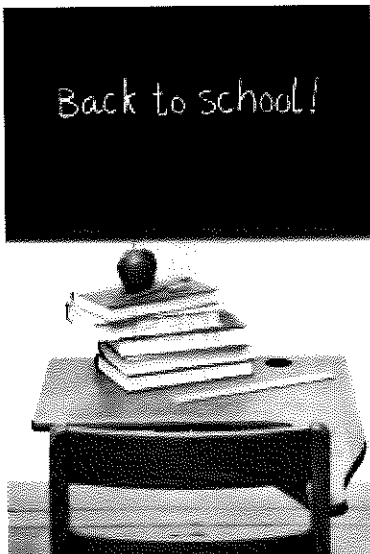


# Hamilton Township Board of Education

## Agenda for Regular Meeting



**September 12, 2016**

**HAMILTON TOWNSHIP SCHOOL DISTRICT  
DISTRICT GOALS  
2015-2017**

1. The Superintendent, in cooperation with the administrative team will effectively bring the components of New Jersey's High-Quality State Preschool Program to the district through a mixed delivery system of school-based, private provider, and Head Start programs in an effort to increase enrollment and kindergarten preparedness over a four-year period.
2. With a focus on increased student learning and achievement, the Superintendent and administrative team will work collaboratively with *Springboard Education in America*, in the elementary and middle schools, ultimately building the enrollment in a high-quality extended day program open to all students.
3. To take deliberate steps in maintaining positive school climates by focusing on preventions for misbehavior including clear, appropriate and consistent expectations/ consequences, staff practices, and parental involvement all of which ensure fairness, equity and continuous improvement for all students.
4. Using available data or other pertinent information, schedule monthly board presentations given by grade level administrators highlighting programs and activities as they relate to student achievement.

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

**Agenda for Regular Meeting  
September 12, 2016**

**Location: Davies School Library**

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

- I. Call to Order – Mark A. Ritter, Interim 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:**

- Litigation**
- Personnel**
- Contracts**
- Negotiations**

**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 and the Atlantic County Record and its affiliates and a notice posted with the Township Clerk on the Bulletin Board at the following locations: Mizpah 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.

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

**VII. Approval of Minutes**

<b>Action</b>	<b>1. Motion to approve the regular session minutes of the Board Retreat on August 11, 2016 (attachment Minutes-1). Motion_____Second_____Vote_____</b>	<b>13</b>
<b>Action</b>	<b>2. Motion to approve the regular session minutes of the meeting of August 15, 2016 (attachment Minutes-2). Motion_____Second_____Vote_____</b>	<b>15</b>

**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 26, 2016 - Board of Education Meeting – Davies School – 6:00 p.m. (Executive Session) – 7:00 p.m. (Public Session)**
- **October 10, 2016, Columbus Day, School Closed**
- **October 11, 2016 - Board of Education Meeting – Davies School – 6:00 p.m. (Executive Session) – 7:00 p.m. (Public Session)**
- **October 24, 2016 - Board of Education Meeting – Davies School – 6:00 p.m. (Executive Session) – 7:00 p.m. (Public Session)**

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

- **Shaner School Orientation:**
  - **Kindergarten – September 30, 2016 – 9:30 a.m. - 11:00 a.m.**

**C. Back to School Nights:**

- **Shaner School – September 13, 2016**
- **Davies School - September 14, 2016, Grade 6**
- **Davies School – September 15, 2016, Grades 7 & 8**
- **Hess School – September 27, 2016, House A & (Pre-K)**
- **Hess School – September 28, 2016, Houses B and C**

**D. Registration/Transfer Statistics for the Month of August, 2016 (attachment XI-D)**

**38**

**FYI**

**E. Other**

**XII. Committees and Recommendations**

**A. Facilities Committee - Mr. Ciambrone**

**B. Curriculum Committee - Mrs. Melton**

**Action** 1. **Motion to approve the implementation of the Second Step Social Emotional Learning Program by the Committee for Children for the 2016-2017 school year in all grades PreK through grade 8 as part of the Mental Health Initiative.**  
Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**Action** 2. **Motion to approve the implementation of The Lifelines Trilogy: Prevention, Intervention, & Postvention by the Society for the Prevention of Teen Suicide for the 2016-2017 school year as part of the Mental Health Initiative.**  
Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**Action** 3. **Motion to approve payment to Barbara Calabria, Hess School Teacher for her participation in the Foundations and TCRWP Professional Development Workshops that were held in August 2016 at the rate of \$24.51/hour, not to exceed 10 hours, as indicated in the 2015-2016 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through local funds.**

**Hourly rate subject to change at the completion of the H.T.E.A. contract negotiations.**

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

**C. Finance Committee - Mr. Haye**

**Action** 1. **Motion to approve the Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of July, 2016. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of July, 2016 (attachment Finance-1).**  
Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**39**

<b>Action</b>	2. Board Secretary's Report for the period ending July 31, 2016. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Hamilton Township Board of Education certifies that as of July 31, 2016, 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).	<b>54</b>
<b>FYI</b>	3. Interest Income for the month of July, 2016 (attachment Finance-3)	<b>85</b>
<b>FYI</b>	4. Receipts for the month of July, 2016 (attachment Finance-4)	<b>86</b>
<b>FYI</b>	5. Refunds for the month of July, 2016 (attachment Finance-5)	<b>93</b>
<b>FYI</b>	6. Capital Reserve Interest for the month of July, 2016 (attachment Finance-6)	<b>94</b>
<b>FYI</b>	7. Rental Income for the month of July, 2016 (attachment Finance-7)	<b>95</b>
<b>FYI</b>	8. Miscellaneous Revenue for the month of July, 2016 (attachment Finance-8)	<b>96</b>
<b>FYI</b>	9. The monthly Budget Summary Report for July, 2016, has been filed by the Board Secretary with the Hamilton Township Board of Education (attachment Finance-9).	<b>97</b>
<b>Action</b>	10. Motion to approve budget transfers in the amount of \$31,240.46 (attachment Finance-10). Motion _____ Second _____ Vote _____	<b>124</b>

- 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 in the amount of \$416,371.84 (attachment Finance-12)**                      125
- Action**                      13. **Motion to approve the following bills and payroll in the total amount of \$2,108,866.70 (attachment Finance-13):**                      131
- | <u>Fund</u> | <u>Title</u>            | <u>Amount</u> |
|-------------|-------------------------|---------------|
| 10          | General Fund            | \$6,842.00    |
| 10          | General Fund/Payroll    | 64,129.45     |
| 11          | Current Expense         | 1,153,528.99  |
| 11          | Current Expense/Payroll | 425,325.58    |
| 12          | Capital Outlay          | 132,574.24    |
| 20          | Special Revenue         | 244,547.75    |
| 20          | Special Revenue/Payroll | 12,791.80     |
| 50          | Cafeteria               | 18,365.61     |
| 50          | Kids' Corner            | 5,669.24      |
| 50          | Community Education     | 9,567.10      |
| 50          | Camp Blue Star          | 35,524.94     |
- Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_**
- Action**                      14. **Motion to approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2016-2017 school year (attachment Finance-14).**                      185  
**Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_**
- Action**                      15. **Motion to approve a Resolution between the Hamilton Township Education Association and the Hamilton Township Board of Education acknowledging that the Personnel/Technology Secretary (PTS) is a part of the Association's negotiations unit (attachment Finance-15).**                      186  
**Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_**



**Action**                      **16. Motion to approve the following Tuition Contracts with Atlantic County Special Services School District (ACSSSD) for the 2016-2017 school year:**

Behavioral Disabled (2 students)	\$45,540.00
Multiply Disabled (5 students)	\$40,140.00
Preschool Disabled (1 student)	\$39,240.00
Autistic (4 students)	\$48,240.00
Severe Cognitive Impaired(4 students)	\$39,960.00
Motion_____Second_____Vote_____	

**Action**                      **17. Motion to approve a Professional Services Agreement between Amazing Transformations and the Hamilton Township School District to provide behavioral support services not to exceed the amount of \$33,890.00 (attachment Finance-17).**                      **187**  
Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

**Action**                      **18. Motion to approve the disposal of obsolete equipment which is no longer of use to the district (attachment Finance-18).**                      **189**  
Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

**Action**                      **19. Motion to approve a contract between the Hamilton Township School District and ACCC Gateway Head Start Early Learning Center for pre-school educational services for the 2016-2017 school year (attachment Finance-19).**                      **192**  
Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

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

**Action**                      **1. Motion to approve district substitutes for the 2015-2017 school year (attachment Personnel-1).**                      **220**  
Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

**Action**                      **2. Motion to change a start date for Tracy Torres, Davies School Nurse to September 12, 2016.**  
Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

- Action**                      3.   **Motion to accept a resignation notice from Pamela Thomas, Hess School teacher, effective August 23, 2016 with her last day of employment to be October 21, 2016 (attachment Personnel-3).**                      221  
**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_ **Vote** \_\_\_\_\_
- Action**                      4.   **Motion to accept a resignation notice from Angie Chavez, Hess School Paraprofessional effective August 31, 2016 with her last day of employment to be September 30, 2016 (attachment Personnel-4).**                      222  
**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_ **Vote** \_\_\_\_\_
- Action**                      5.   **Motion to approve an unpaid intermittent NJ Family Leave of Absence for Colleen McKeivith, part-time Hess School Custodian for the 2016-2017 school year (attachment Personnel-5).**                      223  
**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_ **Vote** \_\_\_\_\_
- Action**                      6.   **Motion to approve an unpaid intermittent Federal Family Leave of Absence for Beverly Levari, full-time Shaner School Paraprofessional for the 2016-2017 school year (attachment Personnel-6).**                      224  
**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_ **Vote** \_\_\_\_\_
- Action**                      7.   **Motion to approve an unpaid intermittent New Jersey Family Leave of Absence for Andrew Castellano, part-time Hess School Paraprofessional for the 2016-2017 school year (attachment Personnel-7).**                      225  
**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_ **Vote** \_\_\_\_\_
- Action**                      8.   **Motion to approve Kids Corner staff for the 2016-2017 school year effective September 6, 2016 (attachment Personnel-8).**                      226  
**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_ **Vote** \_\_\_\_\_
- Action**                      9.   **Motion to approve the following Food Service worker building transfers for the 2016-2017 school year:**
- **Judith Crawford – Hess to Davies**
  - **Stephanie Magruder – Davies to Shaner**
  - **Samantha Hulse – Shaner to Hess**
- Motion** \_\_\_\_\_ **Second** \_\_\_\_\_ **Vote** \_\_\_\_\_

**Action**                    10. **Motion to approve Paraprofessional building transfers for the 2016-2017 school year:**

- **Nikhita Kolli – Shaner to Hess**
- **Sarah Irwin – Hess to Shaner**

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

**Action**                    11. **Motion to approve an unpaid leave of absence for Jillian Akerlind, Shaner School teacher for November 9, 2016.**

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

**Action**                    12. **Motion to approve an unpaid leave of absence for Paige Silvern, Hess School teacher for the period November 7, 2016 through November 9, 2016.**

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

**Action**                    13. **Motion to approve Carrie Armstrong, Davies School teacher as a mentor for Larissa Lilley for the 2016-2017 school year.**

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

**E. Policy Committee - Mrs. Buchanan**

**F. Transportation Committee - Mr. Higbee**

**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 2016-2017 Uniform State Memorandum of Agreement (attachment XVI-1).**                    **227**  
Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

**Action**                    2. **Motion to approve the District's 2016-2017 Goals (attachment XVI-2).**                    **299**  
Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

**Action**                    3. **Motion to approve the Board of Education's 2016-2017 Goals**    **301**  
                                  **(attachment XVI-3).**  
                                  **Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_**

**FYI**                        4. **2016-2017 District Professional Development and**                    **302**  
                                  **Mentoring Plans (attachment XVI-4).**

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

**XVIII. Adjournment**

**MINUTES OF THE SPECIAL MEETING -  
BOARD RETREAT  
OF THE BOARD OF EDUCATION  
HELD ON AUGUST 11, 2016  
HAMILTON TOWNSHIP PUBLIC SCHOOLS  
Mays Landing, New Jersey**

The Special Meeting (Board Retreat) of the Hamilton Township Board of Education was called to order at 5:08 p.m. in the Michael H. Duberson Library at the William Davies Middle School located at 1876 Dr. Dennis Foreman Drive, Mays Landing, New Jersey by Mr. Eric Aiken, Board President.

**Call  
To  
Order**

Mr. Aiken led the Pledge of Allegiance.

**Pledge of  
Allegiance**

**ANNUAL NOTICE OF MEETING**

This meeting is being held in compliance with the Sunshine Law, having been advertised in the Press of Atlantic City and a notice posted at the following locations: Township Clerk, Mizpah Post Office, Mays Landing Post Office, and Atlantic County Library, as well as all the schools of the district.

**ROLL CALL**

The following members answered roll call: Mrs. Stephanie Buchanan, Mr. Greg Ciambone, Ms. Margaret Erickson, Mrs. Amy Hassa, Mr. Derek Haye, Mr. James Higbee, Mrs. Barbara Kupp, Mrs. Kim Melton (arrived 5:37 p.m.) and Mr. Eric Aiken.

**Roll  
Call**

Also Present: Mr. Frank Vogel, Superintendent  
Maryann Friedman, NJSBA

Absent: Mr. Mark A. Ritter, Interim School Business Admin./Board Secretary

**BOARD RETREAT**

Maryann Friedman, NJSBA Field Representative facilitated the Board Retreat and the Board held discussion of their goals for the year.

**PUBLIC COMMENTS**

None

**ADJOURNMENT**

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

Mays Landing, NJ  
August 11, 2016

Voice Vote: All in favor: (9-0-0)

The Hamilton Township Board of Education meeting adjourned at 8:12 p.m.

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Frank Vogel  
Superintendent

Mays Landing, NJ  
August 15, 2016

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF EDUCATION  
HELD ON AUGUST 15, 2016**

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

The Regular Meeting of the Hamilton Township Board of Education was called to order at 7:05 p.m. in the Michael H. Duberson Memorial Library at the Wm. Davies Middle School by Mark A. Ritter.

Call  
To  
Order

**ROLL CALL**

The following members answered roll call: Mr. Greg Ciambrone, Ms. Margaret Erickson, Mrs. Amy Hassa, Mr. James Higbee, Mrs. Barbara Kupp, and Mr. Eric Aiken.

Roll  
Call

Absent Mrs. Stephanie Buchanan, Mr. Derek Haye, Mrs. Kim Melton

Also present were: Mr. Frank Vogel, School Superintendent  
Mr. Mark A. Ritter, Interim School Business Administrator  
Mr. Eric Goldstein, Solicitor

**Pledge of Allegiance** Mr. Aiken led the Pledge of Allegiance.

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.

Mays Landing, NJ  
August 15, 2016

Moment of silence for private reflection.

### **APPROVAL OF MINUTES**

Motion by Ms. Erickson, seconded by Mrs. Hassa to approve the regular and executive session minutes of the meeting of July 25, 2016, as per attachment Minutes-1.

Voice Vote: All in favor: 6-0-0

### **CORRESPONDENCE**

None

### **PUBLIC COMMENTS**

None

### **BOARD MEMBER COMMENTS**

Ms. Erickson thanked the public for their response to the recent survey sent out. She believes there was a lot of useful information found in the results which can benefit the district.

Mrs. Hassa thanked Mr. Vogel and all of the staff members who have stepped up to make the Mental Health Program possible.

### **SUPERINTENDENT/STAFF REPORTS**

Mr. Vogel gave an update on the mold remediation being done at the Hess School, as well as the other schools in the district.

Mr. Vogel also gave a brief explanation of a grant possible for the district to initiate a Teen Center for the school.

He also noted the information included in the Board packets from NJSBA showing the District goals that were discussed at the recent Board retreat.

(A) Information Items  
1. Dates to Remember

- a. August 17, 2016 – Facilities Committee Meeting – Board Office – 4:15 p.m.
- b. August 22, 2016 (tentative – *if needed*) – Board of Education Meeting – Davies School – 6:00 p.m. (Executive Session) – 7:00 p.m. (Public Session)
- c. September 1 & 2 – Teacher In-Service Days
- d. September 5, 2016 – Labor Day – Schools Closed
- e. September 6 & 7, 2016 – First Day for Students including Full-Day Pre-K Students
- f. September 8, 2016 – First Day for all Half-Day Pre-K Students at Hess

16



Mays Landing, NJ  
August 15, 2016

- g. September 12, 2016 – Board of Education Meeting – Davies School – 6:00 p.m. (Executive Session) – 7:00 p.m. (Public Session)
- h. September 26, 2016 – Board of Education Meeting – Davies School – 6:00 p.m. (Executive Session) – 7:00 p.m. (Public Session)

(B) Student Orientation/Open House:

Shaner School Orientation:

Pre-K Full Day – September 1, 2016 – 10:30 a.m. – 11:30 a.m.  
Kindergarten – September 30, 2016 – 9:30 a.m. – 11:00 a.m.

Hess Pre-School Orientation:

Wednesday, September 7, 2016

- AM Session – 10:00 a.m. – 11:00 a.m.
- PM Session – 11:30 a.m. – 12:30 p.m.

Back to School Nights:

- Shaner School – September 13, 2016
- Davies School – September 14, 2016. Grade 6
- Davies School – September 15, 2016, Grades 7 & 8
- Hess School – September 27, 2016, House A & Pre-K
- Hess School – September 28, 2016, Houses B and C

(C) 2017 National Assessment of Educational Progress, as per attachment XI-C.

(D) Registration/Transfer Statistics for the Month of July, 2016, as per attachment XI-D.

(E) *Presentation:*

School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act Statement of Assurances, as per attachment XI-E.

Given by: Russell Clark, HIB Coordinator

XII. Committees and Recommendations

**FACILITIES COMMITTEE - Mr. Ciambone**

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

1. To approve a reciprocal arrangement between the Hess School and Woodview Estates to offer

Mays Landing, NJ  
August 15, 2016

temporary shelter in the event of an emergency for the 2016-2017 school year, as per attachment Facilities-1.

2. To approve a reciprocal arrangement between ACSSSD and the Hess Educational Complex to offer temporary shelter in the event of an emergency for the 2016-2017 school year, as per attachment Facilities-2.
3. To approve a reciprocal arrangement between St. Vincent DePaul School and Shaner School to offer temporary shelter in the event of an emergency for the 2016-2017 school year, as per attachment Facilities-3.
4. To approve a reciprocal arrangement between the William Davies Middle School and Oakcrest High School to offer temporary shelter in the event of an emergency for the 2016-2017 school year, as per attachment Facilities-4.

Roll Call Vote: All in favor: Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (6-0-0)

**CURRICULUM COMMITTEE – Mrs. Melton**

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

1. To approve Jennifer McCrary, Hess School Grade 3 Teacher to pilot science materials (Pearson's Interactive Science & Houghton-Mifflin-Harcourt's Science Fusion) aligned with the Next Generation Science Standards (NGSS) during the 2016-2017 school year for full implementation in the 2017-2018 school year.

Note this: all other K-5 pilot teachers were BOE approved at the 7-25-16 BOE meeting. There was a TBD for a grade 3 teacher.

2. To approve the following staff members to participate in Professional Development Workshops during the month of August 2016 and to be paid at their current hourly rate, (not to

Mays Landing, NJ  
August 15, 2016

exceed 5 hours) as indicated in the 2015-2016 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through preschool expansion grant funds.

<u>Staff Member</u>	<u>Workshop</u>
Jenna Feola	CPR/First Aide
Rita Cohen	CPR/First Aide
Donna Maulone	CPR/First Aide
Jessica Lewis	CPR/First Aide
Ashley Pfaff	CPR/First Aide

Hourly rate subject to change at the completion of the H.T.E.A. negotiations.

3. To approve the following staff members to participate in Professional Development Workshops during the month of August 2016 at the rate of \$24.51/hour (not to exceed 5 hours each) as indicated in the 2015-2016 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through local funds.

<u>Staff Member</u>	<u>Workshop</u>
Diana Brunetti	District/School Web Page Design
Michael Draper	District.School Web Page Design

Hourly rate subject to change at the completion of the H.T.E.A. negotiations.

Roll Call Vote: All in favor: Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (6-0-0)

The following item has been presented as an informational item:

4. Hamilton Township School District has been afforded the opportunity via Stockton University to participate in the Math and Science Partnership Grant (the funding period is July 1, 2016 through June 30, 2018) to Support K-8 Schools in the Implementation of Next Gen Science Standards (NGSS). Edits made to the participating teachers are as follows:

Mays Landing, NJ  
August 15, 2016

Grade(s)  
7  
8

Name(s)  
Lauren Baglivo  
Sheila Fleischer

**FINANCE COMMITTEE – Mr. Haye**

Motion by Mr. Ciambrone, 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 June, 2016. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of June, as per attachment Finance-1.
2. Board Secretary's Report for the period ending June 30, 2016. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Hamilton Township Board of Education certifies that as of June 30, 2016, 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.

Roll Call Vote: All in favor: Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (6-0-0)

The following items have been presented as informational items:

3. Interest income for the month of June, 2016, as per attachment Finance-3.
4. Receipts for the month of June, 2016, as per attachment Finance-4.
5. Refunds for the month of June, 2016, as per attachment Finance-5.

Mays Landing, NJ  
August 15, 2016

6. Capital Reserve Interest for the month of June, 2016, as per attachment Finance-6.
7. Rental Income for the month of June, 2016, as per attachment Finance-7.
8. Miscellaneous Revenue for the month of June, 2016, as per attachment Finance-8.
9. The monthly Budget Summary Report for June, 2016 has been filed by the Board Secretary with the Hamilton Township Board of Education, as per attachment Finance-9.

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

10. To approve budget transfers as follows, as per attachment Finance-10:
  - 2015-2016 school year in the amount of \$42,400.00
  - 2016-2017 school year in the amount of \$199,243.44
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.

Roll Call Vote: All in favor: Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (6-0-0)

The following item has been presented as an informational items:

12. Purchase orders issued for services, supplies and equipment as follows, as per attachment Finance-12:
  - 2016-2016 in the amount of \$247,112.38
  - 2016-2017 in the amount of \$6,387,372.93

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

13. To approve the following bills and payroll in the total amount of \$4,996,517.47, as per attachment Finance-13:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund/	\$6,842.00
11	Current Expense	1,902,492.40
12	Capital Outlay	11,541.80
20	Special Revenue	164,685.13
40	Debt Service	2,859,670.63
50	Cafeteria	10,654.70
50	Kids' Corner	17,777.65
50	Community Education	10,935.26
50	Camp Blue Star	11,917.90

14. To approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2016-2017 school year, as per attachment Finance-14.
15. To increase the Petty Cash Food Service Account for the 2016-2017 school year from \$250.00 to \$300.00.
16. To approve and submit the FY2017 (school year 2016-2017) IDEA Grant Budget Application, as per attachment Finance-16.
17. To approve the issuance of Purchase Order #700505 to ServPro in the amount of \$66,650.57 for mold removal at the Hess School. This purchase order is issued in excess of the bid threshold without competition due to the necessity to remove the mold in time for school to open in September.
18. To accept a donation of Adobe software from Adobe Connect Ed with an approximate value of \$16,000.00.

Roll Call Vote: All in favor: Mr. Ciambrone,

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Ms. Erickson, Mrs. Hassa, Mr. Higbee, Mrs.  
Kupp, and Mr. Aiken. (6-0-0)

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

19. To approve a Tuition contract between the Hamilton Township Board of Education (sending district) and the Gloucester County Special Services School District (receiving district), for one student for the ESY Program beginning July 11, 2016 through August 11, 2016 at a cost of \$203.00 per diem for 20 days at a total cost of \$4,060.00.
20. To approve an Agreement between the Hamilton Township Board of Education (sending district) and the Gloucester County Special Services School District (receiving district), for a one-on-one assistant for one student for the ESY Program beginning July 11, 2016 through August 11, 2016 at a total cost of \$3,300.00.
21. To approve the donation of "Buddy Benches" from the Spread the Love Foundation for all three schools.
22. To accept a donation of \$1000 of educational resources through Houghton Mifflin Harcourt (HMH) to be utilized at the William Davies Middle School. This will support the Read 180 and System 44 programs at the William Davies Middle School.

This was awarded to Mrs. Amy Carter, R180 teacher, as she was the nominating educator for the Davies student who was recognized nationally for the 2016 HMH 180 Award.

23. To approve a Professional Services Agreement with CNNH to provide

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neurological evaluations and behavioral  
and consultation services.

Roll Call Vote: All in favor: Mr. Ciambrone,  
Ms. Erickson, Mrs. Hassa, Mr. Higbee, Mrs.  
Kupp, and Mr. Aiken. (6-0-0)

**PERSONNEL/NEGOTIATIONS COMMITTEE – Mrs. Kupp**

All personnel actions are being taken by the recommendation of the Superintendent.

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

1. To approve district substitutes for the 2016 - 2017 school year, as per attachment Personnel-1.
2. To accept a resignation notice from Shannon Haines, Hess School teacher, effective July 25, 2016, as per attachment Personnel-2.
3. To approve Homebound instruction for the 2016 ESY program, as per attachment Personnel-3.
4. To accept a resignation notice from Lawrence M. Laskowski, Davies School Paraprofessional effective August 3, 2016, as per attachment Personnel-4.
5. To approve an intermittent NJ Family Leave of Absence for Barbara Anne Signorello, Hess School teacher for the 2016-2017 school year, as per attachment Personnel-5.
6. To approve an intermittent Federal Family Medical Leave of Absence for Karen DeFeo, full time Davies School Paraprofessional for the 2016-2017 school year, as per attachment Personnel-6.
7. To accept a resignation notice from Anthony DeLeo, Davies School teacher effective August 8, 2016 with his last day of employment to be October 8, 2016, as per attachment Personnel-7.

Roll Call Vote: Five in favor #1: Mr. Ciambrone,



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Ms. Erickson, Mrs. Hassa, Mr. Higbee, and Mrs. Kupp. Abstained: Mr. Aiken. (5-0-1)

All in favor #2 to #7: Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (6-0-0)

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

8. To approve Barbara Calabria as a full-time, 10 month Hess School teacher for the 2016-2017 school year, M.A., Step 1, with a total annual salary of \$53,328.00, as per attachment Personnel-8.

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

Ms. Calabria is a replacement for Shannon Haines.

9. To approve Lori Garrity as a full-time, 10 month, 35 hours/week Food Service Worker for the 2016-2017 school year, Food Service Guide A, Step 7+2.40, with a total annual salary of \$30,795.00, as per attachment Personnel-9.

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

Ms. Garrity is a replacement for Linda Blusk.

10. To approve Linda DeSheilds as a part-time, 10 month, 27.5 hours/week Food Service Worker for the 2016-2017 school year, Food Service Guide B, Step 1, with a total annual salary of \$12,210.00, as per attachment Personnel-10.

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

Ms. DeSheilds is a replacement for Rigoberto Sanchez.

11. To approve Kelsey Carpenter as a full-time, 10

Mays Landing, NJ  
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month Shaner School teacher for the 2016-2017 school year, B.A., Step 1, with a total annual salary of \$50,050.00 (attachment Personnel-11).

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

Ms. Carpenter is a replacement for Jacqueline Lautato.

12. To approve Lauren Carney as a part-time, 10 month, 29 hours/week Hess School paraprofessional for the 2016-2017 school year, Paraprofessional Guide, Step 1, with a total annual salary of \$15,979.00, as per attachment Personnel-12.

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

Ms. Carney is a replacement for Candace Woodson.

13. To approve 6 days of unpaid leave of absence for Lauren Carney from September 18, 2016 through September 26, 2016.
14. To approve an intermittent NJ Family Leave of Absence for the 2016-2017 school year for Theresa Christman-Manno, Hess School teacher, as per attachment Personnel-14.

Roll Call Vote: All in favor: Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (6-0-0)

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

15. To approve the revised Job Description for the Mental Health Crisis Counselor, as per attachment Personnel-15.
16. To activate Position Control #09.04.14 BHC for the 10 month Mental Health Crisis Counselor.

17. To approve Jeff Wellington as a full-time, 10 month Mental Health Crisis Counselor for the 2016-2017 school year, M.A.+30, Step 16, with a total annual salary of \$84,841.00, as per attachment Personnel-17.

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

Roll Call Vote: All in favor: Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (6-0-0)

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

18. To accept a resignation notice from Jaclyn Smit, Shaner School Paraprofessional effective August 10, 2016, as per attachment Personnel-18.
19. To increase the hours for Tammie Pearl, Assistant Lead Cook for the 2016-2017 school year from 5.75/hours/day to 6.25/hours/day, Food Service Guide A, Step 7+1.80, with a total annual salary of \$26,802.00.
20. To add an Assistant Lead Cook Stipend of \$1.80/hour to Valerie Styer's hourly rate, Food Service Worker Guide A, Step 7+1.80 with total annual salary of \$25,301.
21. To approve Kid's Corner staff for the 2016-2017 school year, as per attachment Personnel-21.
22. To approve Jessica Malloy as a full-time, 10 month Shaner School LDTC for the 2016-2017 school year, B.A.+15, Step 6, with a total annual salary of \$52,096.00, as per attachment Personnel-22. Offer of employment is subject to the issuance of her Certificate by the Department of Education.

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Ms. Malloy is a replacement for Brooke Parsons.

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

23. To approve Professional Development for Frank Vogel, Superintendent through Penn Study Council in the amount of \$2,500.00.
24. To approve Jenna Feola as a part-time, 20/hours/week Shaner School Paraprofessional for the 2016-2017 school year, Paraprofessional Guide, Step 1, with a total annual salary of \$11,020.00, as per attachment Personnel-24.

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

25. To approve longevity for Deborah Fiamingo in the amount of \$400.00 for the completion of 11 years for school year 2015-2016 (effective 3/17/16) and school year 2016-2017.
26. To revise the hours for Kristin Houser, Food Service Worker from 5.9/hours/day, previously approved on 7/25/16 to 5.5 hours/day, Food Service Worker Guide A, Step 7, with a total annual salary of \$21,574.00.
27. To approve Kelly McGlynn as a full-time, 10 month Shaner School teacher for the 2016-2017 school year, B.A., Step 1, with a total annual salary of \$50,050.00, as per attachment Personnel-27.

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

Ms. McGlynn is a replacement for Jessica Malloy.

Roll Call Vote: All in favor: Mr.  
Ciambrone, Ms. Erickson, Mrs. Hassa,  
Mr. Higbee, Mrs. Kupp, and Mr. Aiken  
(6-0-0)

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

28. To approve Charles Dupras as a full-time, 10 month, Davies School teacher for the period September 1, 2016 to October 17, 2016, M.A., Step 1, with a total annual salary of \$53,328.00, pro-rated, as per attachment Personnel-28.

Mr. Dupras is a temporary leave replacement for Carla Yutzy.

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

29. To approve Uriah McClain as a full-time, 10 month, Davies School teacher for the 2016-2017 school year, M.A., Step 1, with a total annual salary of \$53,328.00, as per attachment Personnel-29.

Mr. McClain is a replacement for Rebecca McErlane.

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

30. To approve Tracy Torres as a full-time, 10 month, Davies School Nurse for the 2016-2017 school year, B.A., Step 3, with a total annual salary of \$50,350.00, as per attachment Personnel-30.

Ms. Torres is a replacement for Kristin McGovern.

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

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31. To approve Derrick Mixson as a part-time, 10 month, 25/hours/week Hess School Custodian for the 2016-2017 school year, Custodial Guide B, Step 1, with a total annual salary of \$13,971.00, as per attachment Personnel-31.

Mr. Mixson is a replacement for Octavio Jimenez.

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

32. To approve Danielle Straughn, as a full-time, 10 month, Shaner School teacher for the 2016-2017 school year, M.A., Step 1, with a total annual salary of \$53,328.00, as per attachment Personnel-32.

Ms. Straughn is a temporary leave replacement for Jessica Newkirk.

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

33. To approve the following mentors for the 2016-2017 school year:

- Amy Carter for Rachel Scott at Davies
- Jessica Malloy for Anna Miller at Shaner
- Wendi Marco for Kelly McGlynn at Shaner
- Mitzi Tolson for Kelsey Carpenter at Shaner
- Michael Allen for Charles Dupras at Davies

Roll Call Vote: All in favor: Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Higbee, Mrs. Kupp, and Mr. Aiken.  
(6-0-0)

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

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34. To approve Anne-Marie Fala as the School Business Administrator/Board Secretary for the period October 17, 2016 through June 30, 2016 with a total annual salary of \$110,000.00, pro-rated, as per attachment Personnel-34.

Roll Call Vote: All in favor: Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (6-0-0)

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

35. To approve Megan Sherman as a part-time, 10 month, 29/hours/week Hess School Paraprofessional, for the 2016-2017 school year, Paraprofessional Guide, Step 1, with a total annual salary of \$15,979.00, as per attachment Personnel-35.

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

Megan is a replacement for Kelly McGlynn who has been approved as a teacher.

36. To approve Larissa Lilley as a full time, 10 month SPED Teacher, Davies School for the 2016-2017 school year, BA-Step 1, with a total annual salary of \$50,050.00, as per attachment Personnel-36.

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

Larissa is a replacement for Anthony DeLeo who has resigned.

37. To accept a resignation notice from Sandra Ligouri, Hess School Teacher, effective August 15, 2016 with her last day of employment to be October 15, 2016, as per attachment Personnel -37.

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Roll Call Vote: All in favor: Mr.  
Ciambrone, Ms. Erickson, Mrs. Hassa, Mr.  
Higbee, Mrs. Kupp, and Mr. Aiken. (6-0-0)

**POLICY COMMITTEE – Mrs. Buchanan**

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

1. To approve Policy #1140-Affirmative Action Program on second reading.
2. To approve Policy #1220 – Employment of Chief School Administrator on second reading.
3. To approve Policy #1310 – Employment of School Business Administrator/Board Secretary on second reading.
4. To approve Policy #1523 – Comprehensive Equity Plan on second reading.
5. To approve Policy and Regulation #1530- Policy – Equal Employment Opportunities – Regulation – Equal Employment Opportunity Complaint Procedure on second reading.
6. To approve Policy #1550 – Affirmative Action Program for Employment and Contract Practices on second reading.



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7. To approve Policy and Regulation #2200 – Curriculum Content on second reading.
8. To approve Policy #2260 – Affirmative Action Program for School and Classroom Practices on second reading.
9. To approve Policy and Regulation #2411 – Guidance Counseling second reading.
10. To approve Regulation #2414 – Programs and Services for Students in High Poverty and in High Need School Districts on second reading.

Roll Call Vote: All in favor: Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (6-0-0)

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

11. To approve Policy and Regulation #2423 – Bilingual and ESL Education on second reading.
12. To approve Policy #2610 – Educational Program Evaluation on second reading.
13. To approve Policy #2622 – Student Assessment on second reading.
14. To approve Policy #3111 – Creating Positions on second reading.
15. To approve Policy #3124 – Employment Contract on second reading.
16. To approve Policy #3125 – Employment of Teaching Staff Members on second reading.
17. To approve Policy #3125.2 – Employment of Substitute Teachers on second reading.

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18. To approve Policy and Regulation #3126 – District Mentoring Program on second reading.
19. To approve Policy #3141 – Resignation on second reading.
20. To approve Policy and Regulation #3144 – Certification of Tenure Charges on second reading.
21. To approve Policy #3159 – Teaching Staff Member/School District Reporting Responsibilities on second reading.

Roll Call Vote: All in favor: Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (6-0-0)

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

22. To approve Ppolicy #3231 – Outside Employment as Athletic Coach on second reading.
23. To approve Policy and Regulation #3240 – Professional Development for Teachers and School Leaders on second reading.
24. To approve to abolish Policy and Regulation #3244 – In Service Training on second reading.
25. To approve Policy #4159 – Support Staff Member/School District Reporting Responsibilities on second reading.
26. To approve Policy #5305 – Health Services Personnel on second reading.
27. To approve Regulation #5330 – Administration of Medication on second reading.
28. To approve Policy #5339 – Screening for

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Dyslexia on second reading.

Roll Call Vote: All in favor: Mr.  
Ciambrone, Ms. Erickson, Mrs. Hassa, Mr.  
Higbee, Mrs. Kupp, and Mr. Aiken. (6-0-0)

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

29. To approve Policy and Regulation #5350 – Student Suicide Prevention on second reading, as per attachment Policy-29.

Roll Call Vote: All in favor: Mr.  
Ciambrone, Ms. Erickson, Mrs. Hassa, Mr.  
Higbee, Mrs. Kupp, and Mr. Aiken. (6-0-0)

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

30. To approve Policy #5750 – Equal Educational Opportunity on second reading.
31. To approve Policy #5755 – Equity in Educational Programs and Services on second reading.

Roll Call Vote: All in favor: Mr.  
Ciambrone, Ms. Erickson, Mrs. Hassa, Mr.  
Higbee, Mrs. Kupp, and Mr. Aiken. (6-0-0)

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

32. To approve Policy #7481 – Unmanned Aircraft Systems (UAS also known as DRONES) on second reading.
33. To approve Policy and Regulation #8441 – Care of Injured and Ill Persons on second reading.
34. To approve Policy #8454 – Management of Pediculosis on second reading.

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35. To approve Policy and Regulation #8630 – Bus Driver/Bus Aide Responsibility on second reading.
36. To approve Policy #9451 – Student Teachers/Interns on second reading.

Roll Call Vote: All in favor: Mr. Ciabrone, Ms. Erickson, Mrs. Hassa, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (6-0-0)

**TRANSPORTATION COMMITTEE – Mr. Higbee**

Motion by Mr. Higbee, seconded by Mrs. Kupp, to approve the following motion, as presented:

1. To approve club/activity trips for the 2016-2017 school year, as per attachment Transportation-1.

Roll Call Vote: All in favor: Ms. Erickson, Mrs. Hassa, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. Abstained: Mr. Ciabrone (5-0-1)

**RESOLUTIONS**

None

**SOLICITOR'S REPORT**

None

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

Motion by Mr. Aiken, seconded by Mrs. Kupp, to approve the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of rights Act Statement of Assurance as presented:

Roll Call Vote: All in favor: Mr. Ciabrone, Ms. Erickson, Mrs. Hassa, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (6-0-0)

**PUBLIC COMMENTS**

Russ Clark wanted to thank the students who volunteered for the help they offered during the recent project at the Davies School.

Mike Colazzo, Vice President of the Merchants Association would like to create a pilot program to help identify some of the local businesses. He is

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August 15, 2016

looking for the support of the school community.

**ADJOURNMENT**

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

Voice Vote: All in favor: (6-0-0)

The Hamilton Township Board of Education meeting adjourned at 7:52 p.m.

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Mark A. Ritter,  
Interim Business Administrator

XI-D

Re: Registration/Address Change/Transfer Statistics

2015-2016

	<u>Registrations</u>	<u>Address Changes</u>	<u>Transfers</u>
September	114	50	47
October	31	22	21
November	31	20	17
December	24	4	18
January	14	17	21
February	24	22	15
March	14	15	17
April	27	13	8
May	14	11	9
June	27	4	25
July	48	12	20
August	192	67	82

May Kindergarten Round Up Registrations

May 11 <sup>th</sup>	31
May 12 <sup>th</sup>	11
May 13 <sup>th</sup>	<u>9</u>
Total	51

38

BOARD REPORT OF RECEIPTS AND EXPENDITURES

DISTRICT OF HAMILTON TOWNSHIP

ALL FUNDS

FOR THE MONTH ENDING: JULY 31, 2016  
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	2,021,318.18	2,430,733.25	1,734,140.78	2,717,910.65
2 SPECIAL REVENUE FUND-FUND 20	-	112,750.97	112,750.97	-
3 CAPITAL PROJECTS FUND-FUND 30	221,447.29	-	188,807.00	32,640.29
4 DEBT SERVICE FUND-FUND 40	0.46	2,798,209.00	2,798,209.38	0.08
5 TOTAL GOVERNMENTAL FUNDS (LINES 1 THRU 4)	2,242,765.93	5,341,693.22	4,833,908.13	2,750,551.02
6 ENTERPRISE FUND	591,609.86	71,217.29	61,415.98	601,411.17
7 SCHOLARSHIP FUND	22,000.00	-	-	22,000.00
TRUST AND AGENCY FUNDS				
8 PAYROLL	-	304,252.13	304,252.13	-
9 PAYROLL AGENCY	7,116.72	212,226.19	219,085.31	257.60
10 UNEMPLOYMENT FUND	283,053.95	1,425.28	11,973.58	272,505.65
11 TOTAL TRUST & AGENCY FUNDS (LINES 8 THRU 10)	290,170.67	517,903.60	535,311.02	272,763.25
12 TOTAL ALL FUNDS (LINES 5, 6, 7 AND 11)	3,146,546.46	5,930,814.11	5,430,635.13	3,646,725.44

PREPARED AND SUBMITTED BY:

Cheryl Porreca  
SIGNATURE

8/23/16  
DATE

**BOARD REPORT OF RECEIPTS AND EXPENDITURES**

DISTRICT OF HAMILTON TOWNSHIP

SPECIAL REVENUE FUND

FOR THE MONTH ENDING: JULY 31, 2016  
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	132,904.24	82,858.57	-	215,762.81
2 NONPUBLIC TEXTBOOKS	61.41	9,395.00	-	9,456.41
3 NONPUBLIC AUXILIARY SERVICES	(328.89)	-	-	(328.89)
4 NONPUBLIC HANDICAPPED SERVICES	-	-	-	-
5 NONPUBLIC NURSING SERVICES	-	-	-	-
6 NONPUBLIC TECHNOLOGY	-	3,390.00	-	3,390.00
7 NONPUBLIC SECURITY	60.17	-	-	60.17
8 OTHER - STATE	429.98	17,107.40	836.97	16,700.41
9 P.C. 100-297 CHAPTER 1	(40,882.10)	-	1,681.92	(42,564.02)
10 P.C. 100-297 CHAPTER 2	(4,243.56)	-	-	(4,243.56)
11 IDEA, PART B (HANDICAPPED)	(21,003.83)	-	87,370.00	(108,373.83)
12 TITLE III	(3,459.64)	-	-	(3,459.64)
13 P.C. 91-230 (ADULT EDUCATION)	-	-	-	-
14 OTHER - FEDERAL	(63,537.78)	-	22,862.08	(86,399.86)
15 TOTAL SPECIAL REVENUES (LINES 1 THRU 14) (MUST AGREE WITH LINE 2, PAGE 1)	-	112,750.97	112,750.97	-



BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools  
Bank Reconciliation  
Summary

JULY 2016

Ocean City Home Bank - General Fund - New Account	2,167,272.87
Ocean City Home Bank - Capital Reserve	171,472.42
Ocean City Home Bank - Capital Projects	332,484.74
NJ ARM	78,820.99
Petty Cash	500.00
 Total Governmental Funds	 <u>2,750,551.02</u>
 Food Service Account	 87,830.90
Opening/Petty Cash	-
Kids Corner Account	205,277.25
Community Education Account	15,529.53
Camp Blue Star Account	292,773.49
 Total Enterprise Funds	 <u>601,411.17</u>
 Certificate of Deposit	 22,000.00
 Total Scholarship Funds	 <u>22,000.00</u>
 Payroll Account	 0.00
Payroll Agency Account	257.60
Unemployment Account	272,505.65
 Total Trust & Agency Funds	 <u>272,763.25</u>
 Total All Funds	 <u>3,646,725.44</u>

Prepared And Submitted By:

Cheryl Porreca  
Signature

8/23/16  
Date

# BOARD REPORT OF RECEIPTS AND EXPENDITURES

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

JULY 2016

Balance Per Bank Statement	2,137,812.99
Deposits in Transit	188,807.00
Total O/S Checks	(159,347.12)
Adjustments-	-
Reconciled Bank Balance	<u>2,167,272.87</u>
Book Balance, Beginning of Month	1,471,224.07
Deposits	5,292,221.96
Disbursements	(4,596,539.21)
Interest	366.05
Adjustments	-
Book Balance, End of Month	<u>2,167,272.87</u>

BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools  
Bank Reconciliation  
Certificate of Deposit

JULY 2016

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

JULY 2016

Balance Per Bank Statement	171,472.42
Deposits in Transit	-
Total O/S Checks	-
Adjustments	-
Reconciled Bank Balance	<u>171,472.42</u>
Book Balance, Beginning of Month	171,450.64
Deposits	-
Disbursements	-
Interest	21.78
Adjustments	-
Book Balance, End of Month	<u>171,472.42</u>

BOARD REPORT OF RECEIPTS AND EXPENDITURES

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

JULY 2016

Balance Per Bank Statement	521,291.74
Deposits in Transit	-
Total O/S Checks	(188,807.00)
Adjustments	-
Reconciled Bank Balance	<u>332,484.74</u>
Book Balance, Beginning of Month	521,291.74
Deposits	-
Disbursements	(188,873.23)
Interest	66.23
Adjustments	-
Book Balance, End of Month	<u>332,484.74</u>

# BOARD REPORT OF RECEIPTS AND EXPENDITURES

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

JULY 2016

Balance Per Bank Statement	78,820.99
Deposits in Transit	-
Total O/S Checks	-
Adjustments	-
Reconciled Bank Balance	<u>78,820.99</u>
Book Balance, Beginning of Month	78,799.48
Deposits	-
Disbursements	-
Interest	21.51
Adjustments	-
Book Balance, End of Month	<u>78,820.99</u>

BOARD REPORT OF RECEIPTS AND EXPENDITURES

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

JULY 2016

Balance Per Bank Statement	87,890.95
Deposits in Transit	-
Total O/S Checks	(60.05)
Adjustments:	-
Reconciled Bank Balance	<u>87,830.90</u>
Book Balance, Beginning of Month	48,104.11
Deposits	50,370.37
Disbursements	(10,654.70)
Interest	11.12
Adjustments	-
Book Balance, End of Month	<u>87,830.90</u>

# BOARD REPORT OF RECEIPTS AND EXPENDITURES

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

JULY 2016

Balance Per Bank Statement	205,277.25
Deposits in Transit	-
Total O/S Checks	-
Adjustments	-
Reconciled Bank Balance	<u>205,277.25</u>
Book Balance, Beginning of Month	210,689.51
Deposits	230.54
Disbursements	(5,669.24)
Interest	26.44
Adjustments	-
Book Balance, End of Month	<u>205,277.25</u>



# BOARD REPORT OF RECEIPTS AND EXPENDITURES

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

JULY 2016

Balance Per Bank Statement	15,739.44
Deposits in Transit	-
Total O/S Checks	-
Adjustments-Due To General	(209.91)
Reconciled Bank Balance	<u>15,529.53</u>
Book Balance, Beginning of Month	24,449.11
Deposits	645.00
Disbursements	(9,567.10)
Interest	2.52
Adjustments	-
Book Balance, End of Month	<u>15,529.53</u>

## BOARD REPORT OF RECEIPTS AND EXPENDITURES

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

JULY 2016

Balance Per Bank Statement	292,773.49
Deposits in Transit	-
Total O/S Checks	-
Adjustments	-
Reconciled Bank Balance	<u>292,773.49</u>
Book Balance, Beginning of Month	308,367.13
Deposits	19,892.65
Disbursements	(35,524.94)
Interest	38.65
Adjustments	-
Book Balance, End of Month	<u>292,773.49</u>

BOARD REPORT OF RECEIPTS AND EXPENDITURES

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

JULY 2016

Balance Per Bank Statement	5,887.89
Deposits in Transit	-
Total O/S Checks	(5,887.89)
Adjustments:	-
Reconciled Bank Balance	<u>-</u>
Book Balance, Beginning of Month	-
Deposits	304,249.62
Disbursements	(304,252.13)
Interest	2.51
Adjustments: Void Old O/S 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

JULY 2016

Balance Per Bank Statement	323.85
Deposits in Transit	-
Total O/S Checks	(66.25)
Adjustments-Due To General When Receive PA	(786.13)
Due From PA Tax Overpayment	786.13
Reconciled Bank Balance	<u>257.60</u>

Book Balance, Beginning of Month	7,116.72
Deposits	211,435.98
Disbursements	(218,299.18)
Interest	4.08
Adjustments-Due To General When Receive PA	(786.13)
Transfer From General To Cover PA Overpayment	786.13
Book Balance, End of Month	<u>257.60</u>

BOARD REPORT OF RECEIPTS AND EXPENDITURES

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

JULY 2016

Balance Per Bank Statement	272,505.65
Deposits in Transit	-
Total O/S Checks	-
Adjustments	-
Reconciled Bank Balance	<u>272,505.65</u>
Book Balance, Beginning of Month	283,053.95
Deposits	1,390.44
Disbursements	(11,973.58)
Interest	34.84
Adjustments	-
Book Balance, End of Month	<u>272,505.65</u>

Starting date 7/1/2016 Ending date 7/31/2016 Fund: 10 GENERAL FUND

*Finance-2*

Assets and Resources

**Assets:**

101	Cash in bank		\$2,195,960.01
102 - 106	Cash Equivalents		\$500.00
111	Investments		\$0.00
116	Capital Reserve Account		\$171,450.64
117	Maintenance Reserve Account		\$350,000.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$17,674,759.00

*\$2,717,910.65*

*}*

**Accounts Receivable:**

132	Interfund	\$0.00	
141	Intergovernmental - State	\$23,114,629.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$4,157.80	
153, 154	Other (net of estimated uncollectable of \$_____)	\$667.74	\$23,119,454.54

**Loans Receivable:**

131	Interfund	\$215,762.81	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$215,762.81

**Other Current Assets**

\$209.91

**Resources:**

301	Estimated revenues	\$40,832,169.00	
302	Less revenues	(\$40,680,177.64)	\$151,991.36

**Total assets and resources**

**\$43,880,088.27**

Liabilities and Fund Equity

**Liabilities:**

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$121,081.68
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$0.00

**Total liabilities**

**\$121,081.68**

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

Starting date 7/1/2016 Ending date 7/31/2016 Fund: 10 GENERAL FUND

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$6,907,595.57
761	Capital reserve account - July		\$171,450.64	
604	Add: Increase in capital reserve		\$2,000.00	
307	Less: Bud. w/d cap. reserve eligible costs		\$0.00	
309	Less: Bud. w/d cap. reserve excess costs		\$0.00	\$173,450.64
764	Maintenance reserve account - July		\$350,000.00	
606	Add: Increase in maintenance reserve		\$750.00	
310	Less: Bud. w/d from maintenance reserve		\$0.00	\$350,750.00
768	Waiver offset reserve - July 1, 2, _____		\$0.00	
609	Add: Increase in waiver offset reserve		\$0.00	
314	Less: Bud. w/d from waiver offset reserve		\$0.00	\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations		\$42,300,440.72	
602	Less: Expenditures	(\$1,605,441.53)		
	Less: Encumbrances	(\$6,907,595.57)	(\$8,513,037.10)	\$33,787,403.62
	Total appropriated			\$41,219,199.83

Unappropriated:

770	Fund balance, July 1			\$3,936,937.76
771	Designated fund balance			\$0.00
303	Budgeted fund balance			(\$1,397,131.00)

Total fund balance **\$43,759,006.59**  
Total liabilities and fund equity **\$43,880,088.27**

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$42,300,440.72	\$8,513,037.10	\$33,787,403.62
Revenues	(\$40,832,169.00)	(\$40,680,177.64)	(\$151,991.36)
Subtotal	<u>\$1,468,271.72</u>	<u>(\$32,167,140.54)</u>	<u>\$33,635,412.26</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$2,000.00	\$0.00	\$2,000.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,470,271.72</u>	<u>(\$32,167,140.54)</u>	<u>\$33,637,412.26</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,470,271.72</u>	<u>(\$32,167,140.54)</u>	<u>\$33,637,412.26</u>
Less: Adjustment for prior year	(\$73,140.72)	(\$73,140.72)	\$0.00
Budgeted fund balance	<u>\$1,397,131.00</u>	<u>(\$32,240,281.26)</u>	<u>\$33,637,412.26</u>

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

Board Secretary

Date

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Starting date 7/1/2016 Ending date 7/31/2016 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	17,730,028	Under	42,527
00520	SUBTOTAL – Revenues from State Sources	22,999,012	0	22,999,012	22,948,512	Under	50,500
00570	SUBTOTAL – Revenues from Federal Sources	60,602	0	60,602	1,638	Under	58,964
	<b>Total</b>	<b>40,832,169</b>	<b>0</b>	<b>40,832,169</b>	<b>40,680,178</b>		<b>151,991</b>
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11,849,302	50,668	11,899,970	25,213	521,249	11,353,508
10300	Total Special Education - Instruction	5,065,824	0	5,065,824	27,979	17,014	5,020,832
11160	Total Basic Skills/Remedial – Instruct.	983,264	0	983,264	0	0	983,264
12160	Total Bilingual Education – Instruction	442,281	0	442,281	0	0	442,281
17100	Total School-Sponsored Co/Extra Curricul	67,521	0	67,521	0	1,113	66,408
17600	Total School-Sponsored Athletics – Instr	65,014	0	65,014	333	6,279	58,402
22620	Total Other Supplemental/At-Risk Program	7,700	0	7,700	0	0	7,700
29180	Total Undistributed Expenditures - Instr	800,722	0	800,722	5,421	154,911	640,390
29680	Total Undistributed Expenditures – Atten	141,090	0	141,090	5,047	60,381	75,662
30620	Total Undistributed Expenditures – Healt	384,020	0	384,020	3,186	32,983	347,852
40580	Total Undistributed Expend – Speech, OT,	588,131	0	588,131	5,964	2,712	579,455
41080	Total Undist. Expend. – Other Supp. Serv	502,461	1,500	503,961	0	1,500	502,461
41660	Total Undist. Expend. – Guidance	441,656	0	441,656	0	1,338	440,318
42200	Total Undist. Expend. – Child Study Team	963,386	1,225	964,611	24,008	108,209	832,394
43200	Total Undist. Expend. – Improvement of I	348,013	0	348,013	18,456	209,398	120,159
43620	Total Undist. Expend. – Edu. Media Serv.	465,276	0	465,276	9,258	112,504	343,515
44180	Total Undist. Expend. – Instructional St	82,804	0	82,804	882	6,175	75,747
45300	Support Serv. - General Admin	812,198	11,486	823,684	209,735	533,110	80,838
46160	Support Serv. - School Admin	1,536,253	0	1,536,253	102,763	1,280,378	153,112
47200	Total Undist. Expend. – Central Services	364,257	0	364,257	27,902	196,405	139,950
47620	Total Undist. Expend. – Admin. Info. Tec	304,323	2,200	306,523	23,069	250,808	32,646
51120	Total Undist. Expend. – Oper. & Maint. O	3,597,888	82,311	3,680,199	228,146	2,697,321	754,733
52480	Total Undist. Expend. – Student Transpor	2,985,610	0	2,985,610	3,115	38,406	2,944,089
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	9,094,570	(75,500)	9,019,070	884,964	458,524	7,675,583
75880	TOTAL EQUIPMENT	55,000	0	55,000	0	53,921	1,079
76260	Total Facilities Acquisition and Constr	247,602	0	247,602	0	132,574	115,028
84000	Transfer of Funds to Charter Schools	30,384	0	30,384	0	30,384	0
	<b>Total</b>	<b>42,226,550</b>	<b>73,891</b>	<b>42,300,441</b>	<b>1,605,442</b>	<b>6,907,596</b>	<b>33,787,404</b>

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Starting date 7/1/2016 Ending date 7/31/2016 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	\$171,402.89	
142	Intergovernmental - Federal	\$467,946.30	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$639,349.19

**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	\$3,427,859.08	
302	Less revenues	(\$201,396.38)	\$3,226,462.70

**Total assets and resources**

\$3,865,811.89

Liabilities and Fund Equity

**Liabilities:**

411	Intergovernmental accounts payable - state		\$121.58
421	Accounts payable		\$166,126.86
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$215,762.81

**Total liabilities**

**\$382,011.25**

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Starting date 7/1/2016 Ending date 7/31/2016 Fund: 20 SPECIAL REVENUE FUNDS

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$94,392.70
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		\$3,497,429.41	
602	Less: Expenditures	(\$13,628.77)		
	Less: Encumbrances	(\$94,392.70)	(\$108,021.47)	\$3,389,407.94
	Total appropriated			\$3,483,800.64
Unappropriated:				
770	Fund balance, July 1			\$0.00
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00
	Total fund balance			\$3,483,800.64
	Total liabilities and fund equity			<u>\$3,865,811.89</u>

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$3,497,429.41	\$108,021.47	\$3,389,407.94
Revenues	(\$3,427,859.08)	(\$201,396.38)	(\$3,226,462.70)
Subtotal	<u>\$69,570.33</u>	<u>(\$93,374.91)</u>	<u>\$162,945.24</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>\$69,570.33</u>	<u>(\$93,374.91)</u>	<u>\$162,945.24</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>\$69,570.33</u>	<u>(\$93,374.91)</u>	<u>\$162,945.24</u>
Less: Adjustment for prior year	(\$69,570.33)	(\$69,570.33)	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$162,945.24)</u>	<u>\$162,945.24</u>

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

Board Secretary

Date

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Starting date 7/1/2016 Ending date 7/31/2016 Fund: 20 SPECIAL REVENUE FUNDS

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00770	Total Revenues from State Sources	296,108	19,734	315,842	201,396	Under	114,446
00830	Total Revenues from Federal Sources	2,523,216	588,801	3,112,017	0	Under	3,112,017
	<b>Total</b>	<b>2,819,324</b>	<b>608,535</b>	<b>3,427,859</b>	<b>201,396</b>		<b>3,226,463</b>

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	11,110	11,274	1,549,453
85120	Total Instruction	171,074	(11,934)	159,140	837	6,949	151,355
86380	Total Support Services	0	29,471	29,471	0	0	29,471
88000	Nonpublic Textbooks	7,900	1,495	9,395	0	0	9,395
88020	Nonpublic Auxiliary Services	61,677	0	61,677	0	0	61,677
88040	Nonpublic Handicapped Services	38,637	0	38,637	0	0	38,637
88060	Nonpublic Nursing Services	12,577	1,555	14,132	0	0	14,132
88080	Nonpublic Technology Initiative	4,243	(853)	3,390	0	0	3,390
88740	Total Federal Projects	1,235,833	373,918	1,609,751	1,682	76,170	1,531,898
	<b>Total</b>	<b>2,819,324</b>	<b>678,105</b>	<b>3,497,429</b>	<b>13,629</b>	<b>94,393</b>	<b>3,389,408</b>

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Starting date 7/1/2016 Ending date 7/31/2016 Fund: 30 CAPITAL PROJECTS FUNDS

Assets and Resources

Assets:

101	Cash in bank		\$32,640.29
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	\$374,844.45	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$374,844.45

Loans Receivable:

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

Other Current Assets

\$0.00

Resources:

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

**Total assets and resources**

**\$407,484.74**

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 7/31/2016 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		\$596,698.74	
602	Less: Expenditures	(\$188,807.00)		
	Less: Encumbrances	\$0.00	(\$188,807.00)	\$407,891.74
	Total appropriated			\$407,891.74

Unappropriated:

770	Fund balance, July 1			\$596,291.74
771	Designated fund balance			\$0.00
303	Budgeted fund balance			(\$596,698.74)

Total fund balance **\$407,484.74**

**Total liabilities and fund equity \$407,484.74**

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$596,698.74	\$188,807.00	\$407,891.74
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$596,698.74</u>	<u>\$188,807.00</u>	<u>\$407,891.74</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$596,698.74</u>	<u>\$188,807.00</u>	<u>\$407,891.74</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$596,698.74</u>	<u>\$188,807.00</u>	<u>\$407,891.74</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$596,698.74</u>	<u>\$188,807.00</u>	<u>\$407,891.74</u>

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

Board Secretary

Date

61

Starting date 7/1/2016 Ending date 7/31/2016 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	188,807	0	407,892
Total	0	596,699	596,699	188,807	0	407,892

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End date 7/31/2016

Start date 7/1/2016

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

Starting 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>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total of all Groups</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

63





Starting date 7/1/2016 Ending date 7/31/2016 Fund: 40 DEBT SERVICE FUNDS

Assets and Resources

Assets:

101	Cash in bank		\$0.08
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		\$465,252.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$47,371.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$47,371.00

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	\$3,310,832.00	
302	Less revenues	(\$3,310,832.00)	\$0.00

**Total assets and resources**

**\$512,623.08**

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**

65

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

Starting date 7/1/2016 Ending date 7/31/2016 Fund: 40 DEBT SERVICE FUNDS

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$512,622.62
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		\$3,310,832.00	
602	Less: Expenditures	(\$2,798,209.38)		
	Less: Encumbrances	(\$512,622.62)	(\$3,310,832.00)	\$0.00
	Total appropriated			\$512,622.62
Unappropriated:				
770	Fund balance, July 1			\$0.46
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00
	Total fund balance			\$512,623.08
	Total liabilities and fund equity			<u>\$512,623.08</u>

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$3,310,832.00	\$3,310,832.00	\$0.00
Revenues	(\$3,310,832.00)	(\$3,310,832.00)	\$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 7/31/2016 Fund: 40 DEBT SERVICE FUNDS

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
0085A	40-5XXX	188,807	0	188,807	188,807		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
	<b>Total</b>	<b>3,310,832</b>	<b>0</b>	<b>3,310,832</b>	<b>3,310,832</b>		<b>0</b>

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89660	Total Regular Debt Service	3,310,832	0	3,310,832	2,798,209	512,623	0
	<b>Total</b>	<b>3,310,832</b>	<b>0</b>	<b>3,310,832</b>	<b>2,798,209</b>	<b>512,623</b>	<b>0</b>

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Starting date 7/1/2016 Ending date 7/31/2016 Fund: 50 ENTERPRISE FUND

Assets and Resources

Assets:

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

Accounts Receivable:

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

Loans Receivable:

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

Other Current Assets

\$0.00

Resources:

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

Total assets and resources

\$0.00

Liabilities and Fund Equity

Liabilities:

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

Total liabilities

\$0.00

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Starting date 7/1/2016 Ending date 7/31/2016 Fund: 50 ENTERPRISE FUND

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$0.00
761	Capital reserve account - July		\$0.00	
604	Add: Increase in capital reserve		\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs		\$0.00	
309	Less: Bud. w/d cap. reserve excess costs		\$0.00	\$0.00
764	Maintenance reserve account - July		\$0.00	
606	Add: Increase in maintenance reserve		\$0.00	
310	Less: Bud. w/d from maintenance reserve		\$0.00	\$0.00
768	Waiver offset reserve - July 1, 2_____		\$0.00	
609	Add: Increase in waiver offset reserve		\$0.00	
314	Less: Bud. w/d from waiver offset reserve		\$0.00	\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations		\$0.00	
602	Less: Expenditures	\$0.00		
	Less: Encumbrances	\$0.00	\$0.00	\$0.00
	Total appropriated			\$0.00
Unappropriated:				
770	Fund balance, July 1			\$0.00
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

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Starting date 7/1/2016 Ending date 7/31/2016 Fund: 50 ENTERPRISE FUND

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Starting date 7/1/2016 Ending date 7/31/2016 Fund: 60 ENTERPRISE PROGRAMS

Assets and Resources

Assets:

101	Cash in bank		\$601,411.17
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	\$100.00	
153, 154	Other (net of estimated uncollectable of \$ _____)	\$0.00	\$100.00

Loans Receivable:

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

Other Current Assets

\$130,023.29

Resources:

301	Estimated revenues	\$61,415.98	
302	Less revenues	(\$20,369.17)	\$41,046.81

**Total assets and resources**

**\$772,581.27**

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		\$63,022.38

**Total liabilities**

**\$63,022.38**

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Starting date 7/1/2016 Ending date 7/31/2016 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		\$61,415.98	
602	Less: Expenditures	(\$61,415.98)		
	Less: Encumbrances	\$0.00	(\$61,415.98)	\$0.00
	Total appropriated			\$0.00

Unappropriated:

770	Fund balance, July 1			\$709,558.89
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00

Total fund balance **\$709,558.89**

Total liabilities and fund equity **\$772,581.27**

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$61,415.98	\$61,415.98	\$0.00
Revenues	(\$61,415.98)	(\$20,369.17)	(\$41,046.81)
Subtotal	<u>\$0.00</u>	<u>\$41,046.81</u>	<u>(\$41,046.81)</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>\$41,046.81</u>	<u>(\$41,046.81)</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>\$41,046.81</u>	<u>(\$41,046.81)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$41,046.81</u>	<u>(\$41,046.81)</u>

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

Board Secretary

Date

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Starting date 7/1/2016 Ending date 7/31/2016 Fund: 60 ENTERPRISE PROGRAMS

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		0	61,416	61,416	20,369	Under	41,047
Total		0	61,416	61,416	20,369		41,047

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	61,416	61,416	61,416	0	0
Total		0	61,416	61,416	61,416	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	78.73	78.73	0.00	(78.73)
INTEREST ON INVESTMENTS							
60-1610-...	0.00	0.00	0.00	395.29	395.29	0.00	(395.29)
DAILY SALES REIMBURSEMENT							
60-1800-...	0.00	0.00	0.00	19,895.15	19,895.15	0.00	(19,895.15)
REVENUE - COMMUNITY SERVICES							
60-1990-...	0.00	61,415.98	61,415.98	0.00	0.00	0.00	61,415.98
MISCELLANEOUS							
<b>FUND Total</b>	<b>0.00</b>	<b>61,415.98</b>	<b>61,415.98</b>	<b>20,369.17</b>	<b>20,369.17</b>	<b>0.00</b>	<b>41,046.81</b>
<b>Total of all Groups</b>	<b>0.00</b>	<b>61,415.98</b>	<b>61,415.98</b>	<b>20,369.17</b>	<b>20,369.17</b>	<b>0.00</b>	<b>41,046.81</b>

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Start date 7/1/2016

End date 7/31/2016

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

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

Account code	Org budget	Transfers	Adj budget	Orders	Expenditure	Encumber	Funds avail.
<b>FUND 60 ENTERPRISE PROGRAMS</b>							
60-910-310-100-06-000	0.00	10,654.70	10,654.70	10,654.70	10,654.70	0.00	0.00
SALARIES FOOD SERVICE							
60-990-320-100-06-000	0.00	5,669.24	5,669.24	5,669.24	5,669.24	0.00	0.00
KIDS CORNER-SALARIES							
60-991-320-100-06-000	0.00	43,941.62	43,941.62	43,941.62	43,941.62	0.00	0.00
CE-SALARIES							
60-991-320-610-00-000	0.00	850.42	850.42	850.42	850.42	0.00	0.00
CE-SUPPLIES							
60-991-320-890-00-000	0.00	300.00	300.00	300.00	300.00	0.00	0.00
CE-MISC EXPENDITURES							
<b>FUND Total</b>	<b>0.00</b>	<b>61,415.98</b>	<b>61,415.98</b>	<b>61,415.98</b>	<b>61,415.98</b>	<b>0.00</b>	<b>0.00</b>
<b>Total of all Groups</b>	<b>0.00</b>	<b>61,415.98</b>	<b>61,415.98</b>	<b>61,415.98</b>	<b>61,415.98</b>	<b>0.00</b>	<b>0.00</b>

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Starting date 7/1/2016 Ending date 7/31/2016 Fund: 80 SCHOLARSHIP FUND

Assets and Resources

Assets:

101	Cash in bank		\$22,000.00
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

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

Loans Receivable:

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

Other Current Assets

\$0.00

Resources:

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

Total assets and resources

\$22,000.00

Liabilities and Fund Equity

Liabilities:

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

Total liabilities

\$0.00

Starting date 7/1/2016 Ending date 7/31/2016 Fund: 80 SCHOLARSHIP FUND

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$0.00
761	Capital reserve account - July		\$0.00	
604	Add: Increase in capital reserve		\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs		\$0.00	
309	Less: Bud. w/d cap. reserve excess costs		\$0.00	\$0.00
764	Maintenance reserve account - July		\$0.00	
606	Add: Increase in maintenance reserve		\$0.00	
310	Less: Bud. w/d from maintenance reserve		\$0.00	\$0.00
768	Waiver offset reserve - July 1, 2 _____		\$0.00	
609	Add: Increase in waiver offset reserve		\$0.00	
314	Less: Bud. w/d from waiver offset reserve		\$0.00	\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations		\$0.00	
602	Less: Expenditures	\$0.00		
	Less: Encumbrances	\$0.00	\$0.00	\$0.00
	Total appropriated			\$0.00

Unappropriated:

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

Recapitulation of Budgeted Fund Balance:

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

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

Board Secretary

Date

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Starting date 7/1/2016 Ending date 7/31/2016 Fund: 80 SCHOLARSHIP FUND

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Monthly Transfer Report  
Detail of Transfers  
For the Year 2016-17

Line	Budget Category	Account	(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			2016-17 Original Budget + Data Entry	Revenues Allowed (N.J.A.C. 6A:23A-13.3(d)) + Data Entry	2016-17 Original Budget For Use in 40% Calc	Maximum Transfer Amount	2016-17 YTD Net Transfers to/(from) as of 7/31/2016	% Change of Transfers YTD	2016-17 Remaining Allowable Balance From	2016-17 Remaining Allowable Balance To
3200	Instruction	11-1XX-100-XXX	11,849,302	11,849,302	11,849,302	1,184,930	-	0.00%	1,184,930	
10300, 11180, 12160, 40580, 41680, 42200, 43620	Regular Programs, Special Education, Basic Skills/Remedial and Bilingual Instruction, and Speech/DTP/T and Extraordinary Services	11-2XX-100-XXX 11-000-218,219,222	7,581,961	7,581,961	7,581,961	758,196	-	0.00%	758,196	
13160, 13180, 17100, 17600, 19620, 20620, 21620, 22620, 23620, 25100	Vocational Programs - Local School-Sponsored Co/Extra-Curricular Activities, School Sponsored Athletics, and Other Instructional Programs	11-3XX-100-XXX 11-4XX-000-XXX	140,235	140,235	140,235	14,024	-	0.00%	14,024	
27100	Community Services Programs/Operations	11-800-330-XXX	-	-	-	-	-	0.00%	-	
28180	Undistributed Expenditures	11-000-100-XXX	800,722	800,722	800,722	80,072	-	0.00%	80,072	
29680, 30620, 41680, 42200, 43620	Tuition, Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/School Library	11-000-100-XXX 211,213,218,219,222	2,385,428	2,385,428	2,385,428	238,543	-	0.00%	238,543	
43200, 44180	Improvement of Instruction Services and Instructional Staff Training Services	11-000-221,223	430,817	430,817	430,817	43,082	-	0.00%	43,082	
45300	General Administration	11-000-290-XXX	812,188	812,188	812,188	81,220	8,600	1.05%	89,720	72,720
46160	School Administration	11-000-240-XXX	1,546,253	1,546,253	1,546,253	151,825	-	0.00%	151,825	152,626
47200, 47620	Central Services & Administrative Information Technology	11-000-25X-XXX	889,580	889,580	889,580	86,959	-	0.00%	86,959	86,656
5120	Operation and Maintenance of Plant Services	11-000-26X-XXX	3,937,888	3,937,888	3,937,888	359,789	67,000	1.69%	426,789	426,789
52480	Student Transportation Services	11-000-270-XXX	2,884,610	2,884,610	2,884,610	299,361	(75,900)	0.00%	299,361	299,361
71260	Personal Services - Employee Benefits	11-XXX-XXX-2XX	9,094,570	9,094,570	9,094,570	909,457	-	-0.63%	853,957	
72020	Food Services	11-000-310-XXX	-	-	-	-	-	0.00%	-	
72120	Transfer Property Sale Proceeds to Debt Service Reserve	11-000-520-934	-	-	-	-	-	-	-	
72122	Transfer from General Fund Surplus to Debt Service Fund to Repay CDI	11-000-520-936	-	-	-	-	-	-	-	
72160	Deposit to Sate/Lease-Back Reserve	10-605	750	750	750	75	-	0.00%	75	
72180	Interest Earned on Maintenance Reserve	10-606	-	-	-	-	-	0.00%	-	
72200	Deposit to Maintenance Reserve	10-606	-	-	-	-	-	0.00%	-	
72220	Deposit to Current Expense Emergency Reserve	10-807	-	-	-	-	-	0.00%	-	
72240	Interest Earned on Current Expense Emergency Reserve	10-807	-	-	-	-	-	0.00%	-	
72245	Deposit to Bus Advertising Reserve for Fuel Costs	10-610	-	-	-	-	-	0.00%	-	
72246	Increase in IMPACT Aid Reserve (General)	10-611	-	-	-	-	-	0.00%	-	
72247	Increase in IMPACT Aid Reserve (Capital)	10-612	-	-	-	-	-	0.00%	-	
72450	TOTAL GENERAL CURRENT EXPENSE		41,894,314	41,894,314	41,894,314	4,189,432	-	-	5,600	
75860	Capital Outlay	12-XXX-XXX-73X	55,000	55,000	55,000	5,500	-	0.00%	5,500	
76280	Equipment	12-000-XXX-73X	247,602	247,602	247,602	24,760	-	0.00%	24,760	
76320	Facilities Acquisition and Construction Services	12-000-XXX-XXX	-	-	-	-	-	0.00%	-	
76340	Capital Reserve-Transfer to Capital Projects Fund	12-000-XXX-931	-	-	-	-	-	0.00%	-	
76360	Capital Reserve-Transfer to Repayment of Debt	12-000-XXX-933	-	-	-	-	-	0.00%	-	
76380	Deposit to Capital Reserve	10-604	2,000	2,000	2,000	200	-	0.00%	200	
76385	Interest Earned on Capital Reserve	10-604	-	-	-	-	-	0.00%	-	
76390	Impact Aid Reserve (Capital) - Transfer to Capital Projects	12-000-400-938	-	-	-	-	-	0.00%	-	
76395	Impact Aid Reserve (Capital) - Transfer to Capital Projects	12-000-400-938	-	-	-	-	-	0.00%	-	
76400	TOTAL CAPITAL EXPENDITURES		304,602	304,602	304,602	30,460	-	0.00%	30,460	
83080	TOTAL SPECIAL SCHOOLS	19-XXX-XXX-XXX	30,384	30,384	30,384	3,038	-	0.00%	3,038	
84000	Transfer of Funds to Charter Schools	10-000-100-96X	-	-	-	-	-	0.00%	-	
84005	Transfer for Funds to Resident Renaissance Schools	10-000-100-971	-	-	-	-	-	0.00%	-	
84020	General Fund Contribution to School Based Budgets	10-000-520-930	-	-	-	-	-	0.00%	-	
84060	OPERATING BUDGET GRAND TOTAL		42,228,300	42,228,300	42,228,300	4,222,930	-	0.00%	4,222,930	

8/19/16

*Wacke*

Date

School Business Administrator Signature

**Monthly Transfer Report  
Request for Approval of Transfers  
For the Year 2016-17**

DATE RECEIVED:  
DATE DUE:

<b>District:</b>	<input type="text" value="Hamilton Township Bd of Educ"/>	<b>LEA Code:</b>	<input type="text" value="1940"/>	
<b>Month/Year:</b>	<input type="text" value="As of July 31, 2016"/>			

The above district requests approval for the following transfers:

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

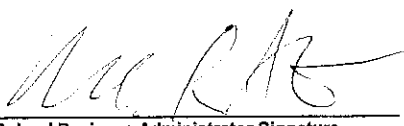
Line	Budget Category	Account	Proposed Net Transfer to/(from)	Reason for Transfer	Approval
3200	Regular Programs	11-1XX-100-XXX			
10300, 11160, 12160, 40580, 41080	Special Education, Basic Skills/Remedial and Bilingual Instruction, and Speech/OT/PT and Extraordinary Services	11-2XX-100-XXX 11-000-216,217			
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			



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

8/19/16

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Monthly Transfer Report  
Detail of Transfers  
For the Year 2016-17

Line	Budget Category	Account	[col 1] 2016-17 Original Budget		[col 2] Revenues Allowed (N.J.A.C. 6A:23A-13.3(d)) + Data Entry		[col 3] 2016-17 Original Budget For-Use in 10% Calc		[col 4] Maximum Transfer Amount		[col 5] 2016-17 YTD Net Transfers to/(from) as of 7/1-7/31/2016 + or - Data Entry		[col 6] % Change of Transfers YTD		[col 7] 2016-17 Remaining Allowable Balance From		[col 8] 2016-17 Remaining Allowable Balance To	
			+ Data Entry		+ Data Entry		(col 1 + col 2)	(col 3 * 1)	(col 5)	(col 4 + col 5)	(col 6)	(col 4 - col 5)	(col 8)					
3200	Instruction		11-1XX-100-XXX	17,849,302		11,943,302	1,184,930	11,943,302	1,184,930	-	-	-	0.00%	-	-	-	-	-
10300, 11160, 12160, 40580, 41080	Regular Programs Special Education, Basic Skills/Remedial and Bilingual Instruction, and Speech/OT/PT and Extraordinary Services		11-2XX-100-XXX 11-000-216.217	7,981,951		7,981,951	759,196	7,981,951	759,196	-	-	-	0.00%	-	-	-	-	-
13160, 15180, 17100, 17600, 18620, 20620, 21620, 22620, 23620, 25100	Vocational Programs - Local School-Sponsored Co/Extra-Curricular Activities, School Sponsored Athletics, and Other Instructional Programs		11-3XX-100-XXX 11-4XX-000-XXX	140,235		140,235	14,024	140,235	14,024	-	-	-	0.00%	-	-	-	-	-
27100	Community Services Programs/Operations		11-800-330-XXX	-		-	-	-	-	-	-	-	0.00%	-	-	-	-	-
29180	Undistributed Expenditures		11-000-100-XXX	800,722		800,722	80,072	800,722	80,072	-	-	-	0.00%	-	-	-	-	-
29680, 30620, 41660, 42200, 43620	Tuition Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/School Library		11-000-211.222	2,395,428		2,395,428	239,543	2,395,428	239,543	-	-	-	0.00%	-	-	-	-	-
43200, 44180	Improvement of Instruction Services and Instructional Staff Training Services		11-000-221,223	430,817		430,817	43,082	430,817	43,082	-	-	-	0.00%	-	-	-	-	-
45300	General Administration		11-000-230-XXX	812,198		812,198	81,220	812,198	81,220	-	-	-	1.05%	-	-	-	-	-
46160	School Administration		11-000-240-XXX	1,536,253		1,536,253	153,625	1,536,253	153,625	-	-	-	0.00%	-	-	-	-	-
47260, 47620	Central Services & Administrative Information Technology		11-000-25X-XXX	669,580		669,580	66,958	669,580	66,958	-	-	-	0.00%	-	-	-	-	-
51120	Operation and Maintenance of Plant Services		11-000-26X-XXX	3,597,888		3,597,888	359,789	3,597,888	359,789	-	-	-	0.00%	-	-	-	-	-
52480	Student Transportation Services		11-000-270-XXX	2,937,610		2,937,610	293,761	2,937,610	293,761	-	-	-	0.00%	-	-	-	-	-
71260	Personal Services - Employee Benefits		11-XXX-XXX-XXX	9,094,570		9,094,570	909,457	9,094,570	909,457	-	-	-	-0.85%	-	-	-	-	-
72020	Food Services		11-000-310-XXX	-		-	-	-	-	-	-	-	0.00%	-	-	-	-	-
72120	Transfer from General Fund Surplus to Debt Service Reserve to Repay CDO		11-000-520-934	-		-	-	-	-	-	-	-	-	-	-	-	-	-
72160	Deposit to Sale/Lease-Back Reserve		10-805	750		750	75	750	75	-	-	-	0.00%	-	-	-	-	-
72180	Interest Earned on Maintenance Reserve		10-806	-		-	-	-	-	-	-	-	0.00%	-	-	-	-	-
72200	Deposit to Maintenance Reserve		10-806	-		-	-	-	-	-	-	-	-	-	-	-	-	-
72220	Deposit to Current Expense Reserve		10-807	-		-	-	-	-	-	-	-	-	-	-	-	-	-
72240	Interest Earned on Current Expense Reserve		10-807	-		-	-	-	-	-	-	-	-	-	-	-	-	-
72245	Deposit to Bus Advertising Reserve for Fuel Costs		10-810	-		-	-	-	-	-	-	-	-	-	-	-	-	-
72246	Increase in IMPACT Aid Reserve (General)		10-811	-		-	-	-	-	-	-	-	-	-	-	-	-	-
72247	Increase in IMPACT Aid Reserve (Capital)		10-812	-		-	-	-	-	-	-	-	-	-	-	-	-	-
72260	TOTAL GENERAL CURRENT EXPENSE			41,894,314		41,894,314	4,183,432	41,894,314	4,183,432	-	-	-	0.00%	-	-	-	-	-
75880	Capital Outlay		12-XXX-XXX-73X	55,000		55,000	5,500	55,000	5,500	-	-	-	0.00%	-	-	-	-	-
76260	Equipment		12-000-4XX-XXX	247,502		247,502	24,750	247,502	24,750	-	-	-	0.00%	-	-	-	-	-
76320	Facilities Acquisition and Construction Services		12-000-4XX-XXX	-		-	-	-	-	-	-	-	-	-	-	-	-	-
76340	Capital Reserve Transfer to Capital Projects Fund		12-000-4XX-931	-		-	-	-	-	-	-	-	-	-	-	-	-	-
76340	Capital Reserve Transfer to Repayment of Debt		12-000-4XX-933	-		-	-	-	-	-	-	-	-	-	-	-	-	-
76350	Deposit to Capital Reserve		10-804	2,000		2,000	200	2,000	200	-	-	-	0.00%	-	-	-	-	-
76350	Interest Earned on Capital Reserve		10-804	-		-	-	-	-	-	-	-	-	-	-	-	-	-
76385	Impact Aid Reserve (Capital) - Transfer to Capital Projects		12-000-400-938	304,602		304,602	30,460	304,602	30,460	-	-	-	0.00%	-	-	-	-	-
76400	TOTAL CAPITAL EXPENDITURES			304,602		304,602	30,460	304,602	30,460	-	-	-	0.00%	-	-	-	-	-
83060	Transfer of Funds to Charter Schools		13-XXX-XXX-XXX	30,384		30,384	3,038	30,384	3,038	-	-	-	0.00%	-	-	-	-	-
84000	Transfer of Funds to Resident Renaissance Schools		10-000-100-56X	-		-	-	-	-	-	-	-	-	-	-	-	-	-
84035	Transfer for Funds to Resident Renaissance Schools		10-000-100-571	-		-	-	-	-	-	-	-	-	-	-	-	-	-
84020	General Fund Contribution to School Based Budgets		10-000-520-930	42,229,300		42,229,300	4,222,930	42,229,300	4,222,930	-	-	-	0.00%	-	-	-	-	-
84060	OPERATING BUDGET GRAND TOTAL			42,229,300		42,229,300	4,222,930	42,229,300	4,222,930	-	-	-	0.00%	-	-	-	-	-

*[Handwritten Signature]*

School Business Administrator Signature

8/19/16

Date

**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>	For The Month of July 2016			

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			

*EB*

**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			

*U. R. A.*

School Business Administrator Signature

8/19/16

Date

Executive County Superintendent Signature

Date

*84*

**INTEREST  
2016/2017**

*Finance-3*

						(UNDER)/ OVER
<u>MONTH</u>	<u>ANNUAL ANTICIPATED</u>		<u>AMOUNT REALIZED</u>		<u>YTD TOTAL</u>	<u>ANTICIPATED</u>
Jul-16	7,000.00		460.38		460.38	(6,539.62)
Aug-16					460.38	(6,539.62)
Sep-16					460.38	(6,539.62)
Oct-16					460.38	(6,539.62)
Nov-16					460.38	(6,539.62)
Dec-16					460.38	(6,539.62)
Jan-17					460.38	(6,539.62)
Feb-17					460.38	(6,539.62)
Mar-17					460.38	(6,539.62)
Apr-17					460.38	(6,539.62)
May-17					460.38	(6,539.62)
Jun-17					460.38	(6,539.62)

*Receipts*

Starting date 7/1/2016

Ending date 7/31/2016

*Finance 4*

<u>Date</u>	<u>Description</u>	<u>General Ledger account code</u>	<u>Debit</u>	<u>Credit</u>
07/01/16	Opening Entries	RESERVE FOR ENCUMBRANCES 10-753	\$73,890.72	
		BUDGETED FUND BALANCE 10-303		\$73,890.72
07/01/16	Opening Entries	SPECIAL/RESERVE FOR ENC 20-753	\$69,570.33	
		SPECIAL/BUDGETED FUND BALAN 20-303		\$69,570.33
07/01/16	Opening Entries	BUDGETED FUND BALANCE 10-303	\$750.00	
		BUDGETED FUND BALANCE 10-303	\$2,000.00	
		INCREASE IN CAPITAL RESERVES 10-604		\$2,000.00
		INCREASE IN MAINTENANCE RES 10-606		\$750.00
07/01/16	Record Deferred Revenue	SPECIAL/DEFERRED REVENUE 20-481	\$17,537.38	
		SPECIAL/CASH IN BANK 20-101		\$17,537.38
07/01/16	100-A/R-fica reimbursement	CASH IN BANK 10-101	\$61,071.27	
		INTERGOVERNMENTAL STATE 10-141		\$61,071.27
07/01/16	101-A/R-SEMI	CASH IN BANK 10-101	\$2,499.83	
		INTERGOVERNMENTAL STATE 10-141		\$2,499.83
07/01/16	102-A/R-SEMI	CASH IN BANK 10-101	\$2,895.49	
		INTERGOVERNMENTAL STATE 10-141		\$2,895.49
07/01/16	106-A/R Scibal Wrkr's Comp	CASH IN BANK 10-101	\$1,070.98	
		OTHER ACCOUNTS RECEIVABLE 10-153		\$1,070.98
07/06/16	103-A/R-NP Transp Excess \$710	CASH IN BANK 10-101	\$15,312.00	
		INTERGOVERNMENTAL STATE 10-141		\$15,312.00
07/08/16	107-A/R State Aid	CASH IN BANK 10-101	\$2,177,084.60	
		INTERGOVERNMENTAL STATE 10-141		\$2,177,084.60
07/08/16	108-A/R State Aid	SPECIAL/CASH IN BANK 20-101	\$17,107.40	
		INTERGOVERNMENTAL A/R-STATE 20-141		\$17,107.40
07/08/16	109 Food Service Sal/Fica	CASH IN BANK 10-101	\$2,996.10	
		INTERFUND RECEIVABLE LUNCH 10-133		\$2,996.10
07/08/16	110-Kids Corner Sal/Fica	CASH IN BANK 10-101	\$2,032.71	
		INTERFUND RECEIV. KIDS CORNE 10-134		\$2,032.71
07/08/16	111-Comm Educ Sal/Fica	CASH IN BANK 10-101	\$1,336.94	
		INTERFUND RECEIV. COMM. ED. 10-135		\$1,336.94
07/08/16	112-Camp Sal/Fica	CASH IN BANK 10-101	\$13,384.12	
		INTERFUND RECEIV. COMM. ED. 10-135		\$13,384.12

*86*

Starting date 7/1/2016

Ending date 7/31/2016

<u>Date</u>	<u>Description</u>	<u>General Ledger account code</u>	<u>Debit</u>	<u>Credit</u>
07/08/16	113-Swim Sal/Fica	CASH IN BANK 10-101 INTERFUND RECEIV. COMM. ED. 10-135	\$2,968.98	\$2,968.98
07/08/16	114-A/R Tuition From AC	CASH IN BANK 10-101 ACCTS REC - INTERGOVT OTH 10-143	\$10,627.20	\$10,627.20
07/08/16	State Aid Tuition Adj-15/16 AR	CASH IN BANK 10-101 INTERGOVERNMENTAL STATE 10-141	\$98,432.00	\$98,432.00
07/18/16	120-A/R Scibal Wrkr's Comp	CASH IN BANK 10-101 OTHER ACCOUNTS RECEIVABLE 10-153	\$306.00	\$306.00
07/20/16	121-Fica Reimbursement	CASH IN BANK 10-101 INTERGOVERNMENTAL STATE 10-141	\$3,870.70	\$3,870.70
07/20/16	122-A/R-Food Reimb State	CASH IN BANK 60-101 INTERGOVERNMENTAL A/R - STAT 60-141	\$866.05	\$866.05
07/20/16	123-A/R-Food Reimb Federal	CASH IN BANK 60-101 INTERGOVERNMENTAL A/R -FEDE 60-142	\$48,504.03	\$48,504.03
07/22/16	124-Food Service Sal/Fica	CASH IN BANK 10-101 INTERFUND RECEIVABLE LUNCH 10-133	\$5,384.92	\$5,384.92
07/22/16	126-Kids Corner Sal/Fica	CASH IN BANK 10-101 INTERFUND RECEIV. KIDS CORNE 10-134	\$2,032.71	\$2,032.71
07/22/16	127-Comm Educ Sal/Fica	CASH IN BANK 10-101 INTERFUND RECEIV. COMM. ED. 10-135	\$677.58	\$677.58
07/22/16	130-Camp Sal/Fica	CASH IN BANK 10-101 INTERFUND RECEIV. COMM. ED. 10-135	\$20,990.40	\$20,990.40
07/22/16	129-Swim Sal/Fica	CASH IN BANK 10-101 INTERFUND RECEIV. COMM. ED. 10-135	\$4,373.69	\$4,373.69
07/27/16	132-Fica Reimbursement	CASH IN BANK 10-101 INTERGOVERNMENTAL STATE 10-141	\$3,870.70	\$3,870.70
07/30/16	143-A/R-FS-Special Func	CASH IN BANK 60-101 INTERGOVERNMENTAL RECEIVAE 60-143	\$605.00	\$605.00
07/30/16	145-A/R-KC Tuition From State	CASH IN BANK 60-101 INTERGOVERNMENTAL A/R - STAT 60-141	\$230.54	\$230.54
07/30/16	150-A/R-Camp Parent	CASH IN BANK 60-101	\$642.50	

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Starting date 7/1/2016

Ending date 7/31/2016

<u>Date</u>	<u>Description</u>	<u>General Ledger account code</u>	<u>Debit</u>	<u>Credit</u>
07/30/16	150-A/R-Camp Parent	OTHER ACCOUNTS RECEIVABLE 60-153		\$642.50
07/31/16	Deficit Cash-Fund 20	INTERFUND LOANS RECV 10-131	\$82,858.57	
		CASH IN BANK 10-101		\$82,858.57
07/31/16	Deficit Cash-Fund 20	SPECIAL/CASH IN BANK 20-101	\$82,858.57	
		INTERFUND LOANS PAYABLE 20-401		\$82,858.57
<b>Net balance</b>	<b>\$0.00</b>	<b>Total of all journal entries listed</b>	<b>\$2,830,640.01</b>	<b>\$2,830,640.01</b>

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*Receipts*

Starting date 7/1/2016 Starting period 7/1/2016 Ending date 7/31/2016 Fund 10

10-1210-000	AD VALOREM TAXES, 20016-2017 Tax Levy	R.O. #	Actual	Prior Rec	Cur. Rec	Total Rec	Actual Less Received	Rec%
		7RO003	17,727,379.00	0.00	52,620.00	52,620.00	17,674,759.00	0%
					52,620.00	52,620.00	Received	
							115-local tax levy	
10-1510-000	INTEREST ON INVESTMENTS, 2016 - 2017 Revenues	7RO001	460.38	0.00	460.38	460.38	0.00	100%
							366.05 Received	
							66.23 Received	
							4.08 Received	
							21.51 Received	
							2.51 Received	
10-1511-000	INTEREST ON CAPITAL RESERVE, 2016 - 2017 Revenues	7RO001	21.78	0.00	21.78	21.78	0.00	100%
							21.78 Received	
10-1910-000	RENTALS, 2016 - 2017 Revenues	7RO001	2,166.65	0.00	2,166.65	2,166.65	0.00	100%
							2,166.65 Received	
10-4200-000	UNRESTR. GRANT FED/ST, 2016 - 2017 Revenues	7RO001	1,637.83	0.00	1,637.83	1,637.83	0.00	100%
							670.55 Received	
							967.28 Received	
							56,906.64	
							17,731,665.64	
							56,906.64	
							17,674,759.00	
							0%	

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HAMILTON TOWNSHIP BOARD OF ED

Receipts Report Period Receipts only

Starting date 7/1/2016 Starting period 7/1/2016 Ending date 7/31/2016 Fund 20

	R.O. #	Actual	Prior Rec	Cur. Rec	Total Rec	Actual Less Received	Rec%
20-3218-COV	7RO005	17,537.38	0.00	17,537.38	17,537.38	0.00	100%
		PRESCHOOL EDUCATION AID-C/O, Record Deferred Revenue					
		Date received: 07/01/16 Deferred Revenue					
20-3231-501	7RO001	9,395.00	0.00	9,395.00	9,395.00	0.00	100%
		NONPUBLIC TEXTBOOKS, 2016 - 2017 Revenues					
		Date received: 07/29/16 133-NP Textbooks					
20-3240-510	7RO001	3,390.00	0.00	3,390.00	3,390.00	0.00	100%
		NONPUBLIC TECHNOLOGY AID, 2016 - 2017 Revenues					
		Date received: 07/29/16 134-NP Technology					
Fund totals		30,322.38	0.00	30,322.38	30,322.38	0.00	100%

Starting date 7/1/2016 Starting period 7/1/2016 Ending date 7/31/2016 Fund 40

	R.O. #	Actual	Prior Rec	Cur. Rec	Total Rec	Actual Less Received	Rec%
40-1210-000	AD VALOREM TAXES, 20016-2017 Tax Levy	7RO003 2,816,081.00	0.00	2,350,829.00	2,350,829.00	465,252.00	83%
	Date received: 07/11/16	116-local tax levy		2,350,829.00	Received		
40-3160-000	DEBT SERVICE AID, 2016 - 2017 Debt Service Aid	7RO004 305,944.00	0.00	258,573.00	258,573.00	47,371.00	85%
	Date received: 07/15/16	117-debt service aid		258,573.00	Received		
40-5200-000	TRANSFERS FROM OTHER FUNDS, 2016 - 2017 Revenues	7RO001 188,807.00	0.00	188,807.00	188,807.00	0.00	100%
	Date received: 07/31/16	trsf fr cap pj		188,807.00	Received		
	<b>Fund totals</b>	<b>3,310,832.00</b>	<b>0.00</b>	<b>2,798,209.00</b>	<b>2,798,209.00</b>	<b>512,623.00</b>	<b>85%</b>

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HAMILTON TOWNSHIP BOARD OF ED

Receipts Report Period Receipts only

Starting date 7/1/2016 Starting period 7/1/2016 Ending date 7/31/2016 Fund 60

	R.O. #	Actual	Prior Rec	Cur. Rec	Total Rec	Actual Less Received	Rec%
60-1510-910	7RO001	11.12	0.00	11.12	11.12	0.00	100%
		FOOD SERVICE-INTEREST, 2016 - 2017 Revenues					
		Date received: 07/30/16 141-FS interest 11.12 Received					
60-1510-990	7RO001	26.44	0.00	26.44	26.44	0.00	100%
		KIDS CORNER-INTEREST, 2016 - 2017 Revenues					
		Date received: 07/30/16 144-KC interest 26.44 Received					
60-1510-991	7RO001	41.17	0.00	41.17	41.17	0.00	100%
		CE-INTEREST, 2016 - 2017 Revenues					
		Date received: 07/30/16 146-CE interest 2.52 Received					
		Date received: 07/30/16 147-Camp interest 38.65 Received					
60-1610-910	7RO001	395.29	0.00	395.29	395.29	0.00	100%
		FOOD SERV-DAILY SALES REIMBURS, 2016 - 2017 Revenues					
		Date received: 07/30/16 142-Sales Reimb 395.29 Received					
60-1800-991	7RO001	19,895.15	0.00	19,895.15	19,895.15	0.00	100%
		CE-REVENUE, 2016 - 2017 Revenues					
		Date received: 07/30/16 148-CE tuition 645.00 Received					
		Date received: 07/30/16 149-Camp tuition 19,250.15 Received					
		Fund totals	20,369.17	20,369.17	20,369.17	0.00	100%
		Total for all funds listed	21,093,189.19	2,905,807.19	2,905,807.19	18,187,382.00	14%

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HAMILTON TOWNSHIP BOARD OF ED  
 Encumbrance Date Range, All Ship to locations

*Refunds*

Finance-5

P.O.	Date	Description	Vendor name	Amount	Payments	Open Amount
7C0002	07/05/16	105-Refund Rental-Wellspring 11-000-262-100-06-OVR	*CO* Contra / Refund PERSONAL SERVICES - SALARIES	(\$650.00) (\$650.00)	(\$650.00) (\$650.00)	\$0.00 \$0.00
7C0003	07/22/16	125-Health Benefits-FS 11-000-291-270-00-000	*CO* Contra / Refund HEALTH BENEFITS	(\$2,273.68) (\$2,273.68)	(\$2,273.68) (\$2,273.68)	\$0.00 \$0.00
7C0004	07/22/16	126-Health Benefits-KC 11-000-291-270-00-000	*CO* Contra / Refund HEALTH BENEFITS	(\$1,603.82) (\$1,603.82)	(\$1,603.82) (\$1,603.82)	\$0.00 \$0.00
7C0005	07/22/16	131-From Payroll-health benefit 11-000-291-270-00-000	*CO* Contra / Refund HEALTH BENEFITS	(\$18,938.76) (\$18,938.76)	(\$18,938.76) (\$18,938.76)	\$0.00 \$0.00
<b>Report totals</b>				<b>(\$23,466.26)</b>	<b>(\$23,466.26)</b>	<b>\$0.00</b>

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**CAPITAL RESERVE INTEREST  
2016/2017**

						(UNDER)/ OVER
MONTH	ANNUAL ANTICIPATED		AMOUNT REALIZED		YTD TOTAL	ANTICIPATED
Jul-16	2,000.00		21.78		21.78	(1,978.22)
Aug-16					21.78	(1,978.22)
Sep-16					21.78	(1,978.22)
Oct-16					21.78	(1,978.22)
Nov-16					21.78	(1,978.22)
Dec-16					21.78	(1,978.22)
Jan-17					21.78	(1,978.22)
Feb-17					21.78	(1,978.22)
Mar-17					21.78	(1,978.22)
Apr-17					21.78	(1,978.22)
May-17					21.78	(1,978.22)
Jun-17					21.78	(1,978.22)

**RENTAL INCOME  
2016/2017**

						(UNDER)/ OVER
MONTH	ANNUAL ANTICIPATED		AMOUNT REALIZED		YTD TOTAL	ANTICIPATED
Jul-16	10,000.00		2,166.65		2,166.65	(7,833.35)
Aug-16					2,166.65	(7,833.35)
Sep-16					2,166.65	(7,833.35)
Oct-16					2,166.65	(7,833.35)
Nov-16					2,166.65	(7,833.35)
Dec-16					2,166.65	(7,833.35)
Jan-17					2,166.65	(7,833.35)
Feb-17					2,166.65	(7,833.35)
Mar-17					2,166.65	(7,833.35)
Apr-17					2,166.65	(7,833.35)
May-17					2,166.65	(7,833.35)
Jun-17				*	2,166.65	(7,833.35)

\* includes accounts receivable at year end





*Budget Summary*

Account code	Org budget	Transfers	Adj budget	Orders	Expenditure	Encumber	Funds avail.
FUND 10 GENERAL FUND							
10-000-100-56x-00-000	30,384.00	0.00	30,384.00	30,384.00	0.00	30,384.00	0.00
CHARTER SCHOOL							
<b>FUND Total</b>	<b>30,384.00</b>	<b>0.00</b>	<b>30,384.00</b>	<b>30,384.00</b>	<b>0.00</b>	<b>30,384.00</b>	<b>0.00</b>

Finance-9

Start date 7/1/2016

End date 7/31/2016

08/22/16 12:11

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

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

Account code	Org budget	Transfers	Adj budget	Orders	Expenditure	Encumber	Funds avail.
<b>FUND 11 GENERAL CURRENT EXPENSE</b>							
11-000-100-561-00-000	14,000.00	0.00	14,000.00	0.00	0.00	0.00	14,000.00
TUITION - IN STATE LEA							
11-000-100-562-08-000	61,479.00	0.00	61,479.00	0.00	0.00	0.00	61,479.00
TUITION - WITHIN STATE							
11-000-100-565-08-000	290,081.00	(8,783.72)	281,297.28	0.00	0.00	0.00	281,297.28
TUITION - COUNTY SSD, D/S							
11-000-100-566-08-000	435,162.00	8,783.72	443,945.72	160,332.32	5,420.89	154,911.43	283,613.40
TUITION - PRIV - IN NJ							
	800,722.00	0.00	800,722.00	160,332.32	5,420.89	154,911.43	640,389.68
PERSONAL SERVICES - SALARIES							
11-000-211-100-06-000	136,773.00	0.00	136,773.00	63,291.02	4,868.54	58,422.48	73,481.98
STIPEND-HOMEBOUND INSTR COORD							
11-000-211-100-06-STI	1,617.00	0.00	1,617.00	0.00	0.00	0.00	1,617.00
OTHER PURCHASED SERVICES							
11-000-211-500-00-000	2,200.00	0.00	2,200.00	2,136.84	178.07	1,958.77	63.16
TRAVEL							
11-000-211-500-00-TRV	500.00	0.00	500.00	0.00	0.00	0.00	500.00
ATTENDANCE/SOCIAL WORK							
11-000-213-100-06-000	141,090.00	0.00	141,090.00	65,427.86	5,046.61	60,381.25	75,662.14
PERSONAL SERVICES - SALARIES							
11-000-213-100-06-000	328,935.00	0.00	328,935.00	0.00	0.00	0.00	328,935.00
STIPEND-SAC COORDINATOR							
11-000-213-100-06-STI	2,442.00	0.00	2,442.00	0.00	0.00	0.00	2,442.00
PERSONAL SERVICES - SALARIES							
11-000-213-100-06-SUB	4,300.00	0.00	4,300.00	0.00	0.00	0.00	4,300.00
PERSONAL SERVICES - SALARIES							
11-000-213-100-06-SUM	9,964.00	0.00	9,964.00	1,785.60	1,785.60	0.00	8,178.40
SALARIES							
	345,641.00	0.00	345,641.00	1,785.60	1,785.60	0.00	343,855.40
OTHER PROF SERVICES							
11-000-213-330-00-000	26,050.00	0.00	26,050.00	26,000.00	1,400.00	24,600.00	50.00
PURCHASED TECHNICAL SERVICES							
11-000-213-340-03-000	360.00	0.00	360.00	175.00	0.00	175.00	185.00
PURCHASED TECHNICAL SERVICES							
11-000-213-340-04-000	180.00	0.00	180.00	0.00	0.00	0.00	180.00
PURCHASED TECHNICAL SERVICES							
	540.00	0.00	540.00	175.00	0.00	175.00	365.00
OTHER PURCHASED SERVICES							
11-000-213-500-00-000	260.00	0.00	260.00	255.00	0.00	255.00	5.00
TRAVEL							
11-000-213-500-00-TRV	400.00	0.00	400.00	0.00	0.00	0.00	400.00
GENERAL SUPPLIES							
11-000-213-610-01-000	1,869.00	0.00	1,869.00	976.81	0.00	976.81	892.19
GENERAL SUPPLIES							
11-000-213-610-03-000	3,600.00	0.00	3,600.00	2,074.75	0.00	2,074.75	1,525.25
GENERAL SUPPLIES							
11-000-213-610-04-000	5,660.00	0.00	5,660.00	4,900.96	0.00	4,900.96	759.04
GENERAL SUPPLIES							
	11,129.00	0.00	11,129.00	7,952.52	0.00	7,952.52	3,176.48
HEALTH SERVICES							
	384,020.00	0.00	384,020.00	36,168.12	3,185.60	32,982.52	347,851.88
PERSONAL SERVICES - SALARIES							
11-000-216-100-06-000	552,131.00	0.00	552,131.00	0.00	0.00	0.00	552,131.00
PERSONAL SERVICES - SALARIES							
11-000-216-100-06-SUM	17,000.00	0.00	17,000.00	5,629.60	5,629.60	0.00	11,370.40
SALARIES							
	569,131.00	0.00	569,131.00	5,629.60	5,629.60	0.00	563,501.40

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Account code	Org budget	Transfers	Adj budget	Orders	Expenditure	Encumber	Funds avail.
<b>FUND 11 GENERAL CURRENT EXPENSE</b>							
11-000-221-104-06-000	165,912.00	0.00	165,912.00	70,429.06	5,417.62	65,011.44	95,482.94
SALARIES							
11-000-221-104-06-SUM	17,862.00	0.00	17,862.00	1,014.00	1,014.00	0.00	16,848.00
SALARIES - OTHER PROF							
11-000-221-105-06-000	318,924.00	0.00	318,924.00	203,942.96	16,623.92	187,319.04	114,981.04
OTHER PROFESSIONAL SALARIES							
SALARIES - SECR/CLER	24,339.00	0.00	24,339.00	23,812.10	1,831.70	21,980.40	526.90
SECRETARIAL SALARIES	24,339.00	0.00	24,339.00	23,812.10	1,831.70	21,980.40	526.90
TRAVEL	3,250.00	0.00	3,250.00	0.00	0.00	0.00	3,250.00
GENERAL SUPPLIES	1,000.00	0.00	1,000.00	99.01	0.00	99.01	900.99
MISCELLANEOUS EXPENDITURES	500.00	0.00	500.00	0.00	0.00	0.00	500.00
11-000-222-100-06-000	348,013.00	0.00	348,013.00	227,854.07	18,455.62	209,398.45	120,158.93
IMPROVEMENT OF INSTRUCTION							
PERSONAL SERVICES - SALARIES	329,019.00	0.00	329,019.00	0.00	0.00	0.00	329,019.00
SALARIES	500.00	0.00	500.00	0.00	0.00	0.00	500.00
SALARY- TECHNOLOGY COORDINATOR	118,977.00	0.00	118,977.00	116,644.06	8,972.62	107,671.44	2,332.94
SALARIES	448,496.00	0.00	448,496.00	116,644.06	8,972.62	107,671.44	331,851.94
PURCH EDUC SERVICES	500.00	0.00	500.00	487.33	0.00	487.33	12.67
PURCH EDUC SERVICES	600.00	0.00	600.00	569.10	0.00	569.10	30.90
PURCH EDUC SERVICES	330.00	0.00	330.00	0.00	0.00	0.00	330.00
PURCHASED EDUCATIONAL SVCS.	1,430.00	0.00	1,430.00	1,056.43	0.00	1,056.43	373.57
MISC - PURCHASED SERVICES	275.00	0.00	275.00	0.00	0.00	0.00	275.00
MISCELLANEOUS PURCHASED SVCS.	275.00	0.00	275.00	0.00	0.00	0.00	275.00
GENERAL SUPPLIES	3,500.00	0.00	3,500.00	2,997.94	0.00	2,997.94	502.06
GENERAL SUPPLIES	6,500.00	0.00	6,500.00	0.00	0.00	0.00	6,500.00
GENERAL SUPPLIES	5,000.00	0.00	5,000.00	1,062.70	285.00	777.70	3,937.30
SUPPLIES	15,000.00	0.00	15,000.00	4,060.64	285.00	3,775.64	10,939.36
MISCELLANEOUS EXPENDITURES	75.00	0.00	75.00	0.00	0.00	0.00	75.00
MISCELLANEOUS EXPENDITURES	75.00	0.00	75.00	0.00	0.00	0.00	75.00
MEDIA/LIBRARY	465,276.00	0.00	465,276.00	121,761.13	9,257.62	112,503.51	343,514.87
PROFESSIONAL DEV. SALARIES	18,004.00	0.00	18,004.00	882.36	0.00	0.00	17,121.64
PURCHASED PROF-EDUC SERVICES	35,000.00	0.00	35,000.00	5,950.00	0.00	5,950.00	29,050.00
TRAVEL	2,300.00	0.00	2,300.00	0.00	0.00	0.00	2,300.00

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Start date 7/1/2016

End date 7/31/2016

08/22/16 12:11

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

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

Account code

Org budget Transfers Adj budget Orders Expenditure Encumber Funds avail.

FUND 11 GENERAL CURRENT EXPENSE

	SUPPLIES	12,000.00	(600.00)	11,400.00	1,483.85	0.00	1,483.85	9,916.15
11-000-230-630-00-000	BOE TRAINING/MEETING SUPPLIES	750.00	0.00	750.00	0.00	0.00	0.00	750.00
11-000-230-890-00-000	MISCELLANEOUS EXPENDITURES	3,500.00	0.00	3,500.00	3,170.00	0.00	3,170.00	330.00
11-000-230-895-00-000	BOE MEMBER DUES/FEES	16,600.00	600.00	17,200.00	17,135.00	0.00	17,135.00	65.00
	GENERAL ADMINISTRATION	812,198.00	11,486.13	823,684.13	742,845.79	209,735.42	533,110.37	80,838.34
11-000-240-103-06-000	SALARIES - PRINC/ASST	851,469.00	0.00	851,469.00	833,587.56	64,122.12	769,465.44	17,881.44
11-000-240-104-06-000	SALARIES - OTHER PROF	113,197.00	0.00	113,197.00	110,977.10	8,536.70	102,440.40	2,219.90
11-000-240-105-06-000	SALARIES - SECR/CLER	443,174.00	0.00	443,174.00	391,356.94	30,104.38	361,252.56	51,817.06
11-000-240-105-06-SUB	SALARIES - SECR/CLER	4,000.00	0.00	4,000.00	0.00	0.00	0.00	4,000.00
	SECRETARIAL SALARIES	447,174.00	0.00	447,174.00	391,356.94	30,104.38	361,252.56	55,817.06
11-000-240-320-03-000	PURCH EDUC SERVICES	500.00	0.00	500.00	0.00	0.00	0.00	500.00
	PURCHASED EDUCATIONAL SVCS	500.00	0.00	500.00	0.00	0.00	0.00	500.00
11-000-240-500-01-RNT	RENTALS-COPY MACHINE	2,150.00	0.00	2,150.00	2,143.68	0.00	2,143.68	6.32
11-000-240-500-01-TRV	TRAVEL-SHANER	2,000.00	0.00	2,000.00	160.95	0.00	160.95	1,839.05
11-000-240-500-03-000	MISC. PURCHASED SVCS-DAVIES	8,750.00	0.00	8,750.00	0.00	0.00	0.00	8,750.00
11-000-240-500-03-RNT	RENTALS-DAVIES	17,400.00	0.00	17,400.00	17,304.00	0.00	17,304.00	96.00
11-000-240-500-03-TRV	TRAVEL-DAVIES	5,000.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00
11-000-240-500-04-RNT	RENTALS-HESS	11,500.00	0.00	11,500.00	11,024.64	0.00	11,024.64	475.36
11-000-240-500-04-TRV	TRAVEL-HESS	2,300.00	0.00	2,300.00	275.00	0.00	275.00	2,025.00
	TRAVEL	49,100.00	0.00	49,100.00	30,908.27	0.00	30,908.27	18,191.73
11-000-240-610-00-CPY	COPY PAPER	27,000.00	0.00	27,000.00	2,338.97	0.00	2,338.97	24,661.03
11-000-240-610-01-000	GENERAL SUPPLIES	9,263.00	0.00	9,263.00	3,915.30	0.00	3,915.30	5,347.70
11-000-240-610-03-000	GENERAL SUPPLIES	14,500.00	0.00	14,500.00	8,205.50	0.00	8,205.50	6,294.50
11-000-240-610-04-000	GENERAL SUPPLIES	19,000.00	0.00	19,000.00	1,396.26	0.00	1,396.26	17,603.74
	SUPPLIES	69,763.00	0.00	69,763.00	15,856.03	0.00	15,856.03	53,906.97
11-000-240-890-01-000	MISCELLANEOUS EXPENDITURES	350.00	0.00	350.00	0.00	0.00	0.00	350.00
11-000-240-890-03-000	MISCELLANEOUS EXPENDITURES	2,750.00	0.00	2,750.00	454.97	0.00	454.97	2,295.03
11-000-240-890-04-000	MISCELLANEOUS EXPENDITURES	1,950.00	0.00	1,950.00	0.00	0.00	0.00	1,950.00
	MISCELLANEOUS EXPENSES	5,050.00	0.00	5,050.00	454.97	0.00	454.97	4,595.03

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Account code	Org budget	Transfers	Adj budget	Orders	Expenditure	Encumber	Funds avail.
<b>FUND 11 GENERAL CURRENT EXPENSE</b>							
11-000-251-100-06-000	1,536,253.00	0.00	1,536,253.00	1,383,140.87	102,763.20	1,280,377.67	153,112.13
SCHOOL ADMINISTRATION							
11-000-251-100-06-000	339,707.00	0.00	339,707.00	209,108.90	16,085.30	193,023.60	130,598.10
SALARIES							
11-000-251-330-00-000	339,707.00	0.00	339,707.00	209,108.90	16,085.30	193,023.60	130,598.10
SALARIES							
11-000-251-330-00-000	13,750.00	0.00	13,750.00	12,310.88	11,030.88	1,280.00	1,439.12
OTHER PURCH PROF SERVICES							
11-000-251-592-00-000	1,300.00	0.00	1,300.00	0.00	0.00	0.00	1,300.00
MISC PURCH SERV							
11-000-251-592-00-TRV	1,000.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00
TRAVEL							
11-000-251-600-00-000	2,300.00	0.00	2,300.00	0.00	0.00	0.00	2,300.00
MISC PURCHASED SERVICES							
11-000-251-600-00-000	7,000.00	0.00	7,000.00	2,101.01	0.00	2,101.01	4,898.99
SUPPLIES AND MATERIALS							
11-000-251-890-00-000	1,500.00	0.00	1,500.00	786.13	786.13	0.00	713.87
MISCELLANEOUS EXPENDITURES							
11-000-252-100-06-000	364,257.00	0.00	364,257.00	224,306.92	27,902.31	196,404.61	139,950.08
BUSINESS ACTIVITIES							
11-000-252-100-06-000	276,623.00	0.00	276,623.00	271,298.56	20,869.12	250,429.44	5,324.44
SALARIES							
11-000-252-100-06-OVR	5,000.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00
SALARIES							
11-000-252-330-07-TEC	281,623.00	0.00	281,623.00	271,298.56	20,869.12	250,429.44	10,324.44
SALARIES							
11-000-252-330-07-TEC	5,200.00	0.00	5,200.00	0.00	0.00	0.00	5,200.00
OTHER PURCH PROF SERVICES							
11-000-252-340-07-TEC	0.00	2,200.00	2,200.00	2,200.00	2,200.00	0.00	0.00
PURCHASED TECHNICAL SERVICES							
11-000-252-500-07-TRV	2,500.00	0.00	2,500.00	205.96	0.00	205.96	2,294.04
TRAVEL/TRAINING							
11-000-252-600-07-TEC	15,000.00	0.00	15,000.00	172.79	0.00	172.79	14,827.21
SUPPLIES AND MATERIALS							
11-000-261-100-06-MNT	304,323.00	2,200.00	306,523.00	273,877.31	23,069.12	250,808.19	32,645.69
TECHNOLOGY							
11-000-261-100-06-MNT	299,491.00	0.00	299,491.00	299,491.00	23,268.75	276,222.25	0.00
PERSONAL SERVICES - SALARIES							
11-000-261-100-06-OVR	5,000.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00
PERSONAL SERVICES - SALARIES							
11-000-261-420-09-DAV	304,491.00	0.00	304,491.00	299,491.00	23,268.75	276,222.25	5,000.00
MAINTENANCE-REQUIRED SALARIES							
11-000-261-420-09-DAV	88,000.00	(5,923.39)	82,076.61	54,370.26	0.00	54,370.26	27,706.35
CLEAN,REPAIR & MAINT-DAVIES							
11-000-261-420-09-DUB	4,000.00	0.00	4,000.00	3,055.92	0.00	3,055.92	944.08
CLEAN, REPAIR & MAINT SERV							
11-000-261-420-09-HES	78,000.00	87,000.00	165,000.00	41,522.08	0.00	41,522.08	123,477.92
CLEAN,REPAIR & MAINT-HESS							
11-000-261-420-09-SHA	46,000.00	0.00	46,000.00	26,785.29	0.00	26,785.29	19,214.71
CLEAN,REPAIR & MAINT-SHANER							
11-000-261-610-09-DAV	216,000.00	81,076.61	297,076.61	125,733.55	0.00	125,733.55	171,343.06
CLEAN/REPAIR/MAINT							
11-000-261-610-09-DAV	37,000.00	0.00	37,000.00	3,685.62	0.00	3,685.62	33,314.38
SUPPLIES-DAVIES							
11-000-261-610-09-HES	48,000.00	0.00	48,000.00	8,423.71	0.00	8,423.71	39,576.29
SUPPLIES-HESS							
11-000-261-610-09-SHA	18,000.00	944.32	18,944.32	4,289.24	0.00	4,289.24	14,655.08
SUPPLIES-SHANER							

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

Account code	Org budget	Transfers	Adj budget	Orders	Expenditure	Encumber	Funds avail.
<b>FUND 11 GENERAL CURRENT EXPENSE</b>							
11-000-262-610-09-pol	3,000.00	0.00	3,000.00	437.71	437.71	0.00	2,562.29
General supplies pool							
<b>SUPPLIES</b>							
11-000-262-621-01-GAS	153,851.00	0.00	153,851.00	47,866.85	437.71	47,429.14	105,984.15
GAS-SHANER							
11-000-262-621-03-GAS	50,000.00	0.00	50,000.00	30,000.00	0.00	30,000.00	20,000.00
GAS-DAVIES							
11-000-262-621-04-GAS	100,000.00	0.00	100,000.00	20,400.00	0.00	20,400.00	79,600.00
GAS-HESS							
11-000-262-621-04-GAS	111,000.00	0.00	111,000.00	111,000.00	0.00	111,000.00	0.00
NATURAL GAS							
11-000-262-622-00-ELE	261,000.00	0.00	261,000.00	161,400.00	0.00	161,400.00	99,600.00
ELECTRIC-DISTRICT							
11-000-262-622-01-ELE	1,200.00	0.00	1,200.00	1,200.00	0.00	1,200.00	0.00
ELECTRIC-SHANER							
11-000-262-622-02-ELE	120,000.00	0.00	120,000.00	120,000.00	0.00	120,000.00	0.00
ELECTRIC-DUBERSON							
11-000-262-622-03-ELE	5,000.00	0.00	5,000.00	5,000.00	0.00	5,000.00	0.00
ELECTRIC-DAVIES							
11-000-262-622-03-ELE	305,000.00	0.00	305,000.00	305,000.00	23,605.18	281,394.82	0.00
ELECTRIC-HESS							
11-000-262-622-04-ELE	470,000.00	0.00	470,000.00	470,000.00	0.00	470,000.00	0.00
ELECTRICITY							
11-000-262-622-04-ELE	901,200.00	0.00	901,200.00	901,200.00	23,605.18	877,594.82	0.00
MISCELLANEOUS EXPENDITURES							
11-000-262-890-09-MNT	750.00	0.00	750.00	0.00	0.00	0.00	750.00
MISCELLANEOUS EXPENSES							
11-000-263-100-06-000	750.00	0.00	750.00	0.00	0.00	0.00	750.00
OTHER CUSTODIAL/MAINT							
11-000-263-100-06-000	2,871,300.00	0.00	2,871,300.00	2,427,330.03	200,633.02	2,226,697.01	443,969.97
SALARIES-CARE/UPKEEP OF GRNDS							
11-000-263-100-06-OVR	56,597.00	0.00	56,597.00	55,175.00	4,244.22	50,930.78	1,422.00
SALARIES-GROUNDS OVERTIME							
11-000-263-100-06-OVR	2,500.00	0.00	2,500.00	0.00	0.00	0.00	2,500.00
SALARIES							
11-000-263-100-06-OVR	59,097.00	0.00	59,097.00	55,175.00	4,244.22	50,930.78	3,922.00
GROUND-CLEAN / REPAIR / MAINT							
11-000-263-420-00-GND	7,000.00	0.00	7,000.00	0.00	0.00	0.00	7,000.00
GROUND - SUPPLIES							
11-000-263-610-00-GND	17,000.00	290.54	17,290.54	1,338.74	0.00	1,338.74	15,951.80
Security Supplies Maint							
11-000-266-610-09-000	10,000.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00
CARE/UPKEEP OF GROUNDS							
11-000-270-160-06-SPC	93,097.00	290.54	93,387.54	56,513.74	4,244.22	52,269.52	36,873.80
SALARIES-TRANS. SPECIALIST							
11-000-270-160-06-SPC	41,310.00	0.00	41,310.00	40,500.00	3,115.38	37,384.62	810.00
SALARIES							
11-000-270-503-11-000	41,310.00	0.00	41,310.00	40,500.00	3,115.38	37,384.62	810.00
AID IN LIEU-NONPUBLIC SCHOOLS							
11-000-270-504-11-000	44,200.00	0.00	44,200.00	0.00	0.00	0.00	44,200.00
AID IN LIEU-CHARTER SCHOOLS							
11-000-270-505-11-000	4,000.00	0.00	4,000.00	0.00	0.00	0.00	4,000.00
AID IN LIEU OF - CHOICE STUD							
11-000-270-505-11-000	15,000.00	0.00	15,000.00	0.00	0.00	0.00	15,000.00
CONTR SERV (HOME/SCH)							
11-000-270-511-11-000	210,000.00	0.00	210,000.00	0.00	0.00	0.00	210,000.00
CONTR SERV - OTHER							
11-000-270-512-03-ACT	23,800.00	0.00	23,800.00	0.00	0.00	0.00	23,800.00

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Account Totals Detail  
 Start date 7/1/2016  
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HAMILTON TOWNSHIP BOARD OF ED  
 End date 7/31/2016  
 Ending account 60-###-###-###-###-###-###

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Account code	Org budget	Transfers	Adj budget	Orders	Expenditure	Encumber	Funds avail.
<b>FUND 11 GENERAL CURRENT EXPENSE</b>							
11-000-270-512-03-CLS	22,000.00	0.00	22,000.00	0.00	0.00	0.00	22,000.00
CONTR SERV - OTHER							
11-000-270-512-04-ACT	10,000.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00
CONTR SERV - OTHER							
11-000-270-512-08-ACT	8,000.00	0.00	8,000.00	0.00	0.00	0.00	8,000.00
CONTR SERV - OTHER							
11-000-270-512-11-ADM	14,000.00	0.00	14,000.00	0.00	0.00	0.00	14,000.00
ADMINISTRATION FEES							
11-000-270-512-11-ADM	77,800.00	0.00	77,800.00	0.00	0.00	0.00	77,800.00
TRANS-CLASS TRIPS/ACTIVITIES							
11-000-270-513-11-000	1,625,000.00	0.00	1,625,000.00	0.00	0.00	0.00	1,625,000.00
CONTR SERV HOME/SCHOOL							
11-000-270-513-11-ADM	81,000.00	0.00	81,000.00	0.00	0.00	0.00	81,000.00
ADMINISTRATION FEES							
11-000-270-515-11-000	844,000.00	0.00	844,000.00	0.00	0.00	0.00	844,000.00
CONTR SERV SE JOINT							
11-000-270-515-11-ADM	36,000.00	0.00	36,000.00	0.00	0.00	0.00	36,000.00
ADMINISTRATION FEES							
11-000-270-593-11-000	4,700.00	0.00	4,700.00	0.00	0.00	0.00	4,700.00
MISC - PURCH SERV - TRAVEL							
11-000-270-593-11-TRV	600.00	0.00	600.00	0.00	0.00	0.00	600.00
TRAVEL							
11-000-270-600-11-000	2,000.00	0.00	2,000.00	1,021.00	0.00	1,021.00	979.00
SUPPLIES AND MATERIALS							
11-000-291-220-00-000	2,985,610.00	0.00	2,985,610.00	41,521.00	3,115.38	38,405.62	2,944,089.00
TRANSPORTATION							
11-000-291-241-00-000	530,000.00	0.00	530,000.00	20,204.20	20,204.20	0.00	509,795.80
SOCIAL SECURITY CONTRIBUTIONS							
11-000-291-241-00-000	669,000.00	0.00	669,000.00	48,540.00	434.19	48,105.81	620,460.00
OTHER RETIRE CONTRIB-REGULAR							
11-000-291-250-00-000	60,000.00	0.00	60,000.00	0.00	0.00	0.00	60,000.00
UNEMPLOYMENT COMPENSATION							
11-000-291-260-00-000	249,000.00	0.00	249,000.00	245,773.00	182,883.36	62,889.64	3,227.00
WORKERS' COMPENSATION							
11-000-291-270-00-000	7,289,446.00	(75,500.00)	7,213,946.00	1,007,837.76	680,892.67	326,945.09	6,206,108.24
HEALTH BENEFITS							
11-000-291-280-00-000	75,750.00	0.00	75,750.00	19,500.00	0.00	19,500.00	56,250.00
TUITION REIMBURSEMENTS							
11-000-291-290-00-000	94,054.00	0.00	94,054.00	1,083.00	0.00	1,083.00	92,971.00
OTHER EMPLOYEE BENEFITS							
11-000-291-290-09-CUS	5,000.00	0.00	5,000.00	549.44	549.44	0.00	4,450.56
Other Employee Benefits							
11-000-291-290-09-MINT	3,000.00	0.00	3,000.00	0.00	0.00	0.00	3,000.00
OTHER EMPLOYEE BENEFITS							
11-000-291-299-00-000	119,320.00	0.00	119,320.00	0.00	0.00	0.00	119,320.00
Unused Sick Pay Reimbursement							
11-000-291-299-00-000	221,374.00	0.00	221,374.00	1,632.44	549.44	1,083.00	219,741.56
OTHER EMPLOYEE BENEFITS							
11-105-100-101-06-STI	9,094,570.00	(75,500.00)	9,019,070.00	1,343,487.40	884,963.86	458,523.54	7,675,582.60
EMPLOYEE BENEFITS							
11-105-100-101-06-STI	1,690.00	0.00	1,690.00	0.00	0.00	0.00	1,690.00
PRESCHOOL-STIPEND FOR GLC							
11-105-100-101-06-SUB	850.00	0.00	850.00	0.00	0.00	0.00	850.00
SALARIES OF TEACHERS							
11-110-100-101-06-000	2,540.00	0.00	2,540.00	0.00	0.00	0.00	2,540.00
TEACHER SALARIES-PRESCHOOL							
11-110-100-101-06-000	766,000.00	0.00	766,000.00	0.00	0.00	0.00	766,000.00
SALARIES OF TEACHERS							

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Account code	Org budget	Transfers	Adj budget	Orders	Expenditure	Encumber	Funds avail.
<b>FUND 11 GENERAL CURRENT EXPENSE</b>							
11-190-100-610-04-000	0.00	268.65	268.65	268.65	0.00	268.65	0.00
GENERAL SUPPLIES							
11-190-100-610-04-A23	3,600.00	0.00	3,600.00	1,221.57	0.00	1,221.57	2,378.43
GENERAL SUPPLIES							
11-190-100-610-04-ART	5,000.00	0.00	5,000.00	2,497.43	0.00	2,497.43	2,502.57
SUPPLIES-ART							
11-190-100-610-04-B23	2,400.00	0.00	2,400.00	479.72	0.00	479.72	1,920.28
GENERAL SUPPLIES							
11-190-100-610-04-C45	2,400.00	0.00	2,400.00	815.40	0.00	815.40	1,584.60
GENERAL SUPPLIES							
11-190-100-610-04-G&T	2,500.00	0.00	2,500.00	0.00	0.00	0.00	2,500.00
GIFTED AND TALENTED							
11-190-100-610-04-HPE	14,000.00	0.00	14,000.00	51.76	0.00	51.76	13,948.24
SUPPLIES-HEALTH & PHYS ED							
11-190-100-610-04-LAL	43,000.00	0.00	43,000.00	42,999.41	0.00	42,999.41	0.59
SUPPLIES-LANGUAGE ARTS							
11-190-100-610-04-MTH	43,000.00	0.00	43,000.00	40,638.96	0.00	40,638.96	2,361.04
SUPPLIES-MATH							
11-190-100-610-04-MUS	8,500.00	0.00	8,500.00	0.00	0.00	0.00	8,500.00
SUPPLIES-MUSIC							
11-190-100-610-04-SSS	8,500.00	0.00	8,500.00	0.00	0.00	0.00	8,500.00
SOCIAL STUDIES/SCIENCE							
11-190-100-610-04-SWE	2,500.00	0.00	2,500.00	0.00	0.00	0.00	2,500.00
SWEP PROGRAM							
11-190-100-610-04-SWM	2,400.00	0.00	2,400.00	2,076.52	0.00	2,076.52	323.48
SUPPLIES-SWIMMING							
11-190-100-610-04-TEC	500.00	0.00	500.00	251.11	0.00	251.11	248.89
LAL/TEC GENERAL SUPPLIES							
11-190-100-610-05-TSG	28,000.00	0.00	28,000.00	0.00	0.00	0.00	28,000.00
TESTING MATERIALS							
11-190-100-610-07-TEC	294,345.00	26,778.28	321,123.28	127,587.46	0.00	127,587.46	193,535.82
GENERAL SUPPLIES							
SUPPLIES	610,922.00	27,046.93	637,968.93	288,703.36	0.00	288,703.36	349,265.57
TEXTBOOKS	1,000.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00
TEXTBOOKS	315.00	0.00	315.00	0.00	0.00	0.00	315.00
TEXTBOOKS-NEW	74,000.00	0.00	74,000.00	38,870.28	0.00	38,870.28	35,129.72
TEXTBOOKS	75,315.00	0.00	75,315.00	38,870.28	0.00	38,870.28	36,444.72
MISCELLANEOUS EXPENDITURES	1,680.00	0.00	1,680.00	950.45	750.00	200.45	729.55
MISCELLANEOUS EXPENSES	1,680.00	0.00	1,680.00	950.45	750.00	200.45	729.55
UNDISTRIBUTED INSTRUCTION-REG.	1,279,110.00	50,668.12	1,329,778.12	546,462.12	25,213.42	521,248.70	783,316.00
SALARIES OF TEACHERS	721,892.00	0.00	721,892.00	0.00	0.00	0.00	721,892.00
SALARIES OF TEACHERS	33,981.00	0.00	33,981.00	0.00	0.00	0.00	33,981.00
SALARIES OF TEACHERS	30,400.00	0.00	30,400.00	8,928.00	8,928.00	0.00	21,472.00
TEACHER SALARIES	786,273.00	0.00	786,273.00	8,928.00	8,928.00	0.00	777,345.00
OTHER SALARIES FOR INSTRUCTION	501,743.00	0.00	501,743.00	0.00	0.00	0.00	501,743.00

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Account code

FUND 11 GENERAL CURRENT EXPENSE

Account code	Org budget	Transfers	Adj budget	Orders	Expenditure	Encumber	Funds avail.
11-212-100-106-06-SUB	39,000.00	0.00	39,000.00	0.00	0.00	0.00	39,000.00
OTHER SALARIES FOR INSTRUCTION							
11-212-100-106-06-SUM	17,100.00	0.00	17,100.00	5,103.00	5,103.00	0.00	11,997.00
OTHER SALARIES FOR INSTRUCTION							
11-212-100-610-08-000	557,843.00	0.00	557,843.00	5,103.00	5,103.00	0.00	552,740.00
OTHER SALARIES FOR INSTRUCTION							
11-212-100-610-08-SUM	14,000.00	0.00	14,000.00	4,213.94	95.73	4,118.21	9,786.06
GENERAL SUPPLIES							
11-212-100-610-08-SUM	1,400.00	0.00	1,400.00	500.00	0.00	500.00	900.00
GENERAL SUPPLIES-ESY							
11-213-100-101-06-000	15,400.00	0.00	15,400.00	4,713.94	95.73	4,618.21	10,686.06
SUPPLIES							
11-213-100-101-06-SUM	1,359,516.00	0.00	1,359,516.00	18,744.94	14,126.73	4,618.21	1,340,771.06
MULTIPLY DISABLED							
11-213-100-101-06-000	2,745,981.00	0.00	2,745,981.00	0.00	0.00	0.00	2,745,981.00
SALARIES OF TEACHERS							
11-213-100-101-06-SUB	26,182.00	0.00	26,182.00	0.00	0.00	0.00	26,182.00
SALARIES OF TEACHERS							
11-213-100-106-06-000	217,473.00	0.00	217,473.00	0.00	0.00	0.00	217,473.00
LRC Aides							
11-213-100-106-06-SUB	10,637.00	0.00	10,637.00	0.00	0.00	0.00	10,637.00
LRC SUBS							
11-213-100-610-08-000	3,000,273.00	0.00	3,000,273.00	0.00	0.00	0.00	3,000,273.00
TEACHER SALARIES							
11-213-100-610-08-SUM	45,000.00	0.00	45,000.00	10,226.59	1,569.91	8,656.68	34,773.41
GENERAL SUPPLIES							
11-214-100-101-06-000	45,000.00	0.00	45,000.00	10,226.59	1,569.91	8,656.68	34,773.41
SUPPLIES							
11-214-100-101-06-SUM	3,045,273.00	0.00	3,045,273.00	10,226.59	1,569.91	8,656.68	3,035,046.41
RESOURCE ROOM							
11-214-100-101-06-000	158,549.00	0.00	158,549.00	0.00	0.00	0.00	158,549.00
SALARIES OF TEACHERS							
11-214-100-101-06-SUB	1,000.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00
SALARIES OF TEACHERS							
11-214-100-101-06-SUM	7,500.00	0.00	7,500.00	2,232.00	2,232.00	0.00	5,268.00
SALARIES OF TEACHERS							
11-214-100-101-06-SUM	167,049.00	0.00	167,049.00	2,232.00	2,232.00	0.00	164,817.00
TEACHER SALARIES							
11-214-100-106-06-000	82,147.00	0.00	82,147.00	0.00	0.00	0.00	82,147.00
OTHER SALARIES FOR INSTRUCTION							
11-214-100-106-06-SUB	5,295.00	0.00	5,295.00	0.00	0.00	0.00	5,295.00
OTHER SALARIES FOR INSTRUCTION							
11-214-100-106-06-SUM	7,400.00	0.00	7,400.00	2,268.00	2,268.00	0.00	5,132.00
OTHER SALARIES FOR INSTRUCTION							
11-214-100-610-08-000	94,842.00	0.00	94,842.00	2,268.00	2,268.00	0.00	92,574.00
OTHER SALARIES FOR INSTRUCTION							
11-214-100-610-08-SUM	6,000.00	0.00	6,000.00	231.10	0.00	231.10	5,768.90
SUPPLIES							
11-215-100-101-06-000	267,891.00	0.00	267,891.00	4,731.10	4,500.00	231.10	263,159.90
AUTISM							
11-215-100-101-06-000	188,368.00	0.00	188,368.00	0.00	0.00	0.00	188,368.00
SALARIES OF TEACHERS							
11-215-100-101-06-SUB	2,700.00	0.00	2,700.00	0.00	0.00	0.00	2,700.00
SALARIES OF TEACHERS							
11-215-100-101-06-SUM	15,000.00	0.00	15,000.00	4,464.00	4,464.00	0.00	10,536.00
SALARIES OF TEACHERS							
11-215-100-101-06-SUM	206,068.00	0.00	206,068.00	4,464.00	4,464.00	0.00	201,604.00
TEACHER SALARIES							

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

Account code

FUND 11 GENERAL CURRENT EXPENSE

Account code	Org budget	Transfers	Adj budget	Orders	Expenditure	Encumber	Funds avail.
11-215-100-106-06-000	150,629.00	0.00	150,629.00	0.00	0.00	0.00	150,629.00
OTHER SALARIES FOR INSTRUCTION							
11-215-100-106-06-SUB	10,647.00	0.00	10,647.00	0.00	0.00	0.00	10,647.00
OTHER SALARIES FOR INSTRUCTION							
11-215-100-106-06-SUM	9,800.00	0.00	9,800.00	2,835.00	2,835.00	0.00	6,965.00
OTHER SALARIES FOR INSTRUCTION	171,076.00	0.00	171,076.00	2,835.00	2,835.00	0.00	168,241.00
GENERAL SUPPLIES	4,000.00	0.00	4,000.00	3,990.66	482.95	3,507.71	9.34
SUPPLIES	4,000.00	0.00	4,000.00	3,990.66	482.95	3,507.71	9.34
PRESCHOOL DISABLED	381,144.00	0.00	381,144.00	11,289.66	7,781.95	3,507.71	369,854.34
SALARIES OF TEACHERS	9,000.00	0.00	9,000.00	0.00	0.00	0.00	9,000.00
PURCH EDUC SERVICES	3,000.00	0.00	3,000.00	0.00	0.00	0.00	3,000.00
HOMEBOUND INSTRUCTION-SPECIAL	12,000.00	0.00	12,000.00	0.00	0.00	0.00	12,000.00
SALARIES OF TEACHERS	970,028.00	0.00	970,028.00	0.00	0.00	0.00	970,028.00
SALARIES OF TEACHERS	12,316.00	0.00	12,316.00	0.00	0.00	0.00	12,316.00
TEACHER SALARIES	982,344.00	0.00	982,344.00	0.00	0.00	0.00	982,344.00
BSI supplies	920.00	0.00	920.00	0.00	0.00	0.00	920.00
BASIC SKILLS	983,264.00	0.00	983,264.00	0.00	0.00	0.00	983,264.00
SALARIES OF TEACHERS	442,281.00	0.00	442,281.00	0.00	0.00	0.00	442,281.00
BILINGUAL INSTRUCTION	442,281.00	0.00	442,281.00	0.00	0.00	0.00	442,281.00
PERSONAL SERVICES - SALARIES	34,803.00	0.00	34,803.00	0.00	0.00	0.00	34,803.00
PERSONAL SERVICES - SALARIES	19,052.00	0.00	19,052.00	0.00	0.00	0.00	19,052.00
PERSONAL SERVICES - SALARIES	3,616.00	0.00	3,616.00	0.00	0.00	0.00	3,616.00
SALARIES	57,471.00	0.00	57,471.00	0.00	0.00	0.00	57,471.00
GENERAL SUPPLIES	8,750.00	0.00	8,750.00	1,112.97	0.00	1,112.97	7,637.03
SUPPLIES	8,750.00	0.00	8,750.00	1,112.97	0.00	1,112.97	7,637.03
MISCELLANEOUS EXPENDITURES	1,300.00	0.00	1,300.00	0.00	0.00	0.00	1,300.00
MISCELLANEOUS EXPENSES	1,300.00	0.00	1,300.00	0.00	0.00	0.00	1,300.00
COCURRICULAR ACTIVITIES	67,521.00	0.00	67,521.00	1,112.97	0.00	1,112.97	66,408.03
PERSONAL SERVICES - SALARIES	48,714.00	0.00	48,714.00	0.00	0.00	0.00	48,714.00
OTHER PURCHASED SERVICES	5,750.00	0.00	5,750.00	0.00	0.00	0.00	5,750.00
GENERAL SUPPLIES	7,750.00	0.00	7,750.00	5,893.98	0.00	5,893.98	1,856.02





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

Account code	Org budget	Transfers	Adj budget	Orders	Expenditure	Encumber	Funds avail.
<b>FUND 12 CAPITAL OUTLAY</b>							
12-000-263-730-09-gnd	55,000.00	0.00	55,000.00	53,921.00	0.00	53,921.00	1,079.00
12-000-400-450-07-TEC	137,000.00	0.00	137,000.00	132,574.24	0.00	132,574.24	4,425.76
12-000-400-896-00-000	110,602.00	0.00	110,602.00	0.00	0.00	0.00	110,602.00
<b>CAPITAL OUTLAY</b>	<b>302,602.00</b>	<b>0.00</b>	<b>302,602.00</b>	<b>186,495.24</b>	<b>0.00</b>	<b>186,495.24</b>	<b>116,106.76</b>

<b>FUND Total</b>	<b>302,602.00</b>	<b>0.00</b>	<b>302,602.00</b>	<b>186,495.24</b>	<b>0.00</b>	<b>186,495.24</b>	<b>116,106.76</b>
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Start date 7/1/2016

End date 7/31/2016

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

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

Account code	Org budget	Transfers	Adj budget	Orders	Expenditure	Encumber	Funds avail.
<b>FUND 20 SPECIAL REVENUE FUNDS</b>							
20-220-100-101-06-PRE	1,287,383.00	(1,121,192.00)	166,191.00	0.00	0.00	0.00	166,191.00
TEACHER SALARIES-PK EXPANSION							
20-220-100-106-06-PRE	0.00	77,171.00	77,171.00	0.00	0.00	0.00	77,171.00
PARAPROFESSIONAL SALARIES-PK E							
20-220-100-500-00-PRE	0.00	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00
OTHER PURCHASED SERVICES-PK EX							
20-220-100-600-00-PRE	0.00	69,259.00	69,259.00	7,292.72	0.00	7,292.72	61,966.28
INSTRUCTIONAL SUPPLIES-PK EXP							
20-220-200-103-06-PRE	0.00	112,236.00	112,236.00	8,383.84	8,383.84	0.00	103,852.16
SALARIES DIRECTORS-PK EXP							
20-220-200-104-06-PRE	0.00	31,598.00	31,598.00	624.00	624.00	0.00	30,974.00
SALARIES OTHER PROF-PK EXP							
20-220-200-105-06-PRE	0.00	25,552.00	25,552.00	1,908.32	1,908.32	0.00	23,643.68
SALARIES SEC - PK EXP							
20-220-200-110-06-PRE	0.00	41,725.00	41,725.00	0.00	0.00	0.00	41,725.00
SALARIES OTHER - PK EXP							
20-220-200-173-06-PRE	0.00	2,190.00	2,190.00	0.00	0.00	0.00	2,190.00
SALARIES-COMM PARENT INV-PK EX							
20-220-200-176-06-PRE	0.00	88,530.00	88,530.00	0.00	0.00	0.00	88,530.00
SALARIES-MASTER TEACHERS-PK EX							
20-220-200-200-00-PRE	0.00	250,057.00	250,057.00	193.72	193.72	0.00	249,863.28
EMPLOYEE BENEFITS-PK EXP							
20-220-200-325-00-PRE	0.00	477,874.00	477,874.00	0.00	0.00	0.00	477,874.00
PURCH EDUC SRVS-HEAD START-PK							
20-220-200-329-00-PRE	0.00	7,500.00	7,500.00	3,250.00	0.00	3,250.00	4,250.00
OTHER PURCH PROF/EDUC SRVS							
20-220-200-330-00-PRE	0.00	7,700.00	7,700.00	0.00	0.00	0.00	7,700.00
OTHER PURCH PROF SRVS-PK EX							
20-220-200-511-00-PRE	0.00	108,000.00	108,000.00	0.00	0.00	0.00	108,000.00
TRANSP-CONT SERV(HOME&SCH)-PK							
20-220-200-516-00-PRE	0.00	300.00	300.00	0.00	0.00	0.00	300.00
TRANSPORT-FIELD TRIPS-PK EXP							
20-220-200-580-00-TRV	0.00	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00
TRAVEL-PK EXP							
20-220-200-590-00-PRE	0.00	8,500.00	8,500.00	0.00	0.00	0.00	8,500.00
MISC PURCH SRVS-PK EXP							
20-220-200-600-00-PRE	0.00	6,500.00	6,500.00	730.87	0.00	730.87	5,769.13
NON-INSTRUCTIONAL SUPPLIES-PK							
20-220-400-731-00-PRE	0.00	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00
INSTRUCTIONAL EQUIP-PK EXP							
20-221-100-500-00-PRE	0.00	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00
OTHER PURCHASED SERVICES							
20-221-100-600-00-PRE	0.00	79,846.44	79,846.44	0.00	0.00	0.00	79,846.44
SUPPLIES AND MATERIALS							
20-221-200-321-00-PRE	0.00	2,407.00	2,407.00	0.00	0.00	0.00	2,407.00
PURCH EDUC SERVICES							
20-221-200-330-00-PRE	0.00	700.00	700.00	0.00	0.00	0.00	700.00
OTHER PURCH PROF SERVICES							
20-223-100-101-06-PRE	171,074.00	(28,692.00)	142,382.00	0.00	0.00	0.00	142,382.00
SALARIES							
<b>SALARIES</b>	<b>1,458,457.00</b>	<b>255,761.44</b>	<b>1,714,218.44</b>	<b>22,383.47</b>	<b>11,109.88</b>	<b>11,273.59</b>	<b>1,691,834.97</b>
SALARIES CARRYOVER	0.00	146.15	146.15	0.00	0.00	0.00	146.15
OTHER SALARIES FOR INSTRUCTION	0.00	146.15	146.15	0.00	0.00	0.00	146.15
SUPPLIES-CARRYOVER	0.00	16,612.17	16,612.17	7,785.75	836.97	6,948.78	8,826.42

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HAMILTON TOWNSHIP BOARD OF ED  
End date 7/31/2016  
Ending account 60-###-###-###-###-###-###

Account Totals Detail  
Start date 7/1/2016  
Starting account 10-###-###-###-###-###-###-###-###-###-###

Account code	Org budget	Transfers	Adj budget	Orders	Expenditure	Encumber	Funds avail.
<b>FUND 20 SPECIAL REVENUE FUNDS</b>							
20-231-200-200-20-NPS	0.00	64.00	64.00	0.00	0.00	0.00	64.00
BENEFITS-NP K-1							
20-231-200-300-05-DAV	0.00	5,750.00	5,750.00	0.00	0.00	0.00	5,750.00
PURCH PROF/TECH SVCS-DAVIES							
20-231-200-300-05-DPI	0.00	416.00	416.00	0.00	0.00	0.00	416.00
PURCH PROF SRV-DAVIES PI							
20-231-200-300-05-HES	0.00	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00
PURCH PROF/TECH SVCS-HESS							
20-231-200-300-05-HPI	0.00	555.00	555.00	0.00	0.00	0.00	555.00
PURCH PROF SRV-HESS PI							
20-231-200-300-05-SHA	0.00	425.00	425.00	0.00	0.00	0.00	425.00
PURCH PROF/TECH SVCS-SHANER							
20-231-200-300-05-SPI	0.00	277.00	277.00	0.00	0.00	0.00	277.00
PURCH PROF SRV-SHANER PI							
20-231-200-500-01-TRV	0.00	8,000.00	8,000.00	0.00	0.00	0.00	8,000.00
WORKSHOPS/TRAVEL - SHANER							
20-231-200-500-03-TRV	0.00	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00
WORKSHOPS/TRAVEL - DAVIES							
20-231-200-500-04-TRV	0.00	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00
WORKSHOPS/TRAVEL - HESS							
20-231-200-500-05-DPI	0.00	135.00	135.00	0.00	0.00	0.00	135.00
OTHER PUR SRVS-DAVIES PI							
20-231-200-500-05-HPI	0.00	180.00	180.00	0.00	0.00	0.00	180.00
OTHER PUR SRVS-HESS PI							
20-231-200-500-05-SPI	0.00	90.00	90.00	0.00	0.00	0.00	90.00
OTHER PUR SRVS-SHANER PI							
20-231-200-600-05-DPI	0.00	300.00	300.00	0.00	0.00	0.00	300.00
SUPPLIES-DAVIES PARENTAL INVOL							
20-231-200-600-05-HES	0.00	500.00	500.00	0.00	0.00	0.00	500.00
SUPPLIES AND MATERIALS-HESS							
20-231-200-600-05-HPI	0.00	400.00	400.00	0.00	0.00	0.00	400.00
SUPPLIES-HESS PARENTAL INVOL							
20-231-200-600-05-SHA	0.00	500.00	500.00	0.00	0.00	0.00	500.00
SUPPLIES AND MATERIALS-SHANER							
20-231-200-600-05-SPI	0.00	200.00	200.00	0.00	0.00	0.00	200.00
SUPPLIES-SHANER PARENTAL INVOL							
20-231-200-600-20-NPI	0.00	23.00	23.00	0.00	0.00	0.00	23.00
SUPPLIES-NP PARENTAL INVOL							
20-231-200-890-05-HES	0.00	105.00	105.00	0.00	0.00	0.00	105.00
MISC EXPENDITURES							
<b>NCLB - TITLE I</b>	<b>469,585.00</b>	<b>175,637.00</b>	<b>645,222.00</b>	<b>2,281.92</b>	<b>1,681.92</b>	<b>600.00</b>	<b>642,940.08</b>
20-234-100-600-05-DAV	0.00	13,174.28	13,174.28	13,174.28	0.00	13,174.28	0.00
SUPPLIES-DAVIES							
20-234-100-600-05-HES	0.00	8,415.47	8,415.47	8,415.47	0.00	8,415.47	0.00
SUPPLIES-HESS							
20-234-100-600-05-SHA	0.00	33,773.56	33,773.56	33,773.56	0.00	33,773.56	0.00
SUPPLIES-SHANER							
20-234-200-300-05-000	0.00	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00
PURCH PROF & TECH SRV-CARRYOV							
20-234-200-500-05-000	0.00	910.00	910.00	0.00	0.00	0.00	910.00
OTHER PURCH SVCS-TRANSP							
20-234-200-600-05-000	0.00	245.00	245.00	0.00	0.00	0.00	245.00
SUPPLIES							
20-234-200-600-20-NP.	0.00	25.00	25.00	0.00	0.00	0.00	25.00
NON-INSTRUCTIONAL SUPPLIES-NP							
<b>NCLB - TITLE I C/O</b>	<b>0.00</b>	<b>60,043.31</b>	<b>60,043.31</b>	<b>55,363.31</b>	<b>0.00</b>	<b>55,363.31</b>	<b>4,680.00</b>

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

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

Account code	Org budget	Transfers	Adj budget	Orders	Expenditure	Encumber	Funds avail.
<b>FUND 20 SPECIAL REVENUE FUNDS</b>							
20-241-100-100-06-000	PERSONAL SERVICES - SALARIES	0.00	9,404.00	9,404.00	0.00	0.00	9,404.00
20-241-100-600-05-000	SUPPLIES AND MATERIALS	14,018.00	(12,018.00)	2,000.00	0.00	0.00	2,000.00
20-241-100-600-20-STV	SUPPLIES-ST VINCENT NP	0.00	727.00	727.00	0.00	0.00	727.00
	<b>SUPPLIES</b>	<b>14,018.00</b>	<b>(11,291.00)</b>	<b>2,727.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,727.00</b>
20-241-200-100-06-000	SALARIES	0.00	1,617.00	1,617.00	0.00	0.00	1,617.00
20-241-200-200-05-000	EMPLOYEE BENEFITS	0.00	2,071.00	2,071.00	0.00	0.00	2,071.00
20-241-200-500-05-TRV	TRAVEL	0.00	615.00	615.00	0.00	0.00	615.00
	<b>NCLB - TITLE III</b>	<b>14,018.00</b>	<b>2,416.00</b>	<b>16,434.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16,434.00</b>
20-242-100-300-05-000	PURCH PROF & TECH SERVICES	0.00	2,248.00	2,248.00	0.00	0.00	2,248.00
20-242-100-600-05-000	SUPPLIES AND MATERIALS	0.00	1,645.00	1,645.00	0.00	1,645.00	0.00
20-242-100-600-20-STV	SUPPLIES-ST VINCENT	0.00	470.00	470.00	0.00	0.00	470.00
	<b>NCLB - TITLE III C/O</b>	<b>0.00</b>	<b>4,363.00</b>	<b>4,363.00</b>	<b>1,645.00</b>	<b>1,645.00</b>	<b>2,718.00</b>
20-243-100-600-05-000	SUPPLIES	0.00	1,895.00	1,895.00	0.00	0.00	1,895.00
20-243-100-600-20-STV	SUPPLIES	0.00	73.00	73.00	0.00	0.00	73.00
	<b>NCLB - TITLE III IMMIGRANT</b>	<b>0.00</b>	<b>1,968.00</b>	<b>1,968.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,968.00</b>
20-244-100-600-05-000	SUPPLIES-CARRYOVER	0.00	3,323.38	3,323.38	0.00	3,323.38	0.00
20-244-100-600-20-STV	SUPPLIES-STV	0.00	402.00	402.00	0.00	0.00	402.00
	<b>NCLB - TITLE III IMMIGRANT C/O</b>	<b>0.00</b>	<b>3,725.38</b>	<b>3,725.38</b>	<b>3,323.38</b>	<b>3,323.38</b>	<b>402.00</b>
20-246-100-600-20-STV	SUPPLIES-STV	0.00	513.00	513.00	0.00	0.00	513.00
	<b>NCLB - TITLE III IMM PR YR C/O</b>	<b>0.00</b>	<b>513.00</b>	<b>513.00</b>	<b>0.00</b>	<b>0.00</b>	<b>513.00</b>
20-251-100-500-08-000	OTHER PURCHASED SVCS/TUITION	692,104.00	74,832.00	766,936.00	0.00	0.00	766,936.00
20-251-200-300-20-NP.	PURCH PROF/TECH SERV	0.00	5,843.00	5,843.00	0.00	0.00	5,843.00
	<b>PURCHASED PROF/TECH SERVICES</b>	<b>0.00</b>	<b>5,843.00</b>	<b>5,843.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,843.00</b>
	<b>IDEA - BASIC</b>	<b>692,104.00</b>	<b>80,675.00</b>	<b>772,779.00</b>	<b>0.00</b>	<b>0.00</b>	<b>772,779.00</b>
20-252-100-500-08-000	OTHER PURCHASED SERVICES	0.00	31,809.00	31,809.00	0.00	0.00	31,809.00
	<b>IDEA - PRESCHOOL</b>	<b>0.00</b>	<b>31,809.00</b>	<b>31,809.00</b>	<b>0.00</b>	<b>0.00</b>	<b>31,809.00</b>
20-253-200-300-20-NP.	PURCH PROF/TECH SERV	0.00	110.26	110.26	0.00	0.00	110.26
	<b>IDEA - BASIC C/O</b>	<b>0.00</b>	<b>110.26</b>	<b>110.26</b>	<b>0.00</b>	<b>0.00</b>	<b>110.26</b>
20-270-100-100-06-000	SALARIES	0.00	32,912.00	32,912.00	0.00	0.00	32,912.00



Start date 7/1/2016

End date 7/31/2016

08/22/16 12:11

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

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

Account code

Org budget Transfers Adj budget Orders Expenditure Encumber Funds avail.

FUND 20 SPECIAL REVENUE FUNDS

NONPUBLIC TECHNOLOGY	4,243.00	(853.00)	3,390.00	0.00	0.00	0.00	3,390.00
<b>FUND Total</b>	<b>2,819,324.00</b>	<b>678,105.41</b>	<b>3,497,429.41</b>	<b>108,021.47</b>	<b>13,628.77</b>	<b>94,392.70</b>	<b>3,389,407.94</b>

HAMILTON TOWNSHIP BOARD OF ED

Account Totals Detail  
Start date 7/1/2016  
End date 7/31/2016  
Starting account 10-####-###-###-###-###-###

Account code	Org budget	Transfers	Adj budget	Orders	Expenditure	Encumber	Funds avail.
<b>FUND 30 CAPITAL PROJECTS FUNDS</b>							
30-000-401-450-00-DAV	0.00	75,000.00	75,000.00	0.00	0.00	0.00	75,000.00
30-000-402-930-00-DSP	0.00	317,418.81	317,418.81	115,172.27	115,172.27	0.00	202,246.54
30-000-402-930-00-HSP	0.00	64,051.51	64,051.51	22,656.84	22,656.84	0.00	41,394.67
30-000-402-930-00-SSP	0.00	140,228.42	140,228.42	50,977.89	50,977.89	0.00	89,250.53
<b>FUND Total</b>	<b>0.00</b>	<b>596,698.74</b>	<b>596,698.74</b>	<b>188,807.00</b>	<b>188,807.00</b>	<b>0.00</b>	<b>407,891.74</b>



Start date 7/1/2016

End date 7/31/2016

08/22/16 12:11

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

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

Account code	Org budget	Transfers	Adj budget	Orders	Expenditure	Encumber	Funds avail.
<b>FUND 40 DEBT SERVICE FUNDS</b>							
40-701-510-834-00-000	395,832.00	0.00	395,832.00	395,832.00	163,209.38	232,622.62	0.00
40-701-510-910-00-000	2,915,000.00	0.00	2,915,000.00	2,915,000.00	2,635,000.00	280,000.00	0.00
<b>FUND Total</b>	<b>3,310,832.00</b>	<b>0.00</b>	<b>3,310,832.00</b>	<b>3,310,832.00</b>	<b>2,798,209.38</b>	<b>512,622.62</b>	<b>0.00</b>

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Start date 7/1/2016

End date 7/31/2016

08/22/16 12:11

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

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

Account code                      Org budget      Transfers      Adj budget      Orders      Expenditure      Encumber      Funds avail.

FUND 50 ENTERPRISE FUND

FOOD SERVICE	3,310,832.00	596,698.74	3,907,530.74	3,499,639.00	2,987,016.38	512,622.62	407,891.74
<b>FUND Total</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Start date 7/1/2016

End date 7/31/2016

08/22/16 12:11

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

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

Account code	Org budget	Transfers	Adj budget	Orders	Expenditure	Encumber	Funds avail.
<b>FUND 60 ENTERPRISE PROGRAMS</b>							
60-910-310-100-06-000	0.00	10,654.70	10,654.70	10,654.70	10,654.70	0.00	0.00
SALARIES FOOD SERVICE							
60-990-320-100-06-000	0.00	5,669.24	5,669.24	5,669.24	5,669.24	0.00	0.00
KIDS CORNER-SALARIES							
60-991-320-100-06-000	0.00	43,941.62	43,941.62	43,941.62	43,941.62	0.00	0.00
CE-SALARIES							
60-991-320-810-00-000	0.00	850.42	850.42	850.42	850.42	0.00	0.00
CE-SUPPLIES							
60-991-320-890-00-000	0.00	300.00	300.00	300.00	300.00	0.00	0.00
CE-MISC EXPENDITURES							
<b>FUND Total</b>	<b>0.00</b>	<b>61,415.98</b>	<b>61,415.98</b>	<b>61,415.98</b>	<b>61,415.98</b>	<b>0.00</b>	<b>0.00</b>
<b>Total of all Groups</b>	<b>48,356,706.00</b>	<b>1,410,110.85</b>	<b>49,766,816.85</b>	<b>12,182,113.55</b>	<b>4,667,502.66</b>	<b>7,514,610.89</b>	<b>37,584,703.30</b>

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HAMILTON TOWNSHIP BOARD OF ED

Transfers by Transfer Number

Start date 8/1/2016 End date 8/31/2016

TR#	Transfer Description	Amount	To Account	From Account
7366	08/31/16 :trfs as of 8/31 bd mtg 9/12	6,650.14	11-190-100-640-05-000 TEXTBOOKS-NEW	11-000-223-320-00-000 PURCHASED PROF-EDUC
		22,000.00	11-190-100-640-05-000 TEXTBOOKS-NEW	11-190-100-610-05-TSG TESTING MATERIALS
7403	08/31/16 :trfs as of 8/31 bd mtg 9/12	345.00	11-000-230-890-00-000 MISCELLANEOUS EXPENDITURE:	
		424.40	11-000-252-330-07-TEC OTHER PURCH PROF SERVICES	
		25.76	11-230-100-610-04-bsi BSI supplies	
		345.00		11-000-230-610-00-000 GENERAL SUPPLIES
		424.40		11-000-252-600-07-TEC SUPPLIES AND MATERIALS
		25.76		11-190-100-610-04-LAL SUPPLIES-LANGUAGE ARTS
7404	08/31/16 :trfs as of 8/31 bd mtg 9/12	1,000.00	11-190-100-610-04-MTH SUPPLIES-MATH	11-000-240-610-04-000 GENERAL SUPPLIES

31,240.46 Report Total

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HAMILTON TOWNSHIP BOARD OF ED  
Original PO Date Range, All Ship to locations

Purchase Order Journal Excluding contras  
Start date 8/10/2016 End date 6/30/2017  
Orders over \$0.00

P.O.	Date	Description	Vendor name	Amount
700632	08/11/16	TUITION REIMBURSEMENT	0239 MANALANG, MARIA ELENA	\$2,004.00
700633	08/11/16	HESS LIBRARY SUPPLIES	0044 DEMCO	\$434.12
700634	08/11/16	DAVIES LIBRARY BOOKS	0223 FOLLETT SCHOOL SOLUTIONS	\$1,893.59
700635	08/11/16	GRADE 2 MATH SUPPLIES	1638 SCHOOL SPECIALTY	\$154.68
700636	08/11/16	HESS HOUSE B CLASSROOM SUPPL	1638 SCHOOL SPECIALTY	\$104.11
700637	08/11/16	HOUSE B SCHOOL SUPPLIES	1638 SCHOOL SPECIALTY	\$173.56
700638	08/11/16	HESS SOCIAL STUDIES BOOKS	9180 CAPSTONE PUBLISHERS	\$829.63
700639	08/11/16	HESS TECH CLASS SUPPLIES	1773 CDW GOVERNMENT INC.	\$246.65
700640	08/11/16	PERSONAL AIDE AGREEMENT 16-17	0838 ACSSSD	\$125,820.00
700641	08/11/16	ESY TUITION CHARGES PER CONTR	0838 ACSSSD	\$22,000.00
700642	08/12/16	COPY PAPER BOARD OFFICE	9739 W.B. MASON CO. INC.	\$936.40
700643	08/12/16	SECURITY FOR GR.8 CEREMONY	9281 TOWNSHIP OF HAMILTON POLICE DEF	\$867.72
700644	08/12/16	GR. 8 FOOD/WATER/DANCE/COVE	0267 HAMILTON TOWNSHIP FOOD SERVICE	\$2,046.00
700645	08/12/16	INTERPRETER FOR DEAF GRADUAT	1079 PALMER, NANCY	\$80.00
700646	08/12/16	GR. 8 CEREMONY PROGRAMS	1172 SIGNAL GRAPHICS	\$220.00
700647	08/12/16	SHANER ART CLASS SUPPLIES	1638 SCHOOL SPECIALTY	\$538.63
700648	08/12/16	SHANER ART CLASS SUPPLIES	0038 TRIARCO ARTS AND CRAFTS	\$253.69
700649	08/12/16	SHANER ART CLASS SUPPLIES	3100 CLASSROOM DIRECT. COM	\$1,207.43
700650	08/12/16	WOOD SANDBOX FOR PRESCHOOL	0254 LOWE'S COMPANIES, INC.	\$137.70
700652	08/12/16	BASKETBALL STAND PRESCHOOL	3662 TODAY'S CLASSROOM	\$127.81
700653	08/12/16	HESS COLORED COPY PAPER	9739 W.B. MASON CO. INC.	\$957.00
700654	08/15/16	SHANER CST OFFICE SUPPLIES	2759 STAPLES BUSINESS ADVANTAGE	\$178.83
700655	08/15/16	WHITE COPY PAPER SHANER SCHO	9739 W.B. MASON CO. INC.	\$1,872.80
700656	08/15/16	3D Printer	1773 CDW GOVERNMENT INC.	\$1,969.02

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Purchase Order Journal Excluding contras  
 Start date 8/10/2016 End date 6/30/2017  
 Orders over \$0.00

HAMILTON TOWNSHIP BOARD OF ED

Original PO Date Range, All Ship to locations

P.O.	Date	Description	Vendor name	Amount
700657	08/15/16	Renewal for Shaner Comp Lab	1301 THE LEARNING INTERNET, INC.	\$1,600.00
700658	08/17/16	HESS CST OFFICE SUPPLIES	2759 STAPLES BUSINESS ADVANTAGE	\$523.24
700660	08/18/16	INTERACTIVE SCIENCE CURRICULUM	0069 PEARSON	\$68,997.75
700661	08/19/16	INDEPENDENT CONSULTANT	1749 MINTZ, MARK DBA THE CNNH	\$46,520.00
700662	08/19/16	FALL CONFERENCE REGISTRATION	1349 FOUNDATION FOR EDUCATIONAL ADM	\$298.00
700663	08/19/16	PEDIATRIC CPR/FIRST AID TRAINI	0950 THE WORLD INSTITUTE OF SAFETY	\$510.00
700664	08/19/16	PREK SHANER MATERIALS	0340 LAKESHORE LEARNING MATERIALS	\$2,519.20
700665	08/22/16	SITE LICENSE MATH ELA	0992 MOBYMAX LLC	\$699.00
700666	08/22/16	STAFF REFERENCE GUIDE BOOKS	6224 LEARNING SCIENCES INTERNATIONAL	\$259.28
700667	08/22/16	TWITTER TIPS/CONVENTIONAL THIN	2578 BARNES & NOBLE	\$46.90
700668	08/22/16	VINYL GRAPHICS DAVIES	1011 PROMOTIONAL JUNCTION LLC	\$480.00
700669	08/22/16	DAVIES INSTRUMENT REPAIRS	0247 JOHN M. GERACI	\$1,135.00
700670	08/22/16	GR. 6 ORIENTATION SUPPLIES	1295 SCHOOL SPIRIT PRODUCTS INC.	\$245.00
700671	08/22/16	DAVIES MAIN OFFICE SUPPLIES	2759 STAPLES BUSINESS ADVANTAGE	\$783.51
700672	08/22/16	GR. 8 CEREMONY CERTIFICATES	1379 BALFOUR	\$1,155.90
700673	08/22/16	DAVIES LIBRARY SUPPLIES	2759 STAPLES BUSINESS ADVANTAGE	\$36.51
700674	08/22/16	LIBRARY ELECTRONIC SUPPLIES	1016 ELENCO ELECTRONICS INC.	\$153.08
700675	08/22/16	DAVIES LIBRARY ORIGAMI PAPER	1081 MILE HIGH NET STORES LLC	\$133.13
700676	08/22/16	DAVIES ART CLASSROOM SUPPLIES	0418 NASCO	\$1,779.52
700677	08/22/16	DAVIES ART CLASSROOM SUPPLIES	0038 TRIARCO ARTS AND CRAFTS	\$2,082.84
700678	08/22/16	DRESS UP SET PREK ACTIVITY	0313 BECKERS SCHOOL SUPPLIES	\$215.04
700679	08/22/16	BILINGUAL BOARD BOOKS PREK	1422 SCHOLASTIC BOOK CLUB	\$63.76
700680	08/22/16	ESL supplies; DAVIES A110	1129 WCEPS	\$244.26
700681	08/22/16	WIDA Assessment; DAVIES A110	1129 WCEPS	\$151.04

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Purchase Order Journal Excluding contras  
 Start date 8/10/2016 End date 6/30/2017  
 Orders over \$0.00

HAMILTON TOWNSHIP BOARD OF ED  
 Original PO Date Range, All Ship to locations

P.O.	Date	Description	Vendor name	Amount
700682	08/22/16	Subscription; DAVIES A110	1002 BRAINPOP	\$643.10
700683	08/23/16	ANNUAL MEMBERSHIP DUES	0007 ACASBO	\$300.00
700684	08/23/16	WORKSHOP REGISTRATION	1257 TEACHERS COLLEGE READING WRITI	\$650.00
700685	08/24/16	Voki subscription upgrade	1388 ODDCAST INC.	\$12.00
700686	08/24/16	SHREDDER FOR CST OFFICE	2759 STAPLES BUSINESS ADVANTAGE	\$399.99
700687	08/24/16	Renewal-Story Board That subsc	1168 SHERMAN, AARON	\$1,365.00
700688	08/24/16	OFFICE SUPPLIES	9739 W.B. MASON CO. INC.	\$481.79
700690	08/24/16	Renewal Super Teacher Wrksheet	0460 SUPER TEACHER WORKSHEETS	\$500.00
700691	08/24/16	Smore Subscription for Davies	1085 FIREPLACE, INC.	\$350.00
700692	08/24/16	BOOKS FOR MENTAL HEALTH CRIS	2578 BARNES & NOBLE	\$559.58
700693	08/24/16	PROFESSIONAL DEVELOPMENT	0731 NJASBO	\$525.00
700694	08/24/16	ink and paper for HP designjet	1250 CARTRIDGE WORLD	\$564.91
700695	08/24/16	HP laserjet Pro 400 ink cartri	0148 PRINTER TECH	\$900.00
700696	08/24/16	ST VINCENT ANNUAL MEMBERSHIP	4196 RICHARD STOCKTON COLLEGE OF N.	\$520.00
700697	08/25/16	ANNUAL EDUCATIONAL MEDIA SVCs	1732 ATLANTIC COUNTY AVA COMMISSION	\$5,624.40
700698	08/25/16	STUDY SKILLS SHARPENER	E552 TRI-C PUBLICATIONS	\$355.30
700699	08/26/16	PREK PAINT/GLUE SUPPLIES	1638 SCHOOL SPECIALTY	\$175.77
700700	08/26/16	PREK ART SUPPLIES	9739 W.B. MASON CO. INC.	\$403.15
700701	08/26/16	PREK ART AND CLASSROOM SUPPL	2759 STAPLES BUSINESS ADVANTAGE	\$462.75
700702	08/26/16	DAVIES STAFF RESOURCE BOOKS	2578 BARNES & NOBLE	\$346.90
700703	08/26/16	MONTHLY DESK CALENDAR	2759 STAPLES BUSINESS ADVANTAGE	\$22.20
700704	08/26/16	DAVIES CHROMEBOOKS/CART	1315 MRA INTERNATIONAL INC.	\$11,680.00
700705	08/26/16	CHROMEBOOKS/SOFTWARE DAVIES	1315 MRA INTERNATIONAL INC.	\$6,550.00
700706	08/26/16	BLUETOOTH SPEAKER FOR IPADS	2759 STAPLES BUSINESS ADVANTAGE	\$95.97

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HAMILTON TOWNSHIP BOARD OF ED  
Original PO Date Range, All Ship to locations

Purchase Order Journal Excluding contras  
Start date 8/10/2016 End date 6/30/2017  
Orders over \$0.00

P.O.	Date	Description	Vendor name	Amount
700707	08/31/16	Mileage for Workshop	1399 BRETONES, COLLEEN	\$37.20
700709	08/31/16	2016-2017 MEMBERSHIP DUES	0006 ACASA	\$675.00
700710	08/31/16	ESY TUITION/ONE ON ONE AIDE	0253 GLOUCESTER CNTY SPEC.SERVICES	\$7,360.00
700711	08/31/16	JULY- AUGUST MILEAGE REIMBURS	1307 NELSON,IAN	\$282.72
700712	09/07/16	16-17 NON PUBLIC NURSING AID	0645 MONMOUTH OCEAN EDUCATIONAL SI	\$14,132.00
700713	09/07/16	JULY-AUGUST MILEAGE REIMB	0720 POTENSKI, MARIE	\$184.45
708067	08/10/16	GROUNDS SUPPLIES-MULCH	8380 PUGGI RECYCLING CENTER	\$4,968.75
708068	08/10/16	HVAC AIR FILTERS -DISTRICT	0972 JOHNSTONE SUPPLY -PLEASANTVILLI	\$3,388.92
708069	08/11/16	HVAC SERVICE REPAIR -HESS	0374 MARLEE CONTRACTORS LLC	\$500.00
708070	08/10/16	HVAC REPAIR SERVICE -HESS	0374 MARLEE CONTRACTORS LLC	\$2,380.08
708071	08/11/16	HVAC SUPPLIES FOR PM MAINT.	0972 JOHNSTONE SUPPLY -PLEASANTVILLI	\$861.57
708072	08/10/16	HVAC REPAIR SERVICE - DAVIES	0374 MARLEE CONTRACTORS LLC	\$5,000.00
708073	08/11/16	FLOOR SUPPLIES - VCT	1462 HOME DEPOT	\$129.94
708074	08/15/16	MAINTENANCE REPAIR SUPPLIES	1462 HOME DEPOT	\$390.68
708075	08/15/16	HVAC REPAIR SERVICE - SHANER	0374 MARLEE CONTRACTORS LLC	\$1,000.00
708076	08/15/16	HVAC SUPPLIES - FUSES	0972 JOHNSTONE SUPPLY -PLEASANTVILLI	\$14.96
708077	08/16/16	FIRE EXTINGUISHERS - SHANER	1674 SIMPLEX GRINNELL	\$183.00
708078	08/16/16	FIRE EXTINGUISHER HYDROTESTIN	1674 SIMPLEX GRINNELL	\$378.00
708079	08/16/16	FIRE EXTINGUISHERS - HESS	1674 SIMPLEX GRINNELL	\$1,967.00
708080	08/16/16	GROUNDS EQUIPMENT AND SUPPLI	1462 HOME DEPOT	\$495.68
708081	08/16/16	CUSTODIAL SUPPLIES - FLOORS	0708 HILLYARD INC.	\$4,565.98
708082	08/16/16	FREEZER REPAIR - HESS OUTSIDE	0374 MARLEE CONTRACTORS LLC	\$400.00
708083	08/16/16	CUSTODIAL SUPPLIES -FUZZY FEET	0789 ACP, LLC	\$965.00
708085	08/17/16	HVAC SUPPLIES - SHANER 102	0972 JOHNSTONE SUPPLY -PLEASANTVILLI	\$594.65

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P.O.	Date	Description	Vendor name	Amount
708086	08/18/16	HVAC SERVICE REPAIR - HESS AUD	0374 MARLEE CONTRACTORS LLC	\$8,064.41
708087	08/18/16	REMEDICATION SERVICES -SHANER	0607 SERVPRO OF CUMBERLAND COUNTY	\$6,863.34
708088	08/19/16	CUSTODIAL SUPPLIES - DISTRICT	2733 SUPPLYWORKS	\$462.93
708089	08/19/16	HVAC SUPPLIES -FUSES-SHANER	0972 JOHNSTONE SUPPLY -PLEASANTVILL	\$132.45
708090	08/19/16	PAD LOCKS - TECH DEPT.	1356 GRAINGER	\$26.80
708091	08/19/16	HVAC SUPPLIES-COMPRESSOR B11	0972 JOHNSTONE SUPPLY -PLEASANTVILL	\$691.37
708092	08/19/16	HVAC SUPPLIES-SHANER	102 0972 JOHNSTONE SUPPLY -PLEASANTVILL	\$36.96
708093	08/19/16	FIRE SYSTEM PARTS-KITCH.HOODS	1674 SIMPLEX GRINNELL	\$144.43
708094	08/19/16	LIFE HAZARD REGISTRATIONS	0678 NJ DIVISION OF FIRE SAFETY	\$498.00
708095	08/19/16	MAINTENANCE SUPPLIES - HINGES	0576 MCMMASTER-CARR SUPPLY CO	\$82.02
708096	08/22/16	TRAFFIC SIGNS -DAVIES GROUNDS	1705 SETON IDENTIFICATION PRODUCTS	\$831.05
708097	08/23/16	HVAC SUPPLIES - REFRIGERANT	0972 JOHNSTONE SUPPLY -PLEASANTVILL	\$543.12
708098	08/22/16	CUSTODIAL CLEANING SUPPLIES	1462 HOME DEPOT	\$126.70
708099	08/23/16	CUSODIAL EQUIPMENT PARTS	0708 HILLYARD INC.	\$442.08
708100	08/23/16	OXYGEN SERVICE 2016-2017 YEAR	0699 ROBERTS OXYGEN	\$1,400.00
708101	08/24/16	HVAC SUPPLIES - COMPRESSOR K6	0972 JOHNSTONE SUPPLY -PLEASANTVILL	\$969.22
708102	08/24/16	APPLIANCE REPAIR PARTS - HESS	6634 ALL BRAND APPLIANCE PARTS	\$57.79
708103	08/29/16	GROUNDS SUPPLIES - DISTRICT	1462 HOME DEPOT	\$101.35
708104	08/29/16	APPLIANCE REPAIR SUPPLIES	6634 ALL BRAND APPLIANCE PARTS	\$55.16
708105	08/29/16	CUSTODIAL CLEANING SUPPLIES	0708 HILLYARD INC.	\$4,223.67
708106	08/28/16	FUZZY FEET CHAIR GLIDES	0789 ACP, LLC	\$965.00
708108	08/29/16	HVAC SUPPLIES - SHANER K13	6923 D ELECTRIC MOTORS, INC.	\$920.87
708109	08/31/16	CUSTODIAL SUPPLIES FOR EQUIP.	0708 HILLYARD INC.	\$967.48
708110	08/31/16	HVAC SUPPLIES - MOTOR REPAIR	6923 D ELECTRIC MOTORS, INC.	\$486.57

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HAMILTON TOWNSHIP BOARD OF ED  
Original PO Date Range, All Ship to locations

Purchase Order Journal Excluding contras  
Start date 8/10/2016 End date 6/30/2017  
Orders over \$0.00

P.O.	Date	Description	Vendor name	Amount
708111	08/31/16	HVAC SUPPLIES - HESS CAFE B	0972 JOHNSTONE SUPPLY -PLEASANTVILLI	\$2,393.63
708112	08/31/16	FLOOR MATT - DAVIES SCHOOL	1356 GRAINGER	\$67.04
708113	09/01/16	KEY BLANKS FOR DISTRICT	0350 OAK SECURITY GROUP LLC	\$145.50
708114	09/01/16	HVAC MOTOR SUPPLIES-SHANER	6923 D ELECTRIC MOTORS, INC.	\$938.22
708116	09/02/16	GROUPS SUPPLIES FOR HESS	1462 HOME DEPOT	\$354.10
708117	09/02/16	VEHICLE AUTO SERVICE MAINT.	0027 KNEBLES AUTO SERVICE STATION	\$33.65
708118	09/02/16	HVAC SUPPLIES-SHANER COMPRES	0972 JOHNSTONE SUPPLY -PLEASANTVILLI	\$969.22
708119	09/06/16	BATTERY FOR TRACTOR	0550 INTERSTATE BATTERY SYSTEM OF AC	\$85.95
708120	09/06/16	HVAC SUPPLIES- HESS CAFE	0972 JOHNSTONE SUPPLY -PLEASANTVILLI	\$128.64
708121	09/06/16	CUSOTDIAL SUPPLIES -DISTRICT	2733 SUPPLYWORKS	\$2,134.40
Report totals				\$416,371.84

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**BILLS AND PAYMENTS  
9/12/16**

TOTAL PAYROLL	\$	502,246.83
TOTAL ACCOUNTS PAYABLE BILLS	\$	1,537,492.98
TOTAL CAFETERIA BILLS	\$	18,365.61
TOTAL KID'S CORNER	\$	5,669.24
TOTAL COMMUNITY EDUCATION	\$	9,567.10
TOTAL CAMP BLUE STAR	\$	<u>35,524.94</u>
GRAND TOTAL	\$	<u><u>2,108,866.70</u></u>

**September 12, 2016**

<b><u>Fund</u></b>	<b><u>Title</u></b>		<b><u>Amount</u></b>
10	General Fund	\$	6,842.00
10	General Fund - Payroll	\$	64,129.45
11	Current Expense	\$	1,153,528.99
11	Current Expense - Payroll	\$	425,325.58
12	Capital Outlay	\$	132,574.24
13	Special Schools	\$	-
13	Special Schools - Payroll	\$	-
18	Education Jobs - Payroll	\$	-
20	Special Revenue	\$	244,547.75
20	Special Revenue - Payroll	\$	12,791.80
30	Building Projects	\$	-
40	Debt Service	\$	-
		\$	2,039,739.81

Starting date 7/22/2016

Ending date 6/30/2017

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
<b>900802</b>	<b>07/22/16</b>	<b>PAY</b>	<b>PAYROLL VENDOR - PAYROLL PO ONLY</b>		<b>\$5,297.89</b>
600000	07/01/15	Payroll 2015 - 2016			\$5,297.89
	11-000-219-110-06-000		A/P YE pd 7/22	06/30/16	\$4,800.00
	11-000-219-110-06-000		A/P YE pd 7/22	06/30/16	\$90.00
	11-000-221-104-06-SUM		A/P YE pd 7/22	06/30/16	\$31.40
	11-000-291-220-00-000		A/P YE pd 7/22	06/30/16	\$376.49
<b>900803 H</b>	<b>07/22/16</b>	<b>PAY</b>	<b>PAYROLL VENDOR - PAYROLL PO ONLY</b>		<b>\$277,758.43</b>
700000	07/01/16	Payroll 2016 - 2017			\$277,758.43
	10-133-X - - -		*6PR387	07/22/16	\$382.67
	10-133-X - - -		*6PR387	07/22/16	\$5,002.25
	10-134-X - - -		*6PR387	07/22/16	\$144.45
	10-134-X - - -		*6PR387	07/22/16	\$1,888.26
	10-135-X - - -		*6PR387	07/22/16	\$1,850.61
	10-135-X - - -		*6PR387	07/22/16	\$24,191.06
	10-141-X - - -		*6PR387	07/22/16	\$3,870.70
	11-000-211-100-06-000		*6PR387	07/22/16	\$2,434.27
	11-000-213-100-06-SUM		*6PR387	07/22/16	\$1,785.60
	11-000-216-100-06-SUM		*6PR387	07/22/16	\$5,629.60
	11-000-219-105-06-000		*6PR387	07/22/16	\$4,517.69
	11-000-219-110-06-000		reduce for A/P	07/22/16	(\$4,890.00)
	11-000-219-110-06-000		*6PR387	07/22/16	\$19,770.00
	11-000-221-102-06-000		*6PR387	07/22/16	\$5,096.15
	11-000-221-104-06-000		*6PR387	07/22/16	\$2,708.81
	11-000-221-104-06-SUM		reduce for A/P	07/22/16	(\$31.40)
	11-000-221-104-06-SUM		*6PR387	07/22/16	\$1,045.40
	11-000-221-105-06-000		*6PR387	07/22/16	\$915.85
	11-000-222-177-06-TEC		*6PR387	07/22/16	\$4,486.31
	11-000-223-100-06-000		*6PR387	07/22/16	\$882.36
	11-000-230-100-06-000		*6PR387	07/22/16	\$10,767.41
	11-000-240-103-06-000		*6PR387	07/22/16	\$32,061.06
	11-000-240-104-06-000		*6PR387	07/22/16	\$4,268.35
	11-000-240-105-06-000		*6PR387	07/22/16	\$15,052.19
	11-000-251-100-06-000		*6PR387	07/22/16	\$8,042.65
	11-000-252-100-06-000		*6PR387	07/22/16	\$10,434.56
	11-000-261-100-06-MNT		*6PR387	07/22/16	\$11,634.38
	11-000-262-100-06-CUS		*6PR387	07/22/16	\$32,746.57
	11-000-262-100-06-MNT		*6PR387	07/22/16	\$1,453.84
	11-000-262-100-06-OVR		*6PR387	07/22/16	\$358.84
	11-000-262-100-06-SEC		*6PR387	07/22/16	\$1,785.54
	11-000-262-100-06-STI		*6PR387	07/22/16	\$12,750.00
	11-000-262-100-06-SUV		*6PR387	07/22/16	\$5,033.84
	11-000-263-100-06-000		*6PR387	07/22/16	\$2,122.11
	11-000-270-160-06-SPC		*6PR387	07/22/16	\$1,557.69
	11-000-291-220-00-000		*6PR387	07/22/16	\$12,606.03
	11-212-100-101-06-SUM		*6PR387	07/22/16	\$8,928.00
	11-212-100-106-06-SUM		*6PR387	07/22/16	\$5,103.00
	11-214-100-101-06-SUM		*6PR387	07/22/16	\$2,232.00
	11-214-100-106-06-SUM		*6PR387	07/22/16	\$2,268.00
	11-215-100-101-06-SUM		*6PR387	07/22/16	\$4,464.00
	11-215-100-106-06-SUM		*6PR387	07/22/16	\$2,835.00
	20-220-200-103-06-PRE		*6PR387	07/22/16	\$4,191.92
	20-220-200-104-06-PRE		*6PR387	07/22/16	\$624.00
	20-220-200-105-06-PRE		*6PR387	07/22/16	\$954.16

Starting date 7/22/2016

Ending date 6/30/2017

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
900803 H	07/22/16		PAY	PAYROLL VENDOR - PAYROLL PO ONLY	\$277,758.43
700000	07/01/16		Payroll 2016 - 2017		\$277,758.43
	20-220-200-200-00-PRE		*6PR387	07/22/16	\$120.73
	20-231-100-100-06-SHA		*6PR387	07/22/16	\$1,562.40
	20-231-200-200-05-SHA		*6PR387	07/22/16	\$119.52

<b>Fund Totals</b>
--------------------

10 GENERAL FUND	\$37,330.00
11 GENERAL CURRENT EXPENSE	\$238,153.59
20 SPECIAL REVENUE FUNDS	\$7,572.73
<b>Total for all checks listed</b>	<b>\$283,056.32</b>

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

Board Secretary

\_\_\_\_\_

Date

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Rec and Unrec checks

Hand and Machine checks

08/16/16 08:17

Starting date 7/8/2016

Ending date 6/30/2017

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
<b>900800</b>	<b>07/08/16</b>		<b>PAY</b>	<b>PAYROLL VENDOR - PAYROLL PO ONLY</b>	<b>\$23,712.64</b>
600000	07/01/15		Payroll 2015 - 2016		\$23,712.64
	11-000-219-110-06-000		A/P YE pd 7/8	06/30/16	\$6,000.00
	11-000-219-110-06-000		A/P YE pd 7/8	06/30/16	\$540.00
	11-000-221-104-06-SUM		A/P YE pd 7/8	06/30/16	\$2,956.48
	11-000-230-100-06-000		A/P YE pd 7/8	06/30/16	\$2,700.00
	11-000-240-103-06-000		A/P YE pd 7/8	06/30/16	\$2,380.20
	11-000-251-100-06-000		A/P YE pd 7/8	06/30/16	\$1,059.03
	11-000-251-100-06-000		A/P YE pd 7/8	06/30/16	\$3,600.00
	11-000-252-100-06-OVR		A/P YE pd 7/8	06/30/16	\$187.50
	11-000-261-100-06-OVR		A/P YE pd 7/8	06/30/16	\$103.53
	11-000-262-100-06-CUS		A/P YE pd 7/8	06/30/16	\$2,317.20
	11-000-262-100-06-OVR		A/P YE pd 7/8	06/30/16	\$183.59
	11-000-291-220-00-000		A/P YE pd 7/8	06/30/16	\$1,685.11
<b>900801 H</b>	<b>07/08/16</b>		<b>PAY</b>	<b>PAYROLL VENDOR - PAYROLL PO ONLY</b>	<b>\$195,477.87</b>
700000	07/01/16		Payroll 2016 - 2017		\$195,477.87
	10-133-X - - -		*6PR386	07/08/16	\$212.91
	10-133-X - - -		*6PR386	07/08/16	\$2,783.19
	10-134-X - - -		*6PR386	07/08/16	\$1,888.26
	10-134-X - - -		*6PR386	07/08/16	\$144.45
	10-135-X - - -		*6PR386	07/08/16	\$1,272.02
	10-135-X - - -		*6PR386	07/08/16	\$16,627.92
	10-141-X - - -		*6PR386	07/08/16	\$3,870.70
	11-000-211-100-06-000		*6PR386	07/08/16	\$2,434.27
	11-000-219-105-06-000		*6PR386	07/08/16	\$4,517.69
	11-000-219-110-06-000		*6PR386	07/08/16	\$6,540.00
	11-000-219-110-06-000		reduce for A/P	07/08/16	(\$6,540.00)
	11-000-221-102-06-000		*6PR386	07/08/16	\$5,096.15
	11-000-221-104-06-000		*6PR386	07/08/16	\$2,708.81
	11-000-221-104-06-SUM		*6PR386	07/08/16	\$2,956.48
	11-000-221-104-06-SUM		reduce for A/P	07/08/16	(\$2,956.48)
	11-000-221-105-06-000		*6PR386	07/08/16	\$915.85
	11-000-222-177-06-TEC		*6PR386	07/08/16	\$4,486.31
	11-000-230-100-06-000		*6PR386	07/08/16	\$13,384.07
	11-000-230-100-06-000		reduce for A/P	07/08/16	(\$2,700.00)
	11-000-240-103-06-000		*6PR386	07/08/16	\$34,441.26
	11-000-240-103-06-000		reduce for A/P	07/08/16	(\$2,380.20)
	11-000-240-104-06-000		*6PR386	07/08/16	\$4,268.35
	11-000-240-105-06-000		*6PR386	07/08/16	\$15,052.19
	11-000-251-100-06-000		reduce for A/P	07/08/16	(\$1,059.03)
	11-000-251-100-06-000		reduce for A/P	07/08/16	(\$3,600.00)
	11-000-251-100-06-000		*6PR386	07/08/16	\$12,701.68
	11-000-252-100-06-000		*6PR386	07/08/16	\$10,434.56
	11-000-252-100-06-OVR		reduce for A/P	07/08/16	(\$187.50)
	11-000-252-100-06-OVR		*6PR386	07/08/16	\$187.50
	11-000-261-100-06-MNT		reduce for A/P	07/08/16	(\$0.01)
	11-000-261-100-06-MNT		*6PR386	07/08/16	\$11,634.38
	11-000-261-100-06-OVR		*6PR386	07/08/16	\$103.52
	11-000-261-100-06-OVR		reduce for A/P	07/08/16	(\$103.52)
	11-000-262-100-06-CUS		*6PR386	07/08/16	\$33,727.27
	11-000-262-100-06-CUS		reduce for A/P	07/08/16	(\$2,317.20)
	11-000-262-100-06-MNT		*6PR386	07/08/16	\$1,453.84
	11-000-262-100-06-OVR		*6PR386	07/08/16	\$345.34

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Rec and Unrec checks

Hand and Machine checks

08/16/16 08:17

Starting date 7/8/2016

Ending date 6/30/2017

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
900801 H	07/08/16		PAY	PAYROLL VENDOR - PAYROLL PO ONLY	\$195,477.87
700000	07/01/16		Payroll 2016 - 2017		\$195,477.87
	11-000-262-100-06-OVR		reduce for A/P	07/08/16	(\$183.59)
	11-000-262-100-06-SEC		*6PR386	07/08/16	\$1,785.54
	11-000-262-100-06-SUV		*6PR386	07/08/16	\$5,033.84
	11-000-263-100-06-000		*6PR386	07/08/16	\$2,122.11
	11-000-270-160-06-SPC		*6PR386	07/08/16	\$1,557.69
	11-000-291-220-00-000		*6PR386	07/08/16	\$7,598.18
	20-220-200-103-06-PRE		*6PR386	07/08/16	\$4,191.92
	20-220-200-105-06-PRE		*6PR386	07/08/16	\$954.16
	20-220-200-200-00-PRE		*6PR386	07/08/16	\$72.99



Starting date 7/8/2016

Ending date 6/30/2017

<b>Fund Totals</b>
--------------------

10	GENERAL FUND	\$26,799.45
11	GENERAL CURRENT EXPENSE	\$187,171.99
20	SPECIAL REVENUE FUNDS	\$5,219.07
	Total for all checks listed	\$219,190.51

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

Board Secretary

\_\_\_\_\_ Date

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Rec and Unrec checks

Hand and Machine checks

08/16/16 09:19

Starting date 8/15/2016

Ending date 8/15/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
<b>029431</b>	<b>08/15/16</b>		<b>1354</b>	<b>ACE PLUMBING HEATING &amp; ELECTRICAL SUPPLY</b>	<b>\$105.72</b>
708019	07/07/16			PLUMBING REPAIR KIT - DAVIES	\$105.72
	11-000-261-610-09-DAV			S3096233.001	08/15/16
					\$105.72
<b>029432</b>	<b>08/15/16</b>		<b>1126</b>	<b>AMAZING TRANSFORMATIONS LLC</b>	<b>\$400.00</b>
600406	07/14/15			Services for Students	\$400.00
	11-000-219-390-08-000			2520 JUNE	06/30/16
					\$400.00
<del>029433</del>	<del>08/15/16</del>		<del>1293</del>	<del>Atlantic City Community Charter School</del>	<del>\$6,842.00</del>
601591	06/30/16			CHARTER SCHOOL PAYMT ADJ 15/16	\$6,842.00
	10-000-100-56x-00-000			A/P at YE	06/30/16
					\$6,842.00
<b>029434</b>	<b>08/15/16</b>		<b>1807</b>	<b>ATLANTIC CITY ELECTRIC</b>	<b>\$63,643.02</b>
700032	07/01/16			2016-2017 ELECTRIC BILLING	\$63,643.02
	11-000-262-622-00-ELE			JULY	08/15/16
					\$54.24
	11-000-262-622-03-ELE			AUGUST	08/15/16
					\$24,890.36
	11-000-262-622-04-ELE			JULY	08/15/16
					\$38,698.42
<b>029435</b>	<b>08/15/16</b>		<b>0019</b>	<b>ATLANTIC IRRIGATION SPECIALTIES, INC.</b>	<b>\$177.64</b>
608376	06/22/16			GROUNDS SUPPLIES -IRRIGATION	\$177.64
	11-000-263-610-00-GND			4345608	08/15/16
					\$177.64
<b>029436</b>	<b>08/15/16</b>		<b>0277</b>	<b>ATLANTIC MASONRY SUPPLY INC.</b>	<b>\$590.00</b>
708036	07/19/16			GROUNDS SUPPLIES-DAVIES	\$590.00
	11-000-263-610-00-GND			116138	08/15/16
					\$590.00
<b>029437</b>	<b>08/15/16</b>		<b>1300</b>	<b>BANCROFT NEURO HEALTH</b>	<b>\$3,709.03</b>
700025	07/01/16			16-17 TUITION CONTRACTS	\$3,709.03
	11-000-100-566-08-000			AUGUST M.C.	08/15/16
					\$3,709.03
<b>029438</b>	<b>08/15/16</b>		<b>0313</b>	<b>BECKERS SCHOOL SUPPLIES</b>	<b>\$816.74</b>
700151	07/01/16			BLANKETS FOR PREK CLASSROOM	\$816.74
	20-220-100-600-00-PRE			1381282	08/15/16
					\$816.74
<b>029439</b>	<b>08/15/16</b>		<b>1778</b>	<b>BEYOND PLAY</b>	<b>\$137.84</b>
700066	07/01/16			PREK SCISSORS;SAUERBREY	\$109.94
	20-223-100-610-01-COV			521678	08/15/16
					\$109.94
700133	07/01/16			HESS PREK SPECIAL ED	\$27.90
	11-215-100-610-08-000			521666	08/15/16
					\$27.90
<b>029440</b>	<b>08/15/16</b>		<b>1456</b>	<b>BUENA BOARD OF EDUCATION</b>	<b>\$2,083.20</b>
601376	03/01/16			HOMELESS TUITION JAN-JUNE	\$2,083.20
	11-000-100-561-00-000			16-00169/16-00170	06/30/16
					\$2,083.20
<b>029441</b>	<b>08/15/16</b>		<b>1161</b>	<b>CARSON DELLOSA PUB.CO.,INC.</b>	<b>\$27.23</b>
700098	07/01/16			SHANER LRC SUPPLY;K8	\$27.23
	11-213-100-610-08-000			738043	08/15/16
					\$27.23
<b>029442</b>	<b>08/15/16</b>		<b>1773</b>	<b>CDW GOVERNMENT INC.</b>	<b>\$12,681.80</b>
700027	07/01/16			Content HW Quote	\$11,541.80
	12-000-400-450-07-TEC			DQV8941	08/15/16
					\$11,541.80
700236	07/01/16			tablet charging cart	\$1,140.00
	11-190-100-610-07-TEC			DSL0659	08/15/16
					\$1,140.00
<b>029443</b>	<b>08/15/16</b>		<b>1452</b>	<b>CHILDRENS HOSPITAL OF PHILADELPHIA</b>	<b>\$367.71</b>
601581	06/29/16			MEDICAL HOMEBOUND INSTRUCTION	\$52.53
	11-150-100-320-00-000			1437	06/30/16
					\$52.53

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Cknum	Date	Rec date	Vcode	Vendor name	Check amount
<b>029443</b>	<b>08/15/16</b>		<b>1452</b>	<b>CHILDRENS HOSPITAL OF PHILADELPHIA</b>	<b>\$367.71</b>
601600	06/30/16			MEDICAL HOMEBOUND INSTRUCTION	\$315.18
	11-150-100-320-00-000		1126		06/30/16 \$315.18
<b>029444</b>	<b>08/15/16</b>		<b>0584</b>	<b>CM3 BUILDING SOLUTIONS INC.</b>	<b>\$9,664.00</b>
708013	07/07/16			HVAC BUILDING CONTROLS-CONTR.	\$9,664.00
	11-000-261-420-09-DAV			JULY-AUGUST	08/15/16 \$3,666.00
	11-000-261-420-09-HES			JULY-AUGUST	08/15/16 \$2,906.00
	11-000-261-420-09-SHA			JULY-AUGUST	08/15/16 \$3,092.00
<b>029445</b>	<b>08/15/16</b>		<b>1634</b>	<b>CODY'S POWER EQUIPMENT CO.</b>	<b>\$110.80</b>
608382	06/27/16			GROUNDS EQUIPMENT REPAIR	\$110.80
	11-000-263-610-00-GND		47303		08/15/16 \$110.80
<b>029446</b>	<b>08/15/16</b>		<b>0489</b>	<b>COMCAST</b>	<b>\$5,355.29</b>
700033	07/01/16			16-17 ETHERNET/INTERNET CHARGE	\$5,355.29
	11-190-100-500-07-TEC			AUG 44700878	08/15/16 \$5,355.29
<b>029447</b>	<b>08/15/16</b>		<b>0449</b>	<b>COMCAST CABLE</b>	<b>\$279.72</b>
700034	07/01/16			16-17 TV/INTERNET HIGH SPEED	\$279.72
	11-190-100-500-07-TEC			AUGUST	08/15/16 \$279.72
<b>029448</b>	<b>08/15/16</b>		<b>0772</b>	<b>COMMITTEE FOR CHILDREN</b>	<b>\$1,449.00</b>
700286	07/07/16			SOCIAL SKILLS CLASSROOM KITS	\$818.00
	11-000-219-610-08-000		269115		08/15/16 \$818.00
700290	07/07/16			SOCIAL SKILLS SPECIAL ED TOOLS	\$631.00
	11-000-219-610-08-000		269114		08/15/16 \$631.00
<b>029449</b>	<b>08/15/16</b>		<b>1572</b>	<b>COTTRELL GRAPHICS AND</b>	<b>\$408.75</b>
700388	07/15/16			CST Code books	\$408.75
	11-000-219-610-08-000		716-37		08/15/16 \$408.75
<b>029450</b>	<b>08/15/16</b>		<b>0749</b>	<b>CRISIS PREVENTION INSTITUTE</b>	<b>\$727.26</b>
700291	07/07/16			DISTRICT STAFF CRISIS TRAINING	\$727.26
	11-000-219-610-08-000			CUSI0083107	08/15/16 \$727.26
<b>029451</b>	<b>08/15/16</b>		<b>0931</b>	<b>CRYSTAL PRODUCTIONS</b>	<b>\$111.85</b>
700277	07/06/16			CREATING ORIGINAL ART DAVIES	\$111.85
	11-190-100-610-03-ART		417611		08/15/16 \$111.85
<b>029452</b>	<b>08/15/16</b>		<b>0158</b>	<b>CURRICULUM ASSOCIATES INC.</b>	<b>\$667.80</b>
700213	07/01/16			ELA HANDBOOKS;TAMMY WELSEY	\$667.80
	11-190-100-610-04-LAL		90420305		08/15/16 \$667.80
<b>029453</b>	<b>08/15/16</b>		<b>6923</b>	<b>D ELECTRIC MOTORS, INC.</b>	<b>\$1,546.14</b>
708006	07/06/16			HVAC SUPPLIES-HESS CAFE B LOUG	\$122.28
	11-000-261-610-09-HES		21475		08/15/16 \$122.28
708030	07/13/16			HVAC SUPPLIES - K10 SHANER	\$920.87
	11-000-261-610-09-SHA		21516		08/15/16 \$920.87
708040	07/25/16			HVAC REPAIR SUPPLIES - HESS	\$502.99
	11-000-261-610-09-HES		21561		08/15/16 \$502.99
<b>029454</b>	<b>08/15/16</b>		<b>0074</b>	<b>D.A.D. AND ASSOCIATES</b>	<b>\$1,145.00</b>
708009	07/06/16			WATER MANAGEMENT PROGRAM	\$1,145.00
	11-000-261-420-09-DAV		4873 1ST QTR		08/15/16 \$1,145.00

Rec and Unrec checks

Hand and Machine checks

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Cknum	Date	Rec date	Vcode	Vendor name	Check amount
029455	08/15/16		1561	DAGIT, LISA	\$22.11
	601590	06/30/16	Mileage		\$22.11
		11-000-221-500-05-TRV		APRIL-JUNE MILEAGE 06/30/16	\$22.11
029456	08/15/16		1084	DATA MANAGEMENT INC.	\$212.00
	700305	07/08/16	SHANER VISITOR BADGES		\$212.00
		11-000-240-610-01-000		I380256 08/15/16	\$212.00
029457	08/15/16		0639	DELL COMPUTERS	\$24,300.00
	700200	07/01/16	comp monitors		\$24,300.00
		11-190-100-610-07-TEC		XK132MR42/XK12XCN 08/15/16	\$24,300.00
029458	08/15/16		0044	DEMCO	\$400.65
	700319	07/11/16	LIBRARY SUPPLIES SHANER		\$400.65
		11-000-222-320-01-000		5915849 08/15/16	\$400.65
029459	08/15/16		0951	EGG HARBOR TWP SCHOOL DISTRICT	\$5,199.28
	601530	05/31/16	DCP&P PLACED TUITION CONTRACTS		\$5,199.28
		11-000-100-561-00-000		A/P-May/June AJ/NJ 06/30/16	\$5,199.28
029460	08/15/16		1516	ENCYCLOPAEDIA BRITANNICA INC.	\$725.00
	700054	07/01/16	Britannica online renewal		\$725.00
		11-190-100-610-07-TEC		2128302RR 08/15/16	\$725.00
029461	08/15/16		1427	EUROFINS-QC	\$132.00
	708016	07/07/16	POOL TESTING - HESS SCH. POOL		\$132.00
		11-000-262-420-00-POL		1804548 6/27-7/18 08/15/16	\$132.00
029462	08/15/16		1246	FERGUSON ENTERPRISES	\$1,402.89
	708021	07/13/16	PREK TOILET/BATHROOM MATERIAL		\$586.08
		20-220-200-600-00-PRE		9212055 08/15/16	\$586.08
	708022	07/08/16	RESTROOM SUPPLIES - SHANER SCH		\$816.81
		11-000-261-610-09-SHA		9212933 / -1 08/15/16	\$816.81
029463	08/15/16		1125	FIDELITY SECURITY LIFE INSURANCE/EYEMED	\$6,460.36
	700250	07/05/16	Eyemed Billing / Cobra 16-17		\$6,460.36
		11-000-291-270-00-000		2936169 AUG 08/15/16	\$3,230.18
		11-000-291-270-00-000		2524716 JULY 08/15/16	\$3,230.18
029464	08/15/16		1065	FRANKLIN MACHINE PRODUCTS	\$778.84
	608373	06/20/16	APPLIANCE PARTS - DAVIES KITCH		\$412.96
		11-000-262-610-09-MNT		Inv# 2082200 06/30/16	\$412.96
	708029	07/07/16	APPLIANCE REPAIR PARTS -DAVIES		\$365.88
		11-000-262-610-09-MNT		2268390 08/15/16	\$365.88
029465	08/15/16		1276	FRONTLINE TECHNOLOGIES GROUP LLC	\$11,122.00
	700238	07/01/16	Aesop services 2016-2017		\$11,122.00
		11-000-230-590-00-000		invus52078 08/15/16	\$11,122.00
029466	08/15/16		0238	GANN LAW BOOKS	\$887.00
	700047	07/01/16	NJ STATUTES LEGAL BOOKS 16-17		\$887.00
		11-000-230-610-00-000		D570230/D570231 08/15/16	\$221.75
		11-000-240-610-01-000		D570230/D570231 08/15/16	\$221.75
		11-000-240-610-03-000		D570230/D570231 08/15/16	\$221.75
		11-000-240-610-04-000		D570230/D570231 08/15/16	\$221.75

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029467	V 08/15/16	08/15/16	00.0	\$ Multi Stub Void	
029468	V 08/15/16	08/15/16	00.0	\$ Multi Stub Void	
<b>029469</b>	<b>08/15/16</b>	<b>0259</b>	<b>GEHRHSD</b>		<b>\$79,787.70</b>
600369	07/13/15	ESY Busing - Sheppard			\$358.60
	11-000-270-515-11-000		6V0628 MAY FINAL	06/30/16	\$344.00
	11-000-270-515-11-ADM		6V0628 MAY FINAL	06/30/16	\$14.60
600733	08/24/15	Transportation			\$3,231.75
	11-000-270-513-11-ADM		6V0628/7V0005	06/30/16	\$3,231.75
600995	10/26/15	Transportation			\$17,898.08
	11-000-270-512-03-ACT		6V0628/7V0005	06/30/16	\$8,912.20
	11-000-270-512-11-ADM		SHORTAGE DUE	06/30/16	\$5.08
	11-000-270-512-11-ADM		6V0628/7V0005	06/30/16	\$378.77
	11-000-270-513-11-000		6V0628/7V0005	06/30/16	\$8,251.35
	11-000-270-513-11-ADM		6V0628/7V0005	06/30/16	\$350.68
600997	10/27/15	Transportation			\$18,667.55
	11-000-270-513-11-000		6V0628/661/7V0005	06/30/16	\$9,635.50
	11-000-270-513-11-ADM		6V0628/661/7V0005	06/30/16	\$409.52
	11-000-270-515-11-000		6V0628/661/7V0005	06/30/16	\$8,271.00
	11-000-270-515-11-ADM		6V0628/661/7V0005	06/30/16	\$351.53
600999	10/27/15	Transportation			\$4,298.21
	11-000-270-511-11-000		6V0628/7V0005	06/30/16	\$4,123.00
	11-000-270-512-11-ADM		6V0628/7V0005	06/30/16	\$175.21
601000	10/27/15	Transportation			\$8,356.73
	11-000-270-511-11-000		6v0661 JUNE	06/30/16	\$655.30
	11-000-270-512-11-ADM		6v0661 JUNE	06/30/16	\$27.85
	11-000-270-515-11-000		6v0661 JUNE	06/30/16	\$7,360.75
	11-000-270-515-11-ADM		6v0661 JUNE	06/30/16	\$312.83
601518	05/20/16	CONTRACT TRANSPORTATION			\$10,432.30
	11-000-270-511-11-000		6V0628/7V0005	06/30/16	\$5,704.00
	11-000-270-512-11-ADM		6V0628/7V0005	06/30/16	\$242.42
	11-000-270-513-11-000		6V0628/7V0005	06/30/16	\$4,303.00
	11-000-270-513-11-ADM		6V0628/7V0005	06/30/16	\$182.88
601578	06/27/16	HOMELESS STUDENT TRANSPORTATIO			\$7,255.80
	11-000-270-511-11-000		6V0628/661/7V0005	06/30/16	\$6,960.00
	11-000-270-512-11-ADM		6V0661/628/7V0005	06/30/16	\$295.80
601599	06/29/16	WHEELCHAIR VAN TRANSPORTATION			\$9,288.68
	11-000-270-515-11-000		6V0628/7V0005	06/30/16	\$8,910.00
	11-000-270-515-11-ADM		6V0628/7V0005	06/30/16	\$378.68
<b>029470</b>	<b>08/15/16</b>	<b>1356</b>	<b>GRAINGER</b>		<b>\$311.56</b>
708028	07/13/16	CUSTODIAL CLEANING SUPPLIES			\$77.76
	11-000-262-610-09-CUS		9165851024	08/15/16	\$77.76
708049	07/27/16	HESS HVAC SUPPLIES - THERMO.			\$233.80
	11-000-262-610-09-MNT		9178962776/91787306	08/15/16	\$233.80

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Cknum	Date	Rec date	Vcode	Vendor name	Check amount
029471	08/15/16		1104	GRAPHIC LAMINATING LLC	\$621.50
	700259	07/06/16		DURAFILM FOR POSTERS	\$621.50
		11-190-100-610-03-000	21976		08/15/16 \$621.50
029472	08/15/16		1393	GYM CLOSET	\$676.78
	700314	07/11/16		SHANER PE SUPPLIES	\$676.78
		11-190-100-610-01-HPE	224033-00		08/15/16 \$676.78
029473	08/15/16		0255	HAMILTON PEDIATRICS	\$1,400.00
	700026	07/01/16		SCHOOL PHYSICIAN 16-17 SERVICE	\$1,400.00
		11-000-213-330-00-000	AUGUST		08/15/16 \$1,400.00
029474	08/15/16		0267	HAMILTON TOWNSHIP FOOD SERVICE	\$600.00
	700064	07/01/16		SHANER WRITING CAMP ESY SNACKS	\$600.00
		20-231-100-600-05-SHA	7087		08/15/16 \$600.00
029475	08/15/16		0268	HAMILTON TWP MUA	\$6,936.64
	700035	07/01/16		16-17 WATER AND SEWER ESTIMATE	\$6,936.64
		11-000-262-490-01-000	AUGUST		08/15/16 \$697.16
		11-000-262-490-02-000	AUGUST		08/15/16 \$514.00
		11-000-262-490-03-000	AUGUST		08/15/16 \$716.63
		11-000-262-490-04-000	AUGUST		08/15/16 \$5,008.85
029476	08/15/16		0209	HANDWRITING WITHOUT TEARS	\$21.45
	700102	07/01/16		FLIP CRAYONS LRC SHANER;K8	\$21.45
		11-213-100-610-08-000	1037869-2		08/15/16 \$21.45
029477	08/15/16		5803	HEINEMANN	\$2,335.87
	700214	07/01/16		ELA UNITS OF STUDY 16-17	\$2,335.87
		11-190-100-610-04-LAL	6634958		08/15/16 \$2,335.87
029478	08/15/16		0708	HILLYARD INC.	\$10,287.17
	708001	07/01/16		CUSTODIAL SUPPLIES - FLOOR WAX	\$6,216.20
		11-000-262-610-09-CUS	602133678		08/15/16 \$6,216.20
	708027	07/13/16		CUSTODIAL CLEANING SUPPLIES	\$4,018.47
		11-000-262-610-09-CUS	602158836-837-157-15		08/15/16 \$4,018.47
	708035	07/18/16		CUSTODIAL EQUIPMENT SUPPLIES	\$52.50
		11-000-262-610-09-CUS	700244508		08/15/16 \$52.50
029479	08/15/16		1462	HOME DEPOT	\$1,980.48
	700487	08/01/16		ROLLING WORKSHIP PLTW	\$29.97
		11-190-100-610-03-TEC	6035322501175149		08/15/16 \$29.97
	708005	07/05/16		MAINT.SHOP SUPPLIES-REPAIRS	\$758.96
		11-000-262-610-09-MNT	6035322501175149		08/15/16 \$758.96
	708024	07/12/16		MAINTENANCE GROUNDS EQUIPMENT	\$429.73
		11-000-263-610-00-GND	6035322501175149		08/15/16 \$429.73
	708026	07/12/16		PAINT SUPPLIES - SHANER SCHOOL	\$56.09
		11-000-262-610-09-MNT	6035322501175149		08/15/16 \$56.09
	708039	07/25/16		MAINT.SHOP EQUIP.& SUPPLIES	\$260.91
		11-000-262-610-09-MNT	6035322501175149		08/15/16 \$232.44
		11-000-263-610-00-GND	6035322501175149		08/15/16 \$28.47
	708045	07/26/16		DOOR KNOB-MIZPAH SCH.	\$41.59
		11-000-262-610-09-MNT	6035322501175149		08/15/16 \$41.59
	708046	07/27/16		HESS MAINT.SHOP EQUIP./SUPPLY	\$114.23
		11-000-262-610-09-MNT	6035322501175149		08/15/16 \$114.23

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029479	08/15/16		1462	HOME DEPOT	\$1,980.48
708051	07/29/16			WEEK WHACKER FOR GROUNDS	\$289.00
	11-000-262-610-09-MNT			6035322501175149 08/15/16	\$289.00
029480	08/15/16		0084	HORIZON BLUE CROSS BLUE SHIELD	\$25,050.02
700018	07/01/16			DENTAL BILLING 16-17 YEAR	\$25,050.02
	11-000-291-270-00-000			284222241 AUG 08/15/16	\$25,018.57
	11-000-291-270-00-000			284312989 AUG 08/15/16	\$31.45
029481	08/15/16		0550	INTERSTATE BATTERY SYSTEM OF AC	\$104.75
708007	07/06/16			BATTERY SUPPLY-SHANER ALARM	\$104.75
	11-000-261-610-09-SHA			146926 08/15/16	\$104.75
029482	08/15/16		2021	ISLAND MAGAZINE SERVICE	\$777.70
700049	07/01/16			Periodicals	\$131.25
	11-000-222-610-01-000			RE-DIST 08/15/16	\$131.25
	11-000-222-610-04-000			RE-DIST 08/15/16	(\$131.25)
	11-000-222-610-04-000			16-9129 08/15/16	\$131.25
700050	07/01/16			Periodicals	\$263.05
	11-000-222-610-04-000			16-9130 08/15/16	\$263.05
700051	07/01/16			Periodicals	\$383.40
	11-000-222-610-03-000			RE-DIST 08/15/16	\$383.40
	11-000-222-610-04-000			RE-DIST 08/15/16	(\$383.40)
	11-000-222-610-04-000			16-9131 08/15/16	\$383.40
029483	08/15/16		1327	JANELLE PUBLICATIONS	\$70.40
700085	07/01/16			speech supplies	\$70.40
	11-000-216-610-08-000			97046 08/15/16	\$70.40
029484	08/15/16		0972	JOHNSTONE SUPPLY -PLEASANTVILLE	\$281.65
708023	07/08/16			HVAC PRESSURE SWITCH -DAVIES	\$105.01
	11-000-261-610-09-DAV			266-S100026882.001 08/15/16	\$105.01
708025	07/12/16			HVAC SUPPLIES-SHANER UNIT REPR	\$176.64
	11-000-261-610-09-SHA			266-S100027177.001 08/15/16	\$176.64
029485	08/15/16		0176	JONES, LISA	\$225.00
700295	07/08/16			ZUMBA CLASS REIMBURSEMENT	\$225.00
	11-000-223-500-03-TRV			ZUMBA WORKSHOP 08/15/16	\$225.00
029486	08/15/16		0340	LAKESHORE LEARNING MATERIALS	\$6,531.74
700065	07/01/16			HESS PREK GEN ED SUPPLIES	\$2,795.75
	20-223-100-610-01-COV			3458380716 08/15/16	\$2,795.75
700134	07/01/16			PREK SPECIAL ED PROBLEM SOLVER	\$134.10
	11-215-100-610-08-000			3458310716 08/15/16	\$134.10
700149	07/01/16			PREK GRANT MATERIALS	\$2,758.94
	20-220-100-600-00-PRE			3458350716 08/15/16	\$2,758.94
700212	07/01/16			classroom supplies	\$141.96
	11-212-100-610-08-000			3653880716 08/15/16	\$141.96
700225	07/01/16			classroom supplies;RM K18	\$206.89
	11-212-100-610-08-000			3653940716 08/15/16	\$206.89
700330	07/12/16			PREK PRETEND KITCHEN SET	\$494.10
	20-220-100-600-00-PRE			3784890716 08/15/16	\$494.10

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029487	08/15/16		0284	MAIN LINE COMMERCIAL POOLS, INC.	\$425.00
	708011	07/07/16		POOL WATER MANAGEMENT PROG	\$425.00
		11-000-261-420-09-HES		JULY 36173	08/15/16 \$425.00
029488	08/15/16		0374	MARLEE CONTRACTORS LLC	\$13,576.61
	608344	05/12/16		HVAC - DAVIES CAFE RTU #2	\$931.70
		11-000-261-420-09-DAV		78184	08/15/16 \$931.70
	608350	05/24/16		HVAC SERVICE REPAIR - DAV-BO	\$12,644.91
		11-000-261-420-09-DAV		77798	08/15/16 \$12,644.91
029489	08/15/16		5284	MAX L. COWEN	\$910.08
	700215	07/01/16		ELA FOLDERS 16-17	\$910.08
		11-190-100-610-04-LAL		121911	08/15/16 \$910.08
029490	08/15/16		0307	MHS INC.	\$714.30
	700283	07/07/16		GARS SPECIAL ED ELIGIBILITY	\$179.30
		11-000-219-610-08-000		i864801	08/15/16 \$179.30
	700287	07/07/16		CONNERS PREK ASSESSMENTS	\$535.00
		11-000-219-610-08-000		i864800	08/15/16 \$535.00
029491	08/15/16		0645	MONMOUTH OCEAN EDUCATIONAL SERVICES	\$259.91
	600807	09/09/15		IDEA B FUNDS NON PUBLIC STUDEN	\$259.91
		20-251-200-300-20-NP.		16-02877	06/30/16 \$259.91
029492	08/15/16		1315	MRA INTERNATIONAL INC.	\$6,016.68
	601579	06/27/16		Title I/chromebooks	\$4,915.60
		20-234-100-600-05-HES		13385	08/15/16 \$4,915.60
	700237	07/01/16		HP laserjet Pro 400	\$1,101.08
		11-190-100-610-07-TEC		13371	08/15/16 \$1,101.08
029493	08/15/16		5028	MUSIC EXPRESS MAGAZINE	\$215.00
	700322	07/11/16		MAGAZINE SUBSCRIPTION	\$215.00
		11-190-100-610-01-MUS		34155902	08/15/16 \$215.00
029494	08/15/16		0418	NASCO	\$40.60
	700358	07/13/16		DAVIES MATH SUPPLIES	\$40.60
		11-190-100-610-03-MTH		43008	08/15/16 \$40.60
029495	08/15/16		1176	NATIONAL LAMINATING INC.	\$756.83
	700292	07/07/16		LAMINATING FILM SHANER SCHOOL	\$756.83
		11-190-100-610-01-000		56833	08/15/16 \$756.83
029496	08/15/16		0875	NEHMAD PERILLO & DAVIS, P.C.	\$1,872.00
	600132	07/01/15		LEGAL SERVICE 15-16 AGREEMENT	\$1,872.00
		11-000-230-331-00-SOL		61757 JUNE	06/30/16 \$1,872.00
029497	08/15/16		1307	NELSON;IAN	\$131.44
	601597	06/29/16		MAY 17 - JUNE 30 MILEAGE	\$131.44
		11-000-262-590-09-TRV		MAY-JUNE MILEAGE	06/30/16 \$131.44
029498	08/15/16		1811	NJSBA	\$16,435.00
	700411	07/25/16		16-17 ANNUAL MEMBERSHIP DUES	\$16,435.00
		11-000-230-895-00-000		186188	08/15/16 \$16,435.00
029499	08/15/16		5176	NWN Corporation	\$873.76
	700201	07/01/16		Cat6 Cables	\$873.76
		11-190-100-610-07-TEC		in271807	08/15/16 \$873.76

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<b>029500</b>	<b>08/15/16</b>		<b>0949</b>	<b>ORIENTAL TRADING CO., INC.</b>	<b>\$850.25</b>
700194	07/01/16			classroom supplies	\$776.30
	11-212-100-610-08-000			678717373-01	08/15/16 \$388.15
	11-213-100-610-08-000			678717373-01	08/15/16 \$388.15
700284	07/07/16			STRESS BALLS HESS SPECIAL ED	\$73.95
	11-000-219-610-08-000			678717525-01	08/15/16 \$73.95
<b>029501</b>	<b>08/15/16</b>		<b>0069</b>	<b>PEARSON</b>	<b>\$38,688.39</b>
700023	07/01/16			Interactive Science	\$38,688.39
	11-190-100-640-05-000			7025037273	08/15/16 \$38,688.39
<b>029502</b>	<b>08/15/16</b>		<b>4983</b>	<b>PEARSON / CLINICAL ASSESSMENT</b>	<b>\$2,833.46</b>
700156	07/01/16			OT supplies	\$418.70
	11-000-216-610-08-000			10778194	08/15/16 \$418.70
700285	07/07/16			WISC-V RESPONSE BOOKLETS/FORMS	\$487.71
	11-000-219-610-08-000			10786235	08/15/16 \$487.71
700288	07/07/16			WIATT RECORD FORMS EVALUATIONS	\$573.30
	11-000-219-610-08-000			10786052	08/15/16 \$573.30
700289	07/07/16			PSYCHOLOGICAL ASSESSMENTS	\$1,353.75
	11-000-219-610-08-000			10785605/10782643	08/15/16 \$1,353.75
<b>029503</b>	<b>08/15/16</b>		<b>0490</b>	<b>PINELAND LEARNING CENTER, INC</b>	<b>\$14,263.80</b>
700431	07/28/16			16-17 TUITION/EXTRAORDINARY SV	\$14,263.80
	11-000-100-566-08-000			ESY J.M.	08/15/16 \$14,263.80
<b>029504</b>	<b>08/15/16</b>		<b>0493</b>	<b>PITNEY BOWES INC.</b>	<b>\$1,232.45</b>
700037	07/01/16			RED INK CARTRIDGE/POSTAGE METE	\$1,232.45
	11-000-230-530-00-PST			1001299806	08/15/16 \$1,232.45
<b>029505</b>	<b>08/15/16</b>		<b>0823</b>	<b>POCKET FULL OF THERAPY</b>	<b>\$229.77</b>
700158	07/01/16			OT supplies	\$229.77
	11-000-216-610-08-000			3036556A	08/15/16 \$229.77
<b>029506</b>	<b>08/15/16</b>		<b>0148</b>	<b>PRINTER TECH</b>	<b>\$2,121.00</b>
601537	06/03/16			supplies and parts	\$1,977.00
	11-190-100-610-07-TEC			5502	08/15/16 \$1,977.00
700059	07/01/16			toner cartridges	\$144.00
	11-190-100-610-07-TEC			5528	08/15/16 \$144.00
<b>029507</b>	<b>08/15/16</b>		<b>0528</b>	<b>REALLY GOOD STUFF</b>	<b>\$1,226.06</b>
700083	07/01/16			NAMEPLATES/DRY ERASE SLEEVES	\$67.63
	11-213-100-610-08-000			5617533	08/15/16 \$67.63
700121	07/01/16			TAPE STRIPS ELA;111	\$18.00
	11-213-100-610-08-000			5617534	08/15/16 \$18.00
700128	07/01/16			HESS SPECIAL ED SUPPLIES	\$384.73
	11-215-100-610-08-000			5563228	08/15/16 \$384.73
700131	07/01/16			SPECIAL ED TEACHING SUPPLY	\$165.20
	11-213-100-610-08-000			5617536	08/15/16 \$165.20
700135	07/01/16			HESS PREK SPECIAL ED SUPPLY	\$447.66
	11-215-100-610-08-000			5627098	08/15/16 \$447.66
700216	07/01/16			classroom supplies	\$53.92
	11-212-100-610-08-000			5584751	08/15/16 \$53.92
700227	07/01/16			classroom supplies;RM K20	\$88.92
	11-212-100-610-08-000			5587893	08/15/16 \$88.92

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Rec and Unrec checks

Hand and Machine checks

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029508	08/15/16		1343	RICOH USA INC.	\$729.47	
700297	07/08/16			MASTERS FOR PRIPORT DUPLICATOR	\$729.47	
	11-190-100-610-01-000			1063925997	08/15/16	\$729.47
029509	08/15/16		0810	RICOH USA, INC.	\$450.79	
700578	08/04/16			SHANER PRIPORT DUPLICATOR MAIN	\$450.79	
	11-190-100-500-01-000			5043482155	08/15/16	\$450.79
029510	08/15/16		0998	RICOH USA, INC.	\$4,612.00	
700039	07/01/16			ANNUAL COPIER LEASES 16-17	\$4,612.00	
	11-000-219-592-08-RNT			JULY	08/15/16	\$618.00
	11-000-240-500-01-RNT			JULY	08/15/16	\$178.64
	11-000-240-500-03-RNT			JULY	08/15/16	\$1,442.00
	11-000-240-500-04-RNT			JULY	08/15/16	\$918.72
	11-190-100-500-04-RNT			JULY	08/15/16	\$1,454.64
029511	08/15/16		0699	ROBERTS OXYGEN	\$59.50	
608011	07/01/15			POOL OXYGEN SUPPLIES - HESS	\$59.50	
	11-000-261-420-09-HES			H88769 June	06/30/16	\$59.50
029512	08/15/16		1477	RR BOOKS	\$8,558.55	
700317	07/11/16			READING MATERIALS SHANER	\$8,558.55	
	11-190-100-610-01-KLA			19634	08/15/16	\$8,558.55
029513	08/15/16		0538	RUSSELL REID INC.	\$574.50	
708033	07/15/16			GREASE TRAP SERVICE - ALL SCHS	\$574.50	
	11-000-262-420-09-cus			5080837-38-39	08/15/16	\$574.50
029514	08/15/16		0521	SAX ARTS & CRAFTS	\$494.85	
700266	07/06/16			DAVIES ART SUPPLIES	\$494.85	
	11-190-100-610-03-ART			208116589877	08/15/16	\$494.85
029515	08/15/16		1914	SCHINDLER ELEVATOR CORPORATION	\$9,885.82	
708010	07/07/16			ELEVATOR INSPEC.& MAINT.CONTR	\$9,885.82	
	11-000-261-420-09-DAV			8104303814/6643	08/15/16	\$2,205.52
	11-000-261-420-09-DUB			8104303814/6643	08/15/16	\$2,311.92
	11-000-261-420-09-HES			8104303814/6643	08/15/16	\$5,368.38
029516	08/15/16		1730	SCHOOL MATE	\$904.00	
700296	07/08/16			STUDENT FOLDERS SHANER SCHOOL	\$904.00	
	11-190-100-610-01-000			IN000446058	08/15/16	\$904.00
029517	08/15/16		1400	SCHOOL NURSE SUPPLY INC.	\$150.00	
700154	07/01/16			OT supplies	\$150.00	
	11-000-216-610-08-000			585458-IN	08/15/16	\$150.00
029518	08/15/16		5009	School Savers	\$407.30	
700076	07/01/16			DAVIES CALCULATORS ;A216	\$407.30	
	11-213-100-610-08-000			63836	08/15/16	\$407.30
029519	08/15/16		0417	SCHOOL SPECIALTY	\$2,322.99	
700163	07/01/16			instructional supplies	\$231.10	
	11-214-100-610-08-000			208116493981	08/15/16	\$231.10
700189	07/01/16			classroom supplies;C101	\$1,921.19	
	11-212-100-610-08-000			308102488715	08/15/16	\$960.59
	11-213-100-610-08-000			308102488715	08/15/16	\$960.60
700219	07/01/16			classroom supplies;C112	\$61.93	
	11-212-100-610-08-000			308102501321	08/15/16	\$61.93

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<b>029519</b>	<b>08/15/16</b>		<b>0417</b>	<b>SCHOOL SPECIALTY</b>	<b>\$2,322.99</b>
700222	07/01/16			classroom supplies	\$108.77
	11-212-100-610-08-000		208116572531		08/15/16 \$108.77
<b>029520</b>	<b>08/15/16</b>		<b>1638</b>	<b>SCHOOL SPECIALTY</b>	<b>\$2,667.15</b>
700071	07/01/16			HESS PREK STUDENT SUPPLIES	\$1,817.73
	20-223-100-610-01-COV		308102487969/208116		08/15/16 \$1,817.73
700247	07/01/16			TACKLESS PAPER HOLDER	\$435.50
	11-000-240-610-03-000		208116574977		08/15/16 \$435.50
700312	07/11/16			GR. K ELA SUPPLIES;RM. K-2	\$312.16
	11-190-100-610-01-KIN		208116602127		08/15/16 \$312.16
700365	07/14/16			GRAPH PAPER DAVIES MATH	\$101.76
	11-190-100-610-03-MTH		208116682853		08/15/16 \$101.76
<b>029521</b>	<b>08/15/16</b>		<b>0426</b>	<b>SCHOOLDUDE.COM</b>	<b>\$3,261.67</b>
708015	07/07/16			WEB- BASED WORK ORDER PROG	\$3,261.67
	11-000-262-420-09-MNT		R-50596		08/15/16 \$3,261.67
<b>029522</b>	<b>08/15/16</b>		<b>3338</b>	<b>SCOTT SCOTT</b>	<b>\$205.96</b>
700430	07/28/16			SSL Cert from GoDaddy	\$205.96
	11-000-252-500-07-TRV			REIM CONTENT KEEF	08/15/16 \$205.96
<b>029523</b>	<b>08/15/16</b>		<b>0607</b>	<b>SERVPRO OF CUMBERLAND COUNTY</b>	<b>\$66,650.57</b>
700505	08/01/16			MOLD RESTORATION/SERVICES HESS	\$66,650.57
	11-000-261-420-09-HES			MOLD RESTORATION	08/15/16 \$66,650.57
<b>029524</b>	<b>08/15/16</b>		<b>1996</b>	<b>SIMCARE PHARMACY</b>	<b>\$164.00</b>
700407	07/22/16			tubersol	\$164.00
	11-000-230-610-00-000		RX915724		08/15/16 \$164.00
<b>029525</b>	<b>08/15/16</b>		<b>1674</b>	<b>SIMPLEX GRINNELL</b>	<b>\$22,983.18</b>
708008	07/07/16			FIRE SYSTEMS CONTRACT 2016-17	\$22,652.18
	11-000-261-420-09-DAV		78645988		08/15/16 \$11,274.03
	11-000-261-420-09-HES		78645988		08/15/16 \$6,748.54
	11-000-261-420-09-SHA		78645988		08/15/16 \$4,629.61
708020	07/08/16			FIRE SPRINKLER SERVICE WORK	\$331.00
	11-000-261-420-09-DAV		82716137		08/15/16 \$331.00
<b>029526</b>	<b>08/15/16</b>		<b>0594</b>	<b>SOUTH JERSEY GAS COMPANY</b>	<b>\$2,679.64</b>
700040	07/01/16			16-17 GAS BILLING ESTIMATED	\$2,679.64
	11-000-262-621-01-GAS		JULY		08/15/16 \$40.96
	11-000-262-621-03-GAS		JULY		08/15/16 \$1,028.45
	11-000-262-621-04-GAS		JULY		08/15/16 \$1,610.23
<b>029527</b>	<b>08/15/16</b>		<b>1407</b>	<b>SOUTHPAW ENTERPRISES</b>	<b>\$55.00</b>
700153	07/01/16			OT supplies	\$55.00
	11-000-216-610-08-000		391568-IN		08/15/16 \$55.00
<b>029528</b>	<b>08/15/16</b>		<b>0349</b>	<b>SPRINGBOARD EDUCATION IN AMERICA LLC</b>	<b>\$7,728.00</b>
601586	06/29/16			SPRINGBOARD MONTHLY SERVICES	\$7,728.00
	20-231-100-300-05-DAV		15-16 SERVICES		06/30/16 \$800.00
	20-231-100-300-05-HES		15-16 SERVICES		06/30/16 \$6,928.00
<b>029529 V</b>	<b>08/15/16</b>	<b>08/15/16</b>	<b>00.0</b>	<b>\$ Multi Stub Void</b>	

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029530 V	08/15/16	08/15/16		00.0 \$ Multi Stub Void	
<b>029531</b>	<b>08/15/16</b>		<b>2759</b>	<b>STAPLES BUSINESS ADVANTAGE</b>	<b>\$8,287.54</b>
601573	06/22/16			Non-Instructional materials	\$19.54
	20-271-200-600-05-000		3308825057		08/15/16 \$19.54
700060	07/01/16			Supplies for Board Staff	\$69.18
	11-000-230-610-00-000		3308291434		08/15/16 \$69.18
700067	07/01/16			HESS PREK TEACH SUPPLIES	\$516.05
	20-223-100-610-01-COV		3308291435-436/3856		08/15/16 \$516.05
700073	07/01/16			speech supplies	\$74.35
	11-000-216-610-08-000		3308291437/2142		08/15/16 \$74.35
700079	07/01/16			LRC GR. 8 SUPPLIES;A216	\$45.53
	11-213-100-610-08-000		3308382146		08/15/16 \$45.53
700089	07/01/16			speech supplies	\$70.06
	11-000-216-610-08-000		3308382149/2152		08/15/16 \$70.06
700091	07/01/16			READ 180 MICROPHONES BATTERIES	\$490.48
	11-213-100-610-08-000		3308382155/759337		08/15/16 \$490.48
700096	07/01/16			SPECIAL ED SUPPLIES;B104	\$49.77
	11-213-100-610-08-000		3308759338		08/15/16 \$49.77
700104	07/01/16			SHANER LRC SUPPLIES;K8	\$198.76
	11-213-100-610-08-000		3308291438-439/8568		08/15/16 \$198.76
700113	07/01/16			SPECIAL ED SUPPLY;B111	\$45.33
	11-213-100-610-08-000		3308291442		08/15/16 \$45.33
700115	07/01/16			SPECIAL ED SUPPLY;B115	\$38.17
	11-213-100-610-08-000		3308382160		08/15/16 \$38.17
700116	07/01/16			SPECIAL ED SUPPLIES;D106	\$30.50
	11-213-100-610-08-000		3308382166		08/15/16 \$30.50
700118	07/01/16			SPECIAL ED SUPPLY;B104	\$65.80
	11-213-100-610-08-000		3308382170-2172		08/15/16 \$65.80
700127	07/01/16			SPECIAL ED SUPPLIES HESS	\$91.09
	11-215-100-610-08-000		3308291440-1441		08/15/16 \$91.09
700130	07/01/16			HESS SPECIAL ED SUPPLIES	\$53.60
	11-215-100-610-08-000		3308382179		08/15/16 \$53.60
700132	07/01/16			ELA SPECIAL ED SUPPLY;RM B109	\$48.83
	11-213-100-610-08-000		3308638569		08/15/16 \$48.83
700137	07/01/16			HESS PREK SPECIAL ED SUPPLIES	\$81.50
	11-215-100-610-08-000		3308382186/2191		08/15/16 \$81.50
700143	07/01/16			SHANER SPECIAL ED; RM 116	\$171.67
	11-213-100-610-08-000		3308382192		08/15/16 \$171.67
700144	07/01/16			SUPPLIES FOR SPEECH THERAPY	\$40.95
	11-000-216-610-08-000		3308382201/2196		08/15/16 \$40.95
700146	07/01/16			SUPPLIES FOR SPEECH THRAPY	\$34.17
	11-000-216-610-08-000		3308382203		08/15/16 \$34.17
700148	07/01/16			DAVIES SPECIAL ED;RM D107	\$27.05
	11-213-100-610-08-000		3308382205-2207		08/15/16 \$27.05
700167	07/01/16			classroom supplies	\$41.37
	11-212-100-610-08-000		3308963981		08/15/16 \$41.37

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<b>029531</b>	<b>08/15/16</b>		<b>2759</b>	<b>STAPLES BUSINESS ADVANTAGE</b>	<b>\$8,287.54</b>
700172	07/01/16			classroom supplies;RM. A114	\$47.84
	11-212-100-610-08-000		3308963982	08/15/16	\$47.84
700173	07/01/16			classroom supplies;A213	\$49.90
	11-212-100-610-08-000		3308963983	08/15/16	\$49.90
700221	07/01/16			ELA TEACHER SUPPLIES 16-17	\$208.03
	11-190-100-610-04-LAL		3308963984	08/15/16	\$208.03
700232	07/01/16			FOOD SVC DEPARTMENT SUPPLIES	\$228.37
	11-000-230-610-00-000		3308891964/825061/2	08/15/16	\$228.37
700243	07/01/16			DAVIES OFFICE SUPPLIES	\$894.25
	11-000-240-610-03-000		3309521783-784	08/15/16	\$894.25
700249	07/01/16			DAVIES OFFICE/SCHOOL SUPPLIES	\$4,555.40
	11-000-240-610-03-000		3309521785-789	08/15/16	\$2,825.27
	11-190-100-610-03-000		3309521785-789	08/15/16	\$1,730.13
<b>029532</b>	<b>08/15/16</b>		<b>2850</b>	<b>STATE OF NEW JERSEY</b>	<b>\$1,083.00</b>
700405	07/22/16			CATASTROPHIC ILLNESS FUND	\$1,083.00
	11-000-291-290-00-000		0216000242/000-00	08/15/16	\$1,083.00
<b>029533</b>	<b>08/15/16</b>		<b>0762</b>	<b>SUPER DUPER SCHOOL COMPANY</b>	<b>\$648.84</b>
700074	07/01/16			Speech supplies	\$327.15
	11-000-216-610-08-000		2175982A	08/15/16	\$327.15
700075	07/01/16			speech supplies	\$321.69
	11-000-216-610-08-000		2175971A	08/15/16	\$321.69
<b>029534</b>	<b>08/15/16</b>		<b>2733</b>	<b>SUPPLYWORKS</b>	<b>\$12,332.90</b>
708003	07/05/16			CUSTODIAL SUPPLIES-PAPER	\$11,720.00
	11-000-262-610-09-CUS		371654393-385-377	08/15/16	\$11,720.00
708032	07/14/16			CUSTODIAL CLEANING SUPPLIES	\$612.90
	11-000-262-610-09-CUS		372484683	08/15/16	\$612.90
<b>029535</b>	<b>08/15/16</b>		<b>2333</b>	<b>TALX UC EXPRESS</b>	<b>\$200.00</b>
700350	07/13/16			Unemployment Claims 16-17	\$200.00
	11-000-251-330-00-000		2143227	08/15/16	\$200.00
<b>029536 V</b>	<b>08/15/16</b>	<b>08/15/16</b>	<b>00.0</b>	<b>\$ Multi Stub Void</b>	
- - - - -					
<b>029537 V</b>	<b>08/15/16</b>	<b>08/15/16</b>	<b>00.0</b>	<b>\$ Multi Stub Void</b>	
- - - - -					
<b>029538 V</b>	<b>08/15/16</b>	<b>08/15/16</b>	<b>00.0</b>	<b>\$ Multi Stub Void</b>	
- - - - -					
<b>029539</b>	<b>08/15/16</b>		<b>1341</b>	<b>THE BOOKSOURCE</b>	<b>\$13,900.72</b>
700160	07/01/16			HESS ELA BOOKS;LAURA ALESZCZYK	\$167.05
	11-190-100-610-04-LAL		539364	08/15/16	\$167.05
700161	07/01/16			HESS ELA BOOKS;LORI BERNARD	\$199.88
	11-190-100-610-04-LAL		539317	08/15/16	\$6.73
	11-190-100-610-04-LAL		538884	08/15/16	\$193.15
700162	07/01/16			HESS ELA BOOKS;JANEEN BONOMO	\$338.95
	11-190-100-610-04-LAL		539381	08/15/16	\$338.95

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Starting date 8/15/2016

Ending date 8/15/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
029539	08/15/16		1341	THE BOOKSOURCE	\$13,900.72
700164	07/01/16			HESS ELA BOOKS;JEDE BRUTON	\$182.80
	11-190-100-610-04-LAL		538686/538384	08/15/16	\$182.80
700165	07/01/16			ELA BOOKS;CAROLYN CONNOLLY	\$351.09
	11-190-100-610-04-LAL		538386/540094	08/15/16	\$351.09
700166	07/01/16			ELA BOOKS;STEPHANIE CORDA	\$351.07
	11-190-100-610-04-LAL		539187	08/15/16	\$8.98
	11-190-100-610-04-LAL		538919	08/15/16	\$342.09
700168	07/01/16			ELA BOOKS;BRETT DERRINGER	\$344.45
	11-190-100-610-04-LAL		538796	08/15/16	\$344.45
700169	07/01/16			ELA BOOKS;KATIE DOONER	\$174.27
	11-190-100-610-04-LAL		539070	08/15/16	\$174.27
700170	07/01/16			ELA BOOKS;KELLY FILOON	\$187.05
	11-190-100-610-04-LAL		538787	08/15/16	\$187.05
700171	07/01/16			ELA BOOKS;AMANDA FORTUNE	\$185.50
	11-190-100-610-04-LAL		539043	08/15/16	\$185.50
700174	07/01/16			ELA BOOKS; NICHOLAS GABRIEL	\$178.55
	11-190-100-610-04-LAL		539088	08/15/16	\$178.55
700175	07/01/16			HESS ELA BOOKS; DAVE GATTO	\$350.08
	11-190-100-610-04-LAL		539196	08/15/16	\$350.08
700176	07/01/16			HESS ELA BOOKS;KELLY GIBBONS	\$196.18
	11-190-100-610-04-LAL		538807	08/15/16	\$196.18
700177	07/01/16			HESS ELA BOOKS;HEATHER GIGLIO	\$308.90
	11-190-100-610-04-LAL		538669	08/15/16	\$308.90
700178	07/01/16			ELA BOOKS;JESSICA GILLESPIE	\$197.56
	11-190-100-610-04-LAL		539110	08/15/16	\$197.56
700179	07/01/16			ELA BOOKS;STACY GIORDANO	\$325.33
	11-190-100-610-04-LAL		538815	08/15/16	\$325.33
700180	07/01/16			ELA BOOKS;STEFANIE GREEN	\$150.18
	11-190-100-610-04-LAL		538931	08/15/16	\$150.18
700182	07/01/16			ELA BOOKS;JESSICA HANLEY	\$299.63
	11-190-100-610-04-LAL		539030	08/15/16	\$299.63
700183	07/01/16			ELA BOOKS;BONNIE HORNER	\$235.83
	11-190-100-610-04-LAL		538929	08/15/16	\$235.83
700184	07/01/16			ELA BOOKS;RACHEL HUSTA	\$173.11
	11-190-100-610-04-LAL		538820	08/15/16	\$173.11
700190	07/01/16			ELA BOOKS;SHARI LEMMA	\$316.79
	11-190-100-610-04-LAL		539194	08/15/16	\$316.79
700191	07/01/16			ELA BOOKS;B. LESZCZYNSKI	\$345.49
	11-190-100-610-04-LAL		538830	08/15/16	\$345.49
700192	07/01/16			ELA BOOKS;STEPHANIE MCKENSIE	\$292.01
	11-190-100-610-04-LAL		539267	08/15/16	\$292.01
700193	07/01/16			ELA BOOKS;CORY MEISENHELTER	\$179.55
	11-190-100-610-04-LAL		539058	08/15/16	\$179.55
700195	07/01/16			ELA BOOKS;NATALIE MORRIS	\$302.12
	11-190-100-610-04-LAL		538708	08/15/16	\$302.12
700196	07/01/16			ELA BOOKS;SANDI NORD	\$285.13
	11-190-100-610-04-LAL		539382	08/15/16	\$285.13

Starting date 8/15/2016 Ending date 8/15/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
<b>029539</b>	<b>08/15/16</b>		<b>1341</b>	<b>THE BOOKSOURCE</b>	<b>\$13,900.72</b>
700197	07/01/16			ELA BOOKS;SARAH PLATT	\$310.57
	11-190-100-610-04-LAL		539193		08/15/16 \$310.57
700199	07/01/16			ELA BOOKS;LORI ROBINSON	\$327.10
	11-190-100-610-04-LAL		539390		08/15/16 \$327.10
700203	07/01/16			ELA SUPPLIES;LISA ROTKOWITZ	\$312.24
	11-190-100-610-04-LAL		538972		08/15/16 \$312.24
700204	07/01/16			ELA BOOKS;MARIA SARNO	\$325.79
	11-190-100-610-04-LAL		538879		08/15/16 \$325.79
700205	07/01/16			ELA BOOKS;CHRISTINE SCARANO	\$336.50
	11-190-100-610-04-LAL		538969		08/15/16 \$336.50
700206	07/01/16			ELA BOOKS;CAROLYN SCIANNI	\$350.36
	11-190-100-610-04-LAL		538870		08/15/16 \$350.36
700207	07/01/16			ELA BOOKS;TAMMY STEELMAN	\$302.62
	11-190-100-610-04-LAL		538877		08/15/16 \$302.62
700208	07/01/16			ELA BOOKS;TARA THIES	\$178.38
	11-190-100-610-04-LAL		539835/540260		08/15/16 \$178.38
700209	07/01/16			ELA BOOKS;JESSICA WARD	\$150.74
	11-190-100-610-04-LAL		538935		08/15/16 \$150.74
700210	07/01/16			ELA BOOKS 16-17;LISA WEBER	\$292.06
	11-190-100-610-04-LAL		539318		08/15/16 \$292.06
700211	07/01/16			ELA BOOKS;STACY WEINER	\$316.56
	11-190-100-610-04-LAL		539154		08/15/16 \$316.56
700226	07/01/16			ELA BOOKS;TAMMY WELSEY	\$4,079.25
	11-190-100-610-04-LAL		539222		08/15/16 \$4,079.25
<b>029540</b>	<b>08/15/16</b>		<b>0636</b>	<b>TOWNSHIP OF HAMILTON</b>	<b>\$2,211.00</b>
700057	07/01/16			2016-2017 WASTE HAULING	\$2,211.00
	11-000-262-420-09-cus		AUG 16-0083		08/15/16 \$2,211.00
<b>029541</b>	<b>08/15/16</b>		<b>9281</b>	<b>TOWNSHIP OF HAMILTON POLICE DEPARTMENT</b>	<b>\$744.45</b>
601043	11/10/15			SECURITY FOR GRADUATION	\$744.45
	11-000-240-500-03-000		16-00001		06/30/16 \$744.45
<b>029542</b>	<b>08/15/16</b>		<b>1902</b>	<b>TREASURER, STATE OF NEW JERSEY</b>	<b>\$141,266.75</b>
601592	06/30/16			TPAF/FICA REIMBURSEMENT	\$141,266.75
	20-220-200-200-00-PRE		A/P at YE		06/30/16 \$90,396.38
	20-231-200-200-05-DAV		A/P at YE		06/30/16 \$15,638.38
	20-231-200-200-05-HES		A/P at YE		06/30/16 \$19,547.97
	20-231-200-200-05-SHA		A/P at YE		06/30/16 \$6,032.24
	20-241-200-200-05-000		A/P at YE		06/30/16 \$1,668.98
	20-270-200-200-05-000		A/P at YE		06/30/16 \$7,982.80
<b>029543</b>	<b>08/15/16</b>		<b>0630</b>	<b>TREASURER, STATE OF NJ</b>	<b>\$255.00</b>
700422	07/25/16			MEDICAL WASTE GENERATOR ANNUAL	\$255.00
	11-000-213-500-00-000		WASTE GENERATOR:		08/15/16 \$255.00
<b>029544</b>	<b>08/15/16</b>		<b>0038</b>	<b>TRIARCO ARTS AND CRAFTS</b>	<b>\$271.88</b>
700267	07/06/16			DAVIES ART SUPPLIES	\$271.88
	11-190-100-610-03-ART		26785		08/15/16 \$271.88
<b>029545</b>	<b>08/15/16</b>		<b>0032</b>	<b>UNITED ELECTRIC SUPPLY</b>	<b>\$4,184.25</b>
708031	07/14/16			ELECTRICAL SUPPLIES -DISTRICT	\$4,184.25
	11-000-261-610-09-DAV		S103464801.001-002		08/15/16 \$1,394.75

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Rec and Unrec checks

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Starting date 8/15/2016

Ending date 8/15/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
<b>029545</b>	<b>08/15/16</b>		<b>0032</b>	<b>UNITED ELECTRIC SUPPLY</b>	<b>\$4,184.25</b>
708031	07/14/16			ELECTRICAL SUPPLIES -DISTRICT	\$4,184.25
	11-000-261-610-09-HES			S103464801.001-002	08/15/16 \$1,394.75
	11-000-261-610-09-SHA			S103464801.001-002	08/15/16 \$1,394.75
<b>029546</b>	<b>08/15/16</b>		<b>0755</b>	<b>UNITED PARCEL SERVICE</b>	<b>\$120.29</b>
600142	07/01/15			EXPRESS MAIL PICK UP/DELIVERY	\$38.00
	11-000-230-530-00-PST			E23388306	06/30/16 \$38.00
700041	07/01/16			16-17 EXPRESS MAIL PICK UP/DEL	\$82.29
	11-000-230-530-00-PST			E23388306	08/15/16 \$82.29
<b>029547</b>	<b>08/15/16</b>		<b>0447</b>	<b>VERIZON WIRELESS</b>	<b>\$82.00</b>
600780	09/02/15			IPAD AIR AND BROADBAND	\$30.02
	11-000-230-530-01-TLP			JUNE 9768790438	06/30/16 \$30.02
601288	01/19/16			Unlimited data for iPad	\$51.98
	11-000-230-610-00-000			9768790438	06/30/16 \$51.98
<b>029548</b>	<b>08/15/16</b>		<b>6876</b>	<b>VERIZON WIRELESS</b>	<b>\$1,588.88</b>
600143	07/01/15			WIRELESS INTERNET IPAD2 ADMINIS	\$212.22
	11-000-230-530-00-TLP			JUNE 9768790438	06/30/16 \$63.08
	11-000-230-530-01-TLP			JUNE 9768790438	06/30/16 \$3.02
	11-000-230-530-03-TLP			JUNE 9768790438	06/30/16 \$83.06
	11-000-230-530-04-TLP			JUNE 9768790438	06/30/16 \$63.06
600306	07/08/15			iPad Air 16GB, Data plan	\$90.02
	11-000-230-530-01-TLP			JUNE 9768790438	06/30/16 \$90.02
700042	07/01/16			16-17 /INTERNET/MOBILE SVC	\$1,286.64
	11-000-230-530-00-NEX			JULY 9769188042	08/15/16 \$1,286.64
<b>029549</b>	<b>08/15/16</b>		<b>1465</b>	<b>VILLARSON, MARTINA</b>	<b>\$450.00</b>
700100	07/01/16			SPANISH SPEECH EVALUATION	\$450.00
	11-000-219-390-08-000			B.R. SPEECH EVAL	08/15/16 \$450.00
<b>029550</b>	<b>08/15/16</b>		<b>9739</b>	<b>W.B. MASON CO. INC.</b>	<b>\$518.51</b>
700092	07/01/16			COPY PAPER FOR READ 180	\$243.10
	11-213-100-610-08-000			I35945576	08/15/16 \$243.10
700256	07/06/16			SPANISH COPY PAPER	\$93.64
	11-190-100-610-03-WLG			I36268109	08/15/16 \$93.64
700315	07/11/16			BATTERIES FOR SHANER GYM	\$70.28
	11-190-100-610-01-HPE			I36342554	08/15/16 \$70.28
700327	07/12/16			COLORED COPY PAPER DAVIES GYM	\$86.50
	11-402-100-610-03-000			I36342505	08/15/16 \$86.50
700356	07/13/16			LIQUID CHALK MARKER	\$24.99
	11-190-100-610-03-MTH			I36339864	08/15/16 \$24.99
<b>029551</b>	<b>08/15/16</b>		<b>0900</b>	<b>WEST MUSIC</b>	<b>\$96.95</b>
700324	07/11/16			CANOPIES AND MALLETS PROPS	\$96.95
	11-190-100-610-01-MUS			SI1318787	08/15/16 \$96.95
<b>029552</b>	<b>08/15/16</b>		<b>1323</b>	<b>WILSON LANGUAGE TRAINING CORP</b>	<b>\$5,600.88</b>
700228	07/01/16			ELA WORD STUDY MATERIALS	\$2,765.88
	11-190-100-610-04-LAL			1645618	08/15/16 \$2,765.88
700318	07/11/16			PHONICS/HANDWRITING MATERIAL	\$2,835.00
	11-190-100-610-01-KLA			1646082	08/15/16 \$2,835.00



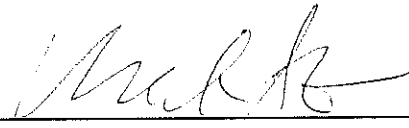
Starting date 8/15/2016 Ending date 8/15/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
029553	08/15/16		2494	XTEL COMMUNICATIONS INC	\$3,469.66
700043	07/01/16			16-17 LONG DISTANCE PHONE BILL	\$3,469.66
				11-000-230-530-00-TLP JULY	\$284.72
				11-000-230-530-01-TLP JULY	\$491.29
				11-000-230-530-03-TLP JULY	\$1,350.41
				11-000-230-530-04-TLP JULY	\$1,343.24
029554	08/15/16		0690	YALE SCHOOL EAST, INC.	\$5,792.43
601596	06/29/16			15-16 TUITION MAY 23-JUNE 30	\$5,792.43
				11-000-100-566-08-000 M.K. MAY-JUNE	\$5,792.43

<b>Fund Totals</b>
--------------------

10 GENERAL FUND	\$6,842.00
11 GENERAL CURRENT EXPENSE	\$561,944.41
12 CAPITAL OUTLAY	\$11,541.80
20 SPECIAL REVENUE FUNDS	\$164,685.13
<b>Total for all checks listed</b>	<b>\$745,013.34</b>

Prepared and submitted by:



Board Secretary

8/23/16

Date

Check Journal  
Rec and Unrec checks

HAMILTON TOWNSHIP BOARD OF ED  
Hand and Machine checks


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Starting date 8/9/2016 Ending date 6/30/2017

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
991300 H	08/19/16		9458	HAMILTON TOWNSHIP AGENCY ACCOUNT	\$197.83
700306	07/08/16			EMPLOYERS SHARE DCRP-PAYROLL	\$197.83
	11-000-291-241-00-000			payroll 8/19	08/19/16 \$197.83

**Fund Totals**

11 GENERAL CURRENT EXPENSE \$197.83  
Total for all checks listed \$197.83

Prepared and submitted by:   
Board Secretary

8/23/16  
Date

Rec and Unrec checks

Hand and Machine checks

08/19/16 10:40

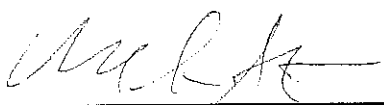
Starting date 8/19/2016

Ending date 8/19/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
<b>029555</b>	<b>08/19/16</b>		<b>1773</b>	<b>CDW GOVERNMENT INC.</b>	<b>\$1,128.07</b>
600979	10/21/15			Harddrives	\$1,128.07
	11-190-100-610-07-TEC			BBP8364	06/30/16 \$1,113.40
	11-190-100-610-07-TEC			BBP8364	08/19/16 \$14.67
<b>029556</b>	<b>08/19/16</b>		<b>1352</b>	<b>DISCOVERY LEARNING CENTER</b>	<b>\$16,872.20</b>
600900	09/29/15			Preschool Services	\$16,872.20
	20-220-200-321-00-PRE			JUNE PAYMENT	06/30/16 \$16,872.20
<b>029557</b>	<b>08/19/16</b>		<b>0223</b>	<b>FOLLETT SCHOOL SOLUTIONS</b>	<b>\$303.90</b>
601523	05/25/16			Follett 6300 Cordless Scanner	\$303.90
	11-190-100-610-07-TEC			Quote 956762	06/30/16 \$306.66
	11-190-100-610-07-TEC			1225995	08/19/16 (\$2.76)
<b>029558</b>	<b>08/19/16</b>		<b>0259</b>	<b>GEHRHSD</b>	<b>\$15,124.60</b>
601394	03/04/16			PS6-PS7 TRANSPORT CONTRACT	\$15,124.60
	11-000-270-515-11-000			6V0628/7V0005	06/30/16 \$14,508.00
	11-000-270-515-11-ADM			6V0628/7V0005	06/30/16 \$616.60

<b>Fund Totals</b>
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11	GENERAL CURRENT EXPENSE	\$16,556.57
20	SPECIAL REVENUE FUNDS	\$16,872.20
	Total for all checks listed	\$33,428.77

Prepared and submitted by:   
 Board Secretary

8/19/16  
 Date

Check Journal  
Rec and Unrec checks

HAMILTON TOWNSHIP BOARD OF ED  
Hand and Machine checks

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Starting date 8/25/2016 Ending date 6/30/2017

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
991302 H	08/25/16		2536	HORIZON HEALTHCARE	\$30.00
700308	07/08/16			FSA MONTHLY FEE 16-17	\$30.00
	11-000-251-330-00-000			August Wire	08/25/16 \$30.00

**Fund Totals**

11	GENERAL CURRENT EXPENSE	\$30.00
	Total for all checks listed	\$30.00

Prepared and submitted by: \_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

Check Journal  
Rec and Unrec checks

HAMILTON TOWNSHIP BOARD OF ED  
Hand and Machine checks

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09/06/16 13:14

Starting date 9/2/2016 Ending date 6/30/2017

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
991303 H	09/02/16		9458	HAMILTON TOWNSHIP AGENCY ACCOUNT	\$1,395.14
700306	07/08/16			EMPLOYERS SHARE DCRP-PAYROLL	\$1,395.14
	11-000-291-241-00-000			payroll 9/2	09/02/16 \$1,395.14

**Fund Totals**

11 GENERAL CURRENT EXPENSE \$1,395.14  
Total for all checks listed \$1,395.14

Prepared and submitted by: \_\_\_\_\_  
Board Secretary

\_\_\_\_\_ Date

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Starting date 9/6/2016 Ending date 6/30/2017

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
991304 H	09/06/16		9458	HAMILTON TOWNSHIP AGENCY ACCOUNT	\$138.44
700303	07/08/16			EMPLOYERS SHARE DCRP-INSURANCE	\$138.44
	11-000-291-241-00-000			August	09/06/16 \$138.44

**Fund Totals**

11 GENERAL CURRENT EXPENSE \$138.44  
Total for all checks listed \$138.44

Prepared and submitted by: \_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

Starting date 9/12/2016 Ending date 9/12/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
<b>029559</b>	<b>09/12/16</b>		<b>0006</b>	<b>ACASA</b>	<b>\$675.00</b>
700709	08/31/16			2016-2017 MEMBERSHIP DUES	\$675.00
	11-000-230-890-00-000			ANNUAL DUES	09/06/16 \$675.00
<b>029560</b>	<b>09/12/16</b>		<b>0007</b>	<b>ACASBO</b>	<b>\$300.00</b>
700683	08/23/16			ANNUAL MEMBERSHIP DUES	\$300.00
	11-000-251-890-00-000			ANNUAL DUES	09/06/16 \$300.00
<b>029561</b>	<b>09/12/16</b>		<b>1354</b>	<b>ACE PLUMBING HEATING &amp; ELECTRICAL SUPPLY</b>	<b>\$522.46</b>
708047	07/27/16			PLUMBING SUPPLIES -HESS	\$432.14
	11-000-261-610-09-HES			S3105938.001	09/12/16 \$432.14
708058	08/03/16			PLUMBING SUPPLIES -SHANER	\$90.32
	11-000-261-610-09-SHA			S3109941.002	09/12/16 \$90.32
<b>029562</b>	<b>09/12/16</b>		<b>0789</b>	<b>ACP, LLC</b>	<b>\$965.00</b>
708083	08/16/16			CUSTODIAL SUPPLIES -FUZZY FEET	\$965.00
	11-000-262-610-09-CUS			6186	09/12/16 \$965.00
<b>029563</b>	<b>09/12/16</b>		<b>0838</b>	<b>ACSSSD</b>	<b>\$28,900.00</b>
700640	08/11/16			PERSONAL AIDE AGREEMENT 16-17	\$6,900.00
	11-000-100-565-08-000			17-00047 ESY	09/12/16 \$6,900.00
700641	08/11/16			ESY TUITION CHARGES PER CONTRA	\$22,000.00
	11-000-100-565-08-000			17-00022	09/12/16 \$22,000.00
<b>029564</b>	<b>09/12/16</b>		<b>1807</b>	<b>ATLANTIC CITY ELECTRIC</b>	<b>\$55,840.17</b>
700032	07/01/16			2016-2017 ELECTRIC BILLING	\$55,840.17
	11-000-262-622-00-ELE			AUGUST	09/12/16 \$123.36
	11-000-262-622-01-ELE			AUGUST	09/12/16 \$9,698.40
	11-000-262-622-02-ELE			AUGUST	09/12/16 \$1,257.75
	11-000-262-622-04-ELE			AUGUST	09/12/16 \$44,760.66
<b>029565</b>	<b>09/12/16</b>		<b>0346</b>	<b>ATLANTIC COUNTY DEPT OF PUBLIC WORKS</b>	<b>\$335.53</b>
700360	07/14/16			16-17 ESTIMATED FUEL/GASOLINE	\$335.53
	11-000-262-610-00-VEH			JULY	09/12/16 \$335.53
<b>029566</b>	<b>09/12/16</b>		<b>0019</b>	<b>ATLANTIC IRRIGATION SPECIALTIES, INC.</b>	<b>\$320.67</b>
708060	08/04/16			GROUNDS SUPPLIES -IRRIGATION	\$320.67
	11-000-263-610-00-GND			4381904	09/12/16 \$320.67
<b>029567</b>	<b>09/12/16</b>		<b>9699</b>	<b>ATLANTICARE PHYSICIAN GROUP</b>	<b>\$2,019.00</b>
700015	07/01/16			16-17 NEW EMPLOYEE DRUG TESTIN	\$2,019.00
	11-000-213-330-00-000			18075 JULY	09/12/16 \$2,019.00
<b>029568</b>	<b>09/12/16</b>		<b>0817</b>	<b>AUTISM-PRODUCT.COM</b>	<b>\$248.26</b>
700628	08/10/16			EQUIPMENT TO ASSIST STUDENTS	\$248.26
	11-214-100-610-08-000			31704	09/12/16 \$248.26
<b>029569</b>	<b>09/12/16</b>		<b>1300</b>	<b>BANCROFT NEURO HEALTH</b>	<b>\$5,135.58</b>
700025	07/01/16			16-17 TUITION CONTRACTS	\$5,135.58
	11-000-100-566-08-000			SEPT M.C.	09/12/16 \$5,135.58
<b>029570</b>	<b>09/12/16</b>		<b>2397</b>	<b>BAYADA NURSES</b>	<b>\$4,937.35</b>
700614	08/08/16			NURSING SERVICES 16-17 YEAR	\$4,937.35
	11-000-217-300-08-000			JULY 1-JULY 29	09/12/16 \$4,937.35
<b>029571</b>	<b>09/12/16</b>		<b>0313</b>	<b>BECKERS SCHOOL SUPPLIES</b>	<b>\$29.50</b>
700151	07/01/16			BLANKETS FOR PREK CLASSROOM	\$29.50
	20-220-100-600-00-PRE			1403703-IN	09/12/16 \$29.50

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<b>029572</b>	<b>09/12/16</b>		<b>0216</b>	<b>BIBLIOTHECA, LLC</b>	<b>\$569.10</b>
700363	07/14/16			RENEWAL BOOK SECURITY SOFTWARE	\$569.10
	11-000-222-320-03-000			SI0015909-US	09/12/16 \$569.10
<b>029573</b>	<b>09/12/16</b>		<b>0380</b>	<b>BOUND TO STAY BOUND BOOKS</b>	<b>\$220.86</b>
700293	07/07/16			SHANER LIBRARY BOOKS	\$220.86
	11-000-222-610-01-000			936050	09/12/16 \$220.86
<b>029574</b>	<b>09/12/16</b>		<b>1002</b>	<b>BRAINPOP</b>	<b>\$5,340.00</b>
700507	08/01/16			Renewal subsc for School Dist	\$5,340.00
	11-190-100-610-07-TEC			US143364	09/12/16 \$5,340.00
<b>029575</b>	<b>09/12/16</b>		<b>1250</b>	<b>CARTRIDGE WORLD</b>	<b>\$274.89</b>
700396	07/18/16			toner cart. HP130 DesignJet	\$274.89
	11-190-100-610-07-TEC			133208	09/12/16 \$274.89
<b>029576</b>	<b>09/12/16</b>		<b>1773</b>	<b>CDW GOVERNMENT INC.</b>	<b>\$34,415.99</b>
601526	05/27/16			MRESC Coop	\$32,615.00
	11-190-100-610-07-TEC			DKV4943	09/12/16 \$32,615.00
700241	07/01/16			samsung drive	\$172.79
	11-000-252-600-07-TEC			DTF3369	09/12/16 \$172.79
700391	07/15/16			ipad mini 4 cases	\$775.00
	11-190-100-610-07-TEC			DTT1565/DTL5206	09/12/16 \$775.00
700445	07/28/16			HESS TECH CLASS SUPPLIES	\$137.75
	11-190-100-610-04-TEC			FCS0569/DWG5065	09/12/16 \$137.75
700529	08/02/16			DAVIES AVA CHARGING STATION	\$715.45
	11-190-100-610-03-AVA			DZB3691	09/12/16 \$715.45
<b>029577</b>	<b>09/12/16</b>		<b>3100</b>	<b>CLASSROOM DIRECT. COM</b>	<b>\$126.92</b>
700387	07/15/16			MATERIALS FOR SC CLASS	\$126.92
	11-212-100-610-08-000			308102576292	09/12/16 \$126.92
<b>029578</b>	<b>09/12/16</b>		<b>0339</b>	<b>COASTAL ENVIRONMENTAL</b>	<b>\$6,664.00</b>
708038	07/22/16			HESS SCH. SITE INSPECT.C WING	\$2,156.00
	11-000-262-420-09-MNT			C2527	09/12/16 \$2,156.00
708084	08/08/16			HESS IAQ INVESTIGATION	\$4,508.00
	11-000-261-420-09-HES			C2528	09/12/16 \$4,508.00
<b>029579</b>	<b>09/12/16</b>		<b>0489</b>	<b>COMCAST</b>	<b>\$6,413.37</b>
700033	07/01/16			16-17 ETHERNET/INTERNET CHARGE	\$6,413.37
	11-190-100-500-07-TEC			SEPT 45461222	09/12/16 \$6,413.37
<b>029580</b>	<b>09/12/16</b>		<b>0449</b>	<b>COMCAST CABLE</b>	<b>\$279.72</b>
700034	07/01/16			16-17 TV/INTERNET HIGH SPEED	\$279.72
	11-190-100-500-07-TEC			SEPTEMBER	09/12/16 \$279.72
<b>029581</b>	<b>09/12/16</b>		<b>7248</b>	<b>COMMERCIAL INTERIORS DIRECT, INC.</b>	<b>\$39,337.75</b>
708053	07/25/16			SUPPLIES FOR HESS FLOORING	\$5,971.55
	11-000-261-610-09-HES			10058	09/12/16 \$5,971.55
708061	08/03/16			HESS MOLD FLOORING RE-TILING	\$32,614.30
	11-000-261-420-09-HES			10081	09/12/16 \$32,614.30
708064	08/04/16			HESS WALL EDGING - MOLD FINISH	\$751.90
	11-000-261-610-09-HES			10073	09/12/16 \$751.90

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<b>029582</b>	<b>09/12/16</b>		<b>6746</b>	<b>CONCENSUS CONSULTING, LLC</b>	<b>\$12,755.00</b>
700239	07/01/16			cloud migrator-tech svcs	\$12,755.00
	11-190-100-340-07-TEC		14897-14785		\$12,755.00
				09/06/16	
<b>029583</b>	<b>09/12/16</b>		<b>1337</b>	<b>CREATIVE NOTEBOOK SOLUTIONS</b>	<b>\$68.75</b>
700485	08/01/16			PLTW ENGINEERING NOTEBOOKS	\$68.75
	11-190-100-610-03-TEC		6339		\$68.75
				09/12/16	
<b>029584</b>	<b>09/12/16</b>		<b>0275</b>	<b>CREATIVE SPORTS</b>	<b>\$363.00</b>
700372	07/14/16			DAVIES BASKETBALL EQUIPMENT	\$363.00
	11-402-100-610-03-000		1098		\$363.00
				09/12/16	
<b>029585</b>	<b>09/12/16</b>		<b>1153</b>	<b>CROWN AWARDS</b>	<b>\$200.03</b>
700541	08/02/16			SCIENCE FAIR MEDALS	\$200.03
	11-190-100-610-04-SSS		32852311		\$200.03
				09/12/16	
<b>029586</b>	<b>09/12/16</b>		<b>0639</b>	<b>DELL COMPUTERS</b>	<b>\$38,715.00</b>
601574	06/23/16			laptops/computers	\$28,965.00
	20-234-100-600-05-SHA		XK175K4F2/XK1547K1		\$28,965.00
				09/12/16	
700522	08/02/16			Optiplex 3240 for Cafes	\$9,750.00
	11-190-100-610-07-TEC		XK18WX477		\$9,750.00
				09/12/16	
<b>029587</b>	<b>09/12/16</b>		<b>0044</b>	<b>DEMCO</b>	<b>\$377.21</b>
700532	08/02/16			HESS LIBRARY SUPPLIES	\$377.21
	11-000-222-610-04-000		5933029		\$377.21
				09/12/16	
<b>029588</b>	<b>09/12/16</b>		<b>1032</b>	<b>DIFFERENT ROADS TO LEARNING</b>	<b>\$1,132.54</b>
700560	08/03/16			classroom materials	\$1,132.54
	11-214-100-610-08-000		127604A		\$1,132.54
				09/12/16	
<b>029589</b>	<b>09/12/16</b>		<b>0531</b>	<b>EAI EDUCATION/ ERIC ARMIN INC</b>	<b>\$154.85</b>
700362	07/14/16			DAVIES MATH MEASURING TOOLS	\$154.85
	11-190-100-610-03-MTH		INV0779108		\$154.85
				09/12/16	
<b>029590</b>	<b>09/12/16</b>		<b>5665</b>	<b>EARL GIRLS, INC</b>	<b>\$200.00</b>
708050	07/28/16			MEMORY CARD - HESS AUD.EQUIP.	\$200.00
	11-000-262-610-09-MNT		2016-591		\$200.00
				09/12/16	
<b>029591</b>	<b>09/12/16</b>		<b>1369</b>	<b>EPIC HEALTH SERVICES INC.</b>	<b>\$9,356.25</b>
601007	10/29/15			Professional Services	\$922.50
	11-000-217-300-08-000		432390 JUNE		\$922.50
				09/12/16	
700617	08/09/16			PROFESSIONAL SERVICES	\$8,433.75
	11-000-217-300-08-000		JULY I.D./ M.N.		\$8,433.75
				09/12/16	
<b>029592</b>	<b>09/12/16</b>		<b>1085</b>	<b>FIREPLACE, INC.</b>	<b>\$350.00</b>
700691	08/24/16			Smore Subscription for Davies	\$350.00
	11-190-100-610-07-TEC		160824M1		\$350.00
				09/06/16	
<b>029593</b>	<b>09/12/16</b>		<b>0223</b>	<b>FOLLETT SCHOOL SOLUTIONS</b>	<b>\$7,236.35</b>
700320	07/11/16			SHANER LIBRARY BOOKS	\$2,046.57
	11-000-222-610-01-000		430751-6		\$1,776.19
	11-000-222-610-01-000		430751F-5		\$270.38
				09/12/16	
700361	07/14/16			DAVIES ELA TEXTBOOKS	\$1,183.50
	11-190-100-610-03-LAL		434465-1/F-0		\$1,183.50
				09/12/16	
700366	07/14/16			DAVIES ELA TEXTBOOKS	\$1,104.60
	11-190-100-610-03-LAL		1990293A-B-C		\$1,104.60
				09/12/16	

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<b>029593</b>	<b>09/12/16</b>		<b>0223</b>	<b>FOLLETT SCHOOL SOLUTIONS</b>	<b>\$7,236.35</b>
700367	07/14/16			DAVIES ELA TEXTBOOKS	\$1,215.00
	11-190-100-610-03-LAL			434307F-4	\$1,215.00
700533	08/02/16			HESS LIBRARY BOOKS AND SCANNER	\$211.48
	11-000-222-610-04-000			443956F-1	\$0.01
	11-190-100-610-04-SWE			443956F-1	\$211.47
700536	08/02/16			NP TEXTBOOK ORDER	\$1,475.20
	20-501-100-640-20-000			1990238A	\$1,475.20
<b>029594</b>	<b>09/12/16</b>		<b>1664</b>	<b>FORD, SCOTT &amp; ASSOCIATES, LLC</b>	<b>\$12,000.00</b>
700017	07/01/16			AUDIT YEAR END JUNE 30, 2016	\$12,000.00
	11-000-230-332-00-000			PAYMENT #1	\$12,000.00
<b>029595</b>	<b>09/12/16</b>		<b>1065</b>	<b>FRANKLIN MACHINE PRODUCTS</b>	<b>\$358.93</b>
708029	07/07/16			APPLIANCE REPAIR PARTS -DAVIES	\$358.93
	11-000-262-610-09-MNT			2268391	\$358.93
<b>029596</b>	<b>09/12/16</b>		<b>0404</b>	<b>GALLOPADE INTERNATIONAL</b>	<b>\$949.95</b>
700544	08/02/16			HISTORY SUPPLIES HESS	\$949.95
	11-190-100-610-04-SSS			164582	\$949.95
<b>029597</b>	<b>09/12/16</b>		<b>0040</b>	<b>GAMBLE MUSIC COMPANY</b>	<b>\$322.05</b>
700591	08/04/16			FILING BOXES DAVIES MUSIC DEPT	\$322.05
	11-401-100-610-03-000			163753	\$322.05
<b>029598</b>	<b>09/12/16</b>		<b>0591</b>	<b>GENESIS EDUCATIONAL SERVICES INC.</b>	<b>\$350.00</b>
700398	07/19/16			bus assgmt import	\$350.00
	11-190-100-610-07-TEC			16-453	\$350.00
<b>029599</b>	<b>09/12/16</b>		<b>1206</b>	<b>GEORGE ELY ASSOCIATES, INC.</b>	<b>\$3,769.00</b>
700271	07/06/16			OUTSIDE EQUIPMENT ACTIVITY CTR	\$3,769.00
	11-190-100-610-03-HPE			e-35191	\$3,769.00
<b>029600</b>	<b>09/12/16</b>		<b>0253</b>	<b>GLOUCESTER CNTY SPEC.SERVICES</b>	<b>\$7,360.00</b>
700710	08/31/16			ESY TUITION/ONE ON ONE AIDE	\$7,360.00
	11-000-100-565-08-000			C88-17 ESY	\$7,360.00
<b>029601</b>	<b>09/12/16</b>		<b>0256</b>	<b>GOPHER SPORTS EQUIPMENT</b>	<b>\$6,979.53</b>
700272	07/06/16			GYM SUPPLIES REPLACEMENTS	\$3,928.91
	11-190-100-610-03-HPE			306607-9183481	\$2,190.12
	11-190-100-610-03-HPE			9196718	\$1,738.79
700334	07/12/16			FOLDING MAT / DISPLAY SCALE	\$1,100.38
	11-402-100-610-03-000			9196057-9188092	\$1,100.38
700506	08/01/16			HESS PE SPORTS EQUIPMENT	\$1,950.24
	11-190-100-610-04-HPE			9194783	\$1,950.24
<b>029602</b>	<b>09/12/16</b>		<b>1356</b>	<b>GRAINGER</b>	<b>\$26.80</b>
708090	08/19/16			PAD LOCKS - TECH DEPT.	\$26.80
	11-000-262-610-09-MNT			9201409787	\$26.80
<b>029603</b>	<b>09/12/16</b>		<b>3866</b>	<b>GWAVA TECHNOLOGIES, INC.</b>	<b>\$7,964.00</b>
700421	07/25/16			gwava for groupwise annual con	\$7,964.00
	11-190-100-610-07-TEC			77492	\$7,964.00
<b>029604</b>	<b>09/12/16</b>		<b>0255</b>	<b>HAMILTON PEDIATRICS</b>	<b>\$1,400.00</b>
700026	07/01/16			SCHOOL PHYSICIAN 16-17 SERVICE	\$1,400.00
	11-000-213-330-00-000			SEPTEMBER	\$1,400.00

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<b>029605</b>	<b>09/12/16</b>		<b>0268</b>	<b>HAMILTON TWP MUA</b>	<b>\$7,192.27</b>
700035	07/01/16			16-17 WATER AND SEWER ESTIMATE	\$7,192.27
	11-000-262-490-01-000			SEPTEMBER	09/12/16 \$701.91
	11-000-262-490-02-000			SEPTEMBER	09/12/16 \$514.25
	11-000-262-490-03-000			SEPTEMBER	09/12/16 \$738.13
	11-000-262-490-04-000			SEPTEMBER	09/12/16 \$5,237.98
<b>029606</b>	<b>09/12/16</b>		<b>0708</b>	<b>HILLYARD INC.</b>	<b>\$14,234.57</b>
708052	07/29/16			CUSTODIAL SUPPLIES - DISTRICT	\$8,524.36
	11-000-262-610-09-CUS			602187810/602197396	09/12/16 \$8,524.36
708065	08/08/16			CUSTODIAL FLOOR SUPPLIES	\$702.15
	11-000-262-610-09-CUS			602187811	09/12/16 \$702.15
708081	08/16/16			CUSTODIAL SUPPLIES - FLOORS	\$4,565.98
	11-000-262-610-09-CUS			602197400/602197399	09/12/16 \$4,565.98
708099	08/23/16			CUSODIAL EQUIPMENT PARTS	\$442.08
	11-000-262-610-09-CUS			602206871	09/12/16 \$442.08
<b>029607</b>	<b>09/12/16</b>		<b>1462</b>	<b>HOME DEPOT</b>	<b>\$3,106.72</b>
708054	08/02/16			HVAC SUPPLIES -HESS HUMIDIFIER	\$1,790.47
	11-000-261-610-09-HES			6035322501175149	09/12/16 \$1,790.47
708057	08/02/16			DISTRICT CUSTODIAL SUPPLIES	\$173.25
	11-000-262-610-09-CUS			6035322501175149	09/12/16 \$173.25
708073	08/11/16			FLOOR SUPPLIES - VCT	\$129.94
	11-000-261-610-09-HES			6035322501175149	09/12/16 \$129.94
708074	08/15/16			MAINTENANCE REPAIR SUPPLIES	\$390.68
	11-000-261-610-09-HES			6035322501175149	09/12/16 \$130.00
	11-000-261-610-09-SHA			6035322501175149	09/12/16 \$130.68
	11-000-262-610-09-MNT			6035322501175149	09/12/16 \$130.00
708080	08/16/16			GROUNDS EQUIPMENT AND SUPPLIES	\$495.68
	11-000-263-610-00-GND			6035322501175149	09/12/16 \$495.68
708098	08/22/16			CUSTODIAL CLEANING SUPPLIES	\$126.70
	11-000-262-610-09-CUS			6035322501175149	09/12/16 \$126.70
<b>029608</b>	<b>09/12/16</b>		<b>1033</b>	<b>HOUGHTON MIFFLIN</b>	<b>\$440.90</b>
700218	07/01/16			System 44 workbooks;C202	\$440.90
	11-213-100-610-08-000			710006936	09/12/16 \$440.90
<b>029609</b>	<b>09/12/16</b>		<b>2093</b>	<b>HOUGHTON MIFFLIN HARCOURT SCHOOL PUBLISH</b>	<b>\$41,028.00</b>
700262	07/06/16			ELA READ180 RBOOKS	\$1,013.54
	11-190-100-610-03-LAL			710006935	09/12/16 \$1,013.54
700385	07/15/16			GOMATH STUDENT EDITIONS	\$496.00
	11-212-100-610-08-000			952424651	09/12/16 \$248.00
	11-213-100-610-08-000			952424651	09/12/16 \$248.00
700436	07/28/16			HMH GO MATH HYBRID HESS	\$37,848.60
	11-190-100-610-04-MTH			952458731	09/12/16 \$37,848.60
700517	08/02/16			SHANER MATH TEXTBOOKS	\$1,669.86
	11-190-100-610-01-000			952504997	09/12/16 \$556.62
	11-190-100-610-01-1MT			952495608	09/12/16 \$1,113.24
<b>029610</b>	<b>09/12/16</b>		<b>0324</b>	<b>J W PEPPER &amp; SON INC</b>	<b>\$597.66</b>
700599	08/05/16			HESS MUSIC MATERIALS	\$597.66
	11-190-100-610-04-MUS			01Q52126	08/31/16 \$597.66

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029611	V 09/12/16	09/12/16		00.0 \$ Multi Stub Void	
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029612	09/12/16		0972	JOHNSTONE SUPPLY -PLEASANTVILLE	\$8,044.08
708055	08/01/16			HVAC SUPPLIES - HESS SCHOOL	\$1,780.08
	11-000-261-610-09-HES			266-S100030219.001 09/12/16	\$1,780.08
708068	08/10/16			HVAC AIR FILTERS -DISTRICT	\$3,388.92
	11-000-261-610-09-DAV			266-S100031730.001 09/12/16	\$1,129.64
	11-000-261-610-09-HES			266-S100031730.001 09/12/16	\$1,129.64
	11-000-261-610-09-SHA			266-S100031730.001 09/12/16	\$1,129.64
708071	08/11/16			HVAC SUPPLIES FOR PM MAINT.	\$861.57
	11-000-261-610-09-DAV			266-S100031540.001 09/12/16	\$287.19
	11-000-261-610-09-HES			266-S100031540.001 09/12/16	\$287.19
	11-000-261-610-09-SHA			266-S100031540.001 09/12/16	\$287.19
708076	08/15/16			HVAC SUPPLIES - FUSES	\$14.96
	11-000-261-610-09-HES			266-S100032134.001 08/31/16	\$14.96
708085	08/17/16			HVAC SUPPLIES - SHANER 102	\$594.65
	11-000-261-610-09-SHA			266-S100032842.001 08/31/16	\$594.65
708089	08/19/16			HVAC SUPPLIES -FUSES-SHANER	\$132.45
	11-000-261-610-09-SHA			266-S100032832.001 09/12/16	\$132.45
708091	08/19/16			HVAC SUPPLIES-COMPRESSOR B111	\$691.37
	11-000-261-610-09-HES			266-S100033342.001 09/12/16	\$691.37
708092	08/19/16			HVAC SUPPLIES- SHANER 102	\$36.96
	11-000-261-610-09-SHA			266-S100032887.001 08/31/16	\$36.96
708097	08/23/16			HVAC SUPPLIES - REFRIGERANT	\$543.12
	11-000-261-610-09-DAV			266-S100033107.001 08/31/16	\$181.04
	11-000-261-610-09-HES			266-S100033107.001 08/31/16	\$181.04
	11-000-261-610-09-SHA			266-S100033107.001 08/31/16	\$181.04
029613	09/12/16		1897	JONES SCHOOL SUPPLY CO., INC.	\$18.93
700547	08/03/16			SCIENCE FAIR AWARD RIBBONS	\$18.93
	11-190-100-610-04-SSS			1422851 08/31/16	\$18.93
029614	09/12/16		9722	KEAN UNIVERSITY	\$160.95
700056	07/01/16			WORKSHOP REGISTRATION	\$160.95
	11-000-240-500-01-TRV			AUG 13 CARTWRIGHT 09/12/16	\$160.95
029615	09/12/16		0987	KELVIN	\$279.30
700488	08/01/16			DAVIES STEM PLTW SUPPLIES	\$279.30
	11-190-100-610-03-TEC			277630 08/31/16	\$279.30
029616	09/12/16		0918	KIEFER	\$495.62
700462	07/29/16			HESS SWIM SUITS FOR STUDENTS	\$495.62
	11-190-100-610-04-SWM			636229 08/31/16	\$495.62
029617	09/12/16		0320	LEARNING ALLY	\$3,300.00
700406	07/22/16			license renewal	\$3,300.00
	11-190-100-610-07-TEC			50513-50511-50510 09/12/16	\$3,300.00
029618	09/12/16		6224	LEARNING SCIENCES INTERNATIONAL LLC	\$5,500.00
700019	07/01/16			Marzano Prof. Dev.	\$5,500.00
	11-000-223-320-00-000			SIN012095 09/12/16	\$5,500.00

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Cknum	Date	Rec date	Vcode	Vendor name	Check amount
<b>029619</b>	<b>09/12/16</b>		<b>0254</b>	<b>LOWE'S COMPANIES, INC.</b>	<b>\$115.87</b>
708062	08/04/16			CUSTODIAL SUPPLIES -DISTRICT	\$115.87
	11-000-262-610-09-CUS		31333309		\$115.87
				08/31/16	
<b>029620</b>	<b>09/12/16</b>		<b>1269</b>	<b>LOYOLA PRESS</b>	<b>\$1,402.30</b>
700543	08/02/16			NP TEXTBOOK ORDER	\$1,402.30
	20-501-100-640-20-000		6716787		\$1,402.30
				09/06/16	
<b>029621</b>	<b>09/12/16</b>		<b>0284</b>	<b>MAIN LINE COMMERCIAL POOLS, INC.</b>	<b>\$425.00</b>
708011	07/07/16			POOL WATER MANAGEMENT PROG	\$425.00
	11-000-261-420-09-HES		36429 AUGUST		\$425.00
				09/12/16	
<b>029622</b>	<b>09/12/16</b>		<b>0374</b>	<b>MARLEE CONTRACTORS LLC</b>	<b>\$3,934.01</b>
608381	06/24/16			HVAC REPAIR SERV-DAVIES- RTU#6	\$583.93
	11-000-261-420-09-DAV		78426		\$583.93
				08/31/16	
708034	07/19/16			HESS FAN MOTOR -D8 SERVICE	\$113.16
	11-000-261-420-09-HES		78491		\$113.16
				08/31/16	
708042	07/25/16			HVAC SERVICE - OPEN BOILERS	\$1,533.36
	11-000-261-420-09-HES		78615/78599		\$1,333.00
	11-000-261-420-09-SHA		78615/78599		\$200.36
				08/31/16	
708044	07/26/16			HVAC SERVICE REPAIR - BO UNIT	\$456.92
	11-000-261-420-09-DAV		78601		\$456.92
				08/31/16	
708048	07/28/16			HESS FREEZER REPAIR SERVICE	\$435.20
	11-000-261-420-09-HES		78619		\$435.20
				08/31/16	
708066	07/29/16			HVAC SERVICE REPAIR OF RTU#6	\$811.44
	11-000-261-420-09-DAV		78186		\$811.44
				08/31/16	
<b>029623</b>	<b>09/12/16</b>		<b>5284</b>	<b>MAX L. COWEN</b>	<b>\$122.40</b>
700393	07/18/16			READING FOLDERS	\$122.40
	11-212-100-610-08-000		122001		\$61.20
	11-213-100-610-08-000		122001		\$61.20
				09/12/16	
				09/12/16	
<b>029624</b>	<b>09/12/16</b>		<b>0576</b>	<b>MCMMASTER-CARR SUPPLY CO</b>	<b>\$82.02</b>
708095	08/19/16			MAINTENANCE SUPPLIES - HINGES	\$82.02
	11-000-261-610-09-HES		75557635		\$82.02
				09/12/16	
<b>029625</b>	<b>09/12/16</b>		<b>3567</b>	<b>MEDCO SPORTS MEDICINE</b>	<b>\$221.14</b>
700332	07/12/16			REFILL SPORTS MEDICINE KITS	\$198.54
	11-402-100-610-03-000		42100328		\$198.54
				09/12/16	
700335	07/12/16			TONGUE DEPRESSORS DAVIES GYM	\$22.60
	11-402-100-610-03-000		42102039		\$22.60
				09/12/16	
<b>029626</b>	<b>09/12/16</b>		<b>1294</b>	<b>MGL FORMS SYSTEMS LLC</b>	<b>\$1,626.00</b>
700429	07/27/16			PAYROLL CHECKS	\$1,626.00
	11-000-251-600-00-000		139901		\$1,626.00
				08/31/16	
<b>029627</b>	<b>09/12/16</b>		<b>0307</b>	<b>MHS INC.</b>	<b>\$84.50</b>
700500	08/01/16			HESS I&RS GUIDANCE FORMS	\$84.50
	11-000-218-610-04-000		1869130		\$84.50
				09/12/16	
<b>029628</b>	<b>09/12/16</b>		<b>1749</b>	<b>MINTZ, MARK DBA THE CNNH</b>	<b>\$11,630.00</b>
700661	08/19/16			INDEPENDENT CONSULTANT CONTRAC	\$11,630.00
	11-000-219-390-08-000		1ST PAYMENT		\$11,630.00
				08/31/16	

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<b>029629</b>	<b>09/12/16</b>		<b>0992</b>	<b>MOBYMAX LLC</b>	<b>\$699.00</b>
700665	08/22/16	16-17 SITE LICENSE MATH ELA			\$699.00
	20-231-100-600-05-HES		71132	09/06/16	\$699.00
<b>029630</b>	<b>09/12/16</b>		<b>0443</b>	<b>MODERN GROUP POWER SYSTEMS</b>	<b>\$1,940.00</b>
708014	07/07/16	EMERGENCY GEN.-MAINT.CONTRACT			\$1,940.00
	11-000-261-420-09-DAV		PSVI375755	08/31/16	\$1,000.00
	11-000-261-420-09-HES		PSVI375755	08/31/16	\$940.00
<b>029631</b>	<b>09/12/16</b>		<b>0034</b>	<b>MOORE MEDICAL CORPORATION</b>	<b>\$1,645.41</b>
700254	07/06/16	DAVIES NURSE SUPPLIES			\$1,645.41
	11-000-213-610-03-000		991560931/90599923	09/12/16	\$1,645.41
<b>029632</b>	<b>09/12/16</b>		<b>1315</b>	<b>MRA INTERNATIONAL INC.</b>	<b>\$60,273.06</b>
601575	06/27/16	Title II-A Chromebooks			\$2,396.62
	20-271-100-600-05-000		13419	09/12/16	\$2,396.62
601577	06/27/16	Title III-I Chromebooks			\$3,323.38
	20-244-100-600-05-000		13577	08/31/16	\$3,323.38
601584	06/29/16	STUDENT TECHNOLOGY USAGE			\$10,475.40
	20-234-100-600-05-DAV		13473	09/12/16	\$10,475.40
601588	06/30/16	Title I Chromebook			\$3,768.52
	11-190-100-610-04-000		13386	09/12/16	\$268.65
	20-234-100-600-05-HES		13386	09/12/16	\$3,499.87
601593	06/30/16	Title IIA chromebooks			\$6,998.68
	11-190-100-610-07-TEC		13456	09/12/16	\$184.02
	20-271-100-600-05-000		13456	09/12/16	\$6,814.66
601594	06/30/16	Title III chromebooks			\$1,884.26
	11-190-100-610-07-TEC		13457	09/12/16	\$239.26
	20-242-100-600-05-000		13457	09/12/16	\$1,645.00
700234	07/01/16	chromebook			\$31,426.20
	11-190-100-610-07-TEC		13418	09/12/16	\$31,426.20
<b>029633</b>	<b>09/12/16</b>		<b>4505</b>	<b>MUSIC &amp; ARTS CENTERS INC.</b>	<b>\$1,978.39</b>
700420	07/25/16	DAVIES MUSIC SUPPLY/EQUIPMENT			\$745.61
	11-190-100-610-03-MUS		1239214/1221670/105'	08/31/16	\$745.61
700576	08/03/16	HESS MUSIC SCORE AND BOOKS			\$130.56
	11-190-100-610-04-MUS		1222830	08/31/16	\$130.56
700594	08/05/16	DAVIES MUSIC INSTRUCTIONAL SUP			\$1,102.22
	11-401-100-610-03-000		1236697-1234134-123'	09/12/16	\$1,102.22
<b>029634</b>	<b>09/12/16</b>		<b>1603</b>	<b>MUSIC IS ELEMENTARY</b>	<b>\$5,718.60</b>
700600	08/05/16	XYLOPHONE EQUIPMENT HESS			\$5,718.60
	11-190-100-610-04-MUS		239928	08/31/16	\$5,718.60
<b>029635</b>	<b>09/12/16</b>		<b>0418</b>	<b>NASCO</b>	<b>\$3,514.54</b>
700346	07/13/16	DAVIES SCIENCE SUPPLY;RM A112			\$429.21
	11-190-100-610-03-SCI		45338/67583	09/12/16	\$429.21
700347	07/13/16	DAVIES SCIENCE SUPPLY			\$136.02
	11-190-100-610-03-SCI		49901-43004-43005	09/12/16	\$136.02
700348	07/13/16	DAVIES SCIENCE SUPPLY			\$1,324.94
	11-190-100-610-03-SCI		43007-43006/57534	09/12/16	\$1,324.94
700349	07/13/16	DAVIES SCIENCE SUPPLY;RM D106			\$1,355.93
	11-190-100-610-03-SCI		59829/45339	09/12/16	\$1,355.93

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<b>029635</b>	<b>09/12/16</b>		<b>0418</b>	<b>NASCO</b>	<b>\$3,514.54</b>
700489	08/01/16			DAVIES STEM PLTW SUPPLIES	\$268.44
	11-190-100-610-03-TEC		82693		09/06/16 \$268.44
<b>029636</b>	<b>09/12/16</b>		<b>0419</b>	<b>NASSP/NJHS</b>	<b>\$610.00</b>
700282	07/06/16			ANNUAL CHAPTER RENEWAL	\$385.00
	11-402-100-890-03-000		16-17 dues		09/12/16 \$385.00
700414	07/25/16			ANNUAL MEMBERSHIP RENEWAL	\$225.00
	11-000-240-890-03-000		00361894		09/12/16 \$225.00
<b>029637</b>	<b>09/12/16</b>		<b>1396</b>	<b>NATIONAL SCHOOL PRODUCTS</b>	<b>\$973.50</b>
700549	08/03/16			COMMUNICATOR CLEARBOARD	\$973.50
	11-190-100-610-04-SSS		112431		09/12/16 \$973.50
<b>029638</b>	<b>09/12/16</b>		<b>0875</b>	<b>NEHMAD PERILLO &amp; DAVIS, P.C.</b>	<b>\$3,787.11</b>
700014	07/01/16			LEGAL SERVICES 16-17 YEAR	\$3,787.11
	11-000-230-331-00-SOL		62081 july		09/12/16 \$3,787.11
<b>029639</b>	<b>09/12/16</b>		<b>1307</b>	<b>NELSON;IAN</b>	<b>\$282.72</b>
700711	08/31/16			JULY- AUGUST MILEAGE REIMBURSE	\$282.72
	11-000-262-590-09-TRV			JULY-AUG MILEAGE	09/06/16 \$282.72
<b>029640</b>	<b>09/12/16</b>		<b>0678</b>	<b>NJ DIVISION OF FIRE SAFETY</b>	<b>\$498.00</b>
708094	08/19/16			LIFE HAZARD REGISTRATIONS	\$498.00
	11-000-262-590-09-MNT		2136292-93-94		09/12/16 \$498.00
<b>029641</b>	<b>09/12/16</b>		<b>0446</b>	<b>NJASA</b>	<b>\$2,085.00</b>
700046	07/01/16			PUBLICATIONS RENEWAL 16-17 YEA	\$400.00
	11-000-230-610-00-000		16-17 renewal		09/12/16 \$400.00
700072	07/01/16			2016-2017 Membership Dues	\$1,685.00
	11-000-230-890-00-000		FRANK VOGEL		09/12/16 \$1,685.00
<b>029642</b>	<b>09/12/16</b>		<b>0723</b>	<b>NJPSA</b>	<b>\$450.00</b>
700020	07/01/16			Affirmative Action Training	\$450.00
	11-000-223-320-00-000		33182		09/12/16 \$450.00
<b>029643</b>	<b>09/12/16</b>		<b>5176</b>	<b>NWN Corporation</b>	<b>\$121,032.44</b>
700028	07/01/16			OP105693	\$121,032.44
	12-000-400-450-07-TEC		IN271930/IN274072		09/12/16 \$121,032.44
<b>029644</b>	<b>09/12/16</b>		<b>0949</b>	<b>ORIENTAL TRADING CO., INC.</b>	<b>\$696.93</b>
700514	08/01/16			HESS VP OFFICE SUPPLIES	\$358.28
	11-000-240-610-04-000		678997575-01		09/12/16 \$358.28
700550	08/03/16			SCIENCE FAIR BALLOONS/STREAMER	\$338.65
	11-190-100-610-04-SSS		678997672-01/02		09/12/16 \$338.65
<b>029645</b>	<b>09/12/16</b>		<b>0373</b>	<b>OVERTONS</b>	<b>\$164.97</b>
700464	07/29/16			LIFE JACKET HESS SWIMMING	\$164.97
	11-190-100-610-04-SWM		P338562701019		09/12/16 \$164.97
<b>029646</b>	<b>09/12/16</b>		<b>1391</b>	<b>PAPER DIRECT INC.</b>	<b>\$109.98</b>
700465	07/29/16			SWIMMING/PE CERTIFICATES	\$109.98
	11-190-100-610-04-SWM		6717615		09/12/16 \$109.98
<b>029647</b>	<b>09/12/16</b>		<b>2000</b>	<b>PEARSON EDUCATION</b>	<b>\$4,333.04</b>
700217	07/01/16			ELA WORD STUDY GR. 4-5	\$4,333.04
	11-190-100-610-04-LAL		4024636396		09/12/16 \$4,333.04

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<b>029648</b>	<b>09/12/16</b>		<b>1368</b>	<b>PETER LUMBER CO.</b>	<b>\$838.14</b>
708059	08/04/16			CONSTRUCTION SUPPLIES-SHANER	\$838.14
	11-000-261-610-09-SHA			1608-053936	09/12/16 \$838.14
<b>029649</b>	<b>09/12/16</b>		<b>3877</b>	<b>PHOENIX BUSINESS FORMS INC.</b>	<b>\$1,127.75</b>
700265	07/06/16			STUDENT CUMULATIVE FOLDERS	\$710.00
	11-000-240-610-03-000			16105	09/12/16 \$710.00
700382	07/14/16			Business Cards	\$62.75
	11-000-251-600-00-000			16138	09/12/16 \$62.75
700413	07/25/16			HESS ENVELOPES/REPORT CARD ENV	\$355.00
	11-000-240-610-04-000			16246-16247	09/12/16 \$355.00
<b>029650</b>	<b>09/12/16</b>		<b>0490</b>	<b>PINELAND LEARNING CENTER, INC</b>	<b>\$9,033.74</b>
700431	07/28/16			16-17 TUITION/EXTRAORDINARY SV	\$9,033.74
	11-000-100-566-08-000			SEPT. J.M.	09/12/16 \$9,033.74
<b>029651</b>	<b>09/12/16</b>		<b>4599</b>	<b>PLANK ROAD PUBLISHING, INC.</b>	<b>\$190.18</b>
700323	07/11/16			SHANER MUSIC/BOOKS SUPPLY	\$190.18
	11-190-100-610-01-MUS			17-002242	09/12/16 \$190.18
<b>029652</b>	<b>09/12/16</b>		<b>4507</b>	<b>POSITIVE PROMOTIONS</b>	<b>\$63.90</b>
700491	08/01/16			INVENTORS POSTER PLTW STEM	\$63.90
	11-190-100-610-03-TEC			05555213	09/12/16 \$63.90
<b>029653</b>	<b>09/12/16</b>		<b>5468</b>	<b>PROMEDIA TECHNOLOGY SERVICES INC.</b>	<b>\$700.00</b>
700086	07/01/16			project engineering	\$700.00
	11-190-100-340-07-TEC			40956	09/06/16 \$700.00
<b>029654</b>	<b>09/12/16</b>		<b>8380</b>	<b>PUGGI RECYCLING CENTER</b>	<b>\$4,968.75</b>
708067	08/10/16			GROUNDS SUPPLIES-MULCH	\$4,968.75
	11-000-263-610-00-GND			16949	09/12/16 \$4,968.75
<b>029655</b>	<b>09/12/16</b>		<b>0528</b>	<b>REALLY GOOD STUFF</b>	<b>\$1,969.77</b>
700117	07/01/16			LRC ELA SUPPLIES GR. 5	\$46.08
	11-213-100-610-08-000			5654592/5666555	09/12/16 \$46.08
700125	07/01/16			HESS SPECIAL ED SUPPLIES	\$479.24
	11-215-100-610-08-000			5617535/5696796	09/12/16 \$479.24
700437	07/28/16			HESS MATH INSTRUCTIONAL MATERI	\$1,199.00
	11-190-100-610-04-MTH			5742586	09/12/16 \$1,199.00
700525	08/02/16			HESS BSI SUPPLIES;ROOM B114	\$245.45
	11-230-100-610-04-bsi			5682037	09/12/16 \$245.45
<b>029656</b>	<b>09/12/16</b>		<b>3952</b>	<b>RECREATION SUPPLY COMPANY</b>	<b>\$42.35</b>
700466	07/29/16			TUBE THERMOMETER FOR POOL	\$42.35
	11-190-100-610-04-SWM			306482	09/12/16 \$42.35
<b>029657</b>	<b>09/12/16</b>		<b>4196</b>	<b>RICHARD STOCKTON COLLEGE OF NJ</b>	<b>\$520.00</b>
700696	08/24/16			ST VINCENT ANNUAL MEMBERSHIP	\$520.00
	20-270-200-300-20-STV			21909	09/06/16 \$520.00
<b>029658</b>	<b>09/12/16</b>		<b>0998</b>	<b>RICOH USA, INC.</b>	<b>\$7,718.59</b>
700039	07/01/16			ANNUAL COPIER LEASES 16-17	\$7,718.59
	11-000-211-500-00-000			AUGUST	09/12/16 \$178.07
	11-000-219-592-08-RNT			AUGUST	09/12/16 \$618.00
	11-000-219-610-08-000			AUGUST	09/12/16 \$43.69
	11-000-230-590-00-RNT			AUGUST	09/12/16 \$375.30
	11-000-240-500-01-RNT			AUGUST	09/12/16 \$178.64

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<b>029658</b>	<b>09/12/16</b>		<b>0998</b>	<b>RICOH USA, INC.</b>	<b>\$7,718.59</b>
700039	07/01/16			ANNUAL COPIER LEASES 16-17	\$7,718.59
	11-000-240-500-03-RNT			AUGUST	\$1,442.00
	11-000-240-500-04-RNT			AUGUST	\$918.72
	11-000-240-610-03-000			AUGUST	\$45.05
	11-190-100-500-01-RNT			JULY/AUG	\$1,843.10
	11-190-100-500-03-RNT			JULY	\$621.38
	11-190-100-500-04-RNT			AUGUST	\$1,454.64
<b>029659</b>	<b>09/12/16</b>		<b>0699</b>	<b>ROBERTS OXYGEN</b>	<b>\$59.50</b>
708100	08/23/16			OXYGEN SERVICE 2016-2017 YEAR	\$59.50
	11-000-262-420-09-MNT			JULY I10351	\$59.50
<b>029660</b>	<b>09/12/16</b>		<b>1338</b>	<b>ROBOTSHOP, INC.</b>	<b>\$91.90</b>
700492	08/01/16			DAVIES STEM PLTW ROBOTICS	\$91.90
	11-190-100-610-03-TEC			10320520	\$91.90
<b>029661</b>	<b>09/12/16</b>		<b>0773</b>	<b>ROYLCO STORE</b>	<b>\$454.42</b>
700613	08/05/16			CLASSROOM MATERIALS AUTISM CLA	\$454.42
	11-214-100-610-08-000			18876	\$454.42
<b>029662</b>	<b>09/12/16</b>		<b>1477</b>	<b>RR BOOKS</b>	<b>\$8,720.25</b>
700416	07/25/16			SHANER READING LEVELED SETS	\$8,720.25
	11-190-100-610-01-1LA			19769	\$8,720.25
<b>029663</b>	<b>09/12/16</b>		<b>1990</b>	<b>S &amp; S WORLDWIDE</b>	<b>\$322.95</b>
700155	07/01/16			OT supplies	\$322.95
	11-000-216-610-08-000			9177342/9199233	\$322.95
<b>029664</b>	<b>09/12/16</b>		<b>5242</b>	<b>SCHOOL DATEBOOKS INC.</b>	<b>\$6,981.57</b>
700535	08/02/16			STUDENT AGENDA BOOKS HESS	\$3,480.80
	11-000-240-610-04-000			S16-0115234	\$3,480.80
700616	08/09/16			AGENDA BOOKS 3 YEAR CONTRACT	\$3,500.77
	11-190-100-610-03-000			S16-0116190	\$3,500.77
<b>029665</b>	<b>09/12/16</b>		<b>0257</b>	<b>SCHOOL HEALTH SUPPLIES CORP.</b>	<b>\$973.67</b>
700482	07/29/16			SHANER NURSE SUPPLIES	\$973.67
	11-000-213-610-01-000			3176069-00	\$973.67
<b>029666</b>	<b>09/12/16</b>		<b>0417</b>	<b>SCHOOL SPECIALTY</b>	<b>\$56.02</b>
700384	07/15/16			LEARNING NEEDS	\$40.48
	11-212-100-610-08-000			208116755824	\$40.48
700401	07/20/16			classroom supplies	\$15.54
	11-212-100-610-08-000			308102536407	\$15.54
<b>029667</b>	<b>09/12/16</b>	<b>09/12/16</b>		<b>00.0 \$ Multi Stub Void</b>	
- - - - -					
<b>029668</b>	<b>09/12/16</b>		<b>1638</b>	<b>SCHOOL SPECIALTY</b>	<b>\$5,097.92</b>
700129	07/01/16			HESS SPECIAL ED SUPPLIES	\$409.19
	11-215-100-610-08-000			208116472854/755851	\$409.19
700152	07/01/16			PREK FURNITURE CLASSROOM	\$479.64
	20-220-100-600-00-PRE			208116997763	\$479.64
700280	07/06/16			SOCIAL STUDIES MAP/DVDS	\$28.14
	11-190-100-610-03-HIS			208116919531	\$28.14

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<b>029668</b>	<b>09/12/16</b>		<b>1638</b>	<b>SCHOOL SPECIALTY</b>	<b>\$5,097.92</b>
700417	07/25/16			SHANER CHART TABLETS/STICKERS	\$213.85
	11-190-100-610-01-GR1			208116796001	09/12/16 \$213.85
700440	07/28/16			HEALTH REFERRAL FORMS	\$657.60
	11-000-213-610-04-000			208116875163	09/12/16 \$657.60
700450	07/28/16			HESS HOUSE B SCHOOL SUPPLIES	\$121.02
	11-190-100-610-04-B23			308102549275	09/12/16 \$121.02
700452	07/28/16			GR. 5 MARKERS/EGGSPERT PODS	\$146.38
	11-190-100-610-04-A23			308102549274	09/12/16 \$146.38
700453	07/28/16			GR. 5 MATH SUPPLIES	\$146.22
	11-190-100-610-04-A23			208116869965	09/12/16 \$146.22
700478	07/29/16			BIRTHDAY STICKERS/CROWNS/CERTI	\$14.68
	11-190-100-610-04-B23			308102557376	09/12/16 \$14.68
700483	07/29/16			HOUSE B CLASS SUPPLIES	\$28.60
	11-190-100-610-04-B23			208116880853	09/12/16 \$28.60
700493	08/01/16			DAVIES STEM PLTW SUPPLIES	\$91.32
	11-190-100-610-03-TEC			308102553528	09/12/16 \$91.32
700509	08/01/16			GRAPH CHART HESS HOUSE B	\$21.03
	11-190-100-610-04-B23			208116880852	09/12/16 \$21.03
700512	08/01/16			HESS GR. 3 ELA SUPPLIES	\$142.43
	11-190-100-610-04-A23			208116880810	09/12/16 \$142.43
700551	08/03/16			HOUSE B CLASS SUPPLIES	\$1,920.03
	11-190-100-610-04-SSS			208116920019	09/12/16 \$1,920.03
700597	08/05/16			HESS GR. 4 MATH SUPPLIES	\$141.42
	11-190-100-610-04-A23			308102563436	09/01/16 \$141.42
700601	08/05/16			HOUSE B CLASS MATERIAL	\$117.89
	11-190-100-610-04-B23			208116960578	09/01/16 \$117.89
700605	08/05/16			GR. 3 MATH TEACHER SUPPLIES	\$148.37
	11-190-100-610-04-A23			208116960580	09/01/16 \$148.37
700606	08/05/16			HESS HOUSE B TEACHER SUPPLIES	\$55.87
	11-190-100-610-04-B23			208116960563	09/12/16 \$55.87
700610	08/05/16			HESS GR. 5 CLASSROOM SUPPLY	\$130.68
	11-190-100-610-04-A23			208116960561	09/01/16 \$130.68
700611	08/05/16			HOUSE B CLASSROOM SUPPLIES	\$83.56
	11-190-100-610-04-B23			208116960559	09/01/16 \$83.56
<b>029669</b>	<b>09/12/16</b>		<b>1008</b>	<b>SCHWARTZ SIMON EDELSTEIN &amp; CELSO, LLC</b>	<b>\$304.00</b>
700016	07/01/16			16-17 RETAINER AGREEMENT	\$304.00
	11-000-230-339-00-000			151436 JULY	09/12/16 \$304.00
<b>029670</b>	<b>09/12/16</b>		<b>0607</b>	<b>SERVPRO OF CUMBERLAND COUNTY</b>	<b>\$6,863.34</b>
708087	08/18/16			REMEDATION SERVICES -SHANER	\$6,863.34
	11-000-261-420-09-SHA			5178208	09/12/16 \$6,863.34
<b>029671</b>	<b>09/12/16</b>		<b>1705</b>	<b>SETON IDENTIFICATION PRODUCTS</b>	<b>\$831.05</b>
708096	08/22/16			TRAFFIC SIGNS -DAVIES GROUNDS	\$831.05
	11-000-263-610-00-GND			9331801193	09/12/16 \$831.05
<b>029672</b>	<b>09/12/16</b>		<b>4790</b>	<b>SHERWIN WILLIAMS</b>	<b>\$219.80</b>
700331	07/12/16			ATHLETIC FIELD MARKING PAINT	\$219.80
	11-402-100-610-03-000			5677-4	09/12/16 \$219.80

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<b>029673</b>	<b>09/12/16</b>		<b>1674</b>	<b>SIMPLEX GRINNELL</b>	<b>\$144.43</b>
708093	08/19/16			FIRE SYSTEM PARTS-KITCH.HOODS	\$144.43
	11-000-261-610-09-DAV		82780232		09/12/16 \$65.65
	11-000-261-610-09-HES		82780228		09/12/16 \$78.78
<b>029674</b>	<b>09/12/16</b>		<b>0594</b>	<b>SOUTH JERSEY GAS COMPANY</b>	<b>\$2,553.81</b>
700040	07/01/16			16-17 GAS BILLING ESTIMATED	\$2,553.81
	11-000-262-621-01-GAS		AUGUST		09/12/16 \$52.97
	11-000-262-621-03-GAS		AUGUST		09/12/16 \$1,093.77
	11-000-262-621-04-GAS		AUGUST		09/12/16 \$1,407.07
<b>029675</b>	<b>09/12/16</b>		<b>1525</b>	<b>SOUTH JERSEY GLASS &amp; DOOR CO.</b>	<b>\$898.50</b>
708041	07/25/16			WINDOW REPAIR - HESS SCHOOL	\$898.50
	11-000-261-420-09-HES		1768		09/12/16 \$898.50
<b>029676</b>	<b>09/12/16</b>		<b>1407</b>	<b>SOUTHPAW ENTERPRISES</b>	<b>\$72.96</b>
700558	08/03/16			equipment	\$72.96
	11-214-100-610-08-000		393747-IN		09/12/16 \$72.96
<b>029677 V</b>	<b>09/12/16</b>	<b>09/12/16</b>		<b>00.0 \$ Multi Stub Void</b>	
- - - - -					
<b>029678 V</b>	<b>09/12/16</b>	<b>09/12/16</b>		<b>00.0 \$ Multi Stub Void</b>	
- - - - -					
<b>029679 V</b>	<b>09/12/16</b>	<b>09/12/16</b>		<b>00.0 \$ Multi Stub Void</b>	
- - - - -					
<b>029680 V</b>	<b>09/12/16</b>	<b>09/12/16</b>		<b>00.0 \$ Multi Stub Void</b>	
- - - - -					
<b>029681 V</b>	<b>09/12/16</b>	<b>09/12/16</b>		<b>00.0 \$ Multi Stub Void</b>	
- - - - -					
<b>029682</b>	<b>09/12/16</b>		<b>2759</b>	<b>STAPLES BUSINESS ADVANTAGE</b>	<b>\$11,907.45</b>
700067	07/01/16			HESS PREK TEACH SUPPLIES	\$403.42
	20-223-100-610-01-COV		3309088438/444		09/12/16 \$403.42
700078	07/01/16			speech supplies	\$23.29
	11-000-216-610-08-000		3308759336		09/12/16 \$23.29
700104	07/01/16			SHANER LRC SUPPLIES;K8	\$52.77
	11-213-100-610-08-000		3309088447		09/12/16 \$52.77
700114	07/01/16			SPEECH SUPPLIES	\$78.15
	11-000-216-610-08-000		3308382158		09/12/16 \$78.15
700116	07/01/16			SPECIAL ED SUPPLIES;D106	\$11.29
	11-213-100-610-08-000		3309396562		09/12/16 \$11.29
700137	07/01/16			HESS PREK SPECIAL ED SUPPLIES	\$4.03
	11-215-100-610-08-000		3308759339		09/12/16 \$4.03
700144	07/01/16			SUPPLIES FOR SPEECH THERAPY	\$30.99
	11-000-216-610-08-000		3309088456		09/12/16 \$30.99
700148	07/01/16			DAVIES SPECIAL ED;RM D107	\$11.89
	11-213-100-610-08-000		3309396563		09/12/16 \$11.89

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029682	09/12/16		2759	STAPLES BUSINESS ADVANTAGE	\$11,907.45
700150	07/01/16			PREK OFFICE SUPPLIES	\$72.10
	20-220-100-600-00-PRE		3308963979	09/12/16	\$72.10
700245	07/01/16			FILING CABINET DAVIES MAIN OFF	\$667.34
	11-000-240-610-03-000		3309592356	09/12/16	\$667.34
700248	07/01/16			CUSTOME IMPRINT ENVELOPES	\$259.45
	11-000-240-610-03-000		3310538981	09/12/16	\$259.45
700258	07/06/16			GUIDANCE PENS/NOTEPADS	\$50.19
	11-000-218-610-03-000		3309521790	09/12/16	\$50.19
700261	07/06/16			GUIDANCE PARCC SUPPLIES	\$289.55
	11-000-218-610-03-000		3309521793/538978	09/12/16	\$289.55
700263	07/06/16			ELA TEACHER SUPPLIES DAVIES	\$208.45
	11-190-100-610-03-LAL		3312054698-695-702-7	09/12/16	\$208.45
700264	07/06/16			GR.7-8 OFFICE SUPPLIES	\$497.65
	11-000-240-610-03-000		3312054717-708	09/01/16	\$497.65
700275	07/06/16			GUIDANCE OFFICE SUPPLIES	\$120.91
	11-000-218-610-03-000		3312054720-29-32	09/12/16	\$120.91
700276	07/06/16			GR. 6-7 OFFICE SUPPLIES	\$394.74
	11-000-240-610-03-000		3312589054-734-746-7	09/12/16	\$394.74
700279	07/06/16			DURACELL BATTERIES	\$214.44
	11-190-100-610-03-AVA		3312054748	09/01/16	\$214.44
700281	07/06/16			HISTORY TEACHING SUPPLIES	\$116.62
	11-190-100-610-03-HIS		3312054763-65-66-68	09/12/16	\$116.62
700326	07/12/16			office supplies	\$177.20
	11-000-219-610-08-000		3312476208	09/06/16	\$177.20
700329	07/12/16			KEYBOARD AND IPAD COVER	\$84.79
	20-220-200-600-00-PRE		3310615816	09/12/16	\$84.79
700336	07/12/16			DAVIES SCIENCE SUPPLIES;D106	\$924.92
	11-190-100-610-03-SCI		3310817936/37/46/45/	09/12/16	\$924.92
700340	07/13/16			DAVIES SCIENCE SUPPLY;RM A214	\$1,043.14
	11-190-100-610-03-SCI		3311260334/339/340	09/12/16	\$1,043.14
700353	07/13/16			DAVIES ELL MATH SUPPLIES	\$58.14
	11-190-100-610-03-MTH		3311260341	09/12/16	\$58.14
700354	07/13/16			DAVIES MATH SUPPLY	\$299.63
	11-190-100-610-03-MTH		3311260343/82055	09/12/16	\$299.63
700359	07/13/16			DAVIES MATH SUPPLIES	\$438.87
	11-190-100-610-03-MTH		3311260344-45	09/12/16	\$438.87
700375	07/14/16			office supplies	\$89.31
	11-000-221-610-05-000		331119167-68	09/12/16	\$89.31
700415	07/25/16			PERSONNEL OFFICE SUPPLIES	\$330.10
	11-000-230-610-00-000		3309521794-795	09/12/16	\$330.10
700434	07/28/16			HESS C HOUSE SUPPLIES	\$133.77
	11-190-100-610-04-C45		3311819395	09/12/16	\$133.77
700441	07/28/16			HESS NURSE OFFICE SUPPLIES	\$101.71
	11-000-213-610-04-000		3311819396-397	09/12/16	\$101.71
700442	07/28/16			GR. 2 MATH SUPPLIES	\$148.05
	11-190-100-610-04-A23		3311819398/33120547	09/12/16	\$148.05
700446	07/28/16			HESS CLASSROOM INCENTIVES	\$91.34
	11-190-100-610-04-TEC		3311819399-400-401	09/12/16	\$91.34

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029682	09/12/16		2759	STAPLES BUSINESS ADVANTAGE	\$11,907.45
700448	07/28/16			GR. 5 HESS MATH SUPPLIES	\$139.81
				11-190-100-610-04-A23 3311819402-03-04 09/12/16	\$139.81
700455	07/28/16			GR. 3 MATH SUPPLIES	\$147.83
				11-190-100-610-04-A23 3311897203-19405-06- 09/12/16	\$147.83
700457	07/28/16			GR. 5 ELA SUPPLIES HESS	\$116.73
				11-190-100-610-04-A23 3311819409-410 09/12/16	\$116.73
700459	07/28/16			HESS MAIN LOBBY SUPPLIES	\$114.62
				11-000-240-610-04-000 3311819411 09/12/16	\$114.62
700479	07/29/16			HOUSE B CLASS SUPPLIES	\$81.23
				11-190-100-610-04-B23 3312054781-83-779-77 09/12/16	\$81.23
700480	07/29/16			HOUSE C CLASS SUPPLIES	\$134.80
				11-190-100-610-04-C45 3312054786 09/12/16	\$134.80
700481	07/29/16			C HOUSE CLASS SUPPLIES	\$99.25
				11-190-100-610-04-C45 3312054788 09/12/16	\$99.25
700486	08/01/16			Office Supply	\$11.99
				11-000-230-610-00-000 3312054790 09/12/16	\$11.99
700494	08/01/16			DAVIES STEM PLTW SUPPLIES	\$24.85
				11-190-100-610-03-TEC 3312589061/054797 09/12/16	\$24.85
700498	08/01/16			HESS C HOUSE SUPPLIES	\$119.77
				11-190-100-610-04-C45 3312054800-16-21 09/12/16	\$119.77
700499	08/01/16			HESS GUIDANCE OFFICE SUPPLIES	\$85.54
				11-000-218-610-04-000 3312054825 09/12/16	\$85.54
700501	08/01/16			GR. 4 ELA TEACHER SUPPLIES	\$135.73
				11-190-100-610-04-A23 3312054827 09/12/16	\$135.73
700502	08/01/16			HESS C HOUSE TEACHER SUPPLIES	\$133.74
				11-190-100-610-04-C45 3312054843-34-45 09/12/16	\$133.74
700503	08/01/16			HOUSE B TEACHER SUPPLIES	\$119.82
				11-190-100-610-04-B23 3312054852-849 09/12/16	\$119.82
700510	08/01/16			HESS HOUSE B SUPPLIES	\$117.72
				11-190-100-610-04-B23 3311897206-207 09/12/16	\$117.72
700511	08/01/16			HESS ELL SUPPLIES	\$149.29
				11-190-100-610-04-A23 3311897215-219-209-0 09/06/16	\$149.29
700513	08/01/16			HESS HOUSE B SUPPLEMENTAL MATE	\$110.67
				11-190-100-610-04-B23 3312054856-11897221 09/12/16	\$110.67
700516	08/01/16			HESS MAIN OFFICE SUPPLIES	\$281.05
				11-000-240-610-04-000 3311897223 09/12/16	\$281.05
700518	08/02/16			HESS GR.2-5 VP OFFICE SUPPLY	\$119.33
				11-000-240-610-04-000 3311897226 09/12/16	\$119.33
700521	08/02/16			HESS C HOUSE SUPPLIES;C203	\$280.77
				11-190-100-610-04-C45 3311897230-28-33-31- 09/12/16	\$280.77
700523	08/02/16			GR. 3 MATH TEACHER SUPPLIES	\$31.75
				11-190-100-610-04-A23 3312589064/33118972 09/12/16	\$31.75
700524	08/02/16			HESS C HOUSES SUPPLIES	\$24.50
				11-190-100-610-04-C45 3312589065-066 09/12/16	\$24.50
700526	08/02/16			HESS BSI SUPPLY;ROOM B114	\$451.36
				11-230-100-610-04-bsi 3312589068-071-240-2 09/06/16	\$451.36
700528	08/02/16			HESS C HOUSE TEACHER SUPPLIES	\$139.34
				11-190-100-610-04-C45 3311897243-44-46-49 09/12/16	\$139.34

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Cknum	Date	Rec date	Vcode	Vendor name	Check amount
<b>029682</b>	<b>09/12/16</b>		<b>2759</b>	<b>STAPLES BUSINESS ADVANTAGE</b>	<b>\$11,907.45</b>
700552	08/03/16			SHEET PROTECTORS HOUSE B	\$5.42
	11-190-100-610-04-B23		3312054872		09/12/16 \$5.42
700557	08/03/16			HESS PREK 2-5 OFFICE SUPPLIES	\$56.42
	11-000-240-610-04-000		3312054880-876		09/12/16 \$56.42
700566	08/03/16			HESS HOUSE B SUPPLIES	\$140.94
	11-190-100-610-04-B23		3312589077-75-72-887		09/06/16 \$140.94
700569	08/03/16			GR. 4 ELA TEACHER SUPPLIES	\$157.23
	11-190-100-610-04-A23		3312054903-09-11-13		09/12/16 \$157.23
700570	08/03/16			HESS MAIN OFFICE SUPPLIES	\$795.91
	11-000-240-610-04-000		3312589079-7251-492		09/12/16 \$795.91
700572	08/03/16			HESS GRADE 5 ELA SUPPLIES	\$151.80
	11-190-100-610-04-A23		3312054926-929		09/12/16 \$151.80
<b>029683</b>	<b>09/12/16</b>		<b>1298</b>	<b>STEPS TO LITERACY</b>	<b>\$6,372.65</b>
700223	07/01/16			ELA BOOK SACKS AND SUPPLIES	\$6,069.46
	11-190-100-610-04-LAL		169350		09/12/16 \$6,069.46
700395	07/18/16			BOOK SACKS FOR LITERACY MATER	\$303.19
	11-212-100-610-08-000		170129		09/12/16 \$150.93
	11-213-100-610-08-000		170129		09/12/16 \$152.26
<b>029684</b>	<b>09/12/16</b>		<b>1438</b>	<b>STEVE WEISS MUSIC</b>	<b>\$404.95</b>
700595	08/05/16			SNARE DRUM DAVIES INSTRUMENT	\$404.95
	11-401-100-610-03-000		673586A		09/12/16 \$404.95
<b>029685</b>	<b>09/12/16</b>		<b>0762</b>	<b>SUPER DUPER SCHOOL COMPANY</b>	<b>\$325.35</b>
700082	07/01/16			SPEECH SUPPLIES	\$325.35
	11-000-216-610-08-000		2184210A		09/12/16 \$325.35
<b>029686</b>	<b>09/12/16</b>		<b>0347</b>	<b>TANGLE CREATIONS</b>	<b>\$90.93</b>
700428	07/27/16			BRAIN TOOLS/STRESS MANAGEMENT	\$90.93
	11-000-219-610-08-000		155749		09/12/16 \$90.93
<b>029687 V</b>	<b>09/12/16</b>	<b>09/12/16</b>		<b>00.0 \$ Multi Stub Void</b>	
	- - - - -				
<b>029688 V</b>	<b>09/12/16</b>	<b>09/12/16</b>		<b>00.0 \$ Multi Stub Void</b>	
	- - - - -				
<b>029689</b>	<b>09/12/16</b>		<b>1341</b>	<b>THE BOOKSOURCE</b>	<b>\$1,920.03</b>
700160	07/01/16			HESS ELA BOOKS;LAURA ALESZCZYK	\$26.96
	11-190-100-610-04-LAL		542429		09/12/16 \$26.96
700162	07/01/16			HESS ELA BOOKS;JANEEN BONOMO	\$5.96
	11-190-100-610-04-LAL		542198		09/12/16 \$5.96
700169	07/01/16			ELA BOOKS;KATIE DOONER	\$26.19
	11-190-100-610-04-LAL		543764		09/12/16 \$26.19
700170	07/01/16			ELA BOOKS;KELLY FILOON	\$13.44
	11-190-100-610-04-LAL		540213		09/12/16 \$13.44
700171	07/01/16			ELA BOOKS;AMANDA FORTUNE	\$16.48
	11-190-100-610-04-LAL		539920		09/12/16 \$16.48
700174	07/01/16			ELA BOOKS; NICHOLAS GABRIEL	\$17.97
	11-190-100-610-04-LAL		539635		09/12/16 \$17.97

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Starting date 9/12/2016 Ending date 9/12/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
029689	09/12/16		1341	THE BOOKSOURCE	\$1,920.03
700176	07/01/16			HESS ELA BOOKS;KELLY GIBBONS	\$5.24
	11-190-100-610-04-LAL		541920		09/12/16 \$5.24
700177	07/01/16			HESS ELA BOOKS;HEATHER GIGLIO	\$41.91
	11-190-100-610-04-LAL		544358		09/12/16 \$41.91
700179	07/01/16			ELA BOOKS;STACY GIORDANO	\$19.40
	11-190-100-610-04-LAL		545037		09/12/16 \$19.40
700180	07/01/16			ELA BOOKS;STEFANIE GREEN	\$40.74
	11-190-100-610-04-LAL		550766		09/12/16 \$40.74
700182	07/01/16			ELA BOOKS;JESSICA HANLEY	\$34.10
	11-190-100-610-04-LAL		545289		09/12/16 \$34.10
700183	07/01/16			ELA BOOKS;BONNIE HORNER	\$123.53
	11-190-100-610-04-LAL		545694		09/12/16 \$123.53
700184	07/01/16			ELA BOOKS;RACHEL HUSTA	\$11.23
	11-190-100-610-04-LAL		540538		09/12/16 \$11.23
700187	07/01/16			ELA BOOKS;LESLIE KAYES	\$195.38
	11-190-100-610-04-LAL		539623/544399		09/12/16 \$195.38
700190	07/01/16			ELA BOOKS;SHARI LEMMA	\$32.80
	11-190-100-610-04-LAL		546373		09/12/16 \$32.80
700191	07/01/16			ELA BOOKS;B. LESZCZYNSKI	\$5.98
	11-190-100-610-04-LAL		544484		09/12/16 \$5.98
700192	07/01/16			ELA BOOKS;STEPHANIE MCKENSIE	\$26.86
	11-190-100-610-04-LAL		546412		09/12/16 \$26.86
700193	07/01/16			ELA BOOKS;CORY MEISENHELTER	\$23.17
	11-190-100-610-04-LAL		544780		09/12/16 \$23.17
700195	07/01/16			ELA BOOKS;NATALIE MORRIS	\$50.12
	11-190-100-610-04-LAL		540381		09/12/16 \$50.12
700196	07/01/16			ELA BOOKS;SANDI NORD	\$25.43
	11-190-100-610-04-LAL		542298		09/12/16 \$25.43
700197	07/01/16			ELA BOOKS;SARAH PLATT	\$20.17
	11-190-100-610-04-LAL		544925		09/12/16 \$20.17
700199	07/01/16			ELA BOOKS;LORI ROBINSON	\$20.96
	11-190-100-610-04-LAL		540354		09/12/16 \$20.96
700203	07/01/16			ELA SUPPLIES;LISA ROTKOWITZ	\$33.68
	11-190-100-610-04-LAL		542009		09/12/16 \$33.68
700204	07/01/16			ELA BOOKS;MARIA SARNO	\$15.72
	11-190-100-610-04-LAL		542495		09/12/16 \$15.72
700205	07/01/16			ELA BOOKS;CHRISTINE SCARANO	\$8.23
	11-190-100-610-04-LAL		541862		09/12/16 \$8.23
700207	07/01/16			ELA BOOKS;TAMMY STEELMAN	\$35.90
	11-190-100-610-04-LAL		542262		09/12/16 \$35.90
700209	07/01/16			ELA BOOKS;JESSICA WARD	\$34.32
	11-190-100-610-04-LAL		547328		09/12/16 \$34.32
700210	07/01/16			ELA BOOKS 16-17;LISA WEBER	\$29.82
	11-190-100-610-04-LAL		547410		09/12/16 \$29.82
700211	07/01/16			ELA BOOKS;STACY WEINER	\$31.08
	11-190-100-610-04-LAL		542630		09/12/16 \$31.08
700230	07/01/16			ELA BOOKS;DANIELLE ZINCKGRAF	\$347.88
	11-190-100-610-04-LAL		546090/540607		09/12/16 \$347.88

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Starting date 9/12/2016 Ending date 9/12/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
<b>029689</b>	<b>09/12/16</b>		<b>1341</b>	<b>THE BOOKSOURCE</b>	<b>\$1,920.03</b>
700231	07/01/16			ELA BOOKS;STACI ZITOMER	\$350.43
	11-190-100-610-04-LAL			546295/540687	09/12/16 \$350.43
700527	08/02/16			HESS BSI HIGH INTEREST BOOKS	\$248.95
	11-230-100-610-04-bsi			550733	09/12/16 \$248.95
<b>029690</b>	<b>09/12/16</b>		<b>0950</b>	<b>THE WORLD INSTITUTE OF SAFETY</b>	<b>\$510.00</b>
700663	08/19/16			PEDIATRIC CPR/FIRST AID TRAINI	\$510.00
	20-220-200-329-00-PRE			434448	09/06/16 \$510.00
<b>029691</b>	<b>09/12/16</b>		<b>0636</b>	<b>TOWNSHIP OF HAMILTON</b>	<b>\$2,211.00</b>
700057	07/01/16			2016-2017 WASTE HAULING	\$2,211.00
	11-000-262-420-09-cus			sept 16-0094	09/12/16 \$2,211.00
<b>029692</b>	<b>09/12/16</b>		<b>7712</b>	<b>TREND ENTERPRISES, INC.</b>	<b>\$21.94</b>
700474	07/29/16			NOTEPADS/BULLETIN BOARD SETS	\$21.94
	11-190-100-610-04-SWM			1988535RI	09/12/16 \$21.94
<b>029693</b>	<b>09/12/16</b>		<b>2666</b>	<b>TRI COUNTY TERMITE &amp; PEST CONT</b>	<b>\$120.00</b>
708017	07/07/16			PEST CONTROL SERVICES-DISTRICT	\$120.00
	11-000-262-420-09-cus			JULY	09/12/16 \$120.00
<b>029694</b>	<b>09/12/16</b>		<b>0755</b>	<b>UNITED PARCEL SERVICE</b>	<b>\$62.92</b>
700041	07/01/16			16-17 EXPRESS MAIL PICK UP/DEL	\$62.92
	11-000-230-530-00-PST			E23388326	09/12/16 \$62.92
<b>029695</b>	<b>09/12/16</b>		<b>0959</b>	<b>USBANKSUPPLY.COM</b>	<b>\$93.00</b>
700621	08/09/16			FINGERPRINT PADS HESS SWEP	\$93.00
	11-190-100-610-04-SWE			126401	09/12/16 \$93.00
<b>029696</b>	<b>09/12/16</b>		<b>1542</b>	<b>V.E. RALPH EMERGENCY MEDICAL PRODUCTS</b>	<b>\$21.11</b>
700475	07/29/16			FINGERTIP BANDAIDS HESS POOL	\$21.11
	11-190-100-610-04-SWM			323937	09/12/16 \$21.11
<b>029697</b>	<b>09/12/16</b>		<b>0924</b>	<b>VAL-U AUTO PARTS</b>	<b>\$33.76</b>
708063	08/05/16			AUTO SUPPLIES -DISTRICT	\$33.76
	11-000-262-610-00-VEH			587485	09/12/16 \$33.76
<b>029698</b>	<b>09/12/16</b>		<b>6876</b>	<b>VERIZON WIRELESS</b>	<b>\$1,622.71</b>
700042	07/01/16			16-17 /INTERNET/MOBILE SVC	\$1,622.71
	11-000-230-530-00-NEX			9770835199	09/12/16 \$1,250.46
	11-000-230-530-00-TLP			9770437674	09/12/16 \$132.06
	11-000-230-530-01-TLP			9770437674	09/12/16 \$20.02
	11-000-230-530-03-TLP			9770437674	09/12/16 \$100.07
	11-000-230-530-04-TLP			9770437674	09/12/16 \$60.06
	20-220-200-590-00-PRE			9770437674	09/12/16 \$60.04
<b>029699</b>	<b>09/12/16</b>		<b>0572</b>	<b>VERNIER SOFTWARE &amp; TECHNOLOGY</b>	<b>\$94.45</b>
700495	08/01/16			STEM WIND TURBINE SUPPLIES	\$94.45
	11-190-100-610-03-TEC			5224725	09/12/16 \$94.45
<b>029700</b>	<b>09/12/16</b>		<b>1522</b>	<b>VILLAGE SUPERMARKET INC.</b>	<b>\$304.29</b>
700390	07/15/16			SUPPLIES FOR ESY 2016	\$304.29
	11-212-100-610-08-SUM			06010158138-215-827	09/12/16 \$304.29
<b>029701</b>	<b>V 09/12/16</b>	<b>09/12/16</b>		<b>00.0 \$ Multi Stub Void</b>	

Starting date 9/12/2016 Ending date 9/12/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
029702	V 09/12/16	09/12/16		00.0 \$ Multi Stub Void	
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029703	09/12/16		9739	W.B. MASON CO. INC.	\$8,822.82
601587	06/29/16			SHANER INCENTIVES WORKSHOPS	\$5.98
	20-234-100-600-05-SHA		I36601089		\$5.98
700119	07/01/16			SPECIAL ED SUPPLY;ROOM 114	\$212.29
	11-213-100-610-08-000		I36484719		\$212.29
700123	07/01/16			ICS SUPPLIES;JESSICA MALLOY	\$49.24
	11-213-100-610-08-000		I36484720		\$49.24
700145	07/01/16			SHANER SPECIAL ED ;RM 116	\$265.83
	11-213-100-610-08-000		I36484737		\$265.83
700260	07/06/16			COLORED COPY PAPER DAVIES	\$977.91
	11-000-240-610-00-CPY		I36410897/36335422/3		\$977.91
700268	07/06/16			COPY PAPER DAVIES ART	\$92.72
	11-190-100-610-03-ART		I36716833		\$92.72
700304	07/08/16			SHANER MAIN OFFICE SUPPLIES	\$31.14
	11-000-240-610-01-000		I36852208		\$31.14
700311	07/08/16			SHANER GR.1 TEACHER SUPPLIES	\$495.50
	11-190-100-610-01-GR1		I36854791		\$495.50
700313	07/11/16			GR. K SUPPLY;STEPHANIE ANDRUS	\$355.71
	11-190-100-610-01-KIN		I36854963		\$355.71
700343	07/13/16			WHITE COPY PAPER DAVIES	\$725.70
	11-190-100-610-03-000		I36706850		\$120.95
	11-190-100-610-03-HIS		I36706850		\$120.95
	11-190-100-610-03-HPE		I36706850		\$120.95
	11-190-100-610-03-LAL		I36706850		\$120.95
	11-190-100-610-03-MTH		I36706850		\$120.95
	11-190-100-610-03-SCI		I36706850		\$120.95
700357	07/13/16			DAVIES MATH SUPPLIES	\$142.55
	11-190-100-610-03-MTH		I36524273/36339905		\$142.55
700368	07/14/16			TECH TEACHERS COPY PAPER	\$185.44
	11-190-100-610-03-TEC		I36716626		\$185.44
700394	07/18/16			MATERIALS FOR SELF CONT CLASS	\$107.06
	11-212-100-610-08-000		I36856246		\$107.06
700409	07/25/16			COLORED COPY PAPER BD OFFICE	\$1,286.60
	11-000-240-610-00-CPY		I36789663		\$1,286.60
700410	07/25/16			ACCTS PAYABLE SUPPLIES	\$412.26
	11-000-251-600-00-000		I36407068/36744579/3		\$412.26
700418	07/25/16			COPY PAPER MUSIC DEPT	\$185.44
	11-190-100-610-03-MUS		I36789697		\$185.44
700559	08/03/16			HESS PREK 2-5 OFFICE SUPPLIES	\$163.03
	11-000-240-610-04-000		I36938343		\$163.03
700567	08/03/16			HOUSE B SUPPLEMENTAL SUPPLY	\$10.52
	11-190-100-610-04-B23		I36938590		\$10.52
700642	08/12/16			COPY PAPER BOARD OFFICE	\$936.40
	11-000-240-610-00-CPY		I37138552		\$936.40
700653	08/12/16			HESS COLORED COPY PAPER	\$308.70
	11-000-240-610-00-CPY		I37138489		\$308.70

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Starting date 9/12/2016 Ending date 9/12/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
<b>029703</b>	<b>09/12/16</b>		<b>9739</b>	<b>W.B. MASON CO. INC.</b>	<b>\$8,822.82</b>
700655	08/15/16			WHITE COPY PAPER SHANER SCHOOL	\$1,872.80
	11-000-240-610-00-CPY			137138624	09/12/16 \$1,872.80
<b>029704</b>	<b>09/12/16</b>		<b>0662</b>	<b>WARDS NATURAL SCIENCE INC</b>	<b>\$7.60</b>
700342	07/13/16			DAVIES SCIENCE SUPPLIES	\$7.60
	11-190-100-610-03-SCI			8045616411	09/12/16 \$7.60
<b>029705</b>	<b>09/12/16</b>		<b>1323</b>	<b>WILSON LANGUAGE TRAINING CORP</b>	<b>\$128.52</b>
700419	07/25/16			PREK EXPANSION SUPPLIES	\$128.52
	20-220-100-600-00-PRE			1649247	09/12/16 \$128.52
<b>029706</b>	<b>09/12/16</b>		<b>2494</b>	<b>XTEL COMMUNICATIONS INC</b>	<b>\$3,520.84</b>
700043	07/01/16			16-17 LONG DISTANCE PHONE BILL	\$3,520.84
	11-000-230-530-00-TLP			AUGUST	09/12/16 \$282.67
	11-000-230-530-01-TLP			AUGUST	09/12/16 \$491.86
	11-000-230-530-03-TLP			AUGUST	09/12/16 \$1,403.67
	11-000-230-530-04-TLP			AUGUST	09/12/16 \$1,342.64
<b>029707</b>	<b>09/12/16</b>		<b>1834</b>	<b>YALE SCHOOL ATLANTIC, INC.</b>	<b>\$27,229.92</b>
700585	08/04/16			2016-2017 TUITION CONTRACTS	\$27,229.92
	11-000-100-566-08-000			ESY/SEPT CH ZH	09/12/16 \$27,229.92
<b>029708</b>	<b>09/12/16</b>		<b>0693</b>	<b>ZANER-BLOSER EDUCATIONAL PUBLISHERS</b>	<b>\$8,364.22</b>
700229	07/01/16			ELA HANDWRITING MATERIALS	\$8,364.22
	11-190-100-610-04-LAL			10072376	09/12/16 \$8,364.22
<b>029709</b>	<b>09/12/16</b>		<b>0720</b>	<b>POTENSKI, MARIE</b>	<b>\$184.45</b>
700713	09/07/16			JULY-AUGUST MILEAGE REIMB	\$184.45
	11-000-262-590-09-TRV			JULY-AUGUST	09/12/16 \$184.45

Starting date 9/12/2016

Ending date 9/12/2016

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<b>Fund Totals</b>
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11	GENERAL CURRENT EXPENSE	\$573,266.60
12	CAPITAL OUTLAY	\$121,032.44
20	SPECIAL REVENUE FUNDS	\$62,990.42
	Total for all checks listed	\$757,289.46

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

Board Secretary

\_\_\_\_\_ Date





**COMMUNITY EDUCATION  
BILLS LIST  
JULY 2016**

Check #	Vendor	Amount	Exp. Category
	No Checks		
WIRE	Hamilton Township BOE	\$ 9,567.10	Salaries
		\$ 9,567.10	
	<b>Recapitulation:</b>		
	Instruction	\$ -	
	Salaries	\$ 9,567.10	
	Supplies	\$ -	
	Other	\$ -	
		\$ 9,567.10	

\*PREVIOUSLY SKIPPED





**TRAVEL APPROVAL FORM**  
**September 12, 2016**

*Finance-14*

<u>Staff/Board Member</u>	<u>Title</u>	<u>Name of Seminar or Workshop</u>	<u>Location</u>	<u>Date(s)</u>	<u>Registration Cost</u>	<u>Estimated Other Costs</u>
Laurie Derringer	Pre-K Teacher	Creative Curriculum Preschool Session II	Clementon, NJ	10/5 & 10/6/16	\$0	\$18.60 (mileage)
Laurie Derringer	Pre-K Teacher	Preschool Teaching Pyramid Observation Tool Reliability Training	Clementon, NJ	10/17 & 10/18/16	\$0	\$18.60 (mileage)
Laurie Derringer	Pre-K Teacher	Creative Curriculum – Gold Assessment Lab	Clementon, NJ	10/24 & 10/25/16	\$0	\$18.60 (mileage)
Colleen Bretones	Supervisor of Early Childhood Ed.	Creative Curriculum Gold Assessment Lab	Clementon, NJ	10/24 & 10/25/16	\$0	\$25.00 (mileage)
Cheryl Porreca	Acctg. Supervisor	NJASBO – Fiscal Updates to Procurement under Federal Grant Programs and Homeless Education Costs	Mount Laurel, NJ	9/19/16	\$0	\$30.00 (mileage) \$10.00 (tolls)
Marylynn Stecher	Supervisor of Special Education	Extended School Year Legal Issues	Monroe Township, NJ	1/24/17	\$0	\$25.00 (mileage)
Kelli Pinnix	Speech/Language Specialist	ASHA Convention	Philadelphia, PA	11/17/16	\$275.00	\$29.76 (mileage) \$11.00 (tolls)
Dana Kozak	Supervisor of Instruction and Special Education	Extended School Year Legal Issues	FEA, Monroe Twp.	1/24/17	\$0	\$25.00 (mileage)

**Hamilton Township Education Association  
and  
Hamilton Township Board of Education  
Docket No. CU-2016-014**

The Hamilton Township Education Association (Association) and the Hamilton Township Board of Education (Board) hereby voluntarily agree to settle the above-referenced clarification of unit petition (petition) as follows:

1. The Board acknowledges that the Personnel/Technology Secretary (PTS) is a part of the Association's negotiations unit.
2. If the job duties actually performed by the PTS change such that the PTS is performing confidential duties within the meaning of the New Jersey Employer-Employee Relations Act (N.J.S.A. 34:13A-1 et seq., "Act"), the Board may file a clarification of unit petition to remove the PTS title from the Association's unit. Unless and until the Board files such a petition, the PTS will remain a part of the Association's unit.
3. In exchange for this consideration, the Association hereby withdraws clarification of unit petition CU-2016-014 with prejudice.
4. The Association and Board do **not** admit any wrongdoing or violation of any law by entering into this settlement.
5. The undersigned acknowledge that by signing this agreement, they have the authority to enter into a binding settlement on behalf of the Association and Board.

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Hamilton Education Association

Dated: April 8, 2016

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Hamilton Board of Education

Dated: April 8, 2016



June 13, 2016

Hamilton Township School District  
Attn: Ms. Dana Kozak  
1876 Dr. Dennis Foreman Drive  
Mays Landing, NJ 08330

Dear Ms. Kozak,

Thank you for choosing Amazing Transformations as a behavioral support service provider for the Hamilton Township School District. Please review the following updated contract proposal for behavior consultation services for the 2016-2017 school year:

**Available Services:**

- Functional Behavior Assessments / Behavioral Evaluations
- Behavior consultation and support / training for teachers and paraprofessionals
- Behavior Intervention Plan development
- Autism / MD Program Support and Development
- Conduct VB-MAPP Assessments
- Discrete Trial and / or Verbal Behavior Program Development
- Data analysis and program monitoring
- Experienced behavioral support also available for students with ADHD, ODD, and other behavioral disabilities.
- Professional development workshops for teachers and staff
- Participation in IEP meetings
- Classroom structure and routine development
- Social skills instruction / Social skills program development
- Parent workshops / Trainings
- Follow-up consultation / support provided at the request of the district.
- Transition students from one program to another or from one school to another.

**Fee for Service (Paid on a monthly basis):**

- \$110.00 per hour - Behavior Analyst (BCBA, BCaBA) services indicated above such as: Consultation / Assessments / Program development and/or oversight
- \$150.00 per hour – Professional Development Workshops
- \$50.00 per hour – ABA Therapist / Registered Behavior Technician
- \$42.00 per hour – Full-Time 1:1 ABA Therapist / Registered Behavior Technician (6 or more hours per day)
- \$75.00 per hour – Clinical Associate - consultation and program support

**Anticipated Annual Fees:**

- Functional Behavior Assessment and/or Behavior Consultation Services for Special Education Students:
  - 8 - 12 hours per month – One day per month for the period of September 2016 – May 2017.
    - *Comprehensive FBA's typically take 8-15 hours to complete, however FBA fees are capped at \$1,320.*
    - 72 - 108 hours at \$110 per hour – **UP TO \$11,880**

- Up to one additional day per month additional behavioral support services may be requested by the district as needs arise (7 hours per month x 9 months)
  - Up to 63 hours at \$110 per hour – **UP TO \$6,930**
- BCBA Services for autism classroom at Hess School:
  - Up to 8 hours – July 2016 (ESY) - **\$880.00**
  - 12 hours per month x 10 months x \$110 per hour - **\$13,200.00**
- Parent Training / Professional Development Workshops:
  - Not to exceed **\$1000.00**

**Total Service Fees: Not to exceed \$33,890**

Payment of services may be made via check, credit card, or cash. Any services which are performed by Amazing Transformations at your request which are not specifically described above shall be charged at an hourly rate of \$ 100.00 for Behavior Analyst services and shall be payable at the completion of said services. Should any payments not be received within thirty (30) days of the date of service, Amazing Transformations reserves the right to terminate this contract and to consider non-payment a breach of the contract.

Amazing Transformations shall at all times use its best, reasonable efforts to provide the requested services in a timely and professional manner. Please note, however, that the liability of Amazing Transformations, if any, arising out of or relating to this contract shall be limited to the actual amounts paid by you to Amazing Transformations, and in no event shall include any other losses, including but not limited to, any incidental, indirect or consequential damages of any kind. Amazing Transformations will not be responsible for any damage or loss to your property or person as a result of the services provided for under this contract.

Please also note that if Amazing Transformations is unable to perform any of its obligations under this contract as a result of events beyond its control, including strike, fire, accidents, acts of God, acts of public authorities, those obligations on the part of Amazing Transformations will be terminated and payment for terminated services shall not be billed to you.

Finally, please be advised that this contract shall constitute the entire agreement between Amazing Transformations, and any modifications to this contract must be made in writing and signed by all parties. This contract shall be binding upon the Hamilton Township School District, Mays Landing, New Jersey and Amazing Transformations, and shall be governed by the laws of the State of New Jersey. Either party may terminate this contract at any time with at least ten (10) days written notice to the other party. In the event that you terminate the contract, immediate payment for all services performed shall be paid.

Please review this proposal, and confirm your agreement for Amazing Transformations to provide the described services by executing below and returning to my attention at your earliest convenience. A signature on this letter shall serve as a contract for services on the above terms and confirmation that payment will be provided for the services at the payment schedule listed herein.

We sincerely look forward to providing these services for you. Please do not hesitate to contact me via phone/fax at (888) 859-7749 or via email [cmiller@amazingtransformations.org](mailto:cmiller@amazingtransformations.org) if we can be of assistance in any way.

Sincerely,

*Christy Miller*

Christy Miller, M.A., BCBA  
Executive Director

\_\_\_\_\_  
District Representative Signature

\_\_\_\_\_  
Date

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## HESS DISPOSALS 2016

<u>PRODUCT</u>	<u>Qty</u>	<u>TAG#</u>	<u>SERIAL#</u>
Zenith CRT TV	1	2829	222-03180428
Phillips CRT TV	1	2422	56033416
Dell Optiplex GX-620	1	7502	J3N5MB1
HP Laserjet 2200dn	1	6677	CNGRG90825
Epson EMP-1715 Projector	1	11317	JHZF98D414L
Dell 19" Flat Screen Monitor	1	N/A	CN-0G554F-64180-85E-0XDH
Epson H372A Projector	1	12177	NNAFOX100BL
Sanyo PLC-XD2200 Projector	1	12853	60832452
Dell Optiplex GX-620	1	7511	83N5MB1
Dell Optiplex GX-620	1	7498	54N5MB1
Epson EMP-1715 Projector	1	11321	JHZF980415L
Epson Powerlite 1716 Projector	1	11447	M99F990178L
Dell Optiplex 745	1	N/A	7R4PHD1
Elmo TT-02RX Document Camera	1	12839	596754
HP Laserjet 2100	1	1532	USCD026575
HP Photosmart 8450	1	N/A	CN49H221T3
Sharp XR-10x Projector	1	08715	510921963
Sanyo VWM-900 VCR	1	N/A	24302183
Ipod touch	1	12224	N/A
Dell Latitude 3340	1	14266	59KK232
Dell Latitude 3340	1	14241	G6KK232
Dell Latitude 3330	1	13871	B4ZM2Z1
Dell Inspiron 1100	1	N/A	DMWH21
Elmo TT-02RX Document Camera	1	12234	610266
Panasonic AG-1220 VCR	1	2021	J7HG01834
APC Smart UPS 700 Backup Power Supply	1	1501	WS9845005924
APC Uninterruptable Power Supply	1	7754	AS0804134997
Dell 3100cn Printer	1	7454	HB23R71
Samsung Chromebook	1	15289	OUG99FDF303006P
Dell D-530 Notebook Computer	1	7979	57H9TG1
Dell D-530 Notebook Computer	1	11036	FD17TG1
Dell Latitude E5430 Notebook Computer	1	13468	32D5HV1
Dell Latitude E5430 Notebook Computer	1	13470	CDC5HV1
Dell Latitude E5500 Notebook Computer	1	11449	HMNB1L1
Dell D-530 Notebook Computer	1	11038	BD17TG1
Dell D-530 Notebook Computer	1	7997	76YWRG1
Dell Latitude D620	1	7453	9BCD6B1
Dell Latitude D830	1	7716	77T24F1
Dell Optiplex GX-280	1	7030	FL9VG51
3M Microtouch Monitor	1	7368	51570510CA00117
Dell Optiplex GX-280	1	7026	6L9VG51
Dell Optiplex GX-280	1	7055	5S9VG51
Dell Optiplex GX-260	1	6632	9FPYM11
Dell Optiplex GX-260	1	6621	7CPYM11

Dell Optiplex GX-260	1	6622	4FPYM11
Dell Optiplex GX-260	1	6619	3CPYM11
Dell Optiplex GX-260	1	6916	69KY731
Dell 19" CRT Monitor White	1	N/A	D3018623
Dell 19" CRT Monitor White	1	N/A	D3018700
Dell 19" CRT Monitor White	1	N/A	D3018467
Xerox Phaser 7300 Printer	1	08573	N/A
Dell 17" LCD monitors with sound	20		

## Davies Assets Disposals

Dell Netbooks 2110/2120	537		broken
Dell Netbooks 2110/2120	55		broken
Dell power adapters for Netbooks/Laptops	13 boxes		
Dell Netbook batteries	4 boxes		
Dell new batteries	132		
RCA tablet	1		
power supplies	6		
microtek scanner	1		
HP All-in-one 1350	1		
Gateway 24" monitor	1		
Hp Pavillion dv6700	1		
HP Pavillion dv5000	1		
keyboards	50		
Netbook keyboards	75		
dead mice	1 box		
misc powers supplies	1 box		
USB-a to USB-b cables	1 box		
HP AIO 1450 printer	1		
zip drive	1		
4port vga/mouse/KB switch	1		
video cards	1 box		
broken PC/netbook parts	8 boxes		
Dell GX280	40		
misc boxes cables/CAT5E/Power cords/Video	large boxes		
17" LCD monitors	20		
assorted broken printers	10		
cables/video/CAT5e/power cords	large boxes		
assorted typewriters/sound recorders	8		

## Shaner basement storage

Philips TV	1	6176	
Philips TV	1	6183	
Zenith	1	0378	
HP Printer	1	7691	
SMART Table	1	12182	
SMART Table	1	no tag	
SMART Table	1	no tag	
There should be NO SMART tables left			
Dell 17 CRT monitors	30	no tag	
Ceiling Projector Plates	40	no tag	
Ceiling Projector Mounts	40	no tag	

boxes of keyboards	5	no tag
bags of mice	2	no tag
boxes of power, vga, audio, etc cables	10	no tag

Preschool Education Program Contract  
2016-2017 School Year

This AGREEMENT is made and entered into this first day of July 2016 by and between the **Hamilton Township School District**, with principal offices located at **1876 Dr Dennis Foreman Drive, Mays Landing, New Jersey 08330** (hereinafter referred to as the "District"), and **ACCC Gateway Head Start Early Learning Center**, with its principal offices located at **5100 Black Horse Pike, Mays Landing, NJ 08330** (hereinafter referred to as the "private provider" or "local Head Start Agency," as applicable or "Provider") (together "the parties").

**WHEREAS**, the School Funding Reform Act, P.L. 2007, c.260 (SFRA), adopted in January of 2008 provides for the expansion of a high quality preschool program to all age- and income-eligible at-risk preschool children in New Jersey; and

**WHEREAS**, this Agreement seeks to ensure that pursuant to the SFRA, the high quality preschool program offered by the Provider contracting with the District shall meet the educational needs of the eligible three- and four-year-old preschool children of the District through the coordination of all federal, state and local public and private community resources; and

**WHEREAS**, the District is required to offer a high quality preschool program and has determined to do so by contracting with a qualified Provider that complies with the Manual of Requirements for Child Care Centers, N.J.A.C. 10:122-1.1; and meets the Elements of High Quality Preschool Programs, N.J.A.C. 6A:13A et seq.; and

**WHEREAS**, the Provider is a private provider or local Head Start Agency and is licensed by the New Jersey Department of Children and Families (DCF) and offers services in accordance with the applicable statutory and regulatory provisions and agrees to be bound by the Manual of Requirements for Child Care Centers, N.J.A.C. 10:122-1.1; Elements of High Quality Preschool Programs, N.J.A.C. 6A:13A et seq. and N.J.A.C. 6A:23A et seq., and

**WHEREAS**, it is the intent of the parties that through this Agreement, each party shall be in compliance with all applicable federal and state statutes and regulations. The parties recognize that in the event that there are statutory or regulatory amendments there will be a need to amend this Agreement during its term to comply with any such changes;

NOW, THEREFORE, the parties hereby acknowledge and agree to the following:

I PURPOSE OF THE AGREEMENT

- A. This Agreement provides funding for the six-hour comprehensive preschool educational program (Program) for **180** school student contact calendar days to a total of **187** for **teachers for professional development (conducted by the District and by the Local Head Start Agency)** during the 2016-2017 school year.



Preschool Contract  
2016-2017 School Year

- B. The Provider shall offer a Program that shall meet the educational needs of the eligible three-and four-year-old preschool children of the District as set forth in this agreement and in accordance with the applicable requirements of the Elements of High Quality Preschool Programs (N.J.A.C. 6A:13A et seq.), and the Manual of Requirements for Childcare Centers (N.J.A.C. 10:122-1.1) and the requirements of this Agreement.
- C. The District shall work with the Provider to meet the requirements of the Elements of High Quality Preschool Programs (N.J.A.C. 6A:13A et seq.), and the Manual of Requirements for Childcare Centers (N.J.A.C. 10:122-1.1) and shall compensate the Provider in accordance with this Agreement.

## II DEFINITIONS

- A. All terms within this contract have the same meaning as defined in N.J.A.C. 6A:13A-1.2, as supplemented below.
  - 1. For purposes of this Agreement, the term "six-hour comprehensive educational program day" means a full-day preschool program in accordance with the school district's grade one through twelve daily school calendar and not exceeding the District's academic year.
  - 2. For purposes of this Agreement, the term "Appropriately Certified Teacher" means an individual meeting the requirements set forth in Subsection III (E)(1) of this Agreement and N.J.A.C. 6A:13A-4.3.
  - 3. For purposes of this Agreement, the term "Appropriately Qualified Teacher Assistant" means an individual meeting the requirements set forth in Subsection III (E) (2) of this Agreement and N.J.A.C. 6A:13A-4.3.
  - 4. For the purposes of this Agreement, the term "Quarterly Expenditure Report" means a report of all actual, approvable, reasonable and customary expenditures with supporting documentation and receipts available for inspection at any time by District or Department of Education (DOE) designee, for each quarter following the payment and report schedule provided in Section VII, Compensation, for all district-approved Provider budget planning documents for the 2016-2017 school year. This includes reporting the actual expenses for all approved salaries, benefits, payroll taxes, substitute stipends, classroom materials and supplies, technology, field trips and associated transportation, space costs, food costs, and administrative and indirect costs.

Preschool Contract  
2016-2017 School Year

5. For the purposes of this Agreement, the terms "absent without excuse" and "unexcused absence" mean any absence not due to sickness or medical condition documented by a licensed medical professional or documented family emergency.

### III PROVIDER REQUIREMENTS

#### A. GENERAL

The Provider shall at all times:

1. Be a private provider within the meaning of N.J.A.C. 6A:13A-1.2 or a local Head Start agency.
2. Be licensed by the Department of Children and Families, Office of Licensing as a Child Care Program pursuant to N.J.S.A. 30:5B-1 et seq.
3. Operate pursuant to the requirements set forth in the Elements of High Quality Preschool Programs (N.J.A.C. 6A:13A et seq.), and the Manual of Requirements for Childcare Centers (N.J.A.C. 10:122-1.1) and the terms of this Agreement.

#### B. COMPREHENSIVE EDUCATION PROGRAM REQUIREMENTS

The Provider shall offer a Program for the six-hour comprehensive preschool educational program (Program) for **180** school student contact calendar days to a total of **187 for teachers for professional development (conducted by the District and by the Local Head Start Agency)** during the 2016-2017 school year.

1. The length of the school day shall be at least six (6) hours and shall conform to the length of the school day of the District consistent with Subsection I (A).
2. The Program shall consist of the comprehensive curriculum articulated in the District's preschool plan or updates, as approved by the DOE and at a minimum shall include the following components:
  - a. A comprehensive curriculum supported by research, aligned with the *New Jersey Preschool Teaching and Learning Standards*, and linked to the *New Jersey Core Curriculum Content Standards (CCCS)* that is approved by the DOE as part of the District's plan and annual updates;
  - b. Professional Development;

Preschool Contract  
2016-2017 School Year

- c. Health and Social Service Coordination; and
- d. Parent Involvement Activities.

3. Secular Program

The Program offered by the Provider shall comply with all federal, state and local laws and regulations regarding the secular nature of programs receiving public funding. It is understood that violation of this provision shall be deemed a breach of this Agreement and shall be the basis for immediate termination pursuant to Section XI of this Agreement.

C. FREE PROVISION OF PROGRAM

The Provider shall not charge parents or families of children in the program any registration or other fees to participate in the Program, if the children are eligible for the program, free of charge.

The Provider shall not require parents or families of children to participate in wrap-around services in order to be eligible for enrollment in the Program.

D. DIRECTOR QUALIFICATIONS

The Provider shall have a director meeting the qualifications set forth in the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122-1.1 et seq.) and the Elements of High Quality Preschool Programs (N.J.A.C. 6A:13A et seq.).

1. The director shall be responsible for the development and implementation of the overall program and shall work on a full-time basis and will be on-site at the Head Start Center unless his/her presence is required at a Local Head Start Agency, District, DOE, or DCF function.
2. The director shall not serve in any other position including, but not limited to, instructional staff member or family worker, during the same hours as he/she is serving in the capacity of center director. If required to work in another position, the Provider will ensure a Director Designee is assigned to the site for that time period.
3. If the director is required to be off-site for a required District, DOE, or DCF function, he/she shall assign an on-site designee, pursuant the Manual of Requirements for Childcare Centers, N.J.A.C. 10:122-1.1 et seq. The designee shall not be a classroom teacher or teacher assistant.

Preschool Contract  
2016-2017 School Year

E. STAFF QUALIFICATIONS

The Provider's staff shall have the following qualifications:

1. All "Appropriately Certified Teachers" shall hold a Bachelor's Degree and, at a minimum, a certificate of eligibility or certificate of eligibility with advanced standing for Preschool through Grade Three certification or other equivalent preschool certification, as set forth in N.J.A.C. 6A:9B et seq.
2. The Provider shall require all "Appropriately Qualified Teacher Assistants", both new hires and existing staff, to have, at a minimum, a high school diploma or its equivalent and, in school districts or schools supported by Title 1 funding, to also meet the requirements established by the Every Student Succeeds Act.
3. The Provider shall notify the District in writing, within ten (10) days, of any termination of employment of teachers or teacher assistants serving children in preschool classrooms and when the employment of new personnel takes place.

F. STAFFING STANDARDS

The Provider shall comply with the following staffing standards for the six-hour comprehensive educational program:

1. Class Size  
Contracted class size shall not be greater than fifteen (15) children with one Certified Teacher and one Appropriately Qualified Teacher Assistant, pursuant to the definitions sections.
2. Line of Sight  
The teacher and/or teacher assistant must maintain a line of sight of the children during the six (6)-hour comprehensive educational program day.
3. Teacher Absences  
A substitute teacher and/or substitute teacher assistant shall be present and working in the preschool classroom for each day that a teacher and/or teacher assistant is absent, whether due to illness, required training, or approved personal leave. The credential of the substitute for a teacher shall, at a minimum, meet county substitute credential requirements. Long-term substitute teachers for maternity or extended leave longer than three (3) weeks should have, at a minimum, a credential equivalent to the original classroom teacher. The qualification for a substitute teacher assistant shall, at a minimum, be a high school diploma.

Preschool Contract  
2016-2017 School Year

G. FAMILY WORKERS

The Provider shall have one (1) full time family worker in place for every 45 children being served by the Provider who shall:

1. Collaborate with the school district staff to ensure that activities for family involvement and social services occur.
2. Coordinate participation in health and social services designated by the District and the local Head Start agency to serve the needs of the children and their families.
3. Work with the Director of Operations to provide all requested data to the District.
4. Report to the Child/Family Site Director and collaborate with appropriate District and local Head Start agency social services staff.
5. Complete a minimum of three (3) visits with each family in each school year.
6. Not serve as teacher, secretary, substitute, or in any other capacity during the same hours as they are serving as the family worker.

H. CRIMINAL HISTORY BACKGROUND CHECKS

The Provider, pursuant to the Manual of Requirements for Child Care Centers, N.J.A.C. 10:122-4.10, shall ensure that a Criminal History Record Information (CHRI) fingerprint background check is completed for all staff members at least 18 years of age who are or will be working at the center on a regularly scheduled basis, to determine whether any such person has been convicted of a crime, as specified in P.L. 2000, c. 77 and that said check indicates that no criminal history record information exists on file in either the Identification Division of the Federal Bureau of Investigation or the State Bureau of Identification which would disqualify said employee from employment pursuant to law or that the check reveals a disqualifying offense and the individual has demonstrated rehabilitation.

1. Within two weeks after a new staff member begins working at the center, the Provider shall ensure that the new staff member completes the CHRI fingerprinting process.

Preschool Contract  
2016-2017 School Year

2. Until the center receives the results of the CHRI background check from DCF for a new staff member, the center shall ensure that a current staff member is present whenever the new staff member is caring for children at the center.
3. The Provider shall provide proof to the District that all procedures are followed for the center and each qualifying staff member as established by DCF pursuant to the Manual of Requirements for Child Care Centers, N.J.A.C. 10:122-4.10.
4. If it is discovered during the course of the Agreement that either a) an employee with disqualifying CHRI on file that has not demonstrated rehabilitation, or b) an employee who has not had a CHRI background check is working at a school location, said employee shall be immediately removed by the Provider.
5. Failure by the Provider to comply with DCF regulations regarding CHRI background check procedures and/or failure to remove said staff member immediately either upon notification by the District or discovery by the Provider shall be deemed a breach of this Agreement by the Provider and shall be a basis for non-renewal pursuant to Section X or termination pursuant to Section XI of this Agreement.

I. CHILD ABUSE RECORD INFORMATION CHECKS

The Provider, pursuant to the Manual of Requirements for Child Care Centers, N.J.A.C. 10:122-4.9, shall obtain from all staff members who are or will be working at the center on a regularly scheduled basis, written consent for DCF to conduct a Child Abuse Record Information (CARI) background check to determine whether an incident of child abuse and/or neglect has been substantiated against any such person.

1. Prior to a new staff member beginning work at the center, the Provider shall ensure that the new staff member completes the CHRI fingerprinting process including the received results.
2. Until the results of the CARI background check of a new staff member have been received from DCF, the Provider shall ensure that a current staff member is present whenever the new staff member is caring for children.
3. The Provider shall provide proof to the District that all procedures are followed for the center and each qualifying staff member as established by DCF pursuant to the Manual of Requirements for Child Care Centers, N.J.A.C. 10:122-4.9.

Preschool Contract  
2016-2017 School Year

4. If it is discovered during the course of this Agreement that a CARI background check reveals that an incident of child abuse and/or neglect has been substantiated against a staff member, said staff member shall be immediately removed by the Provider.
5. Failure by the Provider to comply with DCF regulations regarding CARI background check procedures and/or failure to remove said staff member immediately either upon notification by the District or discovery by the Provider shall be deemed a breach of this Agreement by the Provider and shall be a basis for non-renewal pursuant to Section X or termination pursuant to Section XI of this Agreement.

J. NONDISCRIMINATION

The Provider shall be fully responsible for the recruitment and hiring of staff necessary to perform this Agreement. The Provider shall operate in conformity with the provisions of all federal and state anti-discrimination statutes and directives, including the Civil Rights Act and the New Jersey Law Against Discrimination, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

1. The Provider certifies that it is an Equal Opportunity Employer and will not discriminate in the recruitment, selection, hiring, promotion or demotion of staff or the selection of services provided to children on the basis of or against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States.
2. The provider agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the provider setting forth the above provisions of the above nondiscrimination clause.
3. The Provider certifies that it has an Affirmative Action Program and except with respect to affectional or sexual orientation and gender identity or expression, the provider will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

Preschool Contract  
2016-2017 School Year

4. The provider agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.
5. The provider agrees to inform in writing to its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
6. The provider agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.
7. In conforming with the targeted employment goals, the provider agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

Providers must also adhere to contracting requirements for affirmative action and affirmative action supplements. Forms can be accessed at <http://www.state.nj.us/treasury/purchase/forms.htm>.

#### K. CONFIDENTIALITY OF PUPIL RECORDS

The Provider shall keep all pupil records in strictest confidence. During the term of this Agreement and at all times thereafter, the Provider shall not publish, disclose or use pupil records without prior written consent of the District or as otherwise provided by law in strict accordance with N.J.A.C. 10:122-1.1 et seq., N.J.A.C. 6A:32-7.1 et seq., and the Federal Family Education Rights and Privacy Act.

#### L. ATTENDANCE RECORDS

The Provider shall collect and report daily attendance information on each enrolled child in the following manner:



Preschool Contract  
2016-2017 School Year

1. If any enrolled child is absent without excuse for up to ten (10) consecutive days of school, the District and Provider shall make every effort to contact the family and get the child to school. The District and Provider may begin attempts to contact the family prior to ten (10) consecutive unexcused absences.
2. If these attempts fail and the child is absent without excuse for ten (10) consecutive days of school, the child shall no longer be enrolled and the District/Provider may fill the slot with another child as per the local Head Start Agency procedures for any Head Start enrolled children.
3. If these attempts fail and the child is absent without excuse for ten (10) consecutive days of school, the local Head Start agency, for Head Start enrolled children, will coordinate with the district to determine if the child shall be considered no longer be enrolled and the Provider will collaborate with the District to fill the slot with another child.

M. FINANCIAL MANAGEMENT SYSTEM

The Provider shall implement sound fiscal practices that include but are not limited to:

1. Maintaining a financial management system that provides timely, accurate, current and complete disclosure of all financial activities related to the Agreement, in accordance with Generally Accepted Accounting Principles (GAAP).
2. Making expenditures in strict accordance with the DOE's 2016-2017 Private Provider Budget and Expenditure Guidance.
3. Maintaining a preschool accounting system of all financial activities related to the Agreement separate from other funding sources.
4. Maintaining a general ledger and account reconciliation of all financial activities related to the Agreement.
5. Amending the approved budget, when appropriate, with approval by the board of education.
6. Timely completion of all financial requirements and timely submission of all financial reports described in Section VII of this Agreement.

IV DISTRICT/ PROVIDER COORDINATION, COOPERATION

Preschool Contract  
2016-2017 School Year

- A. The Provider and the District shall ensure that the high quality elements required by the *New Jersey Preschool Program Implementation Guidelines* and all Head Start regulations are met.
- B. The District shall work with the local Head Start agency to, at a minimum, provide a Master Teacher for every twenty (20) preschool classrooms to provide coaching and classroom support for classroom teachers. Master teachers will also address special needs including, but not limited to, providing additional assistance to uncertified or inexperienced teachers and professional development that supports preschool English language learners and preschool children in inclusive classroom settings. The Provider agrees to allow the Master Teachers to provide coaching and professional development services in the Provider's contracted classrooms or to provide its own Master Teacher to provide same said services. The District, with the Director of Operations, Child/Family Director, Education Manager and the teaching staff, shall develop a professional development plan that describes the role and activities of the Master Teacher for the school year.
- C. The District shall make available to the Provider appropriate in-service training and systematic professional development activities. In addition, the local Head Start agency will provide in-service training prior to the start of the year and in the fall as part of the systematic profession development of the Provider's staff. District will be made aware of said activities and may participate as appropriate.
- D. The District shall include the Provider's teachers in all professional development experiences offered by the district for the preschool teaching staff. The Provider's teachers must attend a minimum of 5 professional development in-service/trainings/workshops offered by the District.
- E. The District shall make available a substitute teacher list to the Provider.
- F. The District shall verify the credentials and progress toward obtaining the appropriate certification or credentials, where applicable, of all preschool teaching staff in a Provider and shall verify that all required background and criminal checks on all employees have been conducted.
- G. The District and the Provider shall articulate plans and activities for children and parents who are making the transition to elementary schools.
- H. The District shall make available health and social service resources to the Provider. The Provider shall ensure health information collected by the provider, and necessary to the District's enrollment process, is provided to the District.

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- I. The District and Provider are jointly responsible for recruitment of children. The Provider will utilize its Head Start selection criteria and income verification process to ensure children are at 100% or lower of poverty guidelines. For families between 100% and 200% the Provider will work with the district to determine enrollment so as to not exceed the Head Start regulations' cap of 10% of children enrolled are over-income.
- J. The District and Provider will work closely to coordinate enrollment processes to ensure full enrollment on the first day of school as well as maintaining full enrollment throughout the year.
- K. The District and Provider are responsible for ensuring that each preschool child is screened within 45 days of school entry using a developmentally-based early childhood screening assessment approved by the Department and is in keeping with Head Start regulations.
- L. Eligibility for contract renewal is based on each contracting Provider classroom maintaining a minimum reliable score of **(four) 4** on the Early Childhood Environment Rating Scale, Third Edition (ECERS-3). The ECERS-3 must be administered by the District in each classroom no less than once every three (3) years.
- M. The Provider shall allow District or DOE designees necessary access to conduct needs assessments and data collection.
- N. The District shall provide financial management assistance to the Provider in the development and monitoring of the Provider's annual budget and implementation of the preschool program.
- O. The District shall provide a copy of its work schedule for all teaching staff to the Provider to allow the Provider to ensure that the work schedule established for the teaching staff in the contracted preschool classrooms is comparable to the work schedule provided by the District for both teaching staff contract hours and teaching staff student contact hours and is made available to all affected teaching staff.
- P. The District shall share with the Provider the plan for transition initiatives from program entry to kindergarten through grade three.
- Q. The Provider shall submit a copy of their lease agreement or any written agreement for space, rent, or mortgage to the District for the school year, in every instance when the Provider is bound by such an agreement.

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- R. The Provider shall receive written approval from the District, consistent with N.J.A.C. 6A:13A-7.1(c) prior to any change affecting physical space or location of classrooms.

V MONITORING OF PROGRAM PERFORMANCE

- A. The District and the DOE are responsible for monitoring the Provider on a regular basis to ensure that the Provider is delivering a quality program. The Provider shall provide the District, the DOE and the Department of Human Services access to its site and program records for purposes of monitoring and ensuring that the Provider is complying with all aspects of this Agreement.
- B. The Provider shall inform the District in writing of all conditions that may negatively affect or are negatively affecting the performance of services as soon as they are known. The disclosure shall be accompanied by a statement of the action taken or contemplated by the Provider to correct the problems and when corrective action will be taken.
- C. The District may, at any reasonable time, make site visits to inspect the program, facility, books, records and equipment relating to the provision of the early childhood education services, review program accomplishments and management and financial control systems, as well as interview any officials and/or employees whose work involves the performance of this Agreement or compliance with its terms.
- D. The District shall conduct on-site monitoring at least twice in each contract year to assess compliance and shall ensure that the Provider is complying with the requirements of this Agreement.
- E. The District shall assess classroom quality and create action plans for teaching staff using the following steps:
1. The District shall score program quality on a graduated scale in all preschool classrooms based on results of the ECERS-3 as referenced in Subsection IV (K) of this Agreement.
  2. An action plan shall be developed and implemented by the District and Provider if any classroom falls below the minimum acceptable ECERS-3 score referenced in Subsection IV (K) of this Agreement. Development of the action plan shall involve participation of the District and the Provider in joint discussions to determine the classroom quality improvements that are necessary based upon the results of the observation instrument and establishment of a timeframe for making the required changes. The Master Teacher shall provide technical assistance to the classroom teacher based upon the action plan.

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3. If the District deems that improvements have not been made according to the established plan and schedule, the District or Provider may request that the classroom or program be evaluated by a reliable independent observer approved by the DOE. If the reliable independent observer verifies that the action plan is not being satisfied, steps shall be taken to remove the Provider teacher from the classroom or not renew or terminate the preschool program contract pursuant to the provisions for non-renewal pursuant to Section X or termination pursuant to Section XI of this Agreement.

VI RECORDS, MAINTENANCE AND RETENTION OF RECORDS

- A. Any and all records concerning the operation of the program shall be retained in accordance with The School District Records Retention Schedule (attached to this Agreement as Attachment A and incorporated herein). Such records shall be made available to the representatives of the District and the DOE upon request. Such records shall also be available to the public to the same extent that the District records are available for public inspection.
- B. Where not otherwise specified in the School District Records Retention Schedule, the retention period starts on July 1 for records created by or filed with the Provider during the prior school year.
- C. The Provider shall transfer to the custody of the District any records no longer necessary to maintain under the School District Records Retention Schedule that the District identifies in writing if the Provider intends to destroy such records pursuant to the retention schedule.
- D. The Provider shall cause all Subcontractors to comply with the terms of this Section.
- E. The Provider shall maintain and have available for audit and/or inspection all books and records that may be requested by the District, DOE and/or DCF. A copy of said documents shall be provided to the District, the DOE and/or DCF upon request.
- F. The Provider shall submit to the District, in a timely manner, monthly student enrollment and attendance reports, and such other reports or data as may be required by this Agreement, statute or regulation. The District and DOE shall provide reasonable notice of audits and/or inspections.

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- G. The Provider shall provide, in a timely manner, copies of all work papers produced in connection with audits made by the Provider to the District and the DOE, upon written request.

VII COMPENSATION

- A. The maximum number of children for which the Provider will be compensated is 45 for the 2016-2017 school year. The District shall pay monthly to the Provider one-tenth (1/10) of the provider's approved 2016-2017 budget planning document subject to revisions pursuant to Subsection VII(C), (D), (G), & (H)(4). The district-approved 2016-2017 budget planning document is attached as Attachment B. The cost per pupil for students at the 100% poverty level will not exceed \$7,834.00, while the per pupil cost for students between the 100% and 200% level will not exceed \$11,000.00.
- B. From October through June, in the event the average daily enrollment for the month is greater than or equal to fourteen-fifteenths (14/15) of the number of contract slots in A above, then the amount due the following month under the contract shall equal the monthly amount as described in A above.
- C. From October through June, in the event the average daily enrollment for the month is less than fourteen-fifteenths (14/15) of the number of contract slots, the amount due the following month under the contract shall equal the monthly amount multiplied by the average daily enrollment for the month, divided by the number of contract slots.
- D. For the month of October, the amount due under the contract shall not be subject to adjustment due to September enrollment for each contracted classroom that is open to receive children by September 1.
- E. The Provider shall collect and report daily attendance information on each enrolled child in the manner set forth in Subsection III (L)(3).
- F. The District shall make ten (10) monthly payments to the Provider in the sum of one-tenth (1/10) of the revenues provided under the Provider's District-approved 2016-2017 budget planning document as set forth in A above.
- G. Except for September 1, payment shall be made each month following receipt and verification of the Provider's enrollment for the previous month. The enrollment report is to be submitted to the District on the last business day of each month. Monthly payments will not be made until the enrollment report is received and reviewed by the District. The District will review the enrollment report within one week of receiving the report. In addition, the final payment, which is to be adjusted in accordance with C and F above and

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based on the Provider's enrollment reports for May and June and Quarterly Expenditure Reports including receipts and supporting documentation, pursuant to H below, shall be issued on or before August 1, 2017.

- H. The Provider agrees to submit to the District a Quarterly Expenditure Report, as defined in Subsection II (A)(4), of actual, approvable, reasonable and customary expenditures signed and certified by the director and officer of the corporation (if the director is not an officer), if incorporated, and understands that the District will recoup any unexpended or misspent funds based on the Quarterly Expenditure Reports, enrollment records and monthly payments made by the District. Based on its review of the Quarterly Expenditure Report, the District shall make prorated adjustments to subsequent monthly payments.
1. If the provision for receipt and verification of the Provider's enrollment as described in G above are met, monthly payments shall be made on: September 1, October 15, November 15, December 15, January 15, February 15, March 15, April 15, and May 15. One final payment shall be issued on or before August 1, 2017.
  2. Quarterly Expenditure Reports (for quarters ending September 30, December 31, March 31, and June 30) shall be submitted to the District no later than: October 15, January 15, April 15, and June 30, respectively.
  3. The provider will appropriately expend funds to meet the Elements of High Quality Preschool Programs, N.J.A.C. 6A:13A et seq. for each category of goods and services in their District-approved 2016-2017 budget planning document, including, but not limited to instructional staff positions, materials, supplies, and technology. Materials, supplies, and technology purchases must also meet the criteria set forth in the district's comprehensive preschool curriculum.
  4. The District may make a monthly payment adjustment at any time during the contract period to reimburse the Provider for large expenditures related to approved budget items including, but not limited to, playground equipment.

### VIII AVAILABILITY OF FUNDS

The parties recognize that payments by the District to the Provider under this Agreement are expressly dependent upon, and subject to the availability to the District of state funds. The Provider is aware that the District's receipt of state funds is expressly conditional upon allocation, review and approval by the DOE.

### IX TERM OF AGREEMENT

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The term of this Agreement shall be July 1, 2016 to June 30, 2017.

X RENEWAL OR NON-RENEWAL OF A PRESCHOOL PROGRAM CONTRACT

The District Board of Education and Provider and DOE shall use the following processes for renewal or non-renewal of the Provider preschool program contract:

1. For all Provider contract renewals:
  - a. The District shall notify any Provider, in writing on or before May 1 of each contract year, of its intent to renew the preschool program contract for an additional one year term.
  - b. The Provider shall notify the District in writing within thirty (30) days of receipt of a renewal notice from the District of its acceptance or rejection of the offer to renew the Agreement for one year.
  
2. For all Provider contract non-renewals:
  - a. The District shall notify the Provider, the DOE, Division of Early Childhood Education, and the DCF, Office of Licensing in writing on or before May 1 in any contract year of the intent to not renew any Provider's preschool program contract for an additional one year term. The notification shall include the reason(s) for non-renewal, including, but not limited to:
    - i. Fiscal mismanagement: The District must provide documentation verifying evidence of the Provider's fiscal mismanagement as well as documentation that the district attempted to assist the Provider to correct fiscal mismanagement issues.
    - ii. Poor classroom quality: The District must provide evidence that it first assessed classroom quality and created a classroom quality improvement plan in accordance with Section V of this Agreement.
    - iii. Available in-district classroom space: For a non-renewal based on available in-district space, the following requirements must be met:
      - (1) The new configuration must meet the elements of high quality described in N.J.A.C. 6A:13A et seq. and educational facilities standards for preschool described in N.J.A.C. 6A:26 et seq.; and



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- (2) It must be economically more efficient to serve the preschool children in the district space, after considering all costs associated with providing the preschool program; and
  - (3) The quality of the current in-district preschool program must meet an average ECERS-3 score of at least four (4).
- b. The Provider may dispute the non-renewal of the preschool program contract received in writing from the District by notifying the District and the DOE in writing within ten (10) business days of receipt of the notice of non-renewal.
  - c. If non-renewal is disputed by the Provider, the Provider and the District shall submit written justification for their positions to the DOE, Division of Early Childhood Education within ten (10) days of the Provider's notification of intent to dispute.
  - d. The appropriateness of the non-renewal decision will be affirmed or denied by the DOE. The non-renewal decision may be appealed to the Commissioner of the DOE ("Commissioner") pursuant to N.J.A.C. 6A:3 et seq., Controversies and Disputes.
  - e. Upon non-renewal, the District shall recover from the Provider all playground materials, playground equipment both installed and uninstalled, start-up classroom materials and start-up classroom technology or the monetary equivalent thereof. The amount to be recovered shall be at least equal to the amount approved for the initial start-up costs.

#### XI TERMINATION OF A PRESCHOOL PROGRAM CONTRACT

- A. The District shall have the right to terminate this Agreement immediately upon:
1. Notice of revocation of the Provider's license;
  2. Provider's breach of any of the following provisions of this Agreement:
    - a. Failure to conduct CHRI background checks as set forth in Subsection III(H) of this Agreement;
    - b. Failure to conduct CARI checks as set forth in III(I) of this Agreement; or

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- c. Violation of any federal, state or local law or regulation regarding the secular nature of programs receiving public funding as set forth in Subsection III(B)(3) of this Agreement.
3. Provider's action(s) or inaction(s) that placed children in the Program at serious risk of harm.
- B. For any breach of contract, except those that trigger the right to immediate termination defined in Subsection XI(A), the District shall have the right to terminate this Agreement as follows:
1. If a Provider fails to comply with any of terms of this Agreement or applicable federal, State or local requirements, the District shall notify the Provider and the DOE, Division of Early Childhood Education of the deficiency in writing.
  2. If the Provider fails to resolve the deficiency within thirty (30) days, the District may initiate termination of this Agreement upon written notice to the Provider and DOE, Division of Early Childhood Education. Termination of the contract shall be subject to written approval by the DOE to the District and Provider.
- C. The Provider shall have the right to appeal to the Commissioner a District's decision to terminate this Agreement pursuant to N.J.A.C. 6A:3 et seq., Controversies and Disputes. The filing of an appeal under N.J.A.C. 6A:3 et seq. shall not prevent the termination from becoming effective on the date specified unless the appealing party seeks and is granted a stay pending decision by the Commissioner.
- D. The District and the Provider may terminate this Agreement by mutual agreement, in writing, upon notice to and receipt of written approval from the DOE.
1. In the event of termination under this Subsection XI(D), said termination shall take effect upon the thirtieth day from the date the District and the Provider receive written approval from the DOE to terminate this Agreement.
- E. Upon termination, the District shall recover from the Provider all playground materials, playground equipment both installed and uninstalled, start-up classroom materials and start-up classroom technology or the monetary equivalent thereof. The amount to be recovered shall be at least equal to the amount approved for the initial start-up costs.
- F. In the event of non-renewal or termination of this Agreement pursuant to Sections X and XI of this Agreement, by either the District or the Provider, the Provider shall continue the service until the District has found an appropriate placement for all children unless

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termination was instigated under the provisions set forth in Subsection XI(A) in which case termination shall be immediate. At no time shall the Provider be required to continue the service for more than ninety (90) days beyond the expiration or termination date of the existing Agreement. The Provider will be reimbursed for this continued service at the funding level established in Subsection VII of this Agreement.

XII INFORMAL DISPUTE RESOLUTION PROCESS

- A. The District and Provider shall attempt to resolve any dispute that may arise under this Agreement. If the dispute cannot be resolved locally, an appeal may be made to the Commissioner pursuant to N.J.A.C. 6A:3 et seq., Controversies and Disputes.

XIII SUBCONTRACTING AND ASSIGNMENT

- A. The Provider shall not subcontract and/or assign services to be provided pursuant to Section I of this Agreement, without written approval from the District and the Commissioner.
- B. The Provider agrees to make all records of any subcontractor available to the District, the DOE, the DCF and any federal agency whose funds are expended in the course of this Agreement for the purpose of review. All subcontracts entered into by the Provider shall include a provision whereby the Subcontractor acknowledges its obligation to make all pertinent records available to the District, the DOE, the DCF and any federal agency whose funds are expended in the course of this Agreement.

XIV INDEMNIFICATION

- A. The Provider shall assume all risk of and responsibility for, and agrees to indemnify, defend and save harmless the State of New Jersey and its employees from and against any and all claims, demands, suits, actions, recoveries, judgments and costs, and expenses in connection therewith on account of the loss of life, property or injury or damages to the person, body or property of any person or persons, whatsoever, which shall arise from or result directly or indirectly from (1) the work, service or materials provided under this Agreement; or (2) any failure to perform the Provider's obligations under this Agreement or any improper or deficient performance of the Provider's obligations under this Agreement. This indemnification obligation is not limited by, but is in addition to, the insurance obligations contained in this Agreement. Furthermore, the provisions of this indemnification clause shall in no way limit the obligations assumed by the Provider under this Agreement, nor shall they be construed to neither relieve the Provider from any liability nor preclude the State from taking other actions available to it under any other provision of this Agreement or at law.

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- B. The Provider shall assume all risk of and responsibility for, and agrees to indemnify, defend and save harmless the District and its employees from and against any and all claims, demands, suits, actions, recoveries, judgments and costs, and expenses in connection therewith on account of the loss of life, property or injury or damages to the person, body or property of any person or persons, whatsoever, which shall arise from or result directly or indirectly from (1) the work, service or materials provided under this Agreement; or (2) any failure to perform the Provider's obligations under this Agreement or any improper or deficient performance of the Provider's obligations under this Agreement. This indemnification obligation is not limited by, but is in addition to, the insurance obligations contained in this Agreement. Furthermore, the provisions of this indemnification clause shall in no way limit the obligations assumed by the Provider under this Agreement, nor shall they be construed to relieve the Provider from any liability nor preclude the District from taking other actions available to it under any other provision of this Agreement or at law.
- C. The Provider shall immediately notify the District and the DOE in writing of any action or suit pending or filed or any claim which may result in litigation against the District and/or the State of New Jersey by any person, organization or other entity.

XV INSURANCE

- A. The Provider shall procure and maintain at its own expense, until at least two years after the completion of all services performed under this Agreement and any modification hereto, liability insurance for damages imposed by law and assumed under this Agreement, of the kinds and in the amounts hereinafter provided, from insurance companies admitted or approved to do business in the State of New Jersey. The Provider expressly understands and agrees that any insurance protection required by this Agreement shall in no way limit the Provider's obligations assumed in this Agreement, and shall not be construed to relieve the Provider from liability in excess of such coverage, nor shall it preclude the State from taking such other actions as are available to it under any other provisions of this Agreement or otherwise in law.
1. The types and minimum amount of insurance shall be as follows:
- a. General Liability Insurance
- i. The minimum limits of liability for this insurance shall be as follows:
- (A) Bodily Injury Liability  
Each Occurrence: \$1,000,000.00  
Aggregate: \$3,000,000.00

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(B) Property Damage Liability  
Each Occurrence: \$1,000,000.00  
Aggregate: \$3,000,000.00

- ii. The above required General Liability Insurance shall name the State of New Jersey as an additional insured. The above required General Liability Insurance shall also name the District as an additional insured. The coverage to be provided under this policy shall include contractual liability coverage. The aggregate limits may be increased by the parties, upon mutual agreement, in order to provide adequate protection to the State and the District.

b. Comprehensive Automobile Liability Insurance

The Comprehensive Automobile Liability policy shall cover owned, non-owned and hired vehicles and/or buses for the approved transport of children with minimum limits as follows:

- i. Bodily Injury Liability: \$2,000,000.00 each occurrence;
- ii. Property Damage Liability: \$2,000,000.00 each occurrence; and
- iii. The above required Comprehensive Automobile Liability Insurance shall name the State of New Jersey as an additional insured. The above required Comprehensive Automobile Liability Insurance shall also name the District as an additional insured. The Provider shall equip any vehicle and/or bus used in the transportation of children with "children's seats."

c. Workers' Compensation Insurance

Workers' Compensation Insurance shall be provided in accordance with the requirements of the laws of this State and shall include an endorsement to extend coverage to any state which may be interpreted to have legal jurisdiction.

d. Employer's Liability Insurance

Employer's Liability Insurance with limits not less than:  
(1) \$1,000,000 Bodily Injury, each occurrence;  
(2) \$1,000,000 Disease each employee; and  
(3) \$1,000,000 Disease aggregate limit.

e. Employee Fidelity Bond

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An Employee Fidelity Bond shall be procured on all employees of the Provider insuring against loss from employee's dishonest acts. The Bond shall be in the amount of a percentage of the current year's budget set forth in the schedule below:

<b>Total Budget</b>	<b>Minimum Bond Amount</b>
Up to \$100,000.00	20 percent of budget (Minimum \$10,000)
\$100,000.01 to \$250,000	\$20,000 plus 15 percent of all over \$100,000
\$250,000.01 to \$500,000.00	\$42,500 plus 13 percent of all over \$250,000
\$500,000.01 to \$750,000.00	\$75,000 plus 8 percent of all over \$500,000
\$750,000.01 to \$1,000,000.00	\$95,000 plus 4 percent of all over \$750,000
\$1,000,000.01 to \$2,000,000.00	\$105,000 plus 2 percent of all over \$1,000,000
\$2,000,000.01 to \$5,000,000.00	\$125,000 plus 1 percent of all over \$2,000,000
\$5,000,000.01 to \$10,000,000	\$155,000 plus 1/2 percent of all over \$5,000,000
10,000,000.01 and upwards	\$180,000 plus 1/4 percent of all over \$10,000,000

In fixing such minimum bond, round to the nearest \$1,000.

2. The Provider shall, prior to the commencement of services required under this Agreement, provide the District with valid Certificates of Insurance as evidence of the Provider's insurance coverage in accordance with the foregoing provisions. Such certificates of insurance shall specify that the insurance provided is of the types and is in the amounts required in Subsection A(1)(a), (b), (c), (d) and (e) above.
3. Standard exclusions will be allowed provided they are not inconsistent with the requirements set forth Subsection A(1)(a), (b), (c), (d) and (e) above. Allowance of any additional exclusions will be at the discretion of the State. Regardless of the allowance of exclusions or deductions by the State, the Provider shall be responsible for the deductible limit of the policy and all exclusions consistent with the risks the Provider assumes under this Agreement and as imposed by law.

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4. The Certificates shall provide for notice in writing to the District prior to any cancellation, expiration, or non-renewal during the term the insurance is required in accordance with this Agreement. The Provider shall also, upon request, provide the DOE with valid Certificates of Insurance and copies of each policy required under this Agreement certified by the agent or underwriter to be true copies of the policies provided to the Provider.

In the event that the Provider provides evidence of insurance in the form of certificates of insurance valid for a period of time less than the period during which the Provider is required by the terms of this Agreement to maintain insurance, said certificates shall be acceptable, but the Provider shall be obligated to renew its insurance policies as necessary and to provide new certificates of insurance from time to time, so that the District is continuously in possession of evidence of the Provider's insurance in accordance with the foregoing provisions.

5. In the event the Provider fails or refuses to renew any of its insurance policies, or any policy is canceled, terminated, or modified so that the insurance does not meet the requirements of this Agreement, the District may refuse to make payment of any further monies due under this Agreement until such time as the Provider reinstates the insurance, consistent with the requirements of this Agreement. Upon reinstatement, the District will promptly pay the Provider all money withheld in accordance with this provision. If the Provider does not reinstate the insurance within thirty (30) days of notice by the District of the insurance lapse, the District may, upon approval of the Commissioner, terminate this Agreement.
6. The Provider shall immediately notify the District and the DOE in writing of any action or suit pending or filed or any claim which may result in litigation against the District and/or the State of New Jersey by any person, organization or other entity.

#### XVI NOTICES

Any notices required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been given to the party to whom intended if a) delivered by registered and certified mail, return receipt requested or b) delivered by hand. Until changed by notice in the manner specified above, the addresses of the parties to this Agreement shall be:

For the District:  
District Contact Name, Title and Address

Mrs. Colleen Bretones

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1876 Dr. Dennis Foreman Drive  
Mays Landing, NJ  
08221

With a copy to:  
General Counsel Name and Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For the Provider:  
Provider Contact Name, Title and Address

Mrs. Bonnie Eggenberg  
110 Cohansey Street  
Bridgeton, New Jersey 08302

XVII ANTI-COLLUSION

The Provider warrants and represents that this Agreement has not been solicited, secured or procured directly or indirectly in a manner contrary to the laws of the State of New Jersey and that the federal, state and local laws and regulations have not been violated and shall not be violated as they relate to the procurement or the performance of the Agreement by any conduct, including the paying or giving of any fee, commission, compensation, gift, gratuity or consideration of any kind, directly or indirectly, to any state or district employee, officer or official.

XVIII INDEPENDENT CONTRACTOR

The relationship of the Provider to the District is that of an Independent Contractor. The Provider, its agents and employees shall act in an independent capacity in the performance of this Agreement and shall not be considered employees of the District or the State of New Jersey and shall not have the right to bind or obligate the District or State in any manner.

IXX BUSINESS REGISTRATION

Pursuant to N.J.S.A. 52:32-44, the Provider must provide a copy of its business registration certificate to the District prior to execution of the contract.

XX PAY TO PLAY PROVISIONS



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A. Pay to Play Bar

Pursuant to N.J.A.C. 6A:23A et seq., and consistent with the definitions of N.J.S.A. 19:44A-1 et seq., each contracting for-profit Provider shall provide the requisite vendor certification(s) of reportable contributions to the District in advance of execution of the contract so that the District may determine whether there has been any contribution that would bar the entry of the contract between the District and the for-profit Provider.

B. Pay to Play Disclosure

Pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271), each contracting for-profit Provider shall submit the requisite disclosure(s) to the District at least ten (10) days prior to entering into this contract.

C. Disclosure of Contributions to ELEC

Pursuant to N.J.S.A. 19:44A-20.27 (P.L. 2005, c. 271), each contracting for-profit Provider shall file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission if the for-profit Provider receives contracts in excess of \$50,000 from public entities in a calendar year. It is the for-profit Provider's responsibility to determine if filing is necessary.

XXI MISCELLANEOUS

A. Compliance with Laws

The Provider covenants that it is familiar with and shall comply with the provisions of all statutes and regulations of the DCF, Child Protection and Permanency, and the DOE, as well as other federal, state and local statutes and regulations which are, or may become, applicable to the provision of child care services and early childhood education provided under this Agreement. This includes, but is not limited to, the Provider's obligation immediately to report to Child Protection and Permanency any suspected incident of child abuse or neglect. The Provider agrees it shall maintain, throughout the term of this Agreement, a current Child Care Center License as issued by the DCF's Office of Licensing.

B. Applicable Law

The parties agree that this Agreement shall be construed and enforced under the laws of the State of New Jersey.

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C. Entire Agreement

This Agreement, together with all Attachments referred to herein, constitutes the entire Agreement between the parties and supersedes all oral and written Agreements, if any, between the parties. No amendment or modification changing the Agreement's scope or terms shall have any force and effect unless it is made in writing and signed by both parties.

D. Headings

Section headings contained in this Agreement are for reference purposes only and shall not in any way affect the meaning or interpretation of this Agreement.

E. Severability

If any of the provisions of this Agreement are determined to be invalid, such invalidity shall not affect or impair the validity of the other provisions, which shall be considered severable and shall remain in full force and effect.

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F. Waiver

No term or provision hereof shall be deemed waived and no breach excused by the parties unless such waiver or consent shall be in writing and signed by the appropriate officers of the parties.

IN WITNESS WHEREOF the parties have executed this Agreement as of the day and year above set forth.

Hamilton Township School District  
Name of School District

By:

District Superintendent Signature Date: \_\_\_\_\_  
Mr. Frank Vogel

Approved as to Legal Form:

By:

General Counsel Signature  
Mr. Eric Goldstein, ESQ.

Gateway Community Action Partnership

Name of Provider's Center/ Agency

By: [Signature]  
Authorized Provider Signature and Title

Date: 8-1-16

2016-2017 School Year  
 BOARD APPROVED SUBSTITUTES  
 12-Sep-16

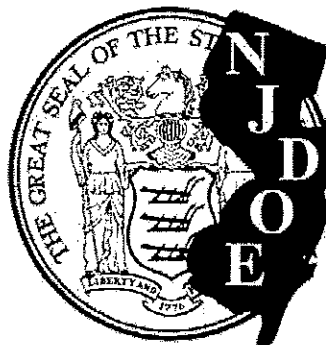
<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Rate</u>	<u>Certification</u>	<u>Interview</u>
Fursin	Beth	Sub para/secretary	\$67.50/day	na	yes (renewal)
Edgehill	Yvonne	sub para/teacher	\$67.50/\$80/day	sub cert	yes (renewal)
Easton	Christine	sub teacher	\$80/day	sub cert	yes (renewal)
Garcia-Hawes	Erin	sub teacher	\$90/day		yes w/Melanie
Hendrix	Rebecca	sub teacher	\$90/day	Elem, SWD	yes w/ Mary Lynn
Coughlin	Natasa	sub teacher	\$90/day	Elem, LAL, SS	yes w/ Steve S.
Lopez	Maritza	sub food svc/sub custodial	\$10/hour	na	yes (renewal)
O'hannon	Beatrice	sub nurse	\$150/day	yes	yes (renewal)
Lester	Betty	sub Food Svc	\$10/hour	na	yes w/ Bill
Schiavo	Abigail	Sub teacher	\$90/day	SS	yes w/ Steve S.
Boyer	Diane	Sub Nurse	\$150/day	school nurse	yes w/ Stephanie, Kevin and Russ

Personnel-1

Personnel-8

<b>Kids Corner 2016-2017 Retroactive to 9-6-16</b>	
<b>EMPLOYEE</b>	<b>PAY RATE</b>
Chin, Christian	\$11.00
Creech, Carolyn	\$11.00
Creelman, Lynn	\$11.00
Graumann, Joyce	\$11.00
Green, Latesha	\$11.00
Munoz-Ayers, Yenis	\$11.00
Pearl, Tammy	\$11.00
Perez, Mylee	\$11.00
Surman, Laurie	\$11.00
Torres, Cinthia	\$11.00

XVI-1



***A UNIFORM STATE  
MEMORANDUM OF AGREEMENT  
BETWEEN EDUCATION  
AND  
LAW ENFORCEMENT OFFICIALS***

**2015 Revisions\***

*Approved by the New Jersey Department of Law & Public Safety  
and the New Jersey Department of Education*

\*This document is a revision of the 1988, 1992, 1999, 2007 and 2011, versions of the State Memorandum of Agreement approved by the Attorney General and the Commissioner of Education and which is required in N.J.A.C. 6A:16-6.2(b)13 through 14.

\*The regulations at N.J.A.C. 6A:16, Programs to Support Student Development are reviewed as new laws are passed and amendments may be presented to the State Board of Education. All related statutory language preempts any conflicts or inconsistencies with these regulations.

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## **Article 1. Preamble; Statement of Policy, Findings, and Objectives.**

### **1.1. The Predecessor Agreements.**

In 1988, the Department of Law & Public Safety and the Department of Education issued a model agreement for use by local law enforcement and education officials. These agreements were eventually signed in communities across the state and documented the commitment by both professional communities to work together as co-equal partners to address the state's alcohol and other drug problems as they relate to school-age children. Regulations promulgated by the State Board of Education and codified at N.J.A.C. 6A:16-6.2(b)13 through 14 establish uniform statewide policies and procedures for ensuring cooperation between education officials and law enforcement agencies; these policies and procedures are consistent with and complementary to the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials approved by the Attorney General and the Commissioner of Education. The Memorandum of Agreement (Agreement) was revised by the Commissioner of Education and the Attorney General in 1992 and again in 1999 to account for new developments with respect to the scope and nature of the State's evolving alcohol and other drug problem and to address the problem of firearms and other weapons brought on to school grounds. The 2007 revisions, for the first time, addressed school safety and security, harassment, intimidation and bullying, hazing, gang reporting, computer crimes, station house adjustments, school law enforcement units, School Violence Awareness Week and other current issues of concern and provide clarification on issues such as child abuse reporting. The 2011 revisions have been made in response to the *Anti-Bullying Bill of Rights Act* (P.L.2010, c.122) and to address the assistance provided to attendance officers handling truancy matters. The 2015 version of the Agreement is in response to new provisions of State law that went into effect after the 2011 Agreement was disseminated, including the Overdose Prevention Act, N.J.S.A. 2C:35-30 and N.J.S.A. 2C:35-31, and cyber-harassment, N.J.S.A. 2C:33-4.1. Issues that have been recently brought to the forefront, including Article 8.6, Hazing, and Article 8.9, Coordination of HIB and Criminal Investigations, have also been revised and clarified to assist school officials and law enforcement in their efforts. Additionally, relevant laws that had been previously omitted are now included, such as the Compassionate Use Medical Marijuana Act, N.J.S.A. 24:6I-1, and self-administration of medication by students for specific medical conditions, N.J.S.A. 18A:40-12.3.

## 1.2. Nature of the Problem.

The 1988, 1992, 1999, 2007, 2011 and 2015 issues of the Memoranda of Agreement have been designed to ensure cooperation between law enforcement and education officials and ultimately to protect the educational environment. The undersigned parties hereby recognize the need to update the Memorandum of Agreement and to reaffirm the commitment to work together as equal partners in addressing evolving problems and emergencies of mutual concern. Recent events in New Jersey and throughout the nation have made clear that while schools are generally safe places for students and staff members, a wide range of offenses are occasionally committed on school grounds<sup>1</sup>. These offenses against persons or property may involve the actual or threatened infliction of bodily injury, the unlawful use or possession of firearms or other dangerous weapons, dealing or use of illicit controlled dangerous substances, arson or fire-setting activities, sexual assault and criminal sexual contact, bias crimes, illegal gambling, vandalism, and theft. It is understood and agreed that the commission of these types of offenses on school grounds, whether directed at students, school employees, or school grounds, not only undermines the educational environment, but can directly endanger the safety and well-being of members of the school community and thus requires an appropriate and decisive response. It is further understood and agreed that there is a demonstrable need for law enforcement and education officials to cooperate and to share information, as appropriate, to address acts of violence or potential acts of violence by students that may occur off school grounds or at times other than during regular school hours, and that may involve victims or potential victims that are not members of the school community. Experience has shown that violent acts committed by children off school grounds can have serious deleterious effects upon the school community, just as acts of violence committed on school grounds can lead to further violence or retaliation at other places.

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<sup>1</sup>Pursuant to N.J.A.C. 6A:16-1.3, "School grounds" means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider. School grounds also includes school buses, school-sponsored functions, structures that support the buildings, such as school district wastewater treatment facilities, generating facilities, and other central service facilities including, but not limited to, kitchens and maintenance shops. School grounds also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and recreational places owned by municipalities, private entities or other individuals during those times when the school district has exclusive use of a portion of the land.

### **1.3. Reasons for Special Concern.**

The parties to this Memorandum of Agreement are aware of and remain concerned by recent events that have occurred throughout the nation involving violence committed by youth and violence committed on youth by outsiders. The parties further recognize that no school is immune from the disruptive influence of alcohol and other drug abuse and distribution, vandalism, and violence. It is not our intention to cause undue alarm or to overstate the nature or magnitude of the problem. Nor is it our intention in any way to jeopardize the rights of students. To the contrary, we wish to emphasize that our goal is to safeguard the essential right of all students and school employees to enjoy the benefits of a school environment which is conducive to education and which is free of the disruptive influence of crime, violence, intimidation and fear. Accordingly, the parties to this Agreement recognize the need to have in place policies and procedures to appropriately and decisively manage these inherently dangerous and disruptive situations. It is our hope and expectation that by developing and publicizing the existence of clear policies, we can discourage the commission of serious offenses on school grounds and thereby protect the safety and welfare of all members of the school community. In developing these policies and procedures, it is understood that it is a crime for any person to knowingly have in his or her possession any firearm on school grounds without the written authorization of the governing officer of the institution. See N.J.S.A. 2C:39-5e and N.J.A.C. 6A:16-5.5(j) and 5.6(j). It is agreed and understood that this statute and these regulations are designed to protect children and the educational environment, and that violations are especially serious matters that warrant a prompt referral to, and response by, law enforcement authorities. Finally, it is understood that it is a crime for any person to dispose of any such weapon, or any firearm unless he or she is licensed or registered to do so (N.J.S.A. 2C:39-9d).

### **1.4. Benefit of Referrals to Law Enforcement Authorities.**

It is understood that law enforcement officials have access to confidential information that may document that a juvenile offender has previously committed acts of delinquency outside of school grounds and about which school officials may therefore be unaware. These confidential law enforcement records may concern prior juvenile arrests, adjudications, dispositions, referrals to juvenile conference committees and station house adjustments. For this reason, the failure by school officials to refer a suspected offense to law enforcement authorities may unwittingly prevent the professional actors within the juvenile justice system, including law enforcement and family court officials, from identifying and dealing appropriately with juvenile offenders, and may thus prevent these actors from taking the steps that are necessary and appropriate to intervene, to address the juvenile's problems in a timely fashion and to protect the public safety. In order to enable school officials to make a more informed decision regarding whether to refer a suspected act of delinquency to law enforcement authorities, the parties to this Agreement understand the need for, and benefit of, establishing procedures by which law enforcement officials can explain the workings of the juvenile justice system and the options, services and resources that are available through that system to respond to juveniles' needs. It is expected that such ongoing dialogue will enable school officials to understand the likely

consequences of a referral involving a given offense. It also is hoped that in this way, law enforcement and school officials can work to dispel many of the myths about the juvenile justice system, and to develop a better understanding of the resources available to address the needs of juveniles who enter into this system or who are at risk of entering the system.

#### **1.5. Anabolic Steroids, "Jimson Weed," and "Date Rape" Drugs.**

The parties to this Agreement understand that in 1991, the New Jersey Commissioner of Health promulgated rules and regulations which classify anabolic steroids as Schedule III controlled dangerous substances. The parties to this Agreement recognize that the problem of the unlawful use of anabolic steroids by school-age children is a particularly serious one, and that this problem is not limited to student athletes, but also involves students who use these especially dangerous substances with the intent to enhance their physical appearance. The parties to this Agreement recognize that these substances often have profound, long-term adverse side effects, and that their unlawful use by children cannot be tolerated. The parties to this Agreement also understand that it is illegal in New Jersey to use, possess, or distribute any stramonium preparation, commonly referred to as "Jimson weed", and that it also is illegal for any person to distribute or possess substances sometimes referred to as "date rape" drugs, including gamma hydroxybutyrate (GHB), Rohypnol (roofies), and flunitrazepam (N.J.S.A. 2C:35-5.2 and 5.3, effective August 8, 1997; N.J.S.A. 2C:35-2 and 2C:35-10.5).

#### **1.6. Alcohol Consumption.**

The parties to this Agreement recognize that public attention has been focused on the problem of alcohol consumption on school grounds. Surveys of New Jersey's high school students consistently report that alcohol continues to be by far the most commonly used chemical substance by school-age children. The parties to this Agreement recognize and reaffirm that alcohol remains an illicit substance for underage persons, and that alcohol offenses, especially those occurring on school grounds, are serious matters that warrant a decisive and predictable response.

#### **1.7. Prosecution of Drug Offenses.**

On May 14, 1998, the Attorney General issued Directive 1998-1 to establish uniform standards and criteria for prosecuting cases under the Comprehensive Drug Reform Act. The Attorney General Directive recognizes that reports of studies indicate that the high rates of drug use by school-age children remain a serious concern. In order to reverse this disturbing trend, the Attorney General Directive made clear that it is a prosecutor's responsibility to deter drug offenses by sending the strongest possible message that there are serious legal consequences for engaging in this form of criminal behavior, and that the law enforcement community is committed to making certain that juvenile drug offenders will be held accountable through the

imposition of the mandatory non-incarcerative sanctions prescribed in the Comprehensive Drug Reform Act, including the suspension or postponement of driving privileges, the payment of mandatory Drug Enforcement and Demand Reduction cash penalties based upon the degree of the offense involved, and the requirement that juvenile drug offenders perform at least 100 hours of community service if the offense occurred on or within a drug-free school zone. Attorney General Directive 1998-1 further recognizes that the general and special deterrent effect of these non-incarcerative sanctions would be seriously eroded if juveniles taken into custody for provable drug offenses were to report to their classmates and friends that these sanctions were not imposed. Moreover, the Directive establishes that it is contrary to public policy and the clearly-expressed intention of the Legislature to foster the appearance that a juvenile is entitled to one "free" drug offense before the statutorily-mandated non-incarcerative sanctions will actually be imposed. Accordingly, the Directive requires prosecutors to seek imposition of these sanctions in all cases, including those that are diverted to a Juvenile Conference Committee, an Intake Services Conference, a Juvenile Family-Crisis Intervention Unit, or any other diversion program.

#### **1.8. Liaisons to School Districts and Law Enforcement Agencies.**

It is recognized and agreed that without ongoing active communication and cooperation among school and law enforcement officials the goals of this Agreement cannot be achieved. For this reason, Article 2 of this Agreement requires that law enforcement agencies and school districts designate one or more liaisons.

#### **1.9. Training Requirements.**

School districts and law enforcement agencies will comply with the training requirements of P.L. 2005, c. 276, (N.J.S.A. 52:17B-71.8; N.J.S.A. 18A:17-43.1) for safe schools resource officers and for school liaisons to law enforcement, as soon as practicable. As recognized by Article 13.5 of this Agreement, the presence of a safe schools resource officer — a police officer that complies with the statutorily mandated training requirements — can enhance not only school safety and security but also the relationships between school children, education officials, and law enforcement.

#### **1.10. Stationhouse Adjustments.**

All municipal and other law enforcement agencies having patrol jurisdiction within the State of New Jersey shall make stationhouse adjustments available as a method of handling minor juvenile delinquency offenses within their jurisdiction. See Attorney General Directive 2008-2, Attorney General Guidelines for Stationhouse Adjustment of Juvenile Delinquency Offenses. A stationhouse adjustment is an alternative method that law enforcement agencies



may use in their discretion to handle first-time juvenile offenders who have committed minor juvenile delinquency offenses within their jurisdiction. The availability of a stationhouse adjustment as a method of handling minor juvenile delinquency offenses does not require law enforcement agencies to use it unless they determine it is appropriate to do so. The intent of the stationhouse adjustment program is to provide for immediate consequences, such as community service or restitution and a prompt and convenient resolution for the victim, while at the same time benefitting the juvenile by avoiding the stigma of a formal juvenile delinquency record. In many instances, this early intervention will deter the youth from continuing their negative behavior and divert the youth from progressing further into the juvenile justice system.

Since no charge is filed, the school need not be provided notice of a stationhouse adjustment and need not be involved in the process. However, when the school district is a victim of a minor juvenile offense, such as a minor theft or offense involving trespass or the destruction of school grounds, the school shall be notified and should be included in the stationhouse adjustment process, in the same manner as any other victim.

#### **1.11. Juvenile Conference Committees.**

The parties to this Agreement endorse the continued use of Juvenile Conference Committees (JCCs). JCCs present an invaluable alternative to adjudicating matters involving alleged juvenile offenders. The JCC is a panel of citizens appointed by the judge assigned to the Family Division of Superior Court. The juvenile, parent/guardian, and complainant/victim voluntarily discuss the offense and related matters with the JCC. The JCC does not have the authority to determine guilt or innocence. Rather, the JCC considers all of the facts and makes a recommendation to the Family Division judge. The proposed resolution should aid in the juvenile's rehabilitation, and may include conditions such as curfew, counseling, evaluation, community service, or restitution. These recommendations and conditions, if approved by the judge, become a court order that is monitored by the JCC. Upon successful completion of the condition, the case against the juvenile is dismissed. JCCs are authorized under N.J.S.A. 2A:4A-75 and R. 5:25.

JCCs represent a partnership between the Judiciary and the citizenry of New Jersey to provide expanded services to youth at risk. The JCC program provides the opportunity for focused intervention for youth and families within the community of residence and helps to build the collaboration between the court and the community that is necessary to respond effectively to juvenile delinquency.

#### **1.12. Designer Drugs.**

Over the years, modifications to controlled dangerous substances (CDS) have resulted in the creation of "designer drugs." Structurally or functionally similar to banned CDS, designer

drugs are created to mimic the effects of a CDS, while initially avoiding the CDS classification and therefore giving the illusion of legality to these products. In recent years, designer drugs such as “bath salts” (synthetic cathinones) and “synthetic marijuana” (synthetic cannabinoids) have increased in popularity, resulting in initial widespread availability. Many of these products were and continue to be falsely labeled as “not for human consumption,” “for novelty use only,” “plant food” or “bath salts” to conceal from law enforcement their true nature.

Due to the danger of these products, especially among youth in New Jersey, the Division of Consumer Affairs acted to ban synthetic cannabinoids. See February 28, 2012 Order of Thomas Calcagni, former Director of the Division of Consumer Affairs. The United States Drug Enforcement Administration followed, subsequently scheduling many synthetic cannabinoids and cathinones as controlled substances, therefore outlawing them. However, the manipulation of chemical compounds to avoid the controlled substance designation while providing the same effects as the banned substances continues, and both educators and law enforcement must be mindful of designer drugs in school settings and among our youth.

### **1.13. Prescription Controlled Dangerous Substances.**

The Centers for Disease Control and Prevention classified prescription drug abuse as the fastest growing drug problem in the United States. Rates of prescription drug misuse (when an individual uses a medication for a reason other than prescribed or in a different manner than prescribed, or when an individual takes a medication not prescribed for him or her) and abuse are increasing at alarming rates, especially among youth. Because these medications are incorrectly believed to be safer because they are manufactured by companies, the dangers and potential for abuse associated with these medications is often overlooked or ignored. Access to these substances is also easier than with traditional CDS, as they are often located in the home medicine cabinet.

The Substance Abuse and Mental Health Services Administration (SAMHSA), a federal health agency, reported that in 2008, 52 million persons in the United States age 12 or older had used prescription drugs non-medically at least once in their lifetime, and 6.2 million had used them in the past month. SAMHSA also reported that between 1998 and 2008, there was a 400 percent increase in substance abuse treatment admissions for opioid prescription pain relievers, underscoring the ready availability of these medications. Educators must be mindful that, absent a filed certification and medical plan as described in Section 4.1, students should not be in possession of CDS prescription medication on school grounds. Moreover, the prevalence of prescription medication has led to an increase in misuse of prescription CDS stimulants among youth as study aids, and among prescription opioids and benzodiazepines as party drugs. Medications such as prescription opioids also clearly serve as a gateway to heroin. Educators and law enforcement must focus on evidence-based prevention education and be alert for signs and symptoms of misuse and abuse in our students

## **Article 2. Liaisons; Law Enforcement Units.**

### **2.1. Liaisons.**

We, (county prosecutor) and (each law enforcement agency having patrol jurisdiction) shall each designate one or more persons to serve as a liaison to appropriate local and county school officials.

The(executive county superintendent) and the (local chief school administrator of each school), pursuant to N.J.A.C. 6A:16-6.2(b)1, shall similarly designate one or more persons to serve as a liaison to the county prosecutor's office and to the respective local law enforcement agency. In many districts this liaison(s) may be the vice-principal, school social worker, student assistance coordinator, guidance counselor, or other staff member. The roles and functions of these liaisons are to:

- facilitate communication and cooperation;
- identify issues or problems that arise in the implementation of this Agreement and facilitate the resolution of any such problems;
- act as the primary contact person between the schools and the affected law enforcement agencies;
- act together in developing joint training and other cooperative efforts, including information exchanges and joint speaking engagements;
- coordinate drug and alcohol abuse and violence intervention and prevention efforts; and
- consult on the review of school safety and security plans, pursuant to N.J.A.C. 6A:16-5.1, and the review of approved model policies of the School Security Task Force.

### **2.2. Creation of Law Enforcement Units as Authorized by the Family Educational Rights and Privacy Act (FERPA).**

Each school district shall consider designating one or more law enforcement units for the district, as provided under FERPA (Family Education Rights Privacy Act), pursuant to 20 U.S.C. 1232g(a)(4)(ii) and 34 C.F.R. 99.8. The term "law enforcement unit" means any individual, office, department, division or other component of an educational agency or institution, such as a school administrator or a unit of commissioned police officers or non-commissioned security guards, that is officially authorized or designated by that agency or institution to enforce any local, State or Federal law, or refer to appropriate authorities a matter for enforcement of any local, State or Federal law against any individual or organization other than the agency or

institution itself; or maintain the physical security and safety of the agency or institution. [34 C.F.R. 99.8(a)(1)]. The law enforcement unit may be only one person, and does not have to be a law enforcement officer. All school security equipment shall be the responsibility of the law enforcement unit. All school security records, including but not limited to, school security campus or school bus videotapes, records relating to weapons screening devices, visitor logs, and any records of interviews relating to potential violations of the law are created and maintained by the designated law enforcement unit. These records are not deemed to be student records or educational records [20 U.S.C. 1232g(a)(4)(B)(ii)] and may be voluntarily turned over to law enforcement without a subpoena. See also Article 4.3.3 of this Agreement.

### **2.3. Inquiries Regarding Law Enforcement Operations.**

All inquiries or complaints received by school personnel regarding interviews, investigations, arrests or other operations conducted by sworn law enforcement officers shall be directed to the appropriate law enforcement agency. This shall apply to inquiries from parents, guardians, the press or any other sources. A school official receiving such an inquiry or complaint shall also notify the appropriate law enforcement agency of the nature of the inquiry or complaint (N.J.A.C. 6A:16-6.3).

## **Article 3. Law Enforcement Operations.**

### **3.1. Definitions**

As used in this Agreement:

*“Controlled Dangerous Substance”* shall mean a drug, substance or immediate precursor as defined at N.J.S.A. 2C:35-2, and shall include controlled substance analogs. Pursuant to regulations adopted by the Department of Health, the term includes anabolic steroids, and shall also be deemed to include "Jimson weed" (stramonium preparation) and gamma hydroxybutyrate (GHB), Rohypnol (roofies), and flunitrazepam (N.J.S.A. 2C:35-5.2 and 5.3).

*“Deadly weapon”* means any weapon or device within the meaning of N.J.S.A. 2C:39-1r or 2C:39-3, and includes any device readily capable of lethal use or of inflicting serious bodily injury, including, but not limited to, gravity knives, switchblade knives, daggers, dirks, stilettos, or other dangerous knives, blackjacks, bludgeons, metal knuckles, cesti or similar leather bands studded with metal filings or razor blades embedded in wood and any weapon or other device which projects, releases or emits tear gas or any other substance intended to produce temporary physical, discomfort or permanent injury through being vaporized or otherwise dispensed in the air (i.e., mace, pepper spray, paintball guns). Deadly weapon also means any ammunition for a firearm.

"Firearm" means any firearm within the meaning of N.J.S.A. 2C:39-1f, and includes any handgun, rifle, shotgun, machine gun or automatic or semiautomatic rifle regardless of whether such firearm is operable or loaded with ammunition. The term includes "BB" and "air" guns.

"Operating School Hours" shall include the time in which a school is in session or when students are engaged in school related activities under the supervision of professional school staff.

"Planned Arrest" shall mean an arrest or taking into custody based upon probable cause which was known to a law enforcement officer sufficiently in advance of the time of the actual arrest, whether as a result of an undercover school operation, planned surveillance, or otherwise, so that there was sufficient opportunity for the arresting officer or any other law enforcement officer to apply for and obtain an arrest warrant, even though an arrest warrant may not have been sought or issued. The term shall also include arrests made pursuant to a "clean sweep" (e.g., multiple arrest) operation.

"Planned Surveillance" shall mean a planned operation wherein a law enforcement officer(s) enters onto school grounds, including school buildings and school buses, in plainclothes during operating school hours for the purpose of observing or participating in activities associated with the use, possession or distribution of any controlled dangerous substance, alcoholic beverages or firearms or dangerous weapons. This term shall not include observations made by a law enforcement officer, whether in uniform or in plainclothes, from any place or property not owned or used by a school or school board.

"Routine Patrol" shall mean activities undertaken by a law enforcement officer whether in uniform or in plainclothes and whether on foot or in a marked or unmarked vehicle, to patrol areas within a drug-free school zone (N.J.S.A. 2C:35-7) for the purposes of observing or deterring any criminal violation or civil disturbance.

"Serious Bodily Injury" shall have the same meaning as that term is used in N.J.S.A. 2C:11-1b and means bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or the protracted loss or impairment of the function of any bodily member.

"Significant bodily injury" shall have the same meaning as that term is used in N.J.S.A. 2C:11-1d, and means bodily injury which creates a temporary loss of the function of any bodily member or organ or temporary loss of any one of the five senses.

"Spontaneous Arrest." in distinction to a planned arrest, shall mean an arrest or taking into custody based upon probable cause to believe that an offense is being committed in the arresting officer's presence under circumstances where the officer could not have foreseen with certainty that the specific offense would occur and thus where the arresting officer had no reasonable opportunity to apply for an arrest warrant. The term shall also include any arrest or taking into custody in response to a request by a school official pursuant to Article 7.1 of this Agreement.

"Undercover School Operation" shall mean a planned operation undertaken by a law enforcement agency wherein a law enforcement officer(s) is placed in a school community and poses as a member of the school community for the purpose of identifying and eventually apprehending persons engaged in the illegal distribution of controlled dangerous substances, alcoholic beverages or the unlawful use, possession or distribution of firearms or dangerous weapons. The procedures for planning and approving an undercover school operation are set forth in Addendum 1 to this Agreement.

### **3.2. Undercover School Operations.**

Undercover school operations are designed to disrupt ongoing drug-distribution activities. These operations are difficult to implement and require extensive planning, cooperation, and secrecy. Attorney General Executive Directive 1988-1 imposes strict limitations on the use of this investigative tactic. The Attorney General Directive is designed to protect the educational environment of a school and to minimize the risk of injury to students and undercover officers. Rules and regulations promulgated by the State Board of Education and codified at N.J.A.C. 6A:16-6.2(b)7 require local district boards of education to adopt and implement policies and procedures to ensure cooperation between school staff and law enforcement authorities in all matters relating to undercover school operations. Accordingly, the rules and procedures for approving and implementing an undercover school operation are set out in detail in Addendum 1 to this Agreement, which Addendum is made part of this Agreement as if set out fully herein.

### **3.3. Planned Surveillance.**

#### **3.3.1. Notice and Consultation.**

In the absence of compelling or exigent circumstances, as shall be determined by the county prosecutor or the Attorney General or his or her designee, no planned narcotics surveillance operation as defined in this Agreement will be conducted during operating school hours without first consulting with the building principal or local chief school administrator of the school involved.

#### **3.3.2. Limitations; Targeted Subjects.**

Nothing in this Agreement shall be construed to prevent any law enforcement officer from making any observations from any place or property not owned or used by a school or school board, except that a planned narcotics surveillance or any other form of observation should, wherever possible, be limited to observing 1) those specific individuals or groups of individuals who are believed to be involved in drug trafficking or weapons-related activities, or 2) those specific areas or places on school grounds, where drug use or trafficking or weapons-related activity is believed to occur frequently.

### **3.4. Routine Patrols.**

#### **3.4.1. Visible Enforcement Plans.**

The (*police department*) shall maintain at appropriate times a visible police presence within all drug-free school zones, and shall file and periodically update a confidential report with the (*prosecutor*) detailing how these zones are to be patrolled.

#### **3.4.2. Notice to School Officials.**

Where a patrol plan requires an officer periodically to enter onto school grounds, the (*police department*) shall advise the appropriate (*school building principal and local chief school administrator*). It is understood and agreed that any portion of a patrol plan disclosed to school officials in accordance with this subsection shall be kept strictly confidential.

#### **3.4.3. On-Site Reporting.**

Except when responding to an emergency, no on-duty police officer will enter any school building without first complying with the procedures established by the school for the reporting of visitors. It shall be the responsibility of each police department or agency with patrol responsibilities to make certain that all officers are familiar and comply with the reporting policies established by each school within the law enforcement agency's jurisdiction.

### **3.5 Police Presence at Extra-Curricular Events.**

It is our agreed upon policy that (*police department with patrol responsibilities*), working in conjunction with appropriate school officials, should, whenever possible, provide for the presence of uniformed police officer(s) at any event at which the chief school administrator believes it would be in the interest of public safety. In the absence of compelling reasons as may be determined by the (*county prosecutor or chief executive officer of the law enforcement agency having patrol jurisdiction*) it is understood and agreed that uniformed police officers shall not be assigned to school functions, and especially those functions occurring within school buildings, except with the approval of the building principal or local chief school administrator. All requests by school officials for law enforcement agencies to provide for a uniformed presence at any school event should be made in accordance with N.J.A.C. 6A:16-6.2(b)10 and directed to (*local police or liaison, local chief executive officer of the law enforcement department or agency having patrol jurisdiction*).

### **3.6 Truancy; Assistance Provided to Attendance Officers.**

The sheriff and his officers and all police officers and constables are required to assist school attendance officers in the performance of their duties (N.J.S.A. 18A:38-30). Assistance

shall, when practicable, include accompanying attendance officers to the homes of students in circumstances where attendance officers may have concerns for their safety. However, attendance officers are not law enforcement officers and law enforcement officers should not provide assistance of a type that would not be available to other civilian investigators. For example, law enforcement officers should not use law enforcement computer systems to run motor vehicle checks or criminal background checks for attendance officers. Law enforcement officers should also keep in mind that when accompanying an attendance officer to a home, they have no additional authority to demand entry to the home if the occupants do not consent and there is no emergency that would justify entry into the home.

**Article 4. Obligation to Report Offenses and Preserve Evidence: Controlled Dangerous Substances, Firearms, Planned or Threatened Violence, Child Abuse and Other Offenses.**

**4.1 Requirement to Report Offenses Involving Controlled Substances.**

**4.1.1. Comprehensive Drug Reform Act.**

Subject to the provisions of Articles 4.2 and 4.3 of this Agreement and N.J.A.C. 6A:16-6.2(b)9 and 6.3(a), school officials shall promptly notify (police department and/or prosecutor) whenever any school employee has reason to believe a violation of the Comprehensive Drug Reform Act has occurred, except when, pursuant to N.J.A.C. 6A:16-6.3(a)3, a student has voluntarily and on his or her own initiative sought treatment or counseling for a substance abuse problem, provided the student was not involved in drug distribution activities and further provided the student participates in an appropriate treatment or counseling program. For the purposes of this Agreement and pursuant to N.J.A.C. 6A:16-6.3(a)3i, an admission by a student of a violation of the Comprehensive Drug Reform Act which is in response to questioning initiated by a law enforcement officer or school employee shall not constitute a voluntary, self-initiated request for counseling and treatment.



#### 4.1.2. Overdose Prevention Act.

School officials and law enforcement officers must also be mindful of the immunity provisions of the Overdose Prevention Act, codified at N.J.S.A. 2C:35-30 and N.J.S.A. 2C:35-31, and Attorney General Law Enforcement Directive 2013-1, seeking to ensure uniform statewide enforcement of the law. On May 13, 2013, Governor Christie signed the Act into law, the overarching purpose of which is to encourage individuals to seek medical assistance whenever a drug overdose occurs. Specifically, the Act provides that when a person, in good faith, seeks medical assistance for an individual believed to be experiencing a drug overdose, whether the person is seeking assistance for himself/herself or another, the person calling for help and the person experiencing the overdose shall not be arrested, charged, prosecuted, or convicted for certain specified criminal offenses enumerated in N.J.S.A. 2C:35-30(a)(1-6) and N.J.S.A. 2C:35-31(a)(1-6) involving the use or simple possession of controlled dangerous substances.<sup>2</sup> Attorney General Directive 2013-1 expanded the immunity provisions of the Act beyond its plain language to encompass the spirit of the law by providing immunity to others present at the scene of the overdose event if those other persons were made aware of and participated in the request for medical assistance, even if only one person actually placed the call to 9-1-1. As Attorney General Directive 2013-1 made clear, the immunity feature of the Act does not extend to simple use or possession drug offenses that come to the attention of law enforcement by independent means.<sup>3</sup>

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<sup>2</sup>The Act does not limit in any way the ability of law enforcement to investigate, arrest, or prosecute an offense involving the manufacture, distribution, or possession with intent to distribute an illicit substance or paraphernalia or other drug-offenses.

<sup>3</sup>Law enforcement and educators should also be mindful of P.L. 2009, c.133, the "9-1-1 Lifeline Legislation," which provides immunity for underage use and possession of alcohol for up to three people (including the individual in need of medical assistance) when 9-1-1 is called for an alcohol-poisoning related medical emergency. To be eligible for the immunity, the underage persons must be the first to place the 9-1-1 call, must provide their names to the 9-1-1 operator, must remain on the scene of the event, and must cooperate with law enforcement and medical responders.

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#### **4.1.3. Students Suspected of Being Under the Influence of Alcohol or Other Drugs.**

Pursuant to N.J.A.C. 6A:16-4.3(a)3 and 6.3(a)4, school officials may, but need not, disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol or other drugs. Pursuant to N.J.A.C. 6A:16-4.3(a)3i, however, school officials shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances. In each instance of a report to law enforcement authorities of a student suspected of being under the influence of alcohol or other drugs, pursuant to N.J.S.A. 18A:40A-12(a) and N.J.A.C. 6A:16-4.3(a), or of a student suspected of using of anabolic steroids, pursuant to N.J.S.A. 18A:40A-12(b) and N.J.A.C. 6A:16-4.3(b), the student must receive the required medical examination, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3(a)2 et seq. or (b)2 et seq., as appropriate.

#### **4.1.4. Self-Administration of Medication by Students.**

Law enforcement and educators should be aware that, pursuant to N.J.S.A. 18A:40-12.3, self-administration of medication by students is permitted for specific medical conditions, including asthma, life-threatening allergies and other potentially life-threatening medical conditions. The student shall be permitted to self-administer medication provided that (i) the student's parent or guardian submits to the board of education a written certification from the student's physician specifying the specific medical condition necessitating self-administration, the medication to be administered, and the fact that the student is capable of and has been instructed in the proper method for self-administration of the medication; (ii) the student's parent or guardian submits to the board of education written authorization from the parent or guardian for self-administration of the medication by the student; (iii) the board of education informs the student's parent or guardian, in writing, that the district, its employees, and its agents shall incur no liability as a result of the student's self-administration of medication; and (iv) the student's parent or guardian signs a statement acknowledging that the district, its employees, and its agents shall incur no liability as a result of the student's self-administration of medicine, and that they (the student's parent or guardian) will indemnify and hold harmless the district, its employees, and its agents against claims arising out of the student's self-administration of medication.

In addition, the school nurse must maintain the student's Individualized Health Care Plan (IHCP) and Individualized Emergency Health Care Plan (IEHCP) documenting the student's medical needs and the need for self-administration of the specified medication, pursuant to N.J.A.C. 6A:16-2.3(b)3xii. For example, students with asthma who meet the above criteria may carry an inhaler such as a rapid-acting bronchodilator. Likewise, students with life-threatening allergies may carry one or two epinephrine auto-injector mechanisms and an oral or lingual form of Benadryl (antihistamine), if they too meet the above criteria. Students with diabetes may carry either an insulin pump or injectable insulin, if they similarly meet the above criteria. Students with other life-threatening medical conditions may have a medication order for other specific medication which may, if the above criteria are met, be self-administered.

#### **4.1.5. Compassionate Use Medical Marijuana Act.**

On January 18, 2010, the Compassionate Use Medical Marijuana Act (CUMMA) (N.J.S.A. 24:6I-1 et seq.) was signed into law. The purpose of CUMMA is to protect from arrest, prosecution, property forfeiture, criminal and other penalties, those patients who use marijuana to alleviate suffering from debilitating medical conditions, as well as their physicians, primary caregivers, and those who are authorized to produce marijuana for medical purposes. CUMMA expressly provides that it does not authorize a person to smoke marijuana in a school bus or on any school grounds. As to smoking medical marijuana at such protected locations, CUMMA expressly provides that the patient "shall be subject to such penalties as provided by law." Although this provision of CUMMA applies only to smoking marijuana in certain specified places, district boards of education are encouraged to consult with their attorney about the oral consummation of medical marijuana at any of the protected locations. The Department of Health has promulgated regulations for the implementation of CUMMA and serves as the lead state agency in developing the Medicinal Marijuana Program (MMP) in the state of New Jersey.

The Office of the Attorney General developed Enforcement Guidelines to provide law enforcement with guidance and instruction on key provisions of CUMMA. This document is available at the Division of Criminal Justice website under Attorney General Guidelines (<http://www.njdcj.org/agguide.htm>). The MMP, in cooperation with the Department of Law and Public Safety, has established an MMP Identification Card validation process. Law enforcement personnel that encounter or have questions regarding the validity of an MMP Identification Card should contact the New Jersey State Police, Regional Operations Intelligence Center (ROIC), for Identification Card validation.

As of September 30, 2014, the MMP has three (3) permitted and operational Alternative Treatment Centers. They are Greenleaf Compassion Center in Montclair, Garden State Dispensary in Woodbridge and Compassionate Care Foundation in Egg Harbor. These facilities are presently dispensing medicinal marijuana in raw vegetative form only. They are in the process of developing protocols for the manufacture of lozenge, topical formulations and edible products. These products will be available in the future and will be lawfully dispensed, possessed and utilized by patients that are registered with the MMP. As these products become available, law enforcement will be notified and provided with appropriate instruction on identification. Additional information regarding the Medicinal Marijuana Program is available at <http://nj.gov/health/medicalmarijuana/index.shtml>.

#### **4.2 Non-Applicability to Treatment Program Records and Information.**

Nothing in this Agreement or in N.J.A.C. 6A:16-6.5 shall be construed in any way to authorize or require a referral or transmittal of any information or records in the possession of a substance abuse counseling or treatment program in violation of any state or federal confidentiality law or regulation, and such information or records shall be strictly safeguarded in accordance with applicable state and federal laws and regulations.

### **4.3 Confidentiality Laws.**

#### **4.3.1. Substance Abuse Confidentiality Laws.**

The New Jersey Legislature on January 12, 1998 adopted P.L. 1997, c. 362, in accordance with the Governor's conditional veto recommendations. The law, codified at N.J.S.A. 18A:40A-7.1 et seq., and the supportive regulations at N.J.A.C. 6A:16-3.2(a)2 and 6.5, afford confidentiality protections to a public or private secondary school pupil who is participating in a school-based drug or alcohol abuse counseling program where that pupil provides information during the course of the counseling session that indicates that the pupil's parent or guardian or other person residing in the pupil's household is dependent upon or illegally using a controlled dangerous substance. The New Jersey confidentiality statute is broader than the federal confidentiality statute and regulations (42 C.F.R. Part 2) in that it applies to any student who is participating in a school-based alcohol or drug abuse counseling program, even if the student is not personally abusing substances, but rather is seeking counseling to deal with the problems related to the substance abuse of another. The federal law, in contrast, only provides confidentiality protections to persons who are "patients," that is, persons who are receiving counseling for their own substance abuse problem. The state confidentiality law nonetheless features an important exception to the general rule of preserving confidentiality. Specifically, the State law is expressly subject to the provisions of N.J.S.A. 9:6-8.10, and thus does not prevent school officials from disclosing information to Child Protection and Permanency (CP&P) or to a law enforcement agency "if the information would cause a person to reasonably suspect that the secondary school pupil or another child may be an abused or neglected child." Accordingly, it is understood and agreed that the confidentiality statute in no way relieves the duty established pursuant to N.J.S.A. 9:6-8.10, which requires any citizen, including school district employees, volunteers or interns, to inform both CP&P and a law enforcement agency immediately when there is reasonable cause to believe that a child is or has been abused or neglected.

#### **4.3.2. Clarification Regarding Confidentiality of Contents of Student Records.**

It is understood and agreed that federal and state laws pertaining to the confidentiality of student records, pursuant to 42 C.F.R. Part 2, N.J.S.A. 18A:40A-7.1 and 7.2 and N.J.A.C. 6A:32-7, only prohibit the disclosure of the contents of such records; these laws do not extend to other sources of information concerning the same events or transactions that happen to be memorialized in the student records. Thus, for example, a teacher, counselor, administrator, or other school staff member who is a witness to criminal activity may be required to testify in a court or grand jury or may be required to report information to law enforcement authorities pursuant to this Agreement based upon personal knowledge and memory notwithstanding that the criminal activity reported or testified about has been recorded in a student record that is subject to state or federal confidentiality laws. In other words, the act by a school official of memorializing an incident, event, or observation in a student record in no way precludes that school official or any other material witness from reporting or testifying from personal knowledge as to the documented incident, event, or observation, provided, however, that nothing

in this Agreement shall be construed to authorize or require a school employee to divulge information or records in violation of the confidentiality requirements of 42 C.F.R. Part 2, or any other applicable state or federal regulation, law or rule of evidence concerning confidential and privileged communications. Furthermore, the records of a designated "law enforcement unit" do not constitute student records (20 U.S.C. 1232g(a)(4)(ii)).

#### **4.3.3. Records of Law Enforcement Units.**

Records of a "law enforcement unit" designated pursuant to Article 2.2 of this Agreement do not constitute student records. This comports with the requirements of the Family Educational Rights and Privacy Act (FERPA), which was amended in 1992 to exempt such records from the definition of "education records" (20 U.S.C. 1232g(a)(4)(ii)). Law enforcement records are records, files, documents and other materials created by a law enforcement unit for a law enforcement purpose and maintained by the law enforcement unit (34 C.F.R. 99.8(b)(1)). In the preamble to the FERPA regulations published in the Federal Register on January 17, 1995, the United States Department of Education stated: "... where a law enforcement unit also performs non-law enforcement functions, the records created and maintained by that unit are considered law enforcement unit records, even when those records were created for dual purposes (e.g., for both law enforcement and student conduct purposes). Only records that were created and maintained by the unit exclusively for a non-law enforcement purpose will not be considered records of a law enforcement unit" (60 F.R. 3467). When one or more law enforcement units have been established by the school district, the school district agrees to disclose to the appropriate law enforcement agency, or the Department of Children and Families, as appropriate, any records, files, documents and other materials of the law enforcement unit pertaining to the investigation of a violation of the law. The disclosure of these records to a law enforcement agency does not prohibit the use of these records for educational purposes, such as violations of the code of student conduct.

#### **4.4.- Securing Controlled Substances and Paraphernalia.**

Whenever a school employee seizes or comes upon any substance believed to be a controlled dangerous substance or drug paraphernalia, school officials *shall immediately* advise the (*local law enforcement agency having patrol jurisdiction*) and shall secure the substance or item pending the response by (*law enforcement agency*) to retrieve and take custody of the substance or paraphernalia, pursuant to N.J.A.C. 6A:16-6.2(b)8 and 6.4. School employees having custody of the substance or item shall take reasonable precautions, per local board of education procedures, to prevent its theft, destruction or use by any person. In accordance with the requirements of law(N.J.S.A. 2C:35-10c, it is understood that under no circumstances may any person destroy or otherwise dispose of any controlled dangerous substance or drug paraphernalia except by turning over such substance or item to the responding law enforcement officer.

#### **4.5. Prompt Response to Controlled Substance Referrals; Preserving Chain of Custody.**

The (*law enforcement agency*) shall dispatch an officer as promptly as possible to take custody and secure the controlled dangerous substance or drug paraphernalia. School officials shall provide to the responding law enforcement officer information necessary to establish the chain of custody and the circumstances of the seizure, including the identity of any person(s) from whom the substance or item was obtained, except that school officials need not provide information concerning the identity of a student from whom the controlled dangerous substance or item was obtained where the substance or item was turned over by a student to a student assistance coordinator or other individual who holds either a school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker or student personnel service endorsement on the Educational Services Certificate in the course of, or as a result of, school-based intervention, assessment, referral for evaluation, evaluation or referral for treatment, as those terms are defined in N.J.A.C. 6A:16-1.3 and delineated in N.J.A.C. 6A:16-3.1 or participation in a community-based substance abuse treatment program where: 1) the student voluntarily and on his or her own initiative turned over the substance to a school employee; and 2) there is no reason to believe that the student was involved in distribution activities; and 3) the student participates in an appropriate school-based alcohol or other drug abuse intervention, referral for evaluation, referral for treatment or continuity of care program, pursuant to N.J.A.C. 6A:16-3.1 or community-based alcohol or other drug abuse treatment program. Nothing in this paragraph shall be construed in any way to authorize or require a referral or transmittal of any information or records in the possession of a school-based alcohol or other drug abuse intervention, referral for evaluation, referral for treatment or continuity of care program or a community-based substance abuse treatment program where such referral or transmittal would constitute a violation of state or federal confidentiality laws or regulations, and such information or records shall be strictly safeguarded in accordance with applicable state and federal laws and regulations.

#### **4.6. Requirement to Report Incidents Involving Firearms.**

Subject only to the provisions of Articles 4.2 and 4.3 of this Agreement, it is agreed that (*designated school official*) shall immediately notify (*designated law enforcement official*) whenever any school employee in the course of his or her employment, pursuant to N.J.A.C. 6A:16-5.5 and 6.3(b), develops reason to believe that a firearm has unlawfully been brought onto school grounds, or that any student or other person is in unlawful possession of a firearm, whether on or off school grounds, or that any student or other person has committed an offense with, or while in possession of, a firearm, whether or not such offense was committed on school grounds.

#### **4.7. Securing Firearms, Ammunition and Dangerous Weapons.**

Whenever a school employee seizes or comes upon any firearm or dangerous weapon, school officials may in the case of a dangerous weapon other than a firearm, and *shall* in the case of (1) a firearm, (2) ammunition for a firearm, or (3) a non-firearm weapon that was actually used or threatened to be used in committing an offense, *immediately* advise (*designated law enforcement official*) and secure the firearm, ammunition or weapon pending the response by the (*law enforcement agency*) to retrieve and take custody of the firearm, ammunition or dangerous weapon, pursuant to N.J.A.C. 6A:16-6.2(b)8 and 6.4. School employees having custody of a firearm, ammunition or dangerous weapon shall take reasonable precautions, per local board of education procedures, to prevent its theft, destruction or unlawful use by any person. It is understood and agreed that under no circumstances shall any person destroy or otherwise dispose of any seized or discovered firearm, ammunition or non-firearm weapon except by turning over such firearm, ammunition or non-firearm weapon to the responding police officer.

#### **4.8. Law Enforcement Response to Mandatory Referrals.**

The (*law enforcement agency*) receiving information about the existence of an unlawful firearm on school grounds or the actual or threatened use of a non-firearm deadly weapon pursuant to Article 4.7 of this Agreement *shall immediately* dispatch an officer to take custody and secure the firearm or other weapon. Except as may be specifically provided in Articles 4.2 and 4.3 of this Agreement, school officials shall provide to the responding law enforcement officer information necessary to establish the chain of custody and the circumstances of the seizure or discovery of the firearm or other weapon, including the identity of any person(s) from whom the firearm or other weapon was obtained.

#### **4.9. Interdiction of Weapons.**

It is understood and agreed that the (*law enforcement agency*) shall make every reasonable effort to effect the arrest of any student believed to be in the unlawful possession of a firearm or other dangerous weapon while the student is not on school grounds, to prevent whenever possible the bringing of such firearm or weapon onto school grounds. When this is not feasible, the (*law enforcement agency*) shall scrupulously comply with the notification requirements for planned arrests as set forth in Article 7.4 of this Agreement.

#### **4.10. Requirement to Report Incidents Involving Planned or Threatened Violence.**

Notwithstanding any other provision of this Agreement, it is agreed that (*school official*) *shall immediately notify* (*law enforcement agency*) whenever any school employee in the course of his or her employment develops reason to believe that anyone has threatened, is planning, or otherwise intends to cause death, serious bodily injury, or significant bodily injury to another

person under circumstances in which a reasonable person would believe that the person genuinely intends at some time in the future to commit the violent act or to carry out the threat, pursuant to N.J.A.C. 6A:16-6.3(c) through (e). In making these determinations, the school official should reference the risk management and assessment tools explained in the NJDOE publication titled *School Safety and Security Manual: Best Practices Guidelines*. The school official shall provide to the responding law enforcement agency all known information relevant to the threat, including but not limited to any historical or background information concerning the person's behavior or state of mind. For the purposes of this reporting requirement, the threatened or planned act of violence need not be imminent, and the intended victim of the violent act need not be aware of the threat. Nor shall it be relevant for the purposes of this reporting requirement that the intended victim is not a student or member of the school community, or that the violent act is not intended to be committed on school grounds. The parties to this Agreement understand and agree that students who make a credible threat of harm to themselves or others should be taken seriously. Accordingly, the provisions of this paragraph shall be liberally construed with a view toward preventing future acts of violence.

#### **4.11. Violence Intervention.**

The (*law enforcement agency*) receiving information about a threatened, planned, or intended act of violence pursuant to Article 4.10 of this Agreement agrees to promptly dispatch an officer, or immediately dispatch an officer where the circumstances so warrant, to undertake an investigation and to take such actions as may be appropriate and necessary to prevent the threatened, planned, or intended act of violence from occurring.

#### **4.12. Requirement to Report Sexual Offenses.**

Subject only to the provisions of Article 4.2 and 4.3 of this Agreement, it is agreed that (*designated school official*) shall immediately notify (*designated law enforcement official*) whenever any school employee in the course of his or her employment develops reason to believe that a crime involving sexual penetration or criminal sexual contact has been committed on school grounds, pursuant to N.J.A.C. 6A:16-6.3(d).



#### **4.13. Reporting Other Offenses.**

Subject to the provisions of Articles 4.2 and 4.3 of this Agreement, it is agreed that (*designated school official*) should notify (*designated law enforcement official*) whenever any school employee develops reason to believe that a criminal offense has been committed on or against school grounds. In deciding whether to refer the matter to the designated law enforcement agency, the principal of the school or his or her designee should consider the nature and seriousness of the offense and the risk that the offense posed to the health or safety of other students, school employees, or the general public and shall be mindful that offenses committed on school grounds by or against students may lead to an escalation of violence or retaliation that may occur on school grounds or at other locations. Under no circumstances shall any school employee prevent or discourage the victim of an offense from reporting the offense to a law enforcement agency.

In deciding whether to report the presence or seizure of a non-firearm weapon that was not actually used or threatened to be used in committing an assault or other offense, the (*school official*) shall consider the nature of the weapon and any lawful purposes that it might have, the age of the student, and the student's intent. While it is generally not necessary to report the seizure of small pen knives or Swiss-Army style knives, it is understood and agreed that law enforcement shall be notified of the seizure of any switchblade, gravity, or ballistic knife, stun gun, or metal knuckles. It is further understood and agreed that school officials shall report the seizure of a utility or "box-cutter" knife where the unlawful use of such knives as weapons is a serious problem in the school and where the student has no explainable lawful purpose for possessing such an instrument.

#### **4.14. Law Enforcement Response to Voluntary Referrals.**

The (*law enforcement agency*) receiving information about the commission of an offense pursuant to Article 4.6 of this Agreement shall respond promptly and, when there is probable cause to believe that an offense has been committed, shall handle the matter in accordance with the provisions of the Attorney General's Executive Directive 1990-1 Concerning the Handling of Juvenile Matters by Police and Prosecutors. Except as may be specifically provided in Articles 4.2 and 4.3 of this Agreement, school officials should, in the absence of compelling reasons, provide the responding law enforcement officer information necessary to establish the chain of custody and the circumstances of the seizure or discovery of any dangerous weapon or item, other than a firearm or other weapon dealt with in Article 4.8 of this Agreement or a controlled dangerous substance or drug paraphernalia dealt with in Article 4.5 of this Agreement, which was or may have been unlawfully possessed or used in connection with or derived from criminal activity. Nothing in this paragraph shall be construed in any way to authorize or require a referral or transmittal of any information or records in the possession of a school-based substance abuse counseling or treatment program and obtained in the course of providing diagnosis or treatment where such referral or transmittal would constitute a violation of federal or state

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confidentiality laws or regulations, and such information and/or records shall be strictly safeguarded in accordance with such applicable federal and state laws and regulations.

#### **4.15. Arrest Protocols Following Voluntary Referrals.**

It is understood and agreed that the arrest protocols set forth in Article 7 of this Agreement, which are designed to minimize the disruption of the school environment, shall be followed whenever a student is to be arrested on school grounds for any offense, including offenses which do not involve controlled dangerous substances or drug paraphernalia. Similarly, it is understood and agreed that the notification procedures set forth in Article 6 of this Agreement shall be followed whenever a student or non-student is arrested on school grounds, or whenever a student is arrested off school grounds during operating school hours for a violation of any criminal statute, including an offense which does not involve controlled dangerous substances or drug paraphernalia. It also is understood and agreed that the (*police department*) shall at all times comply with the patrol notification and on-site reporting procedures set forth in Articles 3.4.2 and 3.4.3 of this Agreement, whether the purpose of the law enforcement entry onto school grounds, is to enforce the Comprehensive Drug Reform Act or any other criminal statute.

#### **4.16. Advice on Juvenile Justice System Practices and Procedures.**

The (*designated law enforcement official*) and the county prosecutor shall be available on an ongoing basis to explain to school officials the practices and procedures of the juvenile justice system with respect to the handling of juveniles suspected of, or formally charged with, acts of delinquency. The (*designated law enforcement official*) and the county prosecutor also shall provide, on an ongoing basis, information concerning the services and resources available through the Juvenile Justice System to deal with delinquent or at-risk youth and families in crisis, including stationhouse adjustments, referrals to Juvenile Conference Committees, Juvenile-Family Crisis Intervention Units, and other pre-adjudication diversion programs, intervention services, and post-adjudication disposition options that are available in the county.

#### **4.17. Advice on Weapons.**

It is understood that new weapons have evolved and proliferated that are readily concealable and easily disguised. For example, dangerous knives can be disguised as belt buckles and other seemingly innocuous items. Accordingly, the (*designated law enforcement agency*) and the county prosecutor shall be available on an ongoing basis to provide school officials with information and advice about such weapons and their prevalence in the district or in the county so that they may be readily identified by school officials.

#### **4.18. Possession or Consumption of Alcoholic Beverages.**

It is understood that it is unlawful for a person under the age of 21 to purchase or knowingly consume an alcoholic beverage on school grounds. See N.J.S.A. 2C:33-15 and N.J.A.C. 6A:16-4 et seq. So too, it is an offense for an adult to bring or possess an alcoholic beverage on school grounds without the express written permission of the school board, chief school administrator or building principal. See N.J.S.A. 2C:33-16. It is agreed and understood that these statutes are designed to protect children and the educational environment and that violations of these statutes should be deemed to be serious matters and may be reported to law enforcement, and shall warrant immediate response by law enforcement authorities in accordance with the provisions of this Agreement. Where appropriate, the law enforcement agency or the county prosecutor may elect to forego formal charging prosecution in favor of pursuing school disciplinary proceedings, pursuant to N.J.A.C. 6A:16-7.1, or other appropriate juvenile justice alternatives, including, but not limited to, a "stationhouse adjustment."

#### **4.19. Reports of Child Abuse or Neglect; Potential Missing or Abused Children.**

New Jersey statutes (N.J.S.A. 18A:36-25 and 9:6-8.10) require reporting by school officials of a potential missing or abused child to **both** law enforcement officials and Child Protection and Permanency (CP&P), New Jersey Department of Children and Families (DCF), as set forth below.

##### **4.19.1 Reports of Child Abuse or Neglect to CP&P.**

Any person having reasonable cause to believe that a student has been subjected to child abuse or neglect must immediately report the matter to CP&P by telephone or otherwise, pursuant to N.J.S.A. 9:6-8.10 and N.J.A.C. 6A:16-11.1(a)2. The CP&P Child Abuse Hotline is to be contacted at 1-877-NJABUSE.

##### **4.19.2. Notification to Law Enforcement.**

Notification of a potential missing or abused or neglected student also must be made to law enforcement officials by the person who is designated to report child abuse cases on behalf of the school district, such as the chief school administrator, principal, assistant principal or other designated school official, in accordance with N.J.S.A. 18A:36-25 and N.J.A.C. 6A:16-11.1(a)3. Each school district may establish individual procedures for the notification. It is not necessary for the same person to contact law enforcement and CP&P. It is only required that both notifications are made.

##### **4.19.3. Notification of CP&P by Law Enforcement.**

Pursuant to the *DCF/Law Enforcement Model Coordinated Response Protocol* promulgated February 2007 by the Attorney General and the Commissioner of the Department of

Children and Families, a law enforcement agency receiving a report of child abuse from the designated school official, need not notify the CP&P hotline when the school official confirms that the CP&P hotline has been contacted by school staff.

#### **4.19.4. Law Enforcement Response.**

The law enforcement agency receiving a report of child abuse or a potential missing child shall respond in accordance with the policies established by their County Prosecutor's Office.

#### **4.19.5. Notification of Parents or Guardians.**

Notification to the student's parents or guardians shall not be made by school officials when it is suspected that either parent or guardian is responsible for the suspected abuse. Law enforcement officials do not need the permission of a parent or guardian to speak to any student who is not the target of an investigation. It is the sole responsibility of law enforcement officials to determine when or whether a parent of any student shall be contacted. Failure to follow this procedure may compromise the integrity of an investigation and place the child at risk.

#### **4.19.6 Anonymity.**

Individuals who report abuse may or may not be entitled to anonymity. While CP&P allows anonymous child abuse reporting for the general public, school staff may not be entitled to anonymity for these reports. Furthermore, there is no anonymity when incidents are reported to law enforcement authorities.

#### **4.19.7. Custody Disputes and Potentially Missing Children.**

It is recognized by all parties to this agreement that custody disputes between parents often have a detrimental effect upon the children. Sudden requests for school records accompanied by suspicious absences should result in a heightened scrutiny within the school. Therefore, to the extent that a referral to law enforcement will not violate student record confidentiality, if it comes to the attention of a school administrator that the absence of a child from school may be due to a parental kidnapping or custodial interference, the school administrator shall immediately contact law enforcement authorities. Concerns that a child may be unlawfully removed from the jurisdiction should be immediately brought to the attention of local law enforcement officials.

### **4.20 Offenses Involving Computers, the Internet and Technology.**

#### **4.20.1. Purpose.**

Computerized devices such as cell phones, smart phones, digital cameras, PDAs, laptop computers and desktop computers have become a part of our daily lives. The growth of the

Internet and local computer networks makes information and communication immediately accessible. However, access to this technology and information potentially can be used for harmful purposes that can cause great disruption in a school. In 2003, a series of laws were passed allowing for the prosecution of new crimes, such as unauthorized computer access and damage which such access may cause. In addition, digital cameras, digital photos, digital videos, cell phones, e-mail and the Internet are increasingly used to commit crimes. The purpose of this section of the Agreement is to recognize some of the areas where law enforcement and educational professionals should cooperate to ensure a unified response to the illicit and harmful use of technology by students, teachers, administrators and other school staff. These areas include:

- 1) Unauthorized access to school networks.
- 2) Harassment and threats via electronic media.
- 3) Use of technology to facilitate other crimes.
- 4) Blogging (free speech).
- 5) Limitation of electronic devices, such as cell phones, pagers and cameras, on school grounds.

#### **4.20.2. Unauthorized Access to School Networks, Harassment and Threats via Electronic Media, and the Use of Technology to Facilitate other Crimes.**

Existing criminal statutes address all three of these issues. Unauthorized access to school networks is a prosecutable offense under N.J.S.A. 2C:20-23 et seq. Any damage to the network may result in more severe penalties. School officials may consider unauthorized accessing of a school network to be an internal matter and not advise law enforcement authorities. However, law enforcement personnel are specially trained in forensic computer analysis. The ability to accurately assess the level of intrusion into a computer system is best handled by law enforcement professionals. Often the significance of an attack on the integrity of a school computer network can extend into the community. The ability of law enforcement to quantify any unauthorized use or access can bring peace of mind to concerned citizens in the community. Accordingly, notification should be made to law enforcement immediately upon learning of unauthorized access.

In addition to accessing computer systems, it has unfortunately become commonplace for juveniles to utilize electronic forms of communication to harass and threaten other students or individuals. The mere fact that the communication is in electronic form, rather than oral or written form is irrelevant. School personnel should be guided by the reporting obligations elsewhere in this agreement. School personnel should be mindful of the fact that forensic computer analysis of an individual computer or network can result in valuable evidence for an investigation. Therefore, when notification to law enforcement is appropriate, the entirety of the investigation should be conducted by law enforcement so as not to compromise the integrity of potential evidence.

Finally, computers and other forms of current and emerging technology may be used to facilitate other criminal activity. Financial information, identifying information and illicit

images may all be contained on a suspect's computer. Therefore, it is vital that law enforcement be notified immediately when a school learns that a juvenile may be using a computer to violate the law. Similarly, cell phones, smart phones, tablets, PDAs and other electronic communication devices should be turned over to the police, not parents, when the school comes into possession of items which they suspect may contain evidence of criminal behavior.

#### **4.20.3. Blogging and Free Speech Issues.**

The creation of a "web-log" or "blog" is a current trend for many individuals using the Internet. A blog is personal space on the world-wide-web devoted to a particular topic. Often a single individual authors a blog, or as is becoming more common, access to the blog is 'open' and anyone may post an entry. Blogging is not limited to text, and information which can be stored electronically may be placed in a blog: music, photos and videos, for example, all can become part of a blog.

There are many free blog sites available for use by anyone with Internet access. Registration requirements are often loose and potentially ineffective. Blogs have become a public forum for many people, including students, to post a variety of personal information, including biographical information, opinion, media, and insulting or harassing speech.

Law enforcement officials, while vigilant in the pursuit of criminal activity, are often faced with the issue of "free speech" under the Federal and New Jersey Constitutions. Prosecution of individuals who harass or threaten specific groups or individuals is commonplace. However, law enforcement may be unable to prosecute those who merely publish an opinion or a photograph. School personnel as well as students often are the target of information contained in blogs. Whenever a school administrator learns of blogging information which rises to the level of threats or harassment, the school official shall immediately notify law enforcement. Law enforcement authorities have the ability to preserve evidence before the author has an opportunity to alter it. If such information is brought to the attention of law enforcement, a legal-determination will be made on whether the information contained in the blog is constitutionally protected and whether it is criminal in nature.

### **Article 5. School Access to Law Enforcement Information.**

#### **5.1. Statutory Authority to Disclose Information.**

New Jersey's juvenile confidentiality laws were amended by P.L. 1994, c. 56 to make it easier for law enforcement agencies to share information with schools. The revised law provides for three categories of disclosure to schools as follows: (1) permissive disclosure during an investigation (N.J.S.A. 2A:4A-60e); (2) disclosure following a charge at the principal's request (N.J.S.A. 2A:4A-60c(3)); and (3) required disclosure following a charge in certain circumstances (N.J.S.A. 2A:4A-60d). In addition, a law enforcement agency is authorized to disclose certain

information to the victim of an offense committed by a juvenile. Pursuant to N.J.A.C. 6A:16-5.4, the board of education confirms its obligation to adopt and implement policies and procedures protecting the access to information related to juvenile justice proceedings, according to the requirements of N.J.S.A. 2A:4A-60.

The revised law permits law enforcement or prosecuting agencies to disclose information regarding juveniles who are under investigation when that information may be useful in maintaining order, safety, or discipline in the school or in planning programs relevant to the juvenile's educational and social development. This information may then be shared by the principal with appropriate school staff, provided, however, that where the information relates only to an investigation, and where no formal charges have been filed against the student, the statute prohibits this pre-charge information from being maintained by school officials. Accordingly, this information should be provided orally by law enforcement officers, rather than in writing, so as to avoid inadvertent retention or disclosure of such information.

The revised law further contains a provision that authorizes a principal to request information concerning juvenile delinquency charges that have been filed against a student enrolled in the school. These requests may either be made on a case-by-case basis or in accordance with procedures that could be agreed to as part of this Agreement.

***[Optional: Pursuant to § 5.2 of this Agreement, the (law enforcement agency) hereby agrees automatically to disclose to the principal this information regarding any juvenile delinquency charge filed against any student enrolled in the school.<sup>4</sup>]***

Law enforcement and prosecuting agencies are required to advise the principal of the school where the student is enrolled when:

- the offense occurred on school grounds or was committed against an employee or official of the school;
- the juvenile was taken into custody as a result of information or evidence provided by school officials, whether or not on school grounds;
- the offense, if committed by an adult, would constitute a crime, and the offense:
  - resulted in death or serious bodily injury, or involved an attempt or conspiracy to cause death or serious bodily injury;
  - involved the unlawful use or possession of a firearm or other weapon;
  - involved the unlawful manufacture, distribution, or possession with intent to distribute a controlled dangerous substance or controlled substance analog;

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<sup>4</sup>*This provision is optional. The parties to the Agreement may delete this sentence or may modify it to limit the "blanket" request to specified delinquency charges.*

- was committed by a juvenile who acted with a purpose to intimidate an individual or group of individuals because of race, color, religion, sexual orientation, or ethnicity; or
- constitutes a crime of the first, second, or third degree.

N.J.S.A. 2A:4A-60d

## **5.2. Agreement to Disclose Information Following a Charge.**

Where a juvenile has been charged with an act of delinquency that if committed by an adult would constitute a crime or offense, it is requested and agreed, pursuant to the authority of N.J.S.A. 2A:4A-60c(1) and (3) that the (law enforcement agency) or County Prosecutor's Office shall promptly provide information as to the identity of the juvenile, the offense charged, the adjudication and the disposition to (1) the principal of any school that is the victim of the offense; (2) the principal of any school that employs the victim of the offense; and (3) the principal of any school where the juvenile is enrolled.

## **5.3. Agreement to Disclose Information During an Investigation.**

Pursuant to the authority of N.J.S.A. 2A:4A-60e, the (law enforcement agency) and/or the County Prosecutor's Office agree(s) to notify verbally the principal of the school at which the juvenile is enrolled where the juvenile is under investigation or has been taken into custody but has not been formally charged with the commission of any act that would constitute an offense if committed by an adult, provided that the (law enforcement agency) or the County Prosecutor's Office determines that the information may be useful in maintaining order, safety, or discipline in the school or in planning programs relevant to the juvenile's educational and social development, and further provided that the sharing of information will not interfere with or jeopardize an ongoing investigation or prosecution of any person. It is understood and agreed that the information provided pursuant to this paragraph shall be provided orally rather than in writing, will be kept confidential, shall not be maintained by the school as part of the juvenile's student records, and shall be used only in accordance with the provisions of N.J.S.A. 2A:4A-60e to maintain order, safety, or discipline in the school or in planning programs relevant to the juvenile's educational and social development. Nothing herein shall be construed to preclude school officials from using such information in a suspension, expulsion, or other school conduct proceeding, pursuant to N.J.A.C. 6A:16-7.1, whether occurring on or away from school grounds, pursuant to N.J.A.C. 6A:16-7.5.

## **5.4. Specificity of Disclosed Information.**

It is understood and agreed that where the (law enforcement agency) and/or County Prosecutor's Office is authorized, pursuant to law and the provisions of this Agreement to disclose information concerning charged or suspected acts of delinquency, the law enforcement



agency may provide the principal with specific information concerning the offense or investigation, as appropriate, that may be useful in maintaining order, safety, or discipline in the school or in planning programs relevant to the juvenile's educational and social development. Such information may include but need not be limited to: (1) the specific type of drug found as determined by field tests and/or laboratory analysis; (2) the amount, purity, and value of the drug found; (3) how the drug was packaged; (4) whether cash was found or whether there were indications that the drug was intended to be sold or distributed; (5) where precisely the drug or other contraband was found; (6) what type of weapon was found; (7) whether a seized firearm was operable or loaded; or 8) whether the suspected offense involved or was directed at another enrolled student. It is understood and agreed that it is especially important for law enforcement agencies to promptly share information as may be authorized by law concerning the identity of a victim who is enrolled at the same school as the juvenile charged with or suspected of committing the offense so that school officials can take appropriate steps to protect the victim from further attack, to enforce a restraining order or condition of probation or pre-trial release that the juvenile have no contact with the victim, or to prevent retaliation or an escalation of violence.

#### **5.5. Disclosure of Adult Student Information.**

Where a student who has been arrested or is under investigation is 18 years old or older, or otherwise is being treated as an adult by the criminal justice system, the (*law enforcement agency*) and/or the County Prosecutor's Office agrees to provide to the principal of the school at which the student is enrolled all information that would otherwise be provided pursuant to the provisions of Articles 5.1, 5.2, 5.3, and 5.4 of this Agreement.

#### **5.6. Law Enforcement Testimony at School Student Conduct Hearings; ~~Required Notice to the County Prosecutor.~~**

The (*law enforcement agency*) agrees, upon the request of (*school official*), to make available officer(s) to testify as appropriate in any suspension or expulsion hearing before the board of education, pursuant to N.J.S.A. 18A:37.1 et seq. and N.J.A.C. 6A:16-7.1 et seq., or other appropriate school authority as may be necessary to satisfy the due process rights of a student subject to school discipline, provided, however, that it is understood and agreed that any information provided by means of such testimony shall not be made public but rather shall be kept confidential in accordance with the requirements of N.J.S.A. 2A:4A-60, and further provided that the County Prosecutor's Office shall be given prior notification and a right to preclude the giving of such testimony where the testimony may interfere with or jeopardize any ongoing investigation or prosecution of any person.

## **5.7. Parallel School Student Conduct Proceedings.**

It is understood and agreed that school officials have an independent right and responsibility to initiate and pursue student conduct proceedings, pursuant to N.J.S.A. 18A:37.1 et seq. and N.J.A.C. 6A:16-7.1 et seq., or to remove a student from school under certain circumstances including, but not limited to, those specified in the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 through 12 and N.J.A.C. 6A:16-5.5, 5.6, 5.7 and N.J.A.C. 6A:7. It is further understood and agreed that all school-based student conduct proceedings are separate and distinct from any juvenile or adult criminal prosecution; that law enforcement agencies shall not require or request school officials to undertake a student conduct action against a student; and that the imposition of sanctions by both schools and by the juvenile justice system based upon a single infraction or event in no way constitutes "double jeopardy."

## **5.8. Notification of Arrests or Charges Filed Against School Personnel.**

The parties acknowledge that procedures already are in place that require prosecutors to provide notifications of indictments or convictions of public employees to the Division of Criminal Justice, which are then transmitted to the appropriate public agency. However, no notifications are required during the period between the filing of a complaint and an indictment, creating a period of time during which school administrators may be unaware of charges pending against school personnel, which may have an impact on their fitness for carrying out official duties. Therefore, it is agreed that whenever a law enforcement agency files a complaint or summons for one of the offenses listed in Article 5.8.3 below against a person that they know to be employed by a school district, or who works as a school bus driver or other outside employee in a school district, the law enforcement agency shall provide notice and a copy of the complaint to the school district no later than the next business day.

### **5.8.1. Applicability Not Limited to Local Jurisdiction.**

The requirement to notify a school district of such complaints is not limited to the school district in which the law enforcement agency is located. Notice shall be given to any school district or nonpublic school within the state of New Jersey where the accused is employed.

### **5.8.2. Employment Information.**

This requirement does not create an obligation to investigate or verify the employment of every person arrested or charged with an offense. It is intended only to require the notification in circumstances where the accused admits to employment in a school district or nonpublic school, or such information is otherwise available to the law enforcement agency.

### **5.8.3 Offenses Requiring Notification.**

Notification is required for all indictable offenses, all driving while intoxicated (DWI) offenses and any disorderly persons offenses or petty disorderly persons offenses.

### **5.8.4 Notification of Emergencies.**

Whenever local law enforcement is aware of an emergency affecting the safety of children during school hours, the Chief of Police or Station Commander or designee shall notify the principal of the school affected as soon as practicable. Law enforcement will provide all appropriate non-confidential information so that the principal can take necessary steps for the protection of students, staff and notification to parents. The Chief of Police or Station Commander shall attempt to provide, as practicable, the school principal and executive county superintendent, or his or her designee, with updated information throughout the duration of the emergency, and will provide notification when the emergency is over.

### **5.9 Notification to Executive County Superintendent.**

The Chief of Police or Station Commander will, at his or her discretion, notify the executive county superintendent of schools, or his or her designee. This notification will contain a recommendation on which additional schools should be notified by the executive county superintendent's office. The executive county superintendent shall decide which, if any, additional schools to notify, and shall make the appropriate notifications.

## **Article 6. Notice of Arrests.**

### **6.1. Arrests of Students on School Grounds.**

Whenever a student has been arrested on school grounds, the law enforcement officer or agency involved shall, as soon as practicable, notify the building principal. Whenever possible, such notice shall be given before the student has been taken off school grounds. Where the student is a juvenile, all information concerning the circumstances of the arrest shall be provided to the building principal on a confidential basis and in accordance with the provisions of N.J.S.A. 2A:4A-60d(3). See Article 5.1 of this Agreement for a synopsis of those laws.

### **6.2. Arrests of Non-Students on School Grounds.**

Where a person other than an enrolled student is arrested on school grounds, the building principal shall be advised as to the circumstances of the offense and the identity of the offender,

provided that where the person arrested is a juvenile, it is understood that the law enforcement agency or officer involved is not permitted to divulge any information that would violate the laws governing the disclosure of juvenile information. See Article 5.1 of this Agreement for a synopsis of those laws.

### **6.3. Arrests of Students Off School Grounds During Operating School Hours.**

When a student is arrested off school grounds during operating school hours, or under circumstances that would lead the arresting officer to believe that a school official was responsible for the care and custody of the student at the time of the arrest, or where the arresting officer reasonably believes that the student was in transit between school and his home at the time of arrest, the arresting officer shall, as soon as practicable, notify the building principal of the school in which the student is enrolled. All information concerning the basis and circumstances of the arrest shall be provided to the building principal on a confidential basis and in accordance with the provisions of N.J.S.A. 2A:4A-60, as summarized in Article 5.1 of this Agreement.

### **6.4. Parental Notification.**

When the building principal is advised of a student's arrest, pursuant to the provisions of this Agreement, the principal or his or her designee will, as soon as practicable, and in accordance with N.J.A.C. 6A:16-6.2(b)3 and 11 and the associated board of education policies and procedures regarding parental notification, contact a parent or guardian of the student. It is understood that the law enforcement agency making the arrest also is required to attempt to contact the student's parent or guardian pursuant to N.J.S.A. 2A:4A-33.

It is agreed that the (*school official*) shall at the request of the (*law enforcement agency*) and/or the County Prosecutor's Office provide information concerning the efforts by the principal or school staff to contact and notify the student's parent(s) or guardian.

## **Article 7. Arrest Protocols.**

For the purpose of this Agreement, the term "arrest" shall include the taking into custody of a juvenile for any offense which if committed by an adult would constitute a crime or disorderly persons offense.

## **7.1. Requests by School Officials.**

All requests by any school official to summon a law enforcement officer for the purpose of making an arrest on school grounds, pursuant to N.J.A.C. 6A:16-6.2(b)2 and 9, whether for a suspected violation of the Comprehensive Drug Reform Act or for a suspected violation of any other criminal statute, should be directed to the (designated police liaison or to the chief of the department having patrol jurisdiction). Nothing herein shall be construed in any way to preclude or discourage any person from dialing "9-1-1" to report an emergency.

## **7.2. Minimizing Disruption of the Educational Process.**

It shall be the general policy of (law enforcement agency) when making any arrest on school grounds to minimize the disruption of the school environment to the greatest extent possible, consistent with the requirements of public safety. Accordingly, substantial weight shall be given by the law enforcement officer assigned to make the arrest to the specific recommendations of the building principal or local chief school administrator as to the time, place, and manner for effecting the arrest.

### **7.2.1. Arrests to be Conducted in Private.**

So as to minimize any disruption of the educational environment, every reasonable effort should be made to effect the arrest in the building principal's office, or in some other designated area away from the general student population.

### **7.2.2. Preferred Use of Plainclothes Officers to Effect Arrest.**

Where feasible, the responding law enforcement officer(s) should be in plainclothes, use unmarked police vehicle(s) and refrain from using a siren or flashing overhead lights. In addition, the number of responding officers should be kept to a minimum, consistent with the requirements of public safety.

### **7.2.3. Cooperation with Arrests on School Property.**

It is understood and agreed that school officials shall cooperate with law enforcement officials and shall not provide sanctuary from arrest to any person, and that school officials shall not interfere with or impede any law enforcement officer in the performance of his or her duties.

### **7.3. Other Spontaneous Arrests.**

#### **7.3.1. Notice to Building Principal.**

In cases in which a law enforcement agency responds during operating school hours to a suspected offense reported by someone other than the building principal or local chief school administrator, or where a law enforcement officer observes the occurrence of an offense on school grounds during operating school hours which would justify a warrantless arrest, or where a person subject to arrest retreats onto school grounds during operating school hours, the arresting law enforcement officer shall notify the building principal as soon as it is practical to do so. Where the arrest involves a student enrolled in the school, the building principal shall, wherever feasible, be notified before the student is taken from school grounds.

#### **7.3.2. Minimizing Disruption.**

When effecting any spontaneous arrest on school grounds during operating school hours, every reasonable precaution shall be taken to minimize the disruption of the school environment to the greatest extent possible, consistent with the requirements of public safety.

### **7.4. Planned Arrests.**

Whenever a planned arrest is to occur on school grounds, the building principal or local chief school administrator shall be advised and consulted before the arrest occurs.

## **Article 8. School Safety and Security.**

### **8.1. Development of School Safety and Security Plans.**

Recent tragic events in the nation's schools highlight the need for developing and maintaining up-to-date school-based safety and security plans for responding to crisis situations involving all-hazards, such as natural, technological, manmade, biological and student culture and climate. The district's school safety and security plans should include protocols and procedures for quickly communicating to staff, students, parents, and emergency responders that a crisis situation exists. In addition, procedures for minimizing the risk of physical harm to students and staff should be initiated to reduce their exposure to any hazards. Just as it is necessary to establish protocols for responding to emergencies that require prompt and orderly actions, such as fires (see N.J.S.A. 18A:41-1), so too it is required to conduct monthly security drills, such as non-fire evacuations, bomb threats, lockdown, and active shooter (see N.J.S.A. 18A:41-6), to exercise plans that test the procedures and minimize exposure to hazardous situations, both from within and outside school facilities. It is understood and agreed that the

parties to this Agreement shall, during the course of the conference convened, pursuant to Article 13, discuss issues and concerns regarding school safety and security plans, pursuant to N.J.A.C. 6A:16-5.1 and Article 13.3 of this Agreement.

#### **8.1.1. Critical Incident Planning.**

The parties to this Agreement understand that it is important for school officials and local police departments and county prosecutors to work together to adopt and implement policies for dealing with disruptive and potentially catastrophic crisis situations for all hazards, recognizing that it is essential to consider the most appropriate response to these kinds of situations before a crisis develops. The comprehensive school safety and security plans, procedures and mechanisms established by school officials, pursuant to N.J.A.C. 6A:16-5.1 and Article 13 of this Agreement, shall be developed in consultation with law enforcement agencies, emergency management planners, health and social services provider agencies and school and other community resources, as appropriate. Pursuant to N.J.A.C. 6A:16-5.1(b), the plans, procedures and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education (e.g., the Department of Education confidential publication titled *School Safety and Security Manual: Best Practices Guidelines*), and shall be reviewed annually and updated, as appropriate.

Additionally, procedures for school lockdown, active shooter, emergency evacuation, bomb threat, risk and violence assessments, and public information sharing shall be based on the standard operating procedures (SOPs) developed by the School Security Task Force and issued by the Attorney General. The model SOPs follow other nationally-recognized standards.

#### **8.1.2. Consultation in Development of School Safety and Security Plans (SSSPs).**

It is understood and agreed that, pursuant to Article 13.3 and N.J.A.C. 6A:16-5.1(b), the chief school administrator shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and other community resources, as appropriate in the development and maintenance of the school district's plans, procedures and mechanisms for school safety and security to fulfill the requirements of N.J.A.C. 6A:16-5, School Safety and Security.

#### **8.1.3. Format and Contents of SSSPs.**

The school safety and security plans, procedures and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1. The parties agree that all school safety and security plans shall include defined communication and decision-making protocols (e.g., Incident Command System) and the minimum requirements for the format and contents of the plans, as determined by the Commissioner of Education and the Domestic Security Preparedness Task Force.

#### **8.1.4. Annual Review of SSSPs.**

The chief school administrator shall consult with law enforcement agencies, health and social service provider agencies, emergency management planners and school and other community resources, as appropriate, in the review and updating of the school district's school safety and security plans, procedures and mechanisms, pursuant to N.J.A.C. 6A:16-5.1. It is understood and agreed that law enforcement officials shall, at a minimum, annually review and, where necessary, provide written comments to the chief school administrator concerning the required school safety and security plans, pursuant to N.J.A.C. 6A:16-5.1. It is understood and agreed that the chief school administrator shall, at a minimum, annually submit a copy of the school district's school safety and security plans or any important revisions to the plans to law enforcement officials. The chief school administrator agrees to supply law enforcement officials with current copies of blueprints and maps of all schools and school grounds. If at any time there are changes to the blueprints or maps, the chief school administrator agrees to forward revised copies to law enforcement officials as soon as practicable.

#### **8.1.5. School Staff In-service Training on SSSPs.**

School officials shall annually consult with law enforcement personnel regarding the in-service training program required for all district board of education employees, pursuant to N.J.A.C. 6A:16-5.1(d), to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crises, consistent with the school district's plans, procedures and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5, School Safety and Security.

### **8.2. Implementation of Approved School Security Task Force Recommendations.**

The parties agree to work together to implement the approved recommendations of the Governor's K-12 School Security Task Force. The parties recognize that joint planning, training and consultation are needed to effectively implement these recommendations. Any Executive Orders or Directives that are issued as a result of these approved recommendations are hereby incorporated into this Agreement.

#### **8.2.1. Sharing of Model School Security Policies (MSSP).**

The Model School Security Policies for law enforcement agencies issued pursuant to the Attorney General's Law Enforcement Directive No. 2007-1 on the topics of bomb threats, active shooter response, school lockdowns, school evacuations and public information policies shall serve as templates for the development of local law enforcement policies. Local law enforcement officials shall discuss the policies which they adopt on these topics with school administrators from the school district or districts within their jurisdiction. It is further understood that school administrators shall share their procedures for critical incidents,



developed in accordance with the policies issued by the Commissioner of Education, with local law enforcement officials. These procedures shall remain confidential and shall not be shared with the public.

#### **8.2.2. Joint Training.**

Law enforcement and school personnel may participate in joint training on law enforcement and education school security policies, as needed. Joint training exercises may include, but are not limited to, natural disasters, bomb threats, lockdown procedures and active shooters.

#### **8.3. Gang Threat and Recruiting Information.**

Law enforcement and school officials agree to engage in ongoing discussions and training in gang prevention and intervention, as appropriate, regarding gangs that are thought to be active in the area, gang recruiting and signs of gang activity or recruiting. School officials shall inform law enforcement officials of any signs of gang activity or recruiting observed on school grounds.

#### **8.4. Harassment, Intimidation, or Bullying (HIB).**

Harassment, intimidation, or bullying (HIB) in school settings presents an ongoing challenge throughout New Jersey. Acts motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, tear at the fabric of our society, pose grave risks to the physical and emotional well-being of children, and can quickly lead to retaliation, an escalation of violence both on and off school grounds, and even suicide. HIB may take a myriad of forms, encompassing even common activities such as the photographing or recording of one student by another.

To address this problem, New Jersey enacted the *Anti-Bullying Bill of Rights Act* (ABR) on January 5, 2011 (N.J.S.A. 18A:37-13 et seq.). The ABR sets forth standards and procedures for preventing, reporting, investigating, and responding to incidents of HIB of students that occur on school grounds, at school-sponsored functions, on school buses, and off school grounds. The ABR further requires that policies be adopted through a process that includes representation of parents or guardians, school employees, volunteers, students, administrators and community representatives (N.J.S.A. 18A:37-15a). Upon request by a school district, law enforcement agencies shall make available a representative to participate in this process (see Article 13.6 of this Agreement).

The ABR also mandates that New Jersey's Department of Education aid schools in complying with the law by revising its model policy and guidance. The Department complied with this requirement by promulgating *Model Policy and Guidance for Prohibiting Harassment, Intimidation and Bullying on School Property, at School-Sponsored Functions and on School Buses*, available at <http://www.state.nj.us/njded/parents/bully.htm> (most recently revised in April 2011). In 2005, the State Board of Education adopted regulations at N.J.A.C. 6A:16-7.1 regarding codes of student conduct. Pursuant to N.J.A.C. 6A:16-7.1(c)6, the code of student conduct must include or be consistent with the board of education's HIB policy.

#### 8.4.1. Statutory Definition.

The *Anti-Bullying Bill of Rights Act* sets forth the following definition for HIB (N.J.S.A. 18A:37-14):

"Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L. 2010, c.122 (C.18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- a. a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
- b. has the effect of insulting or demeaning any student or group of students; or
- c. creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

School investigations of HIB must determine whether conduct meets this definition.

#### **8.4.2. HIB's Relationship to Criminal Conduct.**

Significantly, the ABR does not criminalize HIB. In fact, there is no criminal offense for HIB in the New Jersey Code of Criminal Justice. This creates a potentially confusing situation: behavior that constitutes HIB may — but does not necessarily — comprise a criminal offense under New Jersey law. HIB is criminal only if the underlying conduct violates a provision of the Code of Criminal Justice. These criminal provisions may include not only bias intimidation, hazing, and cyber-harassment, which are discussed in Articles 8.5, 8.6, and 8.7 of this Agreement, but also assault, harassment, threats, robbery, and sexual offenses.

#### **8.4.3. Reporting of HIB.**

##### **8.4.3.1. Reporting of HIB by Law Enforcement to Schools.**

In addition to the obligations to share law enforcement information with schools set forth in Article 5 of this Agreement, the law enforcement agency agrees to notify the principal of the school at which a student is enrolled when a student or a student's parent or guardian reports to the law enforcement agency that a student is the victim of HIB, as defined in the ABR.

Such reports are permissible pursuant to the authority of N.J.S.A. 2A:4A-60c, where a juvenile who is a student has been charged with an offense, or pursuant to N.J.S.A. 2A:4A-60e, which permits a law enforcement agency to verbally notify the principal of the school at which the juvenile is enrolled where the juvenile is under investigation or has been taken into custody but has not been formally charged with the commission of any act that would constitute an offense if committed by an adult, provided that the information may be useful in maintaining order, safety, or discipline in the school or in planning programs relevant to the juvenile's educational and social development. Such notification also shall be provided when the alleged offending student is an adult. See Article 5.5 of this Agreement.

##### **8.4.3.2. Reporting of HIB by Schools to Law Enforcement.**

As set forth in Article 8.4.2 of this Agreement, HIB does not by itself constitute a criminal offense. Accordingly, there is no obligation on the part of school personnel to report HIB investigations to a law enforcement agency unless the conduct also constitutes an offense under New Jersey's Code of Criminal Justice. Offenses must be reported to law enforcement if they qualify as mandatory referrals, as set forth under Article 4 of this Agreement. These mandatory referrals include: (1) whenever any school employee has reason to believe a violation of the Comprehensive Drug Reform Act has occurred; (2) whenever any school employee in the course of his or her employment, pursuant to N.J.A.C. 6A:16-5.5 and 6.3(b), develops reason to believe that a firearm has unlawfully been brought onto school grounds, or that any student or other person is in unlawful possession of a firearm, whether on or off school grounds, or that any student or other person has committed an offense with, or while in possession of, a firearm, whether or not such offense was committed on school grounds; (3) whenever any school

employee in the course of his or her employment develops reason to believe that anyone has threatened, is planning, or otherwise intends to cause death, serious bodily injury, or significant bodily injury to another person under circumstances in which a reasonable person would believe that the person genuinely intends at some time in the future to commit the violent act or to carry out the threat, pursuant to N.J.A.C. 6A:16-6.3(c) through (e); and (4) whenever any school employee in the course of his or her employment develops reason to believe that a crime involving sexual penetration or criminal sexual contact has been committed on school grounds, or by or against a student during school operating hours or during school-related functions or activities, pursuant to N.J.A.C. 6A:16-6.3(d).

It is strongly encouraged that other offenses be reported to law enforcement, pursuant to the voluntary referral provisions of Article 4.13 of this Agreement. An HIB event that occurs in school on a Friday can precipitate another event outside of school on a Saturday. When making mandatory or voluntary referrals, school officials agree to indicate any suspicions or evidence that the conduct was gang-related.

Victims of HIB also should be informed that they may report an alleged offense to the appropriate law enforcement agency; however, school officials should avoid expressing any opinion to victims as to whether the alleged conduct constitutes an offense under the Code of Criminal Justice. Under no circumstances shall any school employee prevent or discourage the victim of an offense from reporting the offense to a law enforcement agency.

#### **8.4.3.3. Reporting of HIB to Division on Civil Rights.**

Incidents of HIB in schools may also implicate the New Jersey Law Against Discrimination if a school district's failure to reasonably address HIB has the effect of denying to a student any of a school's accommodations, advantages, facilities or privileges based on race, creed, color, national origin, nationality, ancestry, sex, pregnancy, marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, and mental or physical disability, perceived disability, and AIDS and HIV status. If law enforcement or school officials believe that conduct may violate the New Jersey Law Against Discrimination, they may voluntarily report a potential violation by calling the New Jersey Division on Civil Rights at 973-648-4817.

#### **8.4.4. Preservation of Evidence and Chain of Custody.**

Whenever a school official receives from school employees or directly seizes a document, an electronic device or any other item that the official believes may contain evidence of HIB, reasonable precautions shall be taken to prevent its theft, destruction or unlawful use by any person. It is understood and agreed that under no circumstances shall any person alter, destroy or otherwise dispose of any such evidence. Such evidence shall be maintained in a locked and secure location and the handling of such evidence shall be documented in order to provide a record that no one has had an opportunity to tamper with the evidence.

## 8.5. Bias Intimidation Crimes.

New Jersey criminalizes “bias intimidation” crimes under N.J.S.A. 2C:16-1. Similar to the *Anti-Bullying Bill of Rights Act* (ABR), bias intimidation focuses on conduct motivated by a victim’s race, color, religion, gender, disability, sexual orientation, gender identity or expression, national origin, or ethnicity. Unlike the ABR, bias intimidation requires an underlying criminal act and constitutes a crime of at least the fourth degree.

### 8.5.1. Statutory Definition.

The statute sets forth the following definition for a bias intimidation crime:

A person is guilty of the crime of bias intimidation if he commits, attempts to commit, conspires with another to commit, or threatens the immediate commission of an offense specified in chapters 11 through 18 of Title 2C of the New Jersey Statutes; N.J.S.A. 2C:33-4; N.J.S.A. 2C:39-3 through 5,

- (1) with a purpose to intimidate an individual or group of individuals because of race, color, religion, gender, disability, sexual orientation, gender identity or expression, national origin, or ethnicity; or
- (2) knowing that the conduct constituting the offense would cause an individual or group of individuals to be intimidated because of race, color, religion, gender, disability, sexual orientation, gender identity or expression, national origin, or ethnicity; or
- (3) under circumstances that caused any victim of the underlying offense to be intimidated and the victim, considering the manner in which the offense was committed, reasonably believed either that (a) the offense was committed with a purpose to intimidate the victim or any person or entity in whose welfare the victim is interested because of race, color, religion, gender, disability, sexual orientation, gender identity or expression, national origin, or ethnicity, or (b) the victim or the victim's property was selected to be the target of the offense because of the victim's race, color, religion, gender, disability, sexual orientation, gender identity or expression, national origin, or ethnicity (N.J.S.A. 2C:16-1(a)).

Bias intimidation is a crime of the fourth degree if the underlying offense is a disorderly persons offense or petty disorderly persons offense. Otherwise, bias intimidation is a crime one degree higher than the most serious underlying crime. If the underlying crime is a crime of the first degree, however, bias intimidation is a first-degree crime and the defendant upon conviction thereof may, notwithstanding the provisions of paragraph (1)

of subsection a. of N.J.S.A. 2C:43-6, be sentenced to an ordinary term of imprisonment between 15 years and 30 years, with a presumptive term of 20 years (N.J.S.A. 2C:16-1(a)).

### **8.5.2. Reporting of Bias Intimidation Crimes.**

School officials agree to report to law enforcement officials any bias intimidation incident that may constitute a criminal offense under the New Jersey Code of Criminal Justice.

Bias intimidation may also constitute HIB. Law enforcement officials agree to notify the principal of the school at which a student is enrolled when a student or a student's parent or guardian reports to the law enforcement agency that a student may be the victim of HIB, as defined in the ABR.

## **8.6. Hazing.**

Hazing is a process, based on tradition, that is used by groups to maintain a hierarchy (i.e., a pecking order) within the group. Regardless of consent, the rituals require individuals to engage in activities that are physically and/or psychologically stressful. These activities can be humiliating, demeaning, intimidating, and exhausting, all of which results in physical or emotional discomfort. Hazing is about group dynamics and proving one's worthiness to become a member of a specific group. The newcomer, or victim, is hazed. Once accepted by the group, the victim may become a bystander, watch others get hazed, achieve senior status, and ultimately become a perpetrator of hazing.

In New Jersey, hazing is a separate criminal offense under N.J.S.A. 2C:40-3. School officials should be aware that hazing which involves the participation of a coach or a teacher may also constitute child abuse. Hazing may also involve other predicate crimes, such as sexual assault. Hazing may also constitute HIB. As noted in Article 8.4.2, although HIB is not a separately defined criminal offense, the conduct that constitutes bullying may constitute one or more criminal or disorderly person offenses, including assault, harassment, threats, robbery and sexual offenses.

### **8.6.1. Statutory Definition.**

The statute sets forth the following definition for hazing:

A person is guilty of hazing, a disorderly persons offense, if, in connection with initiation of applicants to or members of a student or fraternal organization, he/she knowingly or recklessly organizes, promotes, facilitates or engages in any conduct, other than competitive athletic events, which places or may place another person in danger of bodily injury (N.J.S.A. 2C:40-3(a)).

A person is guilty of aggravated hazing, a crime of the fourth degree, if he/she commits an act defined as hazing that results in serious bodily injury to another person (N.J.S.A. 2C:40-3(b)). The consent of the person hazed is not a defense (N.J.S.A. 2C:40-4). Any other criminal conduct under the New Jersey Code of Criminal Justice also may be charged (N.J.S.A. 2C:40-5).

### **8.6.2. Reporting of Hazing.**

School officials agree to report to law enforcement officials any hazing incident that may constitute a criminal offense under the New Jersey Code of Criminal Justice.

Hazing may also constitute HIB. Law enforcement officials agree to notify the principal of the school at which a student is enrolled when a student or a student's parent or guardian reports to the law enforcement agency that a student may be the victim of HIB, as defined in the *Anti-Bullying Bill of Rights Act*.

## **8.7. Cyber-Harassment.**

As of January 17, 2014, cyber-harassment constitutes a separate criminal offense in New Jersey (N.J.S.A. 2C:33-4.1). The new law targets online communications that threaten to inflict a crime, an injury, physical harm, or are made with the intent to emotionally harm a reasonable person or to place a reasonable person in fear of physical or emotional harm. The offense of cyber-harassment may be charged as either a third or fourth degree felony, depending on the ages of the target and harasser.

### **8.7.1. Statutory Definition.**

The statute sets forth the following definition for cyber-harassment:

1.a. A person commits the crime of cyber-harassment if, while making a communication in an online capacity via any electronic device or through a social networking site and with the purpose to harass another, the person:

- (1) threatens to inflict injury or physical harm to any person or the property of any person;
- (2) sends, posts, comments, requests, suggests, or proposes any lewd, indecent, or obscene material to or about a person; or
- (3) threatens to commit any crime against the person or the person's property.

b. Cyber-harassment is a crime of the fourth degree, unless the person is 21 years of age or older at the time of the offense and impersonates a

minor for the purpose of cyber-harassing a minor, in which case it is a crime of the third degree.

c. If a minor under the age of 16 is adjudicated delinquent for cyber-harassment, the court may order as a condition of the sentence that the minor, accompanied by a parent or guardian, complete, in a satisfactory manner, one or both of the following:

- (1) a class or training program intended to reduce the tendency toward cyber-harassment behavior; or
- (2) a class or training program intended to bring awareness to the dangers associated with cyber-harassment.

d. A parent or guardian who fails to comply with a condition imposed by the court pursuant to subsection c. of this section is a disorderly person and shall be fined not more than \$25 for a first offense and not more than \$100 for each subsequent offense (N.J.S.A. 2C:33-4.1).

#### **8.7.2. Reporting of Cyber-Harassment.**

School officials agree to report to law enforcement officials any cyber-harassment incident that may constitute a criminal offense under the New Jersey Code of Criminal Justice.

Cyber-harassment may also constitute HIB. Law enforcement officials agree to notify the principal of the school at which a student is enrolled when a student or a student's parent or guardian reports to the law enforcement agency that a student may be the victim of HIB, as defined in the *Anti-Bullying Bill of Rights Act*.

#### **8.8. Sexting**

Sexting, or the sending of sexually explicit photos by electronic means such as text message, may constitute a criminal act pursuant to New Jersey's child pornography laws. For instance, it is a crime to give to someone else, offer to give to someone else, transfer, disseminate, distribute, circulate, or possess pornography depicting a child, defined as a person younger than 18 (N.J.S.A. 2C:24-4). Penalties for violating such laws include not only significant time in prison but also mandatory registration as sex offenders.

Significantly, New Jersey has created an alternative to criminal prosecution for teens charged with child pornography as a result of sexting (N.J.S.A. 2A:4A-71.1). If the court deems it appropriate, these teens may be ordered to participate in an educational program or counseling in lieu of prosecution. Both the creator and subject of the sexting image must be younger than 18 to be eligible for this program.



### **8.8.1. Reporting of Sexting.**

School officials agree to report to law enforcement officials any sexting incident that may constitute a criminal offense under the New Jersey Code of Criminal Justice.

Sexting may be also constitute HIB. Law enforcement officials agree to notify the principal of the school at which a student is enrolled when a student or a student's parent or guardian reports to the law enforcement agency that a student may be the victim of HIB, as defined in the *Anti-Bullying Bill of Rights Act*.

### **8.9. Coordination of HIB and Criminal Investigations.**

When a criminal investigation is initiated by law enforcement, but a school district has already initiated its own disciplinary investigation for the same incident or conduct, a school district generally agrees to suspend its own investigation until law enforcement has concluded its investigation. This best practice avoids hampering ongoing criminal investigations. Although the *Anti-Bullying Bill of Rights Act* (ABR) provides a ten school day timeframe to complete an HIB investigation, this investigation should be suspended or "stayed" when deemed appropriate and requested by law enforcement. The suspension or stay of a school district's HIB investigation may be appropriate when, among other things, there is a concern that witness statements and/or evidence could be adversely affected or detrimental to an ongoing criminal investigation.

Although, a law enforcement investigation focuses on whether there has been a violation(s) of the Code of Criminal Justice, an HIB investigation focuses on whether an act has been committed in violation of the ABR. In an effort to avoid hampering the independent efforts, and objectives, of both law enforcement and school officials, when law enforcement deems it appropriate for a school district to suspend or stay its HIB investigation because its own investigation could be compromised by a simultaneous or concurrent HIB investigation, it may request that the school district suspend or stay its HIB investigation. It is only when law enforcement affirmatively requests a school district to suspend or stay its HIB investigation that such an investigation should be suspended or stayed. If law enforcement does not affirmatively request a suspension or stay of an HIB investigation, a school district must comply with all applicable ABR timeframes. If law enforcement has not affirmatively requested a stay or suspension of an HIB investigation, but a school district believes that the action(s) involved may constitute a criminal offense(s), it should contact law enforcement to inquire as to whether law enforcement may want to investigate the matter and, thereby, stay or suspend the school district's HIB investigation.

When law enforcement requests a suspension or stay of an HIB investigation, school officials must immediately memorialize this request, in writing, and advise the parent(s)/guardian(s) of the alleged perpetrator(s) and alleged victim(s) of law enforcement's

request. Notice to the parents must include the fact that the time limit on filing a complaint in the Division on Civil Rights shall not be delayed due to law enforcement's request. If the parent(s)/guardian(s) objects, either orally or in writing, to the suspension or stay of the school district's HIB investigation, law enforcement must seek appropriate legal assistance from the County Prosecutor's Office to obtain a formal court order compelling the stay. In addition, and more specifically:

- If law enforcement requests a suspension or stay of an HIB investigation, but the school district has not yet initiated its investigation, the school district shall initiate its investigation but solely for the purpose of safeguarding the health and welfare of its students, and not for the purpose of determining whether HIB occurred. The school district's HIB investigation shall remain open and stayed during the pendency of law enforcement's investigation. Upon completion of the law enforcement investigation, and following notification of that completion from the county prosecutor, the anti-bullying specialist shall immediately resume the school's HIB investigation. In this instance, the anti-bullying specialist shall have the ten school days to complete its HIB investigation.
- If law enforcement requests a suspension or stay of an HIB investigation, but the school district has already initiated its investigation, the school shall immediately cease and stay its HIB investigation at the request of law enforcement while following the parental/victim notification requirements and seeking court orders to stay requirements set forth above. However, the school district shall still be required to safeguard the health and welfare of its students. The school district's HIB investigation shall remain open and stayed during the pendency of law enforcement's investigation. Upon completion of the law enforcement investigation, and following notification of that completion from the county prosecutor, the anti-bullying specialist shall immediately resume the school's HIB investigation. In this instance, the anti-bullying specialist shall have the number of days remaining in the ten school day timeframe to complete its HIB investigation (e.g., if law enforcement directs a school district to cease its investigation on day three, then the school district shall have seven days, following clearance from the county prosecutor, to complete its HIB investigation).
- If law enforcement requests a suspension or stay of an HIB investigation, but the school district has already completed its investigation, the ten school day timeframe shall be unaffected. However, in the event that additional information is available upon the completion of a criminal investigation, the ABR permits the school anti-bullying specialist to amend the original report with the results of the investigation to reflect the additional information (N.J.S.A. 18A:37-15b(6)a). The anti-bullying specialist should review this additional information, and promptly determine whether the original report should be amended.
- If law enforcement requests a suspension or stay of school district action at any other point, including prior to the reporting of the results of the investigation to the chief school administrator or the board of education; the reporting of information to the

parent(s)/guardian(s) of the alleged perpetrator(s) and alleged victim(s); a parental request hearing before the board of education; or prior to the issuance of the board of education's written decision; the school district shall comply with this request while following the parental/victim notification requirements and seeking court orders, if necessary, to stay requirements set forth above. All school district action shall be stayed during the pendency of law enforcement's request. Following notification of that completion from the county prosecutor, the school district shall immediately resume any and all remaining action(s) required under law and regulation.

#### **8.10. Law Enforcement Testimony at School Student Conduct Hearings; Required Notices to the County Prosecutor.**

The law enforcement agency agrees, upon the request of designated school officials, to make available officer(s) to testify, as appropriate, in any suspension or expulsion hearing before the board of education, pursuant to N.J.S.A. 18A:37.1 et seq., or a hearing regarding harassment, intimidation or bullying, pursuant to N.J.S.A. 18A:37.15d, or other appropriate school authority as may be necessary to satisfy the due process rights of a student subject to school discipline, provided, however, that it is understood and agreed that any information provided by means of such testimony shall not be made public, but rather shall be kept confidential in accordance with the requirements of N.J.S.A. 2A:4A-60, and further provided that the County Prosecutor's Office shall be given prior notification and a right to preclude the giving of such testimony where the testimony may interfere with or jeopardize any ongoing investigation or prosecution of any person. See also Article 5.6 of this Agreement.

For any school hearing pursuant to the *Anti-Bullying Bill of Rights Act*, if the principal has been notified by law enforcement officials that juvenile delinquency or criminal charges are pending against one or more of the alleged offenders, the school district shall notify the county prosecutor of the proposed list of witnesses at least 5 days prior to the hearing.

### **Article 9. School Searches.**

#### **9.1. Searches Conducted Independently by School Officials.**

No law enforcement officer shall direct, solicit, encourage or otherwise actively participate in any specific search conducted by a school official unless such search could be lawfully conducted by the law enforcement officer acting on his or her own authority in accordance with the rules and procedures governing law enforcement searches. Nothing in this Agreement shall be construed to preclude a law enforcement officer from taking custody of any item or substance seized by any school employee, pursuant to N.J.A.C. 6A:16-6.2(b)5iv.

## **9.2. Notice to Law Enforcement of Seizure of Contraband.**

School officials shall immediately notify law enforcement officers whenever a school employee comes into possession, whether as a result of a search or otherwise, of any substance or item believed to be a controlled dangerous substance, drug paraphernalia, firearm, or non-firearm weapon used or threatened to be used in committing an offense.

## **9.3. Law Enforcement Assumption of Responsibility.**

School officials shall permit law enforcement officers upon their arrival to the scene to assume responsibility for conducting any search, in which event the standards governing searches conducted by law enforcement officers shall prospectively apply.

## **9.4. Legal Questions During Conduct of Law Enforcement Search.**

Any questions by school officials concerning the legality of any contemplated or ongoing arrest, search or seizure conducted by a law enforcement officer on school grounds should be directed to the (*appropriate county prosecutor*), pursuant to N.J.A.C. 6A:16-6.2(b)5ii, or in the case of an arrest, search or seizure undertaken by a member of the State Police, Division of Criminal Justice, or federal law enforcement officer to the Director of Criminal Justice.

## **9.5. Agreement Does Not Constitute a Request to Conduct Searches.**

Nothing in this Agreement shall be construed in any way to require any school official to actively participate in any search or seizure conducted or supervised by a law enforcement officer; nor shall this Agreement be construed to direct, solicit or encourage any school official to conduct any search or seizure on behalf of law enforcement, or for the sole purpose of ultimately turning evidence of a crime over to a law enforcement agency. Rather, it is understood that any search or seizure conducted by school officials shall be based on the school officials' independent authority to conduct reasonable investigations as provided in New Jersey v. T.L.O and, pursuant to N.J.A.C. 6A:16-6.2(b)5.

## **9.6. Search and Seizure Legal Advice to School Officials.**

Any question by a school official concerning the law governing searches conducted by school officials may be addressed to the (*county prosecutor or his or her designee*). Pursuant to the provisions of Chapter 14.6 of the *New Jersey School Search Policy Manual*, a school official is encouraged also to seek legal advice from the school district's attorney. The manual can be found at <http://www.state.nj.us/lps/dcj/school>.

### 9.7. Requests to Use Drug-Detection Canines.

It is understood and agreed that all inspections of lockers, desks, or other objects or personal property on school grounds involving the use of law enforcement drug-detection canines shall be conducted in accordance with the policies and procedures established in the *New Jersey School Search Policy Manual*; shall comply with the "Special Rules and Procedures Governing the Use of Law Enforcement Canines to Conduct Suspicionless Examinations" set forth in Chapter 4.5 F of that manual; and shall conform to N.J.A.C. 6A:16-6.2(b)5vi. No such operation shall be undertaken without the express permission of the county prosecutor or the Director of the Division of Criminal Justice or his or her designee in the New Jersey Department of Law and Public Safety. It is further understood and agreed that the (*designated school official*) shall not invite or approve the use of a privately-owned drug-detection canine without first providing notice of the intention to use any such private service to the (*law enforcement agency*) and the county prosecutor, and it is further understood and agreed that if any such private drug-detection canine alerts to the presence of a controlled dangerous substance, any substance, paraphernalia, or other evidence of an offense seized by any person pursuant to such alert shall be turned over to (*law enforcement agency*) or the County Prosecutor's Office in accordance with the provisions of Articles 4.1 and 4.4 of this Agreement.

## Article 10. Interrogations and Interviews.

No law enforcement officer shall direct, solicit, encourage, attend or otherwise participate in the questioning of any juvenile by school officials unless such questioning could be lawfully conducted by the law enforcement officer acting on his or her own authority in accordance with the rules and procedures governing law enforcement interrogations and interviews. All information obtained by school employees concerning the commission of an offense, whether obtained as a result of the questioning of a student or otherwise, shall be referred to the appropriate law enforcement agency, provided however, that nothing in this Agreement shall be construed to authorize or require a school employee to divulge information or records in violation of the confidentiality requirements of 42 C.F.R. Part 2, or any other applicable state or federal regulation, law or rule of evidence concerning confidential and privileged communications. The procedures for and responsibilities of staff, with regard to interviews of students suspected of possessing or distributing a controlled dangerous substance, including anabolic steroids, drug paraphernalia or a firearm or other deadly weapon shall be in accordance with N.J.A.C. 6A:16-6.1 et seq. and the associated board policies and procedures. Notification of parents in instances of law enforcement interviews involving their children will be made by school staff in accordance with N.J.A.C. 6A:16-6.2(b) and the associated board policies and procedures. It is understood that law enforcement officials need not contact parents to interview a minor student when the student is not the target of an investigation. However, law enforcement officials must contact parents to interview a minor student when the student is a target of an investigation.

## **Article 11. "Tiplines" and Crime Prevention Programs.**

Any "tiplines" that may be established for the reporting of suspicious activity occurring on school grounds, or within Drug-Free School Zones, or for the reporting of any other crimes or planned or threatened acts of violence, shall be staffed by law enforcement officers, and it is understood that the role of school officials with respect to the operation of such tiplines is limited to publicizing to members of the school community the existence and purpose of these tiplines. The (*school official*) hereby agrees to post notice of any such law enforcement tiplines on bulletin boards and/or other appropriate places to alert students to the existence of this means of reporting suspected or future crimes on an anonymous and confidential basis.

The County Prosecutor's Office and the (*law enforcement agency*) will assist school officials who wish to develop and implement student-oriented crime prevention and awareness programs.

## **Article 12. Law Enforcement Participation in Educational Programs.**

### **12.1. Law Enforcement's Contribution to Substance Abuse Education and Demand Reduction.**

The parties to this Agreement understand and accept that the only viable, long-term solution to the nation's drug epidemic is to reduce the public's demand for illicit substances, and that education emerges as one of the most promising means available by which to provide a generation of students with information, skills and incentives to resist the temptation to experiment with and use chemical substances. The parties further understand that the contributions of the law enforcement community to the goal of a drug-free New Jersey need not and should not be limited merely to disrupting the supply of illicit drugs; rather the law enforcement community can help to reduce the demand for drugs, not only by holding drug users accountable for their unlawful conduct, but also by actively participating in public awareness and prevention programs and educational initiatives. To this end, a number of programs have been developed by numerous organizations in which specially trained police officers participate directly in school-based educational programs. These programs are designed to teach students about the nature and dangers of substance abuse, methods to enhance students' self-esteem, and proven techniques and skills for resisting peer pressure to experiment with drugs or engage in other dangerous activities and should support the Core Curriculum Content Standards, pursuant to N.J.A.C. 6A:8-2.

## **12.2. Approval and Supervision of Educational Curricula.**

It is understood and agreed that education officials are at all times ultimately responsible for approving, supervising, monitoring, evaluating and otherwise ensuring the consistent high quality of all educational curricula and instructional programs provided to students, whether the instruction is provided by certified school employees or by specially trained law enforcement officers invited into the schools pursuant to Article 12.1 of this Agreement. It also is understood and agreed that local school officials remain ultimately responsible for making certain that all substance awareness instructional programs are developed and provided in a manner which is consistent with the requirements of N.J.S.A. 18A:40A-1 et seq., N.J.A.C.6A:16-3, Comprehensive Alcohol, Tobacco and Other Drug Abuse Programs, the New Jersey Department of Education's Core Curriculum Content Standards in Comprehensive Health and Physical Education, pursuant to N.J.A.C. 6A:8, specifically, the indicators under Standards 2.1 (Wellness – health promotion concepts and skills), 2.2 (Integrated Skills – health enhancing personal and interpersonal skills), 2.3 (Drugs and Medicines –alcohol, tobacco, and other drugs and medicines), 2.4 (Human Relationships and Sexuality – physical, emotional and social aspects of human relationships and sexuality) and Standard 9 (21<sup>st</sup> Century Life and Careers– addressing significant related areas, such as critical thinking, self-management, interpersonal communication, character development, ethics and safety) and the subjects of conflict management, problem solving, personal responsibility and cooperation under each of these strands, and any and all applicable rules, regulations and policies adopted by the State Board of Education or the Commissioner of Education concerning the development, review, monitoring, approval and implementation of K-12 alcohol, tobacco and other drug prevention education curricula and related courses of instruction.

## **12.3. Procedures for Inviting, Soliciting or Promoting Police Participation in Educational Programs.**

It is understood and agreed that no law enforcement officer shall be permitted to provide a course of instruction to students unless the officer has been invited or requested to provide such course of instruction by the appropriate school official. In order to enhance cooperation between law enforcement and education authorities, it is agreed that all requests by school officials for information concerning the nature and availability of law enforcement instructional programs should be directed to (*designated law enforcement liaison*) with notice of the request provided to the county prosecutor. All requests by a law enforcement agency seeking an invitation to provide an instructional program, or seeking to demonstrate the desirability of providing such an instructional program, should be directed to (*designated school official*), with notice given to the county prosecutor working in cooperation with the executive county superintendent, who will be responsible for coordinating all such invitations or requests for invitations to participate in law enforcement instructional programs. The county prosecutor further agrees to serve on an ongoing basis as an information clearinghouse to provide school officials with information concerning the availability and benefits of such law enforcement instructional programs.

## **Article 13. Joint Consultation.**

### **13.1. Consultation and Information Sharing.**

So as to foster and institutionalize the spirit of communication and cooperation underlying this Agreement, (*appropriate school and law enforcement personnel*) agree to participate in ongoing joint consultations. It is understood that the consultations shall include discussions of:

- a. The rules and regulations promulgated by the State Board of Education and codified at N.J.A.C. 6A:16-6, Law Enforcement Operations for Alcohol, Other Drugs, Weapons and Safety and N.J.A.C. 6A:16-5, School Safety and Security, as appropriate;
- b. The Comprehensive Drug Reform Act, focusing especially on those provisions affecting juveniles or that are designed to protect children and to displace drug trafficking activities from areas adjacent to schools;
- c. The United States Supreme Court decision in New Jersey v. T.L.O. and the *New Jersey School Search Policy Manual*;
- d. Federal and state laws and regulations on the confidentiality of alcohol and drug counseling and treatment;
- e. The warning signs of which school staff members should be aware that indicate a student may be abusing chemical substances or is at risk of committing an act of violence involving firearms or other deadly weapons;
- f. The scope and nature of the problem concerning firearms and other dangerous weapons on school grounds; and
- g. Training needs to support school safety and security and the effective implementation of the Agreement, including the exchange of information regarding the practices of the education and law enforcement agencies, pursuant to N.J.A.C. 6A:16-6.2(b)12.

### **13.2. School Violence Awareness Week.**

School officials shall invite law enforcement officials to join school staff in the student discussions organized to observe School Violence Awareness Week, which occurs the week beginning with the third Monday in October of each year, pursuant to N.J.S.A. 18A:36-5.1 and N.J.A.C. 6A:16-5.2. Upon invitation and as appropriate to the district's plans, law enforcement officials may assist with the student discussions required during School Violence Awareness Week.



### **13.3. School Safety and Security Consultations.**

School officials shall consult with law enforcement officials, as appropriate, in planning the required school safety and security in-service training program for school staff, pursuant to N.J.A.C. 6A:16-5.1(d) and stipulated in Articles 8.1.5 and 8.2.2 of this agreement. Examples of school safety and security training that could involve law enforcement officials include providing guidance on the approved model policies of the Governor's K-12 School Security Task Force; reviewing scenarios for school safety and security drills; addressing internet safety, cyber-bullying and gangs; and reviewing the ten key findings reported by the United States Secret Service in the publication titled *Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates*. Law enforcement officials shall identify school safety and security issues and concerns and advise the county prosecutor and chief school administrator, as appropriate.

### **13.4. School Safety and Security Planning.**

It is further understood and agreed that, pursuant to Article 13.3, Article 8 and N.J.A.C. 6A:16-5.1(b), the conferees, including the chief of police and other representatives of law enforcement agencies, emergency management planners, fire officials, local chief school administrator, all school building principals, representatives of health and social services provider agencies and other school staff (e.g., counselors, psychologists, social workers, nurses, security, maintenance, facilities, grounds, school resource officers, food services) and community resources, as appropriate, shall provide consultation to school officials, at a minimum annually, in the development of the school district's plans, procedures and mechanisms for school safety and security to fulfill the requirements of N.J.A.C. 6A:16-5, School Safety and Security. It is understood and agreed that law enforcement officials shall review and, where necessary, provide written comments to the chief school administrator concerning the required school safety and security plans, pursuant to N.J.A.C. 6A:16-5.1. It is understood and agreed that the chief school administrator shall annually submit a copy of the school district's school safety and security plan and promptly submit any important revisions to the plan or school grounds to law enforcement officials. The chief school administrator agrees to supply law enforcement officials with current copies of blueprints and maps of all schools and school grounds. If at any time there are changes to the blueprints or maps of any school or school grounds, the chief school administrator shall forward revised copies to law enforcement officials as soon as practicable. It also is understood and agreed that, pursuant to Article 13.5 the conferees shall discuss the feasibility and desirability of implementing a Safe Schools Resource Officer program.

### **13.5. Safe Schools Resource Officers.**

The Attorney General's Education-Law Enforcement Working Group has developed resource material for a Safe Schools Resource Officer Program, recognizing that the presence of

a police officer can be a deterrent in fighting drug use and sales and other forms of criminal behavior in schools. Safe schools resource officers are police officers that undergo statutorily mandated training, as set forth in Article 1.9 of this Agreement. Besides enhancing school safety and security and facilitating the handling of delinquency complaints, the assignment of a safe schools resource officer on a full or part-time basis can help to enhance the working relationship between education and law enforcement officials. Most importantly, a Safe Schools Resource Officer program provides these specially trained officers an opportunity to interact with children in positive and constructive ways. It is understood and agreed that the parties to this Agreement shall, during the course of the annual conference convened, pursuant to Article 16 of this Agreement, discuss the feasibility and desirability of implementing this form of community policing.

### **13.6. Harassment, Intimidation or Bullying Policies.**

It also is understood that, pursuant to N.J.A.C. 6A:16-7.7(a)1, the harassment, intimidation or bullying policies required pursuant to N.J.S.A. 18A:37-13 et seq. and N.J.A.C. 6A:16-7.7, shall be developed by school officials in consultation with law enforcement officials, in addition to parents and other community members, including appropriate community-based social and health provider agencies and other school employees. It is agreed that law enforcement officials shall consult with school officials in the development of the policies and the annual review of the policies, the training needs of school employees and the extent and characteristics of harassment, intimidation and bullying behavior in the school buildings of the school district, pursuant to N.J.A.C. 6A:16-7.7(e). It also is understood that the executive county superintendent shall maintain a current file copy of the harassment, intimidation or bullying policies, pursuant to N.J.A.C. 6A:16-7.7(e)5, for review by both education and law enforcement officials, upon request.

## **Article 14. Dispute Resolution Procedures.**

It is understood and agreed that any dispute or objection to any proposed or ongoing law enforcement operation or activity on school grounds will be consistent with N.J.A.C. 6A:16-6.2(b)15, and shall be directed by the appropriate school official to the chief executive officer of the law enforcement agency involved. Where the chief executive officer of the agency is for any reason unable to satisfactorily resolve the dispute or objection, the matter shall be referred to the (*county prosecutor*), who is hereby authorized to work in conjunction with the (*executive county superintendent of schools*) and, where appropriate, the Division of Criminal Justice, to take appropriate steps to resolve the matter. Any dispute that cannot be resolved at the county level shall be resolved by the Attorney General whose decision shall be binding.

**Article 15. Maintenance of the Agreement.**

**15.1 Agreement to Remain in Effect.**

This Agreement shall remain in full force and effect until such time as it may be modified. Modification of this Agreement shall be effected only with the mutual consent of the (*school district*), the (executive *county superintendent*), the (*police department*), and the (*county prosecutor*). Pursuant to N.J.A.C. 6A:16-6.2(b)14ii, all revisions shall be only in addition to, and shall not conflict with, the format and content established by the Attorney General and the Commissioner of Education and shall be in addition to and shall not conflict with the policies and procedures established pursuant to N.J.A.C. 6A:16-6. Modifications required by a change in state or federal law, rules or regulations or applicable guidelines or executive directives shall be made on the effective date of such revisions of law, regulations, guidelines or directives. All parties to this Agreement shall notify the other parties immediately regarding any such legal or regulatory changes.

**15.2 Ongoing Communication.**

The parties to this Agreement recognize the value of cooperation and communication with respect to drug, weapons, violence and school security problems as they relate to students and school grounds, and believe that entering into this Agreement will help them to be more effective in managing these problems and in making certain that schools are safe havens for law abiding children, and not convenient marketplaces or resorts for drug dealers and users. It is the intent of the parties to this Agreement to take all steps as may be appropriate and lawful to fulfill the applicable regulations at N.J.A.C. 6A:16, Programs to Support Student Development and the mission of the New Jersey State Board of Education, in collaboration with the New Jersey Department of Education, to establish policy and provide leadership in the development of exceptional learning opportunities for New Jersey's public school students for the purpose of enabling them to obtain a superior education.

**15.3 Distribution.**

Copies of this agreement shall be provided to the County Prosecutor's Office, the executive county superintendent, the chief school administrator, the law enforcement chief executive of the Police Department or State Police Unit, the president of the district board of education, and each principal in the school district.

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**Article 16. Annual Review and Revisions of Agreement.**

It is understood that (*county prosecutor*), working in conjunction with the (executive *county superintendent*), pursuant to N.J.A.C. 6A:16-6.2(b)14, shall not less than once each calendar year, organize and conduct a meeting of representatives from the law enforcement and educational communities to discuss the implementation of and compliance with the provisions of this Agreement, pursuant to N.J.A.C. 6A:16-6.2(b)13, throughout the county, to discuss any other matters of mutual concern, and to recommend revisions to this Agreement, insofar as, pursuant to N.J.A.C. 6A:16-6.2(b)14ii, the revisions are in addition to and do not conflict with the format and content established by the Attorney General and the Commissioner of Education and that are in addition to and do not conflict with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.

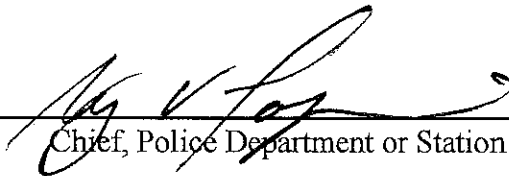
It is understood that every chief of police, school building principal and local chief school administrator shall be invited to attend, along with any other persons or representatives of organization who could contribute to or benefit from the proceedings. Following each conference, the (*county prosecutor*) shall provide a copy of the revised MOA, or the revised section of the MOA, to all participants.

**16.1 Affirmation.**

As an expression of our mutual concern and commitment to students, and to the level of cooperation and understanding described in this Agreement, the undersigned parties do hereby affirm and agree to abide by the standards, procedures, principles and policies set forth in this document.

On this day and month of \_\_\_\_\_ in the Year of \_\_\_\_\_

\_\_\_\_\_  
Chief School Administrator

  
\_\_\_\_\_  
Chief, Police Department or Station Commander

\_\_\_\_\_  
President, District Board of Education

\_\_\_\_\_  
Executive County Superintendent of Schools

\_\_\_\_\_  
County Prosecutor

## <sup>5</sup>ADDENDUM 1 - UNDERCOVER SCHOOL OPERATIONS

### 1. Requests to Conduct Operations.

a. All requests by school officials to undertake an undercover school operation in a particular school or school district will be directed to the local chief of police or, where appropriate, to the Superintendent of State Police. However, it is understood that the ultimate approval of all undercover school operations can only be granted by (*designated school official*) and (*the county prosecutor*) or, where appropriate, the Attorney General or his or her designee.

b. A request to undertake an undercover school operation will not be made public by either the requesting school official or the law enforcement agency receiving the request.

c. The county prosecutor or the Attorney General or his or her designee will make a good faith effort to comply with all reasonable requests to initiate an undercover operation, considering the scope and nature of the substance abuse or weapons-related problem in the school or district and the availability of law enforcement resources.

d. Where the county prosecutor or the Statewide Narcotics Task Force is for any reason unable to comply with a request to undertake an undercover school operation, the county prosecutor or the Attorney General or his or her designee will promptly notify the requesting school officials.

e. The decision to decline a request to undertake an undercover school operation shall not be made public by either the requesting school officials or the law enforcement agency receiving the request.

f. Nothing herein shall be construed to preclude law enforcement officials from initiating a request to conduct an undercover school operation pursuant to Section 2 of this Addendum.

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<sup>5</sup>The term "undercover school operation," as defined in Article 3.1 of the attached Agreement, means a planned operation undertaken by a law enforcement agency wherein a law enforcement officer(s) is placed in a school community and poses as a member of the school community for the purpose of identifying and eventually apprehending persons engaged in the illegal distribution of controlled dangerous substances or the unlawful use, possession, or distribution of firearms or dangerous weapons.

## **2. Consultation and Cooperation.**

a. As a practical matter, a successful undercover school operation cannot take place without the assent and continuing cooperation of the building principal and local chief school administrator and, except as may be expressly provided herein, none shall be attempted without such assent and continuing cooperation. Accordingly, prior to the placement of any undercover officer in a school, the school building principal and the local chief school administrator will be consulted unless there are compelling reasons not to consult with either of these officials. Where the Attorney General determines that compelling reasons exist, an alternative school official or officials will be designated who will be consulted in lieu of the building principal or local chief school administrator prior to the placement of an undercover officer in a school and throughout the course of the operation.

b. In any case where the undercover school operation has not been requested by an appropriate school official, the law enforcement agency proposing the operation will advise the building principal and local chief school administrator of the nature of the proposed operation and will, to the greatest extent possible, explain the reasons why the operation is necessary and appropriate. This explanation should include a description of the extent and nature of the suspected drug trafficking or weapons-related activities occurring within the school environment that would justify the operation. It is understood and agreed that law enforcement officials will not be required or permitted to divulge any information received in confidence, whether from an informant or otherwise, or that would violate the laws or court rules governing the disclosure of juvenile offender information, grand jury information, or information derived from electronic surveillance.

c. It is understood and agreed that undercover school operations should not necessarily be limited to schools falling within any particular region or demographic setting e.g., rural, suburban, urban center, or any particular district factoring group (i.e., a composite measure of socioeconomic status within a geographic area). Rather, subject to the availability of resources, undercover school operations should be proposed and conducted in any district or school where the designated law enforcement and school officials determine that such operations would be beneficial.

d. Information provided by law enforcement to the building principal or local chief school administrator will be kept strictly confidential and will not be divulged by the building principal or local chief school administrator to any other person without the express approval of the county prosecutor or, where appropriate, the Attorney General or his or her designee.

e. No law enforcement officer will disclose the fact that an undercover school operation has been proposed, requested, or is being or has been considered with respect to any particular school or school district.

f. The building principal and the local chief school administrator will be afforded the opportunity to offer specific concerns regarding the conduct of any proposed undercover school operation, and will also be given the opportunity to make general or specific recommendations as to how to minimize the impact of the proposed operation on the educational environment, existing substance abuse counseling programs, and the relationship between school authorities, the law enforcement community, and the student population. In developing an undercover school operation plan, and throughout the course of the operation, the law enforcement agency conducting the operation will give due consideration to the concerns and recommendations offered by the building principal and local chief school administrator. Furthermore, these school officials will be advised whenever the law enforcement agency conducting the undercover school operation is for any reason unable or unwilling to follow any proposed recommendation. However, it is understood that the law enforcement agency responsible for conducting the undercover operation shall maintain control of the logistics of any operation once begun.

g. The law enforcement agency conducting the undercover school operation will provide to the building principal and local chief school administrator a detailed briefing concerning the logistical and record keeping requirements associated with successfully placing an officer undercover. The building principal and local chief school administrator may contact the designated liaison who will be available on a 24 hour basis to respond to any problems or inquiries.

### **3. Security; Limited Disclosure Agreements; Early Termination.**

a. The building principal and local chief school administrator will be informed as to the identity of any person assigned to an undercover investigation unless there are compelling reasons, as shall be determined by the Attorney General, not to inform either of these officials. The building principal and local chief school administrator, and any other school officials or employees who may be informed as to the identity of the undercover officer, will safeguard the identity of that officer and will not disclose the existence of a contemplated or ongoing undercover school operation to any person.

b. In the event that the building principal, local chief school administrator or any other school official or employee who may have been informed as to the existence of the operation subsequently learns of any information that suggests that the true identity of the undercover officer has been revealed, or that any person has questioned the identity or status of the undercover officer as a bona fide member of the school community, or that the integrity of the operation has been in any other way compromised, such information will be immediately communicated to the law enforcement agency conducting the operation or to the county prosecutor.

c. The school principal and local chief school administrator will be advised whenever an undercover school operation has been suspended or terminated or whenever the undercover officer is permanently removed from the school environment.

#### **4. Use of Undercover Officers as School Employees.**

It is understood that no undercover school operation may be conducted that entails the placement of an undercover officer as a certified member of the school community without prior written approval of the Attorney General with notice given to the Commissioner of Education, or in the case of non-public schools, the chief school officer. It is understood that the Attorney General will base his approval upon a finding that 1) other law enforcement methods would not be effective, and 2) there is a reasonable articulable suspicion that adult school employees or other non-student member(s) of the school community are engaged in drug trafficking or unlawful weapons-related activities. In that event, and upon such findings, the underlying purpose of the operation would not be to identify or to apprehend student offenders, but rather to identify and to apprehend suspected adult or non-student offenders. Furthermore, the law enforcement agency involved will develop, in consultation with the building principal and local chief school administrator, those steps that will be taken to minimize the undercover officer's contact with, and impact upon, the student population. It is understood that no undercover officer will be permitted to teach a formal class of instruction without the approval of the Attorney General and local chief school administrator, and that in no event will an undercover officer posing as a non-student member of the school community be permitted to establish or to simulate any confidential, trust or counselor relationship with any student.

#### **5. Limitations on Undercover Officer Conduct.**

a. Code of Student Conduct Infractions. It is understood that an undercover officer cannot be expected to pose as a model student. Nonetheless, no undercover officer will engage in any activities that unduly disrupt the educational environment, or that amount to code of student conduct infractions of such a nature and magnitude so as to prevent other students from enjoying the full benefits of that educational environment. An undercover officer will at all times respect the rights of teachers and other students.

b. Confidentiality of Treatment Records. Federal regulations and state policies concerning the confidentiality of treatment and substance abuse counseling program records and information will be strictly safeguarded. No law enforcement activity will be permitted in any way to interfere with, intrude upon, or compromise the integrity of any substance abuse counseling or treatment program.

c. Entrapment. No undercover officer will encourage or counsel any student to purchase or use alcohol or any controlled dangerous substance.

d. Firearms Policy. It is understood that undercover work concerning drug trafficking activities is inherently dangerous. Accordingly, it is understood and agreed that law enforcement will take all measures that are necessary and appropriate to protect the undercover officer, as well as to protect all students with whom the undercover officer may come in contact, and to avoid potentially violent confrontations whenever possible. In general, an undercover officer will not carry a firearm or otherwise bring onto, or maintain, a firearm on school grounds.



An exemption from the general rule prohibiting the carrying or bringing onto school grounds of a firearm will only be granted with the express approval of the officer's immediate superior, unless otherwise specified in the plan approval process for good cause shown. Any firearm brought onto school grounds will ordinarily be contained in a closed and fastened case locked in the trunk of an automobile operated by the undercover officer. It is assumed, moreover, that any exemption from the general weapons carrying policy agreed to herein will only be rarely sought, and approval to carry a firearm onto school grounds will only be granted where alternative means of providing adequate security or support are not feasible.

e. Non-Participation in Treatment. No undercover officer will in any way participate in or attend any drug or alcohol abuse treatment or counseling program. In the event that an undercover officer is referred to, or recommended to participate in, a counseling or treatment program by a teacher or school staff member, the undercover officer will report the circumstances of that referral or recommendation to his superiors and will decline such referral or recommendation.

f. Preservation of Teacher Trust Relationships. No undercover officer will engage in any activity or conversation that would require any teacher or school official to violate or compromise a trust relationship with any student.

g. Romantic Involvement. No undercover officer will encourage or participate in any romantic relationship with any student during the course of an undercover operation.

h. Treatment. No undercover officer will discourage any student from seeking drug or alcohol abuse treatment or counseling, or from reporting his or her own alcohol or substance abuse problem or dependency.

i. Use and Distribution Prohibition. No undercover officer will ingest or inhale (other than passive inhalation) any controlled dangerous substance; nor will any undercover officer be permitted to distribute or dispense any controlled dangerous substance without the express approval of the county prosecutor or, where appropriate, the Attorney General or his or her designee. Under no circumstances will an undercover officer sell or transfer a firearm on school grounds or to a student without the express prior approval of the county prosecutor, or, where appropriate, the Attorney General or his or her designee.

**6. Post-Operation Report.**

It is understood that following the termination of every undercover school operation, the county prosecutor or the Assistant Attorney General in charge of the Statewide Narcotics Task Force will prepare a post-operation report that will be transmitted to the Attorney General. The report will discuss the results and impact of the operation and any logistical or policy problems which were encountered. The report will also include recommendations for improved procedures in dealing with potentially recurring problems. The county prosecutor or the Assistant Attorney General in charge of the Statewide Narcotics Task Force will solicit the comments and recommendations of the building principal and local chief school administrator, and these comments and recommendations will be included in the post-operation report. The contents of a post-operation report will be publicly disclosed, and a copy will be provided to the building principal, the local chief school administrator, the executive county superintendent and the Commissioner of Education.

**7. Post-Operation Seminars.**

To maximize the deterrent impact of an undercover school operation, the law enforcement agency conducting the operation will make available officers to participate in seminars which, upon the invitation of appropriate school officials, may be held in the school in which the operation was conducted. The purpose of these seminars will be to discuss with teachers, parents and/or students the nature of the completed operation, the steps taken to minimize the intrusion into the educational environment, and to discuss the substance abuse or weapons-related problem from a law enforcement perspective. It is the agreed upon policy of the parties to the attached Agreement to promote the frank and open discussion of issues concerning the need for such operations, and to solicit opinions and recommendations from teachers, parents, students and members of the community-at-large.

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**ADDENDUM 2 – UNSAFE SCHOOL CHOICE OPTION POLICY**

**Provision II: Victims of Violent Criminal Offenses**

The Unsafe School Choice Option (USCO) provision (*Section 9532 of Title IX*) under the *No Child Left Behind Act (NCLB) of 2001* sets forth, in part, the following which applies to all school buildings that are a part of a local education agency (LEA):

"... 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 school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school." (*italics added*)

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

The following criteria must be used to determine when an enrolled student has become a victim of a violent criminal offense while in or on the grounds of a public elementary or secondary school that the student attends. These criteria only apply to a student who has become a victim of one or more of the violent criminal offenses enumerated at <http://www.nj.gov/education/grants/nclb/policy/unsafe.htm>.

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

- 1) A referral has been made to law enforcement officials for suspicion that one of the violent criminal offenses enumerated below has occurred; **and**
- 2) One or more of the following applies:
  - Law enforcement officials have filed formal charges against the perpetrator(s) for commission of the violent crime; **or**

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- The perpetrator(s) of the violent crime has received sanctions in accordance with the district board of education's code of student conduct, pursuant to N.J.A.C. 6A:16-7.1; **or**
- The 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**
- The pre-existence of a restraining order against the perpetrator(s) of the violent crime.

## 2016 - 2017 DISTRICT/CSA GOALS ACTION PLAN

### DISTRICT/CSA GOALS:

#### Major Activities

#### Staff

#### Resources

#### Timelines

#### Indicators of Success

#### 1. "Student Growth"

A. Using all available district resources and data points, each child will demonstrate measurable growth for the 2016/2017 school year.

CSA  
Administrative Team  
Certified Staff  
Paraprofessionals

Resources for programs, professional development, and other related factors.

Sep 2016- June 2017

- Review of "Springboard"
- Review "Kids Corner"
- Determine end of the year growth for all students using one or more of the following measures:
  - ✓ Fountas & Pinnell Reading Level
  - ✓ HMH Reading Inventory Lexile Level
  - ✓ HMH Phonics Inventory
  - ✓ High Frequency Words
  - ✓ Spelling Inventory
  - ✓ Sight Word Vocabulary
  - ✓ Writing Rubric Scores
  - ✓ HMH Math Inventory Quantile Level
  - ✓ GO MATH Benchmark Score
  - ✓ Math Fact Fluency Score
  - ✓ Rocket Math Score
  - ✓ Creative Curriculum Gold Assessment
  - ✓ Physical Education Fitness Levels
  - ✓ Culminating Laboratory Assessments
  - ✓ Tier II Vocabulary
  - ✓ Behavioral Referrals
  - ✓ Red Cross Swimming Tests
  - ✓ District-Developed Common Summative Assessments
  - ✓ Teacher-Developed Formative Assessments
  - ✓ Any other assessment developed by the teacher

- Review Professional Development for current grading practices re: the district's policy and regulation (Grades K-8)
- Parent Information Night (explanation of grading practices in Grades K-8)
- Begin re-evaluation of the current grading practices re: the district's policy and regulation (Grades K-8)

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## 2016 - 2017 DISTRICT/CSA GOALS ACTION PLAN

### DISTRICT/CSA GOALS:

Major Activities	Staff	Resources	Timelines	Indicators of Success
<p>2. "Safety and Security"</p> <p>A. Continue to improve the safety and security of all students and staff.</p> <p>B. Implement a research based mental health initiative district-wide.</p>	<p>CSA Administrative Team All Staff</p>	<p>Additional personnel, resources for programs, professional development, and other related factors.</p>	<p>Sep 2016- June 2017</p>	<ul style="list-style-type: none"> <li>• Completed review of District Policies &amp; Practices Regarding Student Discipline</li> <li>• Establish and maintain a full time Crisis Counselor</li> <li>• Implement "Lifelines"</li> <li>• Implement "Second Step"</li> <li>• Continued District Cooperation with non-profits, e.g. "Spread the Love" and the "Society for the Prevention of Teen Suicide".</li> <li>• Review of mental health initiative district-wide</li> </ul>
<p>3. "Communication &amp; Community Engagement"</p> <p>A. Establish effective models of communication between staff, parents/guardians, community and administration</p> <p>B. Engage in a Strategic Planning initiative</p>	<p>CSA Administrative Team All Staff</p>	<p>Resources for programs, professional development, and other related factors.</p>	<p>Sep 2016- June 2017</p>	<ul style="list-style-type: none"> <li>• Implement "Coffee with Admin"</li> <li>• Enhance school level communication via the "Leadership Team"</li> <li>• Review and revitalize the Districts working partnership with the HTEF, HPTA, City Council, HTPD, etc.</li> <li>• Coordinate District efforts to ensure effective communication of programs and practices are relayed to the public via social media, press releases, and other traditional means.</li> <li>• Implement Strategic Planning through NJSBA</li> </ul>

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## 2016 - 2017 PROFESSIONAL DEVELOPMENT IMPROVEMENT PLAN

### BOARD GOALS: See major Activities

#### NJSAC Governance District Performance Review Indicator:

Major Activities	Board/staff	Resources	Timelines	Indicators of Success
1. "Develop a District Strategic Plan including all District stakeholders."	BOE All District Staff	Resources for programs, professional development, and other related factors.	Sep 2016 – June 2017	Completed Strategic Plan
2. "Continue to schedule ongoing board professional development through NJSBA"	BOE	Resources for programs and professional development.	Sep 2016 – June 2017	Completed NJSBA seminars and programs.
3. "Investigate and consider the governance structure of the board" (i.e., various committee systems and if they might be more effective for the board).	BOE	N/A	Sep 2016 – Jan 2017	Review of governance structure of the Board.

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## District Professional Development Plan (PDP)

<b>District Name</b>	<b>Superintendent Name</b>	<b>Plan Begin/End Dates</b>
Hamilton Township School District	Mr. Frank Vogel	7/1/16 – 6/30/17

### 1: Professional Learning (PL) Goals

PL Goal No.	Goals	Identified Group	Rationale/Sources of Evidence
1 <b>Student Growth</b>	To continue to support certificated staff in the creation and implementation of high-quality Student Growth Objectives (SGOs) that are rigorous, that are tiered and that utilize multiple student data measures to derive student starting points.	All Certificated Staff	<ul style="list-style-type: none"> <li>SGOs continue to be a requirement of AchieveNJ for all certificated staff.</li> <li>Staff members continue to express an interest for additional professional development relative to creating their SGOs and monitoring their SGOs progress. This was identified through staff surveys, DEAC discussions and SCIP discussions.</li> <li>Professional development will continue to focus on how to craft SGOs that show growth for ALL students, as well as on classroom instructional practices that directly correlate to student growth.</li> </ul>

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<p>2</p>	<p>To continue "Building Expertise" through the use of the Marzano teacher evaluation tool via iObservation (Learning Sciences International).</p>	<p>All Certified Classroom Teachers</p>	<ul style="list-style-type: none"> <li>• Marzano's iObservation Platform (Learning Sciences International) will continue to serve as the district's evaluation tool to measure the effectiveness of instructional practice and also forms the basis for teachers' Professional Growth Plans (PGP).</li> <li>• Teacher observations and self-reflection are used to determine the area of focus for one's Professional Growth Plan.</li> <li>• Staff members continue to express the need for additional professional development for building expertise in both the "Art" and "Science" of teaching.</li> </ul> <p>This was identified through staff surveys, DEAC and SclP discussions, formal and informal certificated staff observations, as well as through administrative evaluation of teacher PGPs.</p>
<p>3 Communication &amp; Community Engagement</p>	<p>To continue to support staff with utilizing technology to increase student &amp; community engagement and community, to prepare students to utilize readily available technology tools and to establish effective means of communicating with the community with a targeted focus on the use of the Google Platform and/or Google Apps for Education.</p>	<p>All Staff</p>	<ul style="list-style-type: none"> <li>• Our staff and students have grown in their ability to utilize technology for educational purposes, as well as for day-to-day living.</li> <li>• They will continue to grow in their ability to utilize various programs and platforms, specifically Google and Google Apps for Education.</li> <li>• Google &amp; Google Apps for Education will foster collaboration among colleagues &amp; peers, as well as digitally supporting current curricula and instructional practices to increase student &amp; staff collaboration and engagement.</li> <li>• Community and staff surveys.</li> </ul>

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<p><b>4</b> <b>Safety &amp; Security</b></p>	<p>To analyze our current Mental Health practices and determine what is working well and how to take the next step(s) in providing the climate, culture, education, supports and services necessary for our staff and students to be healthy citizens of our community and the world that surrounds them.</p>	<p>All Staff</p> <ul style="list-style-type: none"> <li>• Mental Health encompasses a broad range of issues that face our students, families, staff and community every day.</li> <li>• The Hamilton Township Community (HTC) is coping with many issues including suicide, drug abuse, alcohol abuse, sexual abuse, gender identity, domestic violence, bullying, abuse, and neglect.</li> <li>• The HTC is also coping with diagnosed and undiagnosed mental health disorders including anxiety, depression, psychosis, and eating disorders.</li> <li>• The HTC is coping with the trauma of loss. Over the past few years we have lost a number of students to suicide, accidental death and illness. Many of our students have lost parents, grandparents, and siblings and some of these deaths have occurred due to violence. We have lost several staff members.</li> <li>• The HTC and the Hamilton Township School District (HTSD) has been dealing with many mental health challenges. Often we have found ourselves in the position of being reactive. We need to be proactive.</li> </ul>
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**2: Professional Learning Activities**

PL Goal No	Initial Activities	Follow-up Activities (as appropriate)
<p><b>1</b> <b>Student Growth</b></p>	<ul style="list-style-type: none"> <li>• Administration will participate in NJDOE professional development opportunities to increase their awareness and understanding of developing quality Student Growth Objectives.</li> <li>• Administration will turn-key updated State recommendations regarding Student Growth Objectives (SGOs) including re-fresher training regarding the use of a matrix to determine students' assignment to a target group.</li> <li>• Certificated staff will review and analyze current assessments to determine the assessment's</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers will meet regularly during district-wide defined Professional Learning Communities (PLC) for the purpose of articulating in regards to the implementation of best practices aimed at meeting/exceeding Student Growth Objectives.</li> <li>• PLC meetings-documentation will be recorded via a shared document (ex: google doc) and focused on the enhancement of instruction and other professional responsibilities.</li> <li>• Administration will engage staff in formal and informal conversations regarding their SGOs.</li> <li>• Certificated staff will complete a mid-year check-in and end-of-year summation relative to their SGO(s). Questions to be completed will be standardized across the district.</li> <li>• Administration will provide follow-up support as needed for individual teachers and PLCs.</li> </ul>

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	<p>quality.</p> <ul style="list-style-type: none"><li>• Certificated staff will collaboratively review and analyze current available data to determine students' placement into specific target groups (ex: High, Middle, and Low) based on expected learning outcomes.</li><li>• Certificated staff will work collaboratively with administration and content coordinators to develop and finalize Student Growth Objectives based on live student data and curricular expectations, with a focus on all students showing growth and closing achievement gaps.</li><li>• Administration will facilitate the development of PLCs that allow discussions to focus on SGOs, PGPs and data, as well as curriculum, instruction and program.</li></ul>
<p>2</p> <ul style="list-style-type: none"><li>• Certificated staff will evaluate themselves and determine what element (s) they will focus on developing through their Professional Growth Plan (PGP) during the 2016-2017 school year, through reflection in iObservation and review of observations from the previous school year.</li><li>• Certificated staff will participate in professional development opportunities to increase their awareness of effective practices related to the element(s) they selected for their PGP in the Marzano Causal Teacher Evaluation Model.</li><li>• Certificated staff will be participate in PLCs that will meet regularly to share best practices in relation to the Marzano Causal Teacher Evaluation Model and the element(s) selected for their growth plans.</li><li>• Administration will facilitate the development of PLCs that allows discussions to focus on SGOs, PGPs and data, as well as curriculum, instruction and program.</li></ul>	<ul style="list-style-type: none"><li>• Administration will provide additional resources that assist teachers in becoming experts with regards to the Marzano Model (i.e. Marzano Research Lab, Learning Sciences International, webinars...).</li><li>• PLC meetings-documentation will be recorded via a shred document (google docs) and focused on the enhancement of instruction and other professional responsibilities.</li><li>• Administration will provide follow-up support as needed for individual teachers and teams.</li></ul>



<p><b>3</b> <b>Communication &amp; Community Engagement</b></p>	<ul style="list-style-type: none"> <li>• Google email (g-mail) will replace Novell district-wide.</li> <li>• District staff will be trained on how to use google email (g-mail).</li> <li>• District staff will be trained &amp; encouraged to use google docs and google drives</li> <li>• Training opportunities will be provided based on a list of available online &amp; face-to-face resources that align with district goals &amp; objectives.</li> <li>• Coordinate district efforts to ensure effective communication of programs and practices are relayed to the public via social media, press releases, and other traditional means like google documents.</li> </ul>	<ul style="list-style-type: none"> <li>• Professional development will be imbedded into the day-to-day operations of the HTSD.</li> <li>• Teachers will meet regularly via the articulation calendar to discuss progress with technology integration and share ideas with a focus on the use of "google".</li> <li>• District staff will have the opportunity to participate in out-of-district Professional Development (i.e. SRI/ETTC and with other applicable organizations/institutions).</li> </ul>
<p><b>4</b> <b>Safety &amp; Security</b></p>	<ul style="list-style-type: none"> <li>• A committee will research various options and present a comprehensive, cohesive district wide Mental Health Plan that will include prevention, intervention and post-vention procedures in terms of mental health issues, as well as a suicide prevention program and a social skills program to instruct students in skills including problem solving, calm down techniques, empathy, and identifying/expressing emotions.</li> <li>• The Mental Health Crisis Counselor Position will be reinstated.</li> <li>• Identified staff members will participate in Lifelines Trilogy Training: Prevention, Intervention, &amp; Post-vention through the Society for the Prevention of Teen Suicide (SPTS).</li> <li>• Identified staff members will implement the SPTS suicide prevention student curriculum with students in grades 7 &amp; 8.</li> <li>• The Second Step Social Skills Curriculum will be implemented in grades Pre-K through 8.</li> <li>• Parent and Community Training and/or Information Sessions will be facilitated/provided</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to analyze our district practices relative to Mental Health and determine what is working well and what needs to be improved upon.</li> <li>• Character Education is currently practice in all three schools including the use of identified monthly character words. The Spread the Love Tree incorporates similar character words. Each school may use the character words and build the Spread the Love Tree throughout the school year.</li> <li>• The district will provide information sheet for parents at Back to School Nights regarding Mental Health</li> <li>• The Week of Respect annually falls during the month of October. A focus to incorporate respect for those with mental health issues will be implemented in HTSD.</li> </ul>

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by the HTSD for the members of the HTSD Community.

**3: PD Required by Statute or Regulation**

State-Mandated PD Activities	
1.	Suicide Prevention Training (2 hours every 5 years; annually on our district policy)
2.	Harrasment, Intimidation & Bullying Training (2 hours every 5 years; annually on our district policy)
3.	Reading Disabilities Training (2 hours annually for identified staff)
4.	Gang Awareness (first year building administrators)
5.	Blood-Borne Pathogens (annually)
6.	Educator Evaluation (annually)
7.	Equity & Affirmative Action (annually/ongoing)
8.	EVVR (annually)
9.	Teacher-Mentor Training (annually for mentors before serving as a mentor)
10.	Alcohol, Tobacco & Other Drug Prevention & Intervention Training (annually)
11.	Recognition of Substance Abuse (annually)
12.	School Safety ( 60 days from hire; then annually)
13.	Code of Conduct (annually)
14.	Potentially Missing & Abused Children (new staff at new staff orientation)
15.	Head Injuries (coaches)

**4: Resources and Justification**

PL Goal No	Resources
1	<ul style="list-style-type: none"> <li>• Administration to provide additional SGO trainings/guidance per the NJDOE updates/changes</li> <li>• Time for certificated staff to participate in SGO Training</li> <li>• Access to relevant data sources</li> <li>• Dedicated time for collaboration including but not limited to PLC sessions</li> <li>• Administration and Content Coordinators support staff in the creation of SGOs</li> <li>• Principal meetings with staff regarding SGOs and revision if necessary</li> <li>• Funding for staff to attend training via Board Encumbered funds (approximately \$5,000) &amp; ETTC Hours</li> </ul>

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2	<ul style="list-style-type: none"> <li>• Administration will provide additional resources that assist teachers in becoming experts with regards to the Marzano Model. (i.e. Marzano Research Lab, Learning Sciences International, webinars...)</li> <li>• Dedicated time for teachers to participate in PLCs</li> <li>• On-going staff feedback through the use of surveys and face-to-face conversations</li> <li>• Board Encumbered/Title II-A Funds for the purchase of necessary materials: Approximately \$6,000.00</li> </ul>
3	<ul style="list-style-type: none"> <li>• Utilization of Instructional Technology Integration Coaches at all three schools</li> <li>• District Google Certified Trainers</li> <li>• Time dedicated to technology integration via the each school's schedule</li> <li>• Technology Hubs, fixed labs and mobile labs</li> <li>• Professional development un-conferences during scheduled in-service days</li> <li>• Technology staff attendance at workshops to turn-key information to district staff (ETTC, Google Camp, Chrome camp, etc....).</li> <li>• Funding for staff to attend training via Board Encumbered funds (approximately \$5,000) &amp; ETTC Hours</li> </ul>
4	<ul style="list-style-type: none"> <li>• Mental Health Crisis Counselor (@\$85,000)</li> <li>• District Committee</li> <li>• Society for the Prevention of Teen Suicide (@\$8,000)</li> <li>• Spread the Love Foundation</li> <li>• Second Step Social Curriculum (@\$53,000)</li> </ul>
PL Goal No	Justification
1	Educator Reform: Achieve NJ
2	Educator Reform: Achieve NJ
3	21 <sup>st</sup> Century Educators & Learners (College & Career Readiness)
4	Community-Based Need

Signature: \_\_\_\_\_

Superintendent Signature

Date \_\_\_\_\_

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# The Hamilton Township School District

# MENTOR PROGRAM INDUCTION GUIDE

Revised 2014

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## Plan Checklist

Required ✓	Components of Mentoring Plan	Included ✓
✓	<b>Title Page</b>	✓
✓	<b>Table of Contents</b>	✓
✓	<b>Section 1: District Profile</b>	✓
	Plan Checklist	✓
	District Profile Sheet	✓
✓	<b>Section 2: Vision and Goals</b>	✓
	Mentoring Program Vision	✓
	Mentoring Program Goals (measurable; aligned with the NJ Professional Standards for Teachers and NCLB Professional Development)	✓
✓	<b>Section 3: Mentor Selection</b>	✓
	Guidelines for Selection of Mentors	✓
	Application Process and Criteria for Selection of Mentors	✓
✓	<b>Section 4: Roles and Responsibilities for Mentors</b>	✓
✓	<b>Section 5: Professional Learning Components for Mentors</b>	✓
✓	<b>Section 6: Professional Learning Components for Novice Teachers</b>	✓
✓	<b>Section 7: Action Plan for Implementation</b> (with timeline)	✓
✓	<b>Section 8: Resource Options Used</b>	✓
✓	<b>Section 9: Funding Resources Used</b>	✓
✓	<b>Section 10: Program Evaluation</b>	✓

## SECTION 1: DISTRICT PROFILE

### District Profile Sheet

**The district profile sheet reflects the mentoring data from the 2007-08 school year.**

Name of District: Hamilton Township School District

District Code: 1940 County Code: 01 District Factor Group: CD

District Address: 1876 Dr. Dennis Foreman Drive, Mays Landing, NJ 08330

Chief School Administrator: Dr. Michelle Cappelluti, Superintendent

Mentoring Program Contact: Mr. Daniel Cartwright, Program Coordinator

Mentoring Program Contact Phone: 609-476-6141

Mentoring Contact Email: cartwrightd@hamiltonschools.org

Type of District: PreK - 8

Other (specify) \_\_\_\_\_

## SECTION 2: VISION AND GOALS

### Induction/Mentoring Vision Statement

It has long been part of the Hamilton Township Public School District philosophy that new teachers require guidance and support in learning the craft of teaching as well as the intricacies of educational practice. An effective induction program motivates educators to strive for performance excellence and fosters individual and organizational improvement through alignment with the New Jersey Professional Development Standards for Teachers and the Eight Key Elements of High Quality Professional Development for Teachers from ESEA/NCLB. In addition, it strengthens the link between pedagogical knowledge, classroom practice, and student achievement of the New Jersey Core Curriculum Content Standards. Combined with professional development, induction is an on-going process that allows the district staff to continue refining skills, inquiring into practice and developing new methods through collegial and collaborative dialogue. We believe that when administrators, mentor teachers, and other stakeholders support novice teachers through their critical first years of teaching, all children are being taught by highly qualified teachers who are committed to their students and their schools.

The primary goal of our mentoring program is to facilitate effective teaching among the faculty of the Hamilton Township Public Schools. Effective teaching involves engaging students with the course material (theory, content, practice) and providing a role model for rational thinking and problem solving. We acknowledge that there are many different effective teaching models, and that it is paramount that professional educators reflect their own personality. Thus we support a variety of teaching styles. The induction/mentoring process should be a positive one where reinforcement and encouragement are stressed. We also recognize the benefits of mutual mentoring and we encourage cross visitation of classes and two-way exchange of teaching ideas. We strive to set up the mentoring process as discussions among equals.

All novice teachers (those holding a Certificate of Eligibility, Certificate of Eligibility with Advanced Standing, or Standard Teacher of the Handicapped) are assigned a mentor upon beginning the provisional year. They participate in a one-year mentoring program (30 weeks for traditional route and 34 weeks for alternative route). The mentoring process begins with a summer orientation program during which time novice teachers and mentors attend a training session on the mentoring process and complete the *Mentoring Partnership Agreement* (Appendix A). Mentors and novice teachers collaborate throughout the year to complete the *Mentor/Novice Teacher Activities Checklist* as outlined in Appendix B. The induction program enhances an extensive district support system and provides a formal structure to insure the success of teachers new to the Hamilton Township Public Schools through the sharing of information about professional, curricular and non-curricular concerns.

Building on pre-service coursework, experiences and accomplishments, mentors will ease the transition of novice teachers into the world of education and provide opportunities for continuing professional growth and development. Experienced

teachers possess many valuable skills gained through their years of teaching. The wisdom, knowledge, and organizational skills of the experienced mentor teacher coupled with the energy and enthusiasm of the novice teacher are key ingredients to the successful beginning teacher experience.

Within the Hamilton Township Public Schools Mentor Program, the mentor role is of great significance and is strictly supportive. Research has shown that experience with a mentor has been most successful when the mentor is supportive, available, caring, and nonjudgmental. With the mentor as a supporter, the mentor and novice teacher can develop a collegial relationship in which both can work, grow, and learn from each other. The mentor's primary role is to aid and support the novice teacher. It is non-evaluative, and it is strictly confidential. It does not play a part in the formal evaluation or tenure process. Such a relationship allows the mentor and the novice teacher to develop a working relationship beneficial to both of them.

## **Mentoring Goals and Objectives**

The Hamilton Township School District Teacher Induction Program is intended to help the teacher new to our system make the transition from theory to practice, and is based upon valid observations, clear statements of competencies to be developed, and the means to develop these competencies. Our program is a series of carefully planned experiences, activities and studies designed to increase understanding of our system, our policies and procedures, programs of study, communications network, organizational structure, our community and, in general, expectations for personnel.

The objectives of the induction process are designed to assure the realization of our overarching program goal – helping the novice teacher make the transition from theory to practice – assisting with the adaptation to the demands of the new environment and to function effectively in the system.

- A. To identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching

- Objective 1. Inductees will attend summer induction training and Professional Development Sessions as offered throughout the year.

- Objective 2. Inductees will develop personal teaching goals.

- Objective 3. Inductees will work collaboratively with mentors/administration through the observation process to modify and revise their growth.

- B. To assist novice teachers in the performance of their duties and adjustment to the challenges of teaching thus enhancing student performance

- Objective 1. Inductees will complete the Fall and Spring Needs Assessments and share results with mentor.

- Objective 2. Inductees will meet regularly with mentor.
- Objective 3. Inductees will self-analyze personal progress through use of growth review, observation, video-taping, etc.
- C. To enhance teacher knowledge of and strategies related to the Core Curriculum Content Standards in order to facilitate student achievement
  - Objective 1. Inductees will attend Professional Development Sessions as offered throughout the year.
  - Objective 2. Inductees will work collaboratively with mentors/administration through the observation process to modify and revise lessons to meet the demands of the Core Curriculum Content Standards.
- D. To provide a sustained ongoing mentor training program that will assist the novice teachers in adjusting to and becoming familiar with, the school culture, policy, procedure, resources and personnel
  - Objective 1. Inductees' daily planning will reflect the knowledge and application of district mission.
  - Objective 2. Inductees will apply policies and procedures appropriately as needed.
  - Objective 3. Inductees will maintain open lines of communication by interacting with mentors on a regular basis.
  - Objective 4. Inductees will become familiar with and use available resources within the school district and community.
  - Objective 5. Inductees will demonstrate involvement in the school community and a willingness to foster a positive relationship within the community.

## SECTION 3: MENTOR SELECTION

### Guidelines for selection of Mentors:

1. Certified and tenured, actively teaching in the same content and/or grade level area as the first year teacher (to the extent possible) for at least two years within the last five years and has had three years of experience.
2. Has demonstrated a record of success within the classroom and must have received a summative rating of effective or highly effective on the most recent summative evaluation. If summative score is not available, the rating of effective or highly effective must have been attained on the teacher practice instrument.
3. Committed to the goals of the local mentor plan including respect for the confidential nature of the mentor/novice relationship.
4. Demonstrated exemplary command of content knowledge and pedagogy.
5. Knowledgeable about the social workplace norms of the district and school leadership.
6. Knowledgeable about the resources and opportunities in the district and able to act as a referral source to the novice teacher.
7. Does not serve in a supervisory capacity to the novice teacher.
8. Agrees to complete a comprehensive mentor-training program\*.

**\*Mentor Training Requirement- District workshops or out of district training provided by the SCIP.**

### Application Process

Mentor Applications will be accepted in early summer.

Qualities of effective mentors: The qualities of effective mentors – as identified in mentoring programs nationwide – are organized into four general categories:

- Attitude and character
- Professional competence and experience
- Communication skills
- Interpersonal skills

Together with a willingness to serve and the recommendations of colleagues, these characteristics comprise an inventory of the qualities of effective mentors.

### Read the entire application package before applying for the Mentor Position

1. Fill out application (Appendix C) and read Section 5.
2. Submit application to the building principal after review of induction guide.

## **SECTION 4: ROLES AND RESPONSIBILITIES FOR MENTORS**

### **Role of the Mentor:**

1. Ensure novice teacher receives effective induction into the school district by using the steps outlined in the mentoring program.
2. Provide a trusting and nonjudgmental relationship with the novice teacher.
3. Offer emotional support.
4. Introduce to other staff members.
5. Provide confidential support and evaluation.
6. Serve as an instructional coach.

### **Mentor Responsibilities:**

1. Participate in mentor training.
2. Establish contact with novice teacher prior to the beginning of the school year.
3. Commit time to the mentor-novice relationship.
4. Be a model of professionalism.
5. Complete the mentoring partnership agreement *See Appendix A.*
6. Establish regular weekly conferencing times with novice teacher.
7. Complete a monthly checklist of responsibilities as provided for use in Section 8.
8. Document mentoring activities and time using the Mentor/Novice Teacher Checklist/Log, *See Appendix B.*
9. Provide opportunities for the novice teacher to observe the mentor.
10. Observe the novice teacher throughout the school year.
11. Complete an evaluation survey at the end of the year.
12. Implement the tools available in Section 8: Action Plan for Implementation.

## **SECTION 5: PROFESSIONAL LEARNING COMPONENTS FOR MENTORS**

### **Mentor Training Components:**

1. Roles and Responsibilities of Mentors and Novice Teachers
2. Needs of New Teachers
3. Communication and Building Trust
4. Classroom Visitations: Teacher Observation and Conferencing Skills
5. Effective Instructional Skills. For example, Are all students actively engaged?, Are all students challenged?, etc.
6. Collegial Coaching
7. Challenges of Mentoring
8. Stages of Teacher Development
9. Understanding the Adult Learner
10. Questioning Techniques
11. Professional Growth of the Novice Teacher
12. Any additional topic, based upon district needs assessment survey.

### **List of Professional Learning Opportunities:**

1. Summer Mentoring/Novice Teacher Training.
2. Each school should offer learning opportunities during the designated professional development days throughout the school year.
3. Mentors and novice teachers are encouraged to seek opportunities outside of the district professional development offerings.

### **Explanation of How the Plan Aligns with NJ Professional Standards for Teachers:**

Below is the list of mentor training components. Beside each topic you can find the relationship that exists between the NJ professional standards and the mentor training components. A copy of the NJ Professional Standards for Teachers can be found in *Appendix H*.

1. *Roles and Responsibilities of Mentors and Novice Teachers* – Standard 8 (Communication) and Standard 10 (Professional Development)
2. *Needs of New Teachers* – Standard 5 (Assessment) and Standard 10 (Professional Development)
3. *Communication and Building Trust* – Standard 8 (Communication) and Standard 10 (Professional Development)
4. *Teacher Peer-Observation and Conferencing Skills* – Standard 1 (Subject Content Knowledge), Standard 3 (Diverse Learners), Standard 4 (Instructional Planning and Strategies), Standard 5 (Assessment), Standard 6 (Learning Environment), Standard 7 (Special Needs), Standard 8 (Communication), and Standard 10 (Professional Development)
5. *Effective Instructional Skills. For example, Are all students actively engaged?, Are all students challenged?, etc.* – Standard 2 (Human Growth and Development),



- Standard 3 (Diverse Learners), Standard 4 (Instructional Planning and Strategies), and Standard 5 (Assessment)
6. *Collegial Coaching* – Standard 8 (Communication), Standard 10 (Professional Development)
  7. *Challenges of Mentoring* – Standard 9 (Collaboration and Partnership) and Standard 10 (Professional Development)
  8. *Stages of Teacher Development* – Standard 8 (Communication) and Standard 10 (Professional Development)
  9. *Understanding the Adult Learner* – Standard 6 (Learning Environment)
  10. *Questioning Techniques* – Standard 4 (Instructional Planning and Strategies) and Standard 10 (Professional Development)
  11. *Professional Growth of the Novice Teacher* – Standard 10 (Professional Development)
  12. *Additional Topics* – Standards as applicable

## **SECTION 6: PROFESSIONAL LEARNING COMPONENTS FOR NOVICE TEACHERS**

### **Novice Teacher Training Components:**

1. Roles and Responsibilities of Mentor and Novice Teacher
2. Professional Growth of the Novice Teacher
3. Learning Environment
4. Instructional Planning
5. Differentiated Instruction
6. Discipline Strategies
7. Student Assessment
8. Special Needs Students
9. Technology Training
10. Substance and Drug Abuse Technology Training

### **List of Professional Learning Opportunities:**

1. Summer Mentoring/Novice Teacher Training.
2. The district offers learning opportunities during the designated professional development days throughout the school year.
3. Mentors and novice teachers are encouraged to seek opportunities outside of the district professional development offerings.

### **Explanation of How the Plan Aligns with NJ Professional Standards for Teachers:**

Below is the list of novice teacher training components. Beside each topic you can find the relationship that exists between the NJ professional standards and the novice teacher training components. A copy of the NJ Professional Standards for Teachers can be found in *Appendix H*.

1. *Roles and Responsibilities of Mentor and Novice Teacher* – Standard 8 (Communication), Standard 9 (Collaboration & Partnership), and Standard 10 (Professional Development)
2. *Professional Growth of the Novice Teacher*- Standard 1 (Subject Content Knowledge), Standard 9 (Collaboration & Partnership), and Standard 10 (Professional Development)
3. *Learning Environment* - Standard 6 (Learning Environment)
4. *Instructional Planning* - Standard 4 (Instructional Planning and Strategies)
5. *Differentiated Instruction* - Standard 3 (Diverse Learners), Standard 6 (Learning Environment), and Standard 7 (Special Needs)
6. *Discipline Strategies*– Standard 4 (Instructional Planning and Strategies)
7. *Student Assessment* - Standard 5 (Assessment)
8. *Special Needs Students*—Standard 7 (Special Needs) and Standard 8 (Communication)
9. *Technology Training* - Standard 4 (Instructional Planning and Strategies)
10. *Student Substance and Drug Abuse Awareness* – Standard 2 (Human Growth and Development), Standard 7 (Special Needs), Standard 8 (Communication), and Standard 10 (Professional Development)

## **SECTION 7: ACTION PLAN FOR IMPLEMENTATION**

### **Documentation:**

1. Sign Mentoring Partnership Agreement (*Appendix A*)
  - Agreement should be signed and returned to the building principal.
  - Establish schedule of meetings for the school year.
2. Complete the Mentor/Novice Teacher Activities Checklist/Log throughout the course of the academic year (*Appendix B*).
  - This checklist must be maintained by both the mentor and novice teacher and returned to the principal monthly.

### **Components of Mentor Training:**

1. All mentors will attend the summer training program prior to the opening of school or other training as needed and appropriate throughout the school year.
2. All mentors will attend building professional development opportunities pertaining to mentoring, as offered by the School Improvement Panel.
3. Discuss the expectations of the mentoring partnership.
4. The components taught during district mentor training should reflect those outlined in Section 5 of this plan.

### **Components of Novice Teacher Training:**

1. All novice teachers will attend a summer training program prior to the opening of school or other training as needed and appropriate throughout the school year.
2. All novice teachers will attend building professional development opportunities pertaining to teacher induction and mentoring, as offered by the building and/or district administration.
3. Discuss the expectations of the mentoring partnership.
4. The components taught during district mentor training should reflect those outlined in Section 6 of this plan.

## Induction Timeline

Item	Due Date or Completion Date
Mentor Applications/Renewals Due	July 15 <sup>th</sup>
Applications Approved at Building Level	Throughout summer/school year as needed
Summer Induction Program	Prior to the start of the school year
Novice Teacher/Mentor Needs Assessment	Prior to the start of the school year
Mentor/Novice Teacher Agreement Due	First Day of School
Mentor/Novice Teacher Meetings	Professional Development Days Ongoing Throughout the Year
Mentor/Novice Teacher Checklist/Log	Monthly, September through June
Statement of Assurance to County Office	August
Review Funding	Ongoing
SCIP review of Induction Plan	Ongoing
Year End Evaluation of Mentoring Program	Prior to the close of school

## SECTION 8: RESOURCE OPTIONS USED

Below is a list of resources available for use during the implementation of this mentoring program.

Forte, I. & Schurr, S. (2003). *Curriculum and Project Planner for Integrating Learning Styles, Thinking Skills, and Authentic Instruction*. Nashville, TN: Incentive Publications.

Breaux, A. & Wong, H. (2003) *New Teacher Induction How to Train, Support, and Retain New Teachers*. Mountainview, CA: Harry K. Wong Productions

*NJ Mentoring for Quality Induction Toolkit. (2004)* The New Jersey Department of Education and the National Staff Council in collaboration with the Department of Education Mentoring Task Force; Trenton, NJ

Rutherford, P. *Why Didn't I Learn This in College?* (2002) Alexandria, VA: Just ASK Publications

Wong, H. (2003). *How to Improve Student Achievement* [CD]. Norwood, MA: Lecture Management)

Wong, H. (Speaker). (2003). *The Effective Teacher* [Video Series]. Norwood, MA: Lecture Management.

Additional resources to become available in the Judy Champion Professional Library within the Davies School Library, the Parent/Teacher Resource Center in the Hess School Library, and the Teacher Resource Center in the Shaner School Library.

## SECTION 9: FUNDING RESOURCES

Funding for this mentoring program may vary from year to year based on district and state budgetary and funding allocations. Below is a list of how our district plans to fund the implementation of this program for the next school year.

<i>Funding Source</i>	<i>Funds Allocated</i>
<b>NJDOE Funding for Mentor Training</b>	Unknown as of 7/15/14
<b>District Professional Development Workshops</b>	Varies
<b>NCLB Professional Development Funds</b>	As Required

## SECTION 10: PROGRAM EVALUATION

The Hamilton Township School District Induction Plan allows the district to evaluate the implementation and success of the plan in working towards the established goals and objectives outlined in Section 3 as required by NJ State Code. The evaluation will measure program impact on job satisfaction, the adequacy of time and training for mentoring and offers recommendations for program changes and additions. This evaluation process is an ongoing one based on the collection of feedback from mentor logs, each school improvement panel, and data on teacher and student performance. Evaluation will be conducted by each building's SCIP.

The following evaluation tools are used to assess the needs of the induction plan: See pages 18-21 and *Appendix B*.

- Novice Teachers Needs Assessment (p. 18)
- Mentors Needs Assessment (p. 19)
- Year End Evaluation of Mentoring Program by Novice Teacher (p. 20)
- Year End Evaluation of Mentoring Program by Mentor (p. 21)
- Mentor/Novice Teacher Activities Checklist, *Appendix B*

**Part A Program Evaluation: *To be completed before the summer mentoring program.***

**Novice Teacher's Needs Assessment**

**Please check the response for each item that closely indicates your level of need for assistance in the area described at the start of the school year and or when you first began in the district.**

	<b>Need for Assistance Level:</b>		
	<b>Little or no need</b>	<b>Moderate need</b>	<b>High need</b>
Learning what is expected of me as a teacher			
Communicating with the principal and other staff members			
Communicating with parents			
Organizing and managing my classroom			
Maintaining student discipline			
Planning for instruction and obtaining instructional resources and materials			
Understanding the curriculum			
Using a variety of teaching methods			
Dealing with individual differences among students and assisting students with special needs			
Diagnosing student needs, motivating and evaluating student progress.			
Grouping for effective instruction and facilitating group discussions			
Administering standardized achievement tests			
Completing administrative paperwork, managing time and work			
Understanding the school system's teacher evaluation process			
Understanding my legal rights and responsibilities as a teacher and union related issues			
Becoming aware of special services provided by my district			

**Please list any professional needs you have that are not addressed by the preceding items:**

**What additional types of support should the school district provide to you and other novice teachers?**



**Part A Program Evaluation: To be completed before the summer mentoring program.**

**Mentor's Needs Assessment**

**Please check the response for each item that closely indicates your level of need for assistance in the area described.**

**Need for Assistance Level:**

	<b>Little or no need</b>	<b>Moderate need</b>	<b>High need</b>
Learning what is expected of me as a mentor			
Conducting peer-observations and conferencing effectively			
Diagnosing needs of my novice teacher			
Using principles of adult learning to facilitate the professional growth of my novice teacher			
Assisting my novice teacher with classroom management			
Helping my novice teacher develop a variety of effective teaching strategies			
Helping my novice teacher maintain student discipline			
Co-teaching and providing resources and material for my novice teacher			
Helping my novice teacher maintain student discipline			
Co-teaching/planning and providing resources and material for my novice teacher			
Helping my novice teacher evaluate student progress			
Helping my novice teacher diagnose student needs and deal with individual differences among students			
Helping my novice teacher motivate students			
Providing emotional support for my novice teacher			
Encouraging my novice teacher to become part of the school culture			
Helping my novice teacher design a long range professional development plan			
Managing my time and work			

**Please list any professional needs you have that are not addressed by the preceding items:**

**What additional types of support should the school district provide to you and other novice teachers?**

**Part B Program Evaluation: *To be completed at the end of the year.***

**Year End Evaluation of Mentoring Program by Novice Teacher**

**Please check the response for each item that closely indicates your level of satisfaction with the mentoring program at the end of the first year of mentoring.**

	Ending Satisfaction Level:		
	Agree	Moderate	Disagree
I understood what was expected of me as a novice teacher.			
My mentor was helpful in planning lessons.			
My mentor conducted peer observations of my lessons and provided feedback which helped me improve my teaching.			
I received adequate assistance in securing needed resources.			
I improved my classroom management.			
I felt prepared to work with parents.			
I became part of the school culture and community.			
I communicated often with my mentor, and we had ample time together.			
I felt supported by my mentor as well as by the program coordinator.			
I am glad I was part of this mentoring program.			

**As a novice teacher, what needs (if any) did you have that were not addressed by the mentoring program?**

**What types of additional support should the school district provide to novice teachers?**

**Part B Program Evaluation: To be completed at the end of the year.**

**Year End Evaluation of Mentor Training Program by Mentor**

**Please check the response for each item that closely indicates your level of need for satisfaction in the area described at the end of mentoring.**

	<b>Need for Assistance Level:</b>		
	<b>Agree</b>	<b>Moderate</b>	<b>Disagree</b>
I understood what was expected of me as a mentor.			
I communicated often with my novice teacher.			
I helped my novice teacher in planning lessons.			
I provided personal support to my novice teacher.			
I conducted peer observations and provided feedback on my novice teacher's lessons.			
I felt prepared to be a mentor.			
I helped my novice teacher become part of the school culture.			
My novice teacher's ability to work with parents improved.			
My novice teacher's classroom management improved.			
My novice teacher and I had ample time together.			
I am glad that I was part of this mentoring program.			

**As a mentor, what needs (if any) did you have that were not addressed by the mentoring program?**

**What types of additional support should the school district provide to novice teachers?**

I participated in the summer new staff training program provided by the district? Yes / No

I would be interested in assisting in the training of mentors for the future? Yes / No

If interested please provide your name\_\_\_\_\_.

## **APPENDIX A**

### *Mentoring Partnership Agreement*

Instructions: Please read and complete each of the following sections in this document. Keep a copy for your records and return it to your supervisor before the start of the academic year.

We have agreed on the following goals and objectives as the focus of this mentoring relationship.

- 1.
- 2.
- 3.

We have discussed the protocols by which we will work together, develop, and, in that same spirit of partnership, collaborate on the development of a work plan. In order to ensure that our relationship is a mutually rewarding and satisfying experience for both of us, we agree to:

1. Meet regularly. Our specific schedule of contact and meetings follows:
2. Look for multiple opportunities and experiences to enhance the novice teacher's learning. We have identified, and will commit to, the following specific opportunities and venues for learning:
3. Maintain confidentiality of our relationship. Confidentiality for us means . . .
4. Honor the ground rules we have developed for the relationship. Our ground rules will be . . .
5. Provide regular feedback to each other and evaluate progress. We will accomplish this by . . .

We agree to meet regularly during the course of one academic year. At the end of this period of time, we will review this agreement, evaluate our progress, and reach a learning conclusion. The relationship will then be considered complete. If we choose to continue our mentoring partnership, we may negotiate a basis for continuation, so long as we have stipulated mutually agreed-on goals.

In the event one of us believes it is no longer productive for us to continue or the learning situation is compromised, we may decide to seek outside intervention or conclude the relationship. Our supervisor would be notified and a new mentor would be assigned to the novice teacher. In this event, we agree to use closure as a learning opportunity.

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Mentor's Signature/ Date

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Novice Teacher's Signature/ Date

*Source: Modified from New Jersey Mentoring for Quality Induction: A Toolkit for Program Development.*

## APPENDIX B

### Mentor/Novice Teacher Activities Checklist/Log

\*Please check when the activities are completed. Both mentor and novice teacher should write a reflective comment before signing and submitting to your building principal.

#### *Prior to the Start of School:*

- \_\_\_\_\_ 1. Give the novice teacher a tour of the building and introduce staff members.
- \_\_\_\_\_ 2. Discuss the policies and social traditions of the school/district.
- \_\_\_\_\_ 3. Show the novice teacher how to get necessary materials and books.
- \_\_\_\_\_ 4. Review emergency procedures for the building.
- \_\_\_\_\_ 5. Share building schedules.
- \_\_\_\_\_ 6. Be accessible the first day and week.
- \_\_\_\_\_ 7. Help the novice teacher prepare for the first week.
- \_\_\_\_\_ 8. Discuss basic discipline policies for the school.
- \_\_\_\_\_ 9. Review lesson plan procedures.
- \_\_\_\_\_ 10. Establish a regular routine for meetings with your novice teacher.
- \_\_\_\_\_ 11. Review student handbook.
- \_\_\_\_\_ 12. Discuss special needs students, including, IEP requirements and 504 plans.
- \_\_\_\_\_ 13. Review daily tasks. (i.e. attendance, lunch, supervision, etc.)
- \_\_\_\_\_ 14. Share any systems that work. (organizing grades, keeping track of homework, parent communication, etc.)
- \_\_\_\_\_ 15. Time schedule, expectations, and activities for the first day with students.
- \_\_\_\_\_ 16. Establish confidentiality between mentor and the novice teacher.
- \_\_\_\_\_ 17. Set up grade book and discuss importance of accurate record keeping.
- \_\_\_\_\_ 18. Discuss policies for homework, make-up work, and late work.
- \_\_\_\_\_ 19. Complete mentoring partnership agreement
- \_\_\_\_\_ 20. Complete needs assessment (both novice and mentor)



*September: New Jersey State Code requires that novice teachers meet one time per week for the first 4 weeks for traditional route teachers and one time per week for the first 8 weeks for alternate route teachers.*

- \_\_\_\_\_ 1. Help the novice teacher understand the phone and technology procedures.
- \_\_\_\_\_ 2. Review grading/assessment procedures, formal and informal.
- \_\_\_\_\_ 3. Review evaluation and observation procedures.
- \_\_\_\_\_ 4. Prepare the novice teacher for Back-to School events.
- \_\_\_\_\_ 5. Peer Coaching: Coach the novice teacher in their room and provide constructive feedback.
- \_\_\_\_\_ 6. Discuss importance of documentation of student behaviors (dates, explanation, actions taken and personnel contacted).
- \_\_\_\_\_ 7. Share lesson plans and other related schedules/activities.
- \_\_\_\_\_ 8. Discuss importance of parental involvement and making positive parent contacts.
- \_\_\_\_\_ 9. Address concerns of classroom management and discipline.
- \_\_\_\_\_ 10. Discuss NJ and Common Core Standards.
- \_\_\_\_\_ 11. Discuss substitute lesson planning.
- \_\_\_\_\_ 12. Discuss any concerns that the novice teacher may have.
- \_\_\_\_\_ 13. Complete self-assessment via iObservation.
- \_\_\_\_\_ 14. Complete PDP via iObservation (must be completed by Sept. 30)

*Week 1: Date of meeting:* \_\_\_\_\_

*Discussion:* \_\_\_\_\_

*Signatures: Mentor* \_\_\_\_\_ *Novice Teacher* \_\_\_\_\_

*Week 2: Date of meeting:* \_\_\_\_\_

*Discussion:* \_\_\_\_\_

*Signatures: Mentor* \_\_\_\_\_ *Novice Teacher* \_\_\_\_\_

*Week 3: Date of meeting:* \_\_\_\_\_

*Discussion:* \_\_\_\_\_

*Signatures: Mentor* \_\_\_\_\_ *Novice Teacher* \_\_\_\_\_

*Week 4: Date of meeting:* \_\_\_\_\_

*Discussion:* \_\_\_\_\_

*Signatures: Mentor* \_\_\_\_\_ *Novice Teacher* \_\_\_\_\_



*Only Alternate Route (CE) Complete weeks 5-8*

*Week 5: Date of meeting:* \_\_\_\_\_

*Discussion:* \_\_\_\_\_

*Signatures: Mentor* \_\_\_\_\_ *Novice Teacher* \_\_\_\_\_

*Week 6: Date of meeting:* \_\_\_\_\_

*Discussion:* \_\_\_\_\_

*Signatures: Mentor* \_\_\_\_\_ *Novice Teacher* \_\_\_\_\_

*Week 7: Date of meeting:* \_\_\_\_\_

*Discussion:* \_\_\_\_\_

*Signatures: Mentor* \_\_\_\_\_ *Novice Teacher* \_\_\_\_\_

*Week 8: Date of meeting:* \_\_\_\_\_

*Discussion:* \_\_\_\_\_

*Signatures: Mentor* \_\_\_\_\_ *Novice Teacher* \_\_\_\_\_



October:

- \_\_\_\_\_ 1. Peer Coaching: novice teachers watch the mentor teach and discuss the class.
- \_\_\_\_\_ 2. Share professional development procedures.
- \_\_\_\_\_ 3. Explain how to make guidance referrals.
- \_\_\_\_\_ 4. Show novice teacher how to report grades.
- \_\_\_\_\_ 5. Discuss crisis in the classroom and classroom safety.
- \_\_\_\_\_ 6. Discuss student progress.
- \_\_\_\_\_ 7. Discuss what is working and what is not in the classroom.

### Novice Provisional Teacher Mentoring Log

Month: \_\_\_\_\_ Year: \_\_\_\_\_ School/District: \_\_\_\_\_

Mentor Name: \_\_\_\_\_ Mentor Signature: \_\_\_\_\_

Mentee Name: \_\_\_\_\_ Mentee Signature: \_\_\_\_\_

Total No. of Mentoring Hours This Month: \_\_\_\_\_

<u>Date</u>	<u>Time</u>		<u>Description of Activities</u>	<u>Total Time</u>
	<u>From:</u>	<u>To:</u>		

*\*Please sign and return to your building principal by the end of the month.\**

November:

- \_\_\_\_\_ 1. Assist the novice teacher through the first report card. (Davies only)
- \_\_\_\_\_ 2. Discuss various instructional strategies, including large group and one-to-one instruction.
- \_\_\_\_\_ 3. Peer Coaching: Coach the novice teacher in their room and provide constructive feedback.
- \_\_\_\_\_ 4. Discuss progress of classroom management and discipline procedures.
- \_\_\_\_\_ 5. Discuss assessment techniques.
- \_\_\_\_\_ 6. Discuss different learning styles.
- \_\_\_\_\_ 7. Discuss budget procedures.
- \_\_\_\_\_ 8. Discuss any concerns that the novice teacher may have.

### Novice Provisional Teacher Mentoring Log

Month: \_\_\_\_\_ Year: \_\_\_\_\_ School/District: \_\_\_\_\_

Mentor Name: \_\_\_\_\_ Mentor Signature: \_\_\_\_\_

Mentee Name: \_\_\_\_\_ Mentee Signature: \_\_\_\_\_

Total No. of Mentoring Hours This Month: \_\_\_\_\_

<u>Date</u>	<u>Time</u> From: To:	<u>Description of Activities</u>	<u>Total</u> <u>Time</u>

*\*Please sign and return to your building principal by the end of the month.\**

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December:

- \_\_\_\_\_ 1. Assist the novice teacher through the first report card. (Shaner and Hess only)
- \_\_\_\_\_ 2. Share and discuss instructional units.
- \_\_\_\_\_ 3. Peer Coaching: novice teachers watch the mentor teacher and discuss the class.
- \_\_\_\_\_ 4. Discuss delayed opening and snow day procedures.
- \_\_\_\_\_ 5. Prepare the novice teacher in how to handle student behavior before holiday breaks.
- \_\_\_\_\_ 6. Discuss confidentiality of student issues.
- \_\_\_\_\_ 7. Discuss cultural and ethnic differences of students. Include sensitivity to holidays.
- \_\_\_\_\_ 8. Discuss any concerns that the novice teacher may have.

### Novice Provisional Teacher Mentoring Log

Month: \_\_\_\_\_ Year: \_\_\_\_\_ School/District: \_\_\_\_\_

Mentor Name: \_\_\_\_\_ Mentor Signature: \_\_\_\_\_

Mentee Name: \_\_\_\_\_ Mentee Signature: \_\_\_\_\_

Total No. of Mentoring Hours This Month: \_\_\_\_\_

<u>Date</u>	<u>Time</u>		<u>Description of Activities</u>	<u>Total Time</u>
	<u>From:</u>	<u>To:</u>		

*\*Please sign and return to your building principal by the end of the month.\**

January:

- \_\_\_\_\_ 1. Review policies and issues that relate to retention and failure of students.
- \_\_\_\_\_ 2. Peer Coaching: Coach the novice teacher in their room and provide constructive feedback.
- \_\_\_\_\_ 3. Discuss alternative assessments, creation of rubrics, etc.
- \_\_\_\_\_ 4. Discuss any concerns that the novice teacher may have.

### Novice Provisional Teacher Mentoring Log

Month: \_\_\_\_\_ Year: \_\_\_\_\_ School/District: \_\_\_\_\_

Mentor Name: \_\_\_\_\_ Mentor Signature: \_\_\_\_\_

Mentee Name: \_\_\_\_\_ Mentee Signature: \_\_\_\_\_

Total No. of Mentoring Hours This Month: \_\_\_\_\_

<u>Date</u>	<u>Time</u> <u>From:</u> <u>To:</u>	<u>Description of Activities</u>	<u>Total</u> <u>Time</u>

*\*Please sign and return to your building principal by the end of the month.\**

3/0

February:

- \_\_\_\_\_ 1. Peer Coaching: novice teachers watch the mentor teach and discuss the class.
- \_\_\_\_\_ 2. Look at mapping out the remainder of the year and discuss pacing.
- \_\_\_\_\_ 3. Discuss documentation of professional development hours.
- \_\_\_\_\_ 4. Discuss any concerns that the novice teacher may have.

### Novice Provisional Teacher Mentoring Log

Month: \_\_\_\_\_ Year: \_\_\_\_\_ School/District: \_\_\_\_\_

Mentor Name: \_\_\_\_\_ Mentor Signature: \_\_\_\_\_

Mentee Name: \_\_\_\_\_ Mentee Signature: \_\_\_\_\_

Total No. of Mentoring Hours This Month: \_\_\_\_\_

<u>Date</u>	<u>Time</u>		<u>Description of Activities</u>	<u>Total Time</u>
	<u>From:</u>	<u>To:</u>		

*\*Please sign and return to your building principal by the end of the month.\**

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April:

- \_\_\_\_\_ 1. Peer Coaching: novice teachers watch the mentor teacher and discuss the class.
- \_\_\_\_\_ 2. Discuss English as a Second Language programs.
- \_\_\_\_\_ 3. Discuss rehiring practices and contracts.
- \_\_\_\_\_ 4. Review proper procedure for signing contract and following deadlines.
- \_\_\_\_\_ 5. Discuss any concerns that the novice teacher may have.

### Novice Provisional Teacher Mentoring Log

Month: \_\_\_\_\_ Year: \_\_\_\_\_ School/District: \_\_\_\_\_

Mentor Name: \_\_\_\_\_ Mentor Signature: \_\_\_\_\_

Mentee Name: \_\_\_\_\_ Mentee Signature: \_\_\_\_\_

Total No. of Mentoring Hours This Month: \_\_\_\_\_

<u>Date</u>	<u>Time</u> <u>From:</u> <u>To:</u>	<u>Description of Activities</u>	<u>Total</u> <u>Time</u>

*\*Please sign and return to your building principal by the end of the month.\**

5/3

May:

- \_\_\_\_\_ 1. Discuss any end of the year practices that are specific to your building. (i.e. graduation, assemblies)
- \_\_\_\_\_ 2. Discuss end of the year procedures.
- \_\_\_\_\_ 3. Discuss any concerns that the novice teacher may have.

### Novice Provisional Teacher Mentoring Log

Month: \_\_\_\_\_ Year: \_\_\_\_\_ School/District: \_\_\_\_\_

Mentor Name: \_\_\_\_\_ Mentor Signature: \_\_\_\_\_

Mentee Name: \_\_\_\_\_ Mentee Signature: \_\_\_\_\_

Total No. of Mentoring Hours This Month: \_\_\_\_\_

<u>Date</u>	<u>Time</u> <u>From:</u> <u>To:</u>	<u>Description of Activities</u>	<u>Total</u> <u>Time</u>

*\*Please sign and return to your building principal by the end of the month.\**

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June:

- \_\_\_\_\_ 1. Discuss applying for extra-curricular activity positions.
- \_\_\_\_\_ 2. Assist the novice teacher with final grading.
- \_\_\_\_\_ 3. Ensure that novice teacher is prepared for check-out for the year.
- \_\_\_\_\_ 4. Discuss any concerns that the novice teacher may have.
- \_\_\_\_\_ 5. Year-end evaluation of mentoring program (both novice and mentor)

\*See pages 20-21

\*Submit to your building principal

### Novice Provisional Teacher Mentoring Log

Month: \_\_\_\_\_ Year: \_\_\_\_\_ School/District: \_\_\_\_\_

Mentor Name: \_\_\_\_\_ Mentor Signature: \_\_\_\_\_

Mentee Name: \_\_\_\_\_ Mentee Signature: \_\_\_\_\_

Total No. of Mentoring Hours This Month: \_\_\_\_\_

<u>Date</u>	<u>Time</u> From: To:	<u>Description of Activities</u>	<u>Total</u> <u>Time</u>

*\*Please sign and return to your building principal by the end of the month.\**

## APPENDIX C

### Mentor Teacher Application

NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ Years in District: \_\_\_\_\_

SUBJECT/GRADE LEVEL: \_\_\_\_\_ Years in Grade Level: \_\_\_\_\_

I am interested in being considered for the position of mentor. I understand that the role of the mentor is a critical factor in the success of a novice teacher. I believe that I can be a support to a novice teacher. I understand that I receive a stipend for this position directly from the novice teacher with the understanding that I will attend Mentor Teacher training, will meet with the teacher and provide any additional supports as indicated in the training and the plan.

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

**Mentor-Novice Teacher assignments are on a one-to-one basis unless otherwise determined by the building principal.**

**Direction:** Answer the following questions and forward the completed form to your building principal. Use the reverse side if necessary.

1. Why do you want to be a mentor? What specific personal and professional qualities and abilities and do you bring to the process of mentoring beginning teachers?

2. What steps are you taking to keep current in your own professional development, curriculum and assessment areas?

**Principal's Mentor-Novice Teacher Assignment**

I have assigned \_\_\_\_\_  
Mentor Teacher

to \_\_\_\_\_  
Novice Teacher

level/position \_\_\_\_\_, a first – second year  
(circle one)

teacher for the 20\_\_ - 20\_\_ school year.

\_\_\_\_\_  
Principal's Signature\* Date

**Please submit a copy of this statement to the personnel office.**

## APPENDIX D

### Standards for Required Professional Development of Teachers

#### PREAMBLE

The New Jersey Professional Teaching Standards Board believes that educators must be dedicated to a continuous plan of professional development that begins with their pre-service activities, that continues with their induction into the profession, and that extends through the life of their professional career in education through on-going and sustained professional development endeavors. We further believe that effective educators are life-long learners, that professional development must be an on-going process of refining skills, inquiring into practice, and developing new methods.

The professional strengths and accomplishments of the school faculty at large must work to complement the learning needs and requirements of the entire student population. Professional development activities must also complement both the needs of the educator and the goals and objectives of the school district. Further, these activities must focus on the conditions which affect student learning in order for teachers to develop the knowledge and expertise needed to enable students to function as independent thinkers and creative learners both in the school community and in the larger environment of society as a whole.

In addition, professional development must engage each educator in a collegial and collaborative dialogue with other educators and education partners to broaden the knowledge and expertise needed to guide students toward the successful attainment and mastery of the New Jersey Core Curriculum Content Standards and to create supportive and effective schools.

We further believe that effective implementation of new techniques requires financial support, time and planning. Therefore, those new techniques and practices should be protected and nurtured as well as appropriately evaluated. Experimentation that is supported by a nurturing environment will encourage an atmosphere where educators constantly seek to learn about their work and to grow from the experience.

A common set of beliefs about teaching and learning is reflected in the following standards for professional development plans pursued by individual teaching staff members and for professional development plans created by the local professional development committees in school districts. These standards represent a new vision for professional development and provide guidance for the successful completion of the professional development requirements. The individual and district professional development plans should incorporate and be consistent with the standards, recognizing that not every standard needs to be addressed by every plan.

#### **Enhances knowledge of subject content**

1.1 assists educators in acquiring content knowledge within their own discipline(s) and in application(s) to other disciplines

1.2 enables classroom professionals to help students achieve the New Jersey Core Curriculum Content Standards (CCCS)

1.3 routinely reviews the alignment of professional development content with CCCS and with the Frameworks in all disciplines

#### **Improves understanding of the academic, social, emotional, and physical needs of each learner and ensures that educators utilize appropriate teaching skills to enable students to meet or exceed their potential**

2.1 enables educators to adjust instructional strategies based on knowledge of how students learn and develop

2.2 enables educators to plan and design approaches and strategies to support the intellectual, social, and personal development of each learner

2.3 assists educators to recognize students' strengths and potential

2.4 enables educators to respect students' talents, abilities and perspectives

2.5 enables educators to plan and design instructional strategies for inclusive classrooms

2.6 encourages the establishment of a learning environment that enhances student learning and critical thinking

2.7 supports a philosophy of school and classroom-based management which maximizes student learning

**Reflects best available interpretations of relevant knowledge, including empirical research and the consensus of professional opinion in teaching, learning, and leadership**

3.1 enables educators to:

3.1.1 keep abreast of current educational research

3.1.2 integrate new understandings into content and instruction

3.1.3 enhance student learning through scholarship and experience

3.2 enables educators to provide challenging and developmentally-appropriate curricula that engage students in learning and thinking

3.3 acknowledges and respects the intellectual and leadership capacity of educators

3.4 enables educators to enhance their leadership skills and utilize them in the education community

**Encourages educators to develop a variety of classroom based assessment skills**

4.1 assists educators in adapting instruction based on observation and analysis of student work

4.2 enables educators to select, construct, and use assessment strategies for monitoring student learning

4.3 assists educators to develop assessment strategies linked to the CCCS

**Provides for integrating new learning into the curriculum and the classroom**

5.1 empowers educators to connect their learning to what they teach and to incorporate new concepts into practice

5.2 provides for initiation and implementation of desired change to achieve student outcomes

5.3 provides for ongoing support for individual educators within the school environment

**Is based on knowledge of adult learning and development**

6.1 recognizes adult motivation, stages of development, personal goals and needs and levels of expertise

6.2 encourages both the individual and the collaborative talents of educators

6.3 applies what is known about motivation for growth and enhances positive feelings of self worth

6.4 fosters confidence in educators' abilities to achieve success

6.5 utilizes a variety of models and approaches, such as individually-guided staff development, observation/assessment, involvement in a development/improvement process, training, inquiry, etc.

**Is periodically assessed to show its impact on teaching practice and/or student learning**

7.1 utilizes a careful analysis of classroom, school and other data to guide future professional development efforts

7.2 uses educators' self-assessment to evaluate the impact of professional development

**Results from clear, coherent, strategic planning that is embraced and supported by the district's governing body and by all levels of the school system**

8.1 delineates what students are expected to know and be able to do

8.2 supports a clearly delineated vision and is aligned with the district and school goals

8.3 focuses on sound, research-based theories in school management

8.4 focuses on individual, collegial, school, and district improvement

8.5 is perceived by the professional staff and the community as a critical part of the district's quest for excellence

8.6 fosters the use of reflection and self-assessment in professional and intellectual growth

8.7 allows educators to pursue personal educational opportunities that reflect the district's strategic plan

8.8 encourages careful experimentation with new practice and creative use of best practice

8.9 reflects the educational outcomes the district seeks to achieve

8.10 assists educators in analyzing disaggregated student data (i.e., gender, socioeconomics, ethnicity, and language) and in making decisions based on that data

**Develops a school culture that fosters continuous improvement and that challenges traditional roles and relationships among educators**

9.1 recognizes that collegial support and interaction are essential to the success of every aspect of education

9.2 provides for ongoing and meaningful collaboration among educators

9.3 values individual efforts at self improvement

9.4 provides educators with incentives and support to pursue a plan of continuous improvement

9.5 involves strong leadership from all areas of the school community to encourage a commitment to life-long learning

9.6 encourages creativity and innovation

9.7 supports the ongoing development of new skills in a collaborative environment

9.8 values the contribution of practitioners in the pursuit of enhanced student learning

**Is supported by the intellectual and financial commitment which enables the achievement of professional development plans**

10.1 is an on-going process which respects the personal strengths and needs of each educator

10.2 encourages governing bodies to support and participate in learning experiences that will enhance their understanding of good professional development

10.3 encourages school administrators to support and participate in professional development that will enhance student learning

10.4 is supported by a continuous and sufficient commitment of funding to achieve the professional development plans

10.5 increases public understanding and encouragement for professional development, including the need for time and financial support

10.6 includes access to technologies and other modern resources that are essential to effective professional work and learning

**Is supported by sufficient time during working hours to engage in collegial consultation and learning and to support professional development**

11.1 provides time for educators to team plan, collaborate, analyze data and student work, develop and implement instructional practices, curricula and assessments, implement federal, state, and local mandates, etc.

11.2 recognizes and considers the professional and personal obligations of the individual educator

**Empowers educators to work effectively with parent and community partners**

12.1 assists educators in establishing relationships and partnerships with parents and families

12.2 enables educators to identify and use community resources to foster student learning

12.3 promotes an environment where educators feel comfortable and confident working collaboratively with other educators, parents, business and community leaders

\* These rules affect all active teaching staff members employed as of September 2000 whose positions require possession of the instructional or educational services license in accordance with N.J.A.C. 6:11

6.10 and 11.



## APPENDIX E

### Vision and Goals:

**GOAL 1: To mobilize the resources necessary to sustain the schools and District improvement efforts that will continually raise levels of learning and instruction.**

*Objective 1:* The School District will campaign to increase public support for the resources necessary to continue to improve learning and instruction.

*Objective 2:* The School District will identify District needs for curricular improvement.

**GOAL 2: To evaluate, monitor, and refine current programs to preserve the aspects of the schools and District that promote excellence and high achievement while identifying, encouraging, and testing new programs, technologies, materials, and methods to maximize the achievement of all pupils.**

*Objective 1:* The School District will maintain the ongoing Curricular Development Process.

*Objective 2:* The School District will explore new programs, technologies, materials, and methods.

**GOAL 3: To foster continued Professional Development of knowledge and skills to promote high achievement in both students and staff.**

*Objective 1:* The faculty and staff will assume responsibility for Professional Development.

*Objective 2:* The School District will supply opportunities and incentives to staff and faculty that are designed to encourage professional growth.

**GOAL 4: To work cooperatively with parents and the community to strengthen support systems for pupils to enhance their success in school.**

*Objective 1:* The School District will support organizations that provide parents and community members the opportunity to become involved.

*Objective 2:* The School District will invite community resources, organizations, and individuals into the schools to assist with the delivery of services, curriculum, and programs.

*Objective 3:* The School District will facilitate access to school programs and presentations for students, parents, and community members through available technology.

**GOAL 5: To provide an orderly, clean, safe work place and atmosphere for pupils, faculty, and staff, which allow and encourage learning, achievement, and responsible behavior.**

*Objective 1:* The School District will provide for student, faculty, parent, and community assessments and feedback about the cleanliness, safety, and orderliness of the School Facilities Programs.

*Objective 2:* The School District will continue to encourage partnership agreements with the appropriate law enforcement agencies.

*Objective 3:* The school community will address the need for upgrading personal and interpersonal skills.

**GOAL 6: To help students understand our democratic society and to act with fairness and respect toward all human beings and cultures.**

*Objective 1:* Students will be provided opportunities to serve in student leadership positions through democratic electoral procedures.

*Objective 2:* The School District's Curricular, Co-Curricular and Special School Programs will demonstrate an appreciation for cultural diversity and individual differences.

**GOAL 7: To develop an understanding among pupils about the world of work and further study and the acquisition of knowledge and skills necessary to be productive members of society.**

*Objective 1:* The students will develop the skills to become life long learners.

*Objective 2:* The students will investigate and participate in exploring activities that lead to the development of a career plan for life beyond high school.

*Objective 3:* The students will recognize the value of the concept of work and its rewards.

**GOAL 8: To develop that ability of pupils to understand and use effective methods in framing the questions and tackling the problems they will encounter in their lives to the end that they may function politically, economically, and socially in society.**

*Objective 1:* The students will be able to solve problems using logic and varied methods of reasoning.

*Objective 2:* Students will treat everyone with dignity, courtesy, and respect.

*Objective 3:* The students will demonstrate a knowledge and understanding of political and economic systems and structures as contributory members of the world community.

**GOAL 9: To develop an understanding among pupils of the fragility of life and the environment and promote positive attitudes and actions related to these issues.**

*Objective 1:* The students will demonstrate an appreciation for and understanding of the sanctity of human life.

*Objective 2:* The students will act to respect and preserve the environment.

## APPENDIX F

### **NJ State Requirements for local mentoring plan 6A:9-8.4**

(a) All school districts shall develop a district mentoring program to provide nontenured teachers, including novice provisional teachers, with an induction to the teaching profession and to the school district community through differentiated supports based on the teachers' individual needs and to help them become effective professionals.

(b) The goals of the district mentoring program shall be to enhance teacher knowledge of, and strategies related to, the CCCS to facilitate student achievement and growth; identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching; and assist first-year teachers in the performance of their duties and adjustment to the challenges of teaching.

(c) All district boards of education that employ nontenured teachers shall determine how each nontenured teacher in his or her first year of employment shall be provided with the following supports:

1. Comprehensive induction to school district policies and procedures, including, but not limited to, introduction to school district curricula, student assessment policies, and training on the school district's evaluation rubric, including setting and assessing student learning through student growth objectives;

2. Individualized supports and activities, which are assigned at the school district's discretion, aligned with the New Jersey Professional Standards for Teachers at 87 N.J.A.C. 6A:9-3.3, the New Jersey Professional Development Standards at N.J.A.C. 6A:9-15.2(d), and the school district's Commissioner-approved teaching practice instrument, and are guided by:

i. The nontenured teachers' degree of preparation and experience;

ii. The nontenured teacher's professional development plan developed within 30 instructional days of the beginning of the teaching assignment pursuant to N.J.A.C. 6A:9-15.2;

iii. Areas of focus within the district mentoring plan; and

iv. Goals within the professional development plans of the school district and school as described in N.J.A.C. 6A:9-15.5 and 15.6; and

3. One-to-one mentoring, which is required for each novice provisional teacher as set forth in (d) below.

(d) In addition to the requirements in (c) above, all school district boards of education shall provide an individual mentor to work one-to-one with a novice provisional teacher and ensure:

1. Each novice provisional teacher is assigned an individual mentor at the beginning of the contracted teaching assignment;

2. The mentor teacher provides observation and feedback, opportunities for the novice teacher to observe effective practice, and confidential guidance and support in accordance with the New Jersey Professional Standards for Teachers, and guides the teacher in a self-assessment on the school district's Commissioner-approved teaching practice instrument;

3. The one-to-one mentoring includes planned, in-person contact time between the mentor teacher and the novice provisional teacher holding a CE or CEAS over the course of the school year, or proportionally longer if the novice provisional teacher holds a part-time teaching assignment; 88

4. The mentor teacher and the novice provisional teacher holding a CEAS meet at least once per week for the first four weeks of the teaching assignment;
  5. The mentor teacher and the novice provisional teacher holding a CE meet at least once per week for the first eight weeks of the teaching assignment; additionally, the one-to-one mentoring shall support the novice teacher in achieving the curricular objectives of the formal instructional program in which the novice provisional teacher holding a CE is enrolled; and
  6. All contact time between the mentor teacher and the novice provisional teacher shall be recorded in a log, developed as part of the district mentoring plan, submitted to the chief school administrator, or designee, and maintained within the school district.
- (e) The chief school administrator shall oversee the mentor selection process and ensure the individual mentor of a novice provisional teacher meets the following minimum requirements:
1. Holds a teacher certification and, when possible, is certified in the subject area in which the novice provisional teacher is working;
  2. Has at least three years of experience and has taught full-time for at least two years within the last five years;
  3. Does not serve as the mentee's direct supervisor nor conduct evaluations of teachers;
  4. Demonstrates a record of success in the classroom. Beginning in the 2014-2015 school year, all mentor teacher applicants shall have received a summative rating of effective or highly effective on the most recent summative evaluation. If a mentor teacher applicant has not yet received a summative evaluation rating for school year 2012-2013 by the start of the 2014-2015 school year, then the mentor applicant shall have demonstrated a record of success in the classroom as 89 measured by a rating of effective or highly effective on the district's Commissioner-approved practice instrument;
  5. Understands the social and workplace norms of the school district and the community it serves;
  6. Understands the resources and opportunities available in the school district and is able to act as a referral source to the novice provisional teacher; and
  7. Completes a comprehensive mentor training program with a curriculum that includes, at a minimum, training on the school district's teaching evaluation rubric and practice instrument, Professional Standards for Teachers, Common Core State Standards, classroom observation skills, facilitating adult learning, and leading reflective conversations about teaching practice.
- (f) The chief school administrator shall develop a district mentoring plan, which describes the logistics for district mentoring program implementation and describes the school district's responsibilities pursuant to this section.
1. The chief school administrator shall submit the district mentoring plan to the district board of education for review of its fiscal impact.
  2. The chief school administrator shall share the district mentoring plan with each school improvement panel, which shall oversee the school-level implementation of the district mentoring plan and shall communicate the plan to all nontenured teachers and their mentors.
  3. The chief school administrator shall review the plan annually and revise it as necessary based on feedback from mentor logs, each school improvement panel, and data on teacher and student performance.
  4. The chief school administrator annually shall certify to the Department through a statement of assurance that the school district is meeting the requirements for the district mentoring program as set forth in this section. 90

(g) All novice provisional teachers whose positions require possession of instructional certificates in accordance with N.J.S.A. 18A:26-2 and N.J.A.C. 6A:9-5.1 shall comply with the requirements of the district mentoring program.

(h) District boards of education shall be responsible for budgeting State funds appropriated for the novice teacher mentoring program.

1. Subject to the availability of funds, the Department shall appropriate State funds based on the number of novice teachers employed each year by a given district board of education.

2. District boards of education shall ensure State funds appropriated for this program shall supplement, and not supplant, Federal, State, or local funds already devoted to planning and implementing a novice teacher mentor program.

3. District boards of education shall ensure State funds shall be used for one or more of the following:

i. Stipends for mentor teachers;

ii. The costs associated with release time;

iii. Substitutes for mentor and novice teachers; and

iv. Professional development and training activities related to the program.

4. If no State funds are available to pay the costs of mentoring fees, candidates who are required to complete a provisional year of teaching to obtain standard certification shall be responsible for payment of mentoring fees during the provisional year. The employing school district may pay the cost of mentoring fees.

(i) The administrative office of each school district shall oversee the payment of mentors.

Payment shall not be conferred directly from provisional novice teacher to mentor.

## **APPENDIX G**

### **No Child Left Behind Requirements for Professional Development**

#### **EIGHT KEY ELEMENTS OF HIGH QUALITY PROFESSIONAL DEVELOPMENT**

1. All activities are referenced to student learning.
2. Schools use data to make decisions about the content and type of activities that constitute professional development.
3. Professional development activities are based on research validated practices.
4. Increased understanding of subject matter for all educators is a top priority.
5. There is a long-term plan that provides focused and ongoing professional development with time well allocated.
6. Professional development activities match the job assignment.
7. All professional development activities are full evaluated.
8. Professional development is aligned with state standards, assessment and local school curriculum.

## APPENDIX H

### New Jersey Professional Standards for Teachers

**Standard 1: Subject Matter Knowledge:** Teachers shall understand the central concepts, tools of inquiry, structures of the disciplines, especially as they relate to the New Jersey Core Curriculum Content Standards (CCCS), and design developmentally appropriate learning experiences making the subject matter accessible and meaningful to all students.

**Standard 2: Human Growth and Development:** Teachers shall understand how children and adolescents develop and learn in a variety of school, family and community contexts and provide opportunities that support their intellectual, social, emotional, and physical development.

**Standard 3: Diverse Learners:** Teachers shall understand the practice of culturally responsive teaching.

**Standard 4: Instructional Planning and Strategies:** Teachers shall understand instructional planning, design long and short term plans based upon knowledge of subject matter, students, community, and curriculum goals, and shall employ a variety of developmentally appropriate strategies in order to promote critical thinking, problem solving and the performance skills of all learners.

**Standard 5: Assessment:** Teachers shall understand and use multiple assessment strategies and interpret results to evaluate and promote student learning and to modify instruction in order to foster the continuous development of students.

**Standard 6: Learning Environment.** Teachers shall understand individual and group motivation and behavior and shall create a supportive, safe and respectful learning environment that encourages positive social interaction, active engagement in learning and self-motivation.

**Standard 7: Special Needs:** Teachers shall adapt and modify instruction to accommodate the special learning needs of all students.

**Standard 8: Communication:** Teachers shall use knowledge of effective verbal, nonverbal and written communication techniques and the tools of information literacy to foster the use of inquiry, collaboration and supportive interactions.

**Standard 9: Collaboration and Partnerships.** Teachers shall build relationships with parents, guardians, families and agencies in the larger community to support students' learning and well-being.

**Standard 10: Professional Development:** Teachers shall participate as active, responsible members of the professional community, engaging in a wide range of reflective practices, pursuing opportunities to grow professionally and establishing collegial relationships to enhance the teaching and learning process.