>	<b>\$4,790.00</b>
500604	09/03/14	Software Subscription			\$4,790.00
	11-190-100-610-07-TEC		111320	10/21/14	\$4,790.00
<b>025821</b>	<b>10/21/14</b>		<b>0094</b>	<b>BUTTERHOFS FARM &amp; GARDEN SUPP.</b>	<b>\$157.85</b>
508115	09/19/14	GROUNDS SUPPLIES FOR HESS			\$157.85
	11-000-263-610-00-GND		186476	10/21/14	\$157.85
<b>025822</b>	<b>10/21/14</b>		<b>0901</b>	<b>CAPPELLUTI;DR. MICHELLE</b>	<b>\$141.36</b>
500680	10/02/14	Mileage Reimbursement			\$141.36
	11-000-230-590-00-TRV		MILEAGE REIMB	10/21/14	\$141.36
<b>025823</b>	<b>10/21/14</b>		<b>4920</b>	<b>CAROLINA BIOLOGICAL SUPPLY</b>	<b>\$366.03</b>
500424	07/29/14	NJCCS SCIENCE MATERIAL			\$366.03
	11-190-100-610-03-SCI		48828676/48833247	10/21/14	\$366.03
<b>025824</b>	<b>10/21/14</b>		<b>9124</b>	<b>CASCIO INTERSTATE MUSIC</b>	<b>\$369.26</b>
500395	07/28/14	KEYBOARD AMP/ADAPTER			\$369.26
	11-190-100-610-03-AVA		193428	10/21/14	\$369.26
<b>025825</b>	<b>10/21/14</b>		<b>4939</b>	<b>CDI COMPUTER DEALERS INC.</b>	<b>\$16,613.00</b>
500529	08/14/14	Dell Optiplex, Read 180 prog			\$16,613.00
	11-190-100-610-07-TEC		423366	10/21/14	\$16,613.00
<b>025826</b>	<b>10/21/14</b>		<b>1773</b>	<b>CDW GOVERNMENT INC.</b>	<b>\$5,785.95</b>
500543	08/21/14	DAVIES AVA EQUIPMENT TECHNOLOG			\$323.99
	11-190-100-610-03-AVA		PH70347	10/21/14	\$323.99
500553	08/21/14	AAA BATTERIES DAVIES CALCULATO			\$58.02
	11-190-100-610-03-MTH		PH63976	10/21/14	\$58.02
500589	08/29/14	Printers, ipad cart			\$5,403.94
	11-190-100-610-07-TEC		PF19810/PF83052	10/21/14	\$5,403.94
<b>025827</b>	<b>10/21/14</b>		<b>3100</b>	<b>CLASSROOM DIRECT. COM</b>	<b>\$1,987.25</b>
500162	07/09/14	SHANER GR. K SUPPLIES;ROOM K2			\$999.12
	11-190-100-610-01-KIN		308102036090	10/21/14	\$999.12
500287	07/17/14	SHANER CLASS SUPPLIES			\$222.81
	11-213-100-610-08-000		208113156560	10/21/14	\$222.81

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<b>025827</b>	<b>10/21/14</b>		<b>3100</b>	<b>CLASSROOM DIRECT. COM</b>	<b>\$1,987.25</b>
500324	07/21/14			SHANER SENSORY/BEHAVIOR MATERI	\$463.75
	11-212-100-610-08-GEN			308102042434	10/21/14 \$463.75
500532	08/18/14			AV CART DAVIES MUSIC	\$301.57
	11-190-100-610-03-AVA			208113299738	10/21/14 \$301.57
<b>025828</b>	<b>10/21/14</b>		<b>0584</b>	<b>CM3 BUILDING SOLUTIONS INC.</b>	<b>\$4,882.00</b>
508006	07/01/14			HVAC MAINT SVC CONTRACT 14-15	\$4,621.00
	11-000-261-420-09-DAV			SEPTEMBER	10/21/14 \$1,754.00
	11-000-261-420-09-HES			SEPTEMBER	10/21/14 \$1,389.00
	11-000-261-420-09-SHA			SEPTEMBER	10/21/14 \$1,478.00
508072	08/01/14			HVAC PARTS - DAVIES SCHOOL	\$261.00
	11-000-261-610-09-DAV			14-258	10/21/14 \$261.00
<b>025829</b>	<b>10/21/14</b>		<b>1634</b>	<b>CODY'S POWER EQUIPMENT CO.</b>	<b>\$1,067.02</b>
508052	08/12/14			GROUNDS EQUIPMENT - DISTRICT	\$601.69
	11-000-263-610-00-GND			37961	10/21/14 \$601.69
508109	09/18/14			GROUNDS EQUIP. AND PARTS	\$465.33
	11-000-263-610-00-GND			38610	10/21/14 \$465.33
<b>025830</b>	<b>10/21/14</b>		<b>0489</b>	<b>COMCAST</b>	<b>\$7,313.60</b>
500098	07/01/14			2014-2015 ETHERNET CONNECTION	\$7,313.60
	11-190-100-500-07-TEC			OCTOBER	10/21/14 \$7,313.60
<b>025831</b>	<b>10/21/14</b>		<b>0449</b>	<b>COMCAST CABLE</b>	<b>\$266.72</b>
500097	07/01/14			2014-2015 HIGH SPEED INTERNET	\$266.72
	11-190-100-500-07-TEC			OCTOBER	10/21/14 \$266.72
<b>025832</b>	<b>10/21/14</b>		<b>7248</b>	<b>COMMERCIAL INTERIORS DIRECT, INC.</b>	<b>\$2,234.24</b>
508057	08/01/14			FLOORING SUPPLIES - VCT - HESS	\$2,234.24
	11-000-261-610-09-HES			8380	10/21/14 \$2,234.24
<b>025833</b>	<b>10/21/14</b>		<b>1088</b>	<b>COMPASS ACADEMY CHARTER SCHOOL</b>	<b>\$787.00</b>
500117	07/03/14			Tuition payments	\$787.00
	10-000-100-56x-00-000			OCTOBER	10/21/14 \$787.00
<b>025834</b>	<b>10/21/14</b>		<b>0852</b>	<b>CONSTELLATION NEW ENERGY, INC.</b>	<b>\$11.57</b>
500520	08/11/14			ELECTRIC SHANER STREET LAMP	\$11.57
	11-000-262-622-01-ELE			AUGUST 17199535	10/21/14 \$11.57
<b>025835</b>	<b>10/21/14</b>		<b>6923</b>	<b>D ELECTRIC MOTORS, INC.</b>	<b>\$1,224.51</b>
508042	08/06/14			HVAC SUPPLIES - SHANER K3	\$906.59
	11-000-261-610-09-SHA			18871	10/21/14 \$906.59
508116	09/22/14			HVAC SUPPLIES - SHANER RTU	\$317.92
	11-000-261-610-09-SHA			19074	10/21/14 \$317.92
<b>025836</b>	<b>10/21/14</b>		<b>0074</b>	<b>D.A.D. AND ASSOCIATES</b>	<b>\$1,155.00</b>
508028	07/17/14			WATER TREATMENT - BOILERS	\$1,155.00
	11-000-261-420-09-HES			1ST QTR 4338	10/21/14 \$1,155.00
<b>025837</b>	<b>10/21/14</b>		<b>1084</b>	<b>DATA MANAGEMENT INC.</b>	<b>\$312.00</b>
500144	07/08/14			VISITOR PASSES SHANER SCHOOL	\$312.00
	11-000-240-610-01-000			I353489	10/21/14 \$312.00
<b>025838</b>	<b>10/21/14</b>		<b>0639</b>	<b>DELL COMPUTERS</b>	<b>\$5,183.32</b>
500567	08/27/14			Optiplex 9020 Mini Tower	\$5,183.32
	11-000-252-600-07-TEC			XJJJXFTJ4	10/21/14 \$5,183.32

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<b>025839</b>	<b>10/21/14</b>		<b>0044</b>	<b>DEMCO</b>	<b>\$427.55</b>	
500551	08/21/14			BOOK REPAIR AND SUPPLIES	\$427.55	
	11-000-222-610-01-000			5397368	10/21/14	\$427.55
<b>025840</b>	<b>10/21/14</b>		<b>0531</b>	<b>EAI EDUCATION/ ERIC ARMIN INC</b>	<b>\$67.25</b>	
500366	07/25/14			SHANER MATH RESOURCES	\$67.25	
	11-213-100-610-08-000			0682774	10/21/14	\$67.25
<b>025841</b>	<b>10/21/14</b>		<b>1116</b>	<b>E-FILLIATE INC.</b>	<b>\$73.40</b>	
500396	07/28/14			DAVIES AVA SUPPLIES	\$73.40	
	11-190-100-610-03-AVA			P077315801011	10/21/14	\$73.40
<b>025842</b>	<b>10/21/14</b>		<b>1516</b>	<b>ENCYCLOPAEDIA BRITANNICA INC.</b>	<b>\$650.00</b>	
500242	07/16/14			britannica online school renew	\$650.00	
	11-190-100-610-07-TEC			2111440RR	10/21/14	\$650.00
<b>025843</b>	<b>10/21/14</b>		<b>1125</b>	<b>FIDELITY SECURITY LIFE INSURANCE/EYEMED</b>	<b>\$3,273.48</b>	
500572	08/28/14			EYEMED BILLING 14-15	\$3,221.52	
	11-000-291-270-00-000			OCT 8895325	10/21/14	\$3,221.52
500613	09/08/14			COBRA VISION BILLING PAYMENTS	\$51.96	
	11-000-291-270-00-000			AUG/SEPT	10/21/14	\$51.96
<b>025844</b>	<b>10/21/14</b>		<b>0845</b>	<b>FIRSTENERGY SOLUTIONS CORP.</b>	<b>\$57,154.47</b>	
500099	07/01/14			14-15 ELECTRIC/ENERGY ESTIMATE	\$57,154.47	
	11-000-262-622-00-ELE			SEPTEMBER	10/21/14	\$7.05
	11-000-262-622-01-ELE			SEPTEMBER	10/21/14	\$3,863.84
	11-000-262-622-02-ELE			SEPTEMBER	10/21/14	\$125.28
	11-000-262-622-03-ELE			SEPTEMBER	10/21/14	\$12,075.40
	11-000-262-622-04-ELE			AUGUST	10/21/14	\$18,980.75
	11-000-262-622-04-ELE			SEPTEMBER	10/21/14	\$22,102.15
<b>025845</b>	<b>10/21/14</b>		<b>9873</b>	<b>FISHER SCIENTIFIC EDUCATION</b>	<b>\$328.14</b>	
500137	07/07/14			SCIENCE BOARDS/WIRE STRIPPERS	\$328.14	
	11-190-100-610-04-SSS			4082453/7105471	10/21/14	\$328.14
<b>025846</b>	<b>10/21/14</b>		<b>0223</b>	<b>FOLLETT LIBRARY RESOURCES</b>	<b>\$1,964.92</b>	
500146	07/08/14			SHANER LIBRARY BOOKS	\$1,964.92	
	11-000-222-610-01-000			472058F-6	10/21/14	\$1,964.92
<b>025847</b>	<b>10/21/14</b>		<b>0720</b>	<b>FRAYTAK VEISZ HOPKINS DUTHIE, P.C.</b>	<b>\$2,880.00</b>	
500541	08/20/14			ATC Controls at Hess/Davies	\$2,880.00	
	11-000-230-334-00-000			4421.06	10/21/14	\$2,880.00
<b>025848</b>	<b>10/21/14</b>		<b>0913</b>	<b>FRESH20 WATER FILTERATION SYSTEMS</b>	<b>\$295.00</b>	
508045	08/07/14			WATER STATION MAINT. SERVICE	\$295.00	
	11-000-261-420-09-DAV			9634	10/21/14	\$295.00
<b>025849</b>	<b>10/21/14</b>		<b>2135</b>	<b>GALLOWAY NURSERY</b>	<b>\$212.92</b>	
508049	08/19/14			GROUNDS SUPPLIES - MULCH	\$212.92	
	11-000-263-610-00-GND			32309	10/21/14	\$212.92
<b>025850</b>	<b>10/21/14</b>		<b>0040</b>	<b>GAMBLE MUSIC COMPANY</b>	<b>\$436.00</b>	
500397	07/28/14			DAVIES BOXES AND LIDS MUSIC	\$436.00	
	11-190-100-610-03-MUS			159534	10/21/14	\$436.00
<b>025851</b>	<b>10/21/14</b>		<b>0259</b>	<b>GEHRHSD</b>	<b>\$98,467.18</b>	
500249	07/16/14			ESY Busing - Sheppard	\$95,629.03	
	11-000-270-515-11-000			JULY 5V0015-5V0013	10/21/14	\$92,288.20

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<b>025851</b>	<b>10/21/14</b>		<b>0259</b>	<b>GEHRHSD</b>	<b>\$98,467.18</b>
500249	07/16/14			ESY Busing - Sheppard	\$95,629.03
	11-000-270-515-11-ADM			JULY 5V0015-5V0013	10/21/14
					\$3,340.83
500250	07/16/14			ESY Busing - Kerry Bus	\$2,838.15
	11-000-270-515-11-000			JULY YLA1	10/21/14
	11-000-270-515-11-ADM			JULY YLA1	10/21/14
					\$99.15
<b>025852</b>	<b>10/21/14</b>		<b>2401</b>	<b>GENERAL BINDING CO.</b>	<b>\$465.00</b>
500536	08/01/14			MAINT AGREEMENT LAMINATOR	\$465.00
	11-190-100-500-01-000			288450	10/21/14
					\$465.00
<b>025853</b>	<b>10/21/14</b>		<b>9758</b>	<b>GLENN INSURANCE INC.</b>	<b>\$127.00</b>
500526	08/14/14			FIDELITY BOND DAN SMITH	\$127.00
	11-000-251-592-00-000			849	10/21/14
					\$127.00
<b>025854</b>	<b>10/21/14</b>		<b>0675</b>	<b>GLOBAL COMPUTER</b>	<b>\$1,475.93</b>
500533	08/18/14			DAVIES AVA SUPPLIES	\$1,475.93
	11-190-100-610-03-AVA			L54217590105-103	10/21/14
					\$1,475.93
<b>025855</b>	<b>10/21/14</b>		<b>0590</b>	<b>GLOUCESTER CTY SPECIAL SVCS SCHOOL</b>	<b>\$903.00</b>
500546	08/21/14			ED INTERPRETER JULY ESY	\$903.00
	11-000-219-390-08-000			C367-15	10/21/14
					\$903.00
<b>025856</b>	<b>10/21/14</b>		<b>1356</b>	<b>GRAINGER</b>	<b>\$808.77</b>
508090	09/02/14			CUSTODIAL SUPPLIES - DAVIES	\$155.41
	11-000-262-610-10-CUS			9539532219	10/21/14
					\$155.41
508101	09/15/14			ELECTRICAL TOOL-SUPPLIES -HESS	\$375.06
	11-000-261-610-09-HES			9542825402/95424194	10/21/14
					\$375.06
508103	09/15/14			CUSTODIAL SUPPLIES - TRASH CAN	\$29.30
	11-000-262-610-10-CUS			9542825410	10/21/14
					\$29.30
508120	09/23/14			STORAGE SUPPLIES - HESS	\$249.00
	11-000-262-610-09-MNT			9550466719	10/21/14
					\$249.00
<b>025857</b>	<b>10/21/14</b>		<b>3866</b>	<b>GWAVA TECHNOLOGIES, INC.</b>	<b>\$6,716.00</b>
500246	07/16/14			Annual groupwise renewal	\$6,716.00
	11-190-100-610-07-TEC			74953	10/21/14
					\$6,716.00
<b>025858</b>	<b>10/21/14</b>		<b>0255</b>	<b>HAMILTON PEDIATRICS</b>	<b>\$1,300.00</b>
500089	07/01/14			Physician Contract 2014-2015	\$1,300.00
	11-000-213-330-00-000			OCTOBER	10/21/14
					\$1,300.00
<b>025859</b>	<b>10/21/14</b>		<b>0268</b>	<b>HAMILTON TWP MUA</b>	<b>\$6,645.82</b>
500105	07/02/14			WATER SEWER BILLING 14-15 YEAR	\$6,645.82
	11-000-262-490-01-000			SEPTEMBER	10/21/14
	11-000-262-490-02-000			SEPTEMBER	10/21/14
	11-000-262-490-03-000			SEPTEMBER	10/21/14
	11-000-262-490-04-000			SEPTEMBER	10/21/14
					\$692.00
					\$514.00
					\$733.30
					\$4,706.52
<b>025860</b>	<b>10/21/14</b>		<b>0209</b>	<b>HANDWRITING WITHOUT TEARS</b>	<b>\$46.95</b>
500277	07/17/14			PT/OT PENCILS AND CRAYONS	\$46.95
	11-000-216-610-08-000			865487-1	10/21/14
					\$46.95
<b>025861</b>	<b>10/21/14</b>		<b>0157</b>	<b>HERITAGE SURF SHOP</b>	<b>\$360.69</b>
500029	07/01/14			WET SUITS;DAVE EVANGELIST	\$360.69
	11-190-100-610-04-SWM			5966	10/21/14
					\$360.69

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Cknum	Date	Rec date	Vcode	Vendor name	Check amount
<b>025862</b>	<b>10/21/14</b>		<b>0708</b>	<b>HILLYARD INC.</b>	<b>\$12,659.40</b>
508051	08/12/14			CUSTODIAL SUPPLIES	\$11,729.16
	11-000-262-610-10-CUS			601211056/36676/3667	10/21/14 \$11,729.16
508062	08/01/14			CUSTODIAL EQUIPMENT REPAIR	\$590.32
	11-000-262-420-10-CUS			700147884	10/21/14 \$590.32
508078	09/02/14			CUSTODIAL SUPPLIES - DISTRICT	\$339.92
	11-000-262-610-10-CUS			601294606/700151136	10/21/14 \$339.92
<b>025863 V</b>	<b>10/21/14</b>	<b>10/21/14</b>		<b>00.0 \$ Multi Stub Void</b>	
- - - - -					
<b>025864</b>	<b>10/21/14</b>		<b>1462</b>	<b>HOME DEPOT</b>	<b>\$3,523.92</b>
500501	08/05/14			DAVIES STEM SUPPLIES	\$293.94
	11-190-100-610-03-TEC			6035322501175149	10/21/14 \$293.94
500600	09/02/14			DAVIES STEM SUPPLIES	\$364.16
	11-190-100-610-03-TEC			7153315	10/21/14 \$364.16
508041	08/04/14			GROUNDS SUPPLIES - DISTRICT	\$315.57
	11-000-263-610-00-GND			6035322501175149	10/21/14 \$315.57
508043	08/06/14			ELECTRICAL SUPPLIES - HESS	\$483.06
	11-000-261-610-09-HES			6035322501175149	10/21/14 \$483.06
508054	08/01/14			HVAC - SOFTENING SALT -DIST.	\$75.72
	11-000-261-610-09-DAV			6035322501175149	10/21/14 \$11.30
	11-000-262-610-09-MNT			6035322501175149	10/21/14 \$64.42
508066	08/01/14			MAINTENANCE SUPPLIES - HESS	\$318.65
	11-000-262-420-09-MNT			6035322501175149	10/21/14 \$290.71
	11-000-263-610-00-GND			6035322501175149	10/21/14 \$27.94
508068	08/01/14			CUSTODIAL SUPPLIES - DISTRICT	\$31.96
	11-000-262-610-10-CUS			6035322501175149	10/21/14 \$31.96
508074	09/02/14			GROUNDS SUPPLIES - DISTRICT	\$259.66
	11-000-263-610-00-GND			6035322501175149	10/21/14 \$259.66
508080	09/03/14			HVAC SUPPLIES - HUMIDIFIER HES	\$181.48
	11-000-261-610-09-HES			6035322501175149	10/21/14 \$181.48
508081	09/03/14			CUSTODIAL SUPPLIES -RECYCLING	\$168.58
	11-000-262-610-10-CUS			6035322501175149	10/21/14 \$168.58
508083	09/03/14			APPLIANCE.-TOOLS-SUPPLIES	\$518.79
	11-000-262-610-09-MNT			6035322501175149	10/21/14 \$518.79
508087	09/09/14			MAINT.SHOP TOOLS AND SUPPLIES	\$43.56
	11-000-262-610-09-MNT			6035322501175149	10/21/14 \$43.56
508092	09/10/14			GROUNDS SUPPLIES - MAINT SHOP	\$267.40
	11-000-263-610-00-GND			6035322501175149	10/21/14 \$267.40
508094	09/11/14			MAINT.SHOP SUPPLIES-DAVEIS	\$83.43
	11-000-262-610-09-MNT			6035322501175149	10/21/14 \$83.43
508106	09/17/14			SHOP AND SERCIRITY SUPPLIES	\$117.96
	11-000-262-610-09-MNT			9302370	10/21/14 \$117.96
<b>025865</b>	<b>10/21/14</b>		<b>0084</b>	<b>HORIZON BLUE CROSS BLUE SHIELD</b>	<b>\$25,910.47</b>
500405	07/28/14			DENTAL BILLING 14-15 YEAR	\$25,910.47
	11-000-291-270-00-000			OCT 049229748	10/21/14 \$25,910.47

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<b>025866</b>	<b>10/21/14</b>		<b>2093</b>	<b>HOUGHTON MIFFLIN HARCOURT SCHOOL PUBLISH</b>	<b>\$20,512.16</b>
500282	07/17/14			GO MATH HESS MATERIAL SPED	\$896.96
	11-213-100-610-08-000			950677171/950785096 10/21/14	\$896.96
500558	08/22/14			SHANER MATH CONSUMABLES	\$19,615.20
	11-190-100-610-00-GEN			950810296 10/21/14	\$1,391.94
	11-190-100-610-01-000			950810296 10/21/14	\$469.26
	11-190-100-610-01-1MT			950810296 10/21/14	\$8,877.00
	11-190-100-610-01-KMT			950810296 10/21/14	\$8,877.00
<b>025867</b>	<b>10/21/14</b>		<b>0689</b>	<b>INSECT LORE</b>	<b>\$983.88</b>
500136	07/07/14			SCIENCE HESS TEACHERS SUPPLY	\$983.88
	11-190-100-610-04-SSS			427071 10/21/14	\$983.88
<b>025868</b>	<b>10/21/14</b>		<b>0550</b>	<b>INTERSTATE BATTERY SYSTEM OF AC</b>	<b>\$125.90</b>
508061	08/01/14			BATTERIES FOR MAINT. EQUIPMENT	\$125.90
	11-000-261-610-09-HES			125951 10/21/14	\$125.90
<b>025869</b>	<b>10/21/14</b>		<b>1106</b>	<b>IRA</b>	<b>\$29.00</b>
500489	08/05/14			READING MEMBERSHIP ENROLLMENT	\$29.00
	11-000-219-890-08-000			1871069 10/21/14	\$29.00
<b>025870</b>	<b>10/21/14</b>		<b>1859</b>	<b>JOHNS HOPKINS UNIVERSITY /CTY DISTANCE</b>	<b>\$1,793.40</b>
500538	08/18/14			On Line School Application	\$1,793.40
	11-190-100-890-04-000			1201937 J.P. 10/21/14	\$1,793.40
<b>025871</b>	<b>10/21/14</b>		<b>5398</b>	<b>JOHNSTONE SUPPLY</b>	<b>\$48.00</b>
508089	09/10/14			HVAC SUPPLIES - HESS/DAVIES	\$48.00
	11-000-261-610-09-HES			13731 10/21/14	\$48.00
<b>025872</b>	<b>10/21/14</b>		<b>0972</b>	<b>JOHNSTONE SUPPLY -PLEASANTVILLE</b>	<b>\$4,958.81</b>
508067	08/01/14			HVAC SUPPLIES - HESS AUD. REPR	\$2,748.99
	11-000-261-610-09-HES			12995 10/21/14	\$2,736.87
	11-000-261-610-09-SHA			12996 10/21/14	\$12.12
508073	08/01/14			HVAC SUPPLIES FOR HESS KITCHEN	\$81.93
	11-000-261-610-09-HES			13011 10/21/14	\$81.93
508079	09/02/14			HVAC SUPPLIES DAV/HESS	\$440.81
	11-000-261-610-09-DAV			13475 10/21/14	\$65.45
	11-000-261-610-09-HES			13474 10/21/14	\$375.36
508088	09/09/14			HVAC SUPPLIES- DAVIES SCHOOL	\$98.83
	11-000-261-610-09-DAV			13550 10/21/14	\$98.83
508112	09/19/14			HVAC PARTS - SHANER ROOF UNIT	\$1,371.37
	11-000-261-610-09-SHA			14085-14084 10/21/14	\$1,371.37
508121	09/24/14			HVAC SUPPLIES - HW HEATER -DAV	\$216.88
	11-000-261-610-09-DAV			14086 10/21/14	\$216.88
<b>025873</b>	<b>10/21/14</b>		<b>0987</b>	<b>KELVIN</b>	<b>\$922.81</b>
500502	08/05/14			DAVIES STEM PROJECT SUPPLIES	\$922.81
	11-190-100-610-03-TEC			257900/257581 10/21/14	\$922.81
<b>025874</b>	<b>10/21/14</b>		<b>1127</b>	<b>KENNEDY CONCRETE, INC.</b>	<b>\$221.00</b>
508082	09/03/14			CONCRETE FOR HESS LT. POLE	\$221.00
	11-000-263-610-00-GND			159483 10/21/14	\$221.00
<b>025875</b>	<b>10/21/14</b>		<b>0918</b>	<b>KIEFER</b>	<b>\$88.56</b>
500030	07/01/14			HESS SWIMMING SUITS STUDENTS	\$88.56
	11-190-100-610-04-SWM			449766/449814/441942 10/21/14	\$88.56

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<b>025876</b>	<b>10/21/14</b>		<b>0027</b>	<b>KNEBLES AUTO SERVICE STATION</b>	<b>\$681.38</b>
508084	09/08/14			REPAIR FORD TRUCK 2002	\$681.38
	11-000-262-420-00-VEH		47910		10/21/14 \$681.38
<b>025877</b>	<b>10/21/14</b>		<b>0824</b>	<b>KOZAK, DANA</b>	<b>\$17.35</b>
500630	09/12/14			JULY-AUGUST MILEAGE REIMB	\$17.35
	11-000-219-592-08-TRV			JULY-AUG MILEAGE	10/21/14 \$17.35
<b>025878</b>	<b>10/21/14</b>		<b>1432</b>	<b>LAUREL LAWNMOWER SERVICE</b>	<b>\$1,004.93</b>
508056	08/15/14			GROUNDS EQUIPMENT SERVICE	\$1,004.93
	11-000-263-420-00-GND		116386		10/21/14 \$1,004.93
<b>025879</b>	<b>10/21/14</b>		<b>4124</b>	<b>LOPRESTO, CHRISTINE</b>	<b>\$45.88</b>
500608	09/05/14			AUG 27 MILEAGE REIMB	\$45.88
	11-000-223-500-04-TRV			AUG 27 MILEAGE	10/21/14 \$45.88
<b>025880</b>	<b>10/21/14</b>		<b>0254</b>	<b>LOWE'S COMPANIES, INC.</b>	<b>\$229.56</b>
508114	09/19/14			CEILING TILES - HESS	\$229.56
	11-000-261-610-09-HES		23139592		10/21/14 \$229.56
<b>025881</b>	<b>10/21/14</b>		<b>1269</b>	<b>LOYOLA PRESS</b>	<b>\$711.93</b>
500289	07/17/14			NP TEXTBOOK ORDER 14/15	\$711.93
	20-501-100-640-20-000		6619176		10/21/14 \$711.93
<b>025882</b>	<b>10/21/14</b>		<b>0284</b>	<b>MAIN LINE COMMERCIAL POOLS, INC.</b>	<b>\$425.00</b>
508007	07/01/14			14-15 WATER MANAGEMENT POOL	\$425.00
	11-000-262-420-00-POL			SEPT	10/21/14 \$425.00
<b>025883</b>	<b>10/21/14</b>		<b>0374</b>	<b>MARLEE CONTRACTORS LLC</b>	<b>\$3,927.93</b>
508070	08/21/14			HVAC SERVICE REPAIR - KITCHEN	\$266.71
	11-000-261-420-09-DAV		68737		10/21/14 \$266.71
508096	09/12/14			BOILER CLEAN & INSPECT.	\$2,634.30
	11-000-261-420-09-DAV		68785		10/21/14 \$1,043.72
	11-000-261-420-09-HES		68786		10/21/14 \$972.74
	11-000-261-420-09-SHA		68769		10/21/14 \$617.84
508127	09/26/14			HVAC SERVICE - DAVIES SCHOOL	\$1,026.92
	11-000-261-420-09-DAV		69270-69249		10/21/14 \$1,026.92
<b>025884</b>	<b>10/21/14</b>		<b>0375</b>	<b>MARQUEZ PIANOS</b>	<b>\$300.00</b>
500592	09/02/14			PIANO TUNINGS AND MAINTENANCE	\$300.00
	11-190-100-340-03-000		4493		10/21/14 \$300.00
<b>025885</b>	<b>10/21/14</b>		<b>0645</b>	<b>MONMOUTH OCEAN EDUCATIONAL SERVICES</b>	<b>\$10,438.00</b>
500568	08/27/14			CHAPTER 192/193 NP 14/15	\$10,438.00
	20-502-100-330-20-000			SEPT 15-00032	10/21/14 \$7,256.00
	20-506-100-330-20-000			SEPT 15-00032	10/21/14 \$706.00
	20-507-100-330-20-000			SEPT 15-00032	10/21/14 \$1,062.00
	20-508-100-330-20-000			SEPT 15-00032	10/21/14 \$1,414.00
<b>025886</b>	<b>10/21/14</b>		<b>0034</b>	<b>MOORE MEDICAL CORPORATION</b>	<b>\$1,818.05</b>
500382	07/25/14			DAVIES NURSE SUPPLIES	\$1,818.05
	11-000-213-610-03-000		98321160I		10/21/14 \$1,818.05
<b>025887</b>	<b>10/21/14</b>		<b>0413</b>	<b>MUSIC IN MOTION</b>	<b>\$823.23</b>
500401	07/28/14			DAVIES MUSIC SUPPLIES	\$823.23
	11-190-100-610-03-MUS		481355		10/21/14 \$823.23

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<b>025888</b>	<b>10/21/14</b>		<b>0592</b>	<b>MUSIC TIME, INC.</b>	<b>\$600.20</b>
500080	07/01/14			HESS CONCERT/BAND MUSIC	\$600.20
	11-190-100-610-04-MUS		77588		10/21/14 \$600.20
<b>025889</b>	<b>10/21/14</b>		<b>0418</b>	<b>NASCO</b>	<b>\$1,559.57</b>
500426	07/29/14			DAVIES SCIENCE MATERIAL	\$486.97
	11-190-100-610-03-SCI		60214/96526		10/21/14 \$486.97
500434	07/30/14			DVIES SCIENCE MATERIAL	\$585.36
	11-190-100-610-03-SCI		60263-64/98863		10/21/14 \$585.36
500445	07/31/14			DAVIES SCIENCE MATERIAL	\$123.87
	11-190-100-610-03-SCI		62554		10/21/14 \$123.87
500503	08/05/14			DAVIES STEM PROJECT SUPPLIES	\$219.29
	11-190-100-610-03-TEC		86341/80165		10/21/14 \$219.29
500563	08/22/14			LIVE FROG HABITATS;SARAH MACK	\$144.08
	11-190-100-610-01-KSC		98997		10/21/14 \$144.08
<b>025890</b>	<b>10/21/14</b>		<b>0875</b>	<b>NEHMAD PERILLO &amp; DAVIS, P.C.</b>	<b>\$1,976.00</b>
500188	07/10/14			PROFESSIONAL SVCS 14-15	\$1,976.00
	11-000-230-331-00-SOL		56919 AUG		10/21/14 \$1,976.00
<b>025891</b>	<b>10/21/14</b>		<b>1307</b>	<b>NELSON;IAN</b>	<b>\$158.72</b>
500601	09/02/14			JULY-AUGUST MILEAGE REIMB	\$158.72
	11-000-262-590-09-TRV		JULY-AUG MILEAGE		10/21/14 \$158.72
<b>025892</b>	<b>10/21/14</b>		<b>0678</b>	<b>NJ DIVISION OF FIRE SAFETY</b>	<b>\$498.00</b>
508071	08/21/14			BFCE REGISTRATION RENEWAL FEE	\$498.00
	11-000-262-590-09-MNT		1850159-60-61		10/21/14 \$498.00
<b>025893</b>	<b>10/21/14</b>		<b>0731</b>	<b>NJASBO</b>	<b>\$225.00</b>
500521	08/11/14			SUBSCRIPTION PLAN FOR SEMINARS	\$225.00
	11-000-251-592-00-TRV		1415		10/21/14 \$225.00
<b>025894</b>	<b>10/21/14</b>		<b>0211</b>	<b>NJSBGA - ATLANTIC CO CHAPTER</b>	<b>\$275.00</b>
508085	09/02/14			MEMBERSHIP DUES	\$275.00
	11-000-262-890-09-MNT		ANNUAL DUES		10/21/14 \$275.00
<b>025895</b>	<b>10/21/14</b>		<b>5176</b>	<b>NWN Corporation</b>	<b>\$3,198.40</b>
500471	08/01/14			SmartNet renewal	\$2,194.76
	11-190-100-340-07-TEC		in225833		10/21/14 \$2,194.76
500569	08/27/14			Toners/Cartridges	\$1,003.64
	11-190-100-610-07-TEC		in227059		10/21/14 \$1,003.64
<b>025896</b>	<b>10/21/14</b>		<b>0856</b>	<b>OXFORD CONSULTING SERVICES INC.</b>	<b>\$735.00</b>
500535	08/18/14			ESY PHYSICAL/OCCUPAT THERAPY	\$735.00
	11-000-219-390-08-000		ESY A.A.J.		10/21/14 \$735.00
<b>025897</b>	<b>10/21/14</b>		<b>2287</b>	<b>PATTERSON MEDICAL</b>	<b>\$156.29</b>
500278	07/17/14			PT/OT VISUAL MOTOR EQUIPMENT	\$156.29
	11-000-216-610-08-000		5587565542		10/21/14 \$156.29
<b>025898</b>	<b>10/21/14</b>		<b>4983</b>	<b>PEARSON / CLINICAL ASSESSMENT</b>	<b>\$812.76</b>
500376	07/25/14			CST EVALUATION KITS	\$812.76
	11-000-219-610-08-000		4461659		10/21/14 \$812.76
<b>025899</b>	<b>10/21/14</b>		<b>0495</b>	<b>PITSCO/SYNERGISTIC SYSTEMS</b>	<b>\$753.87</b>
500505	08/05/14			DAVIES STEM PROJECT MATERIAL	\$753.87
	11-190-100-610-03-TEC		579811-1		10/21/14 \$753.87

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<b>025900</b>	<b>10/21/14</b>		<b>4599</b>	<b>PLANK ROAD PUBLISHING, INC.</b>	<b>\$340.08</b>
500456	07/31/14			SHANER MUSIC INSTRUCTION	\$340.08
	11-190-100-610-01-MUS		15-005761		10/21/14 \$340.08
<b>025901</b>	<b>10/21/14</b>		<b>1114</b>	<b>POPPLERS MUSIC INC</b>	<b>\$122.82</b>
500119	07/03/14			SHANER MUSIC MATERIALS	\$122.82
	11-190-100-610-01-MUS		1742797		10/21/14 \$122.82
<b>025902</b>	<b>10/21/14</b>		<b>0509</b>	<b>PRESS OF ATLANTIC CITY</b>	<b>\$445.30</b>
500461	07/31/14			JOB ADVERTISEMENTS 14-15 YEAR	\$386.17
	11-000-230-590-00-000		0814-111995		10/21/14 \$386.17
500513	08/08/14			BOARD MEETING ADS TO RUN 14-15	\$59.13
	11-000-230-590-00-000		0614-127469		10/21/14 \$59.13
<b>025903</b>	<b>10/21/14</b>		<b>1167</b>	<b>PROGRESS PUBLICATIONS</b>	<b>\$239.80</b>
500082	07/01/14			PREK FOLDERS SCHOOL BUS	\$239.80
	11-000-240-610-04-000		657354		10/21/14 \$239.80
<b>025904</b>	<b>10/21/14</b>		<b>8380</b>	<b>PUGGI RECYCLING CENTER</b>	<b>\$3,020.00</b>
508050	08/11/14			GROUNDS SUPPLIES - PLYGRND MUL	\$3,020.00
	11-000-263-610-00-GND		7093		10/21/14 \$3,020.00
<b>025905</b>	<b>10/21/14</b>		<b>1427</b>	<b>QC LABORATORIES</b>	<b>\$165.00</b>
508059	08/15/14			POOL TESTING - HESS SCHOOL	\$165.00
	11-000-262-590-09-MNT		1629442	JULY 28	10/21/14 \$165.00
<b>025906</b>	<b>10/21/14</b>		<b>0528</b>	<b>REALLY GOOD STUFF</b>	<b>\$187.58</b>
500359	07/24/14			HESS SPECIAL ED MATERIALS	\$187.58
	11-212-100-610-08-GEN		4886354		10/21/14 \$187.58
<b>025907</b>	<b>10/21/14</b>		<b>7557</b>	<b>RELIANCE COMMUNICATIONS INC.</b>	<b>\$9,157.05</b>
500229	07/15/14			School Messenger Service	\$9,157.05
	11-000-230-530-00-COM		43672		10/21/14 \$9,157.05
<b>025908</b>	<b>10/21/14</b>		<b>0998</b>	<b>RICOH USA, INC.</b>	<b>\$9,600.95</b>
500104	07/01/14			14-15 ANNUAL COPIER LEASES	\$9,600.95
	11-000-219-592-08-RNT			SEPTEMBER	10/21/14 \$618.00
	11-000-230-590-00-RNT			SEPTEMBER	10/21/14 \$388.75
	11-000-230-610-00-000			SEPT XTRA	10/21/14 \$49.87
	11-000-240-500-01-RNT			AUG/SEPT	10/21/14 \$357.28
	11-000-240-500-03-RNT			SEPTEMBER	10/21/14 \$1,442.00
	11-000-240-500-04-RNT			AUG/SEPT	10/21/14 \$1,837.44
	11-000-270-593-11-000			SEPTEMBER	10/21/14 \$178.07
	11-190-100-500-01-RNT			SEPTEMBER	10/21/14 \$1,198.88
	11-190-100-500-03-RNT			SEPTEMBER	10/21/14 \$621.38
	11-190-100-500-04-RNT			AUG/SEPT	10/21/14 \$2,909.28
<b>025909</b>	<b>10/21/14</b>		<b>9875</b>	<b>RLAC</b>	<b>\$494.90</b>
500321	07/21/14			SHANER AUTISM PHONICS	\$494.90
	11-214-100-610-08-000		108642		10/21/14 \$494.90
<b>025910</b>	<b>10/21/14</b>		<b>0699</b>	<b>ROBERTS OXYGEN</b>	<b>\$192.35</b>
508060	08/15/14			OXYGEN SUPPLIES - HESS POOL	\$192.35
	11-000-262-610-10-CUS			JULY 1601/924734	10/21/14 \$192.35
<b>025911</b>	<b>10/21/14</b>		<b>2437</b>	<b>ROWAN UNIVERSITY</b>	<b>\$2,200.00</b>
500632	09/12/14			SUMMER TRAINING INSTITUTE	\$2,200.00
	11-000-223-500-00-000			PLTW0044	10/21/14 \$2,200.00

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<b>025912</b>	<b>10/21/14</b>		<b>0538</b>	<b>RUSSELL REID INC.</b>	<b>\$593.88</b>
508130	09/30/14			SERVICE CLEANING - GREASE TRAP	\$593.88
	11-000-261-420-09-DAV		4805779		10/21/14 \$162.96
	11-000-261-420-09-HES		4805780		10/21/14 \$167.96
	11-000-261-420-09-SHA		4805778		10/21/14 \$262.96
<b>025913</b>	<b>10/21/14</b>		<b>1855</b>	<b>RYDIN DECAL</b>	<b>\$308.00</b>
500531	08/18/14			PARKING STICKERS DAVIES	\$308.00
	11-000-240-610-03-000		299390		10/21/14 \$308.00
<b>025914</b>	<b>10/21/14</b>		<b>8700</b>	<b>SANTILLI, STEPHEN</b>	<b>\$270.00</b>
500524	08/22/14			REIMBURSE FOR DOCUMENT FRAMES	\$270.00
	11-000-240-610-03-000			FRAMES REIMB	10/21/14 \$270.00
<b>025915</b>	<b>10/21/14</b>		<b>0096</b>	<b>SCHOLASTIC INC.</b>	<b>\$1,050.06</b>
500231	07/15/14			MAGAZINE RENEWALS ;RM. A108	\$1,050.06
	11-213-100-610-08-000		M53574869		10/21/14 \$1,050.06
<b>025916</b>	<b>10/21/14</b>		<b>0257</b>	<b>SCHOOL HEALTH SUPPLIES CORP.</b>	<b>\$1,264.90</b>
500084	07/01/14			NURSE EPI PENS/SUPPLY HESS	\$1,264.90
	11-000-213-610-04-000		2848435		10/21/14 \$1,264.90
<b>025917</b>	<b>10/21/14</b>		<b>2513</b>	<b>SCHOOL OUTFITTERS</b>	<b>\$168.50</b>
500498	08/05/14			HEADPHONES STEM DAVIES	\$168.50
	11-190-100-610-03-TEC		11501717		10/21/14 \$168.50
<b>025918</b>	<b>10/21/14</b>	<b>10/21/14</b>	<b>00.0</b>	<b>\$ Multi Stub Void</b>	
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<b>025919</b>	<b>10/21/14</b>		<b>1638</b>	<b>SCHOOL SPECIALTY</b>	<b>\$3,134.17</b>
500152	07/08/14			ART DRAWING PAPER SHANER	\$274.39
	11-190-100-610-01-ART		308102022088		10/21/14 \$274.39
500220	07/14/14			HESS SELF CONTAINED SUPPLIES	\$51.07
	11-212-100-610-08-GEN		308102042340		10/21/14 \$51.07
500266	07/16/14			HESS LRC MATERIALS	\$68.88
	11-213-100-610-08-000		308102041215		10/21/14 \$68.88
500299	07/18/14			HESS SPECIAL ED SUPPLIES	\$77.03
	11-213-100-610-08-000		308102023832/208113		10/21/14 \$77.03
500311	07/21/14			HESS SPECIAL ED SUPPLIES	\$82.02
	11-212-100-610-08-GEN		308102063195		10/21/14 \$82.02
500325	07/21/14			SENSORY/BEHAVIOR MATERIALS	\$9.88
	11-212-100-610-08-GEN		208113185665		10/21/14 \$9.88
500330	07/21/14			SELF CONTAINED SUPPLIES	\$155.48
	11-212-100-610-08-GEN		308102066428		10/21/14 \$155.48
500340	07/24/14			HESS TEACHING SUPPLIES	\$50.43
	11-212-100-610-08-GEN		308102042334		10/21/14 \$50.43
500343	07/24/14			HESS LRC SUPPLIES	\$57.34
	11-213-100-610-08-000		308102041331		10/21/14 \$57.34
500353	07/24/14			GENERAL CLASSROOM SUPPLIES	\$59.46
	11-213-100-610-08-000		308102065267		10/21/14 \$59.46
500360	07/24/14			HESS SPECIAL ED SUPPLIES	\$33.21
	11-212-100-610-08-GEN		308102074392		10/21/14 \$33.21

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<b>025919</b>	<b>10/21/14</b>		<b>1638</b>	<b>SCHOOL SPECIALTY</b>	<b>\$3,134.17</b>
500372	07/25/14			GENERAL SUPPLIES SPECIAL ED	\$44.76
	11-212-100-610-08-GEN		308102042327		10/21/14 \$44.76
500418	07/28/14			GR. 6 SCIENCE GEN SUPPLIES	\$294.53
	11-190-100-610-03-SCI		308102042331		10/21/14 \$294.53
500432	07/30/14			DAVIES SCIENCE GEN SUPPLIES	\$78.88
	11-190-100-610-03-SCI		308102042468		10/21/14 \$78.88
500435	07/30/14			SCIENCE GEN SUPPLIES	\$71.84
	11-190-100-610-03-SCI		208113185661		10/21/14 \$71.84
500452	07/31/14			DAVIES SCIENCE INSTRUCTION SUP	\$119.94
	11-190-100-610-03-SCI		308102066449		10/21/14 \$119.94
500454	07/31/14			ART KRAFT ROLLS HESS SCHOOL	\$988.21
	11-000-240-610-04-000		308102042378		10/21/14 \$988.21
500458	07/31/14			KRAFT ART ROLLS SHANER SCHOOL	\$401.70
	11-190-100-610-01-000		308102042729		10/21/14 \$401.70
500506	08/05/14			DAVIES STEM SUPPLIES	\$215.12
	11-190-100-610-03-TEC		308102059859		10/21/14 \$215.12
<b>025920</b>	<b>10/21/14</b>		<b>1008</b>	<b>SCHWARTZ SIMON EDELSTEIN &amp; CELSO, LLC</b>	<b>\$336.00</b>
500525	08/12/14			General Labor Matters	\$336.00
	11-000-230-339-00-000		145732 AUGUST		10/21/14 \$336.00
<b>025921</b>	<b>10/21/14</b>		<b>1107</b>	<b>SCIENTIFICS DIRECT, INC.</b>	<b>\$212.05</b>
500497	08/05/14			HOOKED WEIGHT SET STEM DAVIES	\$212.05
	11-190-100-610-03-TEC		SC90001621		10/21/14 \$212.05
<b>025922</b>	<b>10/21/14</b>		<b>0532</b>	<b>SEETON TURF, LLC.</b>	<b>\$4,253.70</b>
508118	09/23/14			GROUNDS SUPPLIES-ICE MELT	\$4,253.70
	11-000-263-610-00-GND		134962		10/21/14 \$4,253.70
<b>025923</b>	<b>10/21/14</b>		<b>4790</b>	<b>SHERWIN WILLIAMS</b>	<b>\$722.52</b>
500442	07/30/14			ATHLETIC FIELD PAINT	\$329.70
	11-402-100-610-03-000		7576-6		10/21/14 \$329.70
508048	08/01/14			PAINT FOR DAVIES SCHOOL	\$392.82
	11-000-261-610-09-DAV		7255-7		10/21/14 \$392.82
<b>025924</b>	<b>10/21/14</b>		<b>1674</b>	<b>SIMPLEX GRINNELL</b>	<b>\$751.10</b>
508040	08/01/14			FIRE SPRINKLER REPAIR -HESS	\$237.50
	11-000-261-420-09-HES		80393066		10/21/14 \$237.50
508058	08/15/14			FIRE EXTINGUISHER SERVICE - HS	\$291.56
	11-000-261-420-09-HES		80487215		10/21/14 \$291.56
508063	08/19/14			KITCHEN HOOD INSP. SERVICE	\$46.92
	11-000-261-420-09-HES		80408585		10/21/14 \$46.92
508065	08/19/14			FIRE EXTINGUISHERS - HYDROTEST	\$143.84
	11-000-261-420-09-SHA		80496705		10/21/14 \$143.84
508095	09/12/14			KITCHEN HOOD FIRE SYS.REPAIR	\$31.28
	11-000-261-420-09-DAV		80438296		10/21/14 \$31.28
<b>025925</b>	<b>10/21/14</b>		<b>0386</b>	<b>SINGAPOREMATH.COM</b>	<b>\$4,594.16</b>
500519	08/11/14			NP TEXTBOOK ORDER	\$4,594.16
	20-501-100-640-20-000		326381		10/21/14 \$4,594.16



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<b>025926</b>	<b>10/21/14</b>		<b>0594</b>	<b>SOUTH JERSEY GAS COMPANY</b>	<b>\$2,926.09</b>
500103	07/01/14			GAS BILL 14-15 ESTIMATED	\$2,926.09
	11-000-262-621-01-GAS			SEPTEMBER 10/21/14	\$59.41
	11-000-262-621-03-GAS			SEPTEMBER 10/21/14	\$1,195.93
	11-000-262-621-04-GAS			SEPTEMBER 10/21/14	\$1,670.75
<b>025927</b>	<b>10/21/14</b>		<b>1525</b>	<b>SOUTH JERSEY GLASS &amp; DOOR CO.</b>	<b>\$317.25</b>
508064	08/19/14			GLASS REPAIR - DAVIES SCHOOL	\$317.25
	11-000-261-420-09-DAV			39776 10/21/14	\$317.25
<b>025928</b>	<b>10/21/14</b>		<b>1896</b>	<b>SPRINT SPECTRUM, L.P.</b>	<b>\$1,456.26</b>
500102	07/01/14			WIRELESS SVC 14-15 YEAR	\$1,456.26
	11-000-230-530-00-NEX			AUGUST 10/21/14	\$1,456.26
<b>025929 V</b>	<b>10/21/14</b>	<b>10/21/14</b>		<b>00.0 \$ Multi Stub Void</b>	
- - - - -					
<b>025930 V</b>	<b>10/21/14</b>	<b>10/21/14</b>		<b>00.0 \$ Multi Stub Void</b>	
- - - - -					
<b>025931</b>	<b>10/21/14</b>		<b>2759</b>	<b>STAPLES BUSINESS ADVANTAGE</b>	<b>\$8,219.11</b>
500014	07/01/14			HESS C HALL GR. 4-5 SUPPLIES	\$20.49
	11-190-100-610-04-C45			3237330303-04-05 10/21/14	\$20.49
500026	07/01/14			B HOUSE HESS SUPPLIES	\$42.05
	11-190-100-610-04-B45			3237330306/32388632 10/21/14	\$42.05
500049	07/01/14			HESS A HOUSE SUPPLIES	\$137.94
	11-190-100-610-04-A23			phl1053613 10/21/14	\$137.94
500068	07/01/14			HESS A HOUSE GEN SUPPLIES	\$1,738.63
	11-190-100-610-04-000			phl1053613 10/21/14	\$8.68
	11-190-100-610-04-A45			phl1053613 10/21/14	\$1,729.95
500092	07/01/14			HESS B HOUSE GENERAL SUPPLIES	\$36.03
	11-190-100-610-04-B23			PHL1053613 10/21/14	\$36.03
500158	07/09/14			SUPT OFFICE SUPPLIES	\$75.78
	11-000-230-610-00-000			3237487435 10/21/14	\$75.78
500165	07/09/14			DAVIES GUIDANCE SUPPLIES	\$465.10
	11-000-218-610-03-000			3237487434 10/21/14	\$465.10
500186	07/10/14			DAVIES ELA SUPPLIES	\$209.06
	11-190-100-610-03-LAL			3237865785/32389132 10/21/14	\$209.06
500217	07/14/14			DAVIES NURSE SUPPLIES	\$195.78
	11-000-213-610-03-000			32390263333-36 10/21/14	\$195.78
500222	07/14/14			DAVIES ICS/LRC SUPPLY;A216	\$422.28
	11-212-100-610-08-GEN			3240002248-49 10/21/14	\$422.28
500233	07/15/14			DIGITAL HEADPHONES;RM A108	\$103.92
	11-213-100-610-08-000			3240487452 10/21/14	\$103.92
500364	07/25/14			DAVIES READ 180 SUPPLIES	\$147.25
	11-213-100-610-08-000			PHL1053613 10/21/14	\$147.25
500385	07/25/14			GR. 7 SOCIAL STUDIES SUPPLIES	\$134.69
	11-190-100-610-03-HIS			3240002253 10/21/14	\$134.69
500425	07/29/14			NJCCS SCIENCE GRADE 8	\$242.30
	11-190-100-610-03-SCI			3240002250-51/40412' 10/21/14	\$242.30

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<b>025931</b>	<b>10/21/14</b>		<b>2759</b>	<b>STAPLES BUSINESS ADVANTAGE</b>	<b>\$8,219.11</b>
500427	07/29/14			DAVIES GENERAL SUPPLY SCIENCE	\$165.30
	11-190-100-610-03-SCI		3240002252		10/21/14 \$165.30
500450	07/31/14			DAVIES TEACHER/STUDENT SUPPLY	\$2,194.10
	11-000-240-610-03-000		PHL1053613		10/21/14 \$1,202.30
	11-190-100-610-03-000		PHL1053613		10/21/14 \$991.80
500466	08/01/14			DAVIES BSI GENERAL SUPPLIES	\$351.93
	11-190-100-610-03-MTH		PHL1053613		10/21/14 \$351.93
500492	08/05/14			CURRICULUM GENERAL SUPPLIES	\$158.47
	11-000-223-610-00-000		3240487453		10/21/14 \$158.47
500495	08/05/14			DAVIES CST SUPPLIES	\$116.34
	11-000-219-610-08-000		3240547655		10/21/14 \$116.34
500496	08/05/14			DAVIES STEM SUPPLIES	\$121.10
	11-190-100-610-03-TEC		3240547656-57		10/21/14 \$121.10
500507	08/05/14			DAVIES STEM SUPPLIES	\$101.45
	11-190-100-610-03-TEC		3240487454		10/21/14 \$101.45
500515	08/08/14			DAVIES ADMIN OFFICE SUPPLIES	\$305.81
	11-000-240-610-03-000		3240487455		10/21/14 \$305.81
500516	08/08/14			HESS MAIN OFFICE SUPPLIES	\$733.31
	11-000-240-610-04-000		PHL1053613		10/21/14 \$733.31
<b>025932</b>	<b>10/21/14</b>		<b>0775</b>	<b>STAR AUTISM</b>	<b>\$992.20</b>
500323	07/21/14			AUTISM COMBINATION KIT	\$992.20
	11-214-100-610-08-000		14568		10/21/14 \$992.20
<b>025933</b>	<b>10/21/14</b>		<b>1298</b>	<b>STEPS TO LITERACY</b>	<b>\$377.58</b>
500140	07/08/14			NJ TEXTBOOKS SOCIAL STUDIES	\$377.58
	11-190-100-610-04-SSS		151481		10/21/14 \$377.58
<b>025934</b>	<b>10/21/14</b>		<b>0548</b>	<b>SUPERLUMIN NETWORKS</b>	<b>\$10,836.00</b>
500549	08/21/14			Software renewal	\$10,836.00
	11-190-100-610-07-TEC		330		10/21/14 \$10,836.00
<b>025935</b>	<b>10/21/14</b>		<b>1341</b>	<b>THE BOOKSOURCE</b>	<b>\$5,882.12</b>
500050	07/01/14			HESS ELA BOOKS	\$312.04
	11-190-100-610-04-LAL		344892		10/21/14 \$312.04
500149	07/08/14			SHANER ELA LITERACY BOOKS	\$5,570.08
	11-190-100-610-01-1LA		347725		10/21/14 \$2,158.76
	11-190-100-610-01-KLA		347725		10/21/14 \$3,411.32
<b>025936</b>	<b>10/21/14</b>		<b>0579</b>	<b>THE YOUTH ALLIANCE</b>	<b>\$3,000.00</b>
500618	09/09/14			SCHOOL BULLYING ASSEMBLIES	\$3,000.00
	11-190-100-320-01-000		OCT 16 ASSEMBLY		10/21/14 \$1,800.00
	11-190-100-320-03-000		OCT 16 ASSEMBLY		10/21/14 \$600.00
	11-190-100-320-04-000		OCT 16 ASSEMBLY		10/21/14 \$600.00
<b>025937</b>	<b>10/21/14</b>		<b>9938</b>	<b>THOMAS COMPANY INC.</b>	<b>\$14,000.00</b>
508047	08/08/14			SKYLIGHT REMOVAL - DAVIE SCH.	\$14,000.00
	11-000-261-420-09-DAV		14541-1		10/21/14 \$14,000.00
<b>025938</b>	<b>10/21/14</b>		<b>0636</b>	<b>TOWNSHIP OF HAMILTON</b>	<b>\$1,577.00</b>
500095	07/01/14			14-15 WASTE HAULING CONTRACT	\$1,577.00
	11-000-262-420-10-CUS		OCT 14-0106		10/21/14 \$1,577.00

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<b>025939</b>	<b>10/21/14</b>		<b>6157</b>	<b>TRAINER, ANDREA</b>	<b>\$4,000.00</b>
500094	07/01/14			PARENT LEADERSHIP CONTRACT	\$4,000.00
	11-000-223-320-00-000			3RD PAY	10/21/14 \$4,000.00
<b>025940</b>	<b>10/21/14</b>		<b>0630</b>	<b>TREASURER, STATE OF NJ</b>	<b>\$255.00</b>
500409	07/28/14			NJ REGULATED MEDICAL WASTE	\$255.00
	11-000-213-500-00-000			198309/327/318	10/21/14 \$255.00
<b>025941</b>	<b>10/21/14</b>		<b>2666</b>	<b>TRI COUNTY TERMITE &amp; PEST CONT</b>	<b>\$120.00</b>
508010	07/01/14			ANNUAL PEST CONTROL CONTRACT	\$120.00
	11-000-262-420-10-CUS			AUGUST	10/21/14 \$120.00
<b>025942</b>	<b>10/21/14</b>		<b>0032</b>	<b>UNITED ELECTRIC SUPPLY</b>	<b>\$7,146.51</b>
508033	08/01/14			ELECTRICAL SUPPLIES - HESS	\$392.66
	11-000-261-610-09-HES			341915700	10/21/14 \$392.66
508037	07/29/14			GRNDS ELECT. SUPPLIES - HESS	\$904.72
	11-000-263-610-00-GND			341935900-01	10/21/14 \$904.72
508039	08/01/14			ELECTRICAL SUPPLIES - HESS	\$518.01
	11-000-261-610-09-HES			341931000-001-002	10/21/14 \$518.01
508053	08/13/14			ELECTRIC SUPPLIES - DISTRICT	\$4,134.40
	11-000-261-610-09-DAV			341973000-001-002	10/21/14 \$1,378.14
	11-000-261-610-09-HES			341973000-001-002	10/21/14 \$1,378.13
	11-000-261-610-09-SHA			341973000-001-002	10/21/14 \$1,378.13
508104	09/16/14			ELECTRIC SUPPLIES -DISTRICT	\$856.14
	11-000-261-610-09-DAV			s102743996/44082	10/21/14 \$285.38
	11-000-261-610-09-HES			s102743996/44082	10/21/14 \$285.38
	11-000-261-610-09-SHA			s102743996/44082	10/21/14 \$285.38
508113	09/19/14			ELECTRIC SUPPLIES - DAVIES	\$340.58
	11-000-261-610-09-DAV			S102748222	10/21/14 \$340.58
<b>025943</b>	<b>10/21/14</b>		<b>0755</b>	<b>UNITED PARCEL SERVICE</b>	<b>\$157.84</b>
500111	07/02/14			EXPRESS MAIL 14-15 ESTIMATED	\$157.84
	11-000-230-530-00-PST			E23388354	10/21/14 \$67.44
	11-000-230-530-00-PST			E23388394	10/21/14 \$90.40
<b>025944</b>	<b>10/21/14</b>		<b>0924</b>	<b>VAL-U AUTO PARTS</b>	<b>\$91.51</b>
508055	08/14/14			AUTO SUPPLIES FOR PM - F250	\$91.51
	11-000-262-610-00-VEH			377012	10/21/14 \$91.51
<b>025945</b>	<b>10/21/14</b>		<b>6876</b>	<b>VERIZON WIRELESS</b>	<b>\$280.28</b>
500101	07/01/14			14-15 IPAD INTERNET ESTIMATE	\$280.28
	11-000-230-530-00-TLP			AUGUST 9732134575	10/21/14 \$120.12
	11-000-230-530-01-TLP			AUGUST 9732134575	10/21/14 \$20.02
	11-000-230-530-03-TLP			AUGUST 9732134575	10/21/14 \$80.08
	11-000-230-530-04-TLP			AUGUST 9732134575	10/21/14 \$60.06
<b>025946</b>	<b>10/21/14</b>		<b>1052</b>	<b>VEX ROBOTICS, INC.</b>	<b>\$4,462.35</b>
500508	08/05/14			DAVIES STEM PROJECT MATERIAL	\$4,462.35
	11-190-100-610-03-TEC			54256	10/21/14 \$4,462.35
<b>025947</b>	<b>10/21/14</b>		<b>1522</b>	<b>VILLAGE SUPERMARKET INC.</b>	<b>\$284.90</b>
500545	08/21/14			ESY SPECIAL ED FOOD SUPPLY	\$284.90
	11-212-100-610-08-SUM			3958	10/21/14 \$284.90

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Starting date 10/21/2014

Ending date 10/21/2014

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
<b>025948</b>	<b>10/21/14</b>		<b>0897</b>	<b>VOCABULARYSPELLINGCITY.COM</b>	<b>\$49.99</b>
500225	07/15/14			PREMIUM MEMBERSHIP FEE	\$49.99
	11-213-100-610-08-000		159321		10/21/14 \$49.99
<b>025949</b>	<b>10/21/14</b>		<b>0524</b>	<b>VOICE THREAD</b>	<b>\$2,600.00</b>
500243	07/16/14			K-12 District Liscense unlimit	\$2,600.00
	11-190-100-610-07-TEC		104238		10/21/14 \$2,600.00
<b>025950</b>	<b>10/21/14</b>		<b>9739</b>	<b>W.B. MASON CO. INC.</b>	<b>\$2,654.21</b>
500404	07/28/14			HESS PK,2-5 OFFICE SUPPLIES	\$485.48
	11-000-240-610-04-000		I20221797		10/21/14 \$485.48
500407	07/28/14			HESS OFFICE HIGHLIGHTERS	\$277.20
	11-000-240-610-04-000		I20050502		10/21/14 \$277.20
500451	07/31/14			DAVIES CONST PAPER/POST IT NOT	\$284.65
	11-000-240-610-03-000		I20444366		10/21/14 \$142.33
	11-190-100-610-03-000		I20444366		10/21/14 \$142.32
500465	08/01/14			DAVIES MATH GEN SUPPLIES	\$339.66
	11-190-100-610-03-MTH		I20223148/20444420		10/21/14 \$339.66
500467	08/01/14			DAVIES BSI SUPPLIES	\$144.62
	11-190-100-610-03-MTH		I20444414		10/21/14 \$144.62
500510	08/06/14			OFFICE SUPPLIES	\$483.67
	11-000-251-600-00-000		I20367467		10/21/14 \$483.67
500517	08/08/14			HESS MAIN OFFICE SUPPLIES	\$468.98
	11-000-240-610-04-000		I20367522		10/21/14 \$468.98
500539	08/20/14			Labels, Avery 5160	\$169.95
	11-190-100-610-07-TEC		I20392286		10/21/14 \$169.95
<b>025951</b>	<b>10/21/14</b>		<b>0662</b>	<b>WARDS NATURAL SCIENCE INC</b>	<b>\$1,258.86</b>
500419	07/28/14			THERMOMETERS/OWL PELLETS	\$114.75
	11-190-100-610-03-SCI		8058630069		10/21/14 \$114.75
500429	07/29/14			DAVIES NJCCCS SCIENCE MATERIAL	\$108.37
	11-190-100-610-03-SCI		8058717864		10/21/14 \$108.37
500433	07/30/14			DAVIES SCIENCE MATERIAL/LIVE	\$318.10
	11-190-100-610-03-SCI		8058644083		10/21/14 \$318.10
500453	07/31/14			DAVIES SCIENCE SUPPLIES	\$717.64
	11-190-100-610-03-SCI		8058644084		10/21/14 \$717.64
<b>025952</b>	<b>10/21/14</b>		<b>0500</b>	<b>WEST MARINE</b>	<b>\$205.90</b>
500038	07/01/14			SAFETY EQUIPMENT HESS POOL	\$205.90
	11-190-100-610-04-SWM		5049		10/21/14 \$205.90
<b>025953</b>	<b>10/21/14</b>		<b>0900</b>	<b>WEST MUSIC</b>	<b>\$458.96</b>
500457	07/31/14			SHANER MUSIC MATERIALS	\$458.96
	11-190-100-610-01-MUS		SI999172		10/21/14 \$458.96
<b>025954</b>	<b>10/21/14</b>		<b>1323</b>	<b>WILSON LANGUAGE TRAINING CORP</b>	<b>\$2,596.32</b>
500350	07/24/14			HESS CST WORD STUDY INSTRUCTIO	\$2,596.32
	11-212-100-610-08-GEN		1590656		10/21/14 \$1,298.16
	11-213-100-610-08-000		1590656		10/21/14 \$1,298.16
<b>025955</b>	<b>10/21/14</b>		<b>2494</b>	<b>XTEL COMMUNICATIONS INC</b>	<b>\$3,452.13</b>
500100	07/01/14			14-15 PHONE BILLING ESTIMATED	\$3,452.13
	11-000-230-530-00-TLP		SEPT		10/21/14 \$361.67
	11-000-230-530-01-TLP		SEPT		10/21/14 \$451.99
	11-000-230-530-03-TLP		SEPT		10/21/14 \$1,434.81

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Starting date 10/21/2014 Ending date 10/21/2014

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
025955	10/21/14		2494	XTEL COMMUNICATIONS INC	\$3,452.13
500100	07/01/14	14-15		PHONE BILLING ESTIMATED	\$3,452.13
	11-000-230-530-04-TLP			SEPT	10/21/14 \$1,203.66
025956	10/21/14		1834	YALE SCHOOL ATLANTIC, INC.	\$41,892.08
500583	08/20/14	14-15		TUITION 2 STUDENTS	\$41,892.08
	11-000-100-566-08-000			SEPT/OCT C.H./Z.H.	10/21/14 \$41,892.08
025957	10/21/14		0690	YALE SCHOOL EAST, INC.	\$18,815.61
500582	08/20/14	14-15		TUITION SPECIAL ED	\$18,815.61
	11-000-100-566-08-000			ESY/SEPT/OCT K.H.	10/21/14 \$18,815.61

<b>Fund Totals</b>
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10	GENERAL FUND	\$787.00
11	GENERAL CURRENT EXPENSE	\$737,932.75
20	SPECIAL REVENUE FUNDS	\$15,744.09
	<b>Total for all checks listed</b>	<b>\$754,463.84</b>

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

Board Secretary

\_\_\_\_\_ Date

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Hamilton Township School District 2014-2015							
Dining Service Dept.							
SEPT. 2014	<u>AUGUST BILLS</u>						
Check #	Vendor	Salaries/ Benefits	Food	Supplies	Equipment	Misc.	TOTAL BILL
Bank Transfer	Hamilton Township Bd. Of Ed.	\$ 2,797.87					\$ 2,797.87
Bank Transfer	Hamilton Township Bd. Of Ed.	\$ 5,695.68					\$ 5,695.68
2838	Horizon Software (Summer Svc. Pkg.)					\$ 1,234.00	\$ 1,234.00
2839	National Food Group		\$ 2,412.48				\$ 2,412.48
2840	Resources for Educators (Nutrition Nuggets)			\$ 229.00			\$ 229.00
2841	Penn-del Baking Dist (DBA - Rockland Bakery)		\$ 16.72				\$ 16.72
2842	State of NJ Dept of Agric.		\$ 59.35				\$ 59.35
2843	Student Refund - Shana Ross					\$ 31.70	\$ 31.70
2844	Tony's Produce		\$ 45.80				\$ 45.80
2845	US Foodservice		\$ 13,150.32	\$ 1,139.76			\$ 14,290.08
2846	Student Refund - Joanne Adams					\$ 17.65	\$ 17.65
2847	Student Refund - Sharon Konowitz					\$ 7.40	\$ 7.40
2848	Student Refund- Steven Jackson					\$ 51.00	\$ 51.00
	<b>Totals</b>	\$ 8,493.55	\$ 15,684.67	\$ 1,368.76	\$ -	\$ 1,341.75	\$ 26,888.73
	Salaries/Benefits	\$ 8,493.55					
	Food	\$ 15,684.67					
	Supplies	\$ 1,368.76					
	Equipment	\$ -					
	Misc.	\$ 1,341.75					
	<b>GRAND TOTAL</b>	\$ 26,888.73					

Prepared 9/2014 - MR

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KIDS CORNER  
BILLS LIST  
AUGUST 2014

Check #	Vendor	Amount	Exp. Category
1560	Skipped	\$ -	Skipped
1561	Proforma	\$ 2,850.00	Supplies
WIRES	Hamilton Township Board of Ed	5,861.22	Salaries
	TOTAL	8,711.22	
	*previously skipped		
	Recapitulation:		
	Salaries	5,861.22	
	Snacks	-	
	Refund	-	
	Misc.	-	
	Supplies	2,850.00	
	TOTAL	8,711.22	
	Difference	-	

COMMUNITY EDUCATION  
BILLS LIST  
AUGUST 2014

Check #	Vendor	Amount	Exp. Category
2448	Skipped	\$ -	Skipped
2449	Jose Quidachay	\$ 150.00	Other
2450	Victoria Tkacz	\$ 67.20	Other
2451	Katie Madamba	\$ 67.20	Other
2452	Skipped	\$ -	Skipped
2453	Joe Fraone	\$ 67.20	Other
2454	Barb Ponticello	\$ 67.20	Other
2455	Jean Tunney	\$ 67.20	Other
2456	Glenn Taylor-Glenn Graphics	\$ 1,300.00	Supplies
2457	Star Granite	\$ 555.00	Supplies
WIRE	Hamilton Township BOE	\$ 16,018.75	Salaries
		\$ 18,359.75	
	Recapitulation:		
	Instruction	\$ -	
	Salaries	\$ 16,018.75	
	Supplies	\$ 1,855.00	
	Other	\$ 486.00	
		\$ 18,359.75	

\*PREVIOUSLY SKIPPED



**CAMP BLUE STAR  
BILLS LIST  
AUGUST 2014**

Check #	Vendor	Amount	Exp. Category
2006	Void	\$ -	Void
2007	Void	\$ -	Void
2008	Void	\$ -	Void
2009	Void	\$ -	Void
2010	Void	\$ -	Void
2011	Void	\$ -	Void
2012	Void	\$ -	Void
2013	Void	\$ -	Void
2014	Void	\$ -	Void
2015	Void	\$ -	Void
2016	Void	\$ -	Void
2017	Void	\$ -	Void
2018	Void	\$ -	Void
2019	Void	\$ -	Void
2020	Void	\$ -	Void
2021	Void	\$ -	Void
2022	Kristin Santilli	\$ 44.00	Other-Archive
2023	Justina Lychacz	\$ 44.00	Other-Archive
2024	Jenarose Coluccio	\$ 44.00	Other-Archive
2025	Skipped	\$ -	Skipped
2026	Jersey Shore Family	\$ 299.00	Other-Ad
2027	Sam's Club	\$ 207.84	Supplies
2028	Wal-Mart	\$ 259.61	Supplies
2029	Sam's Club	\$ 430.86	Supplies
WIRE	Hamilton Township BOE	\$ 42,418.69	Salaries
WIRE	Community Education	\$ -	Transfer Between Accts.
	<b>TOTAL</b>	<b>43,748.00</b>	
	<b>Recapitulation:</b>		
	<b>Instruction</b>	<b>\$ -</b>	
	<b>Salaries</b>	<b>\$ 42,418.69</b>	
	<b>Supplies</b>	<b>\$ 898.31</b>	
	<b>Other</b>	<b>\$ 431.00</b>	
		<b>\$ 43,748.00</b>	

\*PREVIOUSLY SKIPPED

\*\*\*CORRECTION

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Finance-14

### TRAVEL APPROVAL FORM

October 21, 2014

<u>STAFF/BOARD MEMBER</u>	<u>TITLE</u>	<u>NAME OF SEMINAR/WORKSHOP</u>	<u>LOCATION OF TRAVEL</u>	<u>DATE(S) OF TRAVEL</u>	<u>REGISTRATION COST</u>	<u>ESTIMATED OTHER COSTS</u>
Barrett, Jane	School Nurse	2015 New Jersey School Nursing Conference	Iselin, NJ	3/27-3/28/2014	250.00	75.00
Cleary, Kristopher	Speech Therapist	PECS Level 1 Training: Basic	Philadelphia, PA	10/27-10/28/2014	395.00	75.00
Fink, Karen	Speech Therapist	Annual Symposium for Speech Language Professionals	Swedesboro, NJ	3/20/2015	169.00	25.00
Nelson, Anne	Speech Therapist	Annual Symposium for Speech Language Professionals	Swedesboro, NJ	3/20/2015	169.00	25.00
Nilan, Michelle	Teacher	Annual Autism New Jersey Conference	Atlantic City, NJ	10/23-10/24/2014	500.00	50.00
Pinnix, Kelli	Speech Therapist	PECS Level 1 Training: Basic	Philadelphia, PA	10/27-10/28/2014	395.00	75.00
Wuillermin, Toni Ann	Speech Therapist	Annual Symposium for Speech Language Professionals	Swedesboro, NJ	3/20/2015	169.00	25.00

NOTE: Estimated other costs include reimbursable expenses, ie. mileage, parking, tolls, lodging and meals.  
All reimbursements will be issued according to current contract, policy, and/or state regulations.

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**Hamilton Township Board of Education  
Allocation of Salaries  
Budget 2014-15**

SCHOOL	LAST NAME	FIRST NAME	NEW	20-223P	20-223P	20-223P	TITLE I	TITLE III	TITLE II-A	TITLE I -NP	LOCAL	GRANT FUNDED %	ANNUAL SALARY	
			TOTAL SALARY	Preschool-T	Preschool-A	Preschool-S	20-231	20-241	20-270	20-231/234				
Shaner	BSI	Haley	JoAnn	82,132.00				24,187.00			57,945.00	29%	82,132.00	
Davies	BSI	Sayers-Gibbons	Stephanie	50,500.00				31,352.00			19,148.00	62%	50,500.00	
Davies	BSI	Caporale	Debbie	82,132.00				31,352.00			50,780.00	38%	82,132.00	
Hess	BSI	Goodwin	Lisa	77,085.00				35,850.00			41,235.00	47%	77,085.00	
Hess	BSI	Meisenheller	Corey	64,225.00				21,265.00			42,960.00	33%	64,225.00	
Hess	BSI	Carmen	Patty	81,729.00				21,265.00			60,464.00	26%	81,729.00	
St. Vincent	BSI	Dougherty	Donna	3,188.00						3,188.00	-	100%	3,188.00	
Davies	ESL	Dzialo	Virginia	83,417.00				6,692.00			76,725.00	8%	83,417.00	
Davies	Math	Keller	Thomas	50,200.00					32,008.00		18,192.00	64%	50,200.00	
Hess	PK	Stanco	Amanda	50,200.00	25,100.00						25,100.00	50%	50,200.00	*50% max reg/50% SC
Hess	PK	James	Natalie	54,660.00							-	100%	54,660.00	
Hess	PK	Russomano	Kimberly	52,402.00	52,402.00						-	100%	52,402.00	
Hess	PK	Morris	Julie	53,914.00	53,914.00						-	100%	53,914.00	
Hess	PK	Maulone	Donna	20,990.00		20,990.00					-	100%	20,990.00	
Hess	PK	Cohen	Rita	26,237.00		26,237.00					-	100%	26,237.00	
Hess	PK	Dodd	Evelyn	26,137.00		26,137.00					-	100%	26,137.00	
Hess	PK	Biasini	Kimberly	18,159.00		18,159.00					-	100%	18,159.00	
Hess	PK	Lewis	Jessica	26,737.00		6,634.00					20,103.00	25%	26,737.00	*50% max reg/50% SC
Hess	PK	Palmeri	Cathie	15,908.00			12,870.17				3,037.83	81%	15,908.00	*1/3 of office
Hess	PK	Duffy	Laurie	3,224.83			3,224.83				0.00	100%	3,224.83	*50% between 2 offices and 1/3 of 1 office
				<b>923,176.83</b>	<b>186,076.00</b>	<b>98,157.00</b>	<b>16,095.00</b>	<b>165,271.00</b>	<b>6,692.00</b>	<b>32,008.00</b>	<b>3,188.00</b>		<b>415,689.83</b>	
			<b>Budgeted Salaries</b>		<b>246,567.00</b>	<b>98,157.00</b>	<b>16,095.00</b>	<b>165,271.00</b>	<b>6,692.00</b>	<b>32,008.00</b>	<b>3,188.00</b>			
			<b>Extra Comp Budgeted (100-100)</b>					<b>14,464.00</b>	<b>4,520.00</b>	<b>7,232.00</b>				
			<b>Extra Comp Budgeted (200-100)</b>					<b>14,553.00</b>						
								<b>194,288.00</b>	<b>11,212.00</b>	<b>39,240.00</b>	<b>3,188.00</b>			
			<b>Over (Under) Budgeted-To be Transferred</b>		<b>60,491.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>			
			<b>Title I</b>		<b>Actual</b>	<b>Budget</b>	<b>Transfer</b>							
			Shaner		24,187.00	24,187.00	-							
			Davies		62,704.00	62,704.00	-							
			Hess		78,380.00	78,380.00	-							
					<b>165,271.00</b>	<b>165,271.00</b>	<b>-</b>							
			limited-time split between positions replacements-salary prorated salary prorated-in more than one grant AS OF 9/1/14											
			Stanco/Haines											

Finance 19

The Hamilton Township School District  
 Atlantic County - 1940  
 Comprehensive Maintenance Plan  
 Report  
 Actual FY14-- Current FY 15-- Planned FY 16

SCHOOL NAME	13-14 ACTUAL	14-15 BUDGETED	15-16 PLANNED
<b>SHANER SCHOOL</b>	\$120,803	\$143,144	\$150,000
	Repairs & replacements to facility's heating, lighting, ventilation, plumbing, communication system, security, & other fixtures. Inspection, adjustment, & lubrication of building fixtures, including the cost of replacement parts. All annual service & inspections of all systems. Painting of facilities. Window repairs.	Repairs & replacements to facility's heating, lighting, ventilation, plumbing, communication system, security, & other fixtures. Inspection, adjustment, & lubrication of building fixtures, including the cost of replacement parts. All annual service & inspections of all systems. Painting of facilities. Window repairs.	Repairs & replacements to facility's heating, lighting, ventilation, plumbing, communication system, security, & other fixtures. Inspection, adjustment, & lubrication of building fixtures, including the cost of replacement parts. All annual service & inspections of all systems. Painting of facilities. Window repairs.
<b>DUBERSON SCHOOL</b>	\$31,158	\$31,307	\$30,000
	Repairs & replacements to facility's heating, lighting, ventilation, plumbing, communication system, security, & other fixtures. Inspection, adjustment, & lubrication of building fixtures, including the cost of replacement parts. All annual service & inspections of all systems. Painting of facilities. Window repairs.	*Repairs & replacements to facility's heating, lighting, ventilation, plumbing, communication system, security, & other fixtures. Inspection, adjustment, & lubrication of building fixtures, including the cost of replacement parts. All annual service & inspections of all systems. Painting of facilities. Window repairs.	*Repairs & replacements to facility's heating, lighting, ventilation, plumbing, communication system, security, & other fixtures. Inspection, adjustment, & lubrication of building fixtures, including the cost of replacement parts. All annual service & inspections of all systems. Painting of facilities. Window repairs.
<b>DAVIES SCHOOL</b>	\$247,195	\$244,599	\$250,000
	Repairs & replacements to facility's heating, lighting, ventilation, plumbing, communication system, security, & other fixtures. Inspection, adjustment, & lubrication of building fixtures, including the cost of replacement parts. All annual service & inspections of all systems. Painting of facilities. Window repairs.	Repairs & replacements to facility's heating, lighting, ventilation, plumbing, communication system, security, & other fixtures. Inspection, adjustment, & lubrication of building fixtures, including the cost of replacement parts. All annual service & inspections of all systems. Painting of facilities. Window repairs.	Repairs & replacements to facility's heating, lighting, ventilation, plumbing, communication system, security, & other fixtures. Inspection, adjustment, & lubrication of building fixtures, including the cost of replacement parts. All annual service & inspections of all systems. Painting of facilities. Window repairs.
<b>HESS SCHOOL</b>	\$289,004	\$284,761	\$270,000
	Repairs & replacements to facility's heating, lighting, ventilation, plumbing, communication system, security, & other fixtures. Inspection, adjustment, & lubrication of building fixtures, including the cost of replacement parts. All annual service & inspections of all systems. Painting of facilities. Window repairs.	Repairs & replacements to facility's heating, lighting, ventilation, plumbing, communication system, security, & other fixtures. Inspection, adjustment, & lubrication of building fixtures, including the cost of replacement parts. All annual service & inspections of all systems. Painting of facilities. Window repairs.	Repairs & replacements to facility's heating, lighting, ventilation, plumbing, communication system, security, & other fixtures. Inspection, adjustment, & lubrication of building fixtures, including the cost of replacement parts. All annual service & inspections of all systems. Painting of facilities. Window repairs.
<b>Totals All Schools</b>	\$688,160	\$703,810	\$700,000

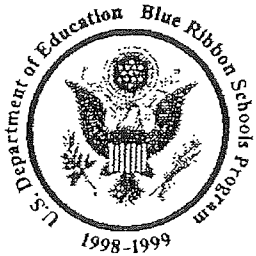
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Detailed Actual Expenditures by Year by Building Worksheet

District Name		Hamilton Township											District Number		1940
			Actual Expenditure by Building												
A	B	C	E	F	G	H	I	J	K	L	M	N	O		
			Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Budgeted			
A. School Facility Name	School Number	Gross Building Area (GSF)	FY 05-06	FY 06-07	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	Total		
George L. Hess Educational Complex	055	210,000	\$ 297,453	\$ 249,581	\$ 200,064	\$ 445,251	\$ 241,198	\$ 210,611	\$ 245,815	\$ 254,209	\$ 289,004	\$ 284,761	\$ 2,717,946		
Joseph C. Shaner Memorial	060	78,921	\$ 112,478	\$ 121,863	\$ 109,463	\$ 364,251	\$ 111,630	\$ 95,979	\$ 89,988	\$ 106,829	\$ 120,803	\$ 143,144	\$ 1,376,428		
William Davies Middle School	120	202,670	\$ 109,642	\$ 151,864	\$ 266,749	\$ 451,423	\$ 206,833	\$ 197,547	\$ 226,879	\$ 230,069	\$ 247,195	\$ 244,599	\$ 2,332,800		
J. Harold Duberson	999	36,715	\$ 13,111	\$ 4,955	\$ 12,158	\$ 25,210	\$ 26,580	\$ 25,830	\$ 24,530	\$ 24,443	\$ 31,158	\$ 31,307	\$ 219,282		
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<b>District Total</b>		<b>528,306</b>	<b>\$ 532,684</b>	<b>\$ 528,263</b>	<b>\$ 588,434</b>	<b>\$ 1,286,135</b>	<b>\$ 586,241</b>	<b>\$ 529,967</b>	<b>\$ 587,211</b>	<b>\$ 615,549</b>	<b>\$ 688,160</b>	<b>\$ 703,810</b>	<b>\$ 6,646,456</b>		

246



Finance 20

# Hamilton Township Public Schools

1876 Dr. Dennis Foreman Drive, Mays Landing, Atlantic County, New Jersey 08330 • Fax (609) 625-4847

Daniel M. Smith  
School Business Administrator  
Telephone: (609) 476-6302

Michelle M. Cappelluti, Ed.D.  
Superintendent  
Telephone: (609) 476-6300  
Fax: (609) 625-4847

Lisa C. Dagit  
Director of  
Curriculum and Instruction  
Telephone: (609) 476-6310

September 22, 2014

Dear Linda Pirolli,

The Hamilton Township School District will soon be making application for grant funds provided by the Nonpublic School Technology Initiative. The application process requires that we consult with representatives of the nonpublic school to ascertain the educational needs of the students be met through this project.

The total funds available to your district are \$4,992. The nonpublic school agrees to all assurances that the funds will be properly expended on allowable costs only-list provided to nonpublic school. The nonpublic school also agrees to follow all of the school district's purchase order procedures. The nonpublic school will send their purchase requests to the Board Office and the Board Office will complete the required requisitions and purchase orders. The Board Office will also receive the purchased items, tag them if necessary and deliver them to the nonpublic school. Once all items are received on an order and all paperwork is received, the Board Office will issue a check to the vendor.

Consultation with representatives of the nonpublic students attending your facility occurred on September 22, 2014. At this time needs were discussed and a preliminary budget was developed (see attached). The preliminary budget and preliminary purchase orders will be approved at the next possible Board Meeting in October 2014.

We also discussed that an administrative fee of up to 5% of the allocation may be charged but will only be charged to use up the remaining funds that the nonpublic school is unable to expend. Your total allocation is \$4,992; therefore, your maximum administrative fee would be \$249.60.

Please sign the bottom of this letter acknowledging the consultation and determination of service provision and return it to my attention at:

Hamilton Township BOE  
1876 Dr Dennis Foreman Drive  
Mays Landing, NJ 08330  
Attn: Cheryl Porreca

Sincerely,

Cheryl Porreca  
Accounting Supervisor

School: St Vincent DePaul  
Person Certifying: [Signature] Date: 9-22-14  
I am certifying that the \_\_\_\_\_ school district has consulted with  
representatives of students eligible to discuss the need for services through this project.

247



All Children Can Learn! All Children Can Succeed!

NP Technology				
2014-2015				
Account	Description	2014/2015 Max %	2014/2015 Max Amount	Budget 14/15
20-510-100-610	Instructional Supplies:			
	BrainPOP subscription-online software			2,095.00
	Office Basics:			
	HP LaserJet Pro Printer			195.00
	Dell:			
	Batteries For Netbooks			2,639.78
	Misc. Supplies			62.22
20-510-200-800	Misc Expenditures			
	Tenative Administrative Fee	5.00%	249.60	-
				4,992.00
			allocation	4,992.00
				-

248



# Requisition Copy (This is Not a Purchase Order)

**500685**

Page 1 of 1  
Copy 1

Ship to  
WILLIAM DAVIES MIDDLE SCHOOL  
1876 DR. DENNIS FOREMAN DRIVE  
MAYS LANDING, NJ 08330

Account Code	Amount
20-510-100-610-20-STV	195.00

To  
OFFICE BASICS, INC. 1056  
Attn: CARMEN FALCONE  
1 WHITTENDALE DRIVE  
SUITE A  
MOORESTOWN, NJ 08057 Fax ( ) -

Date: 10/02/14 Dept: PIROLI

Qty	Unit	Description	Unit Price	Amount
1	EA	HP LASERJET PRO 400 PRINTER M401N HEWCZ195A - PER QUOTE FROM CARMEN FALCONE FOR ST VINCENT DEPAUL SCHOOL NO SHIPPING COST NP TECHNOLOGY FUNDS 14/15	195.000	195.00

Total for Lines \$195.00

249

# Requisition Copy (This is Not a Purchase Order)

**500684**

Page 1 of 1

Copy 1

Ship to  
 WILLIAM DAVIES MIDDLE SCHOOL  
 1876 DR. DENNIS FOREMAN DRIVE  
 MAYS LANDING, NJ 08330

To  
 DELL COMPUTERS 0639  
 ONE DELL WAY  
 RR8 BOX 8716  
 ROUND ROCK, TX 78682  
 Fax (888) 635-5399

Account Code	Amount
20-510-100-610-20-STV	2,639.78

Date: 10/02/14 Dept: PIROLI

Qty	Unit	Description	Unit Price	Amount
22	EA	DELL 65 WHR 6-CELL LITHIUM-ION BATTERY MANUFACTURER PART# 9K1VP DELL PART# 312-1433 FREE SHIPPING NP TECHNOLOGY FUNDS 14/15	119.990	2,639.78

State Contract #  
 A70256

Total for Lines **\$2,639.78**

250

# Requisition Copy (This is Not a Purchase Order)

**500682**

Page 1 of 1

Copy 1

Ship to  
 HAMILTON TOWNSHIP BD OF ED  
 1876 DR DENNIS FOREMAN DR  
 MAYS LANDING, NJ 08330

To  
 BRAINPOP 1002  
 71 WEST 23RD STREET  
 17TH FLOOR  
 NEW YORK, NY 10010  
 Fax (866) 867-6629

Account Code	Amount
20-510-100-610-20-STV	2,095.00

Date: 10/02/14 Dept: PORRECA

Qty	Unit	Description	Unit Price	Amount
1	YEAR	12 MONTH SUBSCRIPTION FOR THE 14/15 SCHOOL YEAR PER QUOTE #US461876R FOR THE ST VINCENT DEPAUL SCHOOL **PLEASE ATTACH QUOTE TO PURCHASE ORDER** NP TECHNOLOGY FUNDS 14/15	2095.000	2,095.00

Total for Lines **\$2,095.00**

*257*

Finance-21

TRAVEL APPROVAL FORM  
October 7, 2014

<u>STAFF/BOARD MEMBER</u>	<u>TITLE</u>	<u>NAME OF SEMINAR/WORKSHOP</u>	<u>LOCATION OF TRAVEL</u>	<u>DATE(S) OF TRAVEL</u>	<u>REGISTRATION COST</u>	<u>ESTIMATED OTHER COSTS</u>
Corson, Amy	LDTIC	Functional Behavior Assessments & Behavior Intervention	Egg Harbor Twp, NJ	10/2 & 10/6/2014	0.00	0.00
Graham, Kelley	Teacher	Teacher's College Saturday Reunion	New York, NY	10/18/2014	0.00	85.00
Green, Malika	Teacher	Project Lead the Way Summit	Indianapolis, IN	11/2-11/5/2014	595.00	1,415.00
Manalang, Elen	Personnel Director	23rd Annual GSC-SHRM Conference	Atlantic City, NJ	10/19-10/21/2014	400.00	50.00
Morgan, Talia	Teacher	Approaches to Challenging Behaviors	Atlantic City, NJ	10/8/2014	200.00	0.00
Tobin, Jessica	Teacher	Approaches to Challenging Behaviors	Atlantic City, NJ	10/8/2014	200.00	0.00

NOTE: Estimated other costs include reimbursable expenses, ie. mileage, parking, tolls, lodging and meals.  
All reimbursements will be issued according to current contract, policy, and/or state regulations.

252

Personnel-3

HAMILTON TOWNSHIP SCHOOL DISTRICT  
2014-2015 School Year  
BOARD APPROVED SUBSTITUTES  
7-Oct-14

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Rate</u>	<u>Certification</u>	<u>Interview</u>
Mackleer	Alyshia	sub/para/sec/teacher	\$67.50/\$80/day	sub cert	yes

261

Transportation-1

STATE OF NEW JERSEY - DEPARTMENT OF EDUCATION

Office of Student Transportation

2014-2015 Joint Transportation Agreement

Host District **ACSSSD** County **Atlantic**

Joiner District **Hamilton Township** County **Atlantic**

Pursuant to official action taken at the meetings of the boards of education which are parties to this agreement, it is agreed that the host district will provide transportation services as specified herein for joiner district students in accordance with all applicable laws, rules, and regulations governing student transportation.

Students may be added or deleted as mutually agreed upon, according to the terms of any existing contract, and as approved by the participating boards of education.

It is understood and agreed by the parties to this agreement that the host district is not responsible for the transportation contractor's failure to provide the services agreed upon herein, but will make every reasonable effort to provide alternate services should such failure occur.

The joiner district agrees to pay the host district the sum specified herein which may be adjusted based on changes to the route. The cost to the joiner district will be based on actual costs.

Host District Board of Education

President [Signature] Date 8.25.14  
(Signature)

Secretary [Signature] Date 8-25-14  
(Signature)

Joiner District Board of Education

President \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

Secretary \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

FOR COUNTY USE ONLY - Additional Comments (if necessary):

[Empty rectangular box for additional comments]

Host District Executive County Superintendent Approval

Executive County Superintendent \_\_\_\_\_ Date \_\_\_\_\_  
(Signature) 268



XV-1

*A UNIFORM STATE  
MEMORANDUM OF AGREEMENT  
BETWEEN EDUCATION  
AND  
LAW ENFORCEMENT OFFICIALS*

**2011 Revisions\***

*Approved by the New Jersey Department of Law & Public Safety  
and the New Jersey Department of Education*

\*This document is a revision of the 1988, 1992, 1999 and 2007, versions of the State Memorandum of Agreement approved by the Attorney General and the Commissioner of Education and which is required in N.J.A.C. 6A:16-6.2(b)13 through 15.

\*The regulations at N.J.A.C. 6A:16, Programs to Support Student Development are under review. All related statutory language preempts any conflicts or inconsistencies with these regulations.

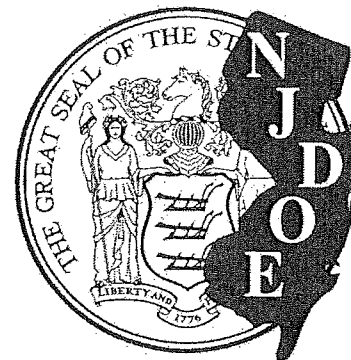




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*Law Enforcement Activities Occurring on School Grounds  
and the Reporting of Suspected Drug and Other Offenses  
by School Officials to Law Enforcement*

**Article 1. Preamble; Statement of Policy, Findings, and Objectives.**

**1.1. The Predecessor Agreements.**

In 1988, the Department of Law & Public Safety and the Department of Education issued a model agreement for use by local law enforcement and education officials. These agreements were eventually signed in communities across the state and documented the commitment by both professional communities to work together as co-equal partners to address the state's alcohol and other drug problems as they relate to school-age children. Regulations promulgated by the State Board of Education and codified at N.J.A.C. 6A:16-6.2(b)13 through 15 establish uniform statewide policies and procedures for ensuring cooperation between education officials and law enforcement agencies; these policies and procedures are consistent with and complementary to the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials approved by the Attorney General and the Commissioner of Education. The Memorandum of Agreement was revised by the Commissioner of Education and the Attorney General in 1992 and again in 1999 to account for new developments with respect to the scope and nature of the State's evolving alcohol and other drug problem and to address the problem of firearms and other weapons brought on to school grounds. The 2007 revisions, for the first time, addressed school safety and security, harassment, intimidation and bullying, hazing, gang reporting, computer crimes, station house adjustments, school law enforcement units, School Violence Awareness Week and other current issues of concern and provide clarification on issues such as child abuse reporting. The 2011 revisions have been made in response to the Anti-Bullying Bill of Rights Act (P.L.2010, c.122) and to address the assistance provided to attendance officers handling truancy matters.

## 1.2. Nature of the Problem.

The 1988, 1992, 1999 and 2007 issues of the Memoranda of Agreement have been designed to ensure cooperation between law enforcement and education officials and ultimately to protect the educational environment. The undersigned parties hereby recognize the need to update the Memorandum of Agreement and to reaffirm the commitment to work together as equal partners in addressing evolving problems and emergencies of mutual concern. Recent events in New Jersey and throughout the nation have made clear that while schools are generally safe places for students and staff members, a wide range of offenses are occasionally committed on school grounds,<sup>1</sup> including on school buses or at school-sponsored functions. These offenses against persons or property may involve the actual or threatened infliction of bodily injury, the unlawful use or possession of firearms or other dangerous weapons, arson or fire-setting activities, sexual assault and criminal sexual contact, bias crimes, illegal gambling, vandalism, and theft. It is understood and agreed that the commission of these types of offenses on school grounds, whether directed at students, school employees, or school grounds, not only undermines the educational environment, but can directly endanger the safety and well-being of members of the school community and thus requires an appropriate and decisive response. It is further understood and agreed that there is a demonstrable need for law enforcement and education officials to cooperate and to share information, as appropriate, to address acts of violence or potential acts of violence by students that may occur off school grounds or at times other than during regular school hours, and that may involve victims or potential victims that are not members of the school community. Experience has shown that violent acts committed by children off school grounds can have serious deleterious effects upon the school community, just as acts of violence committed on school grounds can lead to further violence or retaliation at other places.

## 1.3. Reasons for Special Concern.

The parties to this Memorandum of Agreement are aware of and remain concerned by recent events that have occurred throughout the nation involving violence committed by youth and violence committed on youth by outsiders. The parties further recognize that no school is immune from the disruptive influence of alcohol and other drug abuse and distribution, vandalism, and violence. It is not our intention to cause undue alarm or to overstate the nature or

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<sup>1</sup> Pursuant to N.J.A.C. 6A:16-1.3, "School grounds" means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider and structures that support these buildings, such as school district wastewater treatment facilities, generating facilities, and other central service facilities including, but not limited to, kitchens and maintenance shops. School grounds also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and recreational places owned by local municipalities, private entities or other individuals during those times when the school district has exclusive use of a portion of such land.

magnitude of the problem. Nor is it our intention in any way to jeopardize the rights of students. To the contrary, we wish to emphasize that our goal is to safeguard the essential right of all students and school employees to enjoy the benefits of a school environment which is conducive to education and which is free of the disruptive influence of crime, violence, intimidation and fear. Accordingly, the parties to this Agreement recognize the need to have in place policies and procedures to appropriately and decisively manage these inherently dangerous and disruptive situations. It is our hope and expectation that by developing and publicizing the existence of clear policies, we can discourage the commission of serious offenses on school grounds and thereby protect the safety and welfare of all members of the school community. In developing these policies and procedures, it is understood that it is a crime for any person to knowingly have in his or her possession any firearm on school grounds without the written authorization of the governing officer of the institution, See N.J.S.A. 2C:39-5e and N.J.A.C. 6A:16-5.5(j) and 5.6(j). It is agreed and understood that this statute and these regulations are designed to protect children and the educational environment, and that violations are especially serious matters that warrant a prompt referral to, and response by, law enforcement authorities. Finally, it is understood that it is a crime for any person to dispose of any such weapon, or any firearm unless he or she is licensed or registered to do so. See N.J.S.A. 2C:39-9d.

#### **1.4. Benefit of Referrals to Law Enforcement Authorities.**

It is understood that law enforcement officials have access to confidential information that may document that a juvenile offender has previously committed acts of delinquency outside of school grounds and about which school officials may therefore be unaware. These confidential law enforcement records may concern prior juvenile arrests, adjudications, dispositions, referrals to juvenile conference committees and station house adjustments. For this reason, the failure by school officials to refer a suspected offense to law enforcement authorities may unwittingly prevent the professional actors within the juvenile justice system, including law enforcement and family court officials, from identifying and dealing appropriately with juvenile offenders, and may thus prevent these actors from taking the steps that are necessary and appropriate to intervene, to address the juvenile's problems in a timely fashion and to protect the public safety. In order to enable school officials to make a more informed decision regarding whether to refer a suspected act of delinquency to law enforcement authorities, the parties to this Agreement understand the need for, and benefit of, establishing procedures by which law enforcement officials can explain the workings of the juvenile justice system and the options, services and resources that are available through that system to respond to juveniles' needs. It is expected that such ongoing dialogue will enable school officials to understand the likely consequences of a referral involving a given offense. It also is hoped that in this way, law enforcement and school officials can work to dispel many of the myths about the juvenile justice system, and to develop a better understanding of the resources available to address the needs of juveniles who enter into this system or who are at risk of entering the system.



### **1.5. Anabolic Steroids, "Jimson" Weed, and "Date Rape" Drugs.**

The parties to this Agreement understand that in 1991, the New Jersey Commissioner of Health promulgated rules and regulations which classify anabolic steroids as Schedule III controlled dangerous substances. The parties to this Agreement recognize that the problem of the unlawful use of anabolic steroids by school-age children is a particularly serious one, and that this problem is not limited to student athletes, but also involves students who use these especially dangerous substances with the intent to enhance their physical appearance. The parties to this Agreement recognize that these substances often have profound, long-term adverse side effects, and that their unlawful use by children cannot be tolerated. The parties to this Agreement also understand that it is illegal in New Jersey to use, possess, or distribute any stramonium preparation, commonly referred to as "Jimson" weed (see N.J.S.A. 2A:170-77.8 and 2A:170-77.15), and that it also is illegal for any person to distribute or possess substances sometimes referred to as "date rape" drugs, including gamma hydroxybutyrate (GHB), Rohypnol ("roofies"), and flunitrazepam. (See N.J.S.A. 2C:35-5.2 and 5.3, effective August 8, 1997.)

### **1.6. Alcohol Consumption.**

The parties to this Agreement recognize that public attention has been focused on the problem of alcohol consumption on school grounds. Surveys of New Jersey's high school students consistently report that alcohol continues to be by far the most commonly used chemical substance by school-age children. The parties to this Agreement recognize and reaffirm that alcohol remains an illicit substance for underage persons, and that alcohol offenses, especially those occurring on school grounds, including on school buses or at school-sponsored functions, are serious matters that warrant a decisive and predictable response.

### **1.7. Prosecution of Drug Offenses.**

On May 14, 1998, the Attorney General issued Directive 1998-1 to establish uniform standards and criteria for prosecuting cases under the Comprehensive Drug Reform Act. The Attorney General Directive recognizes that reports of studies indicate that the high rates of drug use by school-age children remain a serious concern. In order to reverse this disturbing trend, the Attorney General Directive made clear that it is a prosecutor's responsibility to deter drug offenses by sending the strongest possible message that there are serious legal consequences for engaging in this form of criminal behavior, and that the law enforcement community is committed to making certain that juvenile drug offenders will be held accountable through the imposition of the mandatory non-incarcerative sanctions prescribed in the Comprehensive Drug Reform Act, including the suspension or postponement of driving privileges, the payment of mandatory Drug Enforcement and Demand Reduction cash penalties based upon the degree of the offense involved, and the requirement that juvenile drug offenders perform at least 100 hours of community service if the offense occurred on or within a drug-free school zone. Attorney General Directive 1998-1 further recognizes that the general and special deterrent effect of these

non-incarcerative sanctions would be seriously eroded if juveniles taken into custody for provable drug offenses were to report to their classmates and friends that these sanctions were not imposed. Moreover, the Directive establishes that it is contrary to public policy and the clearly-expressed intention of the Legislature to foster the appearance that a juvenile is entitled to one "free" drug offense before the statutorily-mandated non-incarcerative sanctions will actually be imposed. Accordingly, the Directive requires prosecutors to seek imposition of these sanctions in all cases, including those that are diverted to a Juvenile Conference Committee, an Intake Services Conference, a Juvenile Family-Crisis Intervention Unit, or any other diversion program.

### **1.8. Liaisons to School Districts and Law Enforcement Agencies.**

It is recognized and agreed that without ongoing active communication and cooperation among school and law enforcement officials the goals of this Agreement cannot be achieved. For this reason, Article 2 of this Agreement requires that law enforcement agencies and school districts designate one or more liaisons.

### **1.9. Training Requirements.**

School districts and law enforcement agencies will comply with the training requirements of P.L. 2005, c. 276, (N.J.S.A. 52:17B-71.8; N.J.S.A. 18A:17-43.1) for safe schools resource officers and for school liaisons to law enforcement, as soon as practicable.

### **1.10. School-based Community Service Programs.**

The Education-Law Enforcement Working Group, in consultation with the Administrative Office of the Courts, also has developed a model program whereby schools can serve as community service sites where students can fulfill their court-ordered community service obligations while on school grounds and under the supervision of school staff. By participating in this voluntary program, schools can help to give Family Part judges more disposition options and "intermediate" sanctions to address certain types of delinquent behavior. It is understood and agreed that schools wishing to participate in this voluntary program should contact their county's Probation Division in order to be registered as an approved site.

## Article 2. Liaisons; Law Enforcement Units.

### 2.1. Liaisons.

We, (*county prosecutor*) and (*each law enforcement agency having patrol jurisdiction*) shall each designate one or more persons to serve as a liaison to appropriate local and county school officials.

(*The county superintendent*) and (*the local chief school administrator of each school*), pursuant to N.J.A.C. 6A:16-6.2(b)1, shall similarly designate one or more persons to serve as a liaison to the county prosecutor's office and to the respective local law enforcement agency. The roles and functions of these liaisons are to:

- facilitate communication and cooperation;
- identify issues or problems that arise in the implementation of this Agreement and facilitate the resolution of any such problems;
- act as the primary contact person between the schools and the affected law enforcement agencies;
- act together in developing joint training and other cooperative efforts, including information exchanges and joint speaking engagements;
- coordinate drug and alcohol abuse and violence intervention and prevention efforts; and
- consult on the review of school safety and security plans, per N.J.A.C. 6A:15-5.1, and the review of approved model policies of the School Security Task Force.

### 2.2. Creation of Law Enforcement Units as Authorized by the Family Educational Rights and Privacy Act (FERPA).

Each school district shall consider designating one or more law enforcement units for the district, as provided under FERPA (Family Education Rights Privacy Act), pursuant to 20 U.S.C. 1232g(a)(4)(ii) and 34 C.F.R. 99.8. The term "law enforcement unit" means any individual, office, department, division or other component of an educational agency or institution, such as a school administrator or a unit of commissioned police officers or non-commissioned security guards, that is officially authorized or designated by that agency or institution to enforce any local, State or Federal law, or refer to appropriate authorities a matter for enforcement of any local, State or Federal law against any individual or organization other than the agency or institution itself; or maintain the physical security and safety of the agency or institution. [34 C.F.R. 99.8(a)(1)]. The law enforcement unit may be only one person, and does not have to be a

law enforcement officer. All school security equipment shall be the responsibility of the law enforcement unit. All school security records, including but not limited to, school security campus or school bus videotapes, records relating to weapons screening devices, visitor logs, and any records of interviews relating to potential violations of the law are created and maintained by the designated law enforcement unit. These records are not deemed to be student records or educational records [20 U.S.C. 1232g(a)(4)(ii)]. See also Article 4.3.3 of this Agreement.

### **2.3. Inquiries Regarding Law Enforcement Operations.**

All inquiries or complaints received by school personnel regarding interviews, investigations, arrests or other operations conducted by sworn law enforcement officers shall be directed to the appropriate law enforcement agency. This shall apply to inquiries from parents, guardians, the press or any other sources. A school official receiving such an inquiry or complaint shall also notify the appropriate law enforcement agency of the nature of the inquiry or complaint, and that the matter has been referred to the law enforcement agency.

### **2.4. Stationhouse Adjustments.**

Certain minor juvenile delinquency offenses may be resolved by police departments through the means of stationhouse adjustments. This is a voluntary process that, if successful, diverts the case from formal processing, and avoids the creation of a juvenile delinquency record for the juvenile. Since no charge is filed, the school need not be provided notice of a stationhouse adjustment and need not be involved in the process. However, when the school district is a victim of a minor juvenile offense, such as a minor theft or offense involving trespass or the destruction of school grounds, the school shall be notified and should be included in the stationhouse adjustment process, in the same manner as any other victim. Schools are not precluded from providing community service opportunities or other programs for stationhouse adjustment programs.

## **Article 3. Law Enforcement Operations.**

### **3.1. Definitions**

As used in this Agreement:

*"Controlled Dangerous Substance"* shall mean a drug, substance or immediate precursor as defined at N.J.S.A. 2C:35-2, and shall include controlled substance analogs. Pursuant to regulations adopted by the Department of Health, the term includes anabolic steroids, and shall also be deemed to include "Jimson" weed (stramonium preparation; N.J.S.A. 2A:170-77.8) and gamma hydroxybutyrate (GHB), Rohypnol ("roofies"), and flunitrazepam. (See N.J.S.A. 2C:35-5.2 and 5.3.)

“Deadly weapon” means any weapon or device within the meaning of N.J.S.A. 2C:39-1r or 2C:39-3, and includes any device readily capable of lethal use or of inflicting serious bodily injury, including, but not limited to, gravity knives, switchblade knives, daggers, dirks, stilettos, or other dangerous knives, blackjacks, bludgeons, metal knuckles, cesti or similar leather bands studded with metal filings or razor blades embedded in wood and any weapon or other device which projects, releases or emits tear gas or any other substance intended to produce temporary physical, discomfort or permanent injury through being vaporized or otherwise dispensed in the air (i.e., “mace,” “pepper spray,” “paintball” guns). “Deadly weapon also means any ammunition for a firearm.

“Firearm” means any firearm within the meaning of N.J.S.A. 2C:39-1f, and includes any handgun, rifle, shotgun, machine gun or automatic or semiautomatic rifle regardless of whether such firearm is operable or loaded with ammunition. The term includes “BB” and “air” guns.

“Operating School Hours” shall include the time in which a school is in session or when students are engaged in school related activities under the supervision of professional school staff.

“Planned Arrest” shall mean an arrest or taking into custody based upon probable cause which was known to a law enforcement officer sufficiently in advance of the time of the actual arrest, whether as a result of an undercover school operation, planned surveillance, or otherwise, so that there was sufficient opportunity for the arresting officer or any other law enforcement officer to apply for and obtain an arrest warrant, even though an arrest warrant may not have been sought or issued. The term shall also include arrests made pursuant to a “clean sweep” (e.g., multiple arrest) operation.

“Planned Surveillance” shall mean a planned operation wherein a law enforcement officer(s) enters onto school grounds, including school buildings and school buses, in plainclothes during operating school hours for the purpose of observing or participating in activities associated with the use, possession or distribution of any controlled dangerous substance, alcoholic beverages or firearms or dangerous weapons. This term shall not include observations made by a law enforcement officer, whether in uniform or in plainclothes, from any place or property not owned or used by a school or school board.

“Routine Patrol” shall mean activities undertaken by a law enforcement officer whether in uniform or in plainclothes and whether on foot or in a marked or unmarked vehicle, to patrol areas within a drug-free school zone (see N.J.S.A. 2C:35-7) for the purposes of observing or deterring any criminal violation or civil disturbance.

“Serious Bodily Injury” shall have the same meaning as that term is used in N.J.S.A. 2C:11-1b and means bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or the protracted loss or impairment of the function of any bodily member.

"Significant bodily injury" shall have the same meaning as that term is used in N.J.S.A. 2C:11-1d, and means bodily injury which creates a temporary loss of the function of any bodily member or organ or temporary loss of any one of the five senses.

"Spontaneous Arrest," in distinction to a planned arrest, shall mean an arrest or taking into custody based upon probable cause to believe that an offense is being committed in the arresting officer's presence under circumstances where the officer could not have foreseen with certainty that the specific offense would occur and thus where the arresting officer had no reasonable opportunity to apply for an arrest warrant. The term shall also include any arrest or taking into custody in response to a request by a school official pursuant to Article 7.1 of this Agreement.

"Undercover School Operation" shall mean a planned operation undertaken by a law enforcement agency wherein a law enforcement officer(s) is placed in a school community and poses as a member of the school community for the purpose of identifying and eventually apprehending persons engaged in the illegal distribution of controlled dangerous substances, alcoholic beverages or the unlawful use, possession or distribution of firearms or dangerous weapons. The procedures for planning and approving an undercover school operation are set forth in Addendum 1 to this Agreement.

### **3.2. Undercover School Operations.**

Undercover school operations are designed to disrupt ongoing drug-distribution activities. These operations are difficult to implement and require extensive planning, cooperation, and secrecy. Attorney General Executive Directive 1988-1 imposes strict limitations on the use of this investigative tactic. The Attorney General Directive is designed to protect the educational environment of a school and to minimize the risk of injury to students and undercover officers. Rules and regulations promulgated by the State Board of Education and codified at N.J.A.C. 6A:16-6.2(b)7 require local district boards of education to adopt and implement policies and procedures to ensure cooperation between school staff and law enforcement authorities in all matters relating to undercover school operations. Accordingly, the rules and procedures for approving and implementing an undercover school operation are set out in detail in Addendum 1 to this Agreement, which Addendum is made part of this Agreement as if set out fully herein.

### **3.3. Planned Surveillance.**

#### **3.3.1. Notice and Consultation.**

In the absence of compelling or exigent circumstances, as shall be determined by the county prosecutor or the Attorney General or his designee, no planned narcotics surveillance operation as defined in this Agreement will be conducted during operating school hours without first consulting with the building principal or local chief school administrator of the school involved.

### 3.3.2. Limitations; Targeted Subjects.

Nothing in this Agreement shall be construed to prevent any law enforcement officer from making any observations from any place or property not owned or used by a school or school board, except that a planned narcotics surveillance or any other form of observation should, wherever possible, be limited to observing 1) those specific individuals or groups of individuals who are believed to be involved in drug trafficking or weapons-related activities, or 2) those specific areas or places on school grounds, including school buildings and school buses, where drug use or trafficking or weapons-related activity is believed to occur frequently.

### 3.4. Routine Patrols.

#### 3.4.1. Visible Enforcement Plans.

The (*police department*) shall maintain at appropriate times a visible police presence within all drug-free school zones, and shall file and periodically update a confidential report with the (*prosecutor*) detailing how these zones are to be patrolled.

#### 3.4.2. Notice to School Officials.

Where a patrol plan requires an officer periodically to enter onto school grounds, including school buildings and school buses, the (*police department*) shall advise the appropriate (*school building principal and local chief school administrator*). It is understood and agreed that any portion of a patrol plan disclosed to school officials in accordance with this subsection shall be kept strictly confidential.

#### 3.4.3. On-Site Reporting.

Except when responding to an emergency, no on-duty police officer will enter any school building without first complying with the procedures established by the school for the reporting of visitors. It shall be the responsibility of each police department or agency with patrol responsibilities to make certain that all officers are familiar and comply with the reporting policies established by each school within the law enforcement agency's jurisdiction.

### 3.5 Police Presence at Extra-Curricular Events.

It is our agreed upon policy that (*police department with patrol responsibilities*), working in conjunction with appropriate school officials, should, whenever possible, provide for the presence of uniformed police officer(s) at any event at which the chief school administrator believes it would be in the interest of public safety. In the absence of compelling reasons as may be determined by (*the county prosecutor or chief executive officer of the law enforcement agency*)

*having patrol jurisdiction*) it is understood and agreed that uniformed police officers shall not be assigned to school functions, and especially those functions occurring within school buildings, except with the approval of the building principal or local chief school administrator. All requests by school officials for law enforcement agencies to provide for a uniformed presence at any school event should be made in accordance with N.J.A.C. 6A:16-6.2(b)10 and directed to (local police or liaison, local chief executive officer of the law enforcement department or agency having patrol jurisdiction).

### **3.6 Truancy; Assistance Provided to Attendance Officers**

The sheriff and his officers and all police officers and constables are required to assist school attendance officers in the performance of their duties. (N.J.S.A. 18A:38-30.) Assistance shall when practicable include accompanying attendance officers to the homes of students in circumstances where attendance officers may have concerns for their safety. However, attendance officers are not law enforcement officers and law enforcement officers should not provide assistance of a type that would not be available to other civilian investigators. For example, law enforcement officers should not use law enforcement computer systems to run motor vehicle checks or criminal background checks for attendance officers. Law enforcement officers should also keep in mind that when accompanying an attendance officer to a home, they have no additional authority to demand entry to the home if the occupants do not consent and there is no emergency that would justify entry into the home.

<p><b>Article 4. Obligation to Report Offenses and Preserve Evidence: Controlled Dangerous Substances, Firearms, Planned or Threatened Violence, Child Abuse and Other Offenses.</b></p>
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#### **4.1 Requirement to Report Offenses Involving Controlled Substances.**

Subject to the provisions of Articles 4.2 and 4.3 of this Agreement and N.J.A.C. 6A:16-6.2(b)9 and 6.3(a), school officials shall promptly notify *(police department and/or prosecutor)* whenever any school employee has reason to believe a violation of the Comprehensive Drug Reform Act has occurred, except when, pursuant to N.J.A.C. 6A:16-6.3(a)3, a student has voluntarily and on his or her own initiative sought treatment or counseling for a substance abuse problem, provided the student was not involved in drug distribution activities and further provided the student participates in an appropriate treatment or counseling program. For the purposes of this Agreement and pursuant to N.J.A.C. 6A:16-6.3(a)3i, an admission by a student of a violation of the Comprehensive Drug Reform Act which is in response to questioning initiated by a law enforcement officer or school employee shall not constitute a voluntary, self-initiated request for counseling and treatment.



Pursuant to N.J.A.C. 6A:16-4.3(a)3 and 6.3(a)4, school officials may, but need not, disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol or other drugs. Pursuant to N.J.A.C. 6A:16-4.3(a)3i, however, school officials shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances. In each instance of a report to law enforcement authorities of a student suspected of being under the influence of alcohol or other drugs, pursuant to N.J.S.A. 18A:40A-12(a) and N.J.A.C. 6A:16-4.3(a), or of a student suspected of using of anabolic steroids, pursuant to N.J.S.A. 18A:40A-12(b) and N.J.A.C. 6A:16-4.3(b), the student must receive the required medical examination, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3(a)2 et seq. or (b)2 et seq., as appropriate.

#### **4.2 Non-Applicability to Treatment Program Records and Information.**

Nothing in this Agreement or in N.J.A.C. 6A:16-6.5 shall be construed in any way to authorize or require a referral or transmittal of any information or records in the possession of a substance abuse counseling or treatment program in violation of any state or federal confidentiality law or regulation, and such information or records shall be strictly safeguarded in accordance with applicable state and federal laws and regulations.

#### **4.3 Confidentiality Laws.**

##### **4.3.1. Substance Abuse Confidentiality Laws.**

The New Jersey Legislature on January 12, 1998 adopted P.L. 1997, c. 362, in accordance with the Governor's conditional veto recommendations. The law, codified at N.J.S.A. 18A:40A-7.1 et seq., and the supportive regulations at N.J.A.C. 6A:16-3.2(a)2 and 6.5, afford confidentiality protections to a public or private secondary school pupil who is participating in a school-based drug or alcohol abuse counseling program where that pupil provides information during the course of the counseling session that indicates that the pupil's parent or guardian or other person residing in the pupil's household is dependent upon or illegally using a controlled dangerous substance. The New Jersey confidentiality statute is broader than the federal confidentiality statute and regulations (42 C.F.R. Part 2) in that it applies to any student who is participating in a school-based alcohol or drug abuse counseling program, even if the student is not personally abusing substances, but rather is seeking counseling to deal with the problems related to the substance abuse of another. The federal law, in contrast, only provides confidentiality protections to persons who are "patients," that is, persons who are receiving counseling for their own substance abuse problem. The state confidentiality law nonetheless features an important exception to the general rule of preserving confidentiality. Specifically, the State law is expressly subject to the provisions of N.J.S.A. 9:6-8.10, and thus does not prevent school officials from disclosing information to the Division of Youth and Family Services (DYFS) or to a law enforcement agency "if the information would cause a

person to reasonably suspect that the secondary school pupil or another child may be an abused or neglected child.” Accordingly, it is understood and agreed that the new confidentiality statute in no way relieves the duty established pursuant to N.J.S.A. 9:6-8.10, which requires any citizen, including a school administrator, teacher, counselor, school nurse and substance awareness coordinator, to inform both DYFS and a law enforcement agency immediately when there is reasonable cause to believe that a child is or has been abused or neglected.

#### **4.3.2. Clarification Regarding Confidentiality of Contents of Student records.**

It is understood and agreed that federal and state laws pertaining to the confidentiality of student records, pursuant to 42 C.F.R. Part 2, N.J.S.A. 18A:40A-7.1 and 7.2 and N.J.A.C. 6A:32-7, only prohibit the disclosure of the contents of such records; these laws do not extend to other sources of information concerning the same events or transactions that happen to be memorialized in the student records. Thus, for example, a teacher, counselor, administrator, or other school staff member who is a witness to criminal activity may be required to testify in a court or grand jury or may be required to report information to law enforcement authorities pursuant to this Agreement based upon personal knowledge and memory notwithstanding that the criminal activity reported or testified about has been recorded in a student record that is subject to state or federal confidentiality laws. In other words, the act by a school official of memorializing an incident, event, or observation in a student record in no way precludes that school official or any other material witness from reporting or testifying from personal knowledge as to the documented incident, event, or observation, provided, however, that nothing in this Agreement shall be construed to authorize or require a school employee to divulge information or records in violation of the confidentiality requirements of 42 C.F.R. Part 2, or any other applicable state or federal regulation, law or rule of evidence concerning confidential and privileged communications. Furthermore, the records of a designated “law enforcement unit” do not constitute student records [20 U.S.C. 1232g(a)(4)(ii)].

#### **4.3.3. Records of Law Enforcement Units.**

Records of a “law enforcement Unit” designated pursuant to Article 2.2 of this Agreement do not constitute student records. This comports with the requirements of the Family Educational Rights and Privacy Act (FERPA), which was amended in 1992 to exempt such records from the definition of “education records” [20 U.S.C. 1232g(a)(4)(ii)]. Law enforcement records are records, files, documents and other materials created by a law enforcement unit for a law enforcement purpose and maintained by the law enforcement unit [34 C.F.R. 99.8(b)(1)]. In the preamble to the FERPA regulations published in the Federal Register on January 17, 1995, the United States Department of Education stated: “...where a law enforcement unit also performs non-law enforcement functions, the records created and maintained by that unit are considered law enforcement unit records, even when those records were created for dual purposes (e.g., for both law enforcement and student conduct purposes). Only records that were created and maintained by the unit exclusively for a non-law enforcement purpose will not be considered records of a law enforcement unit” (60 F.R. 3467). When one or more law enforcement units have been established by the school district, the school district agrees to disclose to the appropriate law enforcement agency, or the Department of Children and Families,

as appropriate, any records, files, documents and other materials of the law enforcement unit pertaining to the investigation of a violation of the law. The disclosure of these records to a law enforcement agency does not prohibit the use of these records for educational purposes, such as violations of the code of student conduct.

#### **4.4. Securing Controlled Substances and Paraphernalia.**

Whenever a school employee seizes or comes upon any substance believed to be a controlled dangerous substance or drug paraphernalia, school officials *shall immediately* advise (*the local law enforcement agency having patrol jurisdiction*) and shall secure the substance or item pending the response by (*law enforcement agency*) to retrieve and take custody of the substance or paraphernalia, pursuant to N.J.A.C. 6A:16-6.2(b)8 and 6.4. School employees having custody of the substance or item shall take reasonable precautions, per local board of education procedures, to prevent its theft, destruction or use by any person. In accordance with the requirements of law, see N.J.S.A. 2C:35-10c., it is understood that under no circumstances may any person destroy or otherwise dispose of any controlled dangerous substance or drug paraphernalia except by turning over such substance or item to the responding law enforcement officer.

#### **4.5. Prompt Response to Controlled Substance Referrals; Preserving Chain of Custody.**

(*The law enforcement agency*) shall dispatch an officer as promptly as possible to take custody and secure the controlled dangerous substance or drug paraphernalia. School officials shall provide to the responding law enforcement officer information necessary to establish the chain of custody and the circumstances of the seizure, including the identity of any person(s) from whom the substance or item was obtained, except that school officials need not provide information concerning the identity of a student from whom the controlled dangerous substance or item was obtained where the substance or item was turned over by a student to a substance awareness coordinator or other individual who holds either a school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker or student personnel service endorsement on the Educational Services Certificate in the course of, or as a result of, school-based intervention, assessment, referral for evaluation, evaluation or referral for treatment, as those terms are defined in N.J.A.C. 6A:16-1.3 and delineated in N.J.A.C. 6A:16-3(a) or participation in a community-based substance abuse treatment program where: 1) the student voluntarily and on his or her own initiative turned over the substance to a school employee; and 2) there is no reason to believe that the student was involved in distribution activities; and 3) the student participates in an appropriate school-based alcohol or other drug abuse intervention, referral for evaluation, referral for treatment or continuity of care program, pursuant to N.J.A.C. 6A:16-3(a) or community-based alcohol or other drug abuse treatment program. Nothing in this paragraph shall be construed in any way to authorize or require a referral or transmittal of any information or records in the possession of a school-based alcohol

or other drug abuse intervention, referral for evaluation, referral for treatment or continuity of care program or a community-based substance abuse treatment program where such referral or transmittal would constitute a violation of state or federal confidentiality laws or regulations, and such information or records shall be strictly safeguarded in accordance with applicable state and federal laws and regulations.

#### **4.6. Requirement to Report Incidents Involving Firearms.**

Subject only to the provisions of Articles 4.2 and 4.3 of this Agreement, it is agreed that *(designated school official)* shall immediately notify *(designated law enforcement official)* whenever any school employee in the course of his or her employment, pursuant to N.J.A.C. 6A:16-5.5 and 6.3(b), develops reason to believe that a firearm has unlawfully been brought onto school grounds, or that any student or other person is in unlawful possession of a firearm, whether on or off school grounds, or that any student or other person has committed an offense with, or while in possession of, a firearm, whether or not such offense was committed on school grounds.

#### **4.7. Securing Firearms, Ammunition and Dangerous Weapons.**

Whenever a school employee seizes or comes upon any firearm or dangerous weapon, school officials may in the case of a dangerous weapon other than a firearm, and *shall* in the case of (1) a firearm, (2) ammunition for a firearm, or (3) a non-firearm weapon that was actually used or threatened to be used in committing an offense, *immediately* advise *(designated law enforcement official)* and secure the firearm, ammunition or weapon pending the response by the *(law enforcement agency)* to retrieve and take custody of the firearm, ammunition or dangerous weapon, pursuant to N.J.A.C. 6A:16-6.2(b)8 and 6.4. School employees having custody of a firearm, ammunition or dangerous weapon shall take reasonable precautions, per local board of education procedures, to prevent its theft, destruction or unlawful use by any person. It is understood and agreed that under no circumstances shall any person destroy or otherwise dispose of any seized or discovered firearm, ammunition or non-firearm weapon except by turning over such firearm, ammunition or non-firearm weapon to the responding police officer.

#### **4.8. Law Enforcement Response to Mandatory Referrals.**

*(The law enforcement agency)* receiving information about the existence of an unlawful firearm on school grounds or the actual or threatened use of a non-firearm deadly weapon pursuant to Article 4.7 of this Agreement *shall immediately* dispatch an officer to take custody and secure the firearm or other weapon. Except as may be specifically provided in Articles 4.2 and 4.3 of this Agreement, school officials shall provide to the responding law enforcement officer information necessary to establish the chain of custody and the circumstances of the seizure or discovery of the firearm or other weapon, including the identity of any person(s) from whom the firearm or other weapon was obtained.

#### 4.9. Interdiction of Weapons.

It is understood and agreed that the (*law enforcement agency*) shall make every reasonable effort to effect the arrest of any student believed to be in the unlawful possession of a firearm or other dangerous weapon while the student is not on school grounds, to prevent whenever possible the bringing of such firearm or weapon onto school grounds. When this is not feasible, the (*law enforcement agency*) shall scrupulously comply with the notification requirements for planned arrests as set forth in Article 7.4 of this Agreement.

#### 4.10. Requirement to Report Incidents Involving Planned or Threatened Violence.

Notwithstanding any other provision of this Agreement, it is agreed that (*school official*) shall immediately notify (*law enforcement agency*) whenever any school employee in the course of his or her employment develops reason to believe that anyone has threatened, is planning, or otherwise intends to cause death, serious bodily injury, or significant bodily injury to another person under circumstances in which a reasonable person would believe that the person genuinely intends at some time in the future to commit the violent act or to carry out the threat, pursuant to N.J.A.C. 6A:16-6.3(c) through (e). In making these determinations, the school official should reference the risk management and assessment tools explained in the NJDOE publication titled *School Safety and Security Manual: Best Practices Guidelines*. The school official shall provide to the responding law enforcement agency all known information relevant to the threat, including but not limited to any historical or background information concerning the person's behavior or state of mind. For the purposes of this reporting requirement, the threatened or planned act of violence need not be imminent, and the intended victim of the violent act need not be aware of the threat. Nor shall it be relevant for the purposes of this reporting requirement that the intended victim is not a student or member of the school community, or that the violent act is not intended to be committed on school grounds. The parties to this Agreement understand and agree that students who make a credible threat of harm to themselves or others should be taken seriously. Accordingly, the provisions of this paragraph shall be liberally construed with a view toward preventing future acts of violence.

#### 4.11. Violence Intervention.

The (*law enforcement agency*) receiving information about a threatened, planned, or intended act of violence pursuant to Article 4.10 of this Agreement agrees to promptly dispatch an officer, or immediately dispatch an officer where the circumstances so warrant, to undertake an investigation and to take such actions as may be appropriate and necessary to prevent the threatened, planned, or intended act of violence from occurring.

#### 4.12. Requirement to Report Sexual Offenses.

Subject only to the provisions of Article 4.2 and 4.3 of this Agreement, it is agreed that *(designated school official)* shall immediately notify *(designated law enforcement official)* whenever any school employee in the course of his or her employment develops reason to believe that a crime involving sexual penetration or criminal sexual contact has been committed on school grounds, pursuant to N.J.A.C. 6A:16-6.3(d).

#### 4.13. Reporting Other Offenses.

Subject to the provisions of Articles 4.2 and 4.3 of this Agreement, it is agreed that *(designated school official)* should notify *(designated law enforcement official)* whenever any school employee develops reason to believe that a criminal offense has been committed on or against school grounds, including on school buses or at school-sponsored functions. In deciding whether to refer the matter to the designated law enforcement agency, the principal of the school or his or her designee should consider the nature and seriousness of the offense and the risk that the offense posed to the health or safety of other students, school employees, or the general public and shall be mindful that offenses committed on school grounds by or against students may lead to an escalation of violence or retaliation that may occur on school grounds or at other locations. Under no circumstances shall any school employee prevent or discourage the victim of an offense from reporting the offense to a law enforcement agency.

In deciding whether to report the presence or seizure of a non-firearm weapon that was not actually used or threatened to be used in committing an assault or other offense, the *(school official)* shall consider the nature of the weapon and any lawful purposes that it might have, the age of the student, and the student's intent. While it is generally not necessary to report the seizure of small pen knives or Swiss-Army style knives, it is understood and agreed that law enforcement shall be notified of the seizure of any switchblade, gravity, or ballistic knife, stun gun, or metal knuckles. It is further understood and agreed that school officials shall report the seizure of a utility or "box-cutter" knife where the unlawful use of such knives as weapons is a serious problem in the school and where the student has no explainable lawful purpose for possessing such an instrument.

#### 4.14. Law Enforcement Response to Voluntary Referrals.

*(The law enforcement agency)* receiving information about the commission of an offense pursuant to Article 4.6 of this Agreement shall respond promptly and, when there is probable cause to believe that an offense has been committed, shall handle the matter in accordance with the provisions of the Attorney General's Executive Directive 1990-1 Concerning the Handling of Juvenile Matters by Police and Prosecutors. Except as may be specifically provided in Articles 4.2 and 4.3 of this Agreement, school officials should, in the absence of compelling reasons, provide the responding law enforcement officer information necessary to establish the chain of

custody and the circumstances of the seizure or discovery of any dangerous weapon or item, other than a firearm or other weapon dealt with in Article 4.8 of this Agreement or a controlled dangerous substance or drug paraphernalia dealt with in Article 4.5 of this Agreement, which was or may have been unlawfully possessed or used in connection with or derived from criminal activity. Nothing in this paragraph shall be construed in any way to authorize or require a referral or transmittal of any information or records in the possession of a school-based substance abuse counseling or treatment program and obtained in the course of providing diagnosis or treatment where such referral or transmittal would constitute a violation of federal or state confidentiality laws or regulations, and such information and/or records shall be strictly safeguarded in accordance with such applicable federal and state laws and regulations.

#### **4.15. Arrest Protocols Following Voluntary Referrals.**

It is understood and agreed that the arrest protocols set forth in Article 7 of this Agreement, which are designed to minimize the disruption of the school environment, shall be followed whenever a student is to be arrested on school grounds for any offense, including offenses which do not involve controlled dangerous substances or drug paraphernalia. Similarly, it is understood and agreed that the notification procedures set forth in Article 6 of this Agreement shall be followed whenever a student or non-student is arrested on school grounds, or whenever a student is arrested off school grounds during operating school hours for a violation of any criminal statute, including an offense which does not involve controlled dangerous substances or drug paraphernalia. It also is understood and agreed that the (*police department*) shall at all times comply with the patrol notification and on-site reporting procedures set forth in Articles 3.4.2 and 3.4.3 of this Agreement, whether the purpose of the law enforcement entry onto school grounds, including school buildings or school buses, is to enforce the Comprehensive Drug Reform Act or any other criminal statute.

#### **4.16. Advice on Juvenile Justice System Practices and Procedures.**

The (*designated law enforcement official*) and the county prosecutor shall be available on an ongoing basis to explain to school officials the practices and procedures of the juvenile justice system with respect to the handling of juveniles suspected of, or formally charged with, acts of delinquency. The (*designated law enforcement official*) and the county prosecutor also shall provide, on an ongoing basis, information concerning the services and resources available through the Juvenile Justice System to deal with delinquent or at-risk youth and families in crisis, including stationhouse adjustments, referrals to Juvenile Conference Committees, Juvenile-Family Crisis Intervention Units, and other pre-adjudication diversion programs, intervention services, and post-adjudication disposition options that are available in the county.

#### **4.17. Advice on Weapons.**

It is understood that new weapons have evolved and proliferated that are readily concealable and easily disguised. For example, dangerous knives can be disguised as belt buckles and other seemingly innocuous items. Accordingly, the (*designated law enforcement agency*) and the county prosecutor shall be available on an ongoing basis to provide school officials with information and advice about such weapons and their prevalence in the district or in the county so that they may be readily identified by school officials.

#### **4.18. Possession or Consumption of Alcoholic Beverages.**

It is understood that it is unlawful for a person under the age of 21 to purchase or knowingly consume an alcoholic beverage on school grounds, including on school buses or at school-sponsored functions. See e.g., N.J.S.A. 2C:33-15 and N.J.A.C. 6A:16-4 et seq. So too, it is an offense for an adult to bring or possess an alcoholic beverage on school grounds without the express written permission of the school board, chief school administrator or building principal. See N.J.S.A. 2C:35-16. It is agreed and understood that these statutes are designed to protect children and the educational environment and that violations of these statutes should be deemed to be serious matters and may be reported to law enforcement, and shall warrant immediate response by law enforcement authorities in accordance with the provisions of this Agreement. Where appropriate, the law enforcement agency or the county prosecutor may elect to forego formal charging prosecution in favor of pursuing school disciplinary proceedings, pursuant to N.J.A.C. 6A:16-7, or other appropriate juvenile justice alternatives, including, but not limited to, a "stationhouse adjustment."

#### **4.19. Reports of Child Abuse or Neglect; Potential Missing or Abused Children.**

New Jersey statutes (N.J.S.A. 18A:36-25 and 9:6-8.10) require reporting by school officials of a potential missing or abused child to **both** law enforcement officials and the Division of Youth and Family Services (DYFS), New Jersey Department of Children and Families (DCF), as set forth below.

##### **4.19.1 Reports of Child Abuse or Neglect to DYFS.**

Any person having reasonable cause to believe that a student has been subjected to child abuse or neglect must immediately report the matter to DYFS by telephone or otherwise, pursuant to N.J.S.A. 9:6-8.10 and N.J.A.C. 6A:16-11.1(a)2. The DYFS Child Abuse Hotline is to be contacted at 1-877-NJABUSE.

##### **4.19.2. Notification to Law Enforcement.**



Notification of a potential missing or abused or neglected student also must be made to law enforcement officials by the person who is designated to report child abuse cases on behalf of the school district, such as the chief school administrator, principal, assistant principal or other designated school official, in accordance with N.J.S.A. 18A:36-25 and N.J.A.C. 6A:16-11.1(a)3. Each school district may establish individual procedures for the notification. It is not necessary for the same person to contact law enforcement and DYFS. It is only required that both notifications are made.

#### **4.19.3. Notification of DYFS by Law Enforcement.**

Pursuant to the *DCF/Law Enforcement Model Coordinated Response Protocol* promulgated February 2007 by the Attorney General and the Commissioner of the Department of Children and Families, a law enforcement agency receiving a report of child abuse from the designated school official, need not notify the DYFS Hotline when the school official confirms that the DYFS Hotline has been contacted by school staff.

#### **4.19.4. Law Enforcement Response.**

The law enforcement agency receiving a report of child abuse or a potential missing child shall respond in accordance with the policies established by their County Prosecutor's Office.

#### **4.19.5. Notification of Parents or Guardians.**

Notification to the student's parents or guardians shall **not** be made by school officials when it is suspected that either parent or guardian is responsible for the suspected abuse. Law enforcement officials do not need the permission of a parent or guardian to speak to any student who is not the target of an investigation. It is the sole responsibility of law enforcement officials to determine when or whether a parent of any student shall be contacted. Failure to follow this procedure may compromise the integrity of an investigation and place the child at risk.

#### **4.19.6 Anonymity.**

Individuals who report abuse may or may not be entitled to anonymity. While DYFS allows anonymous child abuse reporting for the general public, school staff may not be entitled to anonymity for these reports. Furthermore, there is no anonymity when incidents are reported to law enforcement authorities.

#### **4.19.7. Custody Disputes and Potentially Missing Children.**

It is recognized by all parties to this agreement that custody disputes between parents often have a detrimental effect upon the children. Sudden requests for school records accompanied by suspicious absences should result in a heightened scrutiny within the school. Therefore, to the extent that a referral to law enforcement will not violate student record confidentiality, if it comes to the attention of a school administrator that the absence of a child from school may be due to a parental kidnapping or custodial interference, the school

administrator shall immediately contact law enforcement authorities. Concerns that a child may be unlawfully removed from the jurisdiction should be immediately brought to the attention of local law enforcement officials.

## **4.20 Offenses Involving Computers, the Internet and Technology.**

### **4.20.1. Purpose.**

Computerized devices such as cell phones, digital cameras, PDAs, lap-top computers and desk-top computers have become a part of our daily lives. The growth of the Internet and local computer networks makes information and communication immediately accessible. However, access to this technology and information potentially can be used for harmful purposes that can cause great disruption in a school. In 2003, a series of laws were passed allowing for the prosecution of new crimes, such as unauthorized computer access and damage which such access may cause. In addition, digital cameras, digital photos, digital videos, cell phones, e-mail and the Internet are increasingly used to commit crimes. The purpose of this section of the Memorandum is to recognize some of the areas where law enforcement and educational professionals should cooperate to ensure a unified response to the illicit and harmful use of technology by students, teachers, administrators and other school staff. These areas include:

- 1) Unauthorized access to school networks.
- 2) Harassment and threats via electronic media.
- 3) Use of technology to facilitate other crimes.
- 4) Blogging (free speech).
- 5) Limitation of electronic devices, such as cell phones, pagers and cameras, on school grounds.

### **4.20.2. Unauthorized Access to School Networks, Harassment and Threats via Electronic Media, and the Use of Technology to Facilitate other Crimes.**

Existing criminal statutes address all three of these issues. Unauthorized access to school networks is a prosecutable offense under N.J.S.A. 2C:20-23 et seq. Any damage to the network may result in more severe penalties. School officials may consider unauthorized accessing of a school network to be an internal matter and not advise law enforcement authorities. However, law enforcement personnel are specially trained in forensic computer analysis. The ability to accurately assess the level of intrusion into a computer system is best handled by law enforcement professionals. Often the significance of an attack on the integrity of a school computer network can extend into the community. The ability of law enforcement to quantify any unauthorized use or access can bring peace of mind to concerned citizens in the community. Accordingly, notification should be made to law enforcement immediately upon learning of unauthorized access.

In addition to accessing computer systems, it has unfortunately become commonplace for juveniles to utilize electronic forms of communication to harass and threaten other students or individuals. The mere fact that the communication is in electronic form, rather than oral or written form is irrelevant. School personnel should be guided by the reporting obligations elsewhere in this agreement. School personnel should be mindful of the fact that forensic computer analysis of an individual computer or network can result in valuable evidence for an investigation. Therefore, when notification to law enforcement is appropriate, the entirety of the investigation should be conducted by law enforcement so as not to compromise the integrity of potential evidence.

Finally, computers and other forms of current and emerging technology may be used to facilitate other criminal activity. Financial information, identifying information and illicit images may all be contained on a suspect's computer. Therefore, it is vital that law enforcement be notified immediately when a school learns that a juvenile may be using a computer to violate the law. Similarly, cell phones, PDAs and other electronic communication technology should be turned over to the police, not parents, when the school comes into possession of items which they suspect may contain evidence of criminal behavior.

#### **4.20.3. Blogging and Free Speech Issues.**

The creation of a "web-log" or "blog" is a current trend for many individuals using the Internet. A blog is personal space on the world-wide-web devoted to a particular topic. Often a single individual authors a blog, or as is becoming more common, access to the blog is 'open' and anyone may post an entry. Blogging is not limited to text, and information which can be stored electronically may be placed in a blog; music, photos and videos, for example, all can become part of a blog.

There are many free blog sites available for use by anyone with Internet access. Registration requirements are often loose and potentially ineffective. Blogs have become a public forum for many people, including students, to post a variety of personal information, including biographical information, opinion, media, and insulting or harassing speech.

Law enforcement officials, while vigilant in the pursuit of criminal activity, is often faced with the issue of "Free Speech" under the Federal and New Jersey Constitutions. Prosecution of individuals who harass or threaten specific groups or individuals is commonplace. However, law enforcement is unable to prosecute those who merely publish an opinion or a photograph. School personnel as well as students often are the target of information contained in blogs. Whenever a school administrator learns of blogging information which rises to the level of threats or harassment, the school official shall immediately notify law enforcement. Law enforcement authorities have the ability to preserve evidence before the author has an opportunity to alter it. If such information is brought to the attention of law enforcement, a legal determination will be made on whether the information contained in the blog is constitutionally protected and whether it is criminal in nature.

## Article 5. School Access to Law Enforcement Information.

### 5.1. Statutory Authority to Disclose Information.

New Jersey's juvenile confidentiality laws were amended by P.L. 1994, c. 56 to make it easier for law enforcement agencies to share information with schools. The revised law provides for three categories of disclosure to schools as follows: (1) permissive disclosure during an investigation (N.J.S.A. 2A:4A-60e); (2) disclosure following a charge at the principal's request (N.J.S.A. 2A:4A-60c(3)); and (3) required disclosure following a charge in certain circumstances (N.J.S.A. 2A:4A-60d). In addition, a law enforcement agency is authorized to disclose certain information to the victim of an offense committed by a juvenile. Pursuant to N.J.A.C. 6A:16-5.4, the Board of Education confirms its obligation to adopt and implement policies and procedures protecting the access to information related to juvenile justice proceedings, according to the requirements of N.J.S.A. 2A:4A:60.

The revised law permits law enforcement or prosecuting agencies to disclose information regarding juveniles who are under investigation when that information may be useful in maintaining order, safety, or discipline in the school or in planning programs relevant to the juvenile's educational and social development. This information may then be shared by the principal with appropriate school staff, provided, however, that where the information relates only to an investigation, and where no formal charges have been filed against the student, the statute prohibits this pre-charge information from being maintained by school officials. Accordingly, this information should be provided orally by law enforcement officers, rather than in writing, so as to avoid inadvertent retention or disclosure of such information.

The revised law further contains a provision that authorizes a principal to request information concerning juvenile delinquency charges that have been filed against a student enrolled in the school. These requests may either be made on a case-by-case basis or in accordance with procedures that could be agreed to as part of this Memorandum of Agreement. *[Optional: Pursuant to § 5.2 of this Agreement, the (law enforcement agency) hereby agrees automatically to disclose to the principal this information regarding any juvenile delinquency charge filed against any student enrolled in the school.<sup>2</sup>]*

Law enforcement and prosecuting agencies are required to advise the principal of the school where the student is enrolled when:

- the offense occurred on school grounds, including on school buses or at school-sponsored functions, or was committed against an employee or official of the school;

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<sup>2</sup>This provision is optional. The parties to the Agreement may delete this sentence or may modify it to limit the "blanket" request to specified delinquency charges.

- the juvenile was taken into custody as a result of information or evidence provided by school officials, whether or not on school grounds;
- the offense:
  - resulted in death or serious bodily injury, or involved an attempt or conspiracy to cause death or serious bodily injury;
  - involved the unlawful use or possession of a firearm or other weapon;
  - involved the unlawful manufacture, distribution, or possession with intent to distribute a controlled dangerous substance or controlled substance analog;
  - involved the intimidation of an individual or group of individuals because of race, color, religion, gender, disability, sexual orientation, or ethnicity; or
  - constitutes a crime of the first or second degree.

## 5.2. Agreement to Disclose Information Following a Charge.

Where a juvenile has been charged with an act of delinquency that if committed by an adult would constitute a crime or offense, it is requested and agreed pursuant to the authority of N.J.S.A. 2A:4A-60c(1) and (3) that the (law enforcement agency) or County Prosecutor's Office shall promptly provide information as to the identity of the juvenile, the offense charged, the adjudication and the disposition to (1) the principal of any school that is the victim of the offense; (2) the principal of any school that employs the victim of the offense; and (3) the principal of any school where the juvenile is enrolled.

## 5.3. Agreement to Disclose Information During an Investigation.

Pursuant to the authority of N.J.S.A. 2A:4A-60e, the (law enforcement agency) and/or the County Prosecutor's Office agree(s) to notify verbally the principal of the school at which the juvenile is enrolled where the juvenile is under investigation or has been taken into custody but has not been formally charged with the commission of any act that would constitute an offense if committed by an adult, provided that the (law enforcement agency) or the County Prosecutor's Office determines that the information may be useful in maintaining order, safety, or discipline in the school or in planning programs relevant to the juvenile's educational and social development, and further provided that the sharing of information will not interfere with or jeopardize an ongoing investigation or prosecution of any person. It is understood and agreed that the information provided pursuant to this paragraph shall be provided orally rather than in writing, will be kept confidential, shall not be maintained by the school as part of the juvenile's student records, and shall be used only in accordance with the provisions of N.J.S.A. 2A:4A-60e to maintain order, safety, or discipline in the school or in planning programs relevant to the juvenile's educational and social development. Nothing herein shall be construed to preclude school officials from using such information in a suspension, expulsion, or other school conduct

proceeding, pursuant to N.J.A.C. 6A:16-7, whether occurring on or away from school grounds, pursuant to N.J.A.C. 6A:16-7.6.

#### **5.4. Specificity of Disclosed Information.**

It is understood and agreed that where the (*law enforcement agency*) and/or County Prosecutor's Office is authorized pursuant to law and the provisions of this Agreement to disclose information concerning charged or suspected acts of delinquency, the law enforcement agency may provide the principal with specific information concerning the offense or investigation, as appropriate, that may be useful in maintaining order, safety, or discipline in the school or in planning programs relevant to the juvenile's educational and social development. Such information may include but need not be limited to: (1) the specific type of drug found as determined by field tests and/or laboratory analysis; (2) the amount, purity, and value of the drug found; (3) how the drug was packaged; (4) whether cash was found or whether there were indications that the drug was intended to be sold or distributed; (5) where precisely the drug or other contraband was found; (6) what type of weapon was found; (7) whether a seized firearm was operable or loaded; or 8) whether the suspected offense involved or was directed at another enrolled student. It is understood and agreed that it is especially important for law enforcement agencies to promptly share information as may be authorized by law concerning the identity of a victim who is enrolled at the same school as the juvenile charged with or suspected of committing the offense so that school officials can take appropriate steps to protect the victim from further attack, to enforce a restraining order or condition of probation or pre-trial release that the juvenile have no contact with the victim, or to prevent retaliation or an escalation of violence.

#### **5.5. Disclosure of Adult Student Information.**

Where a student who has been arrested or is under investigation is eighteen years old or older, or otherwise is being treated as an adult by the criminal justice system, the (*law enforcement agency*) and/or the County Prosecutor's Office agrees to provide to the principal of the school at which the student is enrolled all information that would otherwise be provided pursuant to the provisions of Articles 5.1, 5.2, 5.3, and 5.4 of this Agreement.

#### **5.6. Law Enforcement Testimony at School Student Conduct Hearings; Required Notice to the County Prosecutor.**

The (*law enforcement agency*) agrees, upon the request of (*school official*), to make available officer(s) to testify as appropriate in any suspension or expulsion hearing before the Board of Education, pursuant to N.J.S.A. 18A:37.1 et seq. and N.J.A.C. 6A:16-7, or other appropriate school authority as may be necessary to satisfy the due process rights of a student

subject to school discipline, provided, however, that it is understood and agreed that any information provided by means of such testimony shall not be made public but rather shall be kept confidential in accordance with the requirements of N.J.S.A. 2A:4A-60, and further provided that the County Prosecutor's Office shall be given prior notification and a right to preclude the giving of such testimony where the testimony may interfere with or jeopardize any ongoing investigation or prosecution of any person.

#### **5.7. Parallel School Student Conduct Proceedings.**

It is understood and agreed that school officials have an independent right and responsibility to initiate and pursue student conduct proceedings, pursuant to N.J.S.A. 18A:37.1 et seq. and N.J.A.C. 6A:16-7, or to remove a student from school under certain circumstances including, but not limited to, those specified in the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 through 12 and N.J.A.C. 6A:16-5.5, 5.6, 5.7 and 7. It is further understood and agreed that all school-based student conduct proceedings are separate and distinct from any juvenile or adult criminal prosecution; that law enforcement agencies shall not require or request school officials to undertake a student conduct action against a student; and that the imposition of sanctions by both schools and by the juvenile justice system based upon a single infraction or event in no way constitutes "double jeopardy."

#### **5.8. Notification of Arrests or Charges Filed Against School Personnel.**

The parties acknowledge that procedures already are in place that require prosecutors to provide notifications of indictments or convictions of public employees to the Division of Criminal Justice, which are then transmitted to the appropriate public agency. However, no notifications are required during the period between the filing of a complaint and an indictment, creating a period of time during which school administrators may be unaware of charges pending against school personnel, which may have an impact on their fitness for carrying out official duties. Therefore, it is agreed that whenever a law enforcement agency files a complaint or summons for one of the offenses listed in Article 5.8.3 below against a person that they know to be employed by a school district, or who works as a school bus driver or other outside employee in a school district, the law enforcement agency shall provide notice and a copy of the complaint to the school district no later than the next business day.

##### **5.8.1. Applicability Not Limited to Local Jurisdiction.**

The requirement to notify a school district of such complaints is not limited to the school district in which the law enforcement agency is located. Notice shall be given to any school district or nonpublic school within the state of New Jersey where the accused is employed.

##### **5.8.2. Employment Information.**

This requirement does not create an obligation to investigate or verify the employment of every person arrested or charged with an offense. It is intended only to require the notification in circumstances where the accused admits to employment in a school district or nonpublic school, or such information is otherwise available to the law enforcement agency.

### **5.8.3 Offenses Requiring Notification.**

Notification is required for all indictable offenses, all driving while intoxicated (DWI) offenses and any disorderly persons offenses or petty disorderly persons offenses.

### **5.8.4 Notification of Emergencies.**

Whenever local law enforcement is aware of an emergency affecting the safety of children during school hours, the Chief of Police or Station Commander or designee shall notify the principal of the school affected as soon as practicable. Law enforcement will provide all appropriate non-confidential information so that the principal can take necessary steps for the protection of students, staff and notification to parents. The Chief of Police or Station Commander shall attempt to provide, as practicable, the school principal and County Superintendent, or his or her designee, with updated information throughout the duration of the emergency, and will provide notification when the emergency is over.

### **5.9 Notification to County Superintendent.**

The Chief of Police or Station Commander will, at his or her discretion, notify the County Superintendent of Schools, or his or her designee. This notification will contain a recommendation on which additional schools should be notified by the County Superintendent's office. The County Superintendent shall decide which, if any, additional schools to notify, and shall make the appropriate notifications.

## **Article 6. Notice of Arrests.**

### **6.1. Arrests of Students on School Grounds.**

Whenever a student has been arrested on school grounds, the law enforcement officer or agency involved shall, as soon as practicable, notify the building principal. Whenever possible, such notice shall be given before the student has been taken off school grounds. Where the student is a juvenile, all information concerning the circumstances of the arrest shall be provided to the building principal on a confidential basis and in accordance with the provisions of N.J.S.A. 2A:4A-60c. See Article 5.1 of this Agreement for a synopsis of those laws.



## 6.2. Arrests of Non-Students on School Grounds.

Where a person other than an enrolled student is arrested on school grounds, the building principal shall be advised as to the circumstances of the offense and the identity of the offender, provided that where the person arrested is a juvenile, it is understood that the law enforcement agency or officer involved is not permitted to divulge any information that would violate the laws governing the disclosure of juvenile information. See Article 5.1 of this Agreement for a synopsis of those laws.

## 6.3. Arrests of Students Off School Grounds During Operating School Hours.

When a student is arrested off school grounds during operating school hours, or under circumstances that would lead the arresting officer to believe that a school official was responsible for the care and custody of the student at the time of the arrest, or where the arresting officer reasonably believes that the student was in transit between school and his home at the time of arrest, the arresting officer shall as soon as is practicable notify the building principal of the school in which the student is enrolled. All information concerning the basis and circumstances of the arrest shall be provided to the building principal on a confidential basis and in accordance with the provisions of N.J.S.A. 2A:4A-60, as summarized in Article 5.1 of this Agreement.

## 6.4. Parental Notification.

When the building principal is advised of a student's arrest, pursuant to the provisions of this Agreement, the principal or his or her designee will, as soon as practicable, and in accordance with N.J.A.C. 6A:16-6.2(b)4 and 11 and the associated board of education policies and procedures regarding parental notification, contact a parent or guardian of the student. It is understood that the law enforcement agency making the arrest also is required to attempt to contact the student's parent or guardian pursuant to N.J.S.A. 2A:4A-33.

It is agreed that the (*school official*) shall at the request of the (*law enforcement agency*) and/or the County Prosecutor's Office provide information concerning the efforts by the principal or school staff to contact and notify the student's parent(s) or guardian.

## Article 7. Arrest Protocols.

For the purpose of this Agreement, the term "arrest" shall include the taking into custody of a juvenile for any offense which if committed by an adult would constitute a crime or disorderly persons offense.

## **7.1. Requests by School Officials.**

All requests by any school official to summon a law enforcement officer for the purpose of making an arrest on school grounds, pursuant to N.J.A.C. 6A:16-6.2(b)2 and 9, whether for a suspected violation of the Comprehensive Drug Reform Act or for a suspected violation of any other criminal statute, should be directed to *(the designated police liaison or to the chief of the department having patrol jurisdiction)*. Nothing herein shall be construed in any way to preclude or discourage any person from dialing "9-1-1" to report an emergency.

## **7.2. Minimizing Disruption of the Educational Process.**

It shall be the general policy of *(law enforcement agency)* when making any arrest on school grounds to minimize the disruption of the school environment to the greatest extent possible, consistent with the requirements of public safety. Accordingly, substantial weight shall be given by the law enforcement officer assigned to make the arrest to the specific recommendations of the building principal or local chief school administrator as to the time, place, and manner for effecting the arrest.

### **7.2.1. Arrests to be Conducted in Private.**

So as to minimize any disruption of the educational environment, every reasonable effort should be made to effect the arrest in the building principal's office, or in some other designated area away from the general student population.

### **7.2.2. Preferred Use of Plainclothes Officers to Effect Arrest.**

Where feasible, the responding law enforcement officer(s) should be in plainclothes, use unmarked police vehicle(s) and refrain from using a siren or flashing overhead lights. In addition, the number of responding officers should be kept to a minimum, consistent with the requirements of public safety.

### **7.2.3 Cooperation with Arrests on School Property.**

It is understood and agreed that school officials shall cooperate with law enforcement officials and shall not provide sanctuary from arrest to any person, and that school officials shall not interfere with or impede any law enforcement officer in the performance of his or her duties.

## **7.3. Other Spontaneous Arrests.**

### **7.3.1. Notice to Building Principal.**

In cases in which a law enforcement agency responds during operating school hours to a suspected offense reported by someone other than the building principal or local chief school administrator, or where a law enforcement officer observes the occurrence of an offense on school grounds during operating school hours which would justify a warrantless arrest, or where a person subject to arrest retreats onto school grounds during operating school hours, the arresting law enforcement officer shall notify the building principal as soon as it is practical to do so. Where the arrest involves a student enrolled in the school, the building principal shall, wherever feasible, be notified before the student is taken from school grounds.

#### **7.3.2. Minimizing Disruption.**

When effecting any spontaneous arrest on school grounds during operating school hours, every reasonable precaution shall be taken to minimize the disruption of the school environment to the greatest extent possible, consistent with the requirements of public safety.

#### **7.4. Planned Arrests.**

Whenever a planned arrest is to occur on school grounds, the building principal or local chief school administrator shall be advised and consulted before the arrest occurs.

## Article 8. School Safety and Security.

### 8.1. Development of School Safety and Security Plans.

Recent tragic events in the nation's schools highlight the need for developing and maintaining up-to-date school-based safety and security plans for responding to crisis situations involving all-hazards, such as natural, technological, man made, biological and student culture and climate. The school safety and security plans should include procedures for quickly communicating to faculty members that a crisis situation exists, and procedures for minimizing the risk of physical harm to students and faculty by reducing their exposure to all hazards. Just as it is necessary to establish protocols and to conduct periodic "drills" for responding to emergencies that require prompt and orderly evacuation, such as fires (see N.J.S.A. 18A:41-1), so too it is appropriate to develop and rehearse plans and procedures for "locking down" classrooms and buildings to restrict the movement of children and staff and to minimize their exposure to hazardous situations. It is understood and agreed that the parties to this Agreement shall, during the course of the conference convened pursuant to Article 13, discuss issues and concerns regarding school safety and security plans, pursuant to N.J.A.C. 6A:16-5.1 and Article 13.3 of this Agreement.

#### 8.1.1. Critical Incident Planning.

The parties to this Agreement understand that it is important for school officials and local police departments and county prosecutors to work together to adopt and implement policies for dealing with disruptive and potentially catastrophic crisis situations for all hazards, recognizing that it is essential to consider the most appropriate response to these kinds of situations before a crisis develops. The comprehensive school safety and security plans, procedures and mechanisms established by school officials, pursuant to N.J.A.C. 6A:16-5.1 and Article 13 of this Agreement, shall be developed in consultation with law enforcement agencies, emergency management planners, health and social services provider agencies and school and other community resources, as appropriate. Pursuant to N.J.A.C. 6A:16-5.1(b), the plans, procedures and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education (e.g., the Department of Education confidential publication titled *School Safety and Security Manual: Best Practices Guidelines*), and shall be reviewed annually and updated, as appropriate.

Additionally, procedures for school lockdown, active shooter, emergency evacuation, bomb threat, risk and violence assessments, and public information sharing shall be based on the SOPs developed by the School Security Task Force and issued by the Attorney General. The model S.O.P. follows other nationally-recognized standards.

### **8.1.2. Consultation in Development of School Safety and Security Plans (SSSPs).**

It is understood and agreed that, pursuant to Article 13.3 and N.J.A.C. 6A:16-5.1(b), the chief school administrator shall consult with the chief of police and other representatives of law enforcement agencies, emergency management planners, fire officials, local chief school administrator, all school building principals, representatives of health and social services provider agencies and other school staff (e.g., counselors, psychologists, social workers, nurses, security, maintenance, facilities, grounds, school resource officers, food services) and community resources, as appropriate, in the development and maintenance of the school district's plans, procedures and mechanisms for school safety and security to fulfill the requirements of N.J.A.C. 6A:16-5, School Safety and Security.

### **8.1.3. Format and Contents of SSSPs.**

The school safety and security plans, procedures and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education. The parties agree that all school safety and security plans shall include defined communication and decision-making protocols (e.g., Incident Command System) and the minimum requirements for the format and contents of the plans, as determined by the Commissioner of Education and the Domestic Security Preparedness Task force.

### **8.1.4. Annual Review of SSSPs.**

The chief school administrator shall consult with law enforcement agencies, health and social service provider agencies, emergency management planners and school and other community resources, as appropriate, in the review and updating the school district's school safety and security plans, procedures and mechanisms, pursuant to N.J.A.C. 6A:16-5.1. It is understood and agreed that law enforcement officials shall, at a minimum, annually review and, where necessary, provide written comments to the chief school administrator concerning the required school safety and security plans, pursuant to N.J.A.C. 6A:16-5.1. It is understood and agreed that the chief school administrator shall, at a minimum, annually submit a copy of the school district's school safety and security plans or any important revisions to the plans to law enforcement officials as agreed. The chief school administrator agrees to supply law enforcement officials with current copies of blueprints and maps of all schools and school grounds. If at anytime there are changes to the blueprints or maps, the chief school administrator agrees to forward revised copies to law enforcement officials as soon as practicable.

### **8.1.5. School Staff In-service Training on SSSPs.**

School officials shall annually consult with law enforcement personnel regarding the in-service training program required for all district board of education employees, pursuant to N.J.A.C. 6A:16-5.1(d), to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crises, consistent with the school district's plans, procedures and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5, School Safety and Security.

## **8.2. Implementation of Approved School Security Task Force Recommendations.**

The parties agree to work together to implement the approved recommendations of the Governor's School Security Task Force. The parties recognize that joint planning, training and consultation are needed to effectively implement these recommendations. Any Executive Orders or Directives that are issued as a result of these approved recommendations are hereby incorporated into this Agreement.

### **8.2.1. Sharing of Model School Security Policies (MSSP).**

The Model School Security Policies for law enforcement agencies issued pursuant to the Attorney General's Law Enforcement Directive No. 2007-1 on the topics of bomb threats, active shooter response, school lockdowns, school evacuations and public information policies shall serve as templates for the development of local law enforcement policies. Local law enforcement officials shall discuss the policies which they adopt on these topics with school administrators from the school district or districts within their jurisdiction. It is further understood that school administrators shall share their procedures for critical incidents, developed in accordance with the policies issued by the Commissioner of Education, with local law enforcement officials. These procedures shall remain confidential and shall not be shared with the public.

### **8.2.2. Joint Training.**

Law enforcement and school personnel may participate in joint training on law enforcement and education school security policies, as needed. Joint training exercises may include, but are not limited to, natural disasters, bomb threats, lockdown procedures and active shooters.

### 8.3. Gang Threat and Recruiting Information.

Law enforcement and school officials agree to engage in ongoing discussions and training in gang prevention and intervention, as appropriate, regarding gangs that are thought to be active in the area, gang recruiting and signs of gang activity or recruiting. School officials shall inform law enforcement officials of any signs of gang activity or recruiting observed on school grounds.

### 8.4. "Bias" Crimes and "Bias-Related" Acts.

Acts predicated upon prejudices, including race color, ethnicity, national origin, ancestry, religion, gender, sexual orientation, gender identity or expression, mental, physical or sensory disability, or by any other distinguishing characteristic tear at the fabric of our society, pose grave risks to the physical and emotional well being of children, and can quickly lead to retaliation and an escalation of violence both on and off school grounds. In 1993 the Department of Law and Public Safety and the Department of Education developed a sample "Memorandum of Understanding Concerning Suspected Bias Crimes or Bias Incidents Occurring on School Grounds or Involving Students." The sample Memorandum of Understanding, which explains when school officials should report suspected bias crimes or bias-related acts to law enforcement authorities, was signed by local education and law enforcement officials in many jurisdictions.

In January 2011, the Anti-Bullying Bill of Rights Act (N.J.S.A. 18A:37-13 et seq.) was signed into law, amending the previous law adopted in 2002 and amended in 2007 and 2008. Under the new law, the Department of Education was required to aide schools in complying with the statute by revising its model policy and guidance, which is titled *Model Policy and Guidance for Prohibiting Harassment, Intimidation and Bullying on School Property, at School-Sponsored Functions and on School Buses*, and can be found at: <http://www.state.nj.us/njded/parents/bully.htm>. In 2005, the State Board of Education adopted regulations at N.J.A.C. 6A:16-7.1 regarding codes of student conduct. Pursuant to N.J.A.C. 6A:16-7.1(c)7, the code of student conduct must include or be consistent with the board of education's harassment, intimidation and bullying policy.

#### 8.4.1 Reporting of "Bias" Crimes and "Bias-Related" Acts.

The school district agrees to report all suspected "bias" crimes and "bias-related" acts to law enforcement officials. Law enforcement officials will determine whether they have jurisdiction over the matter and the appropriate law enforcement response.

## 8.5. Hazing.

Hazing is a separate offense under N.J.S.A. 2C:40-3. Hazing is a disorderly persons offense when the conduct, other than competitive athletic events, may place another person in danger of bodily injury. When serious bodily injury results, the offense is aggravated hazing, which is a crime of the fourth degree. The consent of the person hazed is not a defense. N.J.S.A. 2C:40-4. Any other criminal conduct under the New Jersey Code of Criminal Justice also may be charged. N.J.S.A. 2C:40-5.

Hazing may be considered to be bullying. While bullying is not a separately defined offense under the New Jersey Code of Criminal Justice, the conduct that constitutes bullying frequently constitutes one or more criminal or disorderly persons offenses. Common bullying offenses include assault, harassment, threats, robbery and sexual offenses

### 8.5.1. Definition.

Hazing is a process, based on tradition that is used by groups to maintain a hierarchy (i.e., a pecking order) within the group. Regardless of consent, the rituals require individuals to engage in activities that are physically and psychologically stressful. These activities can be humiliating, demeaning, intimidating and exhausting, all of which results in physical or emotional discomfort. Hazing is about group dynamics and proving one's worthiness to become a member of a specific group. The newcomer, or victim, is hazed. Once accepted by the group, the victim becomes a bystander and watches others get hazed. Eventually the bystander typically achieves senior status and power, and becomes a perpetrator.

### 8.5.2 Reporting of Hazing.

The school district agrees to report to law enforcement officials any hazing incident that involves a criminal offense. School officials should be aware that hazing which involves the participation of a coach or a teacher may constitute child abuse in some circumstances.

## 8.6 Harassment, Intimidation and Bullying

School harassment, intimidation and bullying (HIB) has a potentially devastating effect, on the individual victims, the offenders and the entire educational community. On January 5, 2011, New Jersey enacted the "Anti Bullying Bill of Rights Act." (P.L.2010, c.122.) This act sets forth standards for preventing, reporting, investigating and responding to incidents of HIB of students on school grounds, at any school-sponsored function, on a school bus and off school grounds. Although the act primarily addresses the obligations of schools and school districts and does not create any new criminal offenses, it is important to provide for the coordination of efforts between law enforcement and schools in HIB cases (see Article 13.6), particularly when



the HIB involves conduct that may constitute a crime or a disorderly persons offense under the New Jersey Code of Criminal Justice.

### **8.6.1 Differing Terminology and Approaches**

It is important to clarify the differing terminology and approaches used by education and law enforcement in order to avoid confusion. First, although harassment, intimidation and bullying (HIB) is defined in the "Anti-Bullying Bill of Rights Act," there is no such definition in the New Jersey Code of Criminal Justice, and there is no criminal offense of "bullying" that can be charged or prosecuted as juvenile delinquency. In order for a law enforcement agency to investigate or prosecute a course of conduct that constitutes "bullying" there must be conduct that violates one or more provisions of the Code of Criminal Justice. Common bullying offenses include assault, harassment, threats, robbery and sexual offenses. However, HIB can exist without conduct that rises to the level of a violation of the Code of Criminal Justice. Furthermore, in investigating HIB under the "Anti-Bullying Bill of Rights Act" schools are not bound by the "beyond a reasonable doubt" standard of proof that is required in criminal or juvenile delinquency proceedings. Law enforcement investigations must focus on determining whether conduct violates one or more sections of the Code of Criminal Justice. School investigations of HIB must determine whether conduct meets the definition of HIB that is set forth in the "Anti-Bullying Bill of Rights Act." (N.J.S.A. 18A:37-14.)

### **8.6.2 Definition of Harassment, Intimidation or Bullying**

The "Anti-Bullying Bill of Rights Act" sets forth the definition to be used by schools:

"Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L.2010, c.122 (C.18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

a. a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;

b. has the effect of insulting or demeaning any student or group of students; or

c. creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student. (N.J.S.A. 18A:37-14.)

### **8.6.3 Consultations Regarding Adoption of Policy**

The "Anti-Bullying Bill of Rights Act" requires each school district to adopt a policy prohibiting harassment, intimidation or bullying on school property, at a school-sponsored function, on a school bus and off school grounds under certain circumstances. (N.J.S.A. 18A:37-15a and 15.3.) The act further requires that the policy be adopted through a process that includes representation of parents or guardians, school employees, volunteers, students, administrators and community representatives. (N.J.S.A. 18A:37-15a.) Upon request by a school district, law enforcement agencies shall make available a representative to participate in this process (see Article 13.6).

### **8.6.4 Information Sharing; Obligation to Report Offenses and Preserve Evidence**

#### **8.6.4.1 Disclosing Reports of Bullying to Schools**

In addition to the obligations to share law enforcement information with schools set forth in Article 5 of this Agreement, the law enforcement agency agrees to notify the principal of the school at which a student is enrolled when a student or a student's parent or guardian reports to the law enforcement agency that a student is the victim of harassment, intimidation or bullying, as defined in the "Anti-Bullying Bill of Rights Act." (N.J.S.A. 18A:37-14; see Article 8.6.2.)

Such reports are permissible pursuant to the authority of N.J.S.A. 2A:4A-60c, where a juvenile who is a student has been charged with an offense, or pursuant to N.J.S.A. 2A:4A-60e, which permits a law enforcement agency to verbally notify the principal of the school at which the juvenile is enrolled where the juvenile is under investigation or has been taken into custody but has not been formally charged with the commission of any act that would constitute an offense if committed by an adult, provided that the information may be useful in maintaining order, safety, or discipline in the school or in planning programs relevant to the juvenile's educational and social development. Such notification also shall be provided when the alleged offending student is an adult. (See Article 5.5 of this Agreement.)

#### **8.6.4.2 Reporting Harassment, Intimidation or Bullying to Law Enforcement**

Since "bullying" is not a criminal offense, there is no obligation on the part of school personnel to report all "bullying" investigations to a law enforcement agency. However, since the conduct that may constitute harassment, intimidation or bullying (HIB) may include an offense under the Code of Criminal Justice, such offenses must be reported to law enforcement when the conduct constitutes offenses that qualify as mandatory referrals under Article 4 of this

Agreement. Other offenses may be reported to law enforcement pursuant to the voluntary referral provisions of Article 4.13 of this Agreement. When making mandated or voluntary reports, school officials agree to indicate any suspicions or evidence that the conduct was bias-related or gang-related.

Victims of HIB also should be informed that they may report an alleged offense to the appropriate law enforcement agency; however, school officials should avoid expressing any opinion to victims as to whether the alleged conduct constitutes an offense under the Code of Criminal Justice. Under no circumstances shall any school employee prevent or discourage the victim of an offense from reporting the offense to a law enforcement agency.

#### **8.6.4.3 Preservation of Evidence; Chain of Custody**

Whenever a school employee seizes a document, an electronic device or other item, which school officials may believe contains evidence of harassment, intimidation or bullying, school employees having custody of the document, electronic device or other item shall take reasonable precautions to prevent its theft, destruction or unlawful use by any person. It is understood and agreed that under no circumstances shall any person alter, destroy or otherwise dispose of any such evidence. Such evidence shall be maintained in a locked and secure location and the handling of such evidence shall be documented in order to provide a record that no one has had an opportunity to tamper with the evidence.

#### **8.6.5 Coordination of Investigations**

It has been the usual practice that when a criminal investigation is being conducted, schools suspend any disciplinary investigations arising out of the same incident in order to avoid hampering the ongoing criminal investigation. However, the "Anti-Bullying Bill of Rights Act" provides mandatory time frames for the completion of school investigations and hearings, and contains no provisions suspending those requirements while a criminal investigation is pending. (N.J.S.A. 18A:37.15.)

In order to accommodate the needs of both school districts and law enforcement agencies, the parties acknowledge that harassment, intimidation or bullying (HIB) investigations must be completed by schools within the statutory 10-school-day time frame. (N.J.S.A. 18A:37-14a.) However, the purposes of school and law enforcement investigations are different, and efforts can and must be coordinated in order to avoid hampering the efforts of either party. Law enforcement investigations focus on whether there has been a violation of the Code of Criminal Justice. School investigations must determine whether HIB has occurred pursuant to the definition contained in the "Anti-Bullying Bill of Rights Act." (N.J.S.A. 18A:37-14.) This definition does not require that a school district establish whether or not the conduct also violates the Code of Criminal Justice.

To better coordinate these investigations, school and law enforcement officials should jointly review these matters as they plan or proceed with their respective investigations. In keeping with these differing obligations, law enforcement agencies may request that schools not interview certain witnesses or not seek to obtain certain evidence in order to avoid interfering with an ongoing criminal investigation. Law enforcement agencies also may request that a victim or witnesses not provide statements to school investigators when such statements may be detrimental to an ongoing criminal investigation. The school shall complete its investigation using the information that is available within the statutory 10-school-day period. In the event that additional information is forthcoming upon the completion of a criminal investigation, the "Anti-Bullying Bill of Rights Act" permits the school anti-bullying specialist to amend the original report of the results of the investigation to reflect the information. (N.J.S.A. 18A:37-14a.) School officials agree to share information from the investigation with law enforcement agencies, as appropriate.

#### **8.6.6. Law Enforcement Testimony at School Student Conduct Hearings; Required Notices to the County Prosecutor.**

The law enforcement agency agrees, upon the request of designated school officials, to make available officer(s) to testify, as appropriate, in any suspension or expulsion hearing before the Board of Education, pursuant to N.J.S.A. 18A:37.1 et seq. or a hearing regarding harassment, intimidation or bullying pursuant to N.J.S.A. 18A:37.15d, or other appropriate school authority as may be necessary to satisfy the due process rights of a student subject to school discipline, provided, however, that it is understood and agreed that any information provided by means of such testimony shall not be made public, but rather shall be kept confidential in accordance with the requirements of N.J.S.A. 2A:4A-60, and further provided that the County Prosecutor's Office shall be given prior notification and a right to preclude the giving of such testimony where the testimony may interfere with or jeopardize any ongoing investigation or prosecution of any person. (See also Article 5.6 of this Agreement.)

For any school hearing pursuant to the "Anti-Bullying Bill of Rights Act," if the principal has been notified by law enforcement officials that juvenile delinquency or criminal charges are pending against one or more of the alleged offenders, the school district shall notify the County Prosecutor of the proposed list of witnesses at least 5 days prior to the hearing.

## Article 9. School Searches.

### 9.1. Searches Conducted Independently by School Officials.

No law enforcement officer shall direct, solicit, encourage or otherwise actively participate in any specific search conducted by a school official unless such search could be lawfully conducted by the law enforcement officer acting on his or her own authority in accordance with the rules and procedures governing law enforcement searches. Nothing in this Agreement shall be construed to preclude a law enforcement officer from taking custody of any item or substance seized by any school employee, pursuant to N.J.A.C. 6A:16-6.2(b)5iv.

### 9.2. Notice to Law Enforcement of Seizure of Contraband.

School officials shall immediately notify law enforcement officers whenever a school employee comes into possession, whether as a result of a search or otherwise, of any substance or item believed to be a controlled dangerous substance, drug paraphernalia, firearm, or non-firearm weapon used or threatened to be used in committing an offense.

### 9.3. Law Enforcement Assumption of Responsibility.

School officials shall permit law enforcement officers upon their arrival to the scene to assume responsibility for conducting any search, in which event the standards governing searches conducted by law enforcement officers shall prospectively apply.

### 9.4. Legal Questions During Conduct of Law Enforcement Search.

Any questions by school officials concerning the legality of any contemplated or ongoing arrest, search or seizure conducted by a law enforcement officer on school grounds should be directed to the (*appropriate county prosecutor*), pursuant to N.J.A.C. 6A:16-6.2(b)5ii, or in the case of an arrest, search or seizure undertaken by a member of the Statewide Narcotics Task Force, to the Assistant Attorney General in charge, pursuant to N.J.A.C. 6A:16-6.2(b)5vii.

### 9.5. Agreement Does Not Constitute a Request to Conduct Searches.

Nothing in this Agreement shall be construed in any way to require any school official to actively participate in any search or seizure conducted or supervised by a law enforcement officer; nor shall this Agreement be construed to direct, solicit or encourage any school official to conduct any search or seizure on behalf of law enforcement, or for the sole purpose of

ultimately turning evidence of a crime over to a law enforcement agency. Rather, it is understood that any search or seizure conducted by school officials shall be based on the school officials' independent authority to conduct reasonable investigations as provided in New Jersey v. T.L.O and pursuant to N.J.A.C. 6A:16-6.2(b)5.

#### **9.6. Search and Seizure Legal Advice to School Officials.**

Any question by a school official concerning the law governing searches conducted by school officials may be addressed to (*the county prosecutor or his designee*). Pursuant to the provisions of Chapter 14.6 of the "*New Jersey School Search Policy Manual*," a school official is encouraged also to seek legal advice from the school district's attorney. The manual can be found at <http://www.state.nj.us/lps/dcj/school>.

#### **9.7. Requests to Use Drug-Detection Canines.**

It is understood and agreed that all inspections of lockers, desks, or other objects or property on school grounds involving the use of law enforcement drug-detection canines shall be conducted in accordance with the policies and procedures established in the New Jersey School Search Policy Manual (1998); shall comply with the "Special Rules and Procedures Governing the Use of Law Enforcement Canines to Conduct Suspicionless Examinations" set forth in Chapter 4.5 F of that manual; and shall conform to N.J.A.C. 6A:16-6.2(b)5vi. No such operation shall be undertaken without the express permission of the county prosecutor or the Director of the Division of Criminal Justice. It is further understood and agreed that the (*designated school official*) shall not invite or approve the use of a privately-owned drug-detection canine without first providing notice of the intention to use any such private service to the (*law enforcement agency*) and the County Prosecutor, and it is further understood and agreed that if any such private drug-detection canine alerts to the presence of a controlled dangerous substance, any substance, paraphernalia, or other evidence of an offense seized by any person pursuant to such alert shall be turned over to (*law enforcement agency*) or the County Prosecutor's Office in accordance with the provisions of Articles 4.1 and 4.4 of this Agreement.

### **Article 10. Interrogations and Interviews.**

No law enforcement officer shall direct, solicit, encourage, attend or otherwise participate in the questioning of any juvenile by school officials unless such questioning could be lawfully conducted by the law enforcement officer acting on his or her own authority in accordance with the rules and procedures governing law enforcement interrogations and interviews. All information obtained by school employees concerning the commission of an offense, whether obtained as a result of the questioning of a student or otherwise, shall be referred to the appropriate law enforcement agency, provided however, that nothing in this Agreement shall be construed to authorize or require a school employee to divulge information or records in violation of the confidentiality requirements of 42 C.F.R. Part 2, or any other applicable state or

federal regulation, law or rule of evidence concerning confidential and privileged communications. The procedures for and responsibilities of staff, with regard to interviews of students suspected of possessing or distributing a controlled dangerous substance, including anabolic steroids, drug paraphernalia or a firearm or other deadly weapon shall be in accordance with N.J.A.C. N.J.A.C. 6A:16-6.1 et seq. and the associated board policies and procedures. Notification of parents in instances of law enforcement interviews involving their children will be made by school staff in accordance with N.J.A.C. 6A:16-6.2(b) and the associated board policies and procedures. It is understood that law enforcement officials need not contact parents to interview a minor student when the student is not the target of an investigation. However, law enforcement officials must contact parents to interview a minor student when the student is a target of an investigation.

### **Article 11. "Tiplines" and Crime Prevention Programs.**

Any "tiplines" that may be established for the reporting of suspicious activity occurring on school grounds, including on school buses or at school-sponsored functions, or within Drug-Free School Zones, or for the reporting of any other crimes or planned or threatened acts of violence, shall be staffed by law enforcement officers, and it is understood that the role of school officials with respect to the operation of such tiplines is limited to publicizing to members of the school community the existence and purpose of these tiplines. The (*school official*) hereby agrees to post notice of any such law enforcement tiplines on bulletin boards and/or other appropriate places to alert students to the existence of this means of reporting suspected or future crimes on an anonymous and confidential basis.

The County Prosecutor's Office and the (*law enforcement agency*) will assist school officials who wish to develop and implement student-oriented crime prevention and awareness programs.

### **Article 12. Law Enforcement Participation in Educational Programs.**

#### **12.1. Law Enforcement's Contribution to Substance Abuse Education and Demand Reduction.**

The parties to this Agreement understand and accept that the only viable, long-term solution to the nation's drug epidemic is to reduce the public's demand for illicit substances, and that education emerges as one of the most promising means available by which to provide a generation of students with information, skills and incentives to resist the temptation to experiment with and use chemical substances. The parties further understand that the contributions of the law enforcement community to the goal of a drug-free New Jersey need not and should not be limited merely to disrupting the supply of illicit drugs; rather the law enforcement community can help to reduce the demand for drugs, not only by holding drug users accountable for their unlawful conduct, but also by actively participating in public awareness and prevention programs and educational initiatives. To this end, a number of programs have been

developed by numerous organizations in which specially trained police officers participate directly in school-based educational programs. These programs are designed to teach students about the nature and dangers of substance abuse, methods to enhance students' self-esteem, and proven techniques and skills for resisting peer pressure to experiment with drugs or engage in other dangerous activities and should support the Core Curriculum Content Standards, pursuant to N.J.A.C. 6A:8-2.

## **12.2. Approval and Supervision of Educational Curricula.**

It is understood and agreed that education officials are at all times ultimately responsible for approving, supervising, monitoring, evaluating and otherwise ensuring the consistent high quality of all educational curricula and instructional programs provided to students, whether the instruction is provided by certified school employees or by specially trained law enforcement officers invited into the schools pursuant to Article 12.1 of this Agreement. It also is understood and agreed that local school officials remain ultimately responsible for making certain that all substance awareness instructional programs are developed and provided in a manner which is consistent with the requirements of N.J.S.A. 18A:40A-1 et seq., N.J.A.C. 6A:16-3, Comprehensive Alcohol, Tobacco and Other Drug Abuse Programs, the New Jersey Department of Education's Core Curriculum Content Standards in Comprehensive Health and Physical Education, pursuant to N.J.A.C. 6A:8, specifically, the indicators under Standards 2.1 (Wellness – health promotion concepts and skills), 2.2 (Integrated Skills – health enhancing personal, interpersonal and life skills), 2.3 (Drugs and Medicines – medicines, alcohol, tobacco, and other drugs and dependency/addiction and treatment), 2.4 (Human Relationships and Sexuality – physical, emotional and social aspects of human relationships and sexuality) and Standard 9.2 (Consumer, Family and Life Skills – addressing significant related areas, such as critical thinking, self-management, interpersonal communication, character development, ethics and safety) and the subjects of conflict management, problem solving, personal responsibility and cooperation under each of these strands, and any and all applicable rules, regulations and policies adopted by the State Board of Education or the Commissioner of Education concerning the development, review, monitoring, approval and implementation of K-12 alcohol, tobacco and other drug prevention education curricula and related courses of instruction.

## **12.3. Procedures for Inviting, Soliciting or Promoting Police Participation in Educational Programs.**

It is understood and agreed that no law enforcement officer shall be permitted to provide a course of instruction to students unless the officer has been invited or requested to provide such course of instruction by the appropriate school official. In order to enhance cooperation between law enforcement and education authorities, it is agreed that all requests by school officials for information concerning the nature and availability of law enforcement instructional programs should be directed to (*designated law enforcement liaison*) with notice of the request provided to the county prosecutor. All requests by a law enforcement agency seeking an invitation to provide



an instructional program, or seeking to demonstrate the desirability of providing such an instructional program, should be directed to (*designated school official*), with notice given to the county prosecutor working in cooperation with the county superintendent of schools, who will be responsible for coordinating all such invitations or requests for invitations to participate in law enforcement instructional programs. The county prosecutor further agrees to serve on an ongoing basis as an information clearinghouse to provide school officials with information concerning the availability and benefits of such law enforcement instructional programs.

## **Article 13. Joint Consultation.**

### **13.1. Consultation and Information Sharing.**

So as to foster and institutionalize the spirit of communication and cooperation underlying this Agreement, (*appropriate school and law enforcement personnel*) agree to participate in ongoing joint consultations. It is understood that the consultations shall include discussions of:

- a. The rules and regulations promulgated by the State Board of Education and codified at N.J.A.C. 6A:16-6, Law Enforcement Operations for Alcohol, Other Drugs, Weapons and Safety and N.J.A.C. 6A:16-5, School Safety and Security, as appropriate;
- b. The Comprehensive Drug Reform Act, focusing especially on those provisions affecting juveniles or that are designed to protect children and to displace drug trafficking activities from areas adjacent to schools;
- c. The United States Supreme Court decision in New Jersey v. T.L.O. and the "*New Jersey School Search Policy Manual*";
- d. Federal and state laws and regulations on the confidentiality of alcohol and drug counseling and treatment;
- e. The warning signs of which school staff members should be aware that indicate a student may be abusing chemical substances or is at risk of committing an act of violence involving firearms or other deadly weapons;
- f. The scope and nature of the problem concerning firearms and other dangerous weapons on school grounds; and
- g. Training needs to support school safety and security and the effective implementation of the Agreement, including the exchange of information regarding the practices of the education and law enforcement agencies, pursuant to N.J.A.C. 6A:16-6.2(b)12.

### **13.2. School Violence Awareness Week.**

School officials shall invite law enforcement officials to join school staff in the student discussions organized to observe School Violence Awareness Week, which occurs the week

beginning with the third Monday in October of each year, pursuant to N.J.S.A. 18A:36-5.1 and N.J.A.C. 6A:16-5.2. Upon invitation and as appropriate to the district's plans, law enforcement officials may assist with the student discussions required during School Violence Awareness Week.

### **13.3. School Safety and Security Consultations.**

School officials shall consult with law enforcement officials, as appropriate, in planning the required school safety and security in-service training program for school staff, pursuant to N.J.A.C. 6A:16-5.1(d) and stipulated in Articles 8.1.5 and 8.2.2. of this agreement. Examples of school safety and security training that could involve law enforcement officials include providing guidance on the approved model policies of the School Security Task Force; reviewing scenarios for school safety and security drills; addressing internet safety, cyber-bullying and gangs; and reviewing the ten key findings reported by the United States Secret Service in the publication titled *Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates*. Law enforcement officials shall identify school safety and security issues and concerns and advise the county prosecutor and chief school administrator, as appropriate.

### **13.4. School Safety and Security Planning.**

It is further understood and agreed that, pursuant to Article 13.3, Article 8 and N.J.A.C. 6A:16-5.1(b), the conferees, including the chief of police and other representatives of law enforcement agencies, emergency management planners, fire officials, local chief school administrator, all school building principals, representatives of health and social services provider agencies and other school staff (e.g., counselors, psychologists, social workers, nurses, security, maintenance, facilities, grounds, school resource officers, food services) and community resources, as appropriate, shall provide consultation to school officials, at a minimum annually, in the development of the school district's plans, procedures and mechanisms for school safety and security to fulfill the requirements of N.J.A.C. 6A:16-5, School Safety and Security. It is understood and agreed that law enforcement officials shall review and, where necessary, provide written comments to the chief school administrator concerning the required school safety and security plans pursuant to N.J.A.C. 6A:16-5.1. It is understood and agreed that the chief school administrator shall annually submit a copy of the school district's school safety and security plan and promptly submit any important revisions to the plan or school grounds to law enforcement officials. The chief school administrator agrees to supply law enforcement officials with current copies of blueprints and maps of all schools and school grounds. If at any time there are changes to the blueprints or maps of any school or school grounds, the chief school administrator shall forward revised copies to law enforcement officials as soon as practicable. It also is understood and agreed that pursuant to Article 13.5 the conferees shall discuss the feasibility and desirability of implementing a Safe Schools Resource Officer program.

### 13.5. Safe Schools Resource Officers.

The Attorney General's Education-Law Enforcement Working Group has developed resource material for a Safe Schools Resource Officer Program, recognizing that the presence of a police officer can be a deterrent in fighting drug use and sales and other forms of criminal behavior in schools. Besides enhancing school safety and security and facilitating the handling of delinquency complaints, the assignment of a safe schools resource officer on a full or part-time basis can help to enhance the working relationship between education and law enforcement officials. Most importantly, a Safe Schools Resource Officer Program provides these specially trained officers an opportunity to interact with children in positive and constructive ways. It is understood and agreed that the parties to this Agreement shall, during the course of the annual conference convened pursuant to Article 16 of this Agreement, discuss the feasibility and desirability of implementing this form of community policing.

### 13.6. Harassment, Intimidation and Bullying Policies.

It also is understood that, pursuant to N.J.A.C. 6A:16-7.9(a)1, the harassment, intimidation and bullying policies required pursuant to N.J.S.A. 18A:37-13 et seq. and N.J.A.C. 6A:16-7.9, shall be developed by school officials in consultation with law enforcement officials, in addition to parents and other community members, including appropriate community-based social and health provider agencies and other school employees. It is agreed that law enforcement officials shall consult with school officials in the development of the policies and the annual review of the policies, the training needs of school employees and the extent and characteristics of harassment, intimidation and bullying behavior in the school buildings of the school district, pursuant to N.J.A.C. 6A:16-7.9(d). It also is understood that the county superintendent of schools shall maintain a current file copy of the harassment, intimidation and bullying policies for review by both education and law enforcement officials, upon request.

## Article 14. Dispute Resolution Procedures.

It is understood and agreed that any dispute or objection to any proposed or ongoing law enforcement operation or activity on school grounds will be consistent with N.J.A.C. 6A:16-6.2(b)14, and shall be directed by the appropriate school official to the chief executive officer of the law enforcement agency involved. Where the chief executive officer of the agency is for any reason unable to satisfactorily resolve the dispute or objection, the matter shall be referred to (*the county prosecutor*), who is hereby authorized to work in conjunction with (*the county superintendent of schools*) and, where appropriate, the Division of Criminal Justice, to take appropriate steps to resolve the matter. Any dispute that cannot be resolved at the county level shall be resolved by the Attorney General whose decision shall be binding.

## Article 15. Maintenance of the Agreement.

### 15.1 Agreement to Remain in Effect.

This Agreement shall remain in full force and effect until such time as it may be modified. Modification of this Agreement shall be effected only with the mutual consent of the (*school district*), the (*county superintendent of schools*), the (*police department*), and the (*county prosecutor*). Pursuant to N.J.A.C. 6A:16-6.2(b)15ii, all revisions shall be only in addition to, and shall not conflict with, the format and content established by the Attorney General and the Commissioner of Education and shall be in addition to and shall not conflict with the policies and procedures established pursuant to N.J.A.C. 6A:16-6. Modifications required by a change in state or federal law, rules or regulations or applicable guidelines or executive directives shall be made on the effective date of such revisions of law, regulations, guidelines or directives. All parties to this Agreement shall notify the other parties immediately regarding any such legal or regulatory changes.

### 15.2 Ongoing Communication.

The parties to this Agreement recognize the value of cooperation and communication with respect to drug, weapons, violence and school security problems as they relate to students and school grounds, and believe that entering into this Agreement will help them to be more effective in managing these problems and in making certain that schools are safe havens for law abiding children, and not convenient marketplaces or resorts for drug dealers and users. It is the intent of the parties to this Agreement to take all steps as may be appropriate and lawful to fulfill the applicable regulations at N.J.A.C. 6A:16, Programs to Support Student Development and the mission of the New Jersey State Board of Education, in collaboration with the New Jersey Department of Education, to establish policy and provide leadership in the development of exceptional learning opportunities for New Jersey's public school students for the purpose of enabling them to obtain a superior education.

### 15.3 Distribution.

Copies of this agreement shall be provided to the County Prosecutor's Office, the County Superintendent of Schools, the Chief School Administrator, the Law Enforcement Chief Executive of the Police Department or State Police Unit, and each Principal in the school district.

**Article 16. Annual Review and Revisions of Agreement.**

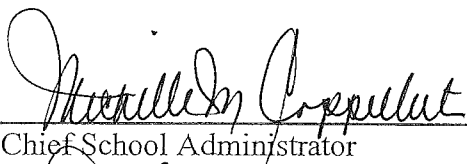
It is understood that (*county prosecutor*), working in conjunction with the (*county superintendent*), pursuant to N.J.A.C. 6A:16-6.2(b)15, shall not less than once each calendar year, organize and conduct a meeting of representatives from the law enforcement and educational communities to discuss the implementation of and compliance with the provisions of this Agreement, pursuant to N.J.A.C. 6A:16-6.2(b)13, throughout the county, to discuss any other matters of mutual concern, and to recommend revisions to this Agreement, insofar as, pursuant to N.J.A.C. 6A:16-6.2(b)15ii, the revisions are in addition to and do not conflict with the format and content established by the Attorney General and the Commissioner of Education and that are in addition to and do not conflict with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.

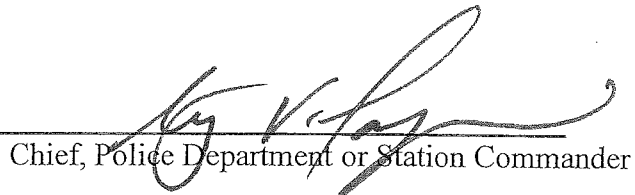
It is understood that every chief of police, school building principal and local chief school administrator shall be invited to attend, along with any other persons or representatives of organization who could contribute to or benefit from the proceedings. Following each conference, the (*county prosecutor*) shall provide a copy of the revised MOA, or the revised section of the MOA, to all participants.

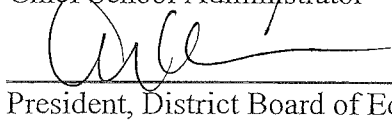
**16.1 Affirmation.**

As an expression of our mutual concern and commitment to students, and to the level of cooperation and understanding described in this Agreement, the undersigned parties do hereby affirm and agree to abide by the standards, procedures, principles and policies set forth in this document.

On this day of 18 Sept. in the Year of 2014

  
\_\_\_\_\_  
Chief School Administrator

  
\_\_\_\_\_  
Chief, Police Department or Station Commander

  
\_\_\_\_\_  
President, District Board of Education

\_\_\_\_\_  
County Superintendent of Schools

\_\_\_\_\_  
County Prosecutor

### <sup>3</sup>ADDENDUM 1 - UNDERCOVER SCHOOL OPERATIONS

#### 1. Requests to Conduct Operations.

a. All requests by school officials to undertake an undercover school operation in a particular school or school district will be directed to the local chief of police or, where appropriate, to the Superintendent of State Police. However, it is understood that the ultimate approval of all undercover school operations can only be granted by (*designated school official*) and (*the county prosecutor*) or, where appropriate, the Attorney General or his designee.

b. A request to undertake an undercover school operation will not be made public by either the requesting school official or the law enforcement agency receiving the request.

c. The county prosecutor or the Attorney General or his designee will make a good faith effort to comply with all reasonable requests to initiate an undercover operation, considering the scope and nature of the substance abuse or weapons-related problem in the school or district and the availability of law enforcement resources.

d. Where the county prosecutor or the Statewide Narcotics Task Force is for any reason unable to comply with a request to undertake an undercover school operation, the county prosecutor or the Attorney General or his designee will promptly notify the requesting school officials.

e. The decision to decline a request to undertake an undercover school operation shall not be made public by either the requesting school officials or the law enforcement agency receiving the request.

f. Nothing herein shall be construed to preclude law enforcement officials from initiating a request to conduct an undercover school operation pursuant to Section 2 of this Addendum.

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<sup>3</sup>The term "undercover school operation," as defined in Article 3.1 of the attached Agreement, means a planned operation undertaken by a law enforcement agency wherein a law enforcement officer(s) is placed in a school community and poses as a member of the school community for the purpose of identifying and eventually apprehending persons engaged in the illegal distribution of controlled dangerous substances or the unlawful use, possession, or distribution of firearms or dangerous weapons.

## 2. Consultation and Cooperation.

a. As a practical matter, a successful undercover school operation cannot take place without the assent and continuing cooperation of the building principal and local chief school administrator and, except as may be expressly provided herein, none shall be attempted without such assent and continuing cooperation. Accordingly, prior to the placement of any undercover officer in a school, the school building principal and the local chief school administrator will be consulted unless there are compelling reasons not to consult with either of these officials. Where the Attorney General determines that compelling reasons exist, an alternative school official or officials will be designated who will be consulted in lieu of the building principal or local chief school administrator prior to the placement of an undercover officer in a school and throughout the course of the operation.

b. In any case where the undercover school operation has not been requested by an appropriate school official, the law enforcement agency proposing the operation will advise the building principal and local chief school administrator of the nature of the proposed operation and will, to the greatest extent possible, explain the reasons why the operation is necessary and appropriate. This explanation should include a description of the extent and nature of the suspected drug trafficking or weapons-related activities occurring within the school environment that would justify the operation. It is understood and agreed that law enforcement officials will not be required or permitted to divulge any information received in confidence, whether from an informant or otherwise, or that would violate the laws or court rules governing the disclosure of juvenile offender information, grand jury information, or information derived from electronic surveillance.

c. It is understood and agreed that undercover school operations should not necessarily be limited to schools falling within any particular region or demographic setting e.g., rural, suburban, urban center, or any particular district factoring group (i.e., a composite measure of socioeconomic status within a geographic area). Rather, subject to the availability of resources, undercover school operations should be proposed and conducted in any district or school where the designated law enforcement and school officials determine that such operations would be beneficial.

d. Information provided by law enforcement to the building principal or local chief school administrator will be kept strictly confidential and will not be divulged by the building principal or local chief school administrator to any other person without the express approval of the county prosecutor or, where appropriate, the Attorney General or his designee.

e. No law enforcement officer will disclose the fact that an undercover school operation has been proposed, requested, or is being or has been considered with respect to any particular school or school district.

f. The building principal and the local chief school administrator will be afforded the opportunity to offer specific concerns regarding the conduct of any proposed undercover school operation, and will also be given the opportunity to make general or specific recommendations as to how to minimize the impact of the proposed operation on the educational environment, existing substance abuse counseling programs, and the relationship between school authorities, the law enforcement community, and the student population. In developing an undercover school operation plan, and throughout the course of the operation, the law enforcement agency conducting the operation will give due consideration to the concerns and recommendations offered by the building principal and local chief school administrator. Furthermore, these school officials will be advised whenever the law enforcement agency conducting the undercover school operation is for any reason unable or unwilling to follow any proposed recommendation. However, it is understood that the law enforcement agency responsible for conducting the undercover operation shall maintain control of the logistics of any operation once begun.

g. The law enforcement agency conducting the undercover school operation will provide to the building principal and local chief school administrator a detailed briefing concerning the logistical and record keeping requirements associated with successfully placing an officer undercover. The building principal and local chief school administrator may contact the designated liaison who will be available on a 24 hour basis to respond to any problems or inquiries.

### **3. Security; Limited Disclosure Agreements; Early Termination.**

a. The building principal and local chief school administrator will be informed as to the identity of any person assigned to an undercover investigation unless there are compelling reasons, as shall be determined by the Attorney General, not to inform either of these officials. The building principal and local chief school administrator, and any other school officials or employees who may be informed as to the identity of the undercover officer, will safeguard the identity of that officer and will not disclose the existence of a contemplated or ongoing undercover school operation to any person.

b. In the event that the building principal, local chief school administrator or any other school official or employee who may have been informed as to the existence of the operation subsequently learns of any information that suggests that the true identity of the undercover officer has been revealed, or that any person has questioned the identity or status of the undercover officer as a bona fide member of the school community, or that the integrity of the operation has been in any other way compromised, such information will be immediately communicated to the law enforcement agency conducting the operation or to the county prosecutor.

c. The school principal and local chief school administrator will be advised whenever an undercover school operation has been suspended or terminated or whenever the undercover officer is permanently removed from the school environment.



#### 4. Use of Undercover Officers as School Employees.

It is understood that no undercover school operation may be conducted that entails the placement of an undercover officer as a certified member of the school community without prior written approval of the Attorney General with notice given to the Commissioner of Education, or in the case of non-public schools, the chief school officer. It is understood that the Attorney General will base his approval upon a finding that 1) other law enforcement methods would not be effective, and 2) there is a reasonable articulable suspicion that adult school employees or other non-student member(s) of the school community are engaged in drug trafficking or unlawful weapons-related activities. In that event, and upon such findings, the underlying purpose of the operation would not be to identify or to apprehend student offenders, but rather to identify and to apprehend suspected adult or non-student offenders. Furthermore, the law enforcement agency involved will develop, in consultation with the building principal and local chief school administrator, those steps that will be taken to minimize the undercover officer's contact with, and impact upon, the student population. It is understood that no undercover officer will be permitted to teach a formal class of instruction without the approval of the Attorney General and local chief school administrator, and that in no event will an undercover officer posing as a non-student member of the school community be permitted to establish or to simulate any confidential, trust or counselor relationship with any student.

#### 5. Limitations on Undercover Officer Conduct.

a. Code of Student Conduct Infractions. It is understood that an undercover officer cannot be expected to pose as a model student. Nonetheless, no undercover officer will engage in any activities that unduly disrupt the educational environment, or that amount to code of student conduct infractions of such a nature and magnitude so as to prevent other students from enjoying the full benefits of that educational environment. An undercover officer will at all times respect the rights of teachers and other students.

b. Confidentiality of Treatment Records. Federal regulations and state policies concerning the confidentiality of treatment and substance abuse counseling program records and information will be strictly safeguarded. No law enforcement activity will be permitted in any way to interfere with, intrude upon, or compromise the integrity of any substance abuse counseling or treatment program.

c. Entrapment. No undercover officer will encourage or counsel any student to purchase or use alcohol or any controlled dangerous substance.

d. Firearms Policy. It is understood that undercover work concerning drug trafficking activities is inherently dangerous. Accordingly, it is understood and agreed that law enforcement will take all measures that are necessary and appropriate to protect the undercover officer, as well as to protect all students with whom the undercover officer may come in contact, and to avoid potentially violent confrontations whenever possible. In general, an undercover

officer will not carry a firearm or otherwise bring onto, or maintain, a firearm on school grounds. An exemption from the general rule prohibiting the carrying or bringing onto school grounds of a firearm will only be granted with the express approval of the officer's immediate superior, unless otherwise specified in the plan approval process for good cause shown. Any firearm brought onto school grounds will ordinarily be contained in a closed and fastened case locked in the trunk of an automobile operated by the undercover officer. It is assumed, moreover, that any exemption from the general weapons carrying policy agreed to herein will only be rarely sought, and approval to carry a firearm onto school grounds will only be granted where alternative means of providing adequate security or support are not feasible.

e. Non-Participation in Treatment. No undercover officer will in any way participate in or attend any drug or alcohol abuse treatment or counseling program. In the event that an undercover officer is referred to, or recommended to participate in, a counseling or treatment program by a teacher or school staff member, the undercover officer will report the circumstances of that referral or recommendation to his superiors and will decline such referral or recommendation.

f. Preservation of Teacher Trust Relationships. No undercover officer will engage in any activity or conversation that would require any teacher or school official to violate or compromise a trust relationship with any student.

g. Romantic Involvement. No undercover officer will encourage or participate in any romantic relationship with any student during the course of an undercover operation.

h. Treatment. No undercover officer will discourage any student from seeking drug or alcohol abuse treatment or counseling, or from reporting his or her own alcohol or substance abuse problem or dependency.

i. Use and Distribution Prohibition. No undercover officer will ingest or inhale (other than passive inhalation) any controlled dangerous substance; nor will any undercover officer be permitted to distribute or dispense any controlled dangerous substance without the express approval of the county prosecutor or, where appropriate, the Attorney General or his designee. Under no circumstances will an undercover officer sell or transfer a firearm on school grounds or to a student without the express prior approval of the county prosecutor, or, where appropriate, the Attorney General or his designee.

## **6. Post-Operation Report.**

It is understood that following the termination of every undercover school operation, the county prosecutor or the Assistant Attorney General in charge of the Statewide Narcotics Task Force will prepare a post-operation report that will be transmitted to the Attorney General. The report will discuss the results and impact of the operation and any logistical or policy problems which were encountered. The report will also include recommendations for improved procedures in dealing with potentially recurring problems. The county prosecutor or the Assistant Attorney General in charge of the Statewide Narcotics Task Force will solicit the comments and recommendations of the building principal and local chief school administrator, and these comments and recommendations will be included in the post-operation report. The contents of a post-operation report will be publicly disclosed, and a copy will be provided to the building principal, the local chief school administrator, the county superintendent and the Commissioner of Education.

## **7. Post-Operation Seminars.**

To maximize the deterrent impact of an undercover school operation, the law enforcement agency conducting the operation will make available officers to participate in seminars which, upon the invitation of appropriate school officials, may be held in the school in which the operation was conducted. The purpose of these seminars will be to discuss with teachers, parents and/or students the nature of the completed operation, the steps taken to minimize the intrusion into the educational environment, and to discuss the substance abuse or weapons-related problem from a law enforcement perspective. It is the agreed upon policy of the parties to the attached Agreement to promote the frank and open discussion of issues concerning the need for such operations, and to solicit opinions and recommendations from teachers, parents, students and members of the community-at-large.

XV-2

**RESOLUTION #85**  
**To Submit Statement of Assurances**  
**New Jersey Quality Single Accountability Continuum**

**Whereas**, the Hamilton Township Board of Education in the County of Atlantic is required to submit annually the Statement of Assurances as required by NJ QSAC for the 2014-2015 school year, and

**Whereas**, N.J.A.C 6A:30-3.2 (f) requires participating school districts to hold a public meeting to approve the submission of the district's Statement of Assurance with respect to this process, and

**Whereas**, the Hamilton Township Board of Education in the County of Atlantic has reviewed the districts Statement of Assurances and hereby approves these documents.

**Now Therefore Be It Resolved**, that the Hamilton Township Board of Education does hereby authorize the Superintendent of Schools to submit the attached Statement of Assurances to the Commissioner of Education on October 15, 2014 in compliance with the provisions of N.J.A.C. 6A:30-3.2 (f)

Date of Board Approval: October 7, 2014

Attest:

\_\_\_\_\_   
Daniel M. Smith  
Board Secretary/School Business Administrator

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**NJSAC Statement of Assurance  
School Year 2014-15**

Type District Name Here					
Instruction and Program		Type "1" for Yes or N/A, or "0" for No	Comments		
1. Reports to the district board of education and the public on the performance of all students on the New Jersey standardized testing system (N.J.A.C. 6A:8-3.1).		<b>1</b>			
2. Communicates district graduation requirements to all high school students, their families, and the community annually (N.J.A.C. 6A:8-5.1).		<b>1</b>	N/A - we are a K-8 District		
3. Implements board-approved new and/or revised curricula that clearly and specifically align with the most recent State Board adopted version of the New Jersey Common Core Curriculum Standards (NJCCCS) and Common Core State Standards (CCSS) and with the timeline for implementation of curriculum for each content standard (N.J.A.C. 6A:3-3.1).					
Content Area and Date Standards were Adopted by State Board of Education	Date by which districts are required to align the curriculum with the NJCCCS or CCSS	Enter the <u>Month and Year</u> (mm/yyyy) of District Board Approval of Curriculum as Aligned to the Current State Board-adopted Standards	Type "1" if all curricula are aligned or type "0" if one or more curricula are <u>not</u> aligned	Comments	
English Language Arts: Common Core State Standards (CCSS) for English Language Arts & Literacy (June 2010) Referred to as Language Arts Literacy in Appendix C of N.J.A.C. 6A:30-3.1(e)	September 2012	08/2012			

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**NJSAC Statement of Assurance  
School Year 2014-15**

Type District Name Here			
Content Area and Date Standards were Adopted by State Board of Education	Date by which districts are required to align the curriculum with the NJCCCS or CCSS	Enter the <u>Month and Year</u> (mm/yyyy) of District Board Approval of Curriculum as Aligned to the Current State Board-adopted Standards	Comments
Math: CCSS (June 2010)	September 2011 (K-2); September 2012 (3-5 & high school); September 2013 (6-8); (prior to 2013, Districts are required to implement the 2008 NJCCS for Mathematics for grades 6-8)	08/2011	
Science: NJCCCS (June 2009)	September 2011	08/2011	
Social Studies: NJCCCS (September 2009)	September 2012	08/2012	

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**NJSAC Statement of Assurance  
School Year 2014-15**

Type District Name Here				
Content Area and Date Standards were Adopted by State Board of Education	Date by which districts are required to align the curriculum with the NJCCCS or CCSS	Enter the <u>Month and Year</u> (mm/yyyy) of District Board Approval of Curriculum as Aligned to the Current State Board-adopted Standards	1	Comments
World Languages: NJCCCS (June 2009)	September 2012	08/2012		
Technology: NJCCCS (June 2009) Referred to as Technology and Career Education in Appendix C of N.J.A.C. 6A:30-3.1(e)	September 2012	08/2012		
21st Century Life and Careers: NJCCCS (June 2009) Referred to as Consumer, Family and Life Skills in Appendix C of N.J.A.C. 6A:30-3.1(e)	September 2012	08/2012		
Content Area and Date Standards were Adopted by State Board of Education	Date by which districts are required to align the curriculum with the NJCCCS or CCSS	Enter the <u>Month and Year</u> (mm/yyyy) of District Board Approval of Curriculum as Aligned to the Current State Board-adopted Standards		Comments

**NJSAC Statement of Assurance  
School Year 2014-15**

Type District Name Here				
Visual and Performing Arts: NJCCCS (June 2009) Referred to as Arts Education in Appendix C of N.J.A.C. 6A:30-3.1(e)	September 2012	08/2012		
Comprehensive Health and Physical Education: NJCCCS (June 2009) Referred to as Health and Physical Education in Appendix C of N.J.A.C. 6A:30-3.1(e)	September 2012	08/2012		

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**NJQSAC Statement of Assurance  
School Year 2014-15**

Type District Name Here		
Instruction and Program	Type "1" for Yes or N/A, or "0" for No	Comments
4. Aligns the approved career and technical education program with the State Plan for Career and Technical Education and evaluates the program annually, including the required safety and health program ( <i>N.J.A.C. 6A:19 et seq.</i> ).	<b>1</b>	
5. Has a preschool program plan approved by NJDOE, Division of Early Childhood Education, as per <i>N.J.A.C. 6A:13A-3.1</i> (if <b>district receives State preschool education aid</b> ). For those school districts receiving full State funding under the School Funding Reform Act (SFRA) funded per pupil amount determined by the formula established in P.L. 2007, c. 260, the preschool Self-Assessment Validation System is complete, as per <i>N.J.A.C. 6A:13A-8.1</i> .	<b>1</b>	
<b>Instruction &amp; Program Subtotal</b>	<b>5</b>	
Fiscal Management		
Fiscal Management	Type "1" for Yes or N/A, or "0" for No	Comments
The district:		
1. Follows a budget calendar that was developed and shared with the board annually and that reflects all applicable legal and management requirements	<b>1</b>	
2. Bases the tuition estimate on an analysis of prior year expenditures and the current year schedule of out-of-district placements from existing contracts. If there were no out-of-district placements, this indicator should be checked N/A.	<b>1</b>	

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Type District Name Here		
Fiscal Management	Type "1" for Yes or N/A, or "0" for No	Comments
3. Bases appropriations for capital projects on the district's Long Range Facilities Plan (N.J.A.C. 6A:26-2.1) and the comprehensive maintenance plan (N.J.A.C. 6A:26-20).	<b>1</b>	
4. Supports other budget lines by a trend analysis of historical expenditures.	<b>1</b>	
5. Includes only line-item transfers or appropriations of surplus for new programs and initiatives contained in the original budget certified for taxes (excluding transfers for health and safety related items and awards of additional state aid or grants for new purposes.	<b>1</b>	
6. Submits initial applications, revisions and final reports for all entitlement and discretionary grants in a timely manner.	<b>1</b>	
7. Maintains separate accounts and keeps records, by grant (IDEA, Title I, IDEA-ARRA, Education Jobs Funds, etc.) and location as required (Title I, etc.), and/or consolidates accounts for approved school-wide programs as allowed in accordance with the approved budget.	<b>1</b>	
8. Expends federal funds consistent with the approved indirect cost rate.	<b>1</b>	
9. At a minimum, performs a semi-monthly review of the budget status (budget to actual) to ensure that sufficient appropriations are available.	<b>1</b>	
10. Approves purchase orders approved only by 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.	<b>1</b>	
<b>Fiscal Management Subtotal</b>	<b>10</b>	

**NJQSAC Statement of Assurance  
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Type District Name Here		
<b>Governance</b>	<b>Type "1" for Yes or N/A, or "0" for No</b>	<b>Comments</b>
The district:		
1. Establishes policies and procedures for the provision of educational programs and services to all students (N.J.A.C. 6A:7 et.seq).	<b>1</b>	
2. Establishes a nepotism policy (N.J.A.C. 6A:23A-6.2)	<b>1</b>	
3. Follows all requirements for the annual organization meeting (N.J.S.A. 18A:10-3 et seq. and 15-1 et seq.).	<b>1</b>	
4. Drafts minutes of all meetings, including executive sessions, that reflect all board actions and makes the minutes publicly available within two weeks or by the next board meeting (N.J.S.A. 18A:17-7). When appropriate, the board obtains public input and provides information to district staff as it relates to community expectations. The board also implements the Open Public Records Act (OPRA) pursuant to N.J.S.A. 47:1A-1 et seq.).	<b>1</b>	
5. Requires each board member and administrator to file a timely and properly completed financial and personal/relative disclosure statement each year (N.J.S.A. 18A:12-26). Annually discusses the School Ethics Act and has not been found in violation of the School Ethics Act (N.J.S.A. 18A:12-22).	<b>1</b>	
6. Establishes a travel and related expense reimbursement policy and ensures school board members and all employees operate in accordance with that policy (N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7).	<b>1</b>	
7. Submits new, renegotiated, amended, altered or extended contracts for superintendents, deputy superintendents, assistant superintendents and school business administrators to the Executive County Superintendent (ECS) for review and approval. Takes no formal action to approve or implement such contracts prior to ECS review and approval (N.J.S.A. 18A:7-8, N.J.A.C. 6A:23A-3.1).	<b>1</b>	

**NJQSAC Statement of Assurance  
School Year 2014-15**

Type District Name Here		
<b>Governance</b>	<b>Type "1" for Yes or N/A, or "0" for No</b>	<b>Comments</b>
8. Approves appointments and transfers, and removes or renews certificated and non-certificated officers and employees only by a roll call majority vote of the full membership of the board upon the recommendation of the Chief School Administrator and acts within 60 days of the CSA's recommendation ( <i>N.J.S.A. 18A:27-4.1</i> ).	<b>1</b>	
9. Approves the monthly board secretary's and treasurer's reports within 60 days of month's end and certifies in the minutes that the major funds (general fund, special revenue and capital projects fund) have not been over-expended ( <i>N.J.A.C. 6A:23A-16.10</i> ).	<b>1</b>	
10. Conducts a public hearing on the proposed budget and formally adopts the budget at a public meeting ( <i>N.J.A.C. 18A:22-7 et seq. and N.J.A.C. 23A:8-1</i> ).	<b>1</b>	
<b>Governance Subtotal</b>	<b>10</b>	
<b>Personnel</b>	<b>Type "1" for Yes or N/A, or "0" for No</b>	<b>Comments</b>
The district:		
1. Utilizes board-approved job descriptions and standards for appointment of each teaching staff member, substitute teacher and other staff including paraprofessional positions. Ensures that all staff are appropriately certified and credentialed for their assignment ( <i>N.J.A.C. 6A:32-4 and N.J.A.C. 6A:9-6.5</i> ).	<b>1</b>	
2. Confirms that new employees have a successful criminal history record check within three months of employment and that they have not been disqualified for employment ( <i>N.J.S.A. 18A:6-7.1 et. seq., 18A:39-19.1 and 18A:6-4.13 et. seq.</i> ).	<b>1</b>	

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School Year 2014-15**

Type District Name Here		
Personnel	Type "1" for Yes or N/A, or "0" for No	Comments
3. Adopts written policies and procedures for the physical examination of new and existing employees and maintains personnel health records in a secure separate location from personnel files ( <i>N.J.A.C. 6A:32-6.2 and 6.3</i> ).	<b>1</b>	
4. Adopts policies and procedures for the annual evaluation of all tenured and non-tenured teaching staff members by appropriately certified personnel. Distributes the policies to all tenured teaching staff members, including administrators and supervisor, by October 1 ( <i>N.J.A.C. 6A:10</i> ).	<b>1</b>	
5. Uses multiple data sources, (e.g., test scores, needs assessments, attendance data, violence reports) to address current and projected needs and priorities for all school/district staff when providing professional development opportunities. Uses the data sources to analyze the alignment of the district's Professional Development Plan with teaching staff needs ( <i>N.J.A.C. 6A:9-15 et.seq.</i> ).	<b>1</b>	
<b>Personnel Subtotal</b>	<b>5</b>	
Operations	Type "1" for Yes or N/A, or "0" for No	Comments
The district:		
1. Conducts all required trainings for school district employees ( <i>N.J.S.A. 18A and N.J.A.C. 6A</i> ).	<b>1</b>	
2. Submits all required NJSMART files by the due dates and has an error rate of less than 2% for each file.	<b>1</b>	
3. Adopts and distributes to all school staff, students and parents a code of student conduct that contains all required elements ( <i>N.J.A.C. 6A:16-7.1</i> ).	<b>1</b>	

**NJQSAC Statement of Assurance  
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Type District Name Here		
Operations	Type "1" for Yes or N/A, or "0" for No	Comments
4. Collects and reports annually, incidents of violence, vandalism, substance abuse and disruptive behavior to the NJDOE on the Electronic Violence and Vandalism Reporting System (EVVRS). Reports to the board all incidents from the previous year, annually at a public hearing. Analyzes these incidents and identifies activities to address them ( <i>N.J.A.C. 6A:16-5.3</i> ).	1	
5. Develops and implements policies and procedures prohibiting harassment, intimidation and bullying (HIB); distributes them to students, parents and staff; and posts the policies and procedures on the district's website ( <i>N.J.S.A. 18A:37-14-18 and N.J.A.C. 6A:16-7.7</i> ).	1	
6. Satisfies all requirements of the Gun-Free Schools Act, 20 USC 7151 and the Title IV Section 4141 of NCLB ( <i>N.J.S.A. 18A:37-7-12 and N.J.A.C. 6A:16-5.5</i> ).	1	
7. Provides for the safety and protection of students through the annual review, development and implementation of a memorandum of agreement (MOA) with law enforcement and implementation of board-approved policies to facilitate cooperation between school staff and law enforcement ( <i>N.J.A.C. 6A:16-6.2</i> ).	1	
8. Implements procedures to review and resolve transportation incidents to avoid safety violations and ensures the safety of children including but not limited to meeting Motor Vehicle Commission requirements for bus driver inspections before loading and after drop-off and evacuation drills ( <i>N.J.A.C. 6A:27-11 and 12.1(g)</i> ).	1	

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**NJQSAC Statement of Assurance  
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Type District Name Here		
Operations	Type "1" for Yes or N/A, or "0" for No	Comments
9. Adopts and implements policies and procedures designed to report missing and abused children to law enforcement and child welfare authorities. Appoints and school district liaison and provides training to district employees, volunteers and interns working in the school district ( <i>N.J.A.C. 6A:16-11</i> ).	<b>1</b>	
10. Provides school health services, screenings and examinations to identify the need for medical services for public and nonpublic students. Maintains student health records ( <i>N.J.A.C. 6A:16-2.1 et seq.</i> ).	<b>1</b>	
11. Implements the NJDOE-approved school health nursing services plan ( <i>N.J.A.C. 6A:16-2.1(b)</i> ).	<b>1</b>	
12. Implements a board-approved comprehensive guidance and academic counseling program for all students ( <i>N.J.A.C. 6A:8-3.2</i> ).	<b>1</b>	
13. Coordinates a comprehensive career education and counseling program with transition services for students with disabilities beginning at age 14 or younger as determined by the Individualized Education Program team ( <i>N.J.A.C. 6A:14-3.7(e)11-13</i> ).	<b>1</b>	
14. Ensures that each school building has a multidisciplinary team (such as Intervention and Referral Services Team, Pupil Assistance Team and School Resource Committee), as part of its coordinated system for the planning and delivery of intervention and referral services ( <i>N.J.A.C. 6A:16-8</i> ).	<b>1</b>	
15. Provides educational services, either in school or out of school, within five days of the student's removal for disciplinary reasons or absence due to chronic or temporary illness ( <i>N.J.A.C. 6A:16-7.2; 7.3 and 10</i> ). If the district is a County Special Services School District, it develops and implements procedures for notifying resident district of disciplinary removals or absences due to chronic or temporary illness.	<b>1</b>	

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Type District Name Here		
Operations	Type "1" for Yes or N/A, or "0" for No	Comments
16. Forwards all student records, including disciplinary records, to the school district to which the student has transferred within 10 school days after the transfer has been verified by the requesting school district. Forwards disciplinary records, with respect to suspensions and expulsions, to nonpublic schools ( <i>N.J.A.C. 6A:32-7.5(f)10iii and 6A:16-7.10</i> ).	<b>1</b>	
17. Provides services and programs to nonpublic school students in accordance with Chapter 192 Auxiliary Services ( <i>N.J.S.A. 18A:46A-1 et seq. and N.J.A.C. 6A:14-6.1 et seq</i> ) and Chapter 193 Remedial Services for the Handicapped ( <i>N.J.S.A. 18A:46-19.1 et seq and N.J.A.C. 6A:14-6.1 et seq</i> ).	<b>1</b>	
18. Disseminates information about and implements a comprehensive alcohol, tobacco and other drug abuse program. Adopts and disseminates to all school staff, students and parents 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 ( <i>N.J.S.A. 18A:40A-B et seq and N.J.A.C. 6A:16-1.4(a)18; 6A:16-3 and 6A:16-4</i> ).	<b>1</b>	
19. Annually reviews, revises or develops, and implements safety and security plans, procedures and mechanisms in consultation with law enforcement, health, social service and emergency management agencies and other community members, including parents ( <i>N.J.A.C. 6A:16-5.1 et seq</i> ).	<b>1</b>	
20. Implements the NJDOE-approved Comprehensive Equity Plan (CEP) designed to eliminate discrimination according to race, age, creed, color, national original, ancestry, marital status, affectional or sexual orientation, gender, religion, disability, socioeconomic status, pregnancy or parenthood ( <i>N.J.A.C. 6A:7-1.4</i> ).	<b>1</b>	
<b>Operations Subtotal</b>	<b>20</b>	

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