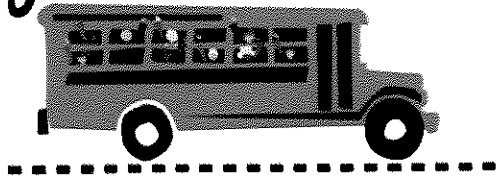


Goodbye Summer!



# **Hamilton Township Board of Education**

## **Agenda for Regular Meeting**

**August 28, 2017**

Visit our District Website to receive Agenda e-mails at:

<https://goo.gl/OuUCkv>

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

**Agenda for Regular Meeting**

**August 28, 2017**

**Location: Davies School Library**

**Time: 6:00 p.m. (Executive Session) 7:00 p.m. (Regular Session)**

- I. Call to Order – Anne-Marie Fala, Business Administrator Page**
- II. Roll Call**
- III. 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**
- 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 \_\_\_\_\_ minutes.**

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

- IV. Flag Salute**

**V. 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, the Atlantic County Record, The Current of Mays Landing and notices posted at the Township Clerk's 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.

There are two opportunities to address the members of the Board. The Board values and welcomes comments and opinions from residents as long as remarks are not personal or discourteous. The public comment portion of the meeting allows the Board to listen to community members and to hear their opinions on school policy and operations.

The first public portion is reserved for persons wishing to speak about agenda items only. The second opportunity, following the action items, is when residents may address the Board on any school-related issue. Each speaker is asked to limit their comments to three minutes and you are not permitted to yield your time to another. The public comments portion of the meeting, during both sessions, will not exceed 30 minutes. Upon being recognized, persons wishing to speak should stand and identify themselves by name and address.

**VI. Moment of silence for private reflection**

**VII. Approval of Minutes**

<b>Action</b>	<b>1. Motion to approve the regular and executive session minutes of the meeting of July 24, 2017 (attachment Minutes-1).</b>	<b>23</b>
	Motion _____ Second _____ Vote _____	
<b>Action</b>	<b>2. Motion to approve the regular and executive session minutes of the meeting of August 7, 2017 (attachment Minutes-2).</b>	<b>43</b>
	Motion _____ Second _____ Vote _____	

**VIII. Correspondence**

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

**X. Board Member Comments**

**XI. Superintendent/Staff Reports**

**A. Information Items**

**1. Dates to Remember**

- September 4, 2017 – Labor Day – Schools Closed
- September 5-6, 2017 – Staff Report - PD
- September 7-8, 2017 – First Day for Students including *full* day Pre-K (early dismissal district wide)
- September 8, 2017 – First Day for all *half-day* Pre-K Students at Hess (early dismissal)
- Board Meeting – September 26, 2017 – 6:00 p.m. (Executive Session) – 7:00 p.m. (Regular Session)

**B. Student Orientation/Open House:**

**Pre-K:**

- Pre-K Full-Day – September 5, 2017 – 10:00-11:00 a.m.
- Hess AM Pre-K – September 7, 2017 – 10:00-11:00 a.m.
- Hess PM Pre-K – September 7, 2017 – 11:30-12:30 a.m.

**Kindergarten:**

- September 6, 2017 – 9:30-11:00 a.m.

**C. *Presentation:***

54

**School Self-Assessment for Determining Grades under the  
Anti-Bullying Bill of Rights Act Statement of Assurances  
(attachment III-C)**

*Given by:* Russell Clark, HIB Coordinator

**D. *Presentation:***

**Pre-School Expansion Grant and Food Pantry**

*Given by:* Colleen Bretones, Supervisor, Early Childhood  
Education and Laurie Derringer, Master Teacher

**E. Review of Referendum Project List**

**F. AtlantiCare Sustainable Jersey for Schools Health and Wellness Grants – William Davies Middle School:**

- **\$3,985.00 – Implementation for Healthy Food Choices and Programs to Promote Physical Activity**
- **\$4,000.00 – Implementation for Innovative Project-School Climate and Culture**

**XII. Committees and Recommendations**

**A. Instruction Committee (Curriculum and Policy):  
Chairperson: Mrs. Melton**

**Action**

- 1. Motion to approve Nicholas Gabriel as the Shaner School Literacy & Social Studies/Science Coordinator for the 2017-2018 school year.**  
Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

**Action**

- 2. Motion to approve staff members to participate in Professional Development Workshops during the summer of 2017 (not to exceed 12 hours each) and to be paid at the hourly rate of \$24.51 as indicated in the 2016-2020 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through local funds (attachment Instruction-2).**  
Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

**64**

**Action**

- 3. Motion to approve Aseelah Davis, Janel Nicoletti, Gina Kurcharski, Priti Garg, Lorean Malcun, Denise Haithcock-Washington, Samira Broshard, Cheri Spargan and Ashley Pfaff to participate in Professional Development (NCI Training) on August 29th and 30th (not to exceed 8 hours each) and to be paid at the hourly rate as indicated in the 2016-2020 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through local funds.**  
Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

Action

4. Motion to approve Cynthia Castillo, Kim Biasini, Michelle Mick and Anette Palmeri for their participation in a Professional Development Workshop relative to the GNJK (Grow New Jersey Kids) rating process on that took place on 8/16/17 (not to exceed 4 hours each) and for payment to be at the hourly rate as indicated in the 2016-2020 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through the Preschool Expansion Grant.

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

Action

5. Motion to approve payment to Faye Fuller, Marla Kanevsky and Vivian Ragan for their participation in a Professional Development Workshop that took place on August 18th (not to exceed 4 hours each) and for payment to be at the hourly rate as indicated in the 2016-2020 Agreement between the Hamilton Township Board of Education and Hamilton Township Education Association. This is funded through local funds.

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

Action

6. Motion to approve payment to Josh Akers & Michelle Magliaro for their participation in a Link-It Professional Development Workshop that took place on August 2, 2017 (not to exceed 3 hours each) and to be paid at the hourly rate of \$24.51 as indicated in the 2016-2020 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through local funds.

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

Action

7. Motion to approve Tammy Welsey and Nicholas Gabriel to provide Professional Development relative to the Readers & Writers Workshop (R&RW) on 8/31/17 (not to exceed 5 hours) and to be paid at the hourly rate of \$26.00 an hour as indicated in the 2016-2020 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association.

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

- |        |  |    |
|--------|--|----|
| Action | <p>8. <b>Motion to approve a Master Professional Practice Services Agreement with John Hopkins University Center for Talented Youth (CTY) (attachment Instruction-8).</b></p> <p>Motion_____Second_____Vote_____</p>   | 65 |
| Action | <p>9. <b>Motion to approve local and grant funded extra-curricular activities and staff stipends for the 2017-2018 school year (see attachment).</b></p> <p>Motion_____Second_____Vote_____</p>  | 76 |
| Action | <p>10. <b>Motion to approve an additional 6 hours each for the following staff members to make home visits, as per the Preschool Expansion Grant requirements during the Summer of 2017 (not to exceed 6 hours each) and to be paid the Curriculum Development rate of \$39.00/hour:</b></p> <p style="margin-left: 40px;">Laurie Derringer<br/>Ann Bucknam<br/>Natalie James<br/>Jennifer Christiano<br/>Andrea Russomanno</p> <p>Motion_____Second_____Vote_____</p> |    |
| Action | <p>11. <b>Motion to approve Policy #0000.01 – Instruction on second reading with revisions (attachment Instruction-11 – new suggested changes are <u>typed or handwritten and underlined</u>).</b></p> <p style="margin-left: 40px;">Approved for First Reading on May 23, 2017</p> <p>Motion_____Second_____Vote_____</p>   | 77 |
| Action | <p>12. <b>Motion to approve Policy #0000.02 – Instruction on second reading.</b></p> <p style="margin-left: 40px;">Approved for First Reading on May 23, 2017</p> <p>Motion_____Second_____Vote_____</p>   |    |

- Action**                      13. **Motion to approve Policy #0000.03 – Instruction on second reading.**
- Approved for First Reading on May 23, 2017**
- Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_
- 
- Action**                      14. **Motion to abolish Policy #2320 – Independent Study Programs on second reading.**
- Approved for First Reading on May 23, 2017**
- Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_
- 
- Action**                      15. **Motion to approve Policy #2415.06 – Unsafe School Choice Option on second reading with revisions (attachment Instruction-15 – new suggested changes are typed or handwritten and underlined).**                      82
- Approved for First Reading on May 23, 2017**
- Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_
- 
- Action**                      16. **Motion to approve Policy #2464 – Gifted and Talented Students on second reading.**
- Approved for First Reading on May 23, 2017**
- Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_
- 
- Action**                      17. **Motion to approve Policy #2622 – Student Assessment on second reading.**
- Approved for First Reading on May 23, 2017**
- Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_
- 
- Action**                      18. **Motion to approve Policy and Regulation #3160 – Physical Examination – Teaching Staff Members on second reading with revisions (attachment Instruction-18 – new suggested changes are typed or handwritten and underlined).**                      99
- Approved for First Reading on May 23, 2017**
- Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_



**Action**

19. **Motion to approve Policy and Regulation #4160 – Physical Examination – Support Staff Members on second reading with revisions (attachment Instruction-19 – new suggested changes are typed or handwritten and underlined).**

114

**Approved for First Reading on May 23, 2017**

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

**Action**

20. **Motion to approve Policy and Regulation #5116 – Education of Homeless Children on second reading.**

**Approved for First Reading on May 23, 2017**

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

**Action**

21. **Motion to approve Policy #7446 – School Security Program on second reading.**

**Approved for First Reading on May 23, 2017**

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

**Action**

22. **Motion to approve Policy #8350 – Records Retention on second reading.**

**Approved for First Reading on May 23, 2017**

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

**Action**

23. **Motion to approve Policy #3216 – Dress and Grooming on second reading.**

**Approved for First Reading on May 23, 2017**

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

- |  |   |     |
|--|---|-----|
| Action                                       | <p>24. Motion to approve Policy #5600 – Pupil Discipline/Code of Conduct on second reading (attachment –Instruction – 24 – new suggested changes are <u>typed or handwritten and underlined</u>).</p> <p>Approved for First Reading on July 24, 2017</p> <p>Motion_____Second_____Vote_____</p>                           | 129 |
| Action                                       | <p>25. Motion to approve Regulation #5561 – Use of Physical Restraint on second reading (attachment Instruction – 25 - new suggested changes are <u>typed or handwritten and underlined</u>).</p> <p>Approved for First Reading on July 24, 2017</p> <p>Motion_____Second_____Vote_____</p>                               | 134 |
| Action                                       | <p>26. Motion to approve Policy #3281 – Inappropriate Staff Conduct Teaching Staff on first reading (attachment Instruction – 26 – new suggested changes are <u>typed or handwritten and underlined</u>).</p> <p>Motion_____Second_____Vote_____</p>  | 138 |
| Action                                       | <p>27. Motion to approve Policy #4281 – Inappropriate Staff Conduct Support Staff –on first reading (attachment Instruction – 27 – new suggested changes are <u>typed or handwritten and underlined</u>).</p> <p>Motion_____Second_____Vote_____</p>  | 141 |
| Action                                       | <p>28. Motion to approve the 2017-2018 District Calendar (attachment Instruction-28).</p> <p>Motion_____Second_____Vote_____</p>  | 144 |
| B. Finance Committee - Chairperson: Mr. Haye |   |     |
| Action                                       | <p>1. Motion to approve the Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of June, 2017. The Report of Receipts and Expenditures and the Secretary’s Report are in agreement for the month of June, 2017. (attachment Finance-1).</p> <p>Motion_____Second_____Vote_____</p> | 145 |

Action	2. Board Secretary's Report for the period ending June 30, 2017. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Hamilton Township Board of Education certifies that as of June 30, 2017., 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).	160
FYI	3. Interest Income for the month of June, 2017 (attachment Finance-3)	191
FYI	4. Receipts for the month of June, 2017 (attachment Finance-4)	192
FYI	5. Refunds for the month of June, 2017 (attachment Finance-5)	200
FYI	6. Capital Reserve Interest for the month of June, 2017 (attachment Finance-6)	203
FYI	7. Rental Income for the month of June, 2017 (attachment Finance-7)	204
FYI	8. Miscellaneous Revenue for the month of June, 2017 (attachment Finance-8)	205
FYI	9. The monthly Budget Summary Report for June, 2017, has been filed by the Board Secretary with the Hamilton Township Board of Education (attachment Finance-9).	206
Action	10. Motion to approve budget transfers as follows (attachment Finance 10):  \$1,330.00 for July, 2017 \$216,000.00 for August, 2017  Motion_____Second_____Vote_____	233

- Action** 11. Motion to accept 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.  
 Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_
- FYI** 12. Purchase orders issued for services, supplies and equipment as follows (attachment Finance 12):  
 2016-2017 in the amount of \$256,429.06  
 2017-2018 in the amount of \$2,053,720.95  
 Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_
- Action** 13. Motion to approve the following bills and payroll in the total amount of \$2,696,212.73 (attachment Finance-13): 245
- | <u>Fund</u> | <u>Title</u>            | <u>Amount</u> |
|-------------|-------------------------|---------------|
| 10          | General Fund            | \$14,297.00   |
| 10          | General Fund/Payroll    | 52,211.19     |
| 11          | Current Expense         | 1,816,377.67  |
| 11          | Current Expense/Payroll | 435,903.47    |
| 20          | Special Revenue         | 255,672.55    |
| 20          | Special Revenue/Payroll | 12,018.92     |
| 40          | Debt Service            | 57,261.25     |
| 50          | Kid's Corner            | 5,688.63      |
| 50          | Community Education     | 6,746.06      |
| 50          | Camp Blue Star          | 40,035.99     |
- Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_
- Action** 14. Motion to approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2017-2018 school year (attachment Finance-14). 296  
 Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_
- Action** 15. Motion to approve the proposed 2017-2018 breakfast and lunch prices:
- |        |           |        |
|--------|-----------|--------|
| Shaner | Full Paid | \$2.75 |
|        | Reduced   | .40¢   |

Hess            Full Paid            \$2.75  
                  Reduced            .40¢

Davies        Full Paid            \$3.00  
                  Reduced            .40¢

Breakfast at Davies School will be \$2.50 full, Shaner and Hess Schools will be \$2.25 full and reduced for all schools is .30¢.

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

Action

16. Motion to approve to discard the following textbooks that are no longer of use to the district as follows:

Basic Math – Second Edition Copyright 1994  
The Pacemaker Curriculum  
ISBN#-08224-6898-0  
Globe Fearon Educational Publisher

8 Hard Textbooks – Not labeled Teacher’s Edition

Workbooks – 24  
ISBN# 0-8224-6998-7

Pre-Algebra – Copyright 1997  
The Pacemaker Curriculum  
ISBN#0-8359-3453-5  
Globe Fecron Educational Publisher  
A Division of Simon & Schuster

9 Hard Textbooks

22 Workbooks  
ISBN#0-8359-3454-3

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

Action

17. Motion to approve an Agreement with the NJ Commission for the Blind and Visually Impaired for 5 (five) students for the 2017-2018 school year at a cost of \$1,900.00/each for a total of \$9,500.00.

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

- Action**                    18. Motion to approve two Tuition Contracts between the Hamilton Township Board of Education (sending District) and Y.A.L.E. School Atlantic, Inc. (receiving district) for two students for the 2017-2018 school year for 210 days at \$296.91/per diem for a total cost of \$62,351.10/each.  
 Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_
- Action**                    19. Motion to approve a Tuition Contract between the Hamilton Township Board of Education (sending district) and Y.A.L.E. School East (receiving district) for 1 (one) student for the 2017-2018 school year for 210 days at \$311.66/per diem for a total cost of \$65,448.60.  
 Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_
- Action**                    20. Motion to approve the Atlantic County Special Services School District (ACSSSD) Extended School Year Contract for twelve (12) students at a cost of \$110.00/per diem, per student for 20 days, for a total cost of \$26,400.00.  
 Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_
- Action**                    21. Motion to approve an Agreement between the Hamilton Township Board of Education and Starlight Homecare Agency, Inc. d/b/a Star Pediatric Home Care Agency to provide nursing services to the District at a cost of \$55.00/hour for RN services and \$45.00/hour for LPN services for the period September 1, 2017 through June 30, 2018 (attachment Finance-21).                    297  
 Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_
- Action**                    22. Motion to approve an Agreement between the Hamilton Township School District and Bayada Home Health Care, Inc., to provide in school basic nursing services for the 2017-2018 school year beginning September 1, 2017 through June 30, 2018 at a cost of \$55.00/hour for RN services (attachment Finance-22).                    299  
 Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_
- Action**                    23. Motion to accept the Federal FY2018 (School Year 2017-2018) Elementary and Secondary Education Act (ESEA) Grant Funds as follows:

<u>Title</u>	<u>Title Description</u>	<u>FYI 18 Total (includes NP)</u>
Title I	Basic Skills	\$542,377
Title IIA	Highly Qualified Teachers Professional Development Class Size Reduction	99,307
Title III	English Language Learners	15,966
Title III – Immigrant	Immigrant Language Learners	1,964
Title IV	Student Support and Academic Enrichment Program	10,000.00
		\$669,614
Motion_____	Second_____	Vote_____

Action 24. Motion to approve Resolution #120 to Transfer Funds from Maintenance Reserve (attachment Finance-24). 303  
 Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

Action 25. Motion to approve the Submission of the FY 2018 (School Year 2017-2018) Elementary and Secondary Education Act (ESEA) Grant Application (attachment Finance-25). 304  
 Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

Action 26. Motion to accept the following AtlantiCare Sustainable Jersey for Schools Health and Wellness Grants funds for the Davies school:  
 • \$3,985.00 – Implementation for Healthy Food Choices and Programs to Promote Physical Activity  
 • \$4,000.00 – Implementation for Innovative Project-School Climate and Culture  
 Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

C. Administration Committee (Personnel and Discipline):  
 Chairperson: Mrs. Hassa  
 All personnel actions are being taken by the recommendation of the Superintendent.

- |               |  |            |
|---------------|--|------------|
| <b>Action</b> | <p><b>1. Motion to approve district substitutes for the 2017-2018 school year (attachment Administration -1).</b><br/> <b>Motion_____Second_____Vote_____</b></p>  | <b>313</b> |
| <b>Action</b> | <p><b>2. Motion to approve the Student Support Coordinator Job Description (attachment Administration-2).</b><br/> <b>Motion_____Second_____Vote_____</b></p>  | <b>314</b> |
| <b>Action</b> | <p><b>3. Motion to approve the creation of the following positions:</b></p> <ul style="list-style-type: none"> <li><b>a. Temporary/full-time Paraprofessional – Davies School - #24.03.04 BNS</b></li> <li><b>b. BSI Reading Interventionist – Shaner School - #20.01.02 BNT</b></li> <li><b>c. Part-time Custodian – 10 month – increase of hours from 15 to 25 per week - #11.04.15 BMH</b></li> </ul> <p><b>Motion_____Second_____Vote_____</b></p> |            |
| <b>Action</b> | <p><b>4. Motion to approve Faye Fuller as a full-time, 10 month, Davies School Paraprofessional for the 2017-2018 school year, Paraprofessional Guide, Step 9, with a total annual salary of \$28,075.00 (attachment Administration-4).</b></p> <p><b>Ms. Fuller is a replacement for Paula Perfetto-Pagano.</b></p> <p><b>Motion_____Second_____Vote_____</b></p>   | <b>315</b> |
| <b>Action</b> | <p><b>5. Motion to approve a fieldwork placement for Morgan Penza, a student from the University of the Arts to complete a placement in Visual Arts Education at the Davies School for the period October 23, 2017 through December 8, 2017 at the Davies School with Kathleen Marandino (attachment Administration-5).</b><br/> <b>Motion_____Second_____Vote_____</b></p>  | <b>316</b> |



Action 6. Motion to approve Dana Kozak, Supervisor of Instruction for SPED from part-time to full-time, 12 months, effective September 1, 2017, with a total annual salary of \$91,069, pro-rated (attachment Administration-6). 317

Salary subject to change at the completion of the H.T.A.A. negotiations.

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

Action 7. Motion to approve Melanie Sanders as a part-time, 10 month, 29.5 hours/week Davies School teacher for the 2017-2018 school year, B.A., Step 1, with a total annual salary of \$41,463.00 (attachment Administration-7). 319

Ms. Sanders is a replacement for Bianca Herrmann.

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

Action 8. Motion to approve Elisabeth Mamourian Corona as a full-time, 10 month Davies School Social Worker for the 2017-2018 school year, M.A., Step 1, with a total annual salary of \$54,287.00 (attachment Administration-8). 322

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

Action 9. Motion to approve Amy Flagg as a full-time, 10 month, Davies School Paraprofessional for the 2017-2018 school year, Paraprofessional Guide, Step 6, with a total annual salary of \$23,275.00 (attachment Administration-9). 326

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

Action 10. Motion to approve Toni Capille as a full-time, 10 month, Hess School teacher for the 2017-2018 school year, B.A.+15, Step 1, with a total annual salary of \$52,045.00 (attachment Administration-10). 327

Ms. Capille is a temporary replacement for Kelly Van Laeys.

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

- Action**                      **11. Motion to approve Jennifer Quartararo as a full-time, 10 month, Hess School Paraprofessional for the 2017-2018 school year, Paraprofessional Guide, Step 5, with a total annual salary of \$22,275.00 (attachment Administration-11).**                      **333**
- Ms. Quartararo is a replacement for Timothy Brooks.
- Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_
- Action**                      **12. Motion to approve Devon Vanderslice as a full-time, 10 month, Hess School teacher for the 2017-2018 school year, B.A. Guide, Step 1, with a total annual salary of \$50,950.00 (attachment Administration-12).**                      **334**
- Ms. Vanderslice is a replacement for Nicholas Gabriel.
- Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_
- Action**                      **13. Motion to accept a Resignation notice from Jose Quidachay, Hess School paraprofessional effective August 16, 2017 (attachment Administration-13).**                      **338**
- Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_
- Action**                      **14. Motion to approve a Lateral Move for Dorothy Schoenstein, Shaner School Guidance Counselor for the 2017-2018 school year, M.A. +30, Step 16, with a total annual salary of \$89,470.00.**
- Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_
- Action**                      **15. Motion to approve a resignation notice from Yenismaili Munoz-Ayers, Shaner School teacher effective August 10, 2017 (attachment Administration-15).**                      **339**
- Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**Action**

- 16. Motion to approve the following building transfers:**
- a. Nicholas Gabriel, teacher – from Hess to Shaner**
  - b. Jean Tunney, paraprofessional – from Shaner to Hess**
  - c. Full-time paraprofessional position from Davies to Hess**
  - d. Michele DiCarlo – Custodian – from Shaner to Hess**
  - e. David Jimenez – Custodian – from Shaner to Davies**
  - f. Derrick Mixson – Custodian – from Davies to Shaner**
  - g. Valerie Robinson – Custodian – from Hess to Davies**
  - h. Heidi Rockelman – Custodian – from Davies to Hess**

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

**Action**

- 17. Motion to approve Kelly Rupert as a part-time, 10 month, 29.5 hours/week Special Education Social Studies ICS teacher for the 2017-2018 school year, B.A. Step 1, with a total annual salary of \$41,463.00 (attachment Administration-17).**

**340**

**Ms. Rupert is a replacement for Tracy Hender.**

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

**Action**

- 18. Motion to approve the elimination of Positions for the 2017-2018 school year:**
- a. Part-time Supervisor of Instruction for Special Education**
  - b. Part-time, 10 month, 15/hours week Custodian**
  - c. Full-time Reading Specialist**

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

**Action** 19. **Motion to approve a revised maternity leave of absence for Rachel Fifer, Davies school teacher. Mrs. Fifer is requesting to use sick days from September 5, 2017 through September 14, 2017 and New Jersey Family Leave from September 15, 2017 through October 4, 2017 with a return to work date of October 5, 2017 (attachment Administration-219Mrs. Fifer's leave of absence was previously approved on May 23, 2017.** 343

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

**Action** 20. **Motion to approve Homebound instruction for the 17-18 school year (attachment Instruction-20).** 344

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

**Action** 21. **Motion to approve the following Counselors for a Camp Blue Star LEGO Sleepover at the rate of \$175.00/per counselor:**

Vincent Leszczynski  
Abby Haugan  
Joe Freone  
Ed Rupp  
Sam Hannah  
Jose Quidachy  
Rachel Rimmele  
Justyna Lychacz  
Monica Wright

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

**Action** 22. **Motion to approve the following Mentors for the 2017-2018 school year:**

- a) Terry Kruger for Devon Vanderslice at Hess
- b) Kelly King for Amanda Vaccaro at Hess
- c) Ericka Pitman for Kelly Rupert at Hess
- d) Michele Petrucci for Melanie Sanders at Davies

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

- |               |   |            |
|---------------|---|------------|
| <b>Action</b> | <p><b>23. Motion to approve Diana Suarez as a part-time, 10 month, 25 hours/week Hess School Custodian for the 2017-2018 school year, Custodial Guide B, Step 1, with a total annual salary of \$15,438.00 (attachment Administration-23).</b></p> <p>Ms. Suarez is a replacement for Garo Dolbeizian.</p>  | <b>345</b> |
| <b>Action</b> | <p><b>24. Motion to approve a Clinical Experience Agreement between Atlantic County Institute of Technology (ACIT) and Hess School (LEA) to provide ACIT students, currently enrolled in the "Medical Assistant" program the opportunity to receive certain clinical experience and training at the Hess School under the direction of Jane Barrett for the 2017-2018 school year (attachment Administration-24).</b></p> <p>Motion _____ Second _____ Vote _____</p> | <b>346</b> |
| <b>Action</b> | <p><b>25. Motion to approve a maternity leave of absence for Helen D'Agostino, Hess School teacher. Mrs. D'Agostino is requesting to use her sick time from December 18, 2017 through April 13, 2018 and NJ Family leave from April 16, 2018 through the end of the school year with a return to work date of September 1, 2018 (attachment Administration-25).</b></p> <p>Motion _____ Second _____ Vote _____</p>   | <b>355</b> |
| <b>Action</b> | <p><b>26. Motion to approve Carolyn Creech as a part-time, 10 month, 29 hours/week Hess School Paraprofessional, for the 2017-2018 school year, Paraprofessional Guide, Step 4, with a total annual salary of \$17,660.00 (attachment Administration-26).</b></p> <p>Ms. Creech is a replacement for Amy Flagg.</p> <p>Motion _____ Second _____ Vote _____</p>   | <b>356</b> |
| <b>Action</b> | <p><b>27. Motion to approve an intermittent NJ Family Leave for Nancy Amatuzio, Davies School part-time Paraprofessional for the 2017-2018 school year (attachment Administration-27).</b></p> <p>Motion _____ Second _____ Vote _____</p>  | <b>357</b> |

- Action 28. Motion to approve an intermittent Federal Family Leave of Absence for Dianne Valiante, Administrative Secretary for the 17-18 school year (attachment Administration-28). 358  
 Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_
- Action 29. Motion to approve an intermittent NJ Family Leave of Absence for Maria Santilli, Davies School Administrative Secretary for the 17-18 school year (attachment-29). 359  
 Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_
- Action 30. Motion to approve an intermittent NJ Family Leave of Absence for Helen Dearborn, Hess School Food Service Worker for the 2017-2018 school year (attachment Administration-30). 360  
 Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_
- Action 31. Motion to approve an intermittent NJ Family Leave of Absence for Frances Ludwick, Shaner School part-time Paraprofessional for the 2017-2018 school year (attachment Administration-31). 361  
 Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_
- Action 32. Motion to approve Jessica Keen as a full time, 10 month, Davies School teacher for the 2017-2018 school year, B.A. +15, Step 1, with a total annual salary of \$52,045.00 (attachment Administration-32). 362  
 Ms. Keen is a replacement for Melissa Callahan.  
 Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_
- Action 33. Motion to approve Kristen Bowen as a full-time, 10 month, Hess School teacher, for the period September 1, 2017 through January 5, 2018, B.A.+15, Step 1, with a total annual salary of \$52,045.00-, pro-rated (attachment Administration-33). 365  
 Ms. Bowen is a temporary replacement for Kimberly Smith who is on a maternity leave of absence.  
 Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

**D. Operations Committee (Facilities and Transportation):  
 Chairperson: Mr. Higbee**

Action 1. Motion to approve club/activity trips for the 2017-2018 368  
school year (attachment Operations 1).  
Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

**XIII. Resolutions**

**XIV. Solicitor's Report**

**XV. Unfinished Business**

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

Action 1. Motion to approve the School Self-Assessment for  
Determining Grades under the Anti-Bullying Bill of Rights  
Act Statement of Assurances as presented.  
Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

Action 2. Motion to approve the Hamilton Township 2017-2020 385  
Strategic Plan (attachment XVI-2)  
Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

Action 3. Motion to approve the Hamilton Township 2017-2018 395  
District Goals (attachment XVI-3)  
Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

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

**XVIII. Adjournment**

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Minutes-1

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF EDUCATION  
HELD ON JULY 24, 2017**

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 6:35 p.m. in the Michael H. Duberson Memorial Library at the Wm. Davies Middle School by Mr. Eric Aiken, Board President.

Call  
To  
Order

**ROLL CALL**

The following members answered roll call: Mrs. Barr, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mrs. Kupp, and Mr. Aiken.

Roll  
Call

Mrs. Melton arrived at 6:37 p.m.  
Mr. Higbee arrived at 6:45 p.m.

Absent: Mr. Ciambrone

Also present were: Mr. Frank Vogel, Superintendent  
Mrs. Anne-Marie Fala, School Business Administrator/Board Secretary  
Mr. Eric Goldstein, Esquire

**EXECUTIVE SESSION**

Motion by Mr. Aiken, seconded by Mrs. Barr, 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:

- HIB

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



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resolved that the Board will be in executive session  
for approximately 25 minutes.

Voice Vote: All in favor: (8-0-0)

The Board entered into Executive session at 6:36 p.m.

Executive Session ended at 7:04 p.m.

The Board resumed the regular meeting at 7:05 p.m.

Eric Aiken led the Pledge of Allegiance.

**Pledge of Allegiance**

**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 a notice posted with the Township Clerk on the Bulletin Board at the following locations: 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.

There are two opportunities to address the members of the Board. The Board values and welcomes comments and opinions from residents as long as remarks are not personal or discourteous. The public comment portion of the meeting allows the Board to listen to community members and to hear their opinions on school policy and operations.

The first public portion is reserved for persons wishing to speak about agenda items only. The second opportunity, following the action items, is when residents may address the Board on any school-related issue. Each speaker is asked to limit their comments to three minutes and you are not permitted to yield your time to another. The public comments portion of the meeting, during both sessions, will not exceed 30 minutes. Upon being recognized, persons wishing to speak should stand and identify themselves by name and address.

Moment of silence for private reflection.

**VII. APPROVAL OF MINUTES**

Motion by Mr. Aiken, seconded by Mrs. Hassa, to approve the regular and executive session minutes of the meeting of June 21, 2017, as per attachment Minutes-1.

Roll Call Vote: All in favor: Mrs. Barr, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (8-0-0)

**VIII. CORRESPONDENCE**

Mr. Aiken read a thank you card from one of the employees

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who recently retired.

XI. **PUBLIC COMMENTS**

None

X. **BOARD MEMBER COMMENTS**

Mrs. Kupp wanted to publicly state that the District has taken the Mental Health Initiative very seriously over the past year. She hopes the district has been able to provide the district with the tools to address the needs of the children.

XI. **SUPERINTENDENT/STAFF REPORTS**

A. **Information Items**

1. **Dates to Remember**

- Board Retreat – August 7, 2017 – 4:00 p.m.
- Board of Education Meeting – August 7, 2017 – Regular Session – 7:00 p.m.
- Board Goals Meeting – August 24, 2017 – 5:00 p.m.
- Board of Education Meeting – August 28, 2-17 – 6:00 p.m. (Executive Session) – 7:00 p.m. (Regular Session)

2. Mr. Vogel spoke regarding school nursing services. There are presently no candidates with the school nursing certification for the two openings.

Mr. Goldstein spoke regarding the statute that allows nurses who are not certified school nurses to work under the license of a certified school nurse provided it is in the same building. If the district cannot hire a qualified certified school nurse, it is permissible for a licensed nurse to work under the certified school nurse's license. It is also possible to have one certified school nurse per district, as long as he or she is present at all schools at some time.

3. Mr. Vogel spoke regarding Student Growth. He noted that the district has reached the 100% goal of student growth.

- B. Registration/Transfer Statistics for the Month of May and June, 2017, as per attachment XI-B.

- C. Enrollment for the months of May and June, 2017, as per attachment XI-C.

- D. Student Discipline Reports for the month of June, 2017, as per attachment XI-D.

- E. Superintendent's/Principal's List for the 4<sup>th</sup> Marking Period, as per

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attachment XI-E.

- F. Academic Achievement Lists for the Third Trimester – Grades 4 and 5, as per attachment XI-F.
- G. Presentation will be given at the August 28, 2017 meeting.
- H. 1. Presentation:  
Outcome of Strategic Planning  
Given by: Maryann Friedman, NJSBA
- 2. Presentation:  
Board Self-Evaluations  
Given by: Maryann Friedman, NJSBA
- I. Presentation:  
John Veisz, Architec  
Fraytak Veisz Hopkins and Duthie, PC
- J. Presentation:  
Bond Referendum  
Anthony Solimine, McManimon, Scotland & Baumann, LLC and  
Jennifer Edwards, Arcacia Financial

9:45 p.m. – The Board recessed for a five minute break.

There was some discussion regarding the use of additional State Aid.

### **COMMITTEES AND RECOMMENDATIONS**

- A. Instruction Committee (Curriculum and Policy):  
Chairperson: Mrs. Melton

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

- 1. To approve the Hamilton Township School District Bilingual/ESL Three Year Program Plan for School Years 2017-2020, as per attachment Instruction-1.
- 2. To approve of Malika Green's participation in Project Lead the Way's Green Architect

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Professional Development (PD) in Baltimore, Maryland on June 26, 27 & 28 and to be paid at the hourly rate of \$24.51 as indicated in the 2016-2020 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This PD is relative to the William Davies Middle School STEM Program and is funded through local funds.

3. To approve Andrew Disque to complete Curriculum Instruction & Program Development for the William Davies Middle School Behavioral Program at the hourly rate of \$39.00 during the summer (July & August) of 2017 (not to exceed 14 hours). This rate is the identified rate for Curriculum Development in the 2016 – 2020 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association and funded through local funds
4. To approve staff members to participate in a Link-It Professional Development Workshop during the summer of 2017 (not to exceed 3 hours each) and to be paid at the hourly rate of \$24.51 as indicated in the 2016-2020 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through local funds, as per attachment Instruction-4.
5. To approve Policy #8605 – Requirements to Meet Students at Bus Stop on second reading, as per attachment Instruction 5.
6. To approve Policy #5600 – Pupil Discipline/Code of Conduct on first reading, as per attachment Instruction-6.
7. To approve Regulation #5600 – Pupil Discipline/Code of Conduct on first reading, as per attachment Instruction -7.
8. To approve Regulation #5561 – Use of Physical

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Restraint on first reading, as per attachment  
Instruction – 8.

Roll Call Vote: All in favor: Mrs. Barr, Ms.  
Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee,  
Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (8-0-0)

**FINANCE COMMITTEE – Chairperson – Mr. Haye**

Motion by Mr. Haye, seconded by Mrs. Kupp, to approve the following motions, 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 May, 2017. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of May, 2017, as per attachment Finance-1.
2. Board Secretary's Report for the periods ending May, 2017. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Hamilton Township Board of Education certifies that as of May 31, 2017 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 May, 2017, as per attachment Finance-3.
4. Receipts for the month of May, 2017, as per attachment Finance-4.
5. Refunds for the month of May, 2017, as per attachment Finance-5.
6. Capital Reserve Interest for the month of May,

2017, as per attachment Finance-6.

7. Rental Income for the month of May, 2017, as per attachment Finance-7.
8. Miscellaneous Revenue for the month of May, 2017, as per attachment Finance-8.
9. The monthly Budget Summary Report for May, 2017, has been filed by the Board Secretary with the Hamilton Township Board of Education, as per attachment Finance-9.
10. To approve budget transfers in the amount of \$434,933.62 for the 2016-2017 school year and \$216,000.00 for the 2017-2018 school year, as per attachment Finance-10.
11. To accept 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.
12. Purchase orders issued for services, supplies and equipment as follows:  
  
 For the 2016-2017 school year in the amount of \$5,905.11.  
  
 For the 2017-2018 school year in the amount of \$5,512,655.23, as per attachment Finance-12.
13. To approve the following bills and payroll in the total amount of \$7,686,361.34, as per attachment Finance-13:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$9,540.00
10	General Fund/Payroll	280,912.50
11	Current Expense	1,174,693.74
11	Current Expense/Payroll	2,954,224.32
20	Special Revenue	3,027.34

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20	Special Revenue/Payroll	138,878.20
40	Debt Service	2,831,709.38

Roll Call Vote: All in favor: Mrs. Barr, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (8-0-0)

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

14. To approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2017-2018 school year, as per attachment Finance -14.
15. To approve an Itinerant Services Agreement between the Hamilton Township Board of Education and the Atlantic County Special Services School District for the 2017-2018 school year, as per attachment Finance-15.
16. To approve an Agreement between AtlantiCare Physician Group, PA and the Hamilton Township School District for the 2017-2018 school year, as per attachment - Finance -16.
17. To accept an Agreement between Quest Diagnostics Clinical Laboratories, Inc. and the Hamilton Township School District for the 2017-2018 school year beginning July 1, 2017 and ending June 30, 2018. (Attachment Finance- 17.
18. To approve the disposal of broken equipment at the Davies School, as per attachment Finance - 18.
19. To accept a donation of equipment to the District from Dominion Business Group, as per attachment Finance-19.
20. To approve Tuition Agreements with Atlantic County Special Services School District and Hamilton Township School District for three (3)

students for the 2017-2018 school year at a cost of \$41,940.00 each (pro-rated from start date), plus an additional \$575.00/week for the 2017 Extended School Year.

21. To approve a Tuition Contract with Pineland Learning Center for one (1) student at a cost of \$292.00/per diem for a total of 210 days, including Extended School Year, effective July 6, 2017 through June 30, 2018 for a total cost of \$61,320.00. The Contract also includes the cost for Extraordinary Services for one (1) student in the amount of \$195.00/per diem for 210 days for a total cost of \$40,950.00.
22. To approve a Tuition Contract between the Hamilton Township Board of Education (sending District) and the Pineland Learning Center (receiving District) for one (1) student for the 2016-2017 school year at a cost of \$280.46/per diem for 3 days beginning June 13, 2017 for a total cost of \$841.38.
23. To approve a Tuition Contract between the Hamilton Township Board of Education (sending District) and the Pineland Learning Center (receiving District) for one (1) student for the 2017-2018 school year, including the Extended School Year at a cost of \$292.00/per diem for a total cost of \$61,320.00.
24. To renew the contract with Cream-O-Land for milk for the 2017-2018 school year with no increase in cost from the previous year, as per attachment Finance 24.
25. To renew the contract with Lucca's Bakery for bread and rolls for the 2017-2018 school year with no increase in cost from the previous year, as per attachment Finance 25.
26. To renew the agreement with South Jersey Paper Products for the 2017-2018 school year with reduction in most costs for Food Service Paper Products, as per attachment Finance



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- 26.
27. To approve Agreement with Paul's Commodity Hauling, Inc. for the 2017-2018 school year to haul state commodities from Safeway Cold Storage to the Hamilton Township School District, as per attachment Finance 27.
28. To accept Atlantic County Special Services School District as the host for the renewal of the Groceries/Provisions/Delivered Processed Commodities Request for Proposal bid with US Foods received from the Garden State Co-Op during the 2017-2018 school year.
29. To approve Corporate Resolution for Use of Facsimile Signature for Ocean First Bank, as per attachment Finance-29.

Roll Call Vote: Seven in favor #14: Mrs. Barr, Ms. Erickson, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. Abstained: Mrs. Hassa (7-0-1)

Roll Call Vote: All in favor #15 through #29: Mrs. Barr, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (8-0-0)

- C. Administration Committee (Personnel and Discipline):  
Chairperson: Mrs. Hassa  
All personnel actions are being taken by the recommendation of the Superintendent.

Motion by Mrs. Hassa, seconded by Ms. Erickson, to approve the following motions, as presented:

1. To approve district substitutes for the 2017 - 2018 school year, as per attachment Administration -1.
2. To approve homebound instruction for the 2016-2017 school year, as per attachment Administration -2.
3. To approve fieldwork placements for the

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2017-2018 school year, as per attachment  
Administration -3.

4. To accept a resignation notice from Brittany Loesch, Hess School Teacher effective June 30, 2017, as per attachment Administration-4.
5. To accept a resignation notice from Helen Macchiavelli, Hess School Nurse effective July 2, 2017, as per attachment Administration-5.
6. To approve Board Office staff salaries and longevity for the 2016-2017 school year and the 2017-2018 school year, as per attachment Administration 6.
7. To hire Denise Greenberg as Administrative Secretary for Special Education for the 2017-2018 school year beginning August 21, 2017 with a total annual salary of \$32,744.00 (prorated), Admin. Sec, Step 3, as per attachment 7.

Ms. Greenberg is a replacement for MaryEllen Tantum who is retiring.

8. To hire Camp Blue Star Counselors at a rate of \$15 per hour for the Summer 2017-2018 school year.

Samantha Hannah  
Christine Hibbert

Roll Call Vote: All in favor: Mrs. Barr, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (8-0-0)

Motion by Mrs. Hassa, seconded by Ms. Erickson, to approve the following motions, as presented:

9. To approve an unpaid leave of absence for Jeffrey Wellington, Supervisor of Special Projects from August 21 to August 25, 2017.

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10. To approve mentors for the 2017-2018 school year:
- | <u>Mentor</u>         | <u>Novice Teacher</u> |
|-----------------------|-----------------------|
| Nicholas Gabriel      | Amanda Vaccaro        |
| Laura Verzi-Aleszczyk | Rebecca Metzger       |
| Carla Burke           | Gaby Priestly         |
11. To accept salary correction for the 2016-2017 school year and the 2017-2018 school year, as per attachment Administration-11.
12. To approve the following revised Job Descriptions, as per attachment Administration-12.
- Student Assistance Coordinator
  - Social Media Coordinator
  - Athletic Coordinator
  - Detention Monitor
  - Intergenerational Community Band Advisor
  - On Site Activities Chaperone
  - Athletic Coach
  - Community Theater Program Advisor
  - Student Support Coordinator (**tabled**)
13. To accept a resignation notice from Timothy Brooks, full time Paraprofessional, Davies School effective July 17, 2017, as per attachment Administration 13.
14. To hire Bianca Herrmann as full time Math Teacher, Davies School for the 2017-2018 school year with a total annual salary of \$54,820.00, MA Step 3, as per attachment Administration 14.

Ms. Herrmann is a replacement for Thomas Keller who has resigned.

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15. To hire Jillian Bernisky as full time Science Teacher, Davies School for the 2017-2018 school year with a total annual salary of \$51,200.00, BA Step 2, as per attachment Administration 15.

Ms. Bernisky is a replacement for Priscilla Laubert who has retired.

16. To hire Achau Nguyen as full time ESL Teacher, Shaner School for the 2017-2018 school year with a total annual salary of \$54,287.00, MA Step 1, as per attachment Administration 16.

Ms. Nguyen is a replacement for Jessica Newkirk who has resigned.

Roll Call Vote: All in favor: Mrs. Barr, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (8-0-0)

17. #17 was removed from the agenda.

Motion by Mrs. Hassa, seconded by Ms. Erickson, to approve the following motions, as presented:

18. To approve payment of a six month health waiver to Anne-Marie Fala in the amount of \$2500.00, as per attachment Administration 18.
19. To approve Position Control Numbers for the 2017-2018 school year.

Social Worker/Shaner 03.01.14 BNP

Supervisor of Instruction for Special Education/FT 22.05.30 AAK

Paraprofessional/PT 25 hours/week – PreK Grant 24.01.00 BND

Paraprofessional/PT 25 hours/week – PreK 24.01.00 BNR

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Grant

20. To increase hourly rate of Alicia Garry, COTA to \$43.00/hour for the 2017-2018 school year.
21. To hire Sarah Brown as full time Art Teacher, Davies School for the 2017-2018 school year with a total annual salary of \$51,450.00, BA Step 3, as per attachment Administration 21.

Ms. Brown is a replacement for Sherry Mirakian who retired.

Roll Call Vote: All in favor: Mrs. Barr, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (8-0-0)

Motion by Mr. Haye, seconded by Ms. Erickson, to approve the following motions, as presented:

22. To hire Andrew Palmentieri as full time Music Teacher, Davies School for the 2017-2018 school year with a total annual salary of \$65,299.00, MA Step 12, as per attachment Administration 22.

Mr. Palmentieri is a replacement for Donna Marie Berchtold who retired.

23. To hire Gaby Priestly as full time World Language Teacher, Hess School for the 2017-2018 school year effective September 18, 2017 with a total annual salary of \$50,950.00 (prorated) BA Step 1, as per attachment Administration 23.

Ms. Priestly is a replacement for Laurann Cacioppo who retired.

24. To hire Laurie Duffy as full time Administrative Secretary, Hess School for the 2017-2018 school year effective August 21, 2017 with a total annual salary of \$33,974.00 (prorated) Admin Sec Step 6, as per attachment Administration 24.

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Ms. Duffy is a replacement for Cathleen Palmeri who retired.

25. To hire Heidi Rockelman as full time Custodian, Hess School for the 2017-2018 school year effective August 21, 2017 with a total annual salary of \$38,725.00 (prorated), Custodian A, Step 3, as per attachment Administration 25.

Ms. Rockelman is a replacement for Nancy Echevarria who retired.

26. To hire Sinisa Jakovovic as full time Custodian, Davies School for the 2017-2018 school year effective September 1, 2017 with a total annual salary of \$38,725.00 (prorated), Custodian A, Step 3, as per attachment Administration 26.

Mr. Jakovovic is a replacement for Dorothy Armitage who retired.

27. To hire Michele DiCarlo as full time Custodian, Shaner School for the 2017-2018 school year effective August 1, 2017 with a total annual salary of \$39,250.00 (prorated), Custodian A, Step 4, as per attachment Administration 27.

Ms. DiCarlo is a replacement for Christa Larson who retired.

28. To hire Harry Maxwell as part time (29.5 hours/week), 12 month Custodian, Hess School for the 2017-2018 school year effective September 1, 2017 with a total annual salary of \$30,846.00 (prorated), Custodian A, Step 8, as per attachment Administration 28.

Mr. Maxwell is a replacement for Sinisa Jakovovic who is now a full time custodian.

29. To hire Erick Sanchez as part time (29.5 hours/week), 12 month Custodian, Davies School for the 2017-2018 school year effective August 1, 2017 with a total annual salary of \$23,633.00 (prorated), Custodian B, Step 1, as per attachment Administration 29.

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Mr. Sanchez is a replacement for Michele DiCarlo who is now a full time custodian.

Roll Call Vote: Seven in favor #22: Mrs. Barr, Ms. Erickson, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. Abstained: Mrs. Hassa. (7-0-1)

All in favor #23 to #29: Mrs. Barr, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (8-0-0)

Motion by Mrs. Hassa, seconded by Ms. Erickson, to approve the following motions, as presented:

30. To hire Leidy Marin-Vargas as part time (29.5 hours/week), 12 month Custodian, Hess School for the 2017-2018 school year effective August 21, 2017 with a total annual salary of \$23,633.00 (prorated), Custodian B, Step 1, as per attachment Administration 30.

Ms. Marin-Vargas is a replacement for Heidi Rockelman who is now a full time custodian.

31. To hire Therese Mesidor as part time (25 hours/week), 10 month Custodian, Hess School for the 2017-2018 school year effective September 1, 2017 with a total annual salary of \$15,438.00, Custodian B, Step 1, as per attachment Administration 31.

Ms. Mesidor is a replacement for Colleen McKevith who retired.

32. To hire Rafael Peynado as part time (25 hours/week), 10 month Custodian, Shaner School for the 2017-2018 school year effective September 1, 2017 with a total annual salary of \$15,438.00, Custodian B, Step 1, as per attachment Administration 32.

Mr. Peynado is a replacement for Harry

Mays Landing, NJ  
July 24, 2017

Maxwell who increased his hours.

33. To hire Garo Dolbejian as part time (25 hours/week), 10 month Custodian, Davies School for the 2017-2018 school year effective September 1, 2017 with a total annual salary of \$18,910.00, Custodian A, Step 4, as per attachment Administration 33.

Mr. Dolbejian is a replacement for Derrick Mixson who is now increased his hours and was Board approved at the June 21, 2017 Board meeting.

34. To hire Heather Andros as full time Special Education Teacher, Hess School for the 2017-2018 school year with a total annual salary of \$50,950.00, BA Step 1, as per attachment Administration-34.

Ms. Andros is a replacement for Brittany Loesch who has resigned.

35. To hire Samira Brochard as part time 29 hour/week Paraprofessional, Hess School for the 2017-2018 school year with a total annual salary of \$16,940.00, Para Step 1, as per attachment Administration 35.

Ms. Brochard is a replacement for Christina Baierski who has resigned.

36. To hire Priti Garg as part time 29 hour/week Paraprofessional, Hess School for the 2017-2018 school year with a total annual salary of \$16,940.00, Para Step 1, as per attachment Administration 36.

Ms. Garg is a replacement for Dawn McCoy who has resigned.

37. To hire Eva Christenson as part time 29 hour/week Paraprofessional, Hess School for the 2017-2018 school year with a total annual salary of \$16,940.00, Para Step 1, as per



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July 24, 2017

attachment Administration 37.

Ms. Christenson is a replacement for Megan Sherman who has resigned.

Roll Call Vote: All in favor: Mrs. Barr, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (8-0-0)

Motion by Mrs. Hassa, seconded by Ms. Erickson, to approve the following motions, as presented:

38. To hire Adetokunbo Ajayi as full time Behavior Analyst/District for the 2017-2018 school year with a total annual salary of \$54,287.00, MA Step 1, as per attachment Administration 38.

The hiring of Ms. Ajayi, and the consideration for her continued employment for SY2018-2019 is contingent and conditioned up her having an effective evaluation for SY2017-2018 and obtaining the BCBA certification from the Behavior Analyst Certification Board.

39. To approve HTSCDA staff salaries and longevity for the 2016-2017 school year and the 2017-2018 and 2018-2019 school year, as per attachment Administration 39..

Roll Call Vote: All in favor: Mrs. Barr, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (8-0-0)

**OPERATIONS COMMITTEE (Facilities And Transportation):**

**Chairperson: Mr. Higbee**

The following was added as an informational item:

1. School Bus Emergency Evacuation Drill Reports for the Davies, Hess and Shaner Schools, as per attachment Operations -1.

**RESOLUTIONS**

Mays Landing, NJ  
July 24, 2017

None

**SOLICITOR'S REPORT**

None

**NEW BUSINESS**

Ms. Erickson asked the Board to consider revising the Board meeting dates for the months of September, October and November due to a conflict in her schedule.

Motion by Mr. Aiken, seconded by Mr. Higbee, to move the Board meeting dates to the following dates:

From:

Monday, September 25, 2017  
Monday, October 23, 2017  
Monday, November 27, 2017

To:

Tuesday, September 26, 2017  
Tuesday, October 17, 2017  
Tuesday, November 21, 2017

Roll Call Vote: All in favor: Mrs. Barr, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (8-0-0)

**UNFINISHED BUSINESS**

Mrs. Kupp asked if the STEM Camp for Davies has been advertised. Mr. Vogel noted that it has been and he will look into it further.

She also asked whether the new bus schedule for the new school year is working out. Mr. Vogel responded that it is being looked into by the principals.

**PUBLIC COMMENTS**

None

**ADJOURNMENT**

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

Voice Vote: All in favor: (8-0-0)

The Hamilton Township Board of Education meeting adjourned at 10:46 p.m.

Anne-Marie Fala  
School Business Administrator/Board Secretary

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Minutes-d

Mays Landing, NJ  
August 7, 2017

**MINUTES OF THE  
BOARD RETREAT AND REGULAR MEETING  
OF THE BOARD OF EDUCATION  
HELD ON AUGUST 7, 2017**

HAMILTON TOWNSHIP PUBLIC SCHOOLS  
Mays Landing, New Jersey  
William Davies Middle School Library

The Meeting of the Hamilton Township Board of Education was called to order at 4:13 p.m. in the Board Office Conference Room by Mr. Eric Aiken, Board President for the purpose of a Board Retreat.

**Call  
To  
Order**

**ROLL CALL**

The following members answered roll call: Mrs. Barr, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mrs. Kupp, and Mr. Aiken.

**Roll  
Call**

Mrs. Melton arrived at 4:26 p.m.

Absent: Mr. Ciambrone and Mr. Higbee

Also present were: Mr. Frank Vogel, Superintendent  
Mrs. Anne-Marie Fala, School Business Administrator/Board Secretary  
Mr. Eric Goldstein, Esquire (arrived 6:50 p.m.)

**BOARD RETREAT**

Mr. Vogel conducted the Board Retreat.

Discussion was held by Board members.

**RESILIENCE**

Marylynn Stecher introduced Resilience. Discussion was held.

At 6:00 p.m., the meeting continued in the Davies School Library where Mr. Vogel gave a presentation on "FISH."

The Regular Session of the meeting was called to order at 7:20 p.m.

**Flag Salute**

Eric Aiken led the Pledge of Allegiance.

**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 a notice posted with the

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Mays Landing, NJ  
August 7, 2017

Township Clerk on the Bulletin Board at the following locations: 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.

There are two opportunities to address the members of the Board. The Board values and welcomes comments and opinions from residents as long as remarks are not personal or discourteous. The public comment portion of the meeting allows the Board to listen to community members and to hear their opinions on school policy and operations.

The first public portion is reserved for persons wishing to speak about agenda items only. The second opportunity, following the action items, is when residents may address the Board on any school-related issue. Each speaker is asked to limit their comments to three minutes and you are not permitted to yield your time to another. The public comments portion of the meeting, during both sessions, will not exceed 30 minutes. Upon being recognized, persons wishing to speak should stand and identify themselves by name and address.

Moment of silence for private reflection.

VII. **APPROVAL OF MINUTES**

None

VIII. **CORRESPONDENCE**

None

XI. **PUBLIC COMMENTS**

None

X. **BOARD MEMBER COMMENTS**

Mr. Aiken reminded everyone of the Summer Band Concert on August 10, 2017 @7:00 p.m at the Hess School.

Mrs. Kupp asked if the STEM/STEAM Camp has been advertised. She has not seen anything regarding it. Mr. Vogel has spoken to Mr. Melder who indicated he is handling this. It will be held within the next few weeks.

Mrs. Hassa noted that she attended training at NJSBA and will update the Board on the information she received.

XI. **SUPERINTENDENT/STAFF REPORTS**

A. **Information Items**

1. **Dates to Remember**

- Board Retreat – August 7, 2017 – 4:00 p.m.
- Board of Education Meeting – August 7, 2017 – Regular

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Mays Landing, NJ  
August 7, 2017

Session – 7:00 p.m.

- Board Goals Meeting – August 24, 2017 – 5:00 p.m.
- Board of Education Meeting – August 28, 2-17 – 6:00 p.m.  
(Executive Session) – 7:00 p.m. (Regular Session)

Mr. Vogel noted there was a walk-through with Coastal Environmental recently. There were no major issues found. A second walk-through will be held at a later time to be sure no problems exist and to keep on top of any issues that may occur.

The Board will be receiving a draft of the Strategic Planning findings early next week.

Mr. Vogel would like the Board to respond to the list of findings given by Mr. Veisz regarding the upcoming referendum.

Mrs. Hassa and Ms. Erickson thanked Mr. Nelson for the tour he gave to them of the Davies School to help with the decision of what should be included in the referendum. They will take a tour of both the Hess and Shaner Schools in the near future.

Mr. Vogel would like the Board to consider adding an aide to the Pool and/or Library at the Hess School. This will be discussed in the future.

#### B. Student Orientation/Open House

##### Pre-K

- Pre-K Full Day – September 5, 2017 – 10:00 a.m. – 11:00 a.m.
- Hess AM Pre-K – September 7, 2017 – 10:00 a.m. – 11:00 a.m.
- Hess PM Pre-K – September 7, 2017 – 11:30 a.m. – 12:30 p.m.

##### Kindergarten:

- September 6, 2017 – 9:30 a.m. – 11:00 a.m.

##### Hess School Grade 2 and New Students:

- August 17, 2017 – 5:30 – 6:30 p.m.

##### Davies 6<sup>th</sup> Grade:

- August 16, 2017 – 5:30 - 8:00 p.m.

#### C. Climate and Culture Presentation

Given by: Frank Vogel, Superintendent

### COMMITTEES AND RECOMMENDATIONS

Mays Landing, NJ  
August 7, 2017

A. Instruction Committee (Curriculum and Policy):  
Chairperson: Mrs. Melton

None

B. Finance Committee – Chairperson – Mr. Haye

Motion by Mr. Haye, seconded by Mrs. Kupp, to approve the following motions, as presented:

1. To approve 2016-2017 budget transfers in the amount of \$18,138.00, as per attachment Finance-1.
2. To approve the final grant salaries for the 2016-2017 school year, as per attachment Finance-2.

Roll Call Vote: All in favor: Mrs. Barr, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (7-0-0)

C. Administration Committee (Personnel and Discipline):  
Chairperson: Mrs. Hassa  
All personnel actions are being taken by the recommendation of the Superintendent.

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

1. To approve district substitutes for the 2017 - 2018 school year, as per attachment Administration -1.
2. To approve Megan Ferguson as a Mentor for Achau Nguyan, Shaner ESL teacher for the 2017-2018 school year.
3. To approve a change in hours for the following Custodial positions effective September 1, 2017:
  - Part-time, 10 month Custodian – increase hours from 15 hours/week to

Mays Landing, NJ  
August 7, 2017

25 hours/week (Position Control  
#11.04.15 BMH)

- Part-time, 10 month Custodian – decrease hours from 29.5 hours/week to 25 hours/week (Position Control #11.01.15 AQM)

4. To change the start date for Eva Christenson, Hess School part-time Paraprofessional to September 11, 2017.

Ms. Christenson was previously approved on July 24, 2017.

5. To accept a resignation notice from Nissi Peram, Hess School part-time Paraprofessional effective July 31, 2017, as per attachment Administration-5..
6. To approve to carry over 10.5 vacation days for the 2017-2018 school year for Theresa Vogt, Administrative Secretary.
7. To approve hourly rates for the Kid's Corner 2017-2018 staff, as per attachment Administration-7.

Roll Call Vote: Five in favor #1: Mrs. Barr, Ms. Erickson, Mrs. Hassa, Mrs. Kupp, and Mrs. Melton. Abstain: Mr. Aiken and Mr. Haye (5-0-2)

All in favor: #2, #3, #4, #5, #6 and #7: Mrs. Barr, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (7-0-0)

Motion by Mrs. Hassa, seconded by Ms. Erickson, to table the following motion, as presented:

8. To approve Melanie Sanders as a part-time, 10 months, 29.5/hours a week Davies School math teacher for the 2017-2018 school year, B.A., Step 1 with a total annual salary of \$41,463.00 (attachment Administration-8).

Ms. Sanders is a replacement for Bianca

Mays Landing, NJ  
August 7, 2017

Hermann.

Roll Call Vote: All in favor: Mrs. Barr, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (7-0-0)

This motion was tabled.

Motion by Mrs. Hassa, seconded by Ms. Erickson, to approve the following motions, as presented:

9. To approve Tracey Mangold as a part-time, 10 months plus 10 days, 29/hours/week Hess School secretary for the period August 24, 2017 through June 30, 2018, Secretary Guide, Step 1, with a total annual salary of \$20,428.00 (attachment Administration-9)

Ms. Mangold is a replacement for Laurie Duffy.

10. To approve Rebecca McCourt as a part-time, 10 month, 25/hours/week, Shaner School paraprofessional for the 2017-2018 school year, Paraprofessional Guide, Step 1, with a total annual salary of \$14,603.00, as per attachment Administration-10.

Ms. McCourt is a replacement for Ashley Pfaff.

11. To approve Cinthya Castillo as a part-time, 10 month, 25/hours/week, Shaner School paraprofessional for the 2017-2018 school year, Paraprofessional Guide, Step 1, with a total annual salary of \$14,603.00, as per attachment Administration-11.

This is a new position.

Roll Call Vote: All in favor: Mrs. Barr, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (7-0-0)

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

12. To approve Lorean Malcun as a part-time, 10



Mays Landing, NJ  
August 7, 2017

month, 29/hours/week, Hess School paraprofessional for the 2017-2018 school year, Paraprofessional Guide, Step 1, with a total annual salary of \$16,940.00 (attachment Administration-12).

Ms. Malcun is a replacement for Lauren Carney.

13. To approve Janelle Nicoletti as a part-time, 10 month, 29/hours/week, Hess School paraprofessional for the 2017-2018 school year, Paraprofessional Guide, Step 1, with a total annual salary of \$16,940.00 (attachment Administration-13).

Ms. Nicoletti is a replacement for Heather Andros.

14. To approve Aseealah Davis as a part-time, 10 month, 29/hours/week, Hess School paraprofessional for the 2017-2018 school year, Paraprofessional Guide, Step 1, with a total annual salary of \$16,940.00 (attachment Administration-14).

Ms. Davies is a replacement for Lisa King.

15. To approve Gina Kucharski as a part-time, 10 month, 29/hours/week, Hess School paraprofessional for the 2017-2018 school year, Paraprofessional Guide, Step 1, with a total annual salary of \$16,940.00 (attachment Administration-15).

Ms. Kucharski is a replacement for Kristen Hockenberry.

16. To accept a resignation notice from Melissa Christensen, Davies School teacher effective August 3, 2017, as per attachment Administration-16.

Roll Call Vote: All in favor: Mrs. Barr, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (8-0-0)

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17. To approve Denise Haithcock-Washington as a part-time, 10 month, 29/hours/week, Hess School paraprofessional for the 2017-2018 school year, Paraprofessional Guide, Step 1, with a total annual salary of \$16,940.00, as per attachment Administration-17.

Ms. Haithcock-Washington is a replacement for Nissi Peram.

Roll Call Vote: All in favor: Mrs. Barr, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (7-0-0)

Motion by Mrs. Hassa, seconded by Ms. Erickson, to approve the following motion, as presented:

18. To accept a resignation notice with regrets from Stephen Santilli, Davies School Principal effective July 26, 2017 with his last day of employment to be determined, as per attachment Administration-19.

Mr. Vogel announced to the public that the plan for the future is to replace the position with an interim Principal for a short time.

Members of the Board congratulated Mr. Santilli and wished him well in his new position.

Roll Call Vote: All in favor: Mrs. Barr, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (7-0-0)

**OPERATIONS COMMITTEE (Facilities And Transportation):**  
**Chairperson: Mr. Higbee**

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

1. To approve club/activity trips for the 2017-2018 school year, as per attachment Operations-1.

Roll Call Vote: All in favor: Mrs. Barr, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mrs. Kupp,

Mays Landing, NJ  
August 7, 2017

Mrs. Melton, and Mr. Aiken. (7-0-0)

**RESOLUTIONS**

None

**SOLICITOR'S REPORT**

None

**NEW BUSINESS**

None

**UNFINISHED BUSINESS**

None

**PUBLIC COMMENTS**

None

**EXECUTIVE SESSION**

Motion by Mr. Aiken, seconded by Mrs. Melton, to enter into Executive Session.

Roll Call Vote: All in favor: Mrs. Barr, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (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:

- Legal/Personnel issues

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.

Mays Landing, NJ  
August 7, 2017

The Board entered into Executive Session at 7:45 p.m.

The Board resumed the Regular meeting at 8:00 p.m.

**ADJOURNMENT**

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

Voice Vote: All in favor: (7-0-0)

The Hamilton Township Board of Education meeting adjourned at 8:01 p.m.

Anne-Marie Fala  
School Business Administrator/Board Secretary

111-C

New Jersey Department of Education  
School Self-Assessments  
for  
Determining Grades  
under the Anti-Bullying Bill of Rights Act  
Hamilton Township School District  
2016 – 2017  
School Year

# Purpose of the Assessment

2

- At the end of each school year, the New Jersey Department of Education requires all schools to complete an HIB self-assessment. The purpose of this assessment is to grade each public school and the school district's efforts in implementing the Anti-Bullying Bill of Rights Act (ABR) during that school year.

# Purpose of the Assessment

3

- Under the Department of Education's Program, each school's grade is the sum of the ratings for all indicators within each core element on the School Self-Assessment. The maximum total score for a school is 78 points. (ex: 70 of 78 points).
- The district's grade is an average of the total scores of all schools within the school district.
- A minimum score of 54 is needed in order to meet all necessary requirements.

# Rating Score According to Criteria

4

- ❖ 0 = Does not meet the Requirements
- ❖ 1 = Partially Meets the Requirements
- ❖ 2 = Meets all Requirements
- ❖ 3 = Exceeds the Requirements



# Joseph Shaner School

5

Core Element	Score
1) HIB Programs, Approaches and Other Initiatives	13 out of 15
2) Training of Staff on District HIB Policies	9 out of 9
3) Staff Training and Instruction on HIB and Suicide Prevention	15 out of 15
4) Curriculum and Instruction Regarding HIB	6 out of 6
5) HIB Personnel: ABC, ABS, SST	9 out of 9
6) School - Level HIB Incident Reporting Procedure	6 out of 6
7) HIB Investigation Procedure	12 out of 12
8) HIB Reporting	6 out of 6
School Grade	76 out of 78

# Hess School

6

Core Element	Score
1) HIB Programs, Approaches and Other Initiatives	13 out of 15
2) Training of Staff on District HIB Policies	9 out of 9
3) Staff Training and Instruction on HIB and Suicide Prevention	15 out of 15
4) Curriculum and Instruction Regarding HIB	6 out of 6
5) HIB Personnel: ABC, ABS, SST	9 out of 9
6) School - Level HIB Incident Reporting Procedure	6 out of 6
7) HIB Investigation Procedure	12 out of 12
8) HIB Reporting	6 out of 6
School Grade	76 out of 78

# Davies School

7

Core Element	Score
1) HIB Programs, Approaches and Other Initiatives	13 out of 15
2) Training of Staff on District HIB Policies	9 out of 9
3) Staff Training and Instruction on HIB and Suicide Prevention	15 out of 15
4) Curriculum and Instruction Regarding HIB	6 out of 6
5) HIB Personnel: ABC, ABS, SST	9 out of 9
6) School - Level HIB Incident Reporting Procedure	6 out of 6
7) HIB Investigation Procedure	12 out of 12
8) HIB Reporting	6 out of 6
School Grade	76 out of 78

## What We Learned!

8

- The Self-Assessment helps our school district to prioritize the need for improving and implementing HIB related programs and approaches. We will continue to provide HIB awareness training programs and intervention support initiatives for staff, families, and students.
- While completing the Self-Assessments, we learned that our School District continues to demonstrate strength and growth in meeting the criteria set forth by the Department of Education in regards to HIB

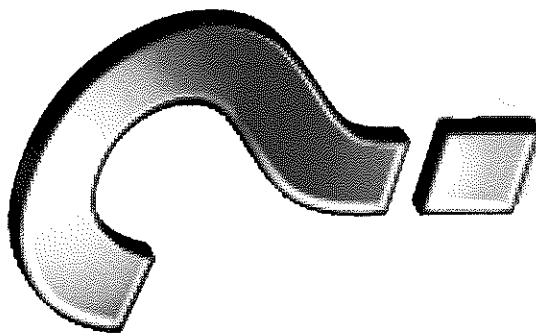
## What's Next!

9

- During the upcoming school year, the Hamilton Township school district will continue to research and implement practices and programs with students, staff and parents geared toward HIB prevention, awareness and reporting.
- Each school will be using data from its Self-Assessment results as a tool to strengthen our efforts improve school safety, climate and culture.
- Additionally, we will continue to utilize the Self-Assessment “rubrics” as a guide to comply with all mandates concerning the Anti-Bullying Bill of Rights Act.

# Questions

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INSTRUCTION - 2

Staff Member	Date(s)	Workshop
Heather Andros	8/29 & 8/30	NCI Training
Rebecca Metzger	8/29 & 8/30	NCI Training
Tux Ajayi	8/29 & 8/30	NCI Training
Jeanine Osendowski	8/29 & 8/30	NCI Training
Elisabeth Corona	8/29 & 8/30	NCI Training
Adetokunbo Ajayi	8/18	Behavior Program
Michael Hannel	8/18	Behavior Program
Jessica Tobin	8/18	Behavior Program
Andrew Disque	8/18	Behavior Program
Laura Aleszczyk	8/18	Behavior Program
Becky Metzger	8/31	R&RW
Achau Nguyen	8/31	R&RW
Jeanine Osendowski	8/31	R&RW
Sarah Mack	8/31	R&RW
Courtney Foster	8/31	R&RW
Amanda Vaccaro	8/31	R&RW
Devon Vanderslice	8/31	R&RW
Toni Capille	8/31	R&RW
Paige Silvern	8/29	READ 180
Michael Draper	8/29	READ 180
Amanda Fortune	8/29	READ 180
Corey Meisenhelter	8/29	READ 180
Stefanie Green	8/29	READ 180
Diane Brunetti	8/29	READ 180
Terry Kruger	8/29	READ 180
Leslie Kayes	8/29	READ 180
Amy Carter	8/29	READ 180
Ashlet Demmy	8/29	READ 180
Tracy Hender	8/29	READ 180
Carrie Armstrong	8/29	READ 180

INSTRUCTION-8

DOMESTIC - JHU - Center for Talented Youth Master Professional Practice Services Agreement, 5.19.17

**Master Professional Practice Services Agreement**

This Master Agreement (the "Agreement") is entered into as of this 9<sup>th</sup> day of August, 2017 (the "Effective Date"), by and between The Johns Hopkins University ("JHU") on behalf of its Center for Talented Youth, having its place of business at 5801 Smith Avenue, #400 McAuley Hall, Baltimore, MD 21209 and Hamilton Township Board of Education located at 1876 Dr. Dennis Foreman Drive, Mays Landing, Atlantic County NJ 08330.

**1. Description of Work**

JHU shall use reasonable efforts to render services in accordance with individual Task Order Scopes of Work, as may, from time to time, be attached hereto ("Task Order Work").

**2. Independent Contractors**

The relationship of Sponsor to JHU and its Project Director shall be that of an Independent Contractor and none of the parties shall hold itself out to third parties as purporting to act as, or on behalf of, the other party hereto.

**3. Project Director**

3.1 The JHU Project Director for each Task Order will be named in the corresponding Task Order.

3.2 Each Task Order will be conducted under the direction of the Project Director identified therein. The Project Director shall be responsible for oversight of the performance of the Task Order Work.

3.3 In the event a Project Director becomes unwilling or unable to perform the duties required for the Task Order Work conducted under this Agreement, JHU and Sponsor shall attempt to agree on a mutually agreeable replacement. In the event a mutually acceptable replacement is not available, the Task Order may be terminated by either party hereto in accordance with the termination section of this Agreement.

**4. Duration**

4.1 This Agreement shall remain in full force and effect from the date this Agreement is executed by both JHU and Sponsor through June 30, 2020, unless terminated earlier according to provisions of this Agreement. Each Task Order shall have a project-specific period of

65



*DOMESTIC - JHU - Center for Talented Youth Master Professional Practice Services Agreement, 5.19.17*

performance, as indicated in the Task Order.

4.2 The delivery dates for specific tasks shall be as indicated in each Task Order Work.

**5. Termination**

5.1 Either party shall have the right to terminate or cancel a Task Order contemplated by this Agreement after giving sixty (60) days prior written notice of the intent to terminate. In the event of such termination, Sponsor agrees to pay the charges stated herein and not previously paid for services performed through the date of termination.

5.2 In the case of non-performance by either party, the other party shall have the right to terminate this Agreement upon thirty (30) days advance written notice to the non-performing party detailing non-performance, provided that if that party corrects the non-performance within the thirty (30) days, the Agreement shall not be terminated.

5.3 In the event Sponsor fails to make timely payment of fees after notice, JHU may cease performance of services until such time that the fees have been paid or terminate this Agreement at its sole option.

5.4 Termination under this Article 5 shall not waive any other remedies or obligations as set forth in this Agreement.

**6. Fees and Expenses**

6.1 The Sponsor shall pay JHU for its services rendered as specified in the Task Order Payment Terms ("Task Order Payment").

6.2 All payments shall be made in accordance with the applicable Task Order Payment within thirty (30) days of Sponsor's receipt of an invoice from JHU. Each Task Order shall be invoiced separately.

6.4 All invoices sent to Sponsor shall be sent to:

\_\_\_\_\_  
\_\_\_\_\_  
N/A  
\_\_\_\_\_  
\_\_\_\_\_

*DOMESTIC - JHU - Center for Talented Youth Master Professional Practice Services Agreement, 5.19.17*

6.5 All payments shall be made payable to Johns Hopkins University and sent to:

CTY/JHU  
P.O. Box 64710  
Baltimore, MD 21264

ACH or Domestic Wire Electronic payment preferred:

M&T Bank  
One M&T Plaza  
Buffalo, NY 14203  
Transit/Routing/ABA number: 022000046  
Account Name: JHU-CTY  
Account number: 970313171  
Swift Code: MANTUS33INT  
Chips ABA #: 0555

If paying by credit card, please call the CTY Student Accounts Department at (410) 735-6076 to provide payment information.

Please note the invoice number on all payments.

Checks must also include the following:

Task Order Number and JHU Project Director

7. **Conflicting Work**

It is understood that, in general, JHU is making its services available to others simultaneously and that JHU is free to accept or reject any further assignment that School may offer JHU.

8. **Intellectual Property**

8.1 School understands and acknowledges that JHU, through its employees, has knowledge, experience and expertise in performing work and analysis of the type to be provided under this Agreement, which has been acquired over a substantial number of years prior to entering into this Agreement ("Background Intellectual Property"). JHU shall retain all rights to such Background Intellectual Property. Nothing in this Agreement shall confer any right to School to acquire by assignment or license, ownership or exclusive use of JHU Background Intellectual Property.

8.2 Copyright in Deliverables, as indicated in Task Orders, created or fixed in a tangible medium of expression during the performance of the Scope of Work shall vest in JHU.

8.3 JHU hereby grants to School an irrevocable, royalty-free, nonexclusive license to use, any such copyright which are specified in the Task Order Scope of Work for non-commercial educational purposes.

8.4 If alternate intellectual property terms are appropriate for a particular Task Order Work, such terms shall be included in the Task Order and shall take precedence over this Article 8 for that Task Order Work only.

9. **School Requirements**

School represents and warrants that School meets the JHU eligibility requirements related to the Task Order Work, as linked and provided here: <http://cty.jhu.edu/ctyonline/apply/eligibility.html>, and as may be further specified in the Task Order Work.

10. **Confidentiality and Data Dissemination**

10.1

A. CONFIDENTIALITY

Prior to dissemination or review of records, if any, both Parties, and their respective employees, agents, volunteers and contractors shall maintain the confidentiality of all medical, psychological, and student records in compliance with applicable law, including federal and state laws. Specifically, the party receiving educational record information from the other party (whether School or JHU), for legitimate educational purposes, acknowledges its responsibility to ensure compliance with any applicable confidentiality provisions of the Family Educational Records Privacy Act (34 CFR §99); The Health Insurance Portability and Accountability Act of 1996 (HIPAA) 45 CFR Part 160 and Part 164, Subparts A and E, and Code of Maryland Regulations §13A.08, with respect to any school records provided.

Any confidential or educational record information provided by the Parties, including all copies thereof, must be used only as permitted by this Agreement and only for the purposes herein described. Such information shall not be disseminated or disclosed to any third party, not a party to this Agreement, without the express written consent of the other party contracting Party, and, in many cases, not without the express written consent of the pertinent parent/student and, in every case, only in accordance with applicable privacy laws. Each Party hereto may retain one copy of de-identified information for research purposes. JHU may retain identifiable data in accordance with applicable laws regarding data protection, in order to fulfill

*DOMESTIC - JHU - Center for Talented Youth Master Professional Practice Services Agreement, 5.19.17*

the requirements of this Agreement and for institutional research purposes.

**Protection of Data:**

Both Parties and their affiliates or subcontractors, at their own expense, have a duty to and shall protect from disclosure any and all student and educational data which they come to possess or control related to this Agreement (hereinafter, "Data"), wherever and however stored or maintained, in a commercially reasonable manner in accordance with current industry standards.

Both Parties and their affiliates or subcontractors represent they have a comprehensive data-security program in place whether the Data is stored electronically and/or in hard copy. The safeguards contained in such program shall be consistent with and comply with the safeguards for protection of Data, and information of a similar character, as set forth in all applicable federal and state law and written policies of the Parties. Such data-security program shall include, but not be limited to, the following:

- 1) A process for reviewing policies and security measures at least annually;
- 2) A security policy for employees related to the storage, access and transportation of Data;
- 3) Reasonable restrictions on access to Data, including access to any locked storage where such records are kept;
- 4) Creating secure access controls to Data, including but not limited to passwords; and
- 5) Encrypting of Data that is stored on laptops, portable devices or being transmitted electronically.

Each party shall notify the other party, as soon as practical, but no later than twenty-four (24) hours, after they become aware of or suspect that any Data which the other party possesses or controls has been subject to a potential breach.

Both Parties shall incorporate the requirements of this Section in all subcontracts, if any, requiring each of its affiliates to safeguard Data in the same manner as provided for in this Section.

Nothing in this Section shall supersede in any manner either Party's obligations pursuant to HIPAA, or FERPA.

**B. DATA DISSEMINATION**

For purposes of publicity, advertising, or news release in any form of medium, the Parties shall confer with one another regarding the time, manner and content of appropriate Data dissemination, results of studies or reports, or other materials, and shall mutually agree

*DOMESTIC - JHU - Center for Talented Youth Master Professional Practice Services Agreement, 5.19.17*

upon such dissemination.

10.2 The terms of this Agreement supersede any previous nondisclosure agreements or any other preliminary representations or understandings that have been entered into by the parties to this Agreement with regard to any Task Order Work.

10.3 JHU and School shall own data that they each respectively generate by performing this Agreement.

10.4 If applicable, JHU will comply with the "Standards for Privacy of Individually Identifiable Health Information (45 C.F.R. 164 Subpart E)." This regulation under the Health Insurance Portability and Accountability Act (HIPAA) of 1996 governs the protection of individually identifiable health information.

**11. Use of Other Party's Name**

Neither party shall use directly or by implication the names of the other party, nor any of the other party's affiliates or contractors, nor any abbreviations thereof, or of any staff member, faculty member, student, or employee of the other party in connection with any products, publicity, promotion, financing, advertising, or other public disclosure without the prior written permission of a qualified official of the other party.

**12. Indemnification and Insurance**

12.1 School shall indemnify, defend and hold harmless The Johns Hopkins University, The Johns Hopkins Health System, as well as the trustees, officers, agents, employees, students, and others holding academic appointments within those institutions ("Institutions"), from any liability, loss or damage they may suffer as a result of claims or judgments that arise from the Institutions' participation in and/or performance of the Agreement. School shall employ attorneys of its own selection and will be responsible for all expenses that result from employing a vigorous, diligent defense of Institutions, regardless of whether any claims are rightfully or wrongfully brought or filed. Institutions shall fully cooperate with School in defending the claims and will make no compromise or settlement without the prior written approval of School.

12.2 School represents and warrants that it has and shall maintain for the term of the contract general liability insurance in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.

**13. No Warranties**

JHU MAKES NO WARRANTIES REGARDING ANY TASK ORDER WORK, EXPRESS OR IMPLIED, INCLUDING WARRANTY OF MERCHANTABILITY OR WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE. SPONSOR MAKES NO RELIANCE ON ANY REPRESENTATION OF JHU, EXPRESS OR IMPLIED, WITH REGARD TO ANY TASK ORDER WORK AND ACCEPTS IT "AS-IS/WHERE-IS". JHU PROVIDES ALL TASK ORDER WORK TO SPONSOR ON THE CONDITION THAT JHU WILL HAVE NO LIABILITY OF ANY KIND AS A RESULT OF PERFORMANCE OF THE TASK ORDER WORK. SPONSOR AGREES THAT JHU SHALL HAVE NO LIABILITY FOR DAMAGES OF ANY KIND, WHETHER DIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING INJURIES TO PERSONS OR PROPERTY, TO SPONSOR, ITS EMPLOYEES OR AGENTS, AS A RESULT OF THE PERFORMANCE. SPONSOR ALSO AGREES TO HOLD JHU HARMLESS FROM ANY CLAIMS SPONSOR, OR ANY THIRD PARTY, MAY HAVE AS A RESULT OF SPONSOR'S USE OF ANY TASK ORDER WORK.

14. Notices

With the exception of funds paid by Sponsor pursuant to Section 6 hereof, all notices required or permitted to be given under this Agreement shall be in writing and shall be sent as follows:

If to School:

Hamilton Township BOE  
1876 Dr. Dennis Foreman Dr.  
Mays Landing, NJ 08330  
c/o AnneMarie Fala

If to JHU:

original to:

John Evermann, JD  
Johns Hopkins University Research Administration  
1101 E 33<sup>rd</sup> Street, B001  
Baltimore, Maryland 21218  
jeverma1@jhu.edu

copy to:

Michael Powell  
School Program Manager, Online Programs  
Center for Talented Youth

The Johns Hopkins University  
5801 Smith Avenue #400  
Baltimore, Maryland 21209  
michael.powell@jhu.edu

15. **Force Majeure**

Neither party will be responsible or liable to the other party for non-performance or delay in performance of any terms or conditions of this Agreement due to acts or occurrences beyond the control of the nonperforming or delayed party, including, but not limited to, acts of God, acts of government, terrorism, wars, riots, strikes or other labor disputes, shortages of labor or materials, fires, and floods, provided the nonperforming or delayed party provides to the other party written notice of the existence of and the reason for such nonperformance or delay. Should the program need to cancel pursuant to this provision, JHU shall invoice the School and School shall pay the amounts due to JHU based on the actual number of enrollments on a prorated basis.

16. **Waiver**

No waiver of any term or provision of this Agreement whether by conduct or otherwise in any one or more instances shall be deemed to be, or construed as, a further or continuing waiver of any such term or provision, or of any other term or provision, of this Agreement.

17. **Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the State of Maryland (excepting any conflict of laws/provisions which would serve to defeat application of Maryland substantive law). Each of the Parties hereto agrees to venue in and submits to the exclusive jurisdiction of the state and/or federal courts located within the State of Maryland for any suit, hearing or other legal proceeding of every nature, kind and description whatsoever in the event of any dispute or controversy arising hereunder or relating hereto, or in the event any ruling, finding or other legal determination is required or desired hereunder. Both parties agree to waive their right to a jury trial.

18. **Local Laws – Intentionally Deleted.**

19. **Headings**

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The headings in this Agreement are for the convenience of reference only and are not substantive parts of this Agreement nor shall they affect its interpretation.

20. **Severability**

If any term or provision of this Agreement or the application thereof shall be invalid or unenforceable, the remainder of this Agreement shall be unaffected thereby and each remaining term or provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

21. **Counterparts**

This Agreement and any amendments hereto may be executed in counterparts and all such counterparts taken together shall be deemed to constitute one and the same instrument.

22. **Entire Agreement**

This Agreement (including all Task Orders and any Appendices attached hereto) sets forth all of the agreements and understandings between the parties hereto with respect to the subject matter hereof, and supersedes and terminates all prior agreements and understandings between the parties with respect to the specific subject matter hereof. There are no agreements or understandings with respect to the subject matter hereof, either oral or written, between the parties other than as set forth herein. Except as expressly set forth in this Agreement, no subsequent amendment, modification or addition to this Agreement will be binding upon the parties hereto unless reduced to writing and signed by the respective authorized officers of School and JHU.

In Witness Whereof, the parties have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

Johns Hopkins University

School

By:

Name: Charles Bartunek

Title: Associate Director

Date: August 15, 2017

By:

Name: Anne-Marie Fala

Title: Business Administrator

Date: 8-11-17



**TASK ORDER # 1**

**Task Order Effective Date: 08/09/2017**

**I. Project Director**

The Project Director for this Task Order is Michael Powell.

**II. Period of Performance**

The period of performance for this Task Order is 08/09/2017 to 06/30/2018.

**III. Scope of Work**

CTY will provide Online education courses to students who meet CTY's eligibility criteria as outlined in Section 9. of the Master Services agreement.

1. Talent Identification and Placement Technical Assistance Services
  - a. CTY's Program manager will meet with the School representative to provide guidance on how to:
    - i. identify eligible students;
    - ii. establish student eligibility;
    - iii. determine placement in a course for a student;
    - iv. choose a course for a student;
2. CTY Online Program Enrollment Services
  - a. CTY's Program manager will provide School representative with the CTY Online School-Paid Application and Authorization and Consent form (Exhibit A, attached hereto and incorporated herein).
  - b. The school representative will collect the School applications and Authorization and Consent forms from the parents and submit to the Program manager.
  - c. Upon receipt of a completed School application and payment, CTY will register the students in their respective course choices.
  - d. Enrollments shall be limited to 10 students for the term of this agreement, unless School obtains prior written consent of CTY authorized representative. Such consent should be obtained at least 45 days in advance of anticipated enrollment start date.
3. CTY Online Learning Management System (LMS) access
  - a. Enrolled students will be sent a unique login and password to access CTY's Online LMS.
  - b. Students will interact with CTY's Online Instructors via CTY's LMS (including occasionally through student forums), email, Skype and Adobe Connect or similar synchronous multimedia sessions.
  - c. CTY instructors will include the Student, Parent and School Representative on all e-mail communication. The School representative will assist CTY in working with the student to ensure successful course completion.
4. Academic Guidance
  - a. Provide expectations and explain timelines for completing the course.

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- b. Provide quality feedback on all work completed
- c. Upon successfully completing a course, a student will receive a course completion document/final evaluation and certificate of completion.

1. What the school will do:

- a. Before students are enrolled
  - i. Communicate with CTY in order to know how to identify students, establish a student's eligibility, determine placement, choose a course, and complete a CTY Online Programs: School-paid application and CTY Authorization and Consent Form.
- b. During the student enrollment
  - i. Encourage student to do the best work possible.
  - ii. Ensure the student understands the Expectations of Students and CTY Student Code of Conduct.
  - iii. Work with the student the first couple of weeks in order to get familiar with the course format.
  - iv. Remind student to communicate with the instructor weekly.
  - v. Oversee the timely completion of assignments and exams.
  - vi. Ensure that the student has a suitable work space, enough time to work in the course each week in order to be successful, and access to a computer that meets the technical requirements for the course.
- c. At the end of a student enrollment
  - i. Discuss next course possibilities with the instructor

**V. Payment Terms**

In consideration for JHU's performance under this Task Order, School shall pay JHU CTY the following rates for services. All fees are per student enrollment: Online Program Course fees as published on the CTY web site (<http://cty.jhu.edu/ctyonline/tuition/>).

Johns Hopkins University

School

By:

Name: Charles Bartunek

Title: Associate Director

Date: August 15, 2017

By:

Name: Anne-Marie Fala

Title: Business Administrator

Date: 8-11-17

Davies Detention Monitor 11-402-100-100-06-DAV

Activity	Staff Member	Meeting Days	Stipend	Source	School	Student Contact
Detention Monitor	K. Curtis/J. Tobin	as needed	\$30.07/hr.	District	Davies	Yes

Davies Athletic Stipends 11-402-100-100-06-000

Activity	Staff Member	Meeting Days	Stipend	Source	School	Student Contact
Boys and Girls Cross Country	Matthew Robinson	Fall	\$ 2,939.00	District	Davies	Yes
Boys and Girls Cross Country	Michael Allen	Fall	\$ 2,939.00	District	Davies	Yes
Boys Soccer	Todd Morey	Fall	\$ 2,939.00	District	Davies	Yes
Boys Soccer	Dan Weber	Fall	\$ 2,939.00	District	Davies	Yes
Girls Soccer	Edward Aleszczyk	Fall	\$ 2,939.00	District	Davies	Yes
Girls Soccer	Ashley Winkler	Fall	\$ 2,939.00	District	Davies	Yes
Field Hockey	Kimberly Mathis	Fall	\$ 2,939.00	District	Davies	Yes
Field Hockey	Laura Jenner	Fall	\$ 2,939.00	District	Davies	Yes
Boys Basketball	Todd Morey	Winter	\$ 2,939.00	District	Davies	Yes
Boys Basketball	Brian Jenner	Winter	\$ 2,939.00	District	Davies	Yes
Girls Basketball	Josh Akers	Winter	\$ 2,939.00	District	Davies	Yes
Girls Basketball	Kimberly Mathis	Winter	\$ 2,939.00	District	Davies	Yes
Wrestling	Matthew Robinson	Winter	\$ 2,939.00	District	Davies	Yes
Wrestling	Brian Beck	Winter	\$ 2,939.00	District	Davies	Yes
Boys and Girls Track and Field	Edward Aleszczyk	Spring	\$ 2,939.00	District	Davies	Yes
Boys and Girls Track and Field	Jamie Hayden	Spring	\$ 2,939.00	District	Davies	Yes
Athletic Coordinator	Kimberly Mathis	On-going	\$ 1,690.00	District	Davies	No

# BYLAW GUIDE

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[See POLICY ALERT Nos. 199 and 211]

[For Districts with a Bylaw and Policy Manual]

## 0000.01 INTRODUCTION

### Definitions

The following terms used in these bylaws and policies shall have the meanings set forth below unless the context requires a different meaning or a different definition is supplied:

“Board” means the Board of Education of Hamilton Twp

“Bylaw” means a rule of the Board for its own operation.

“Chief School Administrator” means the Chief Executive Officer of this school district, whose title in this district is \_\_\_\_\_  
**(Superintendent or Chief School Administrator).**

“Collective Bargaining”, “Negotiated Agreement”, or “Collective Bargaining Agreement” means a contract collectively negotiated by the Board of Education and a recognized bargaining unit.

“Commissioner” means the New Jersey State Commissioner of Education.

“Core Curriculum Content Standards” means the New Jersey **Student Learning Standards** ~~Core Curriculum Content Standards and the Common Core State Standards~~ initiatives coordinated by the Council of Chief State School Officers (CCSSO) and the National Governor’s Association (NGA) in partnership with other national organizations.

“County Superintendent” means the Executive County Superintendent of Schools designated by the Department of Education for this school district. ~~“Executive County Superintendent” means the “County Superintendent.”~~

“Day” means a calendar day.

“Division of Youth and Family Services” or “DYFS” means the New Jersey Department of Children and Families – Division of Child Protection and Permanency or DCP&P.



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**“Executive County Superintendent” means the “County Superintendent designated by the Department of Education for this school district.”**

“Full Board” means the authorized number of voting members of the Board of Education.

“Meeting” means a gathering that is attended by or open to all of the members of the Board of Education, held with the intent on the part of the Board members present to discuss or act as a unit on the specific public business of the Board of Education.

**“New Jersey Student Learning Standards” or “NJSLs” means standards adopted by the State Board of Education on May 1, 1996, and as thereafter revised by the State Board, and the Common Core State Standards adopted by the State Board on June 16, 2010, and as thereafter revised by the State Board, that describe the knowledge and skills all New Jersey students are expected to acquire by benchmark grades in the following areas: English language arts; mathematics; science; social studies; visual and performing arts; comprehensive health and physical education; world languages; technology; and 21st century life and careers. The standards are established for the provision of a thorough and efficient education pursuant to N.J.S.A. 18A:7F-46 and as a basis for the evaluation of school districts in accordance with N.J.A.C. 6A:30.**

“Parent” means the natural parent(s), adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a student. Where parents are separated or divorced, “parent” means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student provided such parental rights have not been terminated by a court of appropriate jurisdiction.

“Policy” means a Statement, formally adopted by the Board of Education, in which the Board recognizes the mandates and constraints of law, establishes practices and standards binding on staff members and students, and gives direction to the Superintendent.

“President” means the President of the Board of Education.

“Principal” means the administrator in charge of a school building or facility; except where prohibited by law, “Principal or designee” means the qualified person duly delegated by the Principal to discharge a particular duty in place of the Principal.



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“Professional employee” means ~~a teaching staff member~~ an employee who holds a position for which a certificate issued by the New Jersey State Board of Examiners is required. (added this language to match the Definition in Bylaws 0000.02 and 0000.03.

“Pupil” means a student enrolled in a school in this district.

“Regulation” means a Statement developed and promulgated by the Superintendent that details the specific operations by which Board policy or a legal mandate is implemented.

“Secretary” means the Secretary of the Board of Education.

“Student” means a pupil enrolled in a school in this district.

“Superintendent” means the Chief School Administrator of this school district; except where prohibited by law, “Superintendent” means the qualified person duly delegated by the Superintendent to discharge a particular duty in place of the Superintendent.

“Support staff member” means an employee who holds a position for which no certificate issued by the New Jersey State Board of Examiners is required.

“Teaching staff member” means an employee who holds a position for which a certificate issued by the New Jersey State Board of Examiners is required.

“Treasurer” means the Treasurer of School Moneys for this school district.

## Construction

The following rules of construction apply to these bylaws and policies:

1. Wherever possible, language shall be given its clear and ordinary interpretation;
2. Language shall be construed to have a meaning that complies with law;
3. In the event bylaws and policies conflict with one another, the later adopted bylaw or policy shall take precedence over the earlier, and



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the more specific bylaw or policy shall take precedence over the more general;

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4. Except as otherwise provided by the context, the auxiliary verbs "shall," "will," and "must" indicate a mandated action, and the auxiliary verb "may" indicates an action that is permitted but is not mandated.

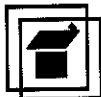
## Effectuation

Except as may otherwise be expressly provided, a bylaw or policy will become effective on the date it is adopted and a revised bylaw or policy will become effective on the date it is revised.

## Citations

Bylaws and policies may contain citations to the following codifications of State and Federal laws and regulations:

1. United States ~~Code Statutes~~ - **U.S.C.**  
~~20 U.S.C.A. Education~~
2. United States Regulations – **Code of Federal Regulations (C.F.R.)** ~~34 C.F.R. Education~~
3. New Jersey Statutes  
N.J.S.A. 2C Code of Criminal Justice  
N.J.S.A. 9 Children-Juvenile and Domestic Relations  
N.J.S.A. 10 Civil Rights  
N.J.S.A. 11 Civil Service  
N.J.S.A. 17 Corporations and Institutions for Finance and Insurance  
N.J.S.A. 18A Education  
N.J.S.A. 19 Elections  
N.J.S.A. 24 Food and Drug  
N.J.S.A. 26 Health and Vital Statistics  
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N.J.S.A. 53 State Police  
N.J.S.A. 54 Taxation  
N.J.S.A. 59 Tort Claims

4. New Jersey Administrative Code

N.J.A.C. 1 Administrative Law  
N.J.A.C. 6 & 6A Education  
N.J.A.C. 8 Health  
N.J.A.C. 10 Human Services  
N.J.A.C. 13 Law and Public Safety  
N.J.A.C. 17 Treasury-General

## Severability

If any part of this manual is made invalid by judicial decision or legislative or administrative enactment, all other parts shall remain in full effect unless and until they are amended or repealed by the Board of Education.

## Enactment

The official record of the adoption, amendment, or repeal of the bylaws and policies of this district shall be the minutes of meetings of the Board of Education. Such alterations shall be duly entered in this manual; a master copy of the policy manual shall be maintained by the \_\_\_\_\_ and shall be the manual to which all others may be compared for accuracy.

## Reference

~~References to previous bylaws and policies indicate the code designation of like matter in the previous codification of the bylaws and policies of this district.~~





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[See POLICY ALERT Nos. 167 and 211]

## 2415.06 UNSAFE SCHOOL CHOICE OPTION

The New Jersey Department of Education (NJDOE) is required to establish an Unsafe School Choice Option (USCO) Policy per the Elementary and Secondary Act (ESEA) of 1965, as reauthorized under the Federal Every Student Succeeds Act of 2015 (ESSA). The USCO Policy requires that students who attend a persistently dangerous public elementary or secondary school as determined by the NJDOE, or become victims of a violent criminal offense while in or on school grounds of a public school that they attend, be allowed to attend a safe public school within the district. The ~~Unsafe School Choice Option (USCO)~~ USCO provision under the ESSA of The No Child Left Behind Act of 2001 (NCLB) §9532 contains two provisions that apply to school districts that receive funds under ESSA NCLB: Provision I - Persistently Dangerous Schools and Provision II - Victims of Violent Criminal Offenses.

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

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

#### 1. Criteria for Determining PDS ~~Persistently Dangerous Schools~~.

A persistently dangerous school is a public elementary or secondary school building (except for Regional Day Schools, Educational Services Commissions and Special Services School Districts) that meets the objective criteria determined by the ~~New Jersey Department of Education (NJDOE)~~ for three consecutive years and is part of a school district that receives funds under ESSA NCLB. The NJDOE will use the most current available data from the Electronic Violence and Vandalism Reporting System (EVVRS) to identify ~~persistently dangerous schools~~ PDS on or before July 31 of each year, ~~in compliance with Federal regulations (68 FR 16789)~~.



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

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

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

To the extent possible, the district will allow transferring students to transfer to schools that **have not been identified as low performing, under the State's ESSA accountability system are making adequate yearly progress in accordance with NCLB and have not been identified as being in need of school improvement, corrective action or restructuring.** **When a transfer school is not available within the school district, the district may seek arrangements for students to transfer to the nearest charter school or neighboring district; however, this is not required.** The district ~~may~~ will take into account the needs and preferences of the affected students and parents.

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

If a school in the district is identified **by the NJDOE** as persistently dangerous, the district will submit to the NJDOE, ~~on or before August 25,~~ documentation of compliance with the parent



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notification requirement and actions taken to complete the transfer arrangements for all students exercising the option by the first day of the school year. **Additionally, the district is required to will** also develop and submit for approval a corrective action plan to the NJDOE on or before September 30 of the same year, which will apply to the respective school year. The corrective action plan, which must be completed in the format provided by the NJDOE, will describe how the school will reduce the number of incidents of violence as determined by the EVVRS. The NJDOE will provide **the** schools with guidance for **its their** corrective action plans, as well as monitor the school district's timely completion of the approved plans.

In the spring of each following year, the NJDOE will re-evaluate the status of a school identified as persistently dangerous. The NJDOE will review the school's progress towards completing **its their** corrective action plan and compare the current year's incidents of violence, as reported on the EVVRS, to the criteria for determining ~~persistently dangerous schools (PDS)~~. A school identified as maintaining the persistently dangerous designation will be notified by the NJDOE on or before July 31 of the respective year and will be required to submit for approval a revised corrective action plan by **September 30 August 25** of that year, which will apply to the respective school year. The school district must inform all parents of enrolled students in the school of the designation within fifteen calendar days of the **date of notice** and offer them the option for their children to transfer to a safe public school by the beginning of the respective school year **in accordance with 2. above.**

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



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4. Procedures and Guidelines for Early Warning of Schools.

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

~~Effective in 2004, If~~ a school meets the criteria set forth in this Policy for two consecutive years, the district will be notified of ~~their~~ pattern of offenses on or before August 15 of each year. If notified, the district will develop and submit ~~to the NJDOE~~ for approval **a school safety plan to the NJDOE** ~~a corrective action plan~~ on or before September 30 of the same year, which will apply to the respective school year. The **school safety** ~~corrective action~~ plan, which must be completed in the format provided by the NJDOE, will describe how the school will reduce the number of incidents of violence as determined by the EVVRS. The NJDOE will provide ~~the~~ **an early warning** school with guidance for ~~its~~ ~~their~~ **school safety** ~~corrective action~~ plan, as well as monitor the school's timely completion of the approved plan. ~~This school shall become a top priority for intensified district support for research-based programs and technical assistance.~~ A school receiving an "early warning" notice is not required to provide the transfer option to students.

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



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A school that ~~has successfully completed their Corrective Action Plan and reported violent incidents that~~ no longer meets the ~~c~~Criteria for Determining ~~PDS Persistently Dangerous Schools~~ for one school year, (the year in which the ~~school safety c~~orrective action plan was in effect), will no longer be required to submit a ~~school safety Corrective Action p~~Plan.

A school that **meets the criteria for PDS** ~~does not successfully complete their Corrective Action Plan and that meets the criteria set forth in this Policy~~ for a third consecutive year will be designated as persistently dangerous and will be required to submit for approval a ~~revised c~~orrective ~~a~~Action ~~p~~Plan (Change to "School Safety Plan: (consistency) on or before September 30 of that year, which will apply to the respective school year.—The ~~district will also~~ and provide the transfer option to students in the school designated as persistently dangerous.

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

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

## Optional

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

6. Special Schools Meeting the Criteria for PDS.



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

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

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

**The individual victim provision of this Policy attempts to fulfill the requirement for the school district to provide relief to students who have been victimized, while providing a school with a practical means for making determinations on incidents of victimization that are within the purview of the school district. The individual victim section of this Policy has been crafted to enable school staff to make reasonable determinations and actions regarding this Policy.** The Superintendent will consult with the Board attorney and communicate with designated local and/or county law enforcement authorities, per the provisions of the *Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials* and *N.J.A.C. 6A:16-6.2(b)123*, on questions and issues that arise in the implementation of the individual victims of violent criminal offenses section of this Policy.

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

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



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enumerated below:

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

- a. A referral has been made to law enforcement officials for suspicion that one of the violent criminal offenses enumerated below has occurred; and
- b. One or more of the following applies:
  - (1) Law enforcement officials have filed formal charges against the **offender(s)** ~~perpetrator(s)~~ for commission of the violent crime; or
  - (2) The **offender(s)** ~~perpetrator(s)~~ of the violent crime has **received sanctions in accordance with the Board of Education's Code of Student Conduct** ~~been disciplined in accordance with school policy;~~ or
  - (3) The **offender(s)** ~~perpetrator(s)~~ of the violent crime either has not been identified or is not an enrolled student(s), but it is clear that the student (victim) has become a victim of a violent criminal offense based on objective indicators such as physical evidence, eyewitness testimony, and/or circumstantial evidence; or
  - (4) The pre-existence of a restraining order against the **offender(s)** ~~perpetrator(s)~~ of the violent crime.

## 2. Procedures and Guidelines

Effective the first day of each school year ~~beginning in 2003~~, the district must be prepared to begin the transfer of any student who chooses to exercise the **individual** ~~unsafe school~~ choice option provision. The district must offer, within **fourteen** ~~ten~~ calendar days **of the incident**, an opportunity to transfer to a safe public school within the district to any student who has become a victim of a violent criminal offense while in or on the grounds of a public school that the student attends. While the student must be offered



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the opportunity to transfer, the student may elect to remain at the school.

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

### 3. Violent Criminal Offenses

The violent criminal offenses under New Jersey statutes that apply to the individual victim provision of **this Policy** are identified and explained below. The offenses apply to completed offenses, as well as ~~threats and~~ attempts to commit the offenses. The offenses and attempts to commit the offenses apply only when they occur in or on the **school** grounds, **as defined in N.J.A.C. 6A:16-1.3, of the** a school that the student attends. The offenses apply whether they occur wholly or in part in or on the grounds of a **the** school that the student attends. The offenses apply only to acts or attempts that are directed at a person (victim) or a group of specified individuals (victims), rather than acts that indiscriminately affect the entire school population or non-specified individuals or groups. ~~For the purposes of this Unsafe School Choice Option Policy, the term "victim" shall not include a student who purposely, knowingly or recklessly provokes the conduct constituting the criminal incident against him or her.~~ Extend definition of on school grounds, i.e. "Any violent criminal offense propagated by school peers or staff that affects a student's educational environment may also fall under this Policy."

Concern about student who is attached by a peer that did not start at school

### 4. Applicable Violent Criminal Offenses





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Below is a description of each applicable violent criminal offense that is based upon New Jersey statutes and references to statutory citations that provide complete explanations of each designated offense. The descriptions provided below are not intended to be a complete explanation of each offense or a substitute for the actual

provisions of the authorizing statutes. Instead, the descriptions are provided as an aid in facilitating understanding of the general intent and practical applications of the violent criminal offenses that pertain to this ~~Unsafe School Choice Option~~ Policy.

- a. Homicide [N.J.S.A. 2C:11-2] - A **student** person is a victim of a homicide when he or she is the child, sibling or other relative of a decedent, resulting from someone purposely, knowingly or recklessly causing the death of the student's parent, sibling, or relative in or on school grounds.
- b. Assault [N.J.S.A. 2C:12-1(A)(a)(1)(1-3) and 2C:12-1(Bb)(1-4)] - A person is a victim of an assault when the actor: purposely, knowingly, or recklessly causes bodily injury to the victim [~~N.J.S.A. 2C:12-1(a)(1)~~]; negligently, recklessly, knowingly, or purposely causes bodily injury to the victim with a deadly weapon [~~N.J.S.A. 2C:12-1(a)(2), N.J.S.A. 2C:12-1(b)(2) and N.J.S.A. 2C:12-1(b)(3)~~]; attempts by physical menace to put the victim in fear of imminent serious bodily injury [~~N.J.S.A. 2C:12-1(a)(3)~~]; or knowingly points a firearm at or in the direction of the victim, whether or not the actor believes it to be loaded. [~~N.J.S.A. 2C:12-1(d)(4)~~].
- c. ~~Aggravated Sexual Assault~~ [N.J.S.A. 2C:14-2] - A **student** person is a victim of a **sexual assault when the student is a victim of an act of sexual contact when the victim is less than thirteen years old and/or the actor is at least four years older than the victim, or the student is a victim of aggravated sexual assault when the actor commits an act of sexual penetration with the victim under any of the following circumstances:**

- (1) The victim is less than thirteen years old.



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- (2) The victim is at least thirteen, but less than sixteen years old; and/or the actor is at least four years older than the victim.
- (3) The victim is at least sixteen years old, but less than eighteen years old; and the actor has supervisory or disciplinary power over the victim.
- (4) The actor uses physical force or coercion.
- (5) The victim is one whom the actor knew or should have known was physically helpless, mentally defective, or mentally incapacitated.
  - (a) ~~At least thirteen, but less than sixteen years old; and~~
    - (i) ~~The actor is related to the victim by blood or affinity to the third degree;~~  
~~or~~
    - (ii) ~~The actor has supervisory or disciplinary power over the victim by virtue of the actor's legal, professional or occupational status;~~  
~~or~~
    - (iii) ~~The actor is a foster parent, a legal guardian or stands in loco parentis within the household.~~
  - (3) ~~The act is committed on the victim during the commission, or attempted commission, whether alone or with one or more persons, of robbery, kidnapping, homicide, aggravated assault on another, burglary, arson or criminal escape.~~
  - (4) ~~The actor is armed with a weapon or any object fashioned in such a manner as to lead the victim to reasonably believe it to be a weapon and threatens~~



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~~by word or gesture to use the weapon or object on the victim.~~

~~(5) The actor is aided or abetted by one or more other persons and the actor uses physical force or coercion on the victim.~~

~~(6) The actor uses physical force or coercion and severe personal injury is sustained by the victim.~~

~~(7) The victim is one whom the actor knew or should have known was physically helpless, mentally defective or mentally incapacitated.~~

~~5. Sexual Assault - A person is a victim of a sexual assault when:~~

~~a. The actor commits an act of sexual contact with a victim who is less than thirteen years old and the actor is at least four years older than the victim; or~~

~~b. The actor commits an act of sexual penetration with a victim under any of the following circumstances:~~

~~(1) The actor uses physical force or coercion, but the victim does not sustain severe personal injury.~~

~~(2) The victim is at least sixteen but less than eighteen years old.~~

~~(3) The actor has supervisory or disciplinary power of any nature or in any capacity over the victim.~~

~~(4) The victim is at least thirteen but less than sixteen years old and the actor is at least four years older than the victim.~~

**d6.** Bias Intimidation [N.J.S.A. 2C:16-1(Aa)] - A person is a victim of the crime of bias intimidation when an actor commits, attempts to commit, conspires with another to commit or threatens the immediate commission of an offense specified in Chapters 11 through 18 of Title 2C of the New Jersey Statutes; N.J.S.A. 2C:33-4; N.J.S.A.



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2C:39-3; N.J.S.A. 2C:39-4 or N.J.S.A. 2C:39-5 in the following circumstances:

- (1)a. With a purpose to intimidate a victim or a group of specified victims because of race, color, religion, gender, handicap, sexual orientation, or ethnicity, or any other distinguishing characteristics; or
  - (2)b. Knowing that the conduct constituting the offense would cause a victim or a group of specified victims to be intimidated because of race, color, religion, gender, handicap, sexual orientation, or ethnicity, or any other distinguishing characteristics; or
  - (3)e. Under circumstances that caused any victim of the underlying offense to be intimidated and the victim, considering the manner in which the offense was committed, reasonably believed either that:
    - (a1) The offense was committed with a purpose to intimidate the victim or any person or entity in whose welfare the victim is interested because of race, color, religion, gender, handicap, sexual orientation, or ethnicity, or any other distinguishing characteristics; or
    - (b2) The victim or the victim's property was selected to be the target of the offense because of race, color, religion, gender, handicap, sexual orientation, or ethnicity, or any other distinguishing characteristics.
- e7. Terroristic Threat [N.J.S.A. 2C:12-3(Aa) and 2C:12-3(Bb)]  
- A person is a victim of a terroristic threat when the actor threatens to commit one of the violent criminal offenses enumerated under ~~this the USCO Policy Provision II~~ against the victim with the purpose to put the student in imminent fear of one of the violent crimes enumerated in ~~this the USCO Policy Provision II~~ under circumstances



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reasonably causing the victim to believe the immediacy of the threat and the likelihood that it will be carried out. The definition of terroristic threat applies to N.J.S.A. 2C:12-3(a) insofar as the threat was directed at a person (victim) or a group of specified individuals (victims).

- f8. Robbery [N.J.S.A. 2C:15-1] - A person is a victim of a robbery when the actor, in the course of committing a theft, inflicts bodily injury; or uses force upon the victim; or threatens the victim with or purposely puts the victim in fear of immediate bodily injury.
- g9. Kidnapping [N.J.S.A. 2C:13-1] - A person is a victim of a kidnapping when the actor unlawfully removes the victim from the school or school grounds; or the actor unlawfully confines the victim with the purpose of holding the victim for ransom or reward as a shield or hostage; or the actor unlawfully removes the victim from the school or school grounds or a substantial distance from where he or she is found in school or on school grounds; or if the actor or a member connected with the school community takes a child without the express permission of the child's guardian unlawfully confines a student for a substantial period of time **with any of the following purposes:** to facilitate commission of a crime or flight thereafter, or to inflict bodily injury on or terrorize the victim.
- h10. Arson [N.J.S.A. 2C:17-1] - A person is a victim of arson when the actor **purposely or knowingly** starts a fire or causes an explosion in or on the grounds of a school whereby ~~purposely or knowingly~~ the victim or group of specified victims are in danger of death or bodily injury; or with the purpose of destroying or damaging the victim's or group of specified victim's property that is in the school or on school grounds.

## Miscellaneous Provisions of USCO

1. Transfer Time Period – ~~PDS Persistently Dangerous Schools~~



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

## [Optional

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

## 2. Charter School Transfer Option

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

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

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



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## 3. Funding Sources for USCO

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

## 4. Special Education Students

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

## 5. Transfer Schools

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

### [Optional

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

or

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

~~[Optional~~

*Include*



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

~~Under the Federal regulations (68 FR 16789), this Policy only applies to offenses that occur in the 2003—2004 school year and thereafter. Beginning with the 2004—2005 school year, the district must provide the transfer option to victims of violent criminal offenses that occurred in the previous school year, if the determination that the student was a victim was made thirty days or fewer before the end of the school year.~~

The district will use the school choice option as one response to incidents of victimization. Additionally, the district will develop and implement appropriate strategies for addressing the circumstances that contribute to or support victimization, as well as consistently and proactively manage individuals who have victimized students. The district will promote the importance of school safety and respond to the needs of students and staff. Pursuant to the law, the district will provide an opportunity for students, parents and school district and law enforcement personnel to discuss methods for keeping schools safe from violence; to create school safety plans; and to recognize students in need of help. The district will organize activities to prevent school violence, including, but not limited to, age-appropriate opportunities for student discussion on conflict resolution, issues of student diversity and tolerance. Law enforcement personnel will be invited to join members of the teaching staff in the discussions. Programs shall also be provided for school district employees that are designated to help school district employees recognize warning signs of school violence and to instruct school district employees on recommended conduct during an incident of school violence.

**In accordance with the provisions of N.J.S.A. 18A:17-46, two times each school year, between September 1 and January 1 and between January 1 and June 30, at a public hearing, the Superintendent shall report to the Board of Education all acts of violence; vandalism; and harassment, intimidation, and bullying which occurred during the previous reporting period.** ~~requires a public hearing in the third week in October of each year for the Superintendent to report to the Board all acts of violence and vandalism that occurred in the district during the previous school year. The public hearing shall be transcribed and kept on file in the Board of Education Office. The transcript shall be made available to~~





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~~the public upon request. The Board must also file the transcript with the NJDOE for review.~~

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

~~No Child Left Behind Act of 2001 §9532~~

Adopted:



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Feb 17  
M

[See POLICY ALERT Nos. 97, 103, 110, 139, 165, 175 and 211]

## 3160 PHYSICAL EXAMINATION

The Board of Education requires each candidate for employment who receives a conditional offer of employment to newly employed teaching staff member undergo a physical examination(s) to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA).

If upon completing an examination(s) it is determined a candidate for employment who received a conditional offer of employment is unable to perform with reasonable accommodation job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent of Schools, if the Board has not yet approved the appointment, or by the Board, if the Board had approved the appointment at a Board meeting.

The physical examination shall include, but is not limited to, a health history to include past serious illnesses and injuries; current health problems; allergies; and a record of immunizations. The physical examination shall also include a health screening to include, but not limited to: height and weight; blood pressure; pulse and respiratory rate; vision screening; and hearing screening; and Mantoux test for tuberculosis.

~~A teaching staff member may provide health status information, including medications, which may be of value to medical personnel in the event of an emergency requiring treatment. The staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency. School employee physicals, examinations and/or annual medical updates do not require screening or disclosure of HIV status.~~

### Optional

[Candidates for employment who have received a conditional offer of employment will also be required to undergo a comprehensive fitness for duty a physical examination to include a health history, health screening and medical evaluation. This examination pre-employment physical examination shall not be

*the*  
as they pertain to  
staff duties  
to the end  
↓  
Mantoux test  
has to be included  
(not part of the  
Atlanticare screening,  
our own school  
nurse administers it)  
*OK*



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used to determine a candidate's disabilities. ~~This examination and~~ shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions pursuant to ADA P.L. 101-336, American with Disabilities Act of 1990. **Comprehensive fitness for duty examinations, if required by the Board, will be required for all \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ candidates for employment who receive a conditional offer of employment.]**

## Optional

*may be*  
[Candidates for employment who have received a conditional offer of employment will be are also required to undergo psychological assessment in accordance with district procedures regulations. **Psychological assessments, if required by the Board, will be required for all \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ candidates for employment who have received a conditional offer of employment.]**

## Optional

*OK*  
[Candidates for employment who have received a conditional offer of employment will be required to be tested ~~The Board of Education will require testing for the usage of controlled dangerous substances as they are defined in N.J.S.A. 2C:35-2 as part of any physical examination which is required of any candidate for employment.~~ This testing will be completed in accordance with New Jersey Department of Health and Department of Education guidelines. **Testing for the usage of controlled or dangerous substances, if required by the Board, will be required for all employees, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ candidates for employment who have received a conditional offer of employment.]**

~~The physical examinations required by this policy shall be limited to those assessments or information necessary to determine the individual's physical and mental fitness to perform with reasonable accommodation in the position he/she seeks or currently holds and to detect any health risks to students or other employees.~~

Fitness for Duty and Psychological Assessments are not part of our current pre-emp exam

→ current practice



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## TEACHING STAFF MEMBERS

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Physical Examination

→ current practice:

Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of physical examinations required by this Policy ~~may be performed~~ conducted by a physician or institution designated by the Board. ~~or, However, the candidate shall bear the cost if the examination is performed at the employee's election,~~ by a physician or institution designated by the candidate employee and approved with approval of by the Board. ~~The cost of any such examination conducted by the physician or institution designated by the Board shall be borne by the Board. The cost of any such examination conducted by the physician or institution chosen by the employee and approved by the Board shall be borne by the employee.~~ In the event the Board approves the physician or institution designated by the candidate to complete an examination required by this Policy, the candidate will be provided with the detailed requirements of the examination.

School employee physicals, examinations, and/or annual medical updates do not require screening or disclosure of HIV status.

A Mantoux tuberculosis test shall be given to all student teachers, school bus drivers on contract with the district, and contractors or volunteers who have contact with students.

All staff members' medical and health records, including computerized records, will be secured, ~~and will be stored,~~ and maintained separately from other personnel files. The information contained in medical records will be kept confidential. Only the staff member, the Superintendent, and the school medical inspector shall have access to medical information regarding an individual employee. Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5. The staff member may provide health-status information, including medications that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, the staff member may also choose to share ~~section of the medical record that contains the health history may be shared~~ with the staff member's Building Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency ~~with the consent of the staff member.~~

If we have the board pays for the physical exam but as a cost-savings measure we might allow candidates to go to their own physician provided that it is recent and verifiable

→ is this teachers or student teachers like interns?  
↓  
should be for all employees



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Physical Examination

Additional individual psychiatric or physical examinations of any staff member may be required by the Board whenever, in the judgment of the Board, a staff member shows evidence of deviation from normal physical or mental health. Any additional individual examinations will be pursuant to the requirements of N.J.A.C. 6A:32-6.3. Additional examinations and/or certifications may be required to verify fitness in accordance with Policy No. 3161 or disability in accordance with Policies Nos. 3425 and 3435.

42 U.S.C.A. 12101

N.J.S.A. 18A:16-2 et seq.

N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

Adopted:



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Physical Examination

Feb 17

M

[See POLICY ALERT Nos. 110, 139, 141, 165 and 211]

## R 3160 PHYSICAL EXAMINATION

### A. Definitions

1. ~~“Employee assurance statement” means a statement signed by the employee certifying that information supplied by the employee is true to the best of the employee’s knowledge.~~
12. “Employee” or “staff member” means the holder of any full-time or part-time position of employment.
23. “Health history” means the record of a person’s past health events obtained in writing, completed by the individual or their physician.
34. “Health screening” means the use of testing of people, using one or more diagnostic tools, to test a person for determine the presence or precursors of a particular disease.
5. ~~“Medical evaluation” means the examination of the body by the school medical inspector or by any physician licensed to practice medicine.~~
46. “Physical examination” means the assessment of an individual’s health by a professional licensed to practice medicine or osteopathy, or by an advanced practice nurse or physician assistant.
5. “Physician assistant” means a health care professional licensed to practice medicine with physician supervision.
7. ~~“Psychiatric examination” means an examination for the purpose of diagnosis and treatment of mental disorders.~~

### B. ~~Employees’ Initial~~ Physical Examinations – Candidates for Employment Who Have Received a Conditional Offer of Employment



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Physical Examination

1. ~~Each Candidates for employment who have received a conditional offer of employment newly employed teaching staff member~~ shall be required to undergo a physical examination. The physical examination shall include, but is not limited to, a health history, ~~and health screenings, and medical evaluation to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA). The candidate for employment will be provided the Board's requirements for the physical examination.~~

a1. A health history ~~shall be completed by the employee or by his/her physician which~~ shall include, but is not limited to, the candidate's employee's:

- (1) Past serious illnesses and injuries;
- (2) Current health problems;
- (3) Allergies; and
- (4) A record of immunizations.

→ same explanation  
as 3160 1 of 4 policy

a. ~~Past serious illnesses and injuries;~~

b. ~~Current health problems;~~

c. ~~Allergies; and~~

d. ~~Record of immunizations.~~

b2. ~~The employee shall submit to A health screenings which shall include, but is not limited to his/her:~~

- (1) Height;
- (2) Weight;
- (3) Pulse and respiratory rate;
- (4) Hearing screening;
- (5) Blood pressure;
- (6) Vision screening;
- (7) \_\_\_\_\_;
- (8) \_\_\_\_\_.



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TEACHING STAFF MEMBERS

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Physical Examination

- a. ~~Height and weight;~~
- b. ~~Blood pressure;~~
- c. ~~Pulse and respiration rate;~~
- d. ~~Vision screening;~~
- e. ~~Hearing screening.~~

## C. Medical Requirements Upon Employment

31. ~~Health screening~~ A Mantoux tuberculosis test shall be given upon employment of all newly hired staff members (full-time and part-time), and to all student teachers, school bus drivers on contract with the district, and to contractors or volunteers who have contact with students also ~~include a Mantoux test for the presence of tuberculosis.~~ Tuberculosis testing is not required for volunteers working with students less than twenty hours per month.

a. ~~A newly employed member will be exempt from the Mantoux test if he/she presents satisfactory documentation of a test~~

(1) ~~Administered in a New Jersey school district from which the member has transferred, or~~

(2) ~~Administered in any place within the six months previous to the member's initial employment in this district.~~

a. Tuberculosis testing is not required:

(1) For new staff members, student teachers, and contractors of the school district with a documented negative tuberculosis test result in the last six months or a documented positive tuberculosis test, regardless of when this test was done; or





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- (2) For a school district staff member transferring between school districts or from a non-public school within New Jersey with a documented tuberculosis test result upon his/her initial employment by a New Jersey school.
- b. Staff members, student teachers, contractors or volunteers who have contact with students and claim a religious exemption cannot be compelled to submit to tuberculosis testing. In these instances, a symptom assessment must be done (TB-8 Form). If TB-like symptoms are reported, a physician must document that the staff member, student teacher, contractor, or volunteer does not have an active disease.
- (1) The school district shall determine the criteria essential to document a valid religious exemption.
- cb. Procedures for the administration of the Mantoux tuberculosis test, interpretation of reactions, follow-up procedures, and reporting shall be conducted in accordance with the guidelines and requirements issued by of the New Jersey State Department of Health and titled School Tuberculin Testing in New Jersey.
- e. ~~If the results of the Mantoux test so indicate, the employee shall be referred for a chest X ray and medical evaluation to determine the presence of tuberculosis at the employee's expense. The employee shall submit the report of the X-ray and evaluation to the school medical inspector. If the school medical inspector does not receive the report within four weeks of the referral or is unwilling to accept the findings of the report, he/she may direct the employee to submit to a chest X ray examination at Board expense, the results of which will be reported directly to the school medical inspector.~~



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- ~~d. An employee who presents a physician's or nurse practitioner's documentation, acceptable to the school medical inspector, showing significant tuberculin reaction and a subsequent negative chest X-ray will be exempt from the Mantoux test.~~
- ~~4. A medical evaluation that shall be limited to those assessments or information necessary to determine the employee's physical and mental fitness to perform with reasonable accommodation in the position which the employee seeks or currently holds and to detect any health risks to students and other employees. The employee's medical evaluation shall include, but not be limited to, a record of immunizations. Guidance regarding immunizations for adults may be found in "Adult Immunization: Recommendations of the Immunization Practices Advisory Committee (ACIP)", available from the Immunization Program, Centers for Disease Control, Public Health, U.S. Department of Health and Human Services, Atlanta, GA 30333.~~
25. An individual teaching staff member may provide health-status information, including medications, that which may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, the teaching staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency.

## DE. Health Records

1. All health records of candidates for employment who have received a conditional offer of employment and of current employees medical records, including computerized records, shall be secured, and shall be stored, and maintained separately from other personnel files.
2. Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 Only the employee, the Superintendent, and the school medical inspector shall have access to the medical information in that individual's file.



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3. ~~The portion of the employee's medical record containing a health history may be shared with the Principal and the school nurse with the consent of the employee, as provided in B.5 above.~~

**ED. Employees' Physical Examination and Medical Updates**

1. School employee physicals, examinations, and/or annual medical updates shall not require disclosure of HIV status.

Optional X - not a current practice

**[FE. Comprehensive Fitness for Duty Examination of Candidates for Employment Who Have Received a Conditional Offer of Employment**

1. ~~Candidates for employment who have received a conditional offer of employment will also be required to undergo a comprehensive fitness for duty physical examination to include a health history, health screening and medical evaluation by a school district approved physician or institution at the Board's expense.~~
- a. ~~This pre-employment physical examination shall not be used to determine a candidate's disabilities; and~~
- b. ~~This examination shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions pursuant to ADA P.L. 101-336, American with Disabilities Act of 1990.]~~
2. ~~The physician or institution completing the examination will be provided the fitness requirements for each position.~~
3. ~~Comprehensive fitness for duty examinations will be required for all candidates for employment who receive a conditional offer of employment in the following job classifications in the school district:~~
- a. \_\_\_\_\_;
- b. \_\_\_\_\_;
- c. \_\_\_\_\_;
- d. \_\_\_\_\_.]



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Physical Examination

Optional *x - not a current practice*

[G. **Psychological Assessments for Candidates Who Have Received a Conditional Offer of Employment**

1. **Candidates for employment who have received a conditional offer of employment will be required to undergo psychological assessment in accordance with district procedures.**
2. **Psychological assessments will be required for all candidates for employment who receive a conditional offer of employment in the following job classifications in the school district:**
  - a. \_\_\_\_\_;
  - b. \_\_\_\_\_;
  - c. \_\_\_\_\_;
  - d. \_\_\_\_\_.]

Optional *✓ current practice*

[HF. **~~Controlled Dangerous Substance~~ Testing for Usage of Controlled or Dangerous Substances for Candidates Who Have Received a Conditional Offer of Employment**

1. **Candidates for ~~employment teaching staff member positions~~, who have received a conditional offer of employment will be required to ~~must~~ complete testing, conducted at the Board's expense, for the usage of controlled dangerous substances as they are defined in N.J.S.A. 2C:35-2.**
  - a. **Candidates will be allowed privacy during specimen collection. Control and accountability of specimens will be maintained with a chain of custody in accordance with accepted practices and as recommended by the approved laboratory. A ~~The~~ laboratory approved by the New Jersey Department of Health will be selected by the Board for such testing and ~~approved by the New Jersey Department of Health.~~**



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Physical Examination

- b2. The laboratory will conduct **the test in accordance with industry standard practices for testing for controlled dangerous substances an initial or screening test and a confirmatory test.** ~~Refusal of employment will not be based on the results of a screening test alone. An initial test is an immunoassay test to eliminate negative test results from further consideration and to identify the potentially positive specimens for the purpose of further testing and confirmation. A confirmatory test is a second analytical procedure to identify the presence of a specific drug which uses more sophisticated technique to ensure reliability and accuracy.~~
- c3. A Medical Review Officer, who is a licensed physician ~~certified and qualified to complete drug testing~~ will review the final results of **all positive drug tests to determine if there is,** ~~scrutinizing them for possible alternative a~~ medical explanations **for the results.** The Medical Review Officer will review the candidate's medical history and **may will** conduct a medical interview **with the candidate** to determine **any the other** relevant factors contributing to the results of the test. The Medical Review Officer will communicate the results of **a an investigation regarding** positive drug tests to the **candidate applicant** and to the Superintendent. ~~or designated administrator~~
- d4. The ~~American with Disabilities Act (ADA)~~ prohibits employment discrimination against qualified individuals with disabilities. Persons who use drugs illegally (the use of controlled dangerous substances (CDS) and the illegal use of prescription drugs) are not protected by the ADA.
- e5. After a conditional offer of employment, the school district **administration and/or the Medical Review Officer** may ask **the candidate** questions concerning present drug or alcohol use; however, information obtained may not be used to exclude an individual with a disability, based on the disability, unless it can be shown that the reason for exclusion meets the following three tests:



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- (1)a. It must be job-related and cannot be met with reasonable accommodation;
  - (2)b. It must be consistent with the demonstrated necessity of conducting business; and
  - (3)e. It must be related to legitimate job criteria.
- f6. The school district (~~shall~~ may) refuse to hire a candidate ~~an applicant~~ based upon a test result that indicates the illegal use of drugs as confirmed by the Medical Review Officer. This action (~~shall~~ may) be taken even if the candidate ~~applicant~~ claims he/she recently stopped illegally using drugs.
27. ~~The school district would incur liability under ADA if a person is excluded from a job if the school district erroneously regarded the candidate to be an addict currently using drugs illegally when the drug test showed the presence of a lawfully prescribed drug. The Superintendent will confer with the Medical Review Officer regarding all positive tests to prevent any ADA violation liability.~~
3. Testing for controlled or dangerous substances will be required for all candidates for employment who receive a conditional offer of employment in the following job classifications in the school district:
- all candidates
- a. \_\_\_\_\_;
  - b. \_\_\_\_\_;
  - c. \_\_\_\_\_;
  - d. \_\_\_\_\_.]

## Optional

[G. ~~Candidates Records~~ Review of Examinations and Assessments



# REGULATION GUIDE

TEACHING STAFF MEMBERS

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Physical Examination

1. ~~All records regarding pre-employment physicals and drug tests will be maintained in separate medical files and treated as confidential medical records. These records will be:~~

a. ~~Kept separate from a candidate's personnel file;~~

b. ~~Kept in a locked cabinet in a central school district location; and~~

c. ~~Accessible only to the Superintendent and/or designee.~~

12. The results records of the physical examination of a candidate's for employment who has received a conditional offer of employment ~~physical examination~~ will be reviewed by ~~submitted~~ to the school ~~physician~~ medical inspector, who, in consultation with the Superintendent, will determine the candidate's physical and mental fitness to function with reasonable accommodation in the position for which he/she has made application. That determination will be made a part of the candidate's application

*Atlant. Care  
or other designated  
facility*

3. ~~A candidate's medical records will be maintained separately from his/her application and will be kept confidential in accordance with §1D.~~

a. ~~If and when the candidate is employed by this district, the records will be kept in the person's medical file.~~

b. ~~If the candidate is not employed by this district within one year \_\_\_\_\_ (period of time), the records will be destroyed.~~

*our school  
physician,  
Dr. Goldman,  
does not review  
pre-emp physical  
exam for us  
No-*

## J. Rescinding a Conditional Offer of Employment - Notice to Candidates for Employment Who Receive a Conditional Offer of Employment

1. All candidates for employment who receive a conditional offer of employment shall be informed by the district that:

a. An offer of employment by the Superintendent of Schools or designee is conditional upon completion of the Board's required physical examinations and assessments;



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- b. **The required examinations and assessments will be used to determine the candidate's ability to perform with reasonable accommodations job-related functions pursuant to ADA; and**
- c. **If it is determined upon completing the examination(s) or assessment(s) the candidate is unable to perform with reasonable accommodations job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent if the Board has not yet approved the appointment or by the Board, if the Board had approved the appointment at a Board meeting.**

Adopted:





Instruction-19

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M

[See POLICY ALERT Nos. 97, 103, 110, 139, 165, 175 and 211]

## 4160 PHYSICAL EXAMINATION

The Board of Education requires each candidate for employment who receives a conditional offer of employment to ~~newly employed support staff member~~ undergo a physical examination(s) to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA).

If upon completing an examination(s) it is determined a candidate for employment who received a conditional offer of employment is unable to perform with reasonable accommodation job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent of Schools, if the Board has not yet approved the appointment, or by the Board, if the Board had approved the appointment at a Board meeting.

*→ see Policy 3160 1 of 4 - either change or add "as they pertain to STAFF DUTIES" to the end.*

The physical examination shall include, but is not limited to, a health history to include past serious illnesses and injuries; current health problems; allergies; and a record of immunizations. The physical examination shall also include a health screening to include, **but not limited to:** height and weight; blood pressure; pulse and respiratory rate; vision screening; **and** hearing screening; ~~and Mantoux test for tuberculosis.~~

*→ Mantoux test has to be included (not part of the Atlanticare screening, our own school nurse administers it)*

~~A support staff member may provide health status information, including medications, which may be of value to medical personnel in the event of an emergency requiring treatment. The staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency. School employee physicals, examinations and/or annual medical updates do not require screening or disclosure of HIV status.~~

### Optional

[Candidates for employment who have received a conditional offer of employment will also be required to undergo a comprehensive fitness for duty a physical examination to include a health history, health screening and medical evaluation. This examination ~~pre-employment physical examination~~ shall not be



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used to determine a candidate's disabilities. ~~This examination and~~ shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions pursuant to ADA P.L. 101-336, American with Disabilities Act of 1990. **Comprehensive fitness for duty examinations, if required by the Board, will be required for all \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ candidates for employment who receive a conditional offer of employment.]**

Optional      x

[Candidates for employment who have received a conditional offer of employment will ~~are also~~ required to undergo psychological assessment in accordance with district ~~procedures regulations~~. **Psychological assessments, if required by the Board, will be required for all \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ candidates for employment who have received a conditional offer of employment.]**

Optional      ✓ *Current practice*

[Candidates for employment who have received a conditional offer of employment will be required to be tested ~~The Board of Education will require testing for the usage of controlled dangerous substances as they are defined in N.J.S.A. 2C:35-2 as part of any physical examination which is required of any candidate for employment.~~ This testing will be completed in accordance with New Jersey Department of Health and Department of Education guidelines. **Testing for the usage of controlled or dangerous substances, if required by the Board, will be required for all \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ candidates for employment who have received a conditional offer of employment.]**

~~The physical examinations required by this policy shall be limited to those assessments or information necessary to determine the individual's physical and mental fitness to perform with reasonable accommodation in the position he/she seeks or currently holds and to detect any health risks to students or other employees.~~

*Fitness for Duty and Psychological Assessments are not part of our current pre-emp exam*



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SUPPORT STAFF MEMBERS  
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Physical Examination

Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of ~~p~~Physical examinations required by this ~~P~~policy ~~may be performed conducted~~ by a physician or institution designated by the Board. ~~or, However, the candidate shall bear the cost if the examination is performed at the employee's election,~~ by a physician or institution designated by the ~~candidate~~ employee and approved with approval of by the Board. ~~The cost of any such examination conducted by the physician or institution designated by the Board shall be borne by the Board. The cost of any such examination conducted by the physician or institution chosen by the employee and approved by the Board shall be borne by the employee.~~ In the event the Board approves the physician or institution designated by the candidate to complete an examination required by this Policy, the candidate will be provided with the detailed requirements of the examination.

School employee physicals, examinations, and/or annual medical updates do not require screening or disclosure of HIV status.

A Mantoux tuberculosis test shall be given to all student teachers, school bus drivers on contract with the district, and contractors or volunteers who have contact with students.

All staff members' medical and health records, including computerized records, will be secured, ~~and will be stored,~~ and maintained separately from other personnel files. The information contained in medical records will be kept confidential. Only the staff member, the Superintendent, and the school medical inspector shall have access to medical information regarding an individual employee. Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5. The staff member may provide health-status information, including medications that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, the staff member may also choose to share ~~section of the medical record that contains the health history may be shared~~ with the staff member's Building Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency ~~with the consent of the staff member.~~

→ current practice: board pays for the physical exam but as a cost-saving measure we might allow candidates to go to their own physician provided that it is recent and verifiable

→ should be for all employees

yes



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Additional individual psychiatric or physical examinations of any staff member may be required by the Board whenever, in the judgment of the Board, a staff member shows evidence of deviation from normal physical or mental health. Any additional individual examinations will be pursuant to the requirements of N.J.A.C. 6A:32-6.3. Additional examinations and/or certifications may be required to verify fitness in accordance with Policy No. 43161 or disability in accordance with Policies Nos. 43425 and 43435.

42 U.S.C.A. 12101

N.J.S.A. 18A:16-2 ~~et seq.~~

N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

Adopted:



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[See POLICY ALERT Nos. 110, 139, 141, 165 and 211]

## R 4160 PHYSICAL EXAMINATION

### A. Definitions

1. ~~“Employee assurance statement” means a statement signed by the employee certifying that information supplied by the employee is true to the best of the employee’s knowledge.~~
12. “Employee” or “staff member” means the holder of any full-time or part-time position of employment.
23. “Health history” means the record of a person’s past health events obtained in writing, completed by the individual or their physician.
34. “Health screening” means the **use of testing of people, using one or more diagnostic tools, to test a person for determine** the presence or precursors of a particular disease.
5. ~~“Medical evaluation” means the examination of the body by the school medical inspector or by any physician licensed to practice medicine.~~
46. “Physical examination” means the assessment of an individual’s health by a **professional licensed to practice medicine or osteopathy, or by an advanced practice nurse or physician assistant.**
5. “Physician assistant” means a health care professional licensed to practice medicine with physician supervision.
7. ~~“Psychiatric examination” means an examination for the purpose of diagnosis and treatment of mental disorders.~~

### B. **Employees’ Initial Physical Examinations – Candidates for Employment Who Have Received a Conditional Offer of Employment**



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Physical Examination

1. ~~Each Candidates~~ for employment who have received a conditional offer of employment ~~newly employed support staff member~~ shall be required to undergo a physical examination. The physical examination shall include, but is not limited to, a health history, ~~and health screenings, and medical evaluation to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA). The candidate for employment will be provided the Board's requirements for the physical examination.~~

a1. A health history shall be ~~completed by the employee or by his/her physician which shall include, but is not limited to, the candidate's employee's:~~

- (1) Past serious illnesses and injuries;
- (2) Current health problems;
- (3) Allergies; and
- (4) A record of immunizations.

a. ~~Past serious illnesses and injuries;~~

b. ~~Current health problems;~~

c. ~~Allergies; and~~

d. ~~Record of immunizations.~~

b2. ~~The employee shall submit to A health screenings which shall include, but is not limited to his/her:~~

- (1) Height;
- (2) Weight;
- (3) Pulse and respiratory rate;
- (4) Hearing screening;
- (5) Blood pressure;
- (6) Vision screening;
- (7) \_\_\_\_\_;
- (8) \_\_\_\_\_.

→ see 1 of 4  
policy 3160

Either change  
or add

"As they pertain  
to Staff duties"

To the end



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Physical Examination

- a. ~~Height and weight;~~
- b. ~~Blood pressure;~~
- e. ~~Pulse and respiration rate;~~
- d. ~~Vision screening;~~
- e. ~~Hearing screening.~~

## C. Medical Requirements Upon Employment

31. ~~Health screening~~ **A Mantoux tuberculosis test shall be given upon employment of all newly hired staff members (full-time and part-time), and to all student teachers, school bus drivers on contract with the district, and to contractors or volunteers who have contact with students also include the conduct of a Mantoux test for the presence of tuberculosis infection. Tuberculosis testing is not required for volunteers working with students less than twenty hours per month.**

a. ~~A newly employed member will be exempt from the Mantoux test if he/she presents satisfactory documentation of a test~~

(1) ~~Administered in a New Jersey school district from which the member has transferred, or~~

(2) ~~Administered in any place within the six months previous to the member's initial employment in this district.~~

a. **Tuberculosis testing is not required:**

(1) **For new staff members, student teachers, and contractors of the school district with a documented negative tuberculosis test result in the last six months or a documented positive tuberculosis test, regardless of when this test was done; or**



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## SUPPORT STAFF MEMBERS

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- (2) For a school district staff member transferring between school districts or from a non-public school within New Jersey with a documented tuberculosis test result upon his/her initial employment by a New Jersey school.
- b. Staff members, student teachers, contractors or volunteers who have contact with students and claim a religious exemption cannot be compelled to submit to tuberculosis testing. In these instances, a symptom assessment must be done (TB-8 Form). If TB-like symptoms are reported, a physician must document that the staff member, student teacher, contractor, or volunteer does not have an active disease.
    - (1) The school district shall determine the criteria essential to document a valid religious exemption.
  - cb. Procedures for the administration of the Mantoux tuberculosis test, interpretation of reactions, follow-up procedures, and reporting shall be conducted in accordance with the guidelines and requirements issued by of the New Jersey State Department of Health and titled School Tuberculin Testing in New Jersey.
  - e. ~~If the results of the Mantoux test so indicate, the employee shall be referred for a chest X ray and medical evaluation to determine the presence of tuberculosis at the employee's expense. The employee shall submit the report of the X ray and evaluation to the school medical inspector. If the school medical inspector does not receive the report within four weeks of the referral or is unwilling to accept the findings of the report, he/she may direct the employee to submit to a chest X ray examination at Board expense, the results of which will be reported directly to the school medical inspector.~~
  - d. ~~An employee who presents a physician's or nurse practitioner's documentation, acceptable to the school medical inspector, showing significant tuberculin reaction and a subsequent negative chest X ray will be exempt from the Mantoux test.~~





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~~4. A medical evaluation that shall be limited to those assessments or information necessary to determine the employee's physical and mental fitness to perform with reasonable accommodation in the position which the employee seeks or currently holds and to detect any health risks to students and other employees. The employee's medical evaluation shall include, but not be limited to, a record of immunizations. Guidance regarding immunizations for adults may be found in "Adult Immunization: Recommendations of the Immunization Practices Advisory Committee (ACIP)", available from the Immunization Program, Centers for Disease Control, Public Health, U.S. Department of Health and Human Services, Atlanta, GA 30333.~~

25. An individual support staff member may provide health-status information, including medications, that which may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, the support staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency.

## DC. Health Records

1. All health records of candidates for employment who have received a conditional offer of employment and of current employees medical records, including computerized records, shall be secured, and shall be stored, and maintained separately from other personnel files.
2. Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 Only the employee, the Superintendent, and the school medical inspector shall have access to the medical information in that individual's file.
3. ~~The portion of the employee's medical record containing a health history may be shared with the Principal and the school nurse with the consent of the employee, as provided in paragraph B.5. above.~~



# REGULATION GUIDE

SUPPORT STAFF MEMBERS  
R 4160/page 6 of 11  
Physical Examination

~~D. Examination of School Bus Drivers~~

- ~~1. School bus drivers employed by this district are subject to Policy No. 4160 and this regulation generally.~~
- ~~2. School bus drivers employed by a contractor supplying transportation services to this district shall be tested for tuberculosis in accordance with paragraph B3 of this regulation.~~

E. Employees' Physical Examination and Medical Updates

1. School employee physicals, examinations, and/or annual medical updates shall not require disclosure of HIV status.

Optional    *x not a current practice*

**F. Comprehensive Fitness for Duty Examination of Candidates for Employment Who Have Received a Conditional Offer of Employment**

1. **Candidates for employment who have received a conditional offer of employment will also be required to undergo a comprehensive fitness for duty physical examination to include a health history, health screening and medical evaluation by a school district approved physician or institution at the Board's expense.**
  - a. This pre-employment physical examination shall not be used to determine a candidate's disabilities; and
  - b. This examination shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions pursuant to ADA P.L. 101-336, American with Disabilities Act of 1990.}
2. **The physician or institution completing the examination will be provided the fitness requirements for each position.**



# REGULATION GUIDE

SUPPORT STAFF MEMBERS  
R 4160/page 7 of 11  
Physical Examination

3. **Comprehensive fitness for duty examinations will be required for all candidates for employment who receive a conditional offer of employment in the following job classifications in the school district:**

- a. \_\_\_\_\_;
- b. \_\_\_\_\_;
- c. \_\_\_\_\_;
- d. \_\_\_\_\_.]

Optional

- x not a current practice

[G. **Psychological Assessments for Candidates Who Have Received a Conditional Offer of Employment**

- 1. **Candidates for employment who have received a conditional offer of employment will be required to undergo psychological assessment in accordance with district procedures.**
- 2. **Psychological assessments will be required for all candidates for employment who receive a conditional offer of employment in the following job classifications in the school district:**

- a. \_\_\_\_\_;
- b. \_\_\_\_\_;
- c. \_\_\_\_\_;
- d. \_\_\_\_\_.]

Optional

✓ current practice

[H. ~~Controlled Dangerous Substance~~ **Testing for Usage of Controlled or Dangerous Substances for Candidates Who Have Received a Conditional Offer of Employment**

- 1. **Candidates for employment support staff member positions, who have received a conditional offer of employment will be required to must complete testing, conducted at the Board's expense, for the usage of controlled dangerous substances as they are defined in N.J.S.A. 2C:35-2.**



# REGULATION GUIDE

SUPPORT STAFF MEMBERS

R 4160/page 8 of 11  
Physical Examination

- a1. Candidates will be allowed privacy during specimen collection. Control and accountability of specimens will be maintained with a chain of custody in accordance with accepted practices and as recommended by the approved laboratory. **A The laboratory approved by the New Jersey Department of Health will be selected by the Board for such testing and approved by the New Jersey Department of Health.**
- b2. The laboratory will conduct **the test in accordance with industry standard practices for testing for controlled dangerous substances an initial or screening test and a confirmatory test.** ~~Refusal of employment will not be based on the results of a screening test alone. An initial test is an immunoassay test to eliminate negative test results from further consideration and to identify the potentially positive specimens for the purpose of further testing and confirmation. A confirmatory test is a second analytical procedure to identify the presence of a specific drug which uses more sophisticated technique to ensure reliability and accuracy.~~
- c3. A Medical Review Officer, who is a licensed physician ~~certified and qualified to complete drug testing~~ will review **the final results of all positive drug tests to determine if there is, scrutinizing them for possible alternative a medical explanations for the results.** The Medical Review Officer will review the candidate's medical history and **may will** conduct a medical interview **with the candidate** to determine **any the other** relevant factors contributing to the results of the test. The Medical Review Officer will communicate the results of a **an investigation regarding** positive drug tests to the **candidate applicant** and to the Superintendent. *or designated administrator*
- d4. ~~The American with Disabilities Act (ADA)~~ prohibits employment discrimination against qualified individuals with disabilities. Persons who use drugs illegally (the use of controlled dangerous substances (CDS) and the illegal use of prescription drugs) are not protected by the ADA.



# REGULATION GUIDE

SUPPORT STAFF MEMBERS  
R 4160/page 9 of 11  
Physical Examination

e5. After a conditional offer of employment, the school district **administration and/or the Medical Review Officer** may ask the **candidate** questions concerning present drug or alcohol use; however, information obtained may not be used to exclude an individual with a disability, based on the disability, unless it can be shown that the reason for exclusion meets the following three tests:

- (1)a. It must be job-related and cannot be met with reasonable accommodation;
- (2)b. It must be consistent with the demonstrated necessity of conducting business; and
- (3)e. It must be related to legitimate job criteria.

f6. The school district (~~shall~~ may) refuse to hire a **candidate** ~~an applicant~~ based upon a test result that indicates the illegal use of drugs **as confirmed by the Medical Review Officer**. This action (~~shall~~ may) be taken even if the **candidate** ~~applicant~~ claims he/she recently stopped illegally using drugs.

27. ~~The school district would incur liability under ADA if a person is excluded from a job if the school district erroneously regarded the candidate to be an addict currently using drugs illegally when the drug test showed the presence of a lawfully prescribed drug. The Superintendent will confer with the Medical Review Officer regarding all positive tests to prevent any ADA violation liability.~~

3. **Testing for controlled or dangerous substances will be required for all candidates for employment who receive a conditional offer of employment in the following job classifications in the school district:**

all candidates

- a. \_\_\_\_\_;
- b. \_\_\_\_\_;
- c. \_\_\_\_\_;
- d. \_\_\_\_\_.]



# REGULATION GUIDE

SUPPORT STAFF MEMBERS  
R 4160/page 10 of 11  
Physical Examination

## Optional

### III. Candidates Records- Review of Examinations and Assessments

1. ~~All records regarding pre-employment physicals and drug tests will be maintained in separate medical files and treated as confidential medical records. These records will be:~~
  - a. ~~Kept separate from a candidate's personnel file;~~
  - b. ~~Kept in a locked cabinet in a central school district location; and~~
  - c. ~~Accessible only to the Superintendent and/or designee.~~

12. **The results records of the physical examination of a candidate's for employment who has received a conditional offer of employment physical examination will be reviewed by submitted to the school physician medical inspector, who, in consultation with the Superintendent, will determine the candidate's physical and mental fitness to function with reasonable accommodation in the position for which he/she has made application. That determination will be made a part of the candidate's application.**

3. ~~A candidate's medical records will be maintained separately from his/her application and will be kept confidential in accordance with §D.~~
  - a. ~~If and when the candidate is employed by this district, the records will be kept in the person's medical file.~~
  - b. ~~If the candidate is not employed by this district within one year \_\_\_\_\_ (period of time), the records will be destroyed.]~~

### J. Rescinding a Conditional Offer of Employment - Notice to Candidates for Employment Who Receive a Conditional Offer of Employment

Atlanticare or other designated facility

← our school physician, Dr. Goldman, does not review pre-emp physical exam for us



# REGULATION GUIDE

SUPPORT STAFF MEMBERS

R 4160/page 11 of 11

Physical Examination

1. **All candidates for employment who receive a conditional offer of employment shall be informed by the district that:**
  - a. **An offer of employment by the Superintendent of Schools or designee is conditional upon completion of the Board's required physical examinations and assessments;**
  - b. **The required examinations and assessments will be used to determine the candidate's ability to perform with reasonable accommodations job-related functions pursuant to ADA; and**
  - c. **If it is determined upon completing the examination(s) or assessment(s) the candidate is unable to perform with reasonable accommodations job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent if the Board has not yet approved the appointment or by the Board, if the Board had approved the appointment at a Board meeting.**

Adopted:



# POLICY

## HAMILTON TOWNSHIP BOARD OF EDUCATION

PUPILS

5600/Page 1 of 5

PUPIL DISCIPLINE/CODE OF CONDUCT

### 5600 PUPIL DISCIPLINE/CODE OF CONDUCT

M

[See POLICY ALERT Nos. 140, 142, 147, 164, 176, 193, 196 and 204]

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

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

will



The Student Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, students, and parents. The Board of Education shall provide to all employees annual training on the Student Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation (i.e. **social emotional learning, positive behavioral supports and interventions, crisis intervention, suicide prevention, family enrichment and empowerment and mental health**) of student conduct that violates the district's Policy and Regulation. Information on the Student Discipline/Code of Conduct Policy and Regulation shall be incorporated into the orientation for new employees.

add:

"deescalation techniques"

and  
"consistent implementation of policy"

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

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. §1400 et seq., the Individuals with Disabilities Education Improvement Act and accommodation plans under 29 U.S.C. §§ 794





# POLICY

## HAMILTON TOWNSHIP BOARD OF EDUCATION

PUPILS  
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PUPIL DISCIPLINE/CODE OF CONDUCT

and 705(20), the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

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

Policy and Regulation 5600 include a description of student responsibilities that include expectations for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 13.1; a description of behaviors that will result in suspension or expulsion, pursuant to N.J.S.A. 18A:37-2; and a description of student rights pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii.

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

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

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

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



# POLICY

## HAMILTON TOWNSHIP BOARD OF EDUCATION

PUPILS  
5600/Page 3 of 5  
PUPIL DISCIPLINE/CODE OF CONDUCT

The Building Principal or designee shall have the authority to assign discipline to students. School authorities also have the right to impose a consequence on a student for conduct away from school grounds that is consistent with the district's

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

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

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

\* my preference is  
remove  
remedial  
action

either  
replace  
"remedial  
action"  
with "intervention"  
in all cases

OR  
use  
"remedial  
action/intervention"  
as in 40FB

add:  
"and  
the  
perpetrator"  
or  
"and  
the  
aggressor"

→ add  
"support  
services" 1/31



# POLICY

## HAMILTON TOWNSHIP BOARD OF EDUCATION

PUPILS

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PUPIL DISCIPLINE/CODE OF CONDUCT

education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and aggressor have been

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

Delete  
space

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

In accordance with the provisions of N.J.A.C. 6A:16-7.8, when a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information, Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a) and N.J.A.C. 6A:32-7.5.

The Superintendent may be required to submit a report annually to the New Jersey Department of Education on student conduct, including all student suspensions and expulsions, and the implementation of the Student Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education. The Superintendent shall report to the Commissioner of Education each incident of violence, including harassment, intimidation, and bullying, vandalism, and alcohol and other drug offenses, pursuant to N.J.A.C. 6A:16-4.3, in the school district utilizing the Electronic Violence and Vandalism Reporting System, pursuant to N.J.A.C. 6A:16-5.3.

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

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# POLICY

HAMILTON TOWNSHIP  
BOARD OF EDUCATION

PUPILS  
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PUPIL DISCIPLINE/CODE OF CONDUCT

N.J.A.C. 6A:16-7.1 et seq.; 6A:14-1.1 et seq.

Adopted: 17 October 2000  
Revised: 1 July 2003  
Revised: 19 December 2006  
Revised: 12 July 2012  
Revised: December, 2014



# REGULATION

## HAMILTON TOWNSHIP BOARD OF EDUCATION

Pupils

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USE OF PHYSICAL RESTRAINT

### 5561 USE OF PHYSICAL RESTRAINT

#### A. Definitions

“Physical restraint” means holding a pupil or otherwise restricting his/her movements.

#### B. Physical Restraint Limitations

Physical restraint shall only be used by a school staff member in an emergency situation with the following limitations:

1. Limited to the use of only the reasonable force needed;
2. Discontinued immediately when the emergency no longer exists;
3. Implemented in such a way as to protect the health and safety of the pupil and others; and
4. Not deprive the pupil of basic human necessities.

#### C. Physical Restraint Training Requirements

The training requirements on the use of physical restraint shall be as follows:

1. Building level administrators and school staff members designated by the Principal likely to be confronted with the need to use physical restraint shall be trained on the use of physical restraint; (i.e.; Non-Violent Crisis Intervention)

- a. If, in the event of an emergency, a person(s) who has not received training uses physical restraint, training for the person(s) that used such restraint shall occur within thirty days of the incident and a debrief of the occurrence will also be completed by the supervisor of that

2. Training must include techniques of prevention and de-escalation, as well as alternatives to physical restraint.

staff member



# REGULATION

## HAMILTON TOWNSHIP BOARD OF EDUCATION

Pupils

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### USE OF PHYSICAL RESTRAINT

3. Training must include current professionally accepted practices and standards regarding behavior management and use of physical restraint.

#### D. Interventions

1. Classroom interventions may include, but not be limited to, the following strategies:

- a. The staff member may ignore the behavior;
- b. The staff member may redirect the pupil to a task with verbal or non-verbal prompts or gestures. Proximity helps, as may the use of gentle humor, when appropriate;
- c. The staff member shall be clear, polite, and respectful when requesting the targeted behavior. The staff member may make eye contact and tell the pupil what to do such as "I can't teach when you are talking, throwing things, ..." or "Please stop and listen, read, write, ..." The staff member should remind the pupil of consequences and rewards if they comply with the staff member's request;
- d. The staff member shall be polite at all times. The staff member may repeat steps a. through c. above and/or quietly give the pupil adequate wait time. Sometimes if the staff member moves on with the lesson the pupil may comply after the initial confrontation;
- e. The staff member may advise the pupil to proceed to a time-out area in the classroom for a limited time (elementary and middle school); and
- f. If classroom removal is required, the staff member shall follow school discipline procedures for notification and request for assistance if necessary.

2. Security interventions may include, but are not limited to, the staff member:

g. Staff member will always use behavioral or therapeutic plans if one is available and as long as no one is in danger of harm

change to "choose not to react to the behavior."

"as therapeutically appropriate"

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# REGULATION

## HAMILTON TOWNSHIP BOARD OF EDUCATION

Pupils

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### USE OF PHYSICAL RESTRAINT

- a. Standing quietly in the doorway and asking the pupil to accompany the staff member;
- b. Informing the pupil of the violation of the school discipline code and procedure and assure the pupil they have the choice to leave the classroom quietly; and/or
- c. Using a ~~minimal and gentle hold on arm~~ safe, non-harmful transport position to remove the pupil.

\* please add the same two bullets as on previous page

#### E. Use of Physical Restraint

1. If the pupil's behavior reaches the level defined as an emergency, physical restraint may be needed.
2. If necessary, the staff member may utilize approved physical restraint, using the least amount of force necessary.
3. If necessary, the staff member shall restrain the pupil until the emergency no longer exists (i.e. the pupil stops punching, kicking, spitting, damaging property, etc.); or self-injurious behavior, i.e., head banging, biting self, etc.)
4. The staff member shall immediately contact the appropriate administrator and school nurse and complete a written report on the physical restraint the staff member used during the emergency situation.
5. If physical restraint is used, the Principal or designee shall attempt to notify the parent/legal guardian by telephone of the use of physical restraint on the day it occurs and written notification of the incident shall be mailed to the parent within one school day after the use of physical restraint.
6. Written documentation, including the Principal's or designee's report and any staff member's report regarding the incident and the use of physical restraint shall be placed in the pupil's school file.
7. The use of physical restraint is subject to the following requirements:



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# REGULATION

## HAMILTON TOWNSHIP BOARD OF EDUCATION

Pupils

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### USE OF PHYSICAL RESTRAINT

- a. The pupil must possess a physical risk to him/herself, or others;
- b. Physical restraint techniques shall consider the pupil's medical conditions, ~~and~~ shall be modified as necessary; mental health, and abuse history
- c. Staff applying physical restraint shall have been trained in the safe application of physical restraint;
- d. Pupils will not be subjected to physical restraint for using profanity or other verbal displays or disrespect, or for non-compliance. A verbal threat will not be considered as constituting a physical danger unless a pupil also demonstrates a means of or intent to carry out the threat;
- e. In determining whether a pupil who is being physically restrained should be removed from the area where the restraint was initiated, the supervising staff should consider the potential for injury to the pupil, the pupil's need for privacy, and the educational and emotional well-being of the other pupils in the vicinity;
- f. A pupil shall be released from physical restraint immediately upon a determination by the staff member administering the restraint that the pupil is no longer in imminent danger of causing harm to him/herself, others, or imminent property destruction; and
- g. The pupil shall be examined by the school nurse after any restraint and be referred to a behaviorist or counselor if needed.

Adopted: July 2011





# POLICY

Teaching Staff Members  
3281/Page 1 of 3  
INAPPROPRIATE STAFF CONDUCT

## 3281 INAPPROPRIATE STAFF CONDUCT

The Board of Education recognizes its responsibility to protect the health, safety and welfare of all pupils within this school district. Furthermore, the Board recognizes there exists a professional responsibility for all school staff to protect a pupil's health, safety and welfare. The Board strongly believes that school staff members have the public's trust and confidence to protect the well-being of all pupils attending the school district.

In support of this Board's strong commitment to the public's trust and confidence of school staff, the Board of Education holds all school staff to the highest level of professional responsibility in their conduct with all pupils. Inappropriate conduct and conduct unbecoming a school staff member will not be tolerated in this school district.

The Board recognizes and appreciates the staff-pupil professional relationship that exists in a school district's educational environment. This Policy has been developed and adopted by this Board to provide guidance and direction to avoid actual and/or the appearance of inappropriate staff conduct and conduct unbecoming a school staff member toward pupils.

School staff's conduct in completing their professional responsibilities shall be appropriate at all times. School staff shall not make inappropriate comments to pupils or about pupils and shall not engage in inappropriate language or expression in the presence of pupils. School staff shall not engage in inappropriate conduct toward or with pupils. School staff shall not engage or seek to be in the presence of a pupil beyond the staff member's professional responsibilities. School staff shall not provide transportation to a pupil in their private vehicle or permit a pupil into their private vehicle unless there is an emergency or a special circumstance that has been approved in advance by the Building Principal/immediate supervisor and the parent/legal guardian.

Inappropriate conduct by a school staff member outside their professional responsibilities may be considered conduct unbecoming a staff member. Therefore, school staff members are advised to be concerned with such conduct which may include, but are not limited to, communications and/or publications using e-mails, text-messaging, social networking sites, or any other medium that is directed and/or available to pupils or for public display.

A school staff member is always expected to maintain a professional relationship with pupils and protect the health, safety and welfare of school pupils. A staff member's conduct will be held to the professional standards



# POLICY

## HAMILTON TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members

3281/Page 2 of 3

### INAPPROPRIATE STAFF CONDUCT

established by the New Jersey State Board of Education and the New Jersey Commissioner of Education. Inappropriate conduct or conduct unbecoming a staff member may also include conduct not specifically listed in this Policy, but conduct determined by the New Jersey State Board of Education, the New Jersey Commissioner of Education, an arbitration process, and/or appropriate courts to be inappropriate or conduct unbecoming a school staff member.

School personnel, compensated and uncompensated (volunteers), are required to report to their immediate supervisor or Building Principal any possible violations of this Policy. In the event the report alleges conduct by the Building Principal or the immediate supervisor, the school staff member may report directly to the Superintendent. In addition, school personnel having reasonable cause to believe a pupil has been subjected to child abuse or neglect or acts of child abuse or neglect as defined under N.J.S.A. 9:6-8.10 are required to immediately report to the New Jersey Department of Children and Families in accordance with N.J.A.C. 6A:16-11.1 and inform the Building Principal or immediate supervisor after making such report. However, notice to the Building Principal or designee need not be given when the school staff member believes such notice would likely endanger the referrer or child(ren) involved or when the staff member believes that such disclosure would likely result in retaliation against the child or in discrimination against the referrer with respect to his/her employment.

Reports may be made in writing or with verbal notification. The immediate supervisor or Building Principal will notify the Superintendent of Schools of all reports, including anonymous reports. The Principal or Designee will investigate all reports with a final report to the Superintendent of Schools. The Principal or Designee or the Superintendent may, at any time after receiving a report, take such appropriate action as necessary and as provided for in the law. This may include, but is not limited to, notifying law enforcement, notifying the New Jersey Department of Children and Families in accordance with N.J.A.C. 6A:16-11.1, and/or any other measure provided for in the law.

This Policy will be distributed to all school staff and provided to staff members at anytime upon request.

Staff Members, Board Members or volunteers are able to work with community organizations outside of scheduled hours in such that such volunteerism may be in direct contradiction of this policy, as long as such volunteerism is considered reasonable and appropriate by the individuals direct supervisor or the CSA.



# POLICY

## HAMILTON TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members  
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INAPPROPRIATE STAFF CONDUCT

N.J.S.A. 18A:28-5 et seq.  
N.J.A.C. 6A:16-11.1

Adopted:  
Revised: 5 March 2013



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# POLICY

Support Staff

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INAPPROPRIATE STAFF CONDUCT

## 4281 INAPPROPRIATE STAFF CONDUCT

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In support of this Board's strong commitment to the public's trust and confidence of school staff, the Board of Education holds all school staff to the highest level of professional responsibility in their conduct with all pupils. Inappropriate conduct and conduct unbecoming a school staff member will not be tolerated in this school district.

The Board recognizes and appreciates the staff-pupil professional relationship that exists in a school district's educational environment. This Policy has been developed and adopted by this Board to provide guidance and direction to avoid actual and/or the appearance of inappropriate staff conduct and conduct unbecoming a school staff member toward pupils.

School staff's conduct in completing their professional responsibilities shall be appropriate at all times. School staff shall not make inappropriate comments to pupils or about pupils and shall not engage in inappropriate language or expression in the presence of pupils. School staff shall not engage in inappropriate conduct toward or with pupils. School staff shall not engage or seek to be in the presence of a pupil beyond the staff member's professional responsibilities. School staff shall not provide transportation to a pupil in their private vehicle or permit a pupil into their private vehicle unless there is an emergency or a special circumstance that has been approved in advance by the Building Principal/immediate supervisor and the parent/legal guardian.

Inappropriate conduct by a school staff member outside their professional responsibilities may be considered conduct unbecoming a staff member. Therefore, school staff members are advised to be concerned with such conduct which may include, but are not limited to, communications and/or publications using e-mails, text-messaging, social networking sites, or any other medium that is directed and/or available to pupils or for public display.

A school staff member is always expected to maintain a professional relationship with pupils and school staff members shall protect the health, safety and welfare of school pupils. A staff member's conduct will be held to the professional

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# POLICY

## HAMILTON TOWNSHIP BOARD OF EDUCATION

Support Staff  
4281/Page 2 of 3

### INAPPROPRIATE STAFF CONDUCT

standards established by the New Jersey State Board of Education and the New Jersey Commissioner of Education. Inappropriate conduct or conduct unbecoming a staff member may also include conduct not specifically listed in this Policy, but conduct determined by the New Jersey State Board of Education, the New Jersey Commissioner of Education and/or appropriate courts to be inappropriate or conduct unbecoming a school staff member.

School personnel, compensated and uncompensated (volunteers), are required to report to their immediate supervisor or Building Principal any possible violations of this Policy. In the event the report alleges conduct by the Building Principal or the immediate supervisor, the school staff member may report directly to the Superintendent. In addition, school personnel having reasonable cause to believe a pupil has been subjected to child abuse or neglect or acts of child abuse or neglect as defined under N.J.S.A. 9:6-8.10 are required to immediately report to the New Jersey Department of Children and Families in accordance with N.J.A.C. 6A:16-11.1 and inform the Building Principal or immediate supervisor after making such report. However, notice to the Building Principal or designee need not be given when the school staff member believes such notice would likely endanger the referrer or child(ren) involved or when the staff member believes that such disclosure would likely result in retaliation against the child or in discrimination against the referrer with respect to his/her employment.

Reports may be made in writing or with verbal notification. The immediate supervisor or Building Principal will notify the Superintendent of Schools of all reports, including anonymous reports. The Principal or Designee will investigate all reports with a final report to the Superintendent of Schools. The Principal or Designee or the Superintendent may, at any time after receiving a report take such appropriate action as necessary and as provided for in the law. This may include, but is not limited to, notifying law enforcement, notifying the New Jersey Department of Children and Families in accordance with N.J.A.C. 6A:16-11.1, and/or any other measure provided for in the law.

This Policy will be distributed to all school staff and provided to staff members at anytime, upon request.

Staff Members, Board Members or volunteers are able to work with community organizations outside of scheduled hours in such that such volunteerism may be in direct contradiction of this policy, as long as such volunteerism is considered reasonable and appropriate by the individuals direct supervisor or the CSA.



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# POLICY

## HAMILTON TOWNSHIP BOARD OF EDUCATION

Support Staff  
4281/Page 3 of 3  
INAPPROPRIATE STAFF CONDUCT

N.J.S.A. 18A:28-5 et seq.  
N.J.A.C. 6A:16-11.1

Adopted: 3 August 2004  
Revised: 5 March 2013

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2017 -2018 Hamilton Township School District

*Instruction - 28*

SEPTEMBER '17					
M	T	W	Th	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

OCTOBER '17					
M	T	W	Th	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

NOVEMBER '17					
M	T	W	Th	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		

DECEMBER '17					
M	T	W	Th	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

JANUARY '18					
M	T	W	Th	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

**Holidays**

**Professional Days**

**Snow Days = X**

**Early Dismissal District Wide = /**

**First Day/Last Day for Students**

I&RS Services are available through your School's Principal. Please contact the Principal's office if you have any questions about I&RS.

**September - 17 Days**

September 4 - Schools Closed (Labor Day)  
 September 5-6 - Staff PD  
 September 7-8 - First Days for all Students including full-day Pre-K Students - Early dismissal district wide  
 September 8 - First Day for all half-day Pre-K students at Hess - Early dismissal district wide  
 September 12 - Early Dismissal Shaner only Back to School Night  
 September 18 - Early Dismissal Hess only Back to School Night for House A & Pre-K  
 September 19 - Early Dismissal Hess only Back to School Night for House B and House C  
 September 27 - Early Dismissal Davies only Back to School Night for (Gr. 6)  
 September 28 - Early Dismissal Davies only Back to School Night for Gr. (7 & 8)

**October - 20 Days**

October 5 - Early dismissal district wide (Staff PD)  
 October 6 - Schools Closed for students (Staff PD)  
 October 9 - Schools Closed (Columbus Day)  
 October 20 - Mid-Trimester Date (Gr. K-8)  
 October 27 - Interims Issued (all students)

**November - 18 Days**

November 9 & 10 - Schools Closed (NJEA Conv.)  
 November 22 - Early Dismissal district wide  
 November 23 & 24 - Schools Closed (Thanksgiving Vacation)

**December - 16 Days**

December 8 - Trimester Ends (Gr. K-8)  
 December 15 - Report Cards issued (all students)  
 December 19 - Early Dismissal district wide - Parent Conferences - Shaner evening, Hess/Davies- afternoon  
 December 20 - Early Dismissal district wide - Parent Conferences - Hess evening, Shaner/Davies- afternoon  
 December 21 - Early Dismissal district wide - Parent Conferences - Davies evening, Shaner/Hess- afternoon  
 December 25-29 - (Schools Closed Winter Break)

**January - 21 Days**

January 1 - (Schools Closed Winter Break)  
 January 2 - All Students Report  
 January 15 - Schools Closed (Martin Luther King Day)  
 January 24 - Early dismissal district wide (Staff PD)  
 January 30 - Mid-trimester (Gr. K-8)

**February - 18 Days**

February 6 - Interims Issued (all students)  
 February 15 - Early dismissal district wide (Staff PD)  
 February 16 - Schools Closed (Staff PD)  
 February 19 - Schools Closed (Presidents' Day)

**March - 20 Days**

March 15 - Trimester Ends (Gr. K-8)  
 March 15 - Early dismissal district wide (Staff PD)  
 March 16 - Schools Closed (Staff PD)  
 March 23 - Report Cards issued (all students)  
 March 27 - Early Dismissal district wide - Parent Teacher Conferences Hess evening, Shaner/Davies- afternoon  
 March 28 - Early Dismissal district wide - Parent Teacher Conferences Shaner/Davies evening, Hess afternoon  
 March 30 Schools Closed) Spring Break

**April - 16 Days**

April 2 - 6 - Schools Closed (Spring Break)

**May - 22 Days**

May 7 - Mid-trimester (Gr. K-8)  
 May 14 - Interims Issued (all students)  
 May 28 - Schools Closed (Memorial Day)

**June - 12 Days**

June 19 - Trimester Ends (Gr. K-8)  
 June 21 - Davies Celebration Ceremony (early dismissal district wide)  
 June 18 - Report Cards Issued Last Day of School (all students)  
 June 18 - Tentative Last Day for Students (early dismissal district wide)

FEBRUARY '18					
M	T	W	Th	F	
			1	2	
5	6	7	8	9	
12	13	14	15		
19	20	21	22	23	
26	27	28			

MARCH '18					
M	T	W	Th	F	
			1	2	
5	6	7	8	9	
12	13	14	15		
19	20	21	22	23	
26	27	28	29	30	

APRIL '18					
M	T	W	Th	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30					

MAY '18					
M	T	W	Th	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		

JUNE '18					
M	T	W	Th	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

**Standardized Testing**  
 PARCC ELA & Math Grades 3-8:  
 April 16., 2018-May 25., 2018

NJASK Science Grades 4 & 8:  
 Dates TBD

The first three snow days will be added at the end of the year. The fourth snow day will be taken from the Easter break starting with April 6, 2018.

Approved: 4-24-17  
 Revised/Approved:

Students = 180 days  
 Staff = 185 days

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Finance-1

BOARD REPORT OF RECEIPTS AND EXPENDITURES

DISTRICT OF HAMILTON TOWNSHIP

ALL FUNDS

FOR THE MONTH ENDING: JUNE 30, 2017  
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	6,767,000.58	668,659.60	4,781,922.04	2,653,738.14
2 SPECIAL REVENUE FUND-FUND 20	-	250,098.14	250,098.14	-
3 CAPITAL PROJECTS FUND-FUND 30	390,538.23	-	-	390,538.23
4 DEBT SERVICE FUND-FUND 40	0.46	-	-	0.46
5 TOTAL GOVERNMENTAL FUNDS (LINES 1 THRU 4)	7,157,539.27	918,757.74	5,032,020.18	3,044,276.83
6 ENTERPRISE FUND	610,306.80	256,778.73	256,758.32	610,327.21
7 SCHOLARSHIP FUND	22,000.00	-	-	22,000.00
TRUST AND AGENCY FUNDS				
8 PAYROLL	-	1,869,792.54	1,869,792.54	-
9 PAYROLL AGENCY	710.91	1,509,098.40	1,457,300.47	52,508.84
10 UNEMPLOYMENT FUND	278,515.70	7,744.03	-	286,259.73
11 TOTAL TRUST & AGENCY FUNDS (LINES 8 THRU 10)	279,226.61	3,386,634.97	3,327,093.01	338,768.57
12 TOTAL ALL FUNDS (LINES 5, 6, 7 AND 11)	8,069,072.68	4,562,171.44	8,615,871.51	4,015,372.61

PREPARED AND SUBMITTED BY:

Cheryl Poorela  
SIGNATURE

7/31/17  
DATE

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**BOARD REPORT OF RECEIPTS AND EXPENDITURES**

DISTRICT OF HAMILTON TOWNSHIP

SPECIAL REVENUE FUND

FOR THE MONTH ENDING: JUNE 30, 2017  
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	230,006.60	-	32,864.32	197,142.28
2 NONPUBLIC TEXTBOOKS	1,741.01	50.50	171.79	1,619.72
3 NONPUBLIC AUXILIARY SERVICES	1.00	9,060.50	9,061.50	-
4 NONPUBLIC HANDICAPPED SERVICES	1.00	10,590.25	10,591.25	-
5 NONPUBLIC NURSING SERVICES	(3,712.33)	4,354.89	642.56	-
6 NONPUBLIC TECHNOLOGY	(0.00)	-	-	(0.00)
7 NONPUBLIC SECURITY	6,750.00	-	-	6,750.00
8 OTHER - STATE	(2,966.33)	-	14,141.07	(17,107.40)
9 P.C. 100-297 CHAPTER 1	(30,351.77)	30,351.00	98,883.19	(98,883.96)
10 P.C. 100-297 CHAPTER 2	(2,910.20)	2,910.00	3,972.18	(3,972.38)
11 IDEA, PART B (HANDICAPPED)	(82,126.86)	73,318.00	3,768.77	(12,577.63)
12 TITLE III	(656.55)	657.00	6,493.38	(6,492.93)
13 P.C. 91-230 (ADULT EDUCATION)	-	-	-	-
14 OTHER - FEDERAL	(115,775.57)	118,806.00	69,508.13	(66,477.70)
15 TOTAL SPECIAL REVENUES (LINES 1 THRU 14) (MUST AGREE WITH LINE 2, PAGE 1)	-	250,098.14	250,098.14	-

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BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools  
Bank Reconciliation  
Summary

JUNE 2017

Ocean City Home Bank - General Fund - New Account	2,482,032.08
Ocean City Home Bank - Capital Reserve	171,706.52
Ocean City Home Bank - Capital Projects	332,475.48
NJ ARM	58,062.75
Petty Cash	10,000.00
Total Governmental Funds	<u>3,044,276.83</u>
Food Service Account	20,941.42
Opening/Petty Cash	10,000.00
Kids Corner Account	267,781.87
Community Education Account	7,723.46
Camp Blue Star Account	313,880.46
Total Enterprise Funds	<u>610,327.21</u>
Certificate of Deposit	22,000.00
Total Scholarship Funds	<u>22,000.00</u>
Payroll Account	0.00
Payroll Agency Account	52,508.84
Unemployment Account	286,259.73
Total Trust & Agency Funds	<u>338,768.57</u>
Total All Funds	<u>4,015,372.61</u>

Prepared And Submitted By:

Cheryl Porreca  
Signature

7/31/17  
Date

# BOARD REPORT OF RECEIPTS AND EXPENDITURES

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

JUNE 2017

Balance Per Bank Statement	2,578,792.30
Deposits in Transit	42,940.17
Total O/S Checks	(139,844.36)
Adjustments-Due From NJARM	143.97
Reconciled Bank Balance	<u>2,482,032.08</u>
Book Balance, Beginning of Month	6,594,708.40
Deposits	1,003,548.78
Disbursements	(5,116,788.75)
Interest	563.65
Adjustments	-
Book Balance, End of Month	<u>2,482,032.08</u>

BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools  
Bank Reconciliation  
Certificate of Deposit

JUNE 2017

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

JUNE 2017

Balance Per Bank Statement	171,706.52
Deposits in Transit	-
Total O/S Checks	-
Adjustments	-
Reconciled Bank Balance	<u>171,706.52</u>

Book Balance, Beginning of Month	171,685.35
Deposits	-
Disbursements	-
Interest	21.17
Adjustments	-
Book Balance, End of Month	<u>171,706.52</u>

## BOARD REPORT OF RECEIPTS AND EXPENDITURES

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

JUNE 2017

Balance Per Bank Statement	332,475.48
Deposits in Transit	-
Total O/S Checks	-
Adjustments	-
Reconciled Bank Balance	<u>332,475.48</u>
Book Balance, Beginning of Month	332,475.48
Deposits	-
Disbursements	(40.99)
Interest	40.99
Adjustments	-
Book Balance, End of Month	<u>332,475.48</u>

# BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools  
Bank Reconciliation  
NJ ARM  
Account #213-00

JUNE 2017

Balance Per Bank Statement	58,206.72
Deposits in Transit	-
Total O/S Checks	-
Adjustments: Due to General-Interest	(143.97)
Reconciled Bank Balance	<u>58,062.75</u>
Book Balance, Beginning of Month	58,170.04
Deposits	-
Disbursements	(143.97)
Interest	36.68
Adjustments	-
Book Balance, End of Month	<u>58,062.75</u>

## BOARD REPORT OF RECEIPTS AND EXPENDITURES

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

JUNE 2017

Balance Per Bank Statement	132,842.75
Deposits in Transit	2,557.00
Total O/S Checks	(114,458.33)
Adjustments:	-
Reconciled Bank Balance	<u>20,941.42</u>
Book Balance, Beginning of Month	75,123.13
Deposits	154,488.36
Disbursements	(208,683.10)
Interest	13.03
Adjustments-void py check	-
Book Balance, End of Month	<u>20,941.42</u>



# BOARD REPORT OF RECEIPTS AND EXPENDITURES

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

JUNE 2017

Balance Per Bank Statement	267,781.87
Deposits in Transit	-
Total O/S Checks	-
Adjustments	-
Reconciled Bank Balance	<u>267,781.87</u>
Book Balance, Beginning of Month	281,397.49
Deposits	8,207.81
Disbursements	(21,857.20)
Interest	33.77
Adjustments	-
Book Balance, End of Month	<u>267,781.87</u>

## BOARD REPORT OF RECEIPTS AND EXPENDITURES

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

JUNE 2017

Balance Per Bank Statement	9,335.66
Deposits in Transit	1,452.50
Total O/S Checks	(3,064.70)
Adjustments-	-
Reconciled Bank Balance	<u>7,723.46</u>
Book Balance, Beginning of Month	23,810.67
Deposits	3,502.50
Disbursements	(19,592.00)
Interest	2.29
Adjustments	-
Book Balance, End of Month	<u>7,723.46</u>

# BOARD REPORT OF RECEIPTS AND EXPENDITURES

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

JUNE 2017

Balance Per Bank Statement	310,622.43
Deposits in Transit	4,023.25
Total O/S Checks	(765.22)
Adjustments	-
Reconciled Bank Balance	<u>313,880.46</u>
Book Balance, Beginning of Month	229,675.51
Deposits	89,983.69
Disbursements	(5,812.26)
Interest	33.52
Adjustments	-
Book Balance, End of Month	<u>313,880.46</u>

# BOARD REPORT OF RECEIPTS AND EXPENDITURES

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

JUNE 2017

Balance Per Bank Statement	40,667.20
Deposits in Transit	-
Total O/S Checks	(40,667.20)
Adjustments: Due to General	-
Reconciled Bank Balance	<u>-</u>
Book Balance, Beginning of Month	-
Deposits	1,869,780.22
Disbursements	(1,869,792.54)
Interest	12.32
Adjustments: Void/Replace Checks	-
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

JUNE 2017

Balance Per Bank Statement	311,054.07
Deposits in Transit	-
Total O/S Checks	(258,545.23)
Adjustments-Due To General	-
Reconciled Bank Balance	<u>52,508.84</u>
Book Balance, Beginning of Month	710.91
Deposits	1,509,063.75
Disbursements	(1,457,300.47)
Interest	34.65
Adjustments-Due From IRS	-
Book Balance, End of Month	<u>52,508.84</u>

# BOARD REPORT OF RECEIPTS AND EXPENDITURES

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

JUNE 2017

Balance Per Bank Statement	286,259.73
Deposits in Transit	-
Total O/S Checks	-
Adjustments	-
Reconciled Bank Balance	<u>286,259.73</u>

Book Balance, Beginning of Month	278,515.70
Deposits	7,709.46
Disbursements	-
Interest	34.57
Adjustments	-
Book Balance, End of Month	<u>286,259.73</u>

Starting date 7/1/2016 Ending date 6/30/2017 Fund: 10 GENERAL FUND

Assets and Resources

Assets:

101	Cash in bank		\$1,932,031.62
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$171,706.52
117	Maintenance Reserve Account		\$550,000.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

2,653,738.14

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$2,683,774.25	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$16,979.20	
153, 154	Other (net of estimated uncollectable of \$ _____)	\$5,241.81	\$2,705,995.26

Loans Receivable:

131	Interfund	\$197,142.28	
151, 152	Other (Net of estimated uncollectable of \$ _____)	\$0.00	\$197,142.28

Other Current Assets

\$88.53

Resources:

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

Total assets and resources

\$5,556,964.21

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$221,904.63
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$0.00

Total liabilities

\$221,904.63

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Starting date 7/1/2016 Ending date 6/30/2017 Fund: 10 GENERAL FUND

Fund Balance:			
Appropriated:			
753,754	Reserve for encumbrances		\$91,290.27
761	Capital reserve account - July	\$171,706.52	
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	\$171,706.52
764	Maintenance reserve account - July	\$550,000.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$550,000.00
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
	Total appropriated		\$812,996.79
Unappropriated:			
770	Fund balance, July 1		\$4,522,062.79
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$5,335,059.58
	Total liabilities and fund equity		\$5,556,964.21

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

Board Secretary

Date

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Starting date 7/1/2016 Ending date 6/30/2017 Fund: 10 GENERAL FUND

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00370	SUBTOTAL – Revenues from Local Sources	17,772,555	0	17,772,555	18,452,374		(679,819)
00520	SUBTOTAL – Revenues from State Sources	22,999,012	0	22,999,012	23,159,053		(160,041)
00570	SUBTOTAL – Revenues from Federal Sources	60,602	0	60,602	150,545		(89,943)
Total		40,832,169	0	40,832,169	41,761,972		(929,803)

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11,849,302	200,654	12,049,956	11,941,077	2,211	106,668
10300	Total Special Education - Instruction	5,065,824	(155,925)	4,909,899	4,878,645	41	31,213
11160	Total Basic Skills/Remedial – Instruct.	983,264	3,026	986,290	943,277	0	43,012
12160	Total Bilingual Education – Instruction	442,281	0	442,281	439,088	0	3,193
17100	Total School-Sponsored Co/Extra Curricul	67,521	0	67,521	66,638	0	883
17600	Total School-Sponsored Athletics – Instr	65,014	0	65,014	62,268	0	2,746
22620	Total Other Supplemental/At-Risk Program	7,700	0	7,700	0	0	7,700
29180	Total Undistributed Expenditures - Instr	800,722	54,800	855,522	782,961	0	72,561
29680	Total Undistributed Expenditures – Atten	141,090	3,300	144,390	141,357	0	3,033
30620	Total Undistributed Expenditures – Healt	384,020	15,980	400,000	382,883	0	17,117
40580	Total Undistributed Expend – Speech, OT,	588,131	39,400	627,531	617,098	0	10,433
41080	Total Undist. Expend. – Other Supp. Serv	502,461	(99,500)	402,961	339,228	600	63,133
41660	Total Undist. Expend. – Guidance	441,656	5,180	446,836	443,085	0	3,751
42200	Total Undist. Expend. – Child Study Team	963,386	47,125	1,010,511	977,267	0	33,244
43200	Total Undist. Expend. – Improvement of I	348,013	0	348,013	335,488	6,088	6,437
43620	Total Undist. Expend. – Edu. Media Serv.	465,276	(14,998)	450,278	446,213	3,484	581
44180	Total Undist. Expend. – Instructional St	82,804	(6,650)	76,154	16,368	0	59,786
45300	Support Serv. - General Admin	812,198	21,486	833,684	768,548	20,986	44,150
46160	Support Serv. - School Admin	1,536,253	3,152	1,539,405	1,487,734	28,080	23,591
47200	Total Undist. Expend. – Central Services	364,257	0	364,257	341,303	6,537	16,417
47620	Total Undist. Expend. – Admin. Info. Tec	304,323	2,305	306,628	296,898	3,660	6,070
51120	Total Undist. Expend. – Oper. & Maint. O	3,597,888	110,116	3,708,004	3,528,903	15,685	163,417
52480	Total Undist. Expend. – Student Transpor	2,985,610	47,201	3,032,811	2,858,938	0	173,873
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	9,094,570	(282,255)	8,812,315	8,444,768	3,919	363,627
75880	TOTAL EQUIPMENT	55,000	0	55,000	53,981	0	1,019
76260	Total Facilities Acquisition and Constru	247,602	0	247,602	247,602	0	0
84000	Transfer of Funds to Charter Schools	30,384	79,494	109,878	105,853	0	4,025
Total		42,226,550	73,891	42,300,441	40,947,469	91,290	1,261,681

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Starting date 7/1/2016 Ending date 6/30/2017 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	\$17,107.40	
142	Intergovernmental - Federal	\$489,895.59	
143	Intergovernmental - Other	\$7,233.31	
153, 154	Other (net of estimated uncollectable of \$ _____)	\$50.50	\$514,286.80
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
<b>Total assets and resources</b>			<b><u>\$514,286.80</u></b>

Liabilities and Fund Equity

Liabilities:			
411	Intergovernmental accounts payable - state		\$7,241.31
421	Accounts payable		\$292,506.03
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$197,142.28
<b>Total liabilities</b>			<b>\$496,889.62</b>

Starting date 7/1/2016 Ending date 6/30/2017 Fund: 20 SPECIAL REVENUE FUNDS

<b>Fund Balance:</b>			
Appropriated:			
753,754	Reserve for encumbrances		\$17,397.18
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
	Total appropriated		\$17,397.18
Unappropriated:			
770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$17,397.18
	<b>Total liabilities and fund equity</b>		<b>\$514,286.80</b>

**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

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Starting date 7/1/2016 Ending date 6/30/2017 Fund: 20 SPECIAL REVENUE FUNDS

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00770	Total Revenues from State Sources	296,108	36,367	332,475	325,242	Under	7,233
00830	Total Revenues from Federal Sources	2,523,216	588,801	3,112,017	2,691,751	Under	420,265
88140	Other	0	8,150	8,150	8,142	Under	8
Total		2,819,324	633,318	3,452,642	3,025,135		427,507

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		1,287,383	284,453	1,571,836	1,159,607	185	412,044
85120	Total Instruction	171,074	(2,402)	168,672	168,672	0	0
86380	Total Support Services	0	19,939	19,939	19,939	0	0
88000	Nonpublic Textbooks	7,900	1,495	9,395	9,395	0	0
88020	Nonpublic Auxiliary Services	61,677	13,462	75,139	74,226	0	914
88040	Nonpublic Handicapped Services	38,637	1,785	40,422	34,745	0	5,677
88060	Nonpublic Nursing Services	12,577	2,093	14,670	14,027	0	643
88080	Nonpublic Technology Initiative	4,243	(5)	4,238	4,238	0	0
88140	Other	0	8,150	8,150	1,400	6,742	8
88740	Total Federal Projects	1,235,833	373,918	1,609,751	1,591,060	10,470	8,221
Total		2,819,324	702,888	3,522,212	3,077,309	17,397	427,507

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Starting date 7/1/2016 Ending date 6/30/2017 Fund: 30 CAPITAL PROJECTS FUNDS

Assets and Resources

Assets:

101	Cash in bank		\$390,538.23
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

\$390,538.23

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 7/1/2016 Ending date 6/30/2017 Fund: 30 CAPITAL PROJECTS FUNDS

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		\$390,538.23	
771	Designated fund balance		\$0.00	
303	Budgeted fund balance		\$0.00	
	Total fund balance			\$390,538.23
	Total liabilities and fund equity			\$390,538.23

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

Board Secretary

Date

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Starting date 7/1/2016 Ending date 6/30/2017 Fund: 30 CAPITAL PROJECTS FUNDS

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)	0	596,699	596,699	205,754	0	390,945
Total	0	596,699	596,699	205,754	0	390,945

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HAMILTON TOWNSHIP BOARD OF ED

Account Totals Detail  
 Start date 7/1/2016  
 Starting account 30-####-###

End date 6/30/2017  
 Ending account 30-####-###

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

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HAMILTON TOWNSHIP BOARD OF ED

End date 6/30/2017

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

Account Totals Detail

Start date 7/1/2016

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

Account code	Org budget	Transfers	Adj budget	Orders	Expenditure	Encumber	Funds avail.
<b>FUND 30 CAPITAL PROJECTS FUNDS</b>							
30-000-401-390-....	0.00	16,937.25	16,937.25	16,937.25	16,937.25	0.00	0.00
OTH PURCH PROF & TECHN SERV							
30-000-401-450-....	0.00	58,062.75	58,062.75	0.00	0.00	0.00	58,062.75
CONSTRUCTION SERVICES							
30-000-402-930-....	0.00	521,698.74	521,698.74	188,816.26	188,816.26	0.00	332,882.48
FUND TRANSFERS							
<b>FUND Total</b>	<b>0.00</b>	<b>596,698.74</b>	<b>596,698.74</b>	<b>205,753.51</b>	<b>205,753.51</b>	<b>0.00</b>	<b>390,945.23</b>
<b>Total of all Groups</b>	<b>0.00</b>	<b>596,698.74</b>	<b>596,698.74</b>	<b>205,753.51</b>	<b>205,753.51</b>	<b>0.00</b>	<b>390,945.23</b>

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Starting date 7/1/2016 Ending date 6/30/2017 Fund: 40 DEBT SERVICE FUNDS

Assets and Resources

Assets:

101	Cash in bank		\$0.46
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**

**\$0.46**

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**

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Starting date 7/1/2016 Ending date 6/30/2017 Fund: 40 DEBT SERVICE FUNDS

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
	Total appropriated		\$0.00
Unappropriated:			
770	Fund balance, July 1		\$0.46
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$0.46
	Total liabilities and fund equity		\$0.46

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

Board Secretary

Date

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Starting date 7/1/2016 Ending date 6/30/2017 Fund: 40 DEBT SERVICE FUNDS

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
0085A	40-5XXX	188,807	9	188,816	188,816		0
00885	Total Revenues from Local Sources	2,816,081	0	2,816,081	2,816,081		0
0093A	Other	305,944	0	305,944	305,944		0
Total		3,310,832	9	3,310,841	3,310,841		0

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89660	Total Regular Debt Service	3,310,832	9	3,310,841	3,310,841	0	0
Total		3,310,832	9	3,310,841	3,310,841	0	0

Starting date 7/1/2016 Ending date 6/30/2017 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			
<b>Resources:</b>			
301	Estimated revenues	\$0.00	
302	Less revenues	\$0.00	\$0.00
Total assets and resources			<u>\$0.00</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		\$0.00
Total liabilities			<u>\$0.00</u>

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Starting date 7/1/2016 Ending date 6/30/2017 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
	Total appropriated		\$0.00
Unappropriated:			
770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$0.00
	Total liabilities and fund equity		<u>\$0.00</u>

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

Board Secretary

Date

175

Starting date 7/1/2016 Ending date 6/30/2017 Fund: 50 ENTERPRISE FUND

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Starting date 7/1/2016 Ending date 6/30/2017 Fund: 60 ENTERPRISE PROGRAMS

Assets and Resources

Assets:			
101	Cash in bank		\$610,327.21
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	\$375.00	
141	Intergovernmental - State	\$1,739.80	
142	Intergovernmental - Federal	\$57,004.50	
143	Intergovernmental - Other	\$250.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$381.74	\$59,751.04
Loans Receivable:			
131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
Other Current Assets			\$106,233.42
Resources:			
301	Estimated revenues	\$0.00	
302	Less revenues	\$0.00	\$0.00
Total assets and resources			<u>\$776,311.67</u>

Liabilities and Fund Equity

Liabilities:			
411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$33,185.82
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$62,110.65
Total liabilities			<u>\$95,296.47</u>



Starting date 7/1/2016 Ending date 6/30/2017 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	\$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		\$681,015.20	
771	Designated fund balance		\$0.00	
303	Budgeted fund balance		\$0.00	
	Total fund balance			\$681,015.20
	Total liabilities and fund equity			\$776,311.67

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

Board Secretary

Date

178

Starting date 7/1/2016 Ending date 6/30/2017 Fund: 60 ENTERPRISE PROGRAMS

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		0	1,905,272	1,905,272	1,902,668	Under	2,604
Total		0	1,905,272	1,905,272	1,902,668		2,604

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	1,905,272	1,905,272	1,905,272	0	0
Total		0	1,905,272	1,905,272	1,905,272	0	0

Account code	Org budget	Transfers	Adj budget	Actual	Receipts	Receivable	Unrealized
<b>FUND 60 ENTERPRISE PROGRAMS</b>							
60-1510-...	0.00	0.00	0.00	831.16	831.16	0.00	(831.16)
60-1610-...	0.00	0.00	0.00	273,100.64	273,100.64	0.00	(273,100.64)
60-1620-...	0.00	0.00	0.00	130,959.25	130,959.25	0.00	(130,959.25)
60-1630-...	0.00	0.00	0.00	37,316.53	36,916.53	400.00	(37,316.53)
60-1800-...	0.00	0.00	0.00	214,953.31	214,953.31	0.00	(214,953.31)
60-1990-...	0.00	1,905,272.00	1,905,272.00	292,818.63	291,465.33	1,353.30	1,612,453.37
60-3220-...	0.00	0.00	0.00	16,043.53	15,050.29	993.24	(16,043.53)
60-4461-...	0.00	0.00	0.00	177,516.67	167,858.58	9,658.09	(177,516.67)
60-4462-...	0.00	0.00	0.00	758,676.82	711,355.72	47,321.10	(758,676.82)
60-4463-...	0.00	0.00	0.00	451.41	426.10	25.31	(451.41)
<b>FUND Total</b>	<b>0.00</b>	<b>1,905,272.00</b>	<b>1,905,272.00</b>	<b>1,902,667.95</b>	<b>1,842,916.91</b>	<b>59,751.04</b>	<b>2,604.05</b>
<b>Total of all Groups</b>	<b>0.00</b>	<b>1,905,272.00</b>	<b>1,905,272.00</b>	<b>1,902,667.95</b>	<b>1,842,916.91</b>	<b>59,751.04</b>	<b>2,604.05</b>

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HAMILTON TOWNSHIP BOARD OF ED

Account Totals Detail  
Start date 7/1/2016

End date 6/30/2017

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

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

Account code	Org budget	Transfers	Adj budget	Orders	Expenditure	Encumber	Funds avail.
<b>FUND 60 ENTERPRISE PROGRAMS</b>							
60-910-310-100-.....	0.00	882,123.48	882,123.48	882,123.48	882,123.48	0.00	0.00
PERSONAL SERVICES - SALARIES							
60-910-310-610-.....	0.00	46,270.24	46,270.24	46,270.24	46,270.24	0.00	0.00
GENERAL SUPPLIES							
60-910-310-871-.....	0.00	429,372.40	429,372.40	429,372.40	429,372.40	0.00	0.00
COST OF SALES-REIMBURSABLE PRG							
60-910-310-872-.....	0.00	74,468.88	74,468.88	74,468.88	74,468.88	0.00	0.00
COST OF SALES-NONREIMBURSABLE							
60-910-310-890-.....	0.00	13,305.89	13,305.89	13,305.89	13,305.89	0.00	0.00
MISCELLANEOUS EXPENDITURES							
60-990-320-100-.....	0.00	209,736.38	209,736.38	209,736.38	209,736.38	0.00	0.00
PERSONAL SERVICES - SALARIES							
60-990-320-610-.....	0.00	22,680.05	22,680.05	22,680.05	22,680.05	0.00	0.00
GENERAL SUPPLIES							
60-990-320-890-.....	0.00	144.00	144.00	144.00	144.00	0.00	0.00
MISCELLANEOUS EXPENDITURES							
60-991-320-100-.....	0.00	186,781.37	186,781.37	186,781.37	186,781.37	0.00	0.00
PERSONAL SERVICES - SALARIES							
60-991-320-610-.....	0.00	22,583.83	22,583.83	22,583.83	22,583.83	0.00	0.00
GENERAL SUPPLIES							
60-991-320-890-.....	0.00	17,805.48	17,805.48	17,805.48	17,805.48	0.00	0.00
MISCELLANEOUS EXPENDITURES							
<b>FUND Total</b>							
	0.00	1,905,272.00	1,905,272.00	1,905,272.00	1,905,272.00	0.00	0.00
<b>Total of all Groups</b>							
	0.00	1,905,272.00	1,905,272.00	1,905,272.00	1,905,272.00	0.00	0.00

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Starting date 7/1/2016 Ending date 6/30/2017 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			<u>\$22,000.00</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		\$0.00
Total liabilities			\$0.00

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Starting date 7/1/2016 Ending date 6/30/2017 Fund: 80 SCHOLARSHIP FUND

<b>Fund Balance:</b>			
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
	Total appropriated		\$0.00
Unappropriated:			
770	Fund balance, July 1		\$22,000.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		<b>\$22,000.00</b>
	Total liabilities and fund equity		<b>\$22,000.00</b>

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

Board Secretary

Date

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Starting date 7/1/2016 Ending date 6/30/2017 Fund: 80 SCHOLARSHIP FUND

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Monthly Transfer Report  
Detail of Transfers  
For the Year 2016-17

Line	Budget Category	Account	2016-17 Original Budget		2016-17 Revenues (N.J.A.C. 8A:23A-13.3(f) + Data Entry		2016-17 Original Budget For Use in 10% Calc		Maximum Transfer Amount	2016-17 YTD Net Transfers to/(from) as of 5/30/2017	YTD Net Transfers to/(from) as of 5/30/2017	% Change of Transfers YTD	2016-17 Remaining Allowable Balance From	2016-17 Remaining Allowable Balance To
			(col 1)	(col 2)	(col 1)	(col 2)	(col 3)	(col 4)						
			11-1XX-100-XXX	11,849,402	11,849,302	1,184,930	1,184,930	1,184,930	1,184,930	149,986	149,986	1.27%	1,334,916	
3200	Instruction	Special Education	11-2XX-100-XXX	7,581,961	7,581,961	758,196	758,196	758,196	758,196	(214,489)	(214,489)	-2.83%	543,697	
10300, 11160, 12160, 40580, 41080		Instruction, and Speech/OT/PT and Extraordinary Services	11-2XX-100-XXX											
17100, 17600, 19620, 20620, 21620, 22620, 23620, 25100		Vocational Programs - Local	11-3XX-100-XXX	140,235	140,235			140,235	140,235			0.00%		
27100		School-Sponsored Co/Extra-Curricular Activities, School Sponsored Athletics, and Other Instructional Programs	11-4XX-100-XXX									0.00%		
29180		Community Services Programs/Operations	11-800-330-XXX									0.00%		
29680, 30820, 41660, 42200, 53620		Undistributed Expenditures	11-000-100-XXX	800,722	800,722	80,072	80,072	800,722	800,722	54,800	54,800	6.84%	134,672	
43200, 44180		Tuition	11-000-100-XXX	2,395,428	2,395,428	239,545	239,545	2,395,428	2,395,428	55,362	55,362	2.31%	294,905	
45900		Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/School Library	11-000-100-XXX											
46160		Improvement of Instruction Services and Instructional Staff Training Services	11-000-221-223	430,817	430,817	43,082	43,082	430,817	430,817	(6,560)	(6,560)	-1.54%	38,432	
47200, 47620		General Administration	11-000-230-XXX	812,198	812,198	81,220	81,220	812,198	812,198	18,500	18,500	2.28%	99,720	52,720
51120		School Administration	11-000-240-XXX	1,535,253	1,535,253	153,625	153,625	1,535,253	1,535,253	3,152	3,152	0.21%	156,777	159,473
52480		Central Services & Administrative Information Technology	11-000-250-XXX	668,560	668,560	66,856	66,856	668,560	668,560	105	105	0.02%	66,856	66,753
71260		Operation and Maintenance of Plant Services	11-000-260-XXX	3,597,888	3,597,888	359,789	359,789	3,597,888	3,597,888	94,805	94,805	2.64%	454,984	
72120		Student Transportation Services	11-000-270-XXX	2,965,610	2,965,610	296,561	296,561	2,965,610	2,965,610	47,201	47,201	1.59%	345,752	
72160		Personal Services - Employee Benefits	11-000-310-XXX	9,094,570	9,094,570	909,457	909,457	9,094,570	9,094,570	(292,255)	(292,255)	-3.10%	927,202	
72180		Food Services	11-000-320-994									0.00%		
72200		Transfer Property Sale Proceeds to Debt Service Reserve	11-000-520-996									0.00%		
72240		Transfer from General Fund Surplus to Debt Service Fund to Repay CIL	11-000-520-996	750	750	75	75	750	750			0.00%	75	
72260		Deposit to Sale/Lease-Back Reserve	10-605											
72280		Interest Earned on Maintenance Reserve	10-606											
72300		Deposit to Current Expense Reserve	10-607											
72320		Interest Earned on Current Expense Reserve	10-607											
72340		Deposit to Bus Advertising Reserve for Fuel Costs	10-610											
72360		Increase in IMPACT Aid Reserve (General)	10-611											
72380		Increase in IMPACT Aid Reserve (Capital)	10-612	41,894,314	41,894,314	4,189,432	4,189,432	41,894,314	41,894,314	(78,494)	(78,494)	-0.19%	15,500	
72400		TOTAL GENERAL CURRENT EXPENSE		55,000	55,000	5,500	5,500	55,000	55,000			0.00%	15,500	
72420		Equipment	12-000-400-79X	247,602	247,602	24,760	24,760	247,602	247,602			0.00%		
72440		Facilities Acquisition and Construction Services	12-000-400-XXX											
72460		Capital Reserve-Transfer to Capital Projects Fund	12-000-400-931											
72480		Capital Reserve-Transfer to Repayment of Debt	12-000-400-933											
72500		Deposit to Capital Reserve	10-604	2,000	2,000	200	200	2,000	2,000			0.00%	200	
72520		Interest Earned on Capital Reserve	10-604											
72540		Impact Aid Reserve (Capital) - Transfer to Capital Projects	12-000-400-938	304,602	304,602	30,460	30,460	304,602	304,602			0.00%		
72560		TOTAL CAPITAL EXPENDITURES		304,602	304,602	30,460	30,460	304,602	304,602			0.00%		
72580		TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX	30,354	30,354	3,035	3,035	30,354	30,354	79,494	79,494	261.63%	86,532	
72600		Transfer of Funds to Charter Schools	10-000-100-57X											
72620		Transfer of Funds to Residential Rehabilitation Schools	10-000-100-571											
72640		General Fund Contribution to School Based Budgets	10-000-520-930	42,229,300	42,229,300	4,222,930	4,222,930	42,229,300	42,229,300			0.00%		
72660		OPERATING BUDGET GRAND TOTAL		42,229,300	42,229,300	4,222,930	4,222,930	42,229,300	42,229,300			0.00%		

8/2/17  
Date

*Amber M. Fola*  
School Business Administrator Signature



**Monthly Transfer Report  
Request for Approval of Transfers  
For the Year 2016-17**

DATE RECEIVED:  
DATE DUE:

<b>District:</b>	Hamilton Township Bd of Educ	<b>LEA Code:</b>	1940
<b>Month/Year:</b>	As of June 30, 2017		

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			
72020	Food Services	11-000-310-XXX			

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**Monthly Transfer Report  
Request for Approval of Transfers  
For the Year 2016-17**

DATE RECEIVED:  
DATE DUE:

Line	Budget Category	Account	Proposed Net Transfer to/(from)	Reason for Transfer	Approval
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			
72245	Deposit to Bus Advertising Reserve for Fuel Costs	10-610			
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			
76385	Impact Aid Reserve (Capital) - Transfer to Capital Projects	12-000-400-938			
83080	TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX			
84000	Transfer of Funds to Charter Schools	10-000-100-56X			
84005	Transfer for Funds to Resident Renaissance Schools	10-000-100-571			
84020	General Fund Contribution to School Based Budgets	10-000-520-930			

*[Handwritten Signature]*

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Monthly Transfer Report  
Detail of Transfers  
For the Year 2016-17

Line	Budget Category	Account	2016-17		Revenues Allowed (N.J.A.C. 8A:27A-13.3(d)) + Data Entry	2016-17 Original Budget For Use in 10% Calc (col 1 + col 2)	Maximum Transfer Amount (col 3 - 1)	2016-17 YTD Net Transfers to/(from) as of 6/1-5/30/17 + or - Data Entry	Change of Transfers YTD (col 5 / col 3)	2016-17 Remaining Allowable Balance From (col 4 + col 5)	2016-17 Remaining Allowable Balance To (col 4 - col 5)
			2016-17 Original Budget	+ Data Entry							
			11-100-100-XXX	11,849,302		11,849,302	109,800	0.92%	1,294,530		
			11-200-100-XXX	7,981,961		7,981,961	(109,800)	-1.45%	848,586		
			11-000-216-217								
			11-300-100-XXX	140,235		140,235		0.00%		14,024	
			11-400-200-XXX								
			11-600-300-XXX					0.00%			
			11-000-100-XXX	800,722		800,722	80,072	0.00%	80,072		
			11-000-	2,395,428		2,395,428	239,543	0.00%	239,543		
			211-213,218,219,222								
			11-000-221-223	430,817		430,817	43,082	0.00%	43,082		
			11-000-230-XXX	812,198		812,198	81,220	0.03%	81,220	81,220	
			11-000-240-XXX	1,538,253		1,538,253	153,625	0.00%	153,625	153,625	
			11-000-250-XXX	668,580		668,580	66,858	0.00%	66,858	66,858	
			11-000-260-XXX	3,597,888		3,597,888	359,788	0.00%	359,788	359,788	
			11-000-270-XXX	2,935,610		2,935,610	293,561	0.00%	293,561	293,561	
			11-000-280-XXX	9,094,570		9,094,570	909,457	0.00%	909,457	909,457	
			11-000-310-XXX								
			11-000-520-934								
			11-000-520-936								
			10-605					0.00%		75	
			10-606	750		750	75	0.00%	75		
			10-607								
			10-607					0.00%			
			10-607					0.00%			
			10-610					0.00%			
			10-611								
			10-612								
			11-894,314	41,894,314		41,894,314	4,189,432				
			12-XXX-XXX-73X	35,000		35,000	5,500	0.00%	5,500	5,500	
			12-000-4XX-XXX	247,602		247,602	24,760	0.00%	24,760	24,760	
			12-000-4XX-931					0.00%			
			12-000-4XX-933					0.00%			
			10-604	2,000		2,000	200	0.00%	200	200	
			10-604					0.00%			
			12-000-400-938	304,602		304,602	30,460	0.00%	30,460	30,460	
			13-XXX-XXX-XXX	30,384		30,384	3,038	0.00%	3,038	3,038	
			10-000-100-96X					0.00%			
			10-000-100-971					0.00%			
			10-000-500-930	42,229,300		42,229,300	4,229,930	0.00%	4,229,930	4,229,930	
			OPERATING BUDGET GRAND TOTAL								

8/2/17  
Date

*Andrew Fala*  
School Business Administrator Signature

**Monthly Transfer Report  
Request for Approval of Transfers  
For the Year 2016-17**

DATE RECEIVED:  
DATE DUE:

District:	Hamilton Township Bd of Educ	LEA Code:	1940
Month/Year:	For The Month of June 2017		

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			
72020	Food Services	11-000-310-XXX			

**Monthly Transfer Report  
Request for Approval of Transfers  
For the Year 2016-17**

DATE RECEIVED:  
DATE DUE:

Line	Budget Category	Account	Proposed Net Transfer to/(from)	Reason for Transfer	Approval
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			
72245	Deposit to Bus Advertising Reserve for Fuel Costs	10-610			
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			
76385	Impact Aid Reserve (Capital) - Transfer to Capital Projects	12-000-400-938			
83080	TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX			
84000	Transfer of Funds to Charter Schools	10-000-100-56X			
84005	Transfer for Funds to Resident Renaissance Schools	10-000-100-571			
84020	General Fund Contribution to School Based Budgets	10-000-520-930			

*Ann Marie Fala*

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date