

**HAZLET TOWNSHIP BOARD OF EDUCATION  
WORKSHOP-EXECUTIVE-REGULAR MEETING  
RARITAN HIGH SCHOOL  
419 MIDDLE ROAD, HAZLET, NJ 07730  
MINUTES  
May 20, 2024**

The Board of Education of Hazlet Township met for the purpose of a Workshop - Executive - Regular Meeting on Monday, May 20, 2024, at Raritan High School 419 Middle Rd, Hazlet, NJ.

**A. CALL TO ORDER - WORKSHOP**

Tracy Petrino, Business Administrator/Board Secretary called the meeting to order at 5:23 p.m.

**B. ROLL CALL**

**The following members were present:** David Asfour, Edward Barrett, Nathan Bibb, Steve Grossman, Victor Iannello, Jodie Moreno and Laura O'Hara

**Absent:** Lisa Brown and George Theis

**Also present:** Dr. Scott Ridley, Superintendent of Schools, Joseph J. Annibale, Assistant Superintendent and Tracy Petrino, Business Administrator/Board Secretary

**C. WORKSHOP SESSION**

***"1" Finance***

Tracy Petrino reviewed the following with the Board:

- A. Bill List Questions - no questions asked
- B. Stabilization Aid 2024-2025 - Ms. Petrino updated the Board that we received \$108,000 in Stabilization Aid and therefore all staff to be on the rehire list.

***"2" Facilities***

Tracy Petrino and Charles Hildner discussed the below:

- A. Solar - Community Solar was discussed as a possible revenue stream along with the PPA to increase the District's solar footprint
- B. Board member asked why alternate method of toilet for SD ECLC is on the agenda - Ms. Petrino explained that we approve the submission of the application for Alternate toilet for SD ECLC to the County Office every year.

***"3" Transportation***

Tracy Petrino reviewed the below:

- A. Transportation Update - ESY Transportation is being completed.

***"4" Other Committee Updates***

- A. Security - Joe Annibale updated the Board that there will be a police officer assigned to each field day event.
- B. Policy

Joe Annibale spoke about the following policies:

- Policy Alert 232 - Final Reading - classification of students for comprehensive equity.
- P5460 - First Reading - 120 credits to graduate instead of 140.

- P/R 5513 - Care of School Property - The current policy addressed only textbooks. The policy is being updated to include other items as well as school property. Students will no longer be charged a fee for replacement lanyard fees. If the lost lanyard is excessive, the issue will be addressed using the code of conduct. Board held a discussion about lanyards at the high school. Staff at RHS wear the lanyards; students do not.
- C. Food Service - re-approve Maschio's Food Service - Tracy Petrino stated the fee would be 1% for 2024-2025.
- D. Movie Shoot - Dr. Ridley discussed with the board that there has been interest in using facilities for filming movies / tv scenes. The board is interested in this as a possible revenue stream. There has been some interest in using Raritan High School.
- E. BSS and CRS Line - Joe Annibale confirmed the changes for the Beers Street / Cove Road line change for 2024-2025. Ms. Petrino handed out a map detailing this change; Board reviewed and ok. Letters from the Superintendent's office will be sent to those affected.
- F. 4th Grade Band - Joe Annibale spoke about the possibility of using ESSER funds for a stipend before and after school for band. Board is concerned that the funds won't be available for upcoming years and would like to pursue using these funds for tutoring.

A motion was made by Nathan Bibb, seconded by Steve Grossman and unanimously carried by a roll call vote 7-0 to go into executive session at 6:03 p.m.

**D. CALL TO ORDER - EXECUTIVE SESSION** - Dr. Scott Ridley, Superintendent

**Motion To Go Into Executive Caucus**

**WHEREAS**, the Sen. Byron M. Baer Open Public meetings Act, N.J.S.A. 10:4-6 et seq., (the "Act") provides that the Hazlet Township Board of Education may hold an "Executive Session" from which the public is excluded to discuss matters that are confidential or are one of the nine (9) subject matters listed Section 12(b) of the Act; and

**WHEREAS**, it is recommended by the Superintendent that the Hazlet Township Board of Education go into Executive Session on this date at Raritan High School, 419 Middle Rd., Hazlet, New Jersey to discuss matters that are permissible for discussion in Executive Session; and

**WHEREAS**, the length of the Executive Session is estimated to be sixty (60) minutes after which the public meeting of the Board shall reconvene and proceed with business; and

**WHEREAS**, that the Board hereby declares that its discussion of the following subject(s) will be made public at a time when the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.

**NOW, THEREFORE, BE IT RESOLVED** by the Hazlet Township Board of Education that the Board shall go into Executive Session to discuss the following items:

- X   1. Confidential Matters per Statute or Court Order
- 2. Impact Rights to Receive Federal Funds
- 3. Unwarranted Invasion of Individual Privacy
- 4. Collective Bargaining
- 5. Acquisition of Real Property or Investment of Funds
- 6. Public Safety Procedures
- 7. Litigation or Contract Matters or Att./Client Privilege
- X   8. Personnel Matters
- 9. Imposition of Penalties Upon an Individual

***ITEMS DISCUSSED IN EXECUTIVE SESSION MAY RESULT IN BOARD ACTION WHEN THE BOARD RECONVENES TO PUBLIC SESSION.***

Board President, Victor J. Iannello, Jr. read a prepared statement to the audience.

**E. CALL TO ORDER - REGULAR MEETING** - Victor J. Iannello, Board President  
Victor J. Iannello, Board President called the meeting to order at 7:08 p.m.

**FIRE ANNOUNCEMENT - SALUTE TO FLAG -**  
**ANNOUNCEMENT OF ADEQUATE NOTICE - ROLL CALL**

**Victor J. Iannello, Jr., Board President read the following statement:**

Fire exits are located in the direction I am indicating. In case of a fire, you will be notified in the following way: bell, horn or public address system. If you are alerted for fire, please move in a calm orderly manner to the nearest smoke free exits, or as directed by the establishment over the public address system. Thank you.

**The Pledge of Allegiance**

**Announcement of Adequate Notice Chapter 231, Laws of 1975**

Victor J. Iannello, Jr. announced the “Adequate notice of this meeting was provided in writing to each Board Member, The Asbury Park Press and The Star Ledger, Township Clerk, posted on the bulletin board in the lobby of Township Hall and the Hazlet Township Library.”

**ROLL CALL**

**The following members were present:** David Asfour, Edward Barrett, Nathan Bibb, Steve Grossman, Victor Iannello, Jodie Moreno and Laura O’Hara and *student member* Michael Miano  
**Absent:** Lisa Brown and George Theis

**Also present:** Dr. Scott Ridley, Superintendent of Schools, Joseph J. Annibale, Assistant Superintendent and Tracy Petrino, Business Administrator/Board Secretary

**F. STUDENT MEMBER UPDATE - Michael Miano**

Mr. Miano reported that schools closed May 27, 2024 for Memorial Day and the following is happening at each school:

**Raritan High School** - Spring concert on the 21st; 21-24th is NJSLA Math, ELA and Science testing; 28th is ECLC graduation for all Pre-K program; 29th is Sudden Impact Assembly for Seniors; 30th is TV Production awards ceremony; 31st is Clash of the classes; June 3rd is RHS

Band departs for France and returns on the 12th; 6th is Senior scholarship awards ceremony; 7th is senior class trip to Hershey Park and 14th is Senior prom.

**Hazlet Middle School** - Final weeks of After-School tutoring (Think Tank); 23rd is Volleyball for heart tournament; 30th is G8 dance; 31st is End of Make Up testing; June 3rd is NJHS Induction ceremony; 5th is Drama performance and 14th is Hurricane Palooza.

**Beers Street School** - NJSLA Science testing 5/20-21; book fair; 5/24 is 6th grade field trip and 5/31 is field day.

**Cove Road School** - NJSLA Science testing 5/20-21; spring concert 5/24; art show 6/6; field day 6/7 (rain date 6/10); BOGO PTO book fair 6/11-12 and 6th grade trip 6/14.

**Lillian Drive School** - Field day 5/24 (rain date 5/28); art show/science fair 6/12 and A-Z spirit weeks until the end of the year.

**Middle Road School** - Field Day May 30th; End of the Year Carnival June 14 and A-Z spirit weeks until the end of the year.

**Raritan Valley School** - Spring concert 5/22; Field day 5/24 (rain date 5/28); BOGO book fair 5/29; 4th grade trip 5/30; spirit day 5/31 and 6/7 and 2nd grade trip 6/3; Valley Variety show 6/6; PTO meeting 6/11; Baseball Fever 6/12; Dessert with someone special 6/12; Red, White & Blue day 6/14 and Spelling bee 6/14.

**Sycamore Drive ECLC** - BOGO PTO book fair 5/22-23; spirit day 6/5; kindergarten celebrations 6/10-12 and field day Under the Big Top 6/7 with a rain date 6/14.

#### **G. ACKNOWLEDGMENTS/ANNOUNCEMENTS**

Dr. Ridley introduced Dr. Piotrowski to begin the Raritan High School presentations:

1. Raritan High School students were presented a collection of artwork created in Unified art, Advanced 3D Design, and AP Art, Raritan High School provides students with a wide variety of art classes to foster their creativity, passion and talent for visual arts.

Ms. Petrino introduced the Energy Star /Cenergistics representatives.

2. Energy Star/Cenergistics - Scott Muir, Client Manager, Mary Ellen Leeder, Regional Vice President and Anthony Riccardo, HTPS Energy Specialist presented the District's Energy Savings and distributed plaques to building principals.

Heather Schwarz read the following names and Dr. Ridley handed out the awards as follows:

Certificates of Recognition were presented to the following:

3. Raritan High School's 2023-2024 Top Ten Students
4. Raritan High School's Early College Academy Graduates
5. 2023-2024 New Jersey Interscholastic Athletic Association Scholar Athlete
6. 2023-2024 Shore Conference Sportsmanship Award Winners
7. 2023-2024 PTO Executive Board Members and Joint Council Representatives
8. 2023-2024 Educators & Educational Services Professionals of the Year
9. 2023-2024 Support Staff Employees of the Year
10. 2023-2024 Retirees Proclamations
11. Middle Road School achieved Best Staff Attendance for the month of April 2024

**\*\*\*\*A BREAK WAS TAKEN FROM 7:57PM UNTIL 8:04PM\*\*\*\***



Dr. Ridley read the following statement:

Good evening. Before we proceed with agenda items, as did Mr. Iannello, I too would like to provide a brief update on our budget challenges. Last week, the governor's office released a percentage of money that many districts were originally denied this past February. Hazlet received \$108,000 which, although less than what we had hoped for, did at least allow us to save two positions that were otherwise going to be eliminated had no funding come through. As shared at last month's budget presentation, this has been a challenging year-- our deficit reached five million dollars, our ESSER funds ended, and the State reduced its contributions.

As has also been shared, we made difficult cuts across the entire district--including administrators, teachers, secretaries, and custodians. No group was left unaffected. Regarding our paraprofessionals, originally the thought was to remove their benefits completely, but the Board made it very clear that they would NOT support such a decision. Across 20 days, we held three special meetings, and engaged in some incredibly intense discussions along the way. This Board has always embraced its paras over the years— as an example-- Hazlet was one of very few districts to pay them during Covid when schools were closed-- and the Board has remained adamant that, budget crisis or not, support for this essential group would continue— and so it has-- which then created contingency plans in other areas that thankfully were addressed when the governor funded us last week.

As the Board president explained, we know this is not ideal and that not everyone is pleased. In a sentence, there is no extra money, enrollment is down, and, in order for our schools to remain open, we are legally charged to balance the budget. However-- I assure you, we will meet every child's IEP needs 100% come September, no exceptions—and that providing some additional paras with benefits remains on the table, as does bringing back teachers and programs given that the State will be recrafting its financial aid formula in the coming school year. Like most districts across NJ, we are experiencing a fiscal crisis unlike any other in our history. We have thousands of students and hundreds of employees, and BOE members understand that there will be some disappointments. Still, in the big picture and the long run, as evidenced earlier, during tonight's Celebration of Success, we have so much to appreciate here in Hazlet. To that end, I fully believe that we will get back on track financially and the Board's commitment to this district, students and staff will continue. Thank you.

## **H. CITIZENS' QUESTION/COMMENTS ON AGENDA ITEMS**

Anyone who would like to address the Board regarding items that are on the agenda please come to the podium and state your name and address. Two 3-minute statements may be made. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard.

### **1. Paul Miano - 4 Kildare Dr., Hazlet**

Paras seniority - Questions need to be answered. What is the hire date that will be used for Paraprofessionals when looking at seniority? Spoke about the fiscal crisis. Why would the paras come back if they were needed after being told that they did not have a position? Spoke about FAMILY - Forget About Me I Love You  
Paras keep coming to work even though terminated. Board should use a merit system for filing positions based on how they work, not their hire date.

### **2. Terri Kahrer - Hazlet Teacher 23 years**

Reconsider your budget cuts. Spoke about what she sees in the classroom, everyday with Paraprofessionals.

3. **Ken Mooney** - 8 Boyd Rd., Hazlet  
Enrollment is down. Why don't we get rid of busing? We should go back to neighborhood schools to save money. Has 6 grandchildren that go to Hazlet schools. Kids should walk to school. Former BA made \$230,000 and 2 assistants- why? Why do we have A/C in all of the schools? We don't need it.
4. **Lori Kaczala** - 30 Racoon Dr., Hazlet  
Has anyone on the board been a para? Love their jobs and students, smile everyday. Not outsourcing at the last meeting. Has a non-verbal child and is concerned about her son and students with a special needs community. Urged Board to look for other ways to cut.
5. **Lori Joseph** - 83 Essex Ave., Hazlet Twp.  
Thanked Dr. Ridley for his response from the last board meeting. Told the public that everything that she is presenting is from the user-friendly budget which is available online. Top 6 administrators - total allowance \$17,000 what is this for? Top 3, No Bonuses but why do the others get a total of \$13,000 additional for extra above others. Jobs - co-positions - I didn't see a job description for these. When will you update all other job descriptions? And policies to reflect these positions such as Policy 5116. Paras - 20 minute reduction in hours cause for loss of benefits and benefits will only be single benefits. They are reducing the number of workdays for Paras and there will no longer be full time paras at SD ECLC where the youngest students are. Why are full time Paras only needed from 5th grade - High school?
6. **Vanissa** - Locust Grove, Hazlet  
Parent stated paras are crucial and help to keep students involved and help to increase learning. ERI room at LDS - these paras will not be offered health benefits. You all have your jobs because of our children, they are the future. Please keep these students in mind.
7. **Monica Campece** - 1 Hill St., Hazlet  
Parent, 3 kids in district, HMS/BSS/LDS. Removed kids from school during COVID when mask wearing was in place. Her HMS student is doing great at HMS and getting straight A's. Her children are succeeding in Hazlet. LDS Autism classroom has had multiple teachers and paraprofessionals have changed as well. She may pull her students out, but content right now. Explained what she believes the Autistic students need in classrooms. Her Autistic student is doing well but needs stability. Students are nonverbal and she is their voice. Ratio of autistic students continues to increase. The District should not be making their decisions based on money.
8. **Jean Cahill** - 26 Maple Dr., Hazlet  
What other programs, jobs have been cut? need more specific answers to this questions? What exactly is the part time para school day? What does this look like in a classroom? Will a student have 2 paraprofessionals in a day? These are hard decisions. Appreciate that you have done your duty. Paras assist in the classroom. What is the plan to support uptick for autism? Are you adding behaviorists? Many autistic students. Discussed the HTPD blue envelope that is used for drivers with Autism.
9. **Klarissa Martin** - 17 Tenth St., Hazlet Twp.  
Parent, displeased by answers to questions at last meeting. How were paras moved to different schools? How was FT / PT paras determined? Were Tier 1 and Tier 2 taken into account? Do you believe that this is good? Behaviorists, not enough. Supervisors

becoming Directors? Are these employees in the new co-director positions paying for NJPSA costs? Is this money well spent? Will the district raise taxes? Grew up in town. Had Dr. White, thanks to Venus, Ms. McCormack and Ms. DeMarco who were the paraprofessionals for her child.

10. **Michelle Sloan** - 17 Lafayette Dr., Hazlet  
She is a Special Education teacher with a special education student in the District. She believes that the paras are the lowest paid and have the most impact on students. Thinks that Hazlet hires very good paras. Why do paras do what they do? Money/benefits and love kids. If you want less OOD students, use more paras.
11. **Laura Golebiewski** - 11 Coleridge Ave., Hazlet  
Parent of student at MRS; what is the District's plan for larger class sizes with less paras? How is this going to be addressed?
12. **Ken Mooney** - 8 Boyd Rd., Hazlet  
Why are staff getting bonuses? This is money that is taken away from schools. Get rid of transportation. Was told that 2 and 2.5 miles from school must be bussed by law. Wants District to go back to neighborhood schools.

## **I. APPROVAL OF MINUTES AND FINANCIAL REPORTS**

A motion was made by Steve Grossman, seconded by Edward Barrett and unanimously carried by a roll call vote 7-0.

1. RESOLVED, that the following minutes submitted by the School Business Administrator/Board Secretary are hereby accepted.
  - a. Special Meeting of April 24, 2024
  - b. Public Hearing/Annual/Regular Meeting and Executive Session of April 29, 2024
2. RESOLVED, that all Board Members, who received the following Financial Reports, through dates noted, are hereby accepted:
  - a. Treasurer's Report through April 2024 (Treasurer's Report is in agreement with the Board Secretary's Report for April 2024). **Exhibit A**
  - b. Board Secretary's Report - Revenue and Budget Summary Reports through April 2024. (Certification has been made by the Board Secretary to each Board member that no over expenditure of funds existed in any). **Exhibit B**
  - c. Report of Transfers
3. RESOLVED, pursuant to N.J.A.C. 6A:23-2-1114, the Board certifies that as of April 30, 2024, after review of the Secretary's monthly financial report (appropriations sections) and upon consultation with appropriate District officials, that to the best of our knowledge, no major account or funds have been over expended in violation of N.J.A.C. 6A:23-2.11(b).

### **Board Secretary Certification**

*Tracy Petrino, the School Business Administrator/Board Secretary, certifies that no line item has been over-expanded in violation of N.J.A.C. 6A:23A-16.10(c)3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year:*



Tracy Petrino, Business Administrator / Board Secretary

**J. PRESIDENT'S REPORT - Victor J. Iannello, Jr.**

None

**K. SECRETARY'S REPORT - Tracy Petrino**

Tracy Petrino reported that State Aid PL 2024.C13 addressed Tax Levy Cap Increase up to 9.9% and \$108,000 in Stabilization Aid that the District received.

**SUPERINTENDENT'S CONSENT AGENDA**

A motion to approve the following New Business L1 through L8 resolutions, was made by Edward Barrett, seconded by Jodie Moreno and unanimously carried by a roll call vote 7-0, as recommended by the Superintendent of Schools.

**L. NEW BUSINESS**

"1" Finance

a. BE IT RESOLVED, that the Board approve the list of bills, claims, supplies received and services rendered to the Board of Education of the Township of Hazlet:

**Gross Payroll & Agency**

4/15/2024 \$1,690,712.77

4/30/2024 \$1,688,936.96

**Voided checks and transfers**

Hand Checks \$250.00

**Bond Payment****Lease Payments****Food Service Payments**

\$21,126.60

**Bill List 5/22/2024 Exhibit C**

General Current Expense \$853,038.39

Special Revenue \$69,174.00

**TOTAL \$922,412.39 \$922,412.30**

State Health Benefits \$704,763.43

**TOTAL \$5,028,202.15**

b. BE IT RESOLVED, that the Board approve the following transfers:

**Transfer #57, 4/26/2024**

BUDGET ID				BUDGET		DESCRIPTION		AMT.	AMT.
Fd	Prog	Fct	Obj	FUND	PROGRAM	FUNCTION	OBJECT	OUT	IN
11	000	213	104	CE	Undist Expend	Health Svcs	Other Salaries		\$12,000.00
11	150	100	101	CE	Home Instruction	Instruction	Salaries Teachers		\$15,000.00
11	204	100	106	CE	Learning Disabilities	Instruction	Salaries Instruction		\$20,000.00
11	402	100	930	CE	Sponsored Athletics	Instruction	Fund Transfers		\$4,000.00
11	120	100	101	CE	Reg Prog Gr 1-5	Instruction	Salaries Teachers	\$12,000.00	
11	000	100	564	CE	Undist Expend	Instruction	Tuition County VOC	\$15,000.00	
11	204	100	101	CE	Learning Disabilities	Instruction	Salaries Teachers	\$20,000.00	
11	401	100	610	CE	Sponsored Co-Curr	Instruction	General Supplies	\$4,000.00	
<b>TOTAL</b>								<b>\$51,000.00</b>	<b>\$51,000.00</b>

1. Funds required to cover Sub Nurse, Home Instruction & SD Paraprofessional salaries.

**Transfer #58, 5/01/2024**

BUDGET ID				BUDGET		DESCRIPTION		AMT.	AMT.
Fd	Prog	Fct	Obj	FUND	PROGRAM	FUNCTION	OBJECT	OUT	IN
11	402	100	890	CE	Sponsored Athletics	Instruction	Misc Expenditures		\$4,755.65
11	000	213	330	CE	Undist Expend	Health Srves	Other Pur Prof	\$1,000.00	
11	000	230	530	CE	Undist Expend	SS Gen Admin	Comm/Telephone	\$1,000.00	
11	402	100	610	CE	Sponsored Athletics	Instruction	General Supplies	\$755.65	
11	000	262	420	CE	Undist Expend	Custodial Srves	Maintenance Srves	\$2,000.00	
<b>TOTAL</b>								<b>\$4,755.65</b>	<b>\$4,755.65</b>

1. Funds required to cover post-season tournaments and meets.

**Transfer #59, 5/03/2024**

BUDGET ID				BUDGET		DESCRIPTION		AMT.	AMT.
Fd	Prog	Fct	Obj	FUND	PROGRAM	FUNCTION	OBJECT	OUT	IN
11	000	213	610	CE	Undist Expend	Health Srves	General Supplies		\$123.10
11	000	240	610	CE	Undist Expend	SS School Admin	General Supplies	\$123.10	
<b>TOTAL</b>								<b>\$123.10</b>	<b>\$123.10</b>

1. Funds required to cover purchase of water cooler for nurse.

**Transfer #60, 5/08/2024**

BUDGET ID				BUDGET		DESCRIPTION		AMT.	AMT.
Fd	Prog	Fct	Obj	FUND	PROGRAM	FUNCTION	OBJECT	OUT	IN
11	150	100	320	CE	Reg Home Instruction	Instruction	Pur Prof ES		\$2,500.00
11	000	219	890	CE	Undist Expend	Child Study Team	Misc Expenditures		\$500.00
11	000	213	330	CE	Undist Expend	Health Srves	Other Pur Prof Srves		\$2,000.00
11	000	219	320	CE	Undist Expend	Child Study Team	Pur Prof ES		\$62,096.31
11	000	216	101	CE	Undist Expend	Speech/Occp Therapy	Salaries Teachers	\$37,262.75	
11	000	216	101	CE	Undist Expend	Speech/Occp Therapy	Salaries Teachers	\$29,833.56	
<b>TOTAL</b>								<b>\$67,096.31</b>	<b>\$67,096.31</b>

1. Funds required to cover Health Services evaluation, SS Consultants and Contracted HI.

**Transfer #61, 5/10/2024**

BUDGET ID				BUDGET		DESCRIPTION		AMT.	AMT.
Fd	Prog	Fct	Obj	FUND	PROGRAM	FUNCTION	OBJECT	OUT	IN
11	000	100	566	CE	Undist Expend	Instruction	Tuition Private		\$21,457.30
11	000	100	562	CE	Undist Expend	Instruction	Tuition Other LEAs	\$21,457.30	
<b>TOTAL</b>								<b>\$21,457.30</b>	<b>\$21,457.30</b>

1. Funds required to cover 22/23 Audit Adjustment, per Diem undercharged \$46.85.

- c. BE IT RESOLVED, that the Board approve the renewal with Delta Dental for dental insurance, effective July 1, 2024 through June 30, 2025 as follows:

Coverage Status	Delta Dental Sub-Location 01	Delta Dental Sub-Location 03
Single	\$21.90	\$38.78
Husband/Wife (2 adults)	\$42.69	\$76.18
Family	\$76.65	\$136.75
Parent/Child(ren)	\$40.51	\$72.29

- d. **STUDENT ACCIDENT INSURANCE**

BE IT RESOLVED, that the Board approve the renewal with Bollinger Insurance for student accident insurance effective August 1, 2024 through July 31, 2025, with an annual premium of \$16,562.00.

- e. BE IT RESOLVED, that the Board declare the following items as obsolete, beyond repair and/or no longer required for district purposes;  
BE IT FURTHER RESOLVED, that the Board of Education authorizes the School Business Administrator to advertise and hold a public auction of said equipment and materials if the cumulative value is estimated to exceed the bid threshold of \$44,000.00, as required by statute, or to attempt to sell at a private sale, if the value is less than the bid limit, and to dispose of any equipment remaining after said auction, **Exhibit D.**
- f. BE IT RESOLVED, that the Board ratify attendance and tuition for the following student to the school listed for the 2023-2024 10-Month School Year:  
**Collier Youth Center**  
One (1) student at a total tuition cost of \$8,395.00  
May 20, 2024 through June 21, 2024  
**Coastal Learning Center**  
One (1) student at a total tuition cost of \$8,531.25  
May 15, 2024 through June 19, 2024

**L. NEW BUSINESS**

**"2" Personnel**

- a. BE IT RESOLVED, that the Board accept the retirement of William Nealis, elementary school teacher at Beers Street School, effective September 30, 2024, as recommended by the Superintendent of Schools.
- b. BE IT RESOLVED, that the Board accept the retirement of Carla Grilli, secretary at Raritan High School, effective September 30, 2024, as recommended by the Superintendent of Schools.
- c. BE IT RESOLVED, that the Board accept the resignation of Nicolette Morales, guidance counselor in the district, effective June 30, 2024, as recommended by the Superintendent of Schools.
- d. BE IT RESOLVED, that the Board accept the resignation of Elba Gonzalez, ESL teacher at Sycamore Drive Early Childhood Learning Center and Hazlet Middle School, effective June 30, 2024, as recommended by the Superintendent of Schools.
- e. BE IT RESOLVED, that the Board approve the appointment of Heather Schwarz as Co-Director of Curriculum and Instruction in the District, effective July 1, 2024, with a salary of \$177,153.42, as recommended by the Superintendent of Schools.

- f. BE IT RESOLVED, that the Board approve the appointment of Jennifer Martins as Co-Director of Curriculum and Instruction in the District, effective July 1, 2024, with a salary of \$160,495.03, as recommended by the Superintendent of Schools.
- g. BE IT RESOLVED, that the Board approve the appointment of Chantal Molino as Co-Director of Special Services in the District, effective July 1, 2024, with a salary of \$127,872.27, as recommended by the Superintendent of Schools.
- h. BE IT RESOLVED, that the Board approve the appointment of William Andersen as Co-Director of Special Services in the District, effective July 1, 2024, with a salary of \$120,350.00, as recommended by the Superintendent of Schools.
- i. BE IT RESOLVED, that the Board approve the appointment of Michael Miller, as Assistant Principal at Raritan High School, effective July 1, 2024, with a salary of \$164,476.83, as recommended by the Superintendent of Schools.
- j. BE IT RESOLVED, that the Board approve the attached list of rehired personnel for the 2024-2025 school year. **Exhibit E**
- k. BE IT RESOLVED, that the Board approve the following staff transfer effective July 1, 2024, as recommended by the Superintendent of Schools.

NAME	FROM	TO
Edna Pizzaia	Central Office	RHS

- l. BE IT RESOLVED, that the Board approve the following staff transfer effective September 1, 2024, as recommended by the Superintendent of Schools.

NAME	FROM	TO
Kathleen Ruggiero	SDECLC	LDS
Carolyn Carey	HMS	LDS
Christine Hedglin	LDS	MRS

- m. BE IT RESOLVED, that the Board approve the following teacher as a mentor for the 2023-2024 school year, as recommended by the Superintendent of Schools.

NAME
Erin Terbecki

- n. BE IT RESOLVED, that the Board ratify the following Supplemental Positions, for the 2023-2024 school year, shared positions will receive shared stipends, as recommended by the Superintendent of Schools.

Hazlet Middle School	Recommended	Stipend
Newspaper Advisor		(\$2,905.00)
	Lisa Rankl	\$1,452.50
	Stephen Viti	\$1,452.50

- o. BE IT RESOLVED, that the Board approve the following Athletic Recommendations for 2024-2025 All Year/Fall Coaching Positions as follows, shared positions will receive shared stipends and new High School coaches must take the NFHS Coaching Fundamentals course within one year of approval, pending the existence of the team level (Varsity, JV, Freshman) as recommended by the Superintendent of Schools. **Exhibit F**
- p. BE IT RESOLVED, that the Board approve the following Athletic Recommendations for 2024-2025 Winter Coaching Positions as follows, shared positions will receive shared stipends and new High School coaches must take the NFHS Coaching Fundamentals course within one year of approval, pending the existence of the team level (Varsity, JV, Freshman) as recommended by the Superintendent of Schools. **Exhibit F**
- q. BE IT RESOLVED, that the Board approve Extended School Year teachers at a pay rate of \$40 per hour from July 8, 2024 through August 8, 2024, 4 1/2 hours per day, 4 days per week, as needed based on student enrollment, as recommended by the Superintendent of Schools.

NAME	POSITION
Christine DeSocio	Teacher
Sheryl Fredda	Teacher
Juliann Gallo	Teacher
Erika Graham	Teacher
Terri Kahrer	Teacher
Emily Kaminski	Teacher
Amy Kirschner	Teacher
Karen Koestler	Teacher
Michael Mazzola	Teacher
Michelle McCormack	Teacher
Magda Mercado	Teacher
Lyndsey Prongay	Teacher
Barbara Rossi-Moscinski	Teacher
Nicole Rosner	Teacher
Marc Rosner	Teacher
Sarah Shack	Teacher
Joey Signorile	Teacher
Jessica Smith	Teacher

- r. BE IT RESOLVED, that the Board approve Extended School Year substitute teachers at a pay rate of \$40 per hour from July 8, 2024 through August 8, 2024, 4 hours per day, 4 days per week, as needed based on student enrollment, as recommended by the Superintendent of Schools

NAME	
Alessandra Antonacci	Kaitlyn DeMatteo
Dana Cisneros	Samantha Pereira
Susan Conanan	Michaelangelo Schiano
Megan Connolly	Katherine Tiller



- s. BE IT RESOLVED, that the Board approve Extended School Year tier 2 paraprofessionals from July 8, 2024 through August 8, 2024, at a pay rate of \$23.50 per hour, 4 hours per day, 4 days per week, as needed, based on student enrollment, as recommended by the Superintendent of Schools.

Patricia DeMatteo	Lisa Rafalko
Kelly Tigar	Lisa Madden
Kathleen Russo	Kristen Iorio
Sheila Rudolph	Kathleen Galletti
Karen Rojo	Monica DeMarco

- t. BE IT RESOLVED, that the Board approve Extended School Year tier 1 paraprofessionals from July 8, 2024 through August 8, 2024, 4 hours per day, 4 days per week, as needed, based on student enrollment, as recommended by the Superintendent of Schools.

<b>Name</b>	<b>Pay Rate</b>
Allessandra Antonacci	70.00 PD
Kaitlyn DeMatteo	70.00 PD
Samantha Pereira	70.00 PD
Danielle Cain	18.75 PH
Megan Connolly	18.00 PH
Jeanine D'Antonio	18.75 PH
Michele DeFilippo	18.75 PH
Kathryn Gallo	70.00 PD
Joyce Horan	20.75 PH
Devyn Josko	70.00 PD
Kelly Meagher	70.00 PD
Francesca Pintus	70.00 PD
Joseph Pittman	18.00 PH
Kylie Roam	70.00 PD
Pamela Russo	20.75 PH
Michaelangelo Schiano	70.00 PD
Cheryl Visceglia	18.75 PH

- u. BE IT RESOLVED, that the Board approve Extended School Year substitute paraprofessionals from July 8, 2024 through August 8, 2024, 4 hours per day, 4 days per week, as needed, based on student enrollment, as recommended by the Superintendent of Schools.

<b>Name</b>	<b>Pay Rate</b>
Susan Conanan	18.75 PH
Yohanna Antonacci	20.75 PH
Danielle Barone	18.75 PH
Christine Cottone	20.75 PH
Lauren Mirdala	19.75 PH
Katherine Koestler	70.00 PD
Krista Miano	18.00 PH
Gianna Pruscino	70.00 PD
Kristen Tigar	70.00 PD
Theresa Roam	70.00 PD
Marlena Kramer	18.75 PH

- v. BE IT RESOLVED, that the Board approve Child Study Team members between July 1, 2024 through August 30, 2024, for student testing, evaluations, IEP meetings, student intakes, scheduling and counseling for the Extended School Year program, as needed, not to exceed \$40,000.00, as recommended by the Superintendent of Schools.

Name	Position	Rate Per Hour
Laura Augello	School Psychologist	50.22
Cathay-Lynn Barney	LDT-C	75.71
Claudia Collyer	Speech Language Specialist	46.10
Nicole D'Agostino	Behaviorist	57.72
Nancy Hadgis	School Psychologist	49.78
Ashleigh Halpern	School Psychologist	57.72
Colleen Hopfensperger	Behaviorist	64.47
Colleen Lewendowski	School Social Worker	77.96
Kristin Sankpal	School Social Worker	77.96
Laurie Stiga	Speech Language Specialist	73.46
Lisa Strauss	LDT-C	77.96

- w. BE IT RESOLVED, that the Board approve the following nurse for the Extended School Year program at a salary of \$40 per hour from July 8, 2024 through August 8, 2024, up to 4 hours per day, 4 days per week based on student enrollment, as recommended by the Superintendent of Schools.

Mary Nicholl
--------------

- x. BE IT RESOLVED, that the Board approve the following teachers, for up to 20 hours of interactive teaching sessions for the 2024 Extended School Year Program, at a pay rate of \$40 per hour, from July 8, 2024 through August 8, 2024, up to 4 hours per day, 4 days per week, based on student enrollment as recommended by the Superintendent of Schools.

Jaclyn Baccarella
-------------------

Dana Cisneros
---------------

- y. BE IT RESOLVED, that the Board approve the following staff for up to 10 hours to attend IEP meetings at a pay rate of \$40 per hour effective July 1, 2024 through August 30, 2024, as recommended by the Superintendent of Schools.

Dana Cisneros	Emily Kaminski
Jennifer Christ	Michelle McCormack
MaryAnn Clark	Michele Mc Grogan
Jacqueline Coulahan	Christina Moeller
Christopher Damian	Erin Norton
Christine DeSocio	Robert Russo
Elizabeth DiCostanzi	Elissa Scotto
Christine Drennan	Joey Signorile
Kerry Friedman	Christine Susino
Mary Beth Gammon	Katherine Tiller
Erika Graham	Dana Valenti

- z. BE IT RESOLVED, that the Board approve the following teachers for curriculum projects for the 2024-2025 school year at the contractual hourly rate, in accordance with the Collective Bargaining Agreement, as recommended by the Superintendent of Schools.

Employee	Curriculum	Hours (Not To Exceed)
Baccarella, Jaclyn	Functional Academics	20
Blanchard, Agata	Anatomy & Physiology 1 - Rutgers	5
Blanchard, Agata	Anatomy & Physiology 2 - Rutgers	5
Blanchard, Agata	Introduction to Forensics	5
Burns, Laura	Language Arts Literacy - Reading and Writing Workshop - Grade 6	5
Cable, Kevin	Horticulture	20
Carl, William	Lab Environmental Science	5
Carl, William	AP Environmental Science	5
Carl, William	Flight Planning & Unmanned Aircraft Operations	5
Carl, William	Aviation Capstone	5
Carl, William	Introduction to Aviation	20
Christ, Jennifer	Language Arts Literacy - Reading and Writing Workshop - Grade 5	5
Clark, Mary Ann	Science - Grade 4	5
Gammon, Mary Beth	Language Arts Literacy - Grade 4	5
Hartman, Jennifer	Language Arts Literacy - Grade 3	5
Karpinski, Jason	AP Biology	5
Landers, Taryn	Dynamics of Healthcare	5
Landers, Taryn	Medical Terminology	5
Landers, Taryn	Scientific Principles of Nutrition	5
Pede-Pujols, Nicole	World Cultures	20
Price, Michelle	Art I	5
Rossi-Moscinski, Barbara	Art I	5
Sanclementi, Donna	Lab Chemistry	5
Sanclementi, Donna	AP Chemistry	5
Sanclementi, Donna	Principles of Chemistry	5
Skop, Laurie	Public Speaking	5
Skop, Laurie	AP English Literature & Composition	5
Taylor, Melanie	Journalism	5
Taylor, Melanie	Journalism II	5

- aa. BE IT RESOLVED, that the Board approve the following substitute personnel for the remainder of the 2023-2024 school year, as recommended by the Superintendent of Schools.

Class I	Class II	Paraprofessional	Nurse	Custodian
Amanda Pawlicki*	Kylie Roam*	Diane Sicker	Cristina Meier	Christian Savage Pietz
Emily Cieplensky**	Kaitlyn Hurley*	Brianna Wendling		Michael DiRosa
	Brianna Wendling	Jessica Krippa		
	Michele Rettagliata	Rosetta DiCaro*		
		Ryan McCormack		

\*Ratify    \*\*from class II

**L. NEW BUSINESS****“3” Student Activities**

- a. BE IT RESOLVED, that the Board approve the following student field trips:

<b>School</b>	<b>Activity</b>	<b>Destination</b>
RVS	4th Grade LLD Students will attend a transitional orientation to provide them with additional information and time to prepare for moving up to 5th grade.	Beers Street School
BSS	6th Grade LLD Students will attend a transitional orientation to provide them with additional information and time to prepare for moving up to 7th grade.	Hazlet Middle School
HMS	8th Grade Students will practice for their upcoming promotion ceremony.	Raritan High School
RHS	Marching Band students will participate in the televised parade during the America’s Hometown Thanksgiving event.	Plymouth & Boston, Massachusetts
RHS	Marching Band students will perform in the NYC St. Patrick’s Day Parade.	New York City, New York

- b. BE IT RESOLVED, that the Hazlet Township Board of Education herewith enrolls Raritan High School as a member of the New Jersey State Interscholastic Athletic Association to participate in the approved interschool athletic program sponsored by the NJSIAA for the 2024-2025 school year at an annual fee of \$2,500.00. This resolution will continue in effect until or unless rescinded by the Board of Education and shall be included among those policies adopted annually by the Board. Pursuant to N.J.S.A. 18a:11-3 in adopting this resolution, the Board adopts as its own policy and agrees to be governed by the Constitution, Bylaws and Rules and Regulations of the NJSIAA.
- c. BE IT RESOLVED, that the Board approve the Cooperative Ice Hockey program with Freehold Borough High School, Colts Neck High School and Raritan High School, as approved by the New Jersey State Interscholastic Athletic Association (NJSIAA), for the 2024-2025 sports season in the 2024-2025 school year.

**L. NEW BUSINESS****“4” Professional Development**

- a. BE IT RESOLVED, that the Board authorize travel of the following personnel for the workshop(s) below:

<b>Name</b>	<b>Activity and Location</b>	<b>Date(s)</b>	<b>Cost Not to Exceed</b>
David Asfour	NJSBA Workshop 2024, Atlantic City, NJ (incl. registration)	10/21-24/24	\$847.14
Edward Barrett	NJSBA Workshop 2024, Atlantic City, NJ (incl. registration)	10/21-24/24	\$847.14
Nathan Bibb	NJSBA Workshop 2024, Atlantic City, NJ (incl. registration)	10/21-24/24	\$847.14
Lisa Brown	NJSBA Workshop 2024, Atlantic City, NJ (incl. registration)	10/21-24/24	\$847.14
Steve Grossman	NJSBA Workshop 2024, Atlantic City, NJ (incl. registration)	10/21-24/24	\$847.14
Victor J. Iannello, Jr.	NJSBA Workshop 2024, Atlantic City, NJ (incl. registration)	10/21-24/24	\$847.14
Jodie Moreno	NJSBA Workshop 2024, Atlantic City, NJ (incl. registration)	10/21-24/24	\$847.14

Laura O'Hara	NJSBA Workshop 2024, Atlantic City, NJ (incl. registration)	10/21-24/24	\$847.14
George Theis	NJSBA Workshop 2024, Atlantic City, NJ (incl. registration)	10/21-24/24	\$847.14
Dr. Scott Ridley	NJSBA Workshop 2024, Atlantic City, NJ (incl. registration)	10/21-24/24	\$847.14
Joseph Annibale	NJSBA Workshop 2024, Atlantic City, NJ (incl. registration)	10/21-24/24	\$847.14
Tracy Petrino	NJSBA Workshop 2024, Atlantic City, NJ (incl. registration)	10/21-24/24	\$847.14
Steve Dockery	NJSBA Workshop 2024, Atlantic City, NJ (incl. registration)	10/21-24/24	\$847.14
Charles Hildner	NJSBA Workshop 2024, Atlantic City, NJ (incl. registration)	10/21-24/24	\$847.14
Joseph Emerson	NJSBA Workshop 2024, Atlantic City, NJ (incl. registration)	10/21-24/24	\$847.14
David Saraiva	NJSBA Workshop 2024, Atlantic City, NJ (incl. registration)	10/22/24	\$240.64
Mary Lynn DiNapoli	NJSBA Workshop 2024, Atlantic City, NJ (incl. registration)	10/22/24	\$240.64
Jennifer Mahoney	Vertical Alignment K-12 English Language Arts	6/13/2024	\$38.00
Andrzej Piotrowski	NJ Sustainability Summit	5/3/2024	\$45.00
Jacqueline Burns	2024 NJTESOL/NJBE Spring Conference, New Brunswick	5/30- 5/31/24	\$529.00

\*ratify

## L. **NEW BUSINESS**

### "5" Policy

- a. BE IT RESOLVED, that the Board approve a final reading and adoption for Strauss Esmay Policy Alert 232. **Exhibit G**

Policy #	Regulation #	Policy/Regulation/Bylaw Name
P1140		Educational Equity Policies / Affirmative Action (M)
P1523		Comprehensive Equity Plan (M)
P1530		Equal Employment Opportunities (M)
	R1530	Equal Employment Opportunity Complaint Procedure (M)
P1550		Equal Employment/Anti-Discrimination Practices (M)
	R2200	Curriculum Content (M)
P2260		Equity in School and Classroom Practices (M)
	R2260	Equity in School and Classroom Practices Complaint Procedures (M)
P2411		Guidance Counseling (M)
P3211		Code of Ethics
	R5440	Honoring Student Achievement
P5570		Sportsmanship
P5750		Equitable Educational Opportunity (M)
P5755		Equity in Educational Programs and Services (M) Abolished P5841
P5841		Secret Societies
P5842		Equal Access of Student Organizations
P7610	R7610	Vandalism
P9323		Notification of Juvenile Offender Case Disposition
		<b>GENERAL POLICY AND REGULATION GUIDE UPDATES</b>
P2423	R2423	Bilingual Education (M)
P2431.4	R2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries (M)

- b. BE IT RESOLVED, that the Board approve a revision and first reading for P5460, High School Graduation, as recommended by the Superintendent of Schools.

**L. NEW BUSINESS****“6” Facilities**

- a. BE IT RESOLVED, that the Board approve submission of approval to use the alternate method of toilet at Sycamore Drive Early Childhood Learning Center for the 2024-2025 school year.

**L. NEW BUSINESS****“7” Transportation**

- a. BE IT RESOLVED, that the Board approve the following Jointure between Union Beach BOE and Hazlet Township BOE as shown below, for the 2024 ESY Program and the 2024-2025 School Year (12 months) effective July 1, 2024 through June 30, 2025:

CONTRACTOR	ROUTES	DESTINATION	ANNUAL COST
Union Beach BOE	HW1	Hawkswood School, Eatontown	\$5,610.00

**L. NEW BUSINESS****“8” Food Service**

- a. BE IT RESOLVED, that the Board approve the contract with Maschio’s Food Service commencing July 1, 2024 and ending June 30, 2025, to manage the food service program for the 2024-2025 school year, with an annual management fee of \$49,671.60 or \$4,967.16 per month for 10 months during the 2024-2025 academic year with no guaranteed return and the total cost of contract is \$1,175,159.26 in assumption of the following:
1. Minimum of 167 serving days
  2. USDA Commodity will not be less than received in 2023-2024
  3. Federal reimbursement rates will be at least equal to the 2023-2024 levels
  4. Healthy Hunger Free Kid Act continues
- b. BE IT RESOLVED, that the Board approve the student and adult breakfast and lunch price list for the 2024-2025 school year, as listed below. All students determined as reduced price eligible will receive breakfast and lunch meals **at no cost** to the student.

<b><i>Student Type “A” Lunch</i></b>	<b><i>Elementary:</i></b> Sycamore Drive ECLC, Lillian Drive, Middle Road, Raritan Valley, Beers Street and Cove Road Schools	<b>\$3.45</b>
	Middle School / High School	<b>\$3.55</b>
Entree	Elementary	\$3.25
Entree	Middle School / High School	\$3.35
Deli Sandwich	Middle School / High School	\$3.45
Adult Lunch	All Schools	\$4.30
Adult Entree	All Schools	\$4.10
Adult Speciality Lunch	All Schools	\$5.50
Reduced Price	All Schools	<b>\$0.00</b>
<b><i>Student Type “A” Breakfast</i></b>	Sycamore Drive ECLC, Lillian Drive, Middle Road, Raritan Valley, Beers Street and Cove Road Schools	<b>\$1.90</b>
	Middle School / High School	<b>\$2.00</b>

Adult Breakfast	All Schools	<b>\$2.50</b>
Reduced Price	All Schools	<b>\$0.00</b>
<b><i>A la Carte (Beverages)</i></b>		
Milk ½ Pint	All Schools	\$0.80
Bottled Water 8 oz / 16 oz.	Elementary / Middle / High School	\$0.75 / \$1.25
Coffee / Tea	Middle School (Adults) / High School	\$1.65
Drinks 12 oz.	Middle School / High School	\$2.00
Drinks 16 oz.	High School	\$2.25-\$2.50
Drinks 20 oz.	High School	\$2.75
Juice 100% 4 oz. / 8 oz.	All Schools	\$0.80 / \$2.00
<b><i>A la Carte (Snacks)</i></b>		
Fresh or Chilled Fruit	All Schools	\$0.85
Vegetable Side	All Schools	\$0.85
Bagel with Butter	Middle School / High School	\$1.75
Bagel with Cream Cheese	Middle School / High School	\$2.00
Baked Fries	Middle School / High School	\$1.50
Fresh Baked Cookie	All Schools	\$0.85
Soft Pretzel small / large	Middle School / High School	\$1.25 / \$1.75
Yogurt 4 oz.	All Schools	\$1.25
String Cheese	All Schools	\$0.75
Fresh Fruit in Clamshell	High School	\$2.95
Baked Chips	All Schools	\$1.00
Baked Kettle Chips	All Schools	\$1.75
Granola & Fruit Bars	All Schools	\$1.25
Ice Cream	All Schools	\$1.50 - \$2.00
Pizza Slice	Elementary & Middle / High School	\$3.25 - \$3.35
Soup - Small / Large	Middle School / High School	\$2.25 / \$2.75

#### **M. SUPERINTENDENT'S REPORT**

A motion was made by Edward Barrett, seconded by Nathan Bibb and All in Favor to accept the Superintendent's Report with a roll call vote 7-0.

1. BE IT RESOLVED, that the Board accept a donation of \$1,000.00 to the Raritan High School Marching Band for their trip to Normandy from Dr. James White.
2. BE IT RESOLVED, that the Board approve the 2022-2023 HIB Self- Assessment grades.  
**Exhibit H**
3. BE IT RESOLVED, that the Board affirm the April 2024 HIB report as previously reported.
4. BE IT RESOLVED, that the Board approve the reported acts of Harassment, Intimidation, or Bullying (HIB) which occurred during the month of **April 2024**, according to the N.J.S.A. 18A:37-14.

TYPE OF INCIDENT	TOTAL # OF REPORTS	# OF HIB INCIDENTS	#PRELIMINARY DETERMINATION
HIB	2	2	1

5. The Superintendent submitted the **security drill report** for the month of **April 2024**.

SCHOOL	DATE	TIME	TYPE
Beers Street School	4/17/2024	12:25PM	Reverse Evacuation
Cove Road School	4/29/2024	2:40PM	Reverse Evacuation
Hazlet Middle School	4/24/2024	1:59PM	Reverse Evacuation
Lillian Drive School	4/29/2024	2:05PM	Reverse Evacuation
Middle Road School	4/29/2024	9:15AM	Reverse Evacuation
Raritan High School	4/30/2024	8:35AM	Reverse Evacuation
Raritan Valley School	4/19/2024	9:10AM	Reverse Evacuation
Sycamore Drive ECLC	4/30/2024	11:00AM	Reverse Evacuation

6. The Superintendent submitted the following **fire drill** report for the month of **April 2024**.

SCHOOL	DATE	STATION	TIME
Beers Street	4/15/2024	Pull Station #16	9:00AM
Cove Road	4/9/2024	Pull Station #10	8:35AM
Hazlet Middle	4/17/2024	Pull Station #7	12:33PM
Lillian Drive	4/22/2024	Pull Station #9	9:45AM
Middle Road	4/15/2024	Pull Station #30382	1:15PM
Raritan High	4/10/2024	Main Lobby	1:41PM
Raritan Valley	4/22/2024	Pull Station #9	2:45PM
Sycamore Drive ECLC	4/15/2024	Pull Station #9	2:00PM

7. The Superintendent submitted the following **enrollment** report for the month of **April 2024**.

	4/2023	3/2024	4/2024	Difference Present/Previous <i>Month</i>	Difference <i>Yearly</i>
Preschool - 6th General Ed	1374	1391	1391	0	17
7th - 8th General Ed	389	375	375	0	-14
Preschool - 8th Special Ed	96	99	100	1	4
Home Instruction	10	10	9	-1	-1
<b>Total PreK - 8</b>	<b>1869</b>	<b>1875</b>	<b>1875</b>	<b>0</b>	<b>6</b>
9th - 12th General Ed	822	800	800	0	-22
9th -12th Special Ed	16	20	20	0	4
Home Instruction	8	6	8	2	0
<b>Total High School</b>	<b>846</b>	<b>826</b>	<b>828</b>	<b>2</b>	<b>-18</b>
<b>Out - Of - District</b>	<b>27</b>	<b>31</b>	<b>31</b>	<b>0</b>	<b>4</b>
<b>Total District</b>	<b>2742</b>	<b>2732</b>	<b>2734</b>	<b>2</b>	<b>-8</b>

8. The Superintendent submitted the following **transfer** report for the month of **April 2024**.

Beers Street			
IN		OUT	
4/22/2024	St. Marys		
4/22/2024	St. Marys		
		4/29/2024	Keansburg, NJ



Cove Road			
4/8/202	Carteret, NJ	N/A	
Hazlet Middle School			
N/A			
Lillian Drive			
N/A			
Middle Road			
N/A			
Raritan High School			
N/A			
Raritan Valley School			
N/A		4/23/2024	Keansburg, NJ
Sycamore Drive ECLC			
4/8/2024	Original Entry	4/29/2024	Keansburg
4/24/2024	Private PreK	4/29/2024	Keansburg, NJ
		4/30/2024	Middletown, NJ

9. The following is a report of School Bus Emergency Exit Drills conducted by all schools in our district in accordance with NJAC 6:31-11.4:

SCHOOL	DATE	BUS NUMBER	BUS COMPANY
Beers Street School	4/16/2024	BSS 1	Helfrich
	4/16/2024	BBS 2	Helfrich
	4/16/2024	BBS 3	Helfrich
	4/16/2024	BBS 4	Helfrich
	4/16/2024	BBS 5	Helfrich
	4/16/2024	BBS 77	Helfrich
	4/16/2024	BBS 78	Bennett
Cove Road School	4/23/2024	CRS 1	Helfrich
	4/23/2024	CRS 2	Helfrich
	4/23/2024	CRS 3	Helfrich
Hazlet Middle School	4/25/2024	Helfrich	UAMS1
	4/25/2024	Loori	HMS23
	4/25/2024	Loori	HMS 1
	4/25/2024	Loori	HMS 2
	4/25/2024	Loori	HMS 3
	4/25/2024	Loori	HMS 4
	4/25/2024	Loori	HMS 5
	4/25/2024	Loori	HMS 6
	4/25/2024	Loori	HMS 7
	4/25/2024	Loori	HMS 8
	4/25/2024	Helfrich	HMS 9
Lillian Drive School	4/24/2024	LDS 70	Helfrich
	4/24/2024	LDS 1	Helfrich
	4/24/2024	LDS 2	Helfrich
	4/24/2024	LDS 3	Helfrich
	4/24/2024	LDS 4	Helfrich
	4/24/2024	LDS 5	Helfrich
Middle Road School	4/16/2024	CRMR22	Loori
	4/16/2024	MRS 1	Helfrich
	4/16/2024	MRS 2	Helfrich

SCHOOL	DATE	BUS NUMBER	BUS COMPANY
Beers Street School	4/16/2024	BSS 1	Helfrich
	4/16/2024	BBS 2	Helfrich
	4/16/2024	BBS 3	Helfrich
	4/16/2024	BBS 4	Helfrich
	4/16/2024	MRS 3	Helfrich
Raritan High School	5/7/2024	RHS 70	Loori
	5/7/2024	RHS 1	Helfrich
	5/7/2024	RHS 2	Helfrich
	5/7/2024	RHS 3	Helfrich
	5/7/2024	RHS 4	Helfrich
	5/7/2024	RHS 5	Helfrich
	5/7/2024	RHS 6	Helfrich
	5/7/2024	RHS 7	Helfrich
	5/7/2024	RHS 8	Helfrich
	5/7/2024	RHS 9	Helfrich
	5/7/2024	RHS 10	Helfrich
Raritan Valley School	4/17/2024	RS 1	Helfrich
	4/17/2024	RS 2	Helfrich
	4/17/2024	RS 3	Loori
	4/17/2024	RVS 1	Helfrich
	4/17/2024	RVS 2	Loori
	4/17/2024	RVS 3	Loori
	4/17/2024	RVS 4	Loori
Sycamore Drive	4/16/2024	SDS P1	Loori
	4/16/2024	SDS P2	Loori
	4/16/2024	SDS P3	Loori
	4/16/2024	SDS P4	Loori
	4/16/2024	K75	Loori
	4/16/2024	K1	Helfrich
	4/16/2024	K2	Loori
	4/16/2024	K3	Loori
	4/16/2024	K4	Loori
	4/16/2024	K5	Loori
	4/16/2024	K6	Helfrich

10. The Superintendent submitted the following staff attendance reports for month April 2024

<b>PROFESSIONAL STAFF ATTENDANCE</b>				
DESCRIPTION	# EMP	# OF DAYS POSSIBLE	# OF DAYS ABSENT	PERCENT
Board Office	2	34	0	0.00%
Business Office	2	34	0	0.00%
Directors	4	68	0	0.00%
Supervisors	4	68	0	0.00%
Principals / Assistant Principals	11	187	5	2.67%
Teachers	275	4675	148	3.17%
<b>TOTALS</b>	<b>298</b>	<b>5066</b>	<b>153</b>	<b>3.02%</b>

<b>PROFESSIONAL STAFF ATTENDANCE</b>				
<b>DESCRIPTION</b>	<b># EMP</b>	<b># OF DAYS POSSIBLE</b>	<b># OF DAYS ABSENT</b>	<b>PERCENT</b>
Admin Office	4	85	0	0.00%
Directors /Supervisors	5	68	0	0.005
Beers Street School	26	442	10	2.26%
Cove Road School	22	374	13	3.48%
Lillian Drive School	27	459	29	6.32%
Middle Road School	26	442	7	1.58%
Raritan Valley School	30	510	9	1.76%
Sycamore Drive School	30	510	14	2.75%
Hazlet Middle School	44	748	22	2.94%
Raritan High School	81	1377	51	3.70%
Special Services	3	51	0	0.00%
<b>TOTALS</b>	<b>298</b>	<b>5066</b>	<b>155</b>	<b>3.06%</b>

<b>PROFESSIONAL &amp; NON PROFESSIONAL STAFF ATTENDANCE</b>				
<b>DESCRIPTION</b>	<b># EMP</b>	<b># OF DAYS POSSIBLE</b>	<b># OF DAYS ABSENT</b>	<b>PERCENT</b>
Central Office	4	68	0	0.00%
Directors	4	68	0	0.00%
Teachers	274	4658	148	3.18%
Principals & Assistant Principals	11	187	5	2.67%
Paras/Security & Courtesy Aides	94	1598	75	4.69%
Secretaries	18	306	5	1.63%
Local 32	49	833	34	4.08%
Level 7	17	289	13.5	4.67%
12 - Month Supervisors	4	68	0	0.00%
<b>TOTALS</b>	<b>475</b>	<b>8075</b>	<b>280.5</b>	<b>3.47%</b>

<b>PROFESSIONAL/NON PROFESSIONAL STAFF ATTENDANCE</b>				
<b>DESCRIPTION</b>	<b># EMP</b>	<b># OF DAYS POSSIBLE</b>	<b># OF DAYS ABSENT</b>	<b>PERCENT</b>
Superintendent's Office	6	102	2.75	2.70%
Board Secretary's Office	9	153	5.5	3.59%
District Wide	9	153	10.5	6.86%
Maintenance	18	306	8	2.61%
Beers Street School	38	646	21	3.25%
Cove Road School	26	442	16	3.62%
Lillian Drive School	52	884	48	5.43%
Middle Road School	38	646	14	2.17%
Raritan Valley School	53	901	25	2.77%
Sycamore Drive School	54	918	48	5.23%
Hazlet Middle School	55	935	38	4.06%
Raritan High School	112	1904	70	3.68%
Special Services	5	85	0	0.00%
<b>TOTALS</b>	<b>475</b>	<b>8075</b>	<b>306.75</b>	<b>3.80%</b>

**N. LEGISLATIVE UPDATE**

None

**O. CITIZEN'S COMMENTS**

Anyone who would like to address the Board please come to the podium and state your name and address. Two 3 minute statements may be made. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard.

None

**P. ADJOURNMENT**

A motion was made by Edward Barrett, seconded by Jodie Moreno and unanimously carried by a roll call vote 7-0, to adjourn the meeting at 9:05 p.m.

Respectfully submitted,



Tracy Petrino  
Business Administrator / Board Secretary

TP:jdd

**EXHIBIT “A”**

**Treasurer’s  
Report**

REPORT OF THE TREASURER  
TO THE BOARD OF EDUCATION  
DISTRICT OF TOWNSHIP OF HAZLET  
FOR THE MONTH ENDING  
4/30/2024

	BEGINNING CASH BALANCE	CASH RECEIPTS THIS MONTH	CASH DISBURSEMENTS THIS MONTH	ENDING CASH BALANCE(1+2-3)
GOVERNMENTAL FUNDS				
1. GENERAL FUND--FUND 10	\$ 13,327,369.27	\$ 4,875,830.85	\$ 5,241,775.04	\$ 12,961,425.08
2. SPECIAL REVENUE -- FUND 20	208,110.51	154,075.00	113,130.92	249,054.59
3. CAPITAL PROJECTS -- FUND 30	0.00			0.00
4. DEBT SERVICE FUND--FUND 40	2.93			2.93
5. INTERNAL SERVICE FUND -- FUND 70	(32,281.12)		5,669.25	(37,950.37)
6. SUB-TOTAL BEFORE CAPITAL RESERVE	13,503,201.59	5,029,905.85	5,360,575.21	13,172,532.23
7. CAPITAL RESERVE ACCOUNT	3,141,863.51	12,876.49		3,154,740.00
8. MAINTENANCE RESERVE ACCOUNT	500,000.00			500,000.00
9. EMERGENCY RESERVE ACCOUNT	250,000.00			250,000.00
10. TOTAL GOVERNMENT FUNDS (Lines 6, 7, 8 & 9)	\$ 17,395,065.10	\$ 5,042,782.34	\$ 5,360,575.21	\$ 17,077,272.23
11. ENTERPRISE FUND (Fund 6X - Food Service)	375,187.62	76,985.24	21,211.55	430,961.31
TRUST AND AGENCY FUNDS (Fund 9X)				
12. PAYROLL	-	1,878,336.55	1,878,336.55	-
13. PAYROLL AGENCY	701,543.70	1,501,313.18	1,424,651.26	778,205.62
14. OTHER - Board Secretary Account	1,760.06	3,617.60	337.24	5,040.42
15. OTHER - Unemployment	335,308.39	8,778.56	\$8,182.03	335,904.92
16. OTHER - RX Funds	187,215.40		25,532.51	161,682.89
17. TOTAL TRUST & AGENCY FUNDS (Lines 12-16)	1,225,827.55	3,392,045.89	3,337,039.59	1,280,833.85
18. TOTAL ALL FUNDS (Lines 10, 11 & 17)	\$ 18,996,080.27	\$ 8,511,813.47	\$ 8,718,826.35	\$ 18,789,067.39

PREPARED & SUBMITTED BY

Patricia C. Smith  
TREASURER OF SCHOOL MONIES

BOARD BALANCE (WARRANT)	\$ 17,077,272.23
RECONCILING ITEMS	
ADJUSTED BOARD BALANCE (WARRANT)	\$ 17,077,272.23
TREASURER'S BALANCE (WARRANT)	17,077,272.23

DIFFERENCE	-
------------	---

# **EXHIBIT “B”**

**Board**

**Secretary**

**Report**

***Board Secretary's Monthly Certification  
Budgetary Line Item Status***

Pursuant to N.J.A.C. 6A:23-2.11(c)3, I certify that as of **April 30, 2024**, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Hazlet Township Board of Education pursuant to N.J.A.C. 6A:23-2.11(a).

  
\_\_\_\_\_  
Board Secretary

  
\_\_\_\_\_  
Date

TAP:km



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Hazlet Twp. Public Schools  
General Fund - Fund 10  
Interim Balance Sheet  
For 10 Month Period Ending 04/30/2024

=====

ASSETS AND RESOURCES

=====

--- A S S E T S ---

101	Cash in bank		\$12,961,425.08
102-107	Cash and cash equivalents		\$1,720.00
116	Capital reserve Account		\$3,154,740.00
117	Maint. Reserve Account		\$500,000.00
118	Investments - Cur. Exp. Emergency Rsrv.		\$250,000.00
121	Tax levy receivable		\$7,465,699.00
	Accounts receivable:		
132	Interfund	\$224,493.71	
141	Intergovernmental - State	\$2,257,927.60	
153,154	Other (net of est uncollectible of \$_____)	\$55,230.00	\$2,537,651.31
	Other Current Assets		\$0.00

--- R E S O U R C E S ---

301	Estimated Revenues	\$53,972,151.00	
302	Less Revenues	(\$54,039,473.19)	
			(\$67,322.19)
			=====
	Total assets and resources		\$26,803,913.20
			=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Hazlet Twp. Public Schools  
General Fund - Fund 10  
Interim Balance Sheet  
For 10 Month Period Ending 04/30/2024

=====

LIABILITIES AND FUND EQUITY

=====

--- L I A B I L I T I E S ---

402	Interfund Accounts Payable	\$7,065.62
-----	----------------------------	------------

TOTAL LIABILITIES

\$7,065.62

=====

F U N D   B A L A N C E

--- A p p r o p r i a t e d ---

753	Reserve for Encumbrances - Current Year	\$8,808,012.77	
	Reserved fund balance:		
761	Capital reserve account -	\$3,092,921.53	
			\$3,092,921.53
766	Reserve for Current Expense Emergencies	\$250,000.00	
			\$250,000.00
764	Reserve for Maintenance	\$1,100,000.00	
310	Less: Withdrawal from Maintenance Reserve	(\$600,000.00)	
			\$500,000.00
601	Appropriations	\$60,209,841.39	
602	Less : Expenditures	\$45,514,984.33	
603	Encumbrances	\$8,808,012.77 (\$54,322,997.10)	
			\$5,886,844.29

Total Appropriated

\$18,537,778.59

--- U n a p p r o p r i a t e d ---

770	Unreserved Fund Balance -	\$13,749,312.59
303	Budgeted Fund Balance	(\$5,490,243.60)

TOTAL FUND BALANCE

\$26,796,847.58

TOTAL LIABILITIES AND FUND EQUITY

\$26,803,913.20

=====

Hazlet Twp. Public Schools  
General Fund - Fund 10  
Interim Balance Sheet  
For 10 Month Period Ending 04/30/2024

## RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$60,209,841.39	\$54,322,997.10	\$5,886,844.29
Revenues	(\$53,972,151.00)	(\$54,039,473.19)	\$67,322.19
	<u>\$6,237,690.39</u>	<u>\$283,523.91</u>	<u>\$5,954,166.48</u>

## Change in Maintenance Reserve account:

310 Less - Withdrawal from reserve (\$600,000.00)

Subtotal Reserve Adjustments	<u>(\$600,000.00)</u>	<u>(\$600,000.00)</u>	
Less: Adjust for prior year encumb.	(\$147,446.79)	(\$147,446.79)	
Budgeted Fund Balance	<u>\$5,490,243.60</u>	<u>(\$463,922.88)</u>	<u>\$5,954,166.48</u>

Recapitulation of Budgeted Fund Balance by Subfund  
Fund 10 (includes 10, 11, 12, and 13)

	<u>\$5,490,243.60</u>	<u>(\$463,922.88)</u>	<u>\$5,954,166.48</u>
TOTAL Budgeted Fund Balance	<u>=====</u>	<u>=====</u>	<u>=====</u>

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Hazlet Twp. Public Schools  
GENERAL FUND - FUND 10  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 10 Month Period Ending 04/30/2024

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$45,220,669.00	\$46,022,362.58		(\$801,693.58)
3XXX	From State Sources	\$8,710,794.00	\$7,994,003.00		\$716,791.00
4XXX	From Federal Sources	\$40,688.00	\$23,107.61		\$17,580.39
TOTAL REVENUE/SOURCES OF FUNDS		\$53,972,151.00	\$54,039,473.19		(\$67,322.19)
=====					
*** EXPENDITURES ***		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$17,167,991.46	\$12,782,190.21	\$3,076,140.33	\$1,309,660.92
11-2XX-100-XXX	Special Education - Instruction	\$4,858,292.06	\$3,839,287.08	\$903,490.29	\$115,514.69
11-230-100-XXX	Basic Skills - Remedial Instruction	\$787,770.00	\$629,520.00	\$157,250.00	\$1,000.00
11-240-100-XXX	Bilingual Education - Instruction	\$228,000.00	\$182,400.00	\$45,600.00	\$0.00
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$263,959.00	\$139,116.69	\$2,819.58	\$122,022.73
11-402-100-XXX	School-Spons. Athletics - Instruction	\$742,870.80	\$574,827.54	\$12,560.33	\$155,482.93
11-4XX-100-XXX	Other Instrc. Programs - Instruction	\$35,738.00	\$24,946.80	\$0.00	\$10,791.20
--- UNDISTRIBUTED EXPENDITURES ---					
11-000-100-XXX	Instruction	\$2,476,430.45	\$1,963,724.41	\$412,748.23	\$99,957.81
11-000-211-XXX	Attendance and Social Work Services	\$351,987.00	\$286,396.62	\$65,211.16	\$379.22
11-000-213-XXX	Health Services	\$798,611.10	\$635,861.83	\$139,537.00	\$23,212.27
11-000-216-XXX	Speech, OT,PT & Related Svcs	\$567,479.88	\$435,191.43	\$106,324.48	\$25,963.97
11-000-217-XXX	Other Support Serv - Students Extra Srvc	\$1,143,201.19	\$924,481.13	\$214,695.14	\$4,024.92
11-000-218-XXX	Guidance	\$795,069.02	\$578,575.72	\$138,152.44	\$78,340.86
11-000-219-XXX	Child Study Teams	\$1,514,839.10	\$1,215,311.69	\$248,214.07	\$51,313.34
11-000-221-XXX	Improv of Inst. - Instruc Staff	\$1,007,418.36	\$832,877.36	\$161,191.18	\$13,349.82
11-000-222-XXX	Educational Media Serv/School Library	\$375,582.87	\$308,477.38	\$61,188.73	\$5,916.76
11-000-223-XXX	Instructional Staff Training Services	\$70,299.00	\$23,691.21	\$0.00	\$46,607.79
11-000-230-XXX	Supp. Serv.-General Administration	\$1,274,252.14	\$1,022,320.88	\$125,704.03	\$126,227.23
11-000-240-XXX	Supp. Serv.-School Administration	\$2,367,842.73	\$1,957,913.04	\$371,976.23	\$37,953.46
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$649,041.88	\$522,332.45	\$95,982.36	\$30,727.07
11-000-261-XXX	Require Maint. for School Facilities	\$1,092,211.71	\$670,507.27	\$313,080.10	\$108,624.34
11-000-262-XXX	Custodial Services	\$4,652,610.90	\$3,780,619.44	\$570,005.05	\$301,986.41
11-000-263-XXX	Care and Upkeep of Grounds	\$448,057.00	\$314,458.59	\$45,697.30	\$87,901.11
11-000-266-XXX	Security	\$448,929.44	\$254,770.89	\$151,940.75	\$42,217.80
11-000-270-XXX	Student Transportation Services	\$4,145,470.00	\$3,281,235.78	\$537,063.65	\$327,170.57
11-XXX-XXX-2XX	Allocated and Unallocated Benefits	\$11,548,126.55	\$8,073,882.61	\$831,070.34	\$2,643,173.60
TOTAL GENERAL CURRENT EXPENSE					
EXPENDITURES/USES OF FUNDS		\$59,812,081.64	\$45,254,918.05	\$8,787,642.77	\$5,769,520.82
=====					

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Hazlet Twp. Public Schools  
 GENERAL FUND - FUND 10  
 INTERIM STATEMENTS COMPARING  
 BUDGET REVENUE WITH ACTUAL TO DATE AND  
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
 For 10 Month Period Ending 04/30/2024

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$11,393.00	\$0.00	\$0.00	\$11,393.00
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$226,292.00	\$99,991.53	\$20,370.00	\$105,930.47
	=====	=====	=====	=====
 TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	 \$237,685.00	 \$99,991.53	 \$20,370.00	 \$117,323.47
	=====	=====	=====	=====
*** SPECIAL SCHOOLS ***				
13-422-100-XXX Summer school -instruction	\$154,784.05	\$154,784.05	.00	.00
13-422-2XX-XXX Summer school-support serv	\$5,290.70	\$5,290.70	.00	.00
	=====	=====	=====	=====
 TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	 \$160,074.75	 \$160,074.75	 \$0.00	 \$0.00
	=====	=====	=====	=====
 TOTAL GENERAL FUND EXPENDITURES	 \$60,209,841.39	 \$45,514,984.33	 \$8,808,012.77	 \$5,886,844.29
	=====	=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Hazlet Twp. Public Schools  
GENERAL FUND - FUND 10  
SCHEDULE OF REVENUES  
ACTUAL COMPARED WITH ESTIMATED  
For 10 Month Period Ending 04/30/2024

	ESTIMATED	ACTUAL	UNREALIZED
	<u>                    </u>	<u>                    </u>	<u>                    </u>
--- LOCAL SOURCES ---			
1210 Local Tax Levy	\$44,794,219.00	\$44,794,219.00	.00
1310 Tuition from Individuals	\$194,400.00	\$249,890.00	(\$55,490.00)
1410 Transp Fees from Individuals	\$45,000.00	\$20,925.00	\$24,075.00
1420-1440 Transp Fees from Other LEAs	\$20,000.00	.00	\$20,000.00
1910 Rents and Royalties	\$25,000.00	\$22,535.15	\$2,464.85
1XXX Miscellaneous	\$142,050.00	\$934,793.43	(\$792,743.43)
	<u>                    </u>	<u>                    </u>	<u>                    </u>
TOTAL LOCAL	\$45,220,669.00	\$46,022,362.58	(\$801,693.58)
	=====	=====	=====
--- STATE SOURCES ---			
3121 Categorical Transportation Aid	\$91,986.00	\$91,986.00	.00
3131 Extraordinary Aid	\$365,000.00	\$715,000.00	(\$350,000.00)
3132 Categorical Special Education Aid	\$1,936,203.00	\$1,936,203.00	.00
3176 Equalization	\$4,696,410.00	\$4,696,410.00	.00
3177 Categorical Security	\$71,011.00	\$71,011.00	.00
3246 Stabilization Aid	\$1,550,184.00	\$483,393.00	\$1,066,791.00
	<u>                    </u>	<u>                    </u>	<u>                    </u>
TOTAL	\$8,710,794.00	\$7,994,003.00	\$716,791.00
	=====	=====	=====
--- FEDERAL SOURCES ---			
4200 Federal Grants including Medicaid Reimbursement	\$40,688.00	\$23,107.61	\$17,580.39
	<u>                    </u>	<u>                    </u>	<u>                    </u>
TOTAL	\$40,688.00	\$23,107.61	\$17,580.39
	=====	=====	=====
--- OTHER FINANCING SOURCES ---			
TOTAL REVENUES/SOURCES OF FUNDS	\$53,972,151.00	\$54,039,473.19	(\$67,322.19)
	=====	=====	=====



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Hazlet Twp. Public Schools  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 10 Month Period Ending 04/30/2024

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- Regular Programs - Instruction ---				
11-105-100-101 Preschool - Salaries of Teachers	\$302,800.00	\$228,331.85	\$74,468.15	.00
11-110-100-101 Kindergarten - Salaries of Teachers	\$893,950.00	\$707,613.90	\$162,830.00	\$23,506.10
11-120-100-101 Grades 1-5 - Salaries of Teachers	\$5,062,903.07	\$4,034,080.01	\$934,034.85	\$94,788.21
11-130-100-101 Grades 6-8 - Salaries of Teachers	\$3,394,226.00	\$2,696,430.16	\$678,616.04	\$19,179.80
11-140-100-101 Grades 9-12 - Salaries of Teachers	\$4,874,943.52	\$3,912,249.23	\$940,182.00	\$22,512.29
--- Regular Programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$75,000.00	\$60,199.00	\$0.00	\$14,801.00
11-150-100-320 Purchased Prof.-Ed. Services	\$17,500.00	\$13,973.50	\$1,917.00	\$1,609.50
--- Regular Programs - Undistr. Instruction ---				
11-190-100-106 Other Salaries for Instruction	\$102,225.29	\$84,114.83	.00	\$18,110.46
11-190-100-320 Purchased Prof.-Ed. Services	\$1,000.00	.00	.00	\$1,000.00
11-190-100-340 Purchased Technical Services	\$464,644.00	\$374,187.99	\$7,641.78	\$82,814.23
11-190-100-500 Other Purch. Serv. (400-500 series)	\$138,700.00	\$22,036.22	\$18,483.16	\$98,180.62
11-190-100-610 General Supplies	\$1,394,820.08	\$529,350.37	\$246,702.77	\$618,766.94
11-190-100-640 Textbooks	\$395,289.00	\$103,405.76	.00	\$291,883.24
11-190-100-800 Other Objects	\$49,990.50	\$16,217.39	\$11,264.58	\$22,508.53
TOTAL	\$17,167,991.46	\$12,782,190.21	\$3,076,140.33	\$1,309,660.92
--- SPECIAL EDUCATION - INSTRUCTION ---				
Learning and/or Language Disabilities Mild or Moderate:				
11-204-100-101 Salaries of Teachers	\$851,167.60	\$633,644.67	\$157,272.93	\$60,250.00
11-204-100-106 Other Salaries for Instruction	\$502,047.67	\$396,352.24	\$88,064.47	\$17,630.96
11-204-100-610 General Supplies	\$12,330.00	\$8,754.18	\$198.73	\$3,377.09
11-204-100-640 Textbooks	\$750.00	.00	.00	\$750.00
TOTAL	\$1,366,295.27	\$1,038,751.09	\$245,536.13	\$82,008.05
Resource Room/Resource Center:				
11-213-100-101 Salaries of Teachers	\$2,238,752.97	\$1,798,202.56	\$413,801.23	\$26,749.18
11-213-100-106 Other Salaries for Instruction	\$984,983.82	\$792,730.89	\$192,252.93	.00
11-213-100-610 General supplies	\$7,500.00	\$1,649.58	.00	\$5,850.42
TOTAL	\$3,231,236.79	\$2,592,583.03	\$606,054.16	\$32,599.60
Autism:				
11-214-100-101 Salaries of Teachers	\$130,560.00	\$104,460.00	\$26,100.00	\$0.00
TOTAL	\$130,560.00	\$104,460.00	\$26,100.00	\$0.00
Preschool Disabilities - Part-Time:				
11-215-100-101 Salaries of Teachers	\$129,000.00	\$103,200.00	\$25,800.00	\$0.00
11-215-100-600 General Supplies	\$1,200.00	\$292.96	.00	\$907.04
TOTAL	\$130,200.00	\$103,492.96	\$25,800.00	\$907.04
TOTAL SPECIAL ED - INSTRUCTION	\$4,858,292.06	\$3,839,287.08	\$903,490.29	\$115,514.69
--- Basic Skills/Remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$786,770.00	\$629,520.00	\$157,250.00	\$0.00
11-230-100-610 General Supplies	\$1,000.00	.00	.00	\$1,000.00

Hazlet Twp. Public Schools  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 10 Month Period Ending 04/30/2024

	Appropriations	Expenditures	Encumbrances	Available Balance
<b>TOTAL</b>	<b>\$787,770.00</b>	<b>\$629,520.00</b>	<b>\$157,250.00</b>	<b>\$1,000.00</b>
--- Bilingual Education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$228,000.00	\$182,400.00	\$45,600.00	\$0.00
<b>TOTAL</b>	<b>\$228,000.00</b>	<b>\$182,400.00</b>	<b>\$45,600.00</b>	<b>\$0.00</b>
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$222,629.00	\$111,379.50	.00	\$111,249.50
11-401-100-600 Supplies and Materials	\$29,343.00	\$18,630.72	\$2,672.46	\$8,039.82
11-401-100-800 Other Objects	\$11,987.00	\$9,106.47	\$147.12	\$2,733.41
<b>TOTAL</b>	<b>\$263,959.00</b>	<b>\$139,116.69</b>	<b>\$2,819.58</b>	<b>\$122,022.73</b>
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$546,128.00	\$408,777.12	.00	\$137,350.88
11-402-100-500 Purchased Services (300-500 series)	\$1,320.00	.00	.00	\$1,320.00
11-402-100-600 Supplies and Materials	\$81,676.15	\$69,702.67	\$5,843.63	\$6,129.85
11-402-100-800 Other Objects	\$60,399.65	\$51,391.87	\$2,430.70	\$6,577.08
11-402-100-930 Transfers to Cover Deficit (Custodial Funds)	\$53,347.00	\$44,955.88	\$4,286.00	\$4,105.12
<b>TOTAL</b>	<b>\$742,870.80</b>	<b>\$574,827.54</b>	<b>\$12,560.33</b>	<b>\$155,482.93</b>
--- Before/After School Programs - Instruction ---				
11-421-100-101 Salaries of Teachers	\$35,738.00	\$24,946.80	\$0.00	\$10,791.20
<b>TOTAL</b>	<b>\$35,738.00</b>	<b>\$24,946.80</b>	<b>\$0.00</b>	<b>\$10,791.20</b>
<b>TOTAL BEFORE/AFTER SCHOOL PROGRAMS</b>	<b>\$35,738.00</b>	<b>\$24,946.80</b>	<b>\$0.00</b>	<b>\$10,791.20</b>
--- UNDISTRIBUTED EXPENDITURES ---				
--- Instruction ---				
11-000-100-561 Tuition to Other LEAs within State Regular	\$3,240.00	\$3,240.00	.00	.00
11-000-100-562 Tuition to Other LEAs within State Special	\$575,228.79	\$468,398.54	\$75,329.40	\$31,500.85
11-000-100-563 Tuition to Co.Voc.School Dist.-reg.	\$303,897.11	\$164,591.40	\$74,182.10	\$65,123.61
11-000-100-564 Tuition to Co.Voc. School Dist.-spec.	\$174,391.00	\$121,904.40	\$49,155.00	\$3,331.60
11-000-100-566 Tuition to Priv Sch for Disbl w/i State	\$1,419,673.55	\$1,205,590.07	\$214,081.73	\$1.75
<b>TOTAL</b>	<b>\$2,476,430.45</b>	<b>\$1,963,724.41</b>	<b>\$412,748.23</b>	<b>\$99,957.81</b>
--- Attendance and social work services ---				
11-000-211-100 Salaries	\$351,387.00	\$286,175.80	\$65,211.16	\$0.04
11-000-211-600 Supplies and Materials	\$600.00	\$220.82	.00	\$379.18
<b>TOTAL</b>	<b>\$351,987.00</b>	<b>\$286,396.62</b>	<b>\$65,211.16</b>	<b>\$379.22</b>
--- Health services ---				
11-000-213-100 Salaries	\$730,366.70	\$586,409.18	\$133,670.00	\$10,287.52
11-000-213-300 Purchased Prof. & Tech. Svc.	\$44,360.00	\$32,709.60	\$5,750.00	\$5,900.40
11-000-213-500 Other Purchd. Serv.(400-500 series)	\$120.00	.00	.00	\$120.00
11-000-213-600 Supplies and Materials	\$19,008.10	\$14,259.45	.00	\$4,748.65
11-000-213-800 Other Objects	\$4,756.30	\$2,483.60	\$117.00	\$2,155.70
<b>TOTAL</b>	<b>\$798,611.10</b>	<b>\$635,861.83</b>	<b>\$139,537.00</b>	<b>\$23,212.27</b>
--- Speech, OT,PT & Related Svcs ---				
11-000-216-100 Salaries	\$527,902.69	\$397,296.25	\$106,104.00	\$24,502.44



Hazlet Twp. Public Schools  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 10 Month Period Ending 04/30/2024

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-216-320 Purchased Prof. Ed. Services	\$34,827.19	\$34,826.19	.00	\$1.00
11-000-216-600 Supplies and Materials	\$4,750.00	\$3,068.99	\$220.48	\$1,460.53
<b>TOTAL</b>	<b>\$567,479.88</b>	<b>\$435,191.43</b>	<b>\$106,324.48</b>	<b>\$25,963.97</b>
--- Other support services - Students - Extra Srvc				
11-000-217-100 Salaries	\$490,363.72	\$396,600.45	\$92,163.27	\$1,600.00
11-000-217-320 Purchased Prof. Ed. Services	\$628,471.66	\$506,039.54	\$122,430.50	\$1.62
11-000-217-600 Supplies and Materials	\$24,365.81	\$21,841.14	\$101.37	\$2,423.30
<b>TOTAL</b>	<b>\$1,143,201.19</b>	<b>\$924,481.13</b>	<b>\$214,695.14</b>	<b>\$4,024.92</b>
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$623,240.86	\$479,358.94	\$125,776.08	\$18,105.84
11-000-218-105 Sal Secr. & Clerical Asst.	\$74,258.16	\$61,881.80	\$12,376.36	.00
11-000-218-320 Purchased Prof. - Ed. Services	\$12,500.00	\$226.45	.00	\$12,273.55
11-000-218-390 Other Purch. Prof. & Tech Svc.	\$48,673.00	\$48,673.00	.00	.00
11-000-218-500 Other Purchased Services (400-500 series)	\$115.00	.00	.00	\$115.00
11-000-218-600 Supplies and Materials	\$18,900.00	(\$23,756.89)	.00	\$42,656.89
11-000-218-800 Other Objects	\$17,382.00	\$12,192.42	.00	\$5,189.58
<b>TOTAL</b>	<b>\$795,069.02</b>	<b>\$578,575.72</b>	<b>\$138,152.44</b>	<b>\$78,340.86</b>
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$1,040,619.79	\$836,868.75	\$203,751.04	.00
11-000-219-105 Sal Secr. & Clerical Asst.	\$138,595.00	\$115,495.40	\$23,099.08	\$0.52
11-000-219-320 Purchased Prof. - Ed. Services	\$293,214.31	\$225,879.62	\$20,916.25	\$46,418.44
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$13,701.00	\$13,300.00	.00	\$401.00
11-000-219-592 Misc Purch Ser(400-500 O/than Resid costs)	\$2,700.00	\$570.83	\$16.64	\$2,112.53
11-000-219-600 Supplies and Materials	\$16,395.00	\$14,709.14	\$431.06	\$1,254.80
11-000-219-800 Other Objects	\$9,614.00	\$8,487.95	.00	\$1,126.05
<b>TOTAL</b>	<b>\$1,514,839.10</b>	<b>\$1,215,311.69</b>	<b>\$248,214.07</b>	<b>\$51,313.34</b>
--- Improv. of instr. Serv. ---				
11-000-221-102 Salaries Superv. of Instr.	\$823,183.36	\$685,798.08	\$137,385.28	.00
11-000-221-104 Salaries Other Prof. Staff	\$105,997.00	\$88,056.00	\$14,332.80	\$3,608.20
11-000-221-105 Sal Secr. & Clerical Asst.	\$55,678.00	\$46,398.00	\$9,279.60	\$0.40
11-000-221-500 Other Purchased Services (400-500 series)	\$2,500.00	\$590.27	\$193.50	\$1,716.23
11-000-221-600 Supplies and Materials	\$1,300.00	\$975.68	.00	\$324.32
11-000-221-800 Other Objects	\$18,760.00	\$11,059.33	.00	\$7,700.67
<b>TOTAL</b>	<b>\$1,007,418.36</b>	<b>\$832,877.36</b>	<b>\$161,191.18</b>	<b>\$13,349.82</b>
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$230,374.23	\$191,079.51	\$39,294.72	.00
11-000-222-177 Salaries of Technology Coordinators	\$136,208.64	\$113,507.20	\$21,872.04	\$829.40
11-000-222-600 Supplies and Materials	\$9,000.00	\$3,890.67	\$21.97	\$5,087.36
<b>TOTAL</b>	<b>\$375,582.87</b>	<b>\$308,477.38</b>	<b>\$61,188.73</b>	<b>\$5,916.76</b>
--- Instructional Staff Training Services ---				
11-000-223-11X Other Salaries	\$15,000.00	(\$462.99)	.00	\$15,462.99
11-000-223-500 Other Purchased Services (400-500 series)	\$9,200.00	\$631.95	.00	\$8,568.05

Hazlet Twp. Public Schools  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 10 Month Period Ending 04/30/2024

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-223-800 Other Objects	\$46,099.00	\$23,522.25	.00	\$22,576.75
<b>TOTAL</b>	<b>\$70,299.00</b>	<b>\$23,691.21</b>	<b>\$0.00</b>	<b>\$46,607.79</b>
--- Support services-general administration ---				
11-000-230-100 Salaries	\$667,905.44	\$556,587.80	\$109,734.24	\$1,583.40
11-000-230-331 Legal Services	\$131,220.45	\$123,877.75	.00	\$7,342.70
11-000-230-332 Audit Fees	\$43,500.00	\$40,500.00	.00	\$3,000.00
11-000-230-339 Other Purchased Prof. Svc.	\$27,560.00	\$12,310.00	\$10,000.00	\$5,250.00
11-000-230-340 Purchased Tech. Services	\$66,852.00	\$52,617.41	.00	\$14,234.59
11-000-230-520 District Insurance	\$141,814.25	\$138,639.09	\$0.02	\$3,175.14
11-000-230-530 Communications/Telephone	\$88,350.00	\$34,974.11	\$3,130.14	\$50,245.75
11-000-230-580 Travel - All Other	\$8,600.00	.00	.00	\$8,600.00
11-000-230-590 Misc Purchased Services (400-500)	\$6,700.00	\$1,339.59	\$0.00	\$5,360.41
11-000-230-610 General Supplies	\$8,750.00	\$1,080.39	\$314.63	\$7,354.98
11-000-230-890 Misc. Expenditures	\$57,500.00	\$37,739.27	\$2,525.00	\$17,235.73
11-000-230-895 BOE Membership Dues and Fees	\$25,500.00	\$22,655.47	.00	\$2,844.53
<b>TOTAL</b>	<b>\$1,274,252.14</b>	<b>\$1,022,320.88</b>	<b>\$125,704.03</b>	<b>\$126,227.23</b>
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$1,483,914.90	\$1,239,160.10	\$244,754.52	\$0.28
11-000-240-104 Salaries Other Prof. Staff	\$214,872.00	\$179,659.60	\$35,211.92	\$0.48
11-000-240-105 Sal Secr. & Clerical Asst.	\$621,330.93	\$510,517.00	\$92,009.79	\$18,804.14
11-000-240-1XX Other Salaries	\$8,898.00	\$6,525.20	\$0.00	\$2,372.80
11-000-240-500 Other Purchased Services (400-500 series)	\$5,900.00	\$3,550.65	.00	\$2,349.35
11-000-240-600 Supplies and Materials	\$18,076.90	\$10,260.96	.00	\$7,815.94
11-000-240-800 Other Objects	\$14,850.00	\$8,239.53	.00	\$6,610.47
<b>TOTAL</b>	<b>\$2,367,842.73</b>	<b>\$1,957,913.04</b>	<b>\$371,976.23</b>	<b>\$37,953.46</b>
--- Central Services ---				
11-000-251-100 Salaries	\$576,295.00	\$468,464.74	\$92,982.69	\$14,847.57
11-000-251-330 Purchased Prof. Services	\$4,400.00	\$4,000.00	.00	\$400.00
11-000-251-340 Purchased Technical Services	\$41,531.00	\$36,546.55	.00	\$4,984.45
11-000-251-592 Misc Pur Serv (400-500 series )	\$5,000.00	\$1,193.68	.00	\$3,806.32
11-000-251-600 Supplies and Materials	\$10,500.00	\$5,584.15	\$1,648.95	\$3,266.90
11-000-251-89X Other Objects	\$11,150.00	\$6,543.33	\$1,350.72	\$3,255.95
<b>TOTAL</b>	<b>\$648,876.00</b>	<b>\$522,332.45</b>	<b>\$95,982.36</b>	<b>\$30,561.19</b>
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$165.88	.00	.00	\$165.88
<b>TOTAL</b>	<b>\$165.88</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$165.88</b>
<b>TOTAL Cent. Svcs. &amp; Admin IT</b>	<b>\$649,041.88</b>	<b>\$522,332.45</b>	<b>\$95,982.36</b>	<b>\$30,727.07</b>
--- Required Maint.for School Facilities ---				
11-000-261-100 Salaries	\$297.00	\$297.00	.00	.00
11-000-261-420 Cleaning, Repair & Maint. Svc	\$832,243.18	\$475,318.47	\$287,626.44	\$69,298.27
11-000-261-610 General Supplies	\$255,471.53	\$194,891.80	\$25,453.66	\$35,126.07
11-000-261-800 Other Objects	\$4,200.00	.00	.00	\$4,200.00

Hazlet Twp. Public Schools  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 10 Month Period Ending 04/30/2024

	Appropriations	Expenditures	Encumbrances	Available Balance
<b>TOTAL</b>	<b>\$1,092,211.71</b>	<b>\$670,507.27</b>	<b>\$313,080.10</b>	<b>\$108,624.34</b>
--- Custodial Services ---				
11-000-262-1XX Salaries	\$2,591,135.93	\$2,138,066.23	\$360,340.16	\$92,729.54
11-000-262-300 Purchased Prof. & Tech. Svc.	\$365,070.12	\$285,923.51	\$79,146.61	.00
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$274,015.23	\$186,620.19	\$40,208.48	\$47,186.56
11-000-262-441 Rental of Land & Bldgs Other Than Lease	\$2,700.00	.00	.00	\$2,700.00
11-000-262-490 Other Purchased Property Svc.	\$187,733.25	\$130,590.32	\$20,184.27	\$36,958.66
11-000-262-520 Insurance	\$376,765.22	\$376,765.22	.00	.00
11-000-262-590 Misc. Purchased Services	\$3,675.00	\$939.12	.00	\$2,735.88
11-000-262-610 General Supplies	\$159,266.15	\$103,941.55	\$12,466.59	\$42,858.01
11-000-262-621 Energy (Natural Gas)	\$257,400.00	\$190,130.43	\$22,586.95	\$44,682.62
11-000-262-622 Energy (Electricity)	\$427,500.00	\$362,837.87	\$34,911.99	\$29,750.14
11-000-262-8XX Other Objects	\$7,350.00	\$4,805.00	\$160.00	\$2,385.00
<b>TOTAL</b>	<b>\$4,652,610.90</b>	<b>\$3,780,619.44</b>	<b>\$570,005.05</b>	<b>\$301,986.41</b>
--- Care and Upkeep of Grounds ---				
11-000-263-100 Salaries	\$133,257.00	\$110,026.52	.00	\$23,230.48
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$212,900.00	\$157,083.22	\$40,691.50	\$15,125.28
11-000-263-610 General Supplies	\$101,900.00	\$47,348.85	\$5,005.80	\$49,545.35
<b>TOTAL</b>	<b>\$448,057.00</b>	<b>\$314,458.59</b>	<b>\$45,697.30</b>	<b>\$87,901.11</b>
--- Security ---				
11-000-266-100 Salaries	\$145,825.44	\$139,006.23	\$3,189.09	\$3,630.12
11-000-266-300 Purchased Prof. & Tech. Svc.	\$270,000.00	\$103,204.84	\$146,795.16	\$20,000.00
11-000-266-420 Cleaning, Repair, & Maintenance Serv.	\$33,104.00	\$12,559.82	\$1,956.50	\$18,587.68
<b>TOTAL</b>	<b>\$448,929.44</b>	<b>\$254,770.89</b>	<b>\$151,940.75</b>	<b>\$42,217.80</b>
<b>TOTAL Oper &amp; Maint of Plant Services</b>	<b>\$6,641,809.05</b>	<b>\$5,020,356.19</b>	<b>\$1,080,723.20</b>	<b>\$540,729.66</b>
--- Student transportation services ---				
11-000-270-107 Salaries of Non-Instructional Aids	\$32,000.00	\$26,035.22	.00	\$5,964.78
11-000-270-160 Sal Pupil Trans (Bet Home & Sch)-reg	\$66,563.00	\$55,468.40	\$11,093.68	\$0.92
11-000-270-390 Other Purch. Prof. & Tech Svc.	\$7,500.00	\$6,200.00	.00	\$1,300.00
11-000-270-503 Contr Svc-Aid in Lieu Paymnts-Non Pub Sch	\$79,000.00	\$38,445.00	\$582.50	\$39,972.50
11-000-270-511 Contract Svc (btw Home & Sch.)-vendors	\$1,641,394.00	\$1,307,775.82	\$316,046.97	\$17,571.21
11-000-270-512 Contract Svc (other btw home & sch)-vndrs	\$240,000.00	\$160,901.96	\$30,205.70	\$48,892.34
11-000-270-514 Contract Svc (Sp Ed.)-vendors	\$1,361,213.00	\$1,071,076.63	\$178,980.01	\$111,156.36
11-000-270-517 Contract Svc (reg std) - ESCs	\$297,300.00	\$229,003.87	.00	\$68,296.13
11-000-270-518 Contract Svc (Sp Ed) - ESCs	\$418,000.00	\$385,653.88	.00	\$32,346.12
11-000-270-593 Misc. Purchased Svc.- Transp.	\$500.00	\$475.00	.00	\$25.00
11-000-270-610 General Supplies	\$1,500.00	.00	.00	\$1,500.00
11-000-270-800 Misc. Expenditures	\$500.00	\$200.00	\$154.79	\$145.21
<b>TOTAL</b>	<b>\$4,145,470.00</b>	<b>\$3,281,235.78</b>	<b>\$537,063.65</b>	<b>\$327,170.57</b>
--- Personal Services-Employee Benefits---				
11-XXX-XXX-210 Group Insurance	\$8,528.08	\$6,864.08	\$1,664.00	.00

Hazlet Twp. Public Schools  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 10 Month Period Ending 04/30/2024

	Appropriations	Expenditures	Encumbrances	Available Balance
	<hr/>	<hr/>	<hr/>	<hr/>
11-XXX-XXX-220 Social Security Contributions	\$679,471.92	\$571,677.83	\$102,734.93	\$5,059.16
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$1,029,406.77	\$1,023,429.80	\$5,976.97	.00
11-XXX-XXX-260 Workman's Compensation	\$348,169.78	\$338,720.61	.00	\$9,449.17
11-XXX-XXX-270 Health Benefits	\$9,307,056.00	\$5,990,029.83	\$720,694.44	\$2,596,331.73
11-XXX-XXX-280 Tuition Reimbursement	\$57,000.00	\$25,684.00	.00	\$31,316.00
11-XXX-XXX-290 Other Employee Benefits	\$118,494.00	\$117,476.46	.00	\$1,017.54
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$11,548,126.55	\$8,073,882.61	\$831,070.34	\$2,643,173.60
 Total Undistributed Expenditures	 \$35,727,460.32	 \$27,082,629.73	 \$4,589,782.24	 \$4,055,048.35
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$59,812,081.64	\$45,254,918.05	\$8,787,642.77	\$5,769,520.82
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$59,812,081.64	\$45,254,918.05	\$8,787,642.77	\$5,769,520.82
	=====	=====	=====	=====



Hazlet Twp. Public Schools  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 10 Month Period Ending 04/30/2024

	Appropriations	Expenditures	Encumbrances	Available Balance
	<hr/>	<hr/>	<hr/>	<hr/>
*** CAPITAL OUTLAY ***				
--- EQUIPMENT ---				
12-000-262-730 Undist. Exp.-Custodial Services	\$11,393.00	.00	.00	\$11,393.00
	<hr/>	<hr/>	<hr/>	<hr/>
Undist. Exp. - Non-instructional Services				
TOTAL	\$11,393.00	\$0.00	\$0.00	\$11,393.00
--- Facilities acquisition and construction services ---				
12-000-400-450 Construction Services	\$223,713.00	\$99,991.53	\$20,370.00	\$103,351.47
12-000-400-896 Assmt for Debt Service on SDA Funding	\$2,579.00	.00	.00	\$2,579.00
Sub Total	\$226,292.00	\$99,991.53	\$20,370.00	\$105,930.47
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$226,292.00	\$99,991.53	\$20,370.00	\$105,930.47
TOTAL CAPITAL OUTLAY EXPENDITURES	\$237,685.00	\$99,991.53	\$20,370.00	\$117,323.47
*** SPECIAL SCHOOLS ***				
--- Summer school - Instruction ---				
13-422-100-101 Salaries of Teachers	\$98,639.58	\$98,639.58	\$0.00	\$0.00
13-422-100-106 Other salaries of instruction	\$55,064.62	\$55,064.62	.00	.00
13-422-100-610 General Supplies	\$1,079.85	\$1,079.85	.00	.00
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$154,784.05	\$154,784.05	\$0.00	\$0.00
--- Summer school - support services ---				
13-422-200-100 Salaries	\$5,290.70	\$5,290.70	.00	.00
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$5,290.70	\$5,290.70	\$0.00	\$0.00
TOTAL SUMMER SCHOOL	\$160,074.75	\$160,074.75	\$0.00	\$0.00
TOTAL SPECIAL SCHOOLS EXPENDITURES	\$160,074.75	\$160,074.75	\$0.00	\$0.00

Hazlet Twp. Public Schools  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 10 Month Period Ending 04/30/2024

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL GENERAL FUND EXPENDITURES	\$60,209,841.39	\$45,514,984.33	\$8,808,012.77	\$5,886,844.29

REPORT OF THE SECRETARY CERTIFICATION PAGE  
TO THE BOARD OF EDUCATION  
Hazlet Twp. Public Schools  
General Fund - Fund 10

For 10 Month Period Ending 04/30/2024

I, Tracy Petrino, Board Secretary/Business Administrator  
certify that no line item account has encumbrances and expenditures,  
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

Tracy Petrino  
Board Secretary/Business Administrator

5/15/2024  
Date

Accounts that are not included in Details of the REPORT OF THE SECRETARY

ACCOUNT NUMBER	DESCRIPTION	APPROPRIATION	EXPENDITURE	ENCUMBERANCES	AVAILABLE BALANCE
11-999-999-999	PAYROLL NET PAY ADJU	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

---



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Hazlet Twp. Public Schools  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 10 Month Period Ending 04/30/24

=====

ASSETS AND RESOURCES

=====

--- A S S E T S ---

101	Cash in bank		\$249,054.59
	Accounts receivable:		
141	Intergovernmental - State	(\$0.05)	
142	Intergovernmental - Federal	\$559,451.99	
143	Intergovernmental - Other	\$22,570.28	
153,154	Other (net of estimated uncollectible of \$____)	\$4,231.00	
			<hr/>
			\$586,253.22
	Other Current Assets		\$0.00

--- R E S O U R C E S ---

301	Estimated Revenues	\$2,123,346.84	
302	Less Revenues	(\$1,760,318.90)	
			<hr/>
			\$363,027.94
			<hr/>
	Total assets and resources		\$1,198,335.75
			=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Hazlet Twp. Public Schools  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 10 Month Period Ending 04/30/24

=====

LIABILITIES AND FUND EQUITY

=====

--- L I A B I L I T I E S ---

411	Intergovernmental accounts payable - State	\$1,044.00
421	Accounts Payable	\$575.08
481	Deferred revenues	(\$56,151.32)
	Other current liabilities	\$225,493.71
		<hr/>
	TOTAL LIABILITIES	\$170,961.47
		=====

F U N D   B A L A N C E

--- A p p r o p r i a t e d ---

753	Reserve for encumbrances - Current Year	\$254,973.52
758	Reserve Fund Balance - Student Activities	\$144,233.86
759	Reserve Fund Balance - Scholarships	\$43,873.69
601	Appropriations	\$2,123,346.84
602	Less: Expenditures	\$1,284,080.11
603	Encumbrances	\$254,973.52 (\$1,539,053.63)
		<hr/>
		\$584,293.21
		<hr/>
	TOTAL FUND BALANCE	\$1,027,374.28
		<hr/>
	TOTAL LIABILITIES AND FUND EQUITY	\$1,198,335.75
		=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Hazlet Twp. Public Schools  
Special Revenue Fund - Fund 20  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 10 Month Period Ending 04/30/24

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$245,035.07	\$88,802.90		\$156,232.17
3XXX From State Sources	\$64,316.05	\$56,372.00		\$7,944.05
4XXX From Federal Sources	\$1,813,995.72	\$1,615,144.00		\$198,851.72
 TOTAL REVENUE/SOURCES OF FUNDS	 \$2,123,346.84	 \$1,760,318.90		 \$363,027.94
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
LOCAL PROJECTS:				
Other Local Projects (001-199)	\$141,307.33	\$3,309.93	\$64,365.50	\$73,631.90
Student Activity Fund (475)	\$93,727.74	\$93,727.74	.00	.00
Scholarship Fund (476)	\$10,000.00	.00	.00	\$10,000.00
 TOTAL LOCAL PROJECTS	 \$245,035.07	 \$97,037.67	 \$64,365.50	 \$83,631.90
STATE PROJECTS:				
Climate Awareness Education Grant (471)	\$12.05	.00	.00	\$12.05
Nonpublic textbooks (501)	\$5,087.00	\$5,087.00	.00	.00
Nonpublic auxiliary services (502)	\$23,739.00	\$18,911.32	\$2,413.86	\$2,413.82
Nonpublic handicapped services (506)	\$1,591.00	\$1,216.15	\$187.43	\$187.42
Nonpublic nursing services (509)	\$10,920.00	\$2,730.00	\$8,190.00	.00
Nonpublic Technology Aid (510)	\$4,312.00	\$4,312.00	.00	.00
Nonpublic School Programs (511)	\$18,655.00	\$18,655.00	.00	.00
 TOTAL STATE PROJECTS	 \$64,316.05	 \$50,911.47	 \$10,791.29	 \$2,613.29
FEDERAL PROJECTS:				
ARP - IDEA Basic Grant Program (223)	\$6,894.12	\$6,894.12	.00	.00
ARP - IDEA Preschool Grant Program (224)	\$10,737.00	\$10,737.00	.00	.00
ESSA Title I - Part A/D (231-239)	\$243,268.00	\$86,498.54	\$19,721.84	\$137,047.62
Bilingual Education - Instruction (240)	\$12,370.66	\$4,835.42	\$4,435.00	\$3,100.24
ESSA Title III - English Lang Enhancement (241-245)	\$2,668.00	\$131.50	\$1,437.00	\$1,099.50
I.D.E.A. Part B (Handicapped) (250-259)	\$817,335.08	\$664,697.21	\$117,746.69	\$34,891.18
ESSA Title II - Part A/D (270-279)	\$80,624.00	\$26,412.00	\$1,728.00	\$52,484.00
ESSA Title IV (280-289)	\$13,466.00	\$5,659.99	\$239.00	\$7,567.01
ARRA/Other (450-469)	\$107,320.00	\$26,897.88	\$2,609.20	\$77,812.92
CRRSA-ESSER II Grant Program (483)	\$224.43	\$224.43	.00	.00
CRRSA Act-Learning Acceleration Grant Program (484)	\$44.80	\$44.80	.00	.00
CRRSA Act-Mental Health Grant Program (485)	\$7,400.00	\$7,400.00	.00	.00
ARP - ESSER Grant Program (487)	\$388,531.06	\$230,826.71	\$29,150.00	\$128,554.35
ARP - ESSER Accelerated Learning Coaching (488)	\$45,658.06	\$31,020.00	.00	\$14,638.06
ARP - ESSER Evidence-Based Summer Learning (489)	\$21,119.73	\$18,101.37	.00	\$3,018.36
ARP - ESSER Evidence-Based Comprehensive (490)	\$31,878.88	\$4,260.00	.00	\$27,618.88
ARP - ESSER NJ Tiered System of Supports (491)	\$23,965.90	\$11,000.00	\$2,750.00	\$10,215.90
ARP - Homeless Children & Youth II (496)	\$490.00	\$490.00	.00	.00

\*\*\* EXPENDITURES \*\*\*

	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
TOTAL FEDERAL PROJECTS	\$1,813,995.72	\$1,136,130.97	\$179,816.73	\$498,048.02
*** TOTAL EXPENDITURES ***	\$2,123,346.84	\$1,284,080.11	\$254,973.52	\$584,293.21
	=====	=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Hazlet Twp. Public Schools  
SPECIAL REVENUE - FUND 20  
SCHEDULE OF REVENUES  
ACTUAL COMPARED WITH ESTIMATED  
For 10 Month Period Ending 04/30/24

		ESTIMATED	ACTUAL	UNREALIZED
1760	Student Activity Fund Revenue	\$93,727.74	.00	\$93,727.74
1770	Scholarship Fund Revenue	\$10,000.00	.00	\$10,000.00
1XXX	Other Revenue from Local Sources	\$141,307.33	\$88,802.90	\$52,504.43
	<b>Total Revenues from Local Sources</b>	<b>\$245,035.07</b>	<b>\$88,802.90</b>	<b>\$156,232.17</b>
		=====	=====	=====
--- STATE SOURCES ---				
3291	Climate Awareness Education Grant	\$12.05	.00	\$12.05
32XX	Other Restricted Entitlements	\$64,304.00	\$56,372.00	\$7,932.00
	<b>Total Revenue from State Sources</b>	<b>\$64,316.05</b>	<b>\$56,372.00</b>	<b>\$7,944.05</b>
		=====	=====	=====
--- FEDERAL SOURCES ---				
4411-16	Title I	\$243,268.00	\$155,440.00	\$87,828.00
4451-55	Title II	\$80,624.00	\$9,636.00	\$70,988.00
4491-94	Title III	\$15,038.66	\$4,053.00	\$10,985.66
4471-74	Title IV	\$13,466.00	\$90.00	\$13,376.00
4409	ARP - IDEA Preschool	\$10,737.00	\$10,737.00	.00
4419	ARP - IDEA Basic	\$6,894.12	.00	\$6,894.12
4420-29	I.D.E.A. Part B (Handicapped)	\$817,335.08	\$653,180.00	\$164,155.08
4534	CRRSA Act - ESSER II	\$224.43	\$149,945.00	(\$149,720.57)
4535	CRRSA Act - Learning Acceleration Grant	\$44.80	\$2,345.00	(\$2,300.20)
4536	CRRSA Act - Mental Health Grant	\$7,400.00	\$1,415.00	\$5,985.00
4537	ACSERS Special Ed and Related Services		\$101,704.00	(\$101,704.00)
4540	ARP-ESSER Grant Program	\$388,531.06	\$380,877.00	\$7,654.06
4541	ARP-ESSER Accelerated Learning Coaching	\$45,658.06	\$101,762.00	(\$56,103.94)
4542	ARP-ESSER Evidence-Based Summer Learning	\$21,119.73	\$17,335.00	\$3,784.73
4543	ARP-ESSER Evidence-Based Comprehensive Beyond the School Day			
		\$31,878.88	\$3,149.00	\$28,729.88
4544	ARP-ESSER NJ NTiered System of Supports	\$23,965.90	\$9,721.00	\$14,244.90
4546	ARP - Homeless Children & Youth II	\$490.00	.00	\$490.00
4XXX	Other Federal Aids	\$107,320.00	\$13,755.00	\$93,565.00
	<b>Total Revenues from Federal Sources</b>	<b>\$1,813,995.72</b>	<b>\$1,615,144.00</b>	<b>\$198,851.72</b>
		=====	=====	=====
	<b>TOTAL REVENUES/SOURCES OF FUNDS</b>	<b>\$2,123,346.84</b>	<b>\$1,760,318.90</b>	<b>\$363,027.94</b>
		=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Hazlet Twp. Public Schools  
Special Revenue Fund - Fund 20  
STATEMENT OF APPROPRIATIONS - RESTRICTED STATE ENTITLEMENTS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 10 Month Period Ending 04/30/24

	Appropriations	Expenditures	Encumbrances	Available Balance
<b>Local Projects:</b>				
20-001-XXX-XXX to 20-199-XXX-XXX Local Projects	\$141,307.33	\$3,309.93	\$64,365.50	\$73,631.90
20-475-XXX-XXX Student Activity Fund	\$93,727.74	\$93,727.74	.00	.00
20-476-XXX-XXX Scholarship Fund	\$10,000.00	.00	.00	\$10,000.00
<b>TOTAL LOCAL PROJECTS</b>	<b>\$245,035.07</b>	<b>\$97,037.67</b>	<b>\$64,365.50</b>	<b>\$83,631.90</b>
<b>State Projects:</b>				
-- Other State Programs --				
20-471-XXX-XXX Climate Awareness Education Grant	\$12.05	.00	.00	\$12.05
20-501-XXX-XXX to 20-511-XXX-XXX Nonpublic Programs	\$64,304.00	\$50,911.47	\$10,791.29	\$2,601.24
<b>-- TOTAL Other State Programs --</b>	<b>\$64,316.05</b>	<b>\$50,911.47</b>	<b>\$10,791.29</b>	<b>\$2,613.29</b>
<b>TOTAL STATE PROJECTS</b>	<b>\$64,316.05</b>	<b>\$50,911.47</b>	<b>\$10,791.29</b>	<b>\$2,613.29</b>
<b>Federal Projects:</b>				
--- CARES Act Educational Stabilization Fund ---				
--- Bridging the Digital Divide Program				
--- Coronavirus Relief Grant Program ---				
--- Other Federal Programs ---				
20-223-XXX-XXX ARP-IDEA Basic Grant Program	\$6,894.12	\$6,894.12	.00	.00
20-224-XXX-XXX ARP-IDEA Preschool Grant Program	\$10,737.00	\$10,737.00	.00	.00
20-231 to 20-239-XXX-XXX ESSA Title I - Part A/D	\$243,268.00	\$86,498.54	\$19,721.84	\$137,047.62
20-240-XXX-XXX Bilingual Education	\$12,370.66	\$4,835.42	\$4,435.00	\$3,100.24
20-241 to 20-245-XXX-XXX ESSA Title III - Part A/D	\$2,668.00	\$131.50	\$1,437.00	\$1,099.50
20-25X-XXX-XXX I.D.E.A. Part B	\$817,335.08	\$664,697.21	\$117,746.69	\$34,891.18
20-27X-XXX-XXX ESSA Title II - Part A/D	\$80,624.00	\$26,412.00	\$1,728.00	\$52,484.00
20-28X-XXX-XXX ESSA Title IV	\$13,466.00	\$5,659.99	\$239.00	\$7,567.01
20-450 to 20-469-XXX-XXX ARRA/Other	\$107,320.00	\$26,897.88	\$2,609.20	\$77,812.92
20-483-XXX-XXX CRRSA-ESSER II Grant Program	\$224.43	\$224.43	.00	.00
20-484-XXX-XXX CRRSA Act-Learning Acceleration Grant Program	\$44.80	\$44.80	.00	.00
20-485-XXX-XXX CRRSA Act-Mental Health Grant Program	\$7,400.00	\$7,400.00	.00	.00
20-487-XXX-XXX ARP-ESSER Grant Program	\$388,531.06	\$230,826.71	\$29,150.00	\$128,554.35
20-488-XXX-XXX ARP-ESSER Accelerated Learning Coaching	\$45,658.06	\$31,020.00	.00	\$14,638.06
20-489-XXX-XXX ARP-ESSER Evidence-Based Summer Learning	\$21,119.73	\$18,101.37	.00	\$3,018.36
20-490-XXX-XXX ARP-ESSER Evidence-Based Comprehensive	\$31,878.88	\$4,260.00	.00	\$27,618.88
20-491-XXX-XXX ARP-ESSER NJ Tiered System of Supports	\$23,965.90	\$11,000.00	\$2,750.00	\$10,215.90
20-496-XXX-XXX ARP - Homeless Children & Youth II	\$490.00	\$490.00	.00	.00
<b>TOTAL Other Federal Programs</b>	<b>\$1,813,995.72</b>	<b>\$1,136,130.97</b>	<b>\$179,816.73</b>	<b>\$498,048.02</b>
<b>TOTAL FEDERAL PROJECTS</b>	<b>\$1,813,995.72</b>	<b>\$1,136,130.97</b>	<b>\$179,816.73</b>	<b>\$498,048.02</b>
20-XXX-XXX-XXX All Other State/Fed/Loc Projects	\$0.00	\$0.00	\$0.00	\$0.00
<b>T O T A L E X P E N D I T U R E S</b>	<b>\$2,123,346.84</b>	<b>\$1,284,080.11</b>	<b>\$254,973.52</b>	<b>\$584,293.21</b>

Appropriations	Expenditures	Encumbrances	Available Balance
_____	_____	_____	_____
=====	=====	=====	=====



REPORT OF THE SECRETARY CERTIFICATION PAGE  
TO THE BOARD OF EDUCATION  
Hazlet Twp. Public Schools

Special Revenue Fund - Fund 20  
For 10 Month Period Ending 04/30/24

I, Tracy Petrino, Board Secretary/Business Administrator  
certify that no line item account has encumbrances and expenditures,  
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

Tracy Petrino  
Board Secretary/Business Administrator

5/15/2024  
Date



All Accounts in the Expense Account File appear to be included in the details of THE REPORT OF THE SECRETARY

---

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Hazlet Twp. Public Schools  
Debt Service Fund - Fund 40  
Interim Balance Sheet  
For 10 Month Period Ending 04/30/24

=====

ASSETS AND RESOURCES

=====

--- A S S E T S ---

101	Cash in bank		\$2.93
-----	--------------	--	--------

--- R E S O U R C E S ---

301	Estimated Revenues	\$3,439,675.00	
302	Less Revenues	(\$3,439,675.00)	
	Total assets and resources		\$2.93

=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Hazlet Twp. Public Schools

Debt Service Fund - Fund 40  
Interim Balance Sheet  
For 10 Month Period Ending 04/30/24

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

Reserved fund balance:

601	Appropriations		\$3,439,675.00
602	Less : Expenditures	\$3,439,675.00	
			(\$3,439,675.00)

--- Unappropriated ---

770	Fund Balance		\$2.93
-----	--------------	--	--------

TOTAL FUND BALANCE		\$2.93
--------------------	--	--------

TOTAL LIABILITIES AND FUND EQUITY		\$2.93
-----------------------------------	--	--------

=====

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$3,439,675.00	\$3,439,675.00	\$0.00
Revenues	(\$3,439,675.00)	(\$3,439,675.00)	\$0.00
--- Change in Maint. / Capital reserve account ---			
Less: Adjust for prior year encumb.	\$0.00	\$0.00	

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Hazlet Twp. Public Schools

Debt Service Fund - Fund 40  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 10 Month Period Ending 04/30/24

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
--- Local Sources ---				
1210 Local tax levy	\$2,347,088.00	\$2,347,088.00		.00
	_____	_____	_____	_____
Total Local Sources	\$2,347,088.00	\$2,347,088.00		\$0.00
	=====	=====	=====	=====
--- State Sources ---				
3160 Debt service aid Type II	\$1,092,587.00	\$1,092,587.00		.00
	_____	_____	_____	_____
Total State Sources	\$1,092,587.00	\$1,092,587.00		\$0.00
	=====	=====	=====	=====
TOTAL REVENUE/SOURCES OF FUNDS	\$3,439,675.00	\$3,439,675.00		\$0.00
	=====	=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Hazlet Twp. Public Schools

Debt Service Fund - Fund 40  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 10 Month Period Ending 04/30/24

*** EXPENDITURES ***	APPROPRIATIONS	EXPENDITURES/Enc.	AVAILABLE BALANCE
	_____	_____	_____
--- Debt Service - Regular ---			
40-701-510-834 Interest on Bonds	\$1,659,675.00	\$1,659,675.00	.00
40-701-510-910 Redemption of Principal	\$1,780,000.00	\$1,780,000.00	.00
	_____	_____	_____
TOTAL	\$3,439,675.00	\$3,439,675.00	\$0.00
	=====	=====	=====
	_____	_____	_____
TOTAL USES OF FUNDS BEFORE TRANSFERS	\$3,439,675.00	\$3,439,675.00	\$0.00
	=====	=====	=====
*** TOTAL USES OF FUNDS ***	\$3,439,675.00	\$3,439,675.00	\$0.00
	=====	=====	=====

REPORT OF THE SECRETARY CERTIFICATION PAGE  
TO THE BOARD OF EDUCATION  
Hazlet Twp. Public Schools  
Debt Service Fund - Fund 40

For 10 Month Period Ending 04/30/24

I, Tracy Petrino, Board Secretary/Business Administrator  
certify that no line item account has encumbrances and expenditures,  
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

Tracy Petrino  
Board Secretary/Administrator

5/15/2024  
Date

All Accounts in the Expense Account File appear to be included in the details of THE REPORT OF THE SECRETARY

---

# **EXHIBIT “C”**

## **Bill List**



# Hazlet Twp. Public Schools

## Bills And Claims Report By Vendor Name

va\_bill5.032923  
05/15/2024

Checks to be dated May 20, 2024

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Pending Payments</b>							
<b>AAP FINANCIAL SERVICES/ 3336</b>							
	24-04056	11-000-262-420-13-0-49-/ CLEAN,REPAIR,MAINT SVCS		CF	Inv # 6278410921393		27.39
<b>ADAMS, MATT/ 5853</b>							
	24-04069	11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS		CF	OFFICIALS-ATHL-RHS		95.00
<b>ADAMUT MARIUS &amp; ALINA/ 5133</b>							
	24-02972	11-000-270-514-14-0-73-/ CONTR SVCS-SP ED OD		CP	May 2024		500.00
<b>AEGIS SCIENCES CORPORATION/ 1047</b>							
	24-04113	11-000-213-890-80-0-40-/ DRUG SCREENING DIST		CF	Inv # 716355		117.00
<b>ALLEN, MICHAEL/ 6322</b>							
	24-04116	11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS		CF	OFFICIALS-ATHL-RHS		68.00
<b>AMAZON.COM/ 3500</b>							
	24-04068	11-190-100-610-47-0-23-/ SUPPLIES-COMP-MS		CF	SUPPLIES-COMP-MS		128.70
	24-04118	11-190-100-610-47-0-23-/ SUPPLIES-COMP-MS		CF	SUPPLIES-COMP-MS		93.33
	24-03822	11-190-100-610-35-0-33-/ SUPPLIES-GENERAL-RV		CF	SUPPLIES-GENERAL-RV		2,656.08
	24-03930	20-029-100-610-15-0-00-/ NJSIG SAFETY GRANT		CF	NJSIG SAFETY GRANT		999.50
	24-04020	11-000-217-610-60-0-00-/ ED SVCS-SUPPLIES		CF	ED SVCS-SUPPLIES		21.29
	24-04027	11-000-217-610-60-0-00-/ ED SVCS-SUPPLIES		CF	ED SVCS-SUPPLIES		54.89
	24-04030	11-190-100-610-32-0-33-/ SUPPLIES-GENERAL-CR		CF	SUPPLIES-GENERAL-CR		152.97
	24-04078	11-190-100-610-15-0-23-/ SUPPLIES-TECH DISTRICT		CF	SUPPLIES-TECH DISTRICT		29.87
	24-04080	11-000-219-610-60-0-43-/ SPEC SVCS-SUPPLIES		CF	SPEC SVCS-SUPPLIES		31.99
	24-04082	11-000-219-610-60-0-43-/ SPEC SVCS-SUPPLIES		CF	SPEC SVCS-SUPPLIES		221.07
	24-04086	11-000-261-610-13-0-00-/ MAINTENANCE SUPPLIES		CF	MAINTENANCE SUPPLIES		437.94
	24-04098	11-000-230-610-11-0-00-/ GENL ADMIN SUPPLIES		CF	GENL ADMIN SUPPLIES		314.63
	24-04109	11-000-217-610-60-0-00-/ ED SVCS-SUPPLIES		CF	ED SVCS-SUPPLIES		25.19
	24-04051	11-190-100-610-50-5-23-/ SUPPLIES-COMP-RHS		CF	SUPPLIES-COMP-RHS		306.68
<b>Total for AMAZON.COM/ 3500</b>							<b>\$5,474.13</b>
<b>AMERICAN LITTORAL SOCIETY/ 5087</b>							
	24-04159	11-190-100-890-47-0-33-/ FIELD TRIPS-MS		CF	Inv# Sandy Hook Edu-27-23		390.00
<b>AMERICAN PAPER TOWEL CO./ 1087</b>							
	24-04092	11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES		CF	Inv # J1372762		1,796.00
<b>AMMERMAN, MICHAEL/ 6550</b>							
	24-04061	11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS		CF	OFFICIALS-ATHL-RHS		95.00
<b>ATLANTIC TOMORROWS OFFICE/ 3324</b>							

\* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Run on 05/15/2024 at 01:45:39 PM

Page 1

# Hazlet Twp. Public Schools

## Bills And Claims Report By Vendor Name

va\_bill5.032923  
05/15/2024

Checks to be dated May 20, 2024

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	24-04212	11-190-100-440-19-0-47-/ COPIER RENTALS-DISTRICT		CF	Inv # 840151		14,460.92
	24-04154	11-190-100-610-19-0-47-/ SUPPLIES-COPY PAPER DIST		CF	Inv # 857664		78.00
Total for ATLANTIC TOMORROWS OFFICE/ 3324							\$14,538.92
ATLANTIC TREE EXPERT COMPANY, INC./ 3985							
	24-03984	11-000-262-420-13-0-49-/ CLEAN,REPAIR,MAINT SVCS		CF	CLEAN,REPAIR,MAINT SVCS		3,700.00
BANKS, BARBARA/ 5960							
	24-04070	11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS		CF	OFFICIALS-ATHL-RHS		150.00
BAYSHORE JOINTURE COMMISSION/ 1181							
	24-03892	11-000-217-320-60-0-00-/ ED SVCS-CONTR. AIDES		CF	Inv # 24-00330 - FINAL		4,400.00
	24-01891	11-000-100-562-60-0-18-/ TUITION-LEA IN-STATE S E		CF	Inv # 24-00330-FINAL		27,000.00
		11-000-217-320-60-0-00-/ ED SVCS-CONTR. AIDES		CF	Inv # 24-00330-FINAL		17,600.00
	24-04171	11-000-219-320-60-0-00-/ SPEC SVCS CONSULTANT		CF	Inv # 24-00330		200.00
Total for BAYSHORE JOINTURE COMMISSION/ 1181							\$49,200.00
BECKER, BRADY/ 6076							
	24-04121	11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS		CF	OFFICIALS-ATHL-RHS		105.00
BOARD OF RECREATION COMMISSIONERS/ 3234							
	24-04141	11-190-100-890-33-0-33-/ ADM/ASSEMBL-LD		CF	Trip to Reservoir/Indian longh		993.25
BROWN & BROWN BENEFIT ADVISORS/ 5462							
	24-01601	11-000-291-270-12-0-00-/ HEALTH BENEFITS		CP	Inv # 128267		3,250.00
CDW GOVERNMENT INC./ 1298							
	24-03817	11-190-100-610-15-0-23-/ SUPPLIES-TECH DISTRICT		CF	Inv# QZ27406		501.16
	24-03429	11-190-100-610-15-0-23-/ SUPPLIES-TECH DISTRICT		CF	Inv# QL47171		74.99
	24-02974	11-190-100-610-50-5-23-/ SUPPLIES-COMP-RHS		CF	Inv# CB00589125		171.50
Total for CDW GOVERNMENT INC./ 1298							\$747.65
CENERGISTIC, LLC/ 4891							
	24-01958	11-000-262-300-12-0-00-/ ENERGY MANAGEMENT SERVIC		CP	Inv # FF4358		5,850.00
CENTRAL JERSEY UMPIRE ASSOC/ 6553							
	24-04114	11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS		CF	OFFICIALS-ATHL-RHS		150.00
CHILDREN'S CENTER MONMOU/ 1326							
	24-01895	20-250-100-562-60-0-00-/ TUIT IN ST OTH LEA SP ED		CP	Inv # 24-44-5		23,572.56
CINTAS/ 1341							
	24-01979	11-000-262-490-19-0-45-/ WASTE REMOVAL		CP	Inv#4191548871		204.83
CLEMENTE, ED/ 5972							

\* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Run on 05/15/2024 at 01:45:39 PM

Page 2

# Hazlet Twp. Public Schools

## Bills And Claims Report By Vendor Name

va\_bill5.032923  
05/15/2024

Checks to be dated May 20, 2024

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Pending Payments</b>							
	24-04181	11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS		CF	OFFICIALS-ATHL-RHS		68.00
<b>COASTAL LEARNING CENTER/ 3138</b>							
	24-01889	11-000-100-566-60-0-18-/ TUIT-PRIV HAND IN-STATE		CF	Inv#H210505012024,06012024		11,943.75
<b>COLLIER YOUTH SERVICES/ 1366</b>							
	24-01890	20-250-100-562-60-0-00-/ TUIT IN ST OTH LEA SP ED		CF	June 2024 - FINAL		5,110.00
<b>COMCAST/ 1370</b>							
	24-04213	11-190-100-340-19-0-00-/ INTERNET		CF	INTERNET		354.16
	24-04214	11-190-100-340-19-0-00-/ INTERNET		CF	INTERNET		333.25
<b>Total for COMCAST/ 1370</b>							<b>\$687.41</b>
<b>COMCAST/ 4888</b>							
	24-04215	11-000-230-530-19-0-00-/ TELEPHONE-DISTRICT		CF	Inv # 201199291		807.27
		11-190-100-340-19-0-00-/ INTERNET		CF	Inv # 201199291		6,954.37
<b>Total for COMCAST/ 4888</b>							<b>\$7,761.64</b>
<b>COOPER ELECTRIC SUPPLY C/ 1389</b>							
	24-04058	11-000-261-610-13-0-00-/ MAINTENANCE SUPPLIES		CF	S054856675.001,S054887296.001		1,286.57
<b>CORPORATE AUTO REPAIR SERV LLC/ 1394</b>							
	24-04039	11-000-262-420-13-0-49-/ CLEAN,REPAIR,MAINT SVCS		CF	Inv#529,530,531,532		529.20
<b>CPC BEHAVIORAL HEALTHCARE/ 3777</b>							
	24-02832	11-000-217-320-60-0-00-/ ED SVCS-CONTR. AIDES		CP	April 2024		5,270.00
	24-01888	11-000-100-566-60-0-18-/ TUIT-PRIV HAND IN-STATE		CP	April 2024		17,884.00
	24-04210	11-000-100-566-60-0-18-/ TUIT-PRIV HAND IN-STATE		CF	Tuition Adjustment 22-23		21,457.30
<b>Total for CPC BEHAVIORAL HEALTHCARE/ 3777</b>							<b>\$44,611.30</b>
<b>CRENSHAW, TOM/ 5940</b>							
	24-04062	11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS		CF	OFFICIALS-ATHL-RHS		68.00
<b>CUZZOLINO, DANTE/ 5921</b>							
	24-04201	11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS		CF	OFFICIALS-ATHL-RHS		95.00
	24-04063	11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS		CF	OFFICIALS-ATHL-RHS		95.00
<b>Total for CUZZOLINO, DANTE/ 5921</b>							<b>\$190.00</b>
<b>DECKER, JEFF/ 5994</b>							
	24-04071	11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS		CF	OFFICIALS-ATHL-RHS		120.00
<b>DELTA DENTAL OF NEW JERSEY, INC./ 1469</b>							
	24-01603	11-000-291-270-12-0-00-/ HEALTH BENEFITS		CP	April Fees		3,216.30
<b>DEVARTI, MARY ANNE/ 5906</b>							

\* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Run on 05/15/2024 at 01:45:39 PM

Page 3

# Hazlet Twp. Public Schools

## Bills And Claims Report By Vendor Name

Checks to be dated May 20, 2024

va\_bill5.032923  
05/15/2024

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Pending Payments</b>							
	24-04104	11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS		CF	OFFICIALS-ATHL-RHS		95.00
<b>DIRECT ENERGY BUSINESS/ 5495</b>							
	24-04226	11-000-262-622-19-0-00-/ ELECTRICITY		CF	ELECTRICITY		10,315.11
<b>DOOLEY, MICHAEL/ 5932</b>							
	24-04182	11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS		CF	OFFICIALS-ATHL-RHS		105.00
<b>DOUGLAS, BILL/ 6008</b>							
	24-04097	11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS		CF	OFFICIALS-ATHL-RHS		95.00
<b>DOWD, SEAN/ 6551</b>							
	24-04072	11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS		CF	OFFICIALS-ATHL-RHS		120.00
<b>DR JULIE TROPEANO APN BC/ 5045</b>							
	24-04177	11-000-213-330-60-0-00-/ HEALTH SVCS DISTRICT		CF	Bill ID 2C-4136-LHDB0CL-8E		600.00
	24-04142	11-000-216-101-60-0-66-/ SALARIES-SPEECH DISTRICT		CF	SALARIES-SPEECH DISTRICT		1,200.00
<b>Total for DR JULIE TROPEANO APN BC/ 5045</b>							<b>\$1,800.00</b>
<b>EI US, LLC/ 3227</b>							
	24-04180	11-150-100-320-60-0-00-/ CONTR HOME INSTR-RHS		CF	INV190250,191551,192747		1,647.00
<b>F.W. WEBB COMPANY/ 5020</b>							
	24-04099	11-000-261-610-13-0-00-/ MAINTENANCE SUPPLIES		CF	85523417,85542071,85569856		1,240.06
	24-04112	11-000-261-610-13-0-00-/ MAINTENANCE SUPPLIES		CF	Inv # 85540190		4,598.08
<b>Total for F.W. WEBB COMPANY/ 5020</b>							<b>\$5,838.14</b>
<b>FARINARO, DANIEL/ 5860</b>							
	24-04183	11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS		CF	OFFICIALS-ATHL-RHS		95.00
<b>FAVALORO, PAUL/ 5973</b>							
	24-04184	11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS		CF	OFFICIALS-ATHL-RHS		105.00
<b>FELDMAN LUMBER - US LBM, LLC/ 4799</b>							
	24-04049	11-000-261-610-13-0-00-/ MAINTENANCE SUPPLIES		CF	1009872344-001,1010088884-001		435.93
<b>FICKE, MARTIN/ 6273</b>							
	24-04115	11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS		CF	OFFICIALS-ATHL-RHS		68.00
<b>FRONTIER FENCE INC/ 1625</b>							
	24-03956	11-000-262-420-13-0-00-/ CLEAN,REPAIR,MAINT SVCS		CF	Inv # 2462		5,185.00
<b>FUNDORA, RAYMOND/ 6288</b>							
	24-04185	11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS		CF	OFFICIALS-ATHL-RHS		105.00
<b>GANNETT NEW JERSEY NEWSPAPERS/ 1118</b>							
	24-04081	11-000-251-890-12-0-00-/ BUSN OFFICE-MISC EXP		CF	Inv # 0006371906		5.72

\* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

# Hazlet Twp. Public Schools

## Bills And Claims Report By Vendor Name

va\_bill5.032923  
05/15/2024

Checks to be dated May 20, 2024

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Pending Payments</b>							
	24-04034	11-000-251-890-12-0-00-/ BUSN OFFICE-MISC EXP		CF	Inv # 0006371906		14.96
	24-04209	11-000-251-890-12-0-00-/ BUSN OFFICE-MISC EXP		CF	Inv # 0006372962		24.64
	24-03954	11-000-251-890-12-0-00-/ BUSN OFFICE-MISC EXP		CF	Inv # 0006372962		378.00
					<b>Total for GANNETT NEW JERSEY NEWSPAPERS/ 1118</b>		<b>\$423.32</b>
<b>GENERAL PLUMBING SUPPLY, INC./ 1643</b>							
	24-04059	11-000-261-610-13-0-00-/ MAINTENANCE SUPPLIES		CF	S011635990.002,S011679638.001		439.32
	24-03875	11-000-261-610-13-0-00-/ MAINTENANCE SUPPLIES		CF	Inv# S011663193.001		275.02
					<b>Total for GENERAL PLUMBING SUPPLY, INC./ 1643</b>		<b>\$714.34</b>
<b>GONZALEZ, RODRIGO/ 6554</b>							
	24-04232	11-402-100-930-47-7-52-/ OFFICIALS-ATHL-MS		CF	OFFICIALS-ATHL-MS		70.00
	24-04124	11-402-100-930-47-7-52-/ OFFICIALS-ATHL-MS		CF	OFFICIALS-ATHL-MS		70.00
					<b>Total for GONZALEZ, RODRIGO/ 6554</b>		<b>\$140.00</b>
<b>GORDON, JON/ 6552</b>							
	24-04106	11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS		CF	OFFICIALS-ATHL-RHS		95.00
<b>GRAINGER/ 1679</b>							
	24-04040	11-000-261-610-13-0-00-/ MAINTENANCE SUPPLIES		CF	9082865750,9096169082		566.26
<b>HARBOR SCHOOL/ 1715</b>							
	24-01893	11-000-100-566-60-0-18-/ TUIT-PRIV HAND IN-STATE		CP	6747,6723,6701,6748,6722		43,237.70
		11-000-217-320-60-0-00-/ ED SVCS-CONTR. AIDES		CP	6747,6723,6701,6748,0571,6722,		10,944.00
					<b>Total for HARBOR SCHOOL/ 1715</b>		<b>\$54,181.70</b>
<b>HARRINGTON, JON/ 5989</b>							
	24-04105	11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS		CF	OFFICIALS-ATHL-RHS		95.00
<b>HARTNETT, KAREN/ 6289</b>							
	24-04096	11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS		CF	OFFICIALS-ATHL-RHS		95.00
<b>HAZLET BD OF ED BD SEC'Y/ 1733</b>							
	24-04119	11-000-262-890-19-0-45-/ MISC EXP-B&G		CF	Boiler License -Loihle		160.00
<b>HAZLET TOWNSHIP PAYROLL/ 1748</b>							
	24-01644	11-000-266-320-13-0-00-/ CONTRACTED SECURITY		CP	130002374,39393,130002350,2349		21,585.18
<b>HOLMDEL TOWNSHIP BOARD OF EDUCATION/ 6014</b>							
	24-02574	11-000-100-562-60-0-18-/ TUITION-LEA IN-STATE S E		CF	Inv # 45 - FINAL		12,307.60
<b>HEALTHCARE STAFFING/ 6520</b>							

\* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Run on 05/15/2024 at 01:45:39 PM

Page 5

# Hazlet Twp. Public Schools

## Bills And Claims Report By Vendor Name

va\_bill5.032923  
05/15/2024

Checks to be dated May 20, 2024

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Pending Payments</b>							
	24-04178	11-000-219-320-60-0-00-/ SPEC SVCS CONSULTANT		CF	Inv#354297, 353743		986.00
	24-04179	11-000-219-320-60-0-00-/ SPEC SVCS CONSULTANT		CF	Inv#353205,353744,354298		4,800.00
					<b>Total for HOMECARE THERAPIES LLC D/B/A HORIZON HEALTHCARE STAFFING/ 6520</b>		<b>\$5,786.00</b>
<b>HORN, KAREN/ 6555</b>							
	24-04125	11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS		CF	OFFICIALS-ATHL-RHS		120.00
<b>HOWELL TOWNSHIP BOARD OF EDUCATION/ 6359</b>							
	24-02572	11-000-100-562-60-0-18-/ TUITION-LEA IN-STATE S E		CP	Inv # APR 24		4,096.60
		11-000-217-320-60-0-00-/ ED SVCS-CONTR. AIDES		CP	Inv # APR 24		3,975.20
					<b>Total for HOWELL TOWNSHIP BOARD OF EDUCATION/ 6359</b>		<b>\$8,071.80</b>
<b>INTELEPEER CLOUD COMMUNICATIONS, LLC/ 5725</b>							
	24-04216	11-000-230-530-19-0-00-/ TELEPHONE-DISTRICT		CF	Inv # 206876		72.60
<b>INTERSTATE ELECTRONICS INC./ 1824</b>							
	24-04137	11-000-261-610-13-0-00-/ MAINTENANCE SUPPLIES		CF	197065, 197073		64.00
<b>JCP&amp;L/ 1851</b>							
	24-04228	11-000-262-622-19-0-00-/ ELECTRICITY		CF	ELECTRICITY		6,992.25
<b>JERSEY SHORE LAWN SPRINKLER CON INC/ 3523</b>							
	24-04156	11-000-261-610-13-0-00-/ MAINTENANCE SUPPLIES		CF	Inv # 78451		369.25
<b>JOHNSTONE SUPPLY/ 3923</b>							
	24-04009	11-000-261-610-13-0-00-/ MAINTENANCE SUPPLIES		CF	Inv# S6079745.001		151.60
<b>JONATHAN M. BUSCH/ 4630</b>							
	24-04235	11-000-230-331-10-0-00-/ LEGAL SERVICES		CF	Inv # 19656		7,171.00
<b>JOSTENS/ 1867</b>							
	24-03745	11-190-100-890-50-0-33-/ ADM/ASSEMBL-HS		CF	Inv#33701154,34040394		5,867.50
<b>KANE, PAUL/ 6163</b>							
	24-04073	11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS		CF	OFFICIALS-ATHL-RHS		130.00
<b>KERWIN, PAUL/ 6549</b>							
	24-04126	11-402-100-930-47-7-52-/ OFFICIALS-ATHL-MS		CF	OFFICIALS-ATHL-MS		70.00
<b>LADACIN NETWORK, INC./SCHROTH SCHOOL/ 2584</b>							

\* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Run on 05/15/2024 at 01:45:39 PM

Page 6

# Hazlet Twp. Public Schools

## Bills And Claims Report By Vendor Name

va\_bill5.032923  
05/15/2024

Checks to be dated May 20, 2024

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Pending Payments</b>							
	24-01885	20-250-100-562-60-0-00-/ TUIT IN ST OTH LEA SP ED		CP	Inv # 2024-ARP		10,693.00
<b>LEARNING LINKS, INC./ 1938</b>							
	24-03821	11-190-100-610-47-0-24-/ SUPPLIES-ENGL-MS		CF	Inv # 4389		55.85
<b>LETTERA, GERARD/ 5801</b>							
	24-04074	11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS		CF	OFFICIALS-ATHL-RHS		110.00
<b>LIFESAVERS, INC./ 4031</b>							
	24-04132	11-402-100-890-47-0-57-/ DUES ATHL-MS		CF	Inv# 266131		585.00
<b>LILLIS, MARK/ 6274</b>							
	24-04127	11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS		CF	OFFICIALS-ATHL-RHS		95.00
<b>LION INVITATIONAL/ 5982</b>							
	24-04131	11-402-100-890-50-7-57-/ DUES ATHL-RHS		CF	Inv # 1750368		728.00
<b>LOORI BUS INC., MICHAEL/ 1980</b>							
	24-02300	11-000-270-511-14-0-71-/ CONTR SVCS-H/S VOC		CP	May 2024		42,446.98
	24-02299	11-000-270-511-14-0-00-/ CONTR SVCS-DISTRICT		CP	May 2024		56,507.53
	24-02288	11-000-270-514-14-0-00-/ CONTR SVCS-SP ED ID		CP	May 2024		31,665.01
	24-04093	11-000-270-800-14-0-00-/ TRANS-MISC EXP		CF	Vandalism Bus		154.79
	24-04144	11-000-270-512-14-0-00-/ TRANS TRIPS-ATHLETICS		CF	May 2024-April Athletics		14,810.70
	24-04150	11-000-270-514-14-0-00-/ CONTR SVCS-SP ED ID		CF	May 2024		29,825.99
	24-03967	11-190-100-890-47-0-33-/ FIELD TRIPS-MS		CF	Rutgers University		575.00
	24-03966	11-190-100-890-47-0-33-/ FIELD TRIPS-MS		CF	Sandy Hook		425.00
	24-03758	11-000-270-512-14-0-00-/ TRANS TRIPS-ATHLETICS		CF	Rutgers-Anatomy Lab		500.00
	24-03681	11-000-270-512-14-0-00-/ TRANS TRIPS-ATHLETICS		CF	Percussion-Jackson Liberty		900.00
<b>Total for LOORI BUS INC., MICHAEL/ 1980</b>							<b>\$177,811.00</b>
<b>LOWE'S/ 1985</b>							
	24-03896	11-000-261-610-13-0-00-/ MAINTENANCE SUPPLIES		CF	MAINTENANCE SUPPLIES		1,126.25
<b>LUCARELLI-BISOGNI, LISA/ 1986</b>							
	24-02171	20-250-200-320-60-0-00-/ CONTR SERV OT/PT/SPEECH		CP	April 2024		9,180.00
<b>LUMBER SUPERMART INC/ 1990</b>							
	24-04041	11-000-261-610-13-0-00-/ MAINTENANCE SUPPLIES		CF	#45032,45371,45377,45388		1,460.90
<b>M &amp; M CONSTRUCTION OF NEW JERSEY INC./ 6533</b>							
	24-03810	11-000-262-420-13-0-49-/ CLEAN,REPAIR,MAINT SVCS		CF	Inv# m2940		1,810.00
<b>MACGORMAN, KATELYN/ 4880</b>							

\* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Run on 05/15/2024 at 01:45:39 PM

Page 7

# Hazlet Twp. Public Schools

## Bills And Claims Report By Vendor Name

va\_bill5.032923  
05/15/2024

Checks to be dated May 20, 2024

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Pending Payments</b>							
	24-04079	11-204-100-610-50-1-87-/ LLD SUPPLIES RHS		CF	LLD SUPPLIES RHS		33.73
<b>MAGIC TOUCH CONSTRUCTION CO., INC./ 3535</b>							
	24-04189	11-000-261-420-13-0-00-/ MAINTENANCE-CONTR SVCS		CF	Inv # 36309A-M		2,663.63
	24-04032	11-000-261-420-13-0-00-/ MAINTENANCE-CONTR SVCS		CF	Inv# 35646A-M		1,263.63
<b>Total for MAGIC TOUCH CONSTRUCTION CO., INC./ 3535</b>							<b>\$3,927.26</b>
<b>MALONEY, JOSEPH/ 5759</b>							
	24-04075	11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS		CF	OFFICIALS-ATHL-RHS		110.00
<b>MANNING, KEVIN/ 6079</b>							
	24-04076	11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS		CF	OFFICIALS-ATHL-RHS		110.00
<b>MASCHIO'S FOOD SERVICES, INC./ 4187</b>							
	24-04234	11-000-230-890-10-0-00-/ MISC EXP-BD OF ED		CF	IN0094442		69.50
	24-01816	11-000-262-320-17-0-00-/ LUNCHROOM AIDES		CP	Inv # IN0094036		18,410.93
<b>Total for MASCHIO'S FOOD SERVICES, INC./ 4187</b>							<b>\$18,480.43</b>
<b>MCMASTER-CARR SUPP INC/ 2060</b>							
	24-04042	11-000-261-610-13-0-00-/ MAINTENANCE SUPPLIES		CF	25387111,25341003,25771051		529.53
<b>MICHAEL MILLER/ 2100</b>							
	24-04089	11-000-221-580-15-0-04-/ CURRICULUM TRAVEL		CF	Mileage-Feb-April		193.50
<b>MIDDLESEX REGIONAL EDUCATIONAL SERV COMM/ 3784</b>							
	24-01896	11-000-100-562-60-0-18-/ TUITION-LEA IN-STATE S E		CP	Inv # 0324-2105-TUIT-048		12,913.00
		11-000-217-320-60-0-00-/ ED SVCS-CONTR. AIDES		CP	Inv # 0424-2105-TUIT-049		9,324.00
<b>Total for MIDDLESEX REGIONAL EDUCATIONAL SERV COMM/ 3784</b>							<b>\$22,237.00</b>
<b>MIDDLETOWN TWP BD OF ED/ 2091</b>							
	24-01789	11-000-270-514-14-0-73-/ CONTR SVCS-SP ED OD		CP	May 2024		3,115.00
<b>MONMOUTH CTY.VOC.SCH.DIS/ 2127</b>							
	24-02178	11-000-100-564-60-0-18-/ TUITION-COUNTY VOC S E		CP	Inv # 24-00298		16,385.00
	24-02506	11-000-100-563-50-0-18-/ TUITION-COUNTY VOC REG		CP	Inv # 24-00297		22,868.20
<b>Total for MONMOUTH CTY.VOC.SCH.DIS/ 2127</b>							<b>\$39,253.20</b>
<b>MONMOUTH-OCEAN EDUCATION/ 2136</b>							
	24-04195	11-000-219-320-60-0-00-/ SPEC SVCS CONSULTANT		CF	Inv # 24-02426		2,160.00
	24-04167	20-502-100-320-12-0-00-/ NONPUBLIC CHAPTER 192		CF	Inv # 24-02294		2,413.86

\* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Run on 05/15/2024 at 01:45:39 PM

Page 8



# Hazlet Twp. Public Schools

## Bills And Claims Report By Vendor Name

va\_bill5.032923  
05/15/2024

Checks to be dated May 20, 2024

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Pending Payments</b>							
		20-507-100-320-12-0-00-/ NONPUBLIC CHAPTER 193		CF	Inv # 24-02294		187.43
				<b>Total for MONMOUTH-OCEAN EDUCATION/ 2136</b>			<b>\$4,761.29</b>
<b>MORAN, JAMES/ 5867</b>							
	24-04128	11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS		CF	OFFICIALS-ATHL-RHS		95.00
<b>MUSCARELLA, CARL/ 6299</b>							
	24-04231	11-402-100-930-47-7-52-/ OFFICIALS-ATHL-MS		CF	OFFICIALS-ATHL-MS		70.00
<b>N.J. SCHOOL BOARDS ASSOC/ 2183</b>							
	24-03946	11-000-230-890-10-0-00-/ MISC EXP-BD OF ED		CF	INV-22625-Z5F1Y4		2,100.00
<b>NATIONAL BENEFIT SERVICES, LLC/ 4352</b>							
	24-01602	11-000-291-270-12-0-00-/ HEALTH BENEFITS		CP	Inv # 1004309		180.00
<b>NATOLI BROS. ROOFING, LLC/ 2207</b>							
	24-04043	11-000-261-420-13-0-00-/ MAINTENANCE-CONTR SVCS		CF	Inv # 91, 92, 98, 101		3,150.00
<b>NEW JERSEY AMERICAN WATER/ 2631</b>							
	24-04217	11-000-262-490-19-0-00-/ SEWER/WATER		CF	SEWER/WATER		8,300.42
<b>NEW JERSEY GRAVEL &amp; SAND INC/ 2221</b>							
	24-03792	11-000-263-610-13-0-49-/ GROUNDS - FIELD SUPPLIES		CF	Inv # 204431		1,432.00
<b>NEW JERSEY NATURAL GAS C/ 2224</b>							
	24-04218	11-000-262-621-19-0-00-/ NATURAL GAS		CF	NATURAL GAS		22,586.95
<b>NEWMARK HIGH SCHOOL, INC./ 6425</b>							
	24-02558	20-250-100-562-60-0-00-/ TUIT IN ST OTH LEA SP ED		CF	Inv # 7558		4,862.65
<b>NJ ADVANCE MEDIA/ 6261</b>							
	24-04192	11-000-251-890-12-0-00-/ BUSN OFFICE-MISC EXP		CF	Ad#0010862377		108.00
	24-04084	11-000-251-890-12-0-00-/ BUSN OFFICE-MISC EXP		CF	Ad # 0010857292		75.80
				<b>Total for NJ ADVANCE MEDIA/ 6261</b>			<b>\$183.80</b>
<b>NJ INSTITUTE FOR DISABILITIES/ 6450</b>							
	24-03891	11-000-100-566-60-0-18-/ TUIT-PRIV HAND IN-STATE		CP	Inv # 210505012024		12,058.64
	24-02834	11-000-100-566-60-0-18-/ TUIT-PRIV HAND IN-STATE		CP	Inv # 210505012024		12,058.64
				<b>Total for NJ INSTITUTE FOR DISABILITIES/ 6450</b>			<b>\$24,117.28</b>
<b>NJASBO/ 2219</b>							
	24-03827	11-000-251-890-12-0-00-/ BUSN OFFICE-MISC EXP		CF	Inv # 200024423		500.00
<b>OT BY THE SEA LLC/ 6433</b>							
	24-04135	11-000-216-101-60-0-43-/ SALARIES OT DISTRICT		CF	Inv # 1		4,887.50
<b>P.V. &amp; SONS LANDSCAPING INC/ 2306</b>							

\* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Run on 05/15/2024 at 01:45:39 PM

Page 9

# Hazlet Twp. Public Schools

## Bills And Claims Report By Vendor Name

va\_bill5.032923  
05/15/2024

Checks to be dated May 20, 2024

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	24-04139	11-000-262-420-13-0-49-/ CLEAN,REPAIR,MAINT SVCS		CF	RHS Softball Field		1,640.00
	24-03958	11-000-262-420-13-0-00-/ CLEAN,REPAIR,MAINT SVCS		CF	RHS Fitness Area		3,222.00
Total for P.V. & SONS LANDSCAPING INC/ 2306							\$4,862.00
PAWLOWSKI INC DBA PRIDE LANDSCAPE SUPPLY/ 6306							
	24-04087	11-000-263-610-13-0-49-/ GROUNDS - FIELD SUPPLIES		CF	Inv # 996138		288.12
PEDE, KATHERINE/ 4465							
	24-04100	11-190-100-610-50-5-23-/ SUPPLIES-COMP-RHS		CF	Yellow Pine Legs		19.92
PHOTO OFFSET PRINTING INC/ 2351							
	24-04173	11-190-100-890-50-0-33-/ ADM/ASSEMBL-HS		CF	Inv # 24342		328.00
PIONEER MFG CORP/PIONEER ATHLETICS/ 2358							
	24-04053	11-000-263-610-13-0-49-/ GROUNDS - FIELD SUPPLIES		CF	Inv # INV924787		1,989.70
PRINCETON SPEECH LANGUAGE & LEARNING CTR/ 5154							
	24-04169	11-000-219-320-60-0-00-/ SPEC SVCS CONSULTANT		CF	Inv # 100018		283.00
PROJECT ENTERPRISE LLC/ 5156							
	24-02867	11-000-217-320-60-0-00-/ ED SVCS-CONTR. AIDES		CF	Inv # 000001985		131.56
R HELFRICH & SON INC/ 1766							
	24-02282	11-000-270-514-14-0-00-/ CONTR SVCS-SP ED ID		CP	May 2024		33,122.95
	24-02287	11-000-270-511-14-0-00-/ CONTR SVCS-DISTRICT		CP	May 2024		59,068.95
	24-04147	11-000-270-512-14-0-00-/ TRANS TRIPS-ATHLETICS		CF	Inv# ECA42024, LB42024		3,595.00
	24-04151	11-000-270-514-14-0-00-/ CONTR SVCS-SP ED ID		CF	Inv # RHS68A-4		1,866.00
	24-03819	11-000-270-512-14-0-00-/ TRANS TRIPS-ATHLETICS		CF	Manasquan Reservoir		950.00
Total for R HELFRICH & SON INC/ 1766							\$98,602.90
RADZIK, RICHARD/ 6012							
	24-04064	11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS		CF	OFFICIALS-ATHL-RHS		105.00
RARITAN VALLEY PETTY CASH/ 1220							
	24-04149	11-190-100-610-35-0-33-/ SUPPLIES-GENERAL-RV		CF	Mrs. Burns		30.00
	24-04146	11-190-100-610-35-0-33-/ SUPPLIES-GENERAL-RV		CF	Mr. Russo		8.95
Total for RARITAN VALLEY PETTY CASH/ 1220							\$38.95
READING SUCCESS LLC/ 5636							
	24-04153	20-250-200-320-60-0-00-/ CONTR SERV OT/PT/SPEECH		CF	CONTR SERV OT/PT/SPEECH		862.50
RELIABLE SAFETY SYSTEMS, INC/ 2463							

\* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Run on 05/15/2024 at 01:45:39 PM

Page 10

# Hazlet Twp. Public Schools

## Bills And Claims Report By Vendor Name

va\_bill5.032923  
05/15/2024

Checks to be dated May 20, 2024

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Pending Payments</b>							
	24-04044	11-000-261-420-13-0-00-/ MAINTENANCE-CONTR SVCS		CF	Inv# 34735,34603		730.00
<b>REPUBLIC SERVICES OF NEW JERSEY LLC/ 6068</b>							
	24-04143	11-000-262-490-19-0-45-/ WASTE REMOVAL		CF	Inv # 0873-001509738		500.00
	24-01531	11-000-262-490-19-0-45-/ WASTE REMOVAL		CP	Inv# 0873-001509738		3,453.23
<b>Total for REPUBLIC SERVICES OF NEW JERSEY LLC/ 6068</b>							<b>\$3,953.23</b>
<b>RITER, MARY/ 2484</b>							
	24-02170	20-250-200-320-60-0-00-/ CONTR SERV OT/PT/SPEECH		CP	April 2024		6,277.50
<b>ROSS, JOHN T./ 6557</b>							
	24-04186	11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS		CF	OFFICIALS-ATHL-RHS		68.00
<b>ROSSI-MOSCINSKI, BARBARA/ 6556</b>							
	24-04163	11-401-100-890-15-0-04-/ MISC EXP OM-DISTR		CF	MISC EXP OM-DISTR		147.12
<b>RUGBY SCHOOL INC/ 2513</b>							
	24-01882	11-000-100-566-60-0-18-/ TUIT-PRIV HAND IN-STATE		CF	Inv # 18703		6,771.10
	24-02575	11-000-100-566-60-0-18-/ TUIT-PRIV HAND IN-STATE		CF	Inv # 18703		6,771.10
<b>Total for RUGBY SCHOOL INC/ 2513</b>							<b>\$13,542.20</b>
<b>SAKELE, BRAD/ 6535</b>							
	24-04065	11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS		CF	OFFICIALS-ATHL-RHS		68.00
<b>SAKER SHOPRITE INC/ 5737</b>							
	24-04170	11-190-100-610-50-4-27-/ SUPPLIES-HOME EC-RHS		CF	SUPPLIES-HOME EC-RHS		1,171.49
<b>SALVATORE, CHRISTINE/ 3421</b>							
	24-04175	11-000-219-320-60-0-00-/ SPEC SVCS CONSULTANT		CF	April 2024		6,750.00
<b>SCHNURR, GEORGE/ 5992</b>							
	24-04066	11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS		CF	OFFICIALS-ATHL-RHS		105.00
<b>SCHWARZ, HEATHER/ 3601</b>							
	24-04207	20-450-100-610-15-0-00-/ SUPPLIES HIGH IMPACT		CF	Ralph's Italian Ice		204.00
<b>SCOLES FLOOR SHINE, INC./ 2589</b>							
	24-03881	11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES		CF	Inv # 456498		183.35
<b>SEABOARD WELDING SUPPLY, INC/ 2596</b>							
	24-04157	11-000-261-610-13-0-00-/ MAINTENANCE SUPPLIES		CF	Inv # 966570		47.50
<b>SHERWIN-WILLIAMS/ 3851</b>							
	24-04158	11-000-263-610-13-0-49-/ GROUNDS - FIELD SUPPLIES		CF	Inv # 3250-2		350.98
<b>SHORE CONFERENCE OF HIGH SCHOOLS/ 2626</b>							

\* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Run on 05/15/2024 at 01:45:39 PM

Page 11

# Hazlet Twp. Public Schools

## Bills And Claims Report By Vendor Name

va\_bill5.032923  
05/15/2024

Checks to be dated May 20, 2024

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Pending Payments</b>							
	24-04198	11-402-100-890-50-7-57-/ DUES ATHL-RHS		CF	Boys Tennis/Girls Softball		220.00
<b>SHORE CONFERENCE SOFTBALL COACHES ASSOC/ 5979</b>							
	24-04199	11-402-100-890-50-7-57-/ DUES ATHL-RHS		CF	JV Softball		200.00
<b>SHORE TRACK COACHES ASSOCIATION/ 5674</b>							
	24-04130	11-402-100-890-50-7-57-/ DUES ATHL-RHS		CF	MileSplitNJ		660.00
<b>SIEG, JOHN/ 5633</b>							
	24-04122	11-402-100-930-47-7-52-/ OFFICIALS-ATHL-MS		CF	OFFICIALS-ATHL-MS		86.00
<b>SILVERGATE PREPARATORY, LLC/ 4911</b>							
	24-04148	11-150-100-320-60-0-00-/ CONTR HOME INSTR-RHS		CF	Inv # 46969		270.00
<b>STADIUM SYSTEM, INC./ 3970</b>							
	24-04133	11-402-100-610-50-7-55-/ SUPPLIES ATHL-RHS		CF	ITK-2402903		540.00
<b>STANK ENVIRONMENTAL LLC/ 3941</b>							
	24-01514	11-000-261-420-13-0-00-/ MAINTENANCE-CONTR SVCS		CP	Inv # 17320		710.00
<b>STAPLES BUSINESS ADVANTAGE/ 1395</b>							
	24-03826	60-910-310-610-16-0-60-/ CAFE - SUPPLIES		CF	Inv # 6000859295		108.00
	24-04019	11-000-219-610-60-0-43-/ SPEC SVCS-SUPPLIES		CF	Inv # 6001410360		178.43
<b>Total for STAPLES BUSINESS ADVANTAGE/ 1395</b>							<b>\$286.43</b>
<b>STEVE WEISS MUSIC/ 6044</b>							
	24-01720	11-190-100-610-50-7-30-/ SUPPLIES-MUSIC-RHS		CF	INV1218987.1, .2, .3, .4		5,522.85
<b>STRAUSS, LISA/ 2715</b>							
	24-04145	11-000-219-580-60-0-43-/ SPEC SVCS-TRAVEL		CF	Mileage 4/10-4/25		16.64
<b>SUMMIT SPEECH SCHOOL/ 4296</b>							
	24-04176	11-000-219-320-60-0-00-/ SPEC SVCS CONSULTANT		CF	Inv # 21319R		1,518.75
<b>SUNBELT STAFFING, LLC/ 6337</b>							
	24-04134	11-000-216-101-60-0-43-/ SALARIES OT DISTRICT		CF	Inv#20937675,20943291,20951600		4,702.50
		11-000-216-101-60-0-66-/ SALARIES-SPEECH DISTRICT		CF	Inv#20937675,20943291,20951600		5,194.00
<b>Total for SUNBELT STAFFING, LLC/ 6337</b>							<b>\$9,896.50</b>
<b>SUNEY SOLAR HAZLET BOE, LLC/ 4063</b>							
	24-04227	11-000-262-622-19-0-00-/ ELECTRICITY		CF	200100222996,994,995		17,604.63
<b>TECHABILITIES CONSULTING, LLC/ 6467</b>							
	24-03597	11-000-213-330-60-0-00-/ HEALTH SVCS DISTRICT		CF	Inv # 0129		525.00
	24-03555	11-000-223-890-15-0-04-/ DIST WIDE PROF DEV		CF	Inv # 0131		750.00
<b>Total for TECHABILITIES CONSULTING, LLC/ 6467</b>							<b>\$1,275.00</b>

\* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Run on 05/15/2024 at 01:45:39 PM

Page 12

# Hazlet Twp. Public Schools

## Bills And Claims Report By Vendor Name

va\_bill5.032923  
05/15/2024

Checks to be dated May 20, 2024

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Pending Payments</b>							
<b>THE BIGGER PICTURE LEARNING GROUP/ 5593</b>							
	24-04152	20-250-200-320-60-0-00-/ CONTR SERV OT/PT/SPEECH		CF	Inv # 1137		5,011.00
<b>THE CENTER SCHOOL/ 1304</b>							
	24-01897	11-000-100-566-60-0-18-/ TUIT-PRIV HAND IN-STATE		CF	Inv # June2024-61		3,966.96
<b>THE EDUCATION ACADEMY/ 5980</b>							
	24-01884	11-000-100-566-60-0-18-/ TUIT-PRIV HAND IN-STATE		CF	June 2024 - FINAL		2,489.13
<b>THERAPY TRAVELERS LLC/ 6185</b>							
	24-04136	11-000-219-320-60-0-00-/ SPEC SVCS CONSULTANT		CF	Inv#100385,100779,101188		4,218.50
<b>THOMAS, CHRIS/ 5978</b>							
	24-04123	11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS		CF	OFFICIALS-ATHL-RHS		105.00
<b>TRANE U.S., INC./ 4732</b>							
	24-04055	11-000-261-610-13-0-00-/ MAINTENANCE SUPPLIES		CF	Inv# 16597995		143.62
	24-03935	11-000-261-610-13-0-00-/ MAINTENANCE SUPPLIES		CF	16548248,16548380,16549998		1,647.70
<b>Total for TRANE U.S., INC./ 4732</b>							<b>\$1,791.32</b>
<b>UNION BEACH BOARD OF ED/ 2869</b>							
	24-01790	11-000-270-514-14-0-73-/ CONTR SVCS-SP ED OD		CP	Inv # 24-May		3,366.00
<b>UNITED SITE SERVICES NORTHEAST, LLC/ 6135</b>							
	24-04140	11-000-263-420-13-0-00-/ GROUNDS-CLEANING & REPAI		CF	Inv # INV-4467169		764.00
<b>UNITED SUPPLY CORP/ 5101</b>							
	24-00280	11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES		CF	Inv# 666683		711.82
<b>UNUM LIFE INSURANCE COMP/ 2889</b>							
	24-01604	11-000-291-210-12-0-00-/ LIFE INSURANCE-DISTR		CP	May 2024		494.00
<b>UPS/ 6307</b>							
	24-04219	11-000-230-530-12-0-00-/ POSTAGE-BUSN OFFICE		CF	Inv # 0000B8W870194		29.88
<b>VACCHIANO, FRANK/ 6560</b>							
	24-04200	11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS		CF	OFFICIALS-ATHL-RHS		95.00
<b>VAN PELT, DARA/ 2906</b>							
	24-04103	11-000-230-530-19-0-00-/ TELEPHONE-DISTRICT		CF	January - April 2024		200.00
<b>VASTO, JERRY/ 5839</b>							
	24-04187	11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS		CF	OFFICIALS-ATHL-RHS		95.00
<b>VERDEROSA, JOHN/ 2910</b>							
	24-04222	11-000-230-530-19-0-00-/ TELEPHONE-DISTRICT		CF	December 2023-May 2024		300.00
<b>VERIZON/ 2912</b>							

\* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Run on 05/15/2024 at 01:45:39 PM

Page 13

# Hazlet Twp. Public Schools

## Bills And Claims Report By Vendor Name

va\_bill5.032923  
05/15/2024

Checks to be dated May 20, 2024

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Pending Payments</b>							
	24-04220	11-000-230-530-19-0-00-/ TELEPHONE-DISTRICT		CF	TELEPHONE-DISTRICT		60.45
<b>VERIZON WIRELESS/ 2917</b>							
	24-04221	11-000-230-530-19-0-00-/ TELEPHONE-DISTRICT		CF	Inv # 9961979781		437.14
	24-04223	11-000-230-530-19-0-00-/ TELEPHONE-DISTRICT		CF	Inv # 9962470513		486.76
<b>Total for VERIZON WIRELESS/ 2917</b>							<b>\$923.90</b>
<b>VONA, ANTHONY/ 4602</b>							
	24-04204	11-000-230-530-19-0-00-/ TELEPHONE-DISTRICT		CF	August 2023-January 2024		300.00
<b>W.B. MASON CO., INC/ 6006</b>							
	24-03847	11-190-100-610-19-0-47-/ SUPPLIES-COPY PAPER DIST		CF	Inv#245834833		9,737.60
<b>WALSH, DANIEL/ 5915</b>							
	24-04077	11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS		CF	OFFICIALS-ATHL-RHS		200.00
<b>WEEKS LERMAN GROUP, THE/ 4462</b>							
	24-03903	11-000-251-610-12-0-00-/ BUSN OFFICE SUPPLIES		CF	Inv-5313340		13.95
<b>WERNER, JOHN/ 4617</b>							
	24-04129	11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS		CF	OFFICIALS-ATHL-RHS		95.00
<b>WLADIKA, VINCENT/ 6559</b>							
	24-04191	11-402-100-930-47-7-52-/ OFFICIALS-ATHL-MS		CF	OFFICIALS-ATHL-MS		86.00
<b>XTEL COMMUNICATIONS/ 3008</b>							
	24-04224	11-000-230-530-19-0-00-/ TELEPHONE-DISTRICT		CF	Inv # 241212465		736.04
<b>YUTKO, MARK/ 6558</b>							
	24-04188	11-402-100-930-47-7-52-/ OFFICIALS-ATHL-MS		CF	OFFICIALS-ATHL-MS		86.00
<b>Total for Pending Payments</b>							<b>\$922,520.39</b>

\* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Run on 05/15/2024 at 01:45:39 PM

Page 14

Hazlet Twp. Public Schools  
Bills And Claims Report By Vendor Name

va\_bill5.032923  
05/15/2024

Checks to be dated May 20, 2024

Resolution that the list of claims for goods received and services rendered and certified to be correct by the Business Administrator, Run on 05/15/2024 at 01:45:39 PM  
be approved for payment and further that the Secretary's and Treasurer's financial reports be accepted as filed.

Fund Summary	Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
	10	11	\$853,038.39				\$853,038.39
	20	20	\$69,374.00				\$69,374.00
	60	60	\$108.00				\$108.00
	GRAND	TOTAL	\$922,520.39	\$0.00	\$0.00	\$0.00	\$922,520.39

Chairman Finance Committee

Member Finance Committee

# **EXHIBIT “D”**



Device	Serial Number	Asset Tag	Deprovisioned
laptop	5cd6293htp	14-1559	
laptop	CNU1250THK	12-0579	
chromebook	P2033QYF	18-0423	X
chromebook	P2033RC6		X
chromebook	PF2GKT48	21-1143	x
chromebook	5CD91258H2	19-0077	x
chromebook	5cd91201b2	19-0243	x
chromebook	5cd9190cfx		x
chromebook	5cd05145x4		x
chromebook	5cd05145vp		x
chromebook	P2048XZZ	19-0769	x
chromebook	P20493B0	19-0812	x
laptop	CNU1402PQL		
chromebook	nxhbraa0030170c5b87600		x
chromebook	ngm8aa0018210f5147600		x
chromebook	P2033R9C	18-0374	x
chromebook	P2048ZCC	19-0703	x
chromebook	P2048XQN	19-0787	x
chromebook	p2049a45	19-0745	x
chromebook	P20498WL	19-0927	x
chromebook	P204996N	19-0915	x
chromebook	P20494F1	19-0741	x
chromebook	5CD05145Z0	21-1130	x
chromebook	P204907D	19-0924	x
chromebook	5CD05145VT	21-1162	x
chromebook	nxgm8aa001821047917600	17-0635	x
chromebook	P2033RF7	18-0386	x
chromebook	P2033RCC	18-0276	x
chromebook	P20499F5	19-1275	x
chromebook	P2033RBT		x
chromebook	5CD9190CF2	19-0156	x
chromebook	5CD919371R	19-0145	x
chromebook	5CD91258B6	19-0231	x
chromebook	5CD05146KH		x
chromebook	5CD05145X1		x
chromebook	nxef2aa0025211b66f7600		x
chromebook	NXEF2AA00252208B6E7600	G100864049	x
chromebook	P2033R21		x
chromebook	P20498T1	19-0744	x
chromebook	NXEF2AA00251305A9A7600	14-2435	x
chromebook	NXEF2AA00252201FC17600	G100851976	x
chromebook	5CD9190CKJ	19-0041	x
chromebook	5CD91258G8	19-0074	x
chromebook	NXEF2AA002715099017600	17-0274	x
chromebook	P2033R6S	18-0035	x
chromebook		19-0748	x
chromebook	P2033R7J	18-0390	x
chromebook	P20499E1	19-0699	x
chromebook	P2033RFU	18-0296	x
chromebook	5CD919373B	19-0122	x
chromebook	5CD919372X	19-0078	x
chromebook	P2033RCB	18-0385	x
chromebook	5CD91258T7	19-0006	x
chromebook	5CD05145XN	21-1153	x
chromebook	NXGM8AA00182109DC97600	17-0607	x
chromebook	5CD91936MH	19-0151	x
chromebook	NXEF2AA002522084A17600	14-1382	x

chromebook	NXEF2AA0027200EC607600	17-0269	x
chromebook	NXEF2AA0027200EC6F7600	17-0328	x
chromebook	5CD05145X3	21-1136	x
chromebook	P2033RF5	18-0306	x
chromebook	P2049ADZ	19-0763	x
laptop	2CE0381DLF	6993	
all in one	mxl322119t	12-0877	
chromebook	P2033R3A	18-0355	x
chromebook	P2049AK9	19-0890	x
chromebook	P2049A3P	19-0739	x
chromebook	P2033R4M	18-0340	x
chromebook	P2033R2H	18-0287	x
chromebook	P2033R3D	18-0440	x
chromebook	P2049AFA	19-0922	x
chromebook	P2033RAU	18-0261	x
chromebook	P2048XQV	19-0842	x
chromebook	P2033QYR	18-0422	x
chromebook	P2033R3S	18-0443	x
chromebook	P2033R5E	18-0297	x
chromebook	P2033R3G	18-0328	x
chromebook	P2033R1J	18-0295	x
all in one	MXL6271NP5		
all in one	MXL6242VP1		
ipad			
chromebook	NXEF2AA002533101BA7600	14-0981	x
chromebook	NXEF2AA002522094487600	G100864002	x
chromebook	NXEF2AA002533101C87600	14-0990	x
chromebook	NXEF2AA002533101D27600	14-0980	x
printer	PHGFC52932		
pc	MXL5261K17		
monitor	ETLAV0C05181906B7B4012		
computer	MXL3181VLY		
laptop	CNU2241ST8		
laptop	CNU13132YH		
monitor	CNK72511KM		
pc	MXL2251KFJ		
projector	x2av9500236		
all in one	mxl3220yvvz	12-0886	
desktop	mxl4251xjc	14-0267	
monitor	px849a	6319	
all in one	mxl322118n	12-1760	
all in one	mxl6271nnv	14-4215	
all in one	mxl3170llz	12-0956	
desktop	mxl1221fn7	6906	
all in one	mxl3170lmm		
all in one	mxl3181vm9	12-1758	
laptop	cnu1292qgq	8563	
chromebook	<a href="#">NXEF2AA002533101327600</a>	14-0922	x
chromebook	<a href="#">NXEF2AA002522021617600</a>	G100848525	x
chromebook	<a href="#">NXEF2AA002533100467600</a>	14-0918	x

# **EXHIBIT “E”**

<b>Name</b>	<b>24-25</b>
Ekhlas Abouzeid	23.50 PH
Anne Allen	20.75 PH
Yohanna Antonocci	20.75 PH
Sandra Armetta	18.75 PH
Maureen Auld	23.50 PH
Sol Badillo	23.50 PH
Lisa Baione	18.75 PH
Danielle Barone	23.50 PH
Teresa Barr	56,791.36
Danielle Cain	18.75 PH
Cynthia Caliendo-Natoli	23.50 PH
Kim Ann Callahan	23.50 PH
Susan Conanan	18.75 PH
Christine Cottone	23.50 PH
Laura Coulter	73,046.19
Jeanine D'Antonio	18.75 PH
Ana DaSilva	23.50 PH
Michele DeFilippo	18.75 PH
Linda Delavan	20.75 PH
Monica DeMarco	23.50 PH
Patricia DeMatteo	23.50 PH
Joy Derechailo	84,400.40
Lauren Dever	23.50 PH
Maribel Diaz	18.75 PH
Elizabeth Dieppa	18.75 PH
Lisa DiMartino	23.50 PH
Kristen Drennan	18.25 PH
Graziella Fardella	23.50 PH
Joseph Fossetta	45,014.77
Kathleen Galletti	20.75 PH
Maria Giampiccolo	20.75 PH
Gerri Graboski	20.75 PH
Joyce Horan	20.75 PH
Karen Hueston	67,893.36
Gina Imbriano	18.75 PH
Stephanie Incatasciato	18.75 PH
Kristen Iorio	23.50 PH
Stefanie Johnson Farrell	23.50 PH
Urszula Jurusz	20.75 PH
Michael Kaminski	76,435.98
Adam Kaplan	18.25 PH
Lauren Koncewicz	19.75 PH
Marlena Kramer	23.50 PH
Patricia Lamberti	21.75 PH
Lisa Madden	23.50 PH
Kathryn Marcus	46,000.00

Donna Miragliotta	23.50 PH
Lauren Mirdala	23.50 PH
Diane Mirkov	20.75 PH
Deborah Mocci	67,038.04
Denise Moore	23.50 PH
Francesca Mullen-Wingender	20.75 PH
Lois Noone	57,488.30
Kathryn O'Donnell	23.50 PH
Stephanie Palmer	23.50 PH
Jane Pemberton	20.75 PH
Joseph Pittman	23.50 PH
Elizabeth Plumacher	56,840.09
Kelly Pruckowski	50,000.00
Michele Pruscino	20.75 PH
Nicole Puglisi	23.50 PH
Lisa Rafalko	20.25 PH
Kathleen Reigle	20.75 PH
Theresa Roam	23.50 PH
Tiffany Roche	23.50 PH
Harry Rodriguez	53,546.98
Karen Rojo	23.50 PH
Sondra Rotondo	23.50 PH
Sheila Rudolph	23.50 PH
Pamela Russo	20.75 PH
Kathleen Russo	23.50 PH
Maryann Salviolo	20.75 PH
Deborah Sapienza	20.75 PH
Karen Shamnarain	20.75 PH
Rosa Sicilia	23.50 PH
Donna Smith	21.75 PH
Yvette Spinelli	23.50 PH
Owen Summerer	65,876.07
Kelly Tigar	23.50 PH
Toni Tomasiello	20.75 PH
Tara Torino	18.75 PH
Maria Vasta	18.75 PH
Denise Vurchio	81,232.35
Denise Wiesemann	23.50 PH
Rhonda Winetsky	20.75 PH
Veronica Wojcik	20.75 PH

# **EXHIBIT “F”**

ALL YEAR	RECOMMENDED	2024-2025
WEIGHT ROOM COACH, RHS	Christopher Berg Christopher Damian Matthew Dempsey Robert Nucci Anthony Petruzzi Joseph Schroeck Jeffrey Struble	\$40
FALL RHS COACHING	RECOMMENDED	2024-2025
CHEERLEADING HEAD COACH, RHS	Dana Valenti	\$4,799
CHEERLEADING ASSISTANT COACH, RHS	Julia Sabatini	\$3,710
CROSS COUNTRY HEAD COACH, BOYS, RHS	Peter Toscano	\$9,610
CROSS COUNTRY HEAD COACH, GIRLS, RHS	Taryn Landers	\$9,610
FIELD HOCKEY HEAD COACH , RHS	Kelsey Murray	\$9,610
FIELD HOCKEY ASSISTANT COACH, RHS (3)	Lindsay Wenzel Kristine Cox	\$7,348 \$7,348
FOOTBALL HEAD COACH, RHS	Anthony Petruzzi	\$10,238
FOOTBALL ASSISTANT COACH, (6)	Christopher Damian Matthew Dempsey Nicholas Mahoney Tyler Murphy Jeffrey Papcun Joseph Schroeck Jonathan Rodriguez	\$8,034 \$8,034 \$8,034 \$8,034 \$8,034 \$4,017 \$4,017
SOCCER HEAD COACH, BOYS, RHS	Gregory Casha	\$9,610
SOCCER HEAD COACH, GIRLS, RHS	Francine Florio	\$9,610
SOCCER ASSISTANT COACH, GIRLS, RHS	Jessica Benoit	\$7,348
TENNIS HEAD COACH, GIRLS, RHS	Christopher Berg	\$9,610
TENNIS ASSISTANT COACH, GIRLS, RHS	Douglas Turner	\$7,348
VOLLEYBALL HEAD COACH, GIRLS, RHS	Thomas Schockley	\$9,610
VOLLEYBALL ASSISTANT COACH, GIRLS, RHS (2) (1 posit	Lauren Christ	\$7,348
FALL HMS COACHING	RECOMMENDED	2024-2025
CROSS COUNTRY COACH, BOYS, HMS	James Cermak	\$3,760
CROSS COUNTRY COACH, GIRLS, HMS	Lyndsey Prongay	\$3,760
FIELD HOCKEY COACH, HMS	Paige Quigley	\$3,768
SOCCER COACH, BOYS, HMS	Michael Connell	\$3,768
SOCCER COACH, GIRLS, HMS	Robin Beaudry	\$3,768
WINTER RHS COACHING	RECOMMENDED	2024-2025
BASKETBALL HEAD COACH, BOYS, RHS	Marc Rosner	\$10,238
BASKETBALL ASSISTANT COACH , BOYS, RHS (2)	Marc Cerbo	\$8,034 \$8,034
BASKETBALL HEAD COACH, GIRLS, RHS	Nicholas Mahoney	\$10,238
BASKETBALL ASSISTANT COACH, GIRLS, RHS (2)	Ashley Waake Lauren Christ	\$8,034 \$8,034
CHEERLEADING HEAD COACH, RHS	Dana Valenti	\$4,799
CHEERLEADING ASSISTANT COACH, RHS	Dana Cisneros	\$3,710
INDOOR HEAD TRACK COACH, RHS	Peter Toscano	\$9,610
INDOOR TRACK ASSIST. COACH, RHS (2)	Taryn Landers Jeffrey Struble	\$7,348 \$7,348
SWIMMING HEAD COACH, RHS	Anthony Petruzzi	\$9,610

SWIMMING ASSISTANT COACH, RHS	Erin Gottesman	\$7,348
WRESTLING HEAD COACH, RHS	Ethan Wolf	\$10,238
WRESTLING ASSISTANT COACH, RHS (3)		\$8,034
	Arthur Lynch	\$8,034
	Cody Mooney	\$8,034
<b>WINTER HMS COACHING</b>	<b>RECOMMENDED</b>	<b>2024-2025</b>
BASKETBALL COACH, BOYS, HMS	Adam Kaplan	\$4,336
BASKETBALL COACH, GIRLS, HMS	Nicolette Cooper	\$4,336
CHEERLEADING COACH, HMS	Samantha Meeker	\$2,745
WRESTLING COACH, HMS	Robert Nucci	\$4,336



# **EXHIBIT “G”**

**STRAUSS ESMAY – POLICY/REGULATIONS POLICY ALERT 232**

**FINAL READING – May 20, 2024**

<b>Policy #</b>	<b>Regulation #</b>	<b>Policy/Regulation/Bylaw Name</b>
P1140		Educational Equity Policies/Affirmative Action (M)
P1523		Comprehensive Equity Plan (M)
P1530		Equal Employment Opportunities (M)
	R1530	Equal Employment Opportunity Complaint Procedure (M)
P1550		Equal Employment/Anti-Discrimination Practices (M)
	R2200	Curriculum Content (M)
P2260		Equity in School and Classroom Practices (M)
	R2260	Equity in School and Classroom Practices Complaint Procedure (M)
P2411		Guidance Counseling (M)
P3211		Code of Ethics
	R5440	Honoring Student Achievement
P5570		Sportsmanship
P5750		Equitable Educational Opportunity (M)
P5755		Equity in Educational Programs and Services (M) (Abolished)
P5841		Secret Societies
P5842		Equal Access of Student Organizations
P7610	R7610	Vandalism
P9323		Notification of Juvenile Offender Case Disposition
		<b>GENERAL POLICY AND REGULATION GUIDE UPDATES</b>
P2423	R2423	Bilingual Education (M)
P2431.4	R2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries (M)

# POLICY GUIDE

ADMINISTRATION

1140/page 1 of 2

Educational Equity Policies/Affirmative

Action

Feb 24

M

[See **POLICY ALERT Nos. 191, 209, and 232**]

## 1140 EDUCATIONAL EQUITY POLICIES/AFFIRMATIVE ACTION

The Board of Education shall adopt and implement written educational equity policies in accordance with the provisions of N.J.A.C. 6A:7 – Managing for Equity in Education.

The Board’s educational equity policies shall recognize and value the diversity of persons and groups within the community and promote the acceptance of persons of diverse backgrounds regardless of the protected categories listed at N.J.A.C. 6A:7-1.1(a) and pursuant to N.J.A.C. 6A:7-1.4(a)1. The educational equity policies will promote equitable educational opportunity and foster a learning environment that is free from all forms of prejudice, discrimination, and harassment based upon the protected categories listed at N.J.A.C. 6A:7-1.1(a) and pursuant to N.J.A.C. 6A:7-1.4(a)2.

The Board shall inform the school community of these policies in a manner including, but not limited to, the district's customary methods of information dissemination pursuant to N.J.A.C. 6A:7-1.4(b).

Pursuant to N.J.A.C. 6A:7-1.5, the Board annually shall designate a member of its staff as the Affirmative Action Officer and form an Affirmative Action Team to coordinate and implement the requirements of N.J.A.C. 6A:7 – Managing for Equity in Education. The Board shall ensure that all stakeholders know who the Affirmative Action Officer is and how to contact the Affirmative Action Officer.

The Affirmative Action Officer shall have a New Jersey standard certificate with an administrative, instructional, or educational services endorsement, pursuant to N.J.A.C. 6A:9B – State Board of Examiners and Certification. The Affirmative Action Officer shall: coordinate the required professional development training for all personnel pursuant to N.J.A.C. 6A:7-1.6; notify all students and employees of the district’s grievance procedures for handling discrimination complaints; ensure the district’s grievance procedures, including investigative responsibilities and reporting information, are followed; and serve as a member of the Affirmative Action Team. The Affirmative Action Officer may also serve as the school district’s Title IX Coordinator.



# POLICY GUIDE

In accordance with N.J.A.C. 6A:7-1.5(a)4., the Affirmative Action Team shall include, to the extent possible, members who represent the diversity of the school district's student population; develop the Comprehensive Equity Plan (CEP) pursuant to N.J.A.C. 6A:7-1.4(c); oversee the implementation of the school district's CEP pursuant to N.J.A.C. 6A:7-1.4(c); collaborate on coordination of the required professional development training for all personnel pursuant to N.J.A.C. 6A:7-1.6; monitor the implementation of the CEP; and conduct the annual district internal monitoring to ensure continuing compliance with State and Federal statutes governing educational equity, pursuant to N.J.A.C. 6A:7-1.4(d).

In accordance with N.J.A.C. 6A:7-1.6, the Board shall provide, on a continuing basis, professional development training for all school personnel to identify and resolve problems associated with the student achievement and opportunity gaps and other inequities on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a). The professional development training shall be differentiated based on staff position type and shall be based on the analysis of data conducted pursuant to N.J.A.C. 6A:7-1.4(c)1. The district shall ensure that parents and other community members are aware of professional development training provided to school district personnel regarding topics around equity. The district shall ensure all new personnel are provided within the first ninety days of employment with professional development training on educational equity issues.

The Commissioner or designee shall provide technical assistance to local school districts for the development of policy guidelines, procedures, and in-service training for Affirmative Action Officers so as to aid in the elimination of prejudice on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a).

N.J.A.C. 6A:7-1.1; 6A:7-1.3; 6A:7-1.4; 6A:7-1.5; 6A:7-1.6

Adopted: Final Reading May 20, 2024



# POLICY GUIDE

ADMINISTRATION  
1523/page 1 of 2  
Comprehensive Equity Plan  
Feb 24  
M

[See POLICY ALERT Nos. 191, 209, and 232]

## 1523 COMPREHENSIVE EQUITY PLAN

The Board of Education shall complete a Comprehensive Equity Plan (CEP) that includes a cohesive set of policies, programs, and practices that ensure high expectations and positive achievement patterns and equitable access to educational opportunities for all learners, including students and teachers, in accordance with the provisions of N.J.A.C. 6A:7-1.8.

The Board's obligation to be accountable for the requirements in N.J.A.C. 6A:7 is not precluded or alleviated by any rule or regulation of any recreational organization, club, athletic association, or other league or organizing group.

Pursuant to N.J.A.C. 6A:7-1.4(c), the district shall develop, once every three years, a CEP that shall identify and correct all discriminatory and inequitable educational policies, patterns, programs, and practices affecting its facilities, programs, students, and staff.

1. Prior to developing the CEP, the district shall assess its needs for achieving equity in educational activities and programs pursuant to N.J.A.C. 6A:7-1.4(c)1. The needs assessment shall identify discriminatory practices and other barriers to achieving equity in educational activities and programs, if applicable.
2. The CEP shall address:
  - a. Professional development, pursuant to N.J.A.C. 6A:7-1.6; and
  - b. Equity in school and classroom practices, educational activities, and programs pursuant to N.J.A.C. 6A:7-1.7.
3. The CEP shall include measurable and actionable goals, objectives, timelines, and benchmarks for measuring progress.
4. The Board shall submit the CEP to the Executive County Superintendent for confirmation of completion.
  - a. If the Executive County Superintendent determines that the CEP is not complete, the Board shall revise the plan in accordance with the Executive County Superintendent's instructions and shall submit to the Executive County Superintendent the revised plan within thirty days of the notification of incompleteness.



# POLICY GUIDE

Pursuant to N.J.A.C. 6A:7-1.8(c), the CEP shall include the following:

1. An assessment of the school district's needs for achieving equity in educational activities and programs. The assessment shall include staffing practices; quality-of-program data; stakeholder-satisfaction data; and student assessment data disaggregated by gender; race; ethnicity; multilingual learner status; homeless status; special education; migrant; date of enrollment; student suspension; expulsion; Child Study Team referrals; preschool through grade twelve promotion/retention data; preschool through grade twelve completion rates; attendance data; and re-examination and re-evaluation of classification and placement process of students in special education programs if there is disproportionality within certain groups;
2. A description of how other Federal, State, and district policies, programs, and practices are aligned to the CEP;
3. Progress targets for closing the achievement and opportunity gaps;
4. Professional development targets regarding the knowledge and skills needed to provide a thorough and efficient education as defined by the New Jersey Student Learning Standards (NJSLS), differentiated instruction and formative assessments aligned to the NJSLS, and professional standards for teachers and school leaders; and
5. Annual targets that address district needs in equity in school and classroom practices and are aligned to professional development targets.

The shall implement the CEP within sixty days of the Executive County Superintendent's certification of completion

If the Board does not implement the CEP within sixty days of the Executive County Superintendent's certification of completion date, or fails to report its progress annually, sanctions deemed to be appropriate by the Commissioner of Education or designee shall be imposed, and may include action to suspend, terminate, or refuse to award continued Federal or State financial assistance, pursuant to N.J.S.A. 18A:55-2.

N.J.A.C. 6A:7-1.1; 6A:7-1.3; 6A:7-1.4; 6A:7-1.79; 6A:7-1.8

Adopted: Final Reading May 20, 2024



# POLICY GUIDE

ADMINISTRATION

1530/page 1 of 1

Equal Employment Opportunities

Feb 24

M

[See **POLICY ALERT Nos. 191, 209, and 232**]

## 1530 EQUAL EMPLOYMENT OPPORTUNITIES

The Board of Education shall, in accordance with law, guarantee equal employment opportunity throughout the district.

The Board shall ensure all persons shall have equal and bias-free access to all categories of employment and equal pay for equal work in this district without discriminating on the basis of any of the protected categories listed at N.J.A.C. 6A:7-1.1(a).

The school district's employment applications and pre-employment inquiries will conform to the guidelines of the New Jersey Division of Civil Rights.

The Board will use equitable hiring practices that correct imbalance and isolation based on any of the protected categories listed at N.J.A.C. 6A:7-1.1(a) among the district's staff and within every category of employment, including administration. Promotions and transfers will be monitored to ensure non-discrimination.

The Board shall not assign, transfer, promote, or retain staff, or fail to assign, transfer, promote, or retain staff, on the sole basis of any of the protected categories listed at N.J.A.C. 6A:7-1.1(a).

The Board will target underutilized groups in every category of employment. The Board will provide among the faculty of each school role models of diverse backgrounds.

The Board shall not enter into or maintain contracts with persons, agencies, or organizations that discriminates in employment or in the provision of benefits or services, on the basis of any of the protected categories listed at N.J.A.C. 6A:7-1.1(a), either in employment practices or in the provision of benefits or services to students or employees.

The Superintendent shall promulgate a complaint procedure for the adjudication of disputes alleging violation of the law prohibiting discrimination in employment or this Policy.

The Board shall not discriminate against any person for that person's exercise of rights under the laws prohibiting discrimination in employment or this Policy.

N.J.S.A. 10:5-4; 10:5-12;

N.J.S.A. 18A:6-5; 18A:6-6; 18A:28-10; 18A:29-2

N.J.A.C. 6A:7-1.1; 6A:7-1.3

Adopted: Final Reading May 20, 2024



# REGULATION GUIDE

ADMINISTRATION  
R 1530/page 1 of 4  
Equal Employment Opportunity  
Complaint Procedure  
Feb 24  
M

[See POLICY ALERT Nos. 191, 209, and 232]

## R 1530 EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT PROCEDURE

### A. Purpose and Application

1. The purpose of this procedure is to give any district employee or candidate for employment the opportunity to appeal an alleged denial of equal employment opportunity in violation of State statutes and administrative codes, and Federal laws and Policy 1530, guaranteeing “equal access to all categories of employment without discriminating on the basis of any of the protected categories listed at N.J.A.C. 6A:7-1.1(a).
2. This procedure is intended to facilitate an equitable and just resolution of a dispute at the most immediate level and should be implemented in an informal manner.
3. Every reasonable effort will be made to expedite the process in the interest of a prompt resolution. Time limits may, however, be extended with the consent of all parties.
4. All participants in the procedure will respect the confidentiality that this district accords to information about individual employees.

### B. Definitions

1. “Board of Education” means the Board of Education of this school district.
2. “Complaint” means an alleged discriminatory act or practice.
3. “Complainant” means a staff member who alleges a discriminatory act or practice.
4. “Day” means a working or calendar day as identified.





# REGULATION GUIDE

5. “Discriminatory act or practice” means denial of equal employment opportunity in violation of State statutes and administrative codes and Federal laws and Policy 1530.
6. “School district” means this school district.

## C. Procedure

1. A complainant who believes that they have been harmed or adversely affected by a discriminatory practice or act prohibited by law and/or policy shall discuss the matter with their immediate supervisor in an attempt to resolve the matter informally.
2. If the matter is not resolved to the satisfaction of the complainant within thirty working days of the discussion with their supervisor, the complainant may submit a complaint to the Affirmative Action Officer. The complaint may be reported: in person; in writing; verbally by telephone; by mail to the office address; or by electronic mail. The complaint may be reported during business or non-business hours.
3. The complaint shall include:
  - a. The complainant’s name and address;
  - b. The specific act or practice of which the complainant complains;
  - c. The school employee, if any, responsible for the allegedly discriminatory act;
  - d. The results of discussions conducted in accordance with C.1. above; and
  - e. The reasons why the results of the discussions were not satisfactory to the complainant.
4. The Affirmative Action Officer will investigate the matter informally and will respond to the complaint in writing no later than seven working days after receipt of the complaint filed in accordance with C.2. above. A copy of the complaint and the response will be forwarded to the Superintendent.



# REGULATION GUIDE

5. The Affirmative Action Officer's written response may be appealed to the Superintendent in writing within three working days after it has been received by the complainant. The appeal will include the original complaint, the response to the complaint, and the complainant's reason for rejecting the response. A copy of the appeal must be given to the staff member alleged to have acted discriminatorily.
6. On their timely request (that is, submitted before the expiration of the time within which the Superintendent must render a decision), the complainant will be given an informal hearing before the Superintendent, at a time and place convenient to the parties, but no later than seven working days after the request for a hearing has been submitted. The Superintendent may also require the presence at the hearing of the staff member charged with a discriminatory act and any other person with knowledge of the act.
7. The Superintendent will render a written decision in the matter no later than seven working days after the appeal was filed or the hearing was held, whichever occurred later. Copies of the decision will be given to all parties.
8. The complainant may appeal the Superintendent's decision to the Board by filing a written appeal with the Board Secretary no later than three working days after receipt of the Superintendent's decision. The appeal shall include:
  - a. The original complaint;
  - b. The response to the complaint;
  - c. The Superintendent's decision;
  - d. A transcript of the hearing, if one has been made, or a summary of the hearing to which all parties have consented; and
  - e. The complainant's reason for believing the Superintendent's decision should be changed.
9. A copy of the appeal to the Board must be given to the staff member, if any, charged with a discriminatory act.
10. The Board will review all papers submitted and may render a decision on the basis of the proceedings below. If the complainant so requests, the Board may convene a hearing, at which all parties



# REGULATION GUIDE

may be represented by counsel and may present and examine witnesses, who will testify under oath.

11. The Board will render a written decision no later than forty-five calendar days after the appeal was filed or the hearing held, whichever occurred later. Copies of the decision will be given to all parties.
12. The complainant will be informed of their right to appeal the Board's decision to the:
  - a. Commissioner of Education  
New Jersey State Department of Education  
P.O. Box 500  
Trenton, New Jersey 08625-0500 or the
  - b. New Jersey Division on Civil Rights  
Central Regional Office  
Office of the Attorney General  
140 East Front Street – 6<sup>th</sup> Floor  
Trenton, New Jersey 08625-0090

## D. Record

1. The records of any complaint processed in accordance with this procedure shall be maintained in a file kept by the Affirmative Action Officer.
2. A copy of the decision rendered at the highest level of appeal finding a discriminatory act has occurred shall be kept in the personnel file of the employee found to have committed a discriminatory act.

Issued: Final Reading May 20, 2024



# POLICY GUIDE

ADMINISTRATION

1550/page 1 of 1

Equal Employment/Anti-Discrimination Practices

Feb 24

M

[See **POLICY ALERT** Nos. **191, 209, 215, and 232**]

## 1550 EQUAL EMPLOYMENT/ANTI-DISCRIMINATION PRACTICES

The Board of Education shall, in accordance with State statutes and administrative code and Federal law and regulations, strive to overcome the effects of any previous patterns of discrimination in school district employment practices and shall systematically monitor school district procedures to ensure continuing compliance with current Federal and State anti-discrimination laws and regulations.

The Board will ensure all persons regardless of any of the protected categories listed at N.J.A.C. 6A:7-1.1(a) shall have equal and bias-free access to all categories of employment in the public educational system of New Jersey.

The Board will not enter into any contract with a person, agency, or organization that discriminates on the basis of any of the protected categories listed at N.J.A.C. 6A:7-1.1(a), either in employment practices or in the provision of benefits or services to students or employees. In addition, the Board will encourage minority businesses, women's business enterprises, and labor surplus area firms to submit bids to be considered for the awarding of contracts.

The Board shall not assign, transfer, promote, or retain staff, or fail to assign, transfer, promote, or retain staff, on the sole basis of any of the protected categories listed at N.J.A.C. 6A:7-1.1(a).

The Board shall ensure equal pay for equal work among members of the school district's staff, regardless of the protected categories listed at N.J.A.C. 6A:7-1.1(a).

N.J.S.A. 10:5-4; 10:5-12

N.J.A.C. 6A:7-1.1; 6A:7-1.3

Adopted: Final Reading May 20, 2024



# REGULATION GUIDE

PROGRAM  
R 2200/page 1 of 1  
Curriculum Content  
Feb 24  
M

[See **POLICY ALERT** Nos. **209** and **232**]

## R 2200 CURRICULUM CONTENT

Courses of study and instructional materials and programs shall be designed to eliminate discrimination on the basis of any of the protected categories listed at N.J.A.C. 6A:7-1.1(a) and promote understanding and mutual respect between children.

The Superintendent or designee shall develop a procedure to address and eliminate any possible bias in the curriculum.

Issued: 20 May 2024



# POLICY GUIDE

PROGRAM  
2260/page 1 of 3  
**Equity in Affirmative Action Program for School**  
and Classroom Practices  
Feb 24  
M

[See POLICY ALERT Nos. 191, 209, and 232]

## 2260 EQUITY IN SCHOOL AND CLASSROOM PRACTICES

The Board of Education shall provide all students with equitable and bias-free access to all school facilities, courses, programs, activities, and services, regardless of the protected categories listed at N.J.A.C. 6A:7-1.1(a) by:

1. Ensuring barrier-free access to all school and classroom facilities;
2. Attaining, within each school, minority representation, that approximates the district's overall minority representation. Exact apportionment is not required, the ultimate goal is a reasonable plan achieving the greatest degree of a representative balance, **that** is feasible and consistent with sound educational values and procedures;
3. Utilizing, on an annual basis, a State-approved English language proficiency assessment that evaluates a student's English language proficiency on the four domains of listening, speaking, writing, and reading for determining the eligibility and placement of students who may be identified as multilingual learners pursuant to N.J.A.C. 6A:15-1.3(a)3.
4. Utilizing bias-free multiple measures for determining the special needs of students with disabilities, pursuant to N.J.A.C. 6A:14-3.4;
5. Ensuring support services, including intervention and referral services and school health services pursuant to N.J.A.C. 6A:16, are available to all students; and
6. Ensuring a student is not discriminated against because of a medical condition. A student shall not be excluded from any education program or activity because of a long-term medical condition unless a physician certifies ~~that~~ such exclusion is necessary.



# POLICY GUIDE

- a. If excluded, the student shall be provided with equivalent and timely instruction that may include home instruction, without prejudice or penalty.

Pursuant to N.J.A.C. 6A:7-1.7(b), the Board shall ensure the district's curriculum and instruction are aligned to the New Jersey Student Learning Standards (NJSLS). The Board also shall ensure its curriculum and instruction address the elimination of discrimination by narrowing the achievement and opportunity gaps, by providing equity in educational activities and programs, and by providing opportunities for students to interact positively with others regardless of the protected categories listed at N.J.A.C. 6A:7-1.1(a), by:

1. Ensuring there are no differential requirements for completion of course offerings or programs of study solely on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a);
2. Ensuring courses shall not be offered separately on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a);
  - a. Portions of classes that deal exclusively with human sexuality may be conducted in separate developmentally appropriate sessions based on gender identity, provided that the course content for such separately conducted sessions is the same.
3. Increasing and promoting equitable representation of all students in all classes and programs;
4. Ensuring schools demonstrate the inclusion of a multicultural curriculum in its instructional content, materials and methods, and ensuring students understand the basic tenet of multiculturalism;
5. Ensuring the Amistad Commission Curriculum is infused into the curriculum and is taught;
6. Ensuring the Commission on Holocaust Education curriculum is included in the curriculum of all elementary and secondary schools, as developmentally appropriate, pursuant to N.J.S.A. 18A:35-28; and
7. Ensuring all curricular requirements pursuant to N.J.A.C. 6A:8 and the NJSLS are taught, including any curriculum developed concerning any of the protected categories listed at N.J.A.C. 6A:7-1.1(a) or curriculum developed by any commissions constituted for



# POLICY GUIDE

the development of curriculum concerning any of the protected categories listed at N.J.A.C. 6A:7-1.1(a).

The Board shall ensure ~~that~~ the district's physical education is in a co-educational setting that is developmentally appropriate and does not discriminate on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a) as follows:

1. The district shall provide separate restroom, locker room, and shower facilities on the basis of gender, but such facilities provided for students of each gender shall be comparable;
2. The district may choose to operate separate teams based on sex in one or more sports or single teams open competitively to members of all sexes, as long as the athletic program as a whole provides equal opportunities for students of all sexes to participate in sports at comparable levels of difficulty and competency; and
3. The activities comprising such athletic programs shall receive equitable treatment, including, but not limited to, staff salaries, purchase and maintenance of equipment, quality and availability of facilities, scheduling of practice and game time, length of season, and all other related areas or matters.

N.J.S.A. 18A:36-20

N.J.A.C. 6A:7-1.1; 6A:7-1.3; 6A:7-1.7

Adopted: Final Reading May 20, 2024





# REGULATION GUIDE

PROGRAM

R 2260/page 1 of 4

**Equity in Affirmative Action Program for School  
and Classroom Practices Complaint Procedure**

Feb 24

**M**

[See **POLICY ALERT No. 232**]

## R 2260 EQUITY IN SCHOOL AND CLASSROOM PRACTICES COMPLAINT PROCEDURE

### A. Purpose and Application

1. The purpose of this procedure is to give any student or the parent(s) of a student the opportunity to appeal an alleged violation of the district's Affirmation Action Plan for school and classroom practices, as set forth in Policy 2260.
2. This procedure is intended to facilitate an equitable and just resolution of a dispute at the most immediate level and will be implemented in an informal manner.
3. Every reasonable effort will be made to expedite the process in the interest of a prompt resolution. Time limits may, however, be extended with the consent of all parties.
4. All participants in the procedure will respect the confidentiality that this district accords to information about individual students.

### B. Definitions

1. "Affirmative Action Officer" means the district official responsible for the coordination of activities relating to compliance with the Affirmative Action Plan.
2. "Affirmative Action Plan" means the Affirmative Action Plan for school and classroom practices adopted by the Board of Education.
3. "Board of Education" means the Board of Education of this school district.
4. "Complainant" means a student or parent(s) who believes that they have been harmed or adversely affected by a failure to enforce the district's Affirmative Action Plan.



# REGULATION GUIDE

5. “Complaint” means an unresolved problem concerning the interpretation or application by an officer or employee of this school district of law and regulations regarding the Affirmative Action Plan.
6. “Day” means a working or calendar day as identified.
7. “Student” means an individual enrolled in any formal educational program provided by the school district.
8. “School district” means this school district.
9. “Violation” means the failure of a district official or employee to take the positive steps outlined in Policy 2260 and/or included in the Affirmative Action Plan.

## C. Procedure

1. A complainant shall discuss their complaint with the staff member most closely involved in an attempt to resolve the matter informally.
2. If the matter is not resolved to the satisfaction of the complainant within thirty working days of the discussion with the staff member most closely involved, the complainant may submit a complaint to the Affirmative Action Officer. The complaint may be reported: in person; in writing; verbally by telephone; by mail to the office address; or by electronic mail. The complaint may be reported during business or non-business hours.
3. The complaint shall include:
  - a. The student’s name and, in the complaint of a person acting on behalf of the student, the name and address of the complainant;
  - b. The specific failure to act of which the complainant complains;
  - c. The school employee, if any, responsible for the alleged violation of the Affirmative Action Plan;
  - d. The results of discussions conducted in accordance with C.1. above; and



# REGULATION GUIDE

- e. The reasons why the results of the discussions were not satisfactory to the complainant.
4. The Affirmative Action Officer will investigate the matter informally and will respond to the complaint in writing no later than seven working days after receipt of the complaint filed in accordance with C.2. above. A copy of the complaint and the response will be forwarded to the Superintendent.
5. The Affirmative Action Officer's written response may be appealed to the Superintendent in writing within three working days after it has been received by the complainant. The appeal will include the original complaint, the response to the complaint, and the complainant's reason for rejecting the response. A copy of the appeal must be given to the staff member alleged to have violated the Affirmative Action Plan.
6. On their timely request (that is, submitted before the expiration of the time within which the Superintendent must render a decision), the complainant will be given an informal hearing before the Superintendent, at a time and place convenient to the parties, but no later than seven working days after the request for a hearing has been submitted. The Superintendent may also require the presence at the hearing of the staff member charged with violation of the Affirmative Action Plan and any other person with knowledge of the violation.
7. The Superintendent will render a written decision in the matter no later than seven working days after the appeal was filed or the hearing was held, whichever occurred later. Copies of the decision will be given to all parties and to the Board.
8. The complainant may appeal the Superintendent's decision to the Board by filing a written appeal with the Board Secretary no later than three working days after receipt of the Superintendent's decision. The appeal shall include:
  - a. The original complaint;
  - b. The response to the complaint;
  - c. The Superintendent's decision;



# REGULATION GUIDE

- d. A transcript of the hearing, if one has been made, or a summary of the hearing to which all parties have consented; and
  - e. The complainant's reason for believing the Superintendent's decision should be changed.
- 9. A copy of the appeal to the Board must be given to the staff member, if any, charged with a violation of the Affirmative Action Plan.
- 10. The Board will review all papers submitted and may render a decision on the basis of the proceedings below. If the complainant so requests, the Board may convene a hearing, at which all parties may be represented by counsel and may present and examine witnesses, who will testify under oath.
- 11. The Board will render a written decision no later than forty-five calendar days after the appeal was filed or the hearing held, whichever occurred later. Copies of the decision will be given to all parties.
- 12. The complainant will be informed of their right to appeal the Board's decision to the Commissioner of Education or to the New Jersey Division on Civil Rights.

## D. Record

- 1. The records of any complaint processed in accordance with this procedure shall be maintained in a file separate from the student's cumulative file. A notation shall be made in the student's file of the presence of the record in the separate file.
- 2. A copy of the decision rendered at the highest level finding a violation of the Affirmative Action Plan has occurred shall be kept in the personnel file of the employee found to have committed a violation of the Affirmative Action Plan.

Issued: Final Reading May 20, 2024



# POLICY GUIDE

PROGRAM  
2411/page 1 of 1  
Guidance Counseling  
Feb 24  
M

[See POLICY ALERT Nos. 209 and 232]

## 2411 GUIDANCE COUNSELING

The Board of Education requires that a planned program of guidance and counseling be an integral part of the educational program of the schools to assist students in making and implementing informed educational and occupational choices including academic, career, and personal/social development.

A program of guidance and counseling, including developmental career guidance and exploration, shall be offered to all students in this school district and shall include the services of teaching staff members certified as guidance personnel and other designated teaching staff members.

The Superintendent is directed to implement a guidance program that carries out the purposes of this Policy and:

1. Involves teaching staff members at all appropriate levels;
2. Honors the individuality of each student;
3. Is integrated with the total educational program;
4. Is coordinated with available resources of the community;
5. Provides for cooperation of school staff with parents and shares parents' concern for the development of their children;
6. Provides for the means of sharing information among appropriate staff members in the student's interest;
7. Ensures all students have access to adequate and appropriate counseling services, pursuant to N.J.A.C. 6A:7-1.7(c).
  - a. When informing students about possible careers or professional or vocational opportunities, the Board shall not restrict or limit the options presented to students on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a).
  - b. The Board shall not use tests or guidance or counseling materials that are biased or stereotyped on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a); and
8. Establishes a referral system that utilizes all the aid the schools and community offer, guards the privacy of the student, and monitors the efficacy of such referrals.

N.J.A.C. 6A:19-1.2; 6A:8-2.2

N.J.A.C. 6A:7-1.1; 6A:7-1.3; 6A:7-1.7; 6A:8-3.2

Adopted: 20 May 2024



# POLICY GUIDE

TEACHING STAFF MEMBERS

3211/page 1 of 3

Code of Ethics

Feb 24

[See **POLICY ALERT No. 232**]

## 3211 CODE OF ETHICS

The Board of Education endorses the code of ethics for professional educators published by the National Education Association (NEA).

### Preamble

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nature of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues; of students; of parent(s); and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than one specifically designated by the NEA or its affiliates.

### Principle I - Commitment to the Student

The educator strives to help each student realize their potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.



# POLICY GUIDE

2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not, on the basis of any of the protected categories listed at N.J.A.C. 6A:7-1.1(a), unfairly:
  - a. Exclude any student from participation in any program;
  - b. Deny benefits to any student; or
  - c. Grant any advantage to any student.
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.

## Principle II – Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards to promote a climate that encourages the exercise of professional judgment, to achieve conditions which attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator:

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.



# POLICY GUIDE

2. Shall not misrepresent their professional qualifications.
3. Shall not assist entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist a non-educator in the unauthorized practice of teaching.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

N.J.A.C. 6A:7-1.1; 6A:7-1.3

Adopted: 20 May 2024





# REGULATION GUIDE

STUDENTS

R 5440/page 1 of 3

Honoring Student Achievement

Feb 24

[See **POLICY ALERT No. 232**]

## R 5440 HONORING STUDENT ACHIEVEMENT

### A. Honor Rolls

1. Students in grades seven through twelve who distinguish themselves by high academic achievement will be listed on an honor roll at the end of each marking period. Two rolls will be published: honors and high honors.
  - a. The high honor roll will include all students who have achieved a grade of not less than 88 in all subjects in that marking period.
  - b. The honor roll will include all students who have a grade of 80 or better in all subjects, excluding those students named to the high honor roll in that marking period.
  - c. A student who has been given a grade of incomplete in any subject will be ineligible for an honor roll in that marking period.
  - d. A student who has dropped a course after the mid-point of the marking period will be ineligible for an honor roll in that marking period.
2. Students in grades seven through twelve who have achieved academic distinction for the school year will be listed on an honor roll at the end of the school year. Two year-end rolls will be published: honors and high honors.
  - a. The high honor roll will include all students who have achieved a final grade of at least 88 in all subjects.
  - b. The honor roll will include all students who have a final grade of 80 or better in all subjects, excluding those students named to the high honor roll.
  - c. A student who has been given a final grade of incomplete in any subject will be ineligible for a year-end honor roll.
  - d. A student who has dropped a course after the mid-point of the last marking period will be ineligible for a year-end honor roll.



# REGULATION GUIDE

3. The honor rolls will be prepared by Principal and/or Director of Guidance, who will review all report cards to ensure that all eligible students are listed.
  4. Each Principal will display in their school the honor rolls listing students enrolled in that school.
- B. Academic Awards
1. The student who has achieved the highest scholastic rank in the graduating class, at the end of the third marking period, will be recognized as class valedictorian and will be presented with a medal and speech at graduation.
  2. The student who has achieved the second highest scholastic rank in the graduating class, at the end of the third marking period, will be recognized as class salutatorian and will be presented with a medal and speech at graduation.
  3. The following academic achievement(s) Valedictorian, Salutatorian and Top Ten will be recognized by the presentation of medals at graduation and breakfast.
  4. The following academic achievements will be recognized by the inscription of the student's name on a plaque permanently maintained and displayed in the high school for Valedictorian and Salutatorian.
  5. The selection of students for academic recognition on a basis other than numerical ranking will be made by an awards committee comprised of School Counselors and representatives of CST Administration.
    - a. The committee will annually review all academic awards for their continuing relevance to the educational goals and objectives established by the Board of Education and will recommend to the Superintendent of Schools the removal and/or addition of awards.
    - b. The committee will establish and publish specific criteria for each academic award.
    - c. The committee will rigorously ensure that no student is denied an award or the opportunity to compete for an award on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a) in accordance with law and Policy 5750.
  6. Academic awards offered by individuals and special interest organizations will be permitted subject to Policy 9700.
  7. Co-curricular awards offered by individuals and special interest organizations will be permitted subject to Policy 9700.



# REGULATION GUIDE

## C. National Honor Society

Students who meet the admission qualifications established by the National Honor Society and the John Glenn Chapter will be elected to membership in the Society.

## D. Additional Recognitions

Because it is not possible to anticipate the achievements of students in all areas of school and community life, all teaching staff members are directed to be alert to the outstanding accomplishments of students other than those listed in this regulation. Any such accomplishment should be reported to the Superintendent of Schools with a recommendation that the Board consider appropriate recognition of the student.

## E. Academic Awards – High School

The academic requirement for the award and the process for presentation to the pupils will be as follows:

Any pupil whose grades result in placement on the high honor roll for a marking period will receive a numerical value of four points and those pupils who are on the regular honor roll will receive three points toward the award. A total of forty points must be accumulated to become eligible for a “Varsity Scholarship Letter”.

This academic letter will be an eight-inch varsity type letter that will be done in traditional school colors, green and gray with lamp of learning inserted in the center of the “R”. Any junior who has received the academic award will be eligible to receive a plaque if any additional twelve points are accumulated by the end of the third marking period of his/her senior year.

### Honor Roll

87 average or above - honors

94 average or above - high honors

The presentation of academic letters will be made once a year in the late spring at an awards dinner given by the Board of Education. This would be at the conclusion of the third marking period.

Issued: 20 May 2024



# POLICY GUIDE

STUDENTS  
5570/page 1 of 2  
Sportsmanship  
Feb 24

[See **POLICY ALERT No. 232**]

## 5570 SPORTSMANSHIP

The Board of Education requires that all individuals involved in or attending the athletic and intramural programs sponsored by the Board exhibit sportsmanship when representing the school at any athletic event. Sportsmanship is defined as abiding by the rules of the contest as defined or accepted by the participating teams. In exhibiting sportsmanship all participants shall:

1. Respect and follow the rules of the contest;
2. Recognize skilled performance of others regardless of affiliation;
3. Display respect for all individuals participating in the athletic event;
4. Treat opponents in an empathetic manner; and
5. Congratulate opponents in victory or defeat.

Unsportsmanlike conduct shall include, but not be limited to, the following:

1. Any person (athletic department, staff member, student athlete, or a fan or spectator associated with the school district) who strikes or physically abuses an official, coach, player, or spectator;
2. Any person (athletic department, staff member, student athlete, or a fan or spectator associated with the school district) who intentionally incites participants or spectators to violent or abusive action;
3. Any person (athletic department, staff member, student athlete, or a fan or spectator associated with the school district) who uses obscene gestures or profane or unduly provocative language or action towards officials, coaches, opponents, or spectators;



# POLICY GUIDE

4. Any person (athletic department, staff member, student athlete, or a fan or spectator associated with the school district) who engages in harassing verbal or physical conduct which exhibits bias based on any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)
5. Any school or athletic staff member who is publicly critical of a game official, opponents, and/or opposing coaches/players;
6. Other conduct judged by the Principal or designee to be unsportsmanlike in character; and
7. Any violation of the rules of the New Jersey State Interscholastic Athletic Association.

Schools are not permitted to conduct pre-meet/game activities of an intimidating nature, e.g., the use of fog machines, the blaring of sirens or loud music/unusual sound effects, strobe/unusual lighting effects, or similar type activities.

Failure to exhibit good sportsmanship may subject the individual to disciplinary action as deemed appropriate by the Board.

NJSIAA General Information Constitution By-laws Rules and Regulations 2023-2024

N.J.A.C. 6A:7-1.1; 6A:7-1.3

Adopted: 20 May 2024



# POLICY GUIDE

STUDENTS

5750/page 1 of 2

**Equitable** ~~Equal~~ Educational Opportunity

Feb 24

M

[See POLICY ALERT Nos. 209 and 232]

## 5750 EQUITABLE EDUCATIONAL OPPORTUNITY

The Board of Education will ensure all students enrolled in the schools of this district shall be afforded an equitable educational opportunity in strict accordance with law. No student shall be denied access to or benefit from any educational program or activity or from a co-curricular or athletic activity on the basis of any of the protected categories listed at N.J.A.C. 6A:7-1.1(a). The Board shall assure that all students are free from harassment, sexual or otherwise.

The Board directs the Superintendent to allocate faculty, administrators, support staff members, curriculum materials, and instructional equipment supplies among and between the schools and classes of this district in a manner that ensures equivalency of educational opportunity throughout this district. The school district's curricula in the following areas will promote mutual acceptance and respect among students, and enable students to interact effectively with others, regardless of any of the protected categories listed at N.J.A.C. 6A:7-1.1(a) ~~race~~:

1. School climate/learning environment;
2. Courses of study, including physical education;
3. Instructional materials and strategies;
4. Library materials;
5. Software and audio-visual materials;
6. Guidance and counseling;
7. Extra-curricular programs and activities; and
8. Testing and other assessments.

Affirmative action shall be taken to ensure that students are protected from the effects of discrimination, in accordance with Policy 2260. Students who experience less than equal educational opportunities or experience discrimination shall use the procedure established by Regulation 5750 to report and/or appeal any harassment or discriminatory practice.



# POLICY GUIDE

The conduct of teaching staff members shall exemplify the highest principles of equality and democracy. Conduct and attitudes that display discrimination are contrary to the policies of this Board and, further, are destructive to the self esteem that this Board wishes to encourage in all students. A teaching staff member's act of derision or enmity, in any form, against a person or persons on the basis of any of the protected categories listed at N.J.A.C. 6A:7-1.1(a) shall be considered to be conduct unbecoming to a professional staff member of this district and shall be subject to appropriate discipline.

The Superintendent shall develop and promulgate a procedure by which a student or parent may appeal Board policy, district practice, or the act or omission of any district employee that allegedly violates this Policy.

42 U.S.C.A. 12101

N.J.S.A. 10:5-1 et seq.

N.J.S.A. 18A:4A-1 et seq.; 18A:6-5 et seq.; 18A:36-20

N.J.A.C. 6A:7-1.1 6A:7-1.3; 6A:14-1.2

Adopted: 20 May 2024



# POLICY GUIDE

STUDENTS  
5841/page 1 of 1  
Secret Societies  
Feb 24

[See POLICY ALERT No. 232]

## 5841 SECRET SOCIETIES

The Board of Education prohibits certain student organizations declared harmful as defined in N.J.S.A. 18A:42-5 and 18A:42-6.

No student organization will be granted the use of school facilities or permitted the use of the name of the school or this school district unless that organization has first been approved by the Principal or designee. The application for such approval will set forth the purposes, constitution, and bylaws of the organization; its membership qualifications; and the process by which a person becomes a member.

No student organization will be approved if its purposes conflict with the authority and goals of this Board or the best interests of the students of this district; if membership is drawn from outside the currently enrolled student body; if membership qualifications are based on considerations of any of the protected categories listed at N.J.A.C. 6A:7-1.1(a) or any other consideration not appropriate to the purpose of the organization; or if any qualifying student who applies may be denied membership.

Nothing in this Policy shall prevent or otherwise deny participation in constitutionally protected prayer consistent with protections of the First Amendment of the United States Constitution.

A student who seeks to form or is a member of a fraternity, sorority, or other secret organization formed in whole or in part of students enrolled in this district may be disciplined by this Board. The Board reserves the right to require that any student attest as to their membership in a secret organization.

N.J.S.A. 18A:42-5; 18A:42-6  
N.J.A.C. 6A:7-1.1; 6A:7-1.3

Adopted: 20 May 2024





# POLICY GUIDE

STUDENTS

5842/page 1 of 2

Equal Access of Student Organizations

Feb 24

[See **POLICY ALERT No. 232**]

## 5842 EQUAL ACCESS OF STUDENT ORGANIZATIONS

The Board of Education will permit the use of school facilities by student-initiated organizations for non-curricular student activities. A student-initiated organization, regardless of the size of the group, will not be denied an opportunity to meet and use school facilities on the basis of any of the protected categories listed at N.J.A.C. 6A:7-1.1(a) or the political, philosophical, or other content of the speech at their meeting.

An application for permission to meet on school premises shall be made to the Principal or designee, who shall grant permission provided it is determined that:

1. The activity has been initiated by students;
2. Attendance at the meeting is voluntary;
3. The meeting is for a lawful purpose;
4. The meeting does not materially and substantially interfere with the orderly conduct of instructional activities in the school;
5. Nonschool persons do not direct, conduct, control, or regularly attend the activity; and
6. The activity is adequately supervised by appropriately certified school district staff.

A student-initiated group granted permission to meet on school premises shall be subject to the same rules and regulations that govern the meetings of student organizations sponsored by this Board, except as provided by this Policy.

Participation in a student-initiated meeting must be available to all students who wish to attend and cannot be denied on the basis of any of the protected categories listed at N.J.A.C. 6A:7-1.1(a). The Board will not permit the organization of a fraternity, sorority, or secret society in accordance with N.J.S.A. 18A:42-5 and 18A:42-6.



# POLICY GUIDE

Access to school facilities by student organizations will be provided within the governing principles of the First Amendment of the Constitution of the United States.

School district staff involvement in student organizations shall be in accordance with the governing principles of the First Amendment of the Constitution of the United States.

An appropriately certified staff member shall be assigned to attend a student-initiated meeting in a custodial capacity and shall not participate in the activity while serving in this custodial capacity. No teaching staff member shall be required to attend a student-initiated meeting if the content of the speech at the meeting is contrary to their beliefs.

The Principal or designee may take such actions as may be necessary to maintain order and discipline on school premises and to protect the safety and well-being of students and staff members.

20 U.S.C.A. 1701 et seq.

United State Department of Education – Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools

N.J.A.C. 6A:7-1.1; 6A:7-1.3

Adopted: 20 May 2024



# POLICY GUIDE

PROPERTY  
7610/page 1 of 1  
Vandalism  
Feb 24

[See POLICY ALERT No. 232]

## 7610 VANDALISM

The Board of Education believes all school district property should be respected and all persons who use or have access to school district property should respect such property and take pride in the institutions of this community and the schools of this district.

Any person who purposely or knowingly damages school district property or damages school district property recklessly or negligently in the employment of fire, explosives, or another dangerous means listed in accordance with N.J.S.A. 2C:17-2 or purposely or recklessly tampers with the tangible property of the school district so as to endanger school district property shall be reported to the appropriate law enforcement agency. Pursuant to N.J.S.A. 18A:37-3, the parent(s) of any minor who shall injure any public or nonpublic school property shall be liable for damages for the amount of injury to be collected by the Board or the owner of the premises in any Court of competent jurisdiction, together with costs of suit.

A person convicted of an offense of criminal mischief that involves an act of graffiti may, in addition to any other penalty imposed by the Court, be required to pay the school district monetary restitution in the amount of the pecuniary damage caused by the act of graffiti and to perform community service, which may include removing the graffiti from the property, in accordance with N.J.S.A. 2C:17-3.c. If community service is ordered by the Court, it shall be for either not less than twenty days or not less than the number of days necessary to remove the graffiti from the property.

A person who purposely defaces or damages district property with any symbol that exposes persons to violence, contempt, or hatred on the basis of any of the protected categories listed at N.J.A.C. 6A:7-1.1(a) may have committed a crime and shall be reported to the appropriate law enforcement agency in accordance with Policy and Regulation 8465, N.J.A.C. 6A:16-6.3, and the Memorandum of Agreement with Local Law Enforcement.

The Board may also report to the appropriate law enforcement agencies any person whose vandalism of school property is serious or chronic.

N.J.S.A. 2C:33-10

N.J.S.A. 18A:34-2; 18A:37-3

N.J.A.C. 6A:7-1.1; 6A:7-1.3; 6A:16-6.3

Adopted: 20 May 2024



# REGULATION GUIDE

PROPERTY  
R 7610/page 1 of 3  
Vandalism  
Feb 24

[See POLICY ALERT No. 232]

## R 7610 VANDALISM

### A. Definitions

1. “Vandalism” means the willful and malicious acts of any person that result in the destruction, defacement, or damage of any property, real or personal, belonging to or entrusted to the Board of Education. Vandalism includes arson and acts of graffiti.
2. “Arson” means the willful and malicious burning or setting on fire of any building or part of any building owned or operated by the Board, by any person.
3. “Act of graffiti” means the drawing, painting, or making of any mark or inscription on school district real or personal property without the permission of the school district.

### B. Reporting Vandalism

1. Any school employee who has reason to believe ~~that~~ an act of vandalism has occurred shall immediately report that belief or suspicion to the Principal of the affected building or, if the vandalism occurs at a facility other than a school, the supervisor in charge of the facility.
2. The Principal or supervisor shall promptly institute an investigation of the report by taking these steps as appropriate to the extent and seriousness of the vandalism:
  - a. Requesting the reporting employee to file a report of the evidence giving rise to their belief or suspicion that vandalism has occurred;
  - b. Visiting the site of the vandalism and examining its extent, taking photographs as necessary;
  - c. Determining and recording the names of witnesses, if any;



# REGULATION GUIDE

- d. Interviewing witnesses and requesting their written reports of events;
    - e. Assessing the costs of repair and replacement of any parts of the building, furnishings, and/or equipment; and
    - f. Questioning the person(s), if any, identified as having caused the vandalism.
  - 3. The Principal will complete and file with the Superintendent a detailed vandalism and property damage report.
  - 4. The Principal will notify law enforcement when appropriate and in accordance with applicable laws.
- C. Penalties and Restitution
- 1. A student who vandalizes school property is subject to discipline, which may include suspension or expulsion, in accordance with Board Policy, Board Regulation, and law.
  - 2. A student who vandalizes school property will be held liable for any damages caused by the act of vandalism.
  - 3. The parent(s) of any minor who shall injure any public or nonpublic school property shall be liable for damages for the amount of the injury to be collected by the Board or the owner of the premises in any Court of competent jurisdiction, together with costs of suit in accordance with N.J.S.A. 18A:37-3.
    - a. The Principal or designee shall obtain a professional estimate of the cost of repairs and/or replacements necessitated by the vandalism.
    - b. The Principal or designee shall present the student's parent(s) with an itemized bill based on the estimated costs.
    - c. If, within thirty calendar days, the student's parent(s) has not paid the bill or made arrangements with the Principal or designee for the payment of the bill in periodic installments, the Superintendent shall inform the Board and may recommend the Board Attorney commence civil action for the amount due together with costs.



# REGULATION GUIDE

- d. No diploma, transcript, transfer card, or report card will be issued to the student until all obligations to the Board have been met.
4. Any person who purposely defaces or damages school property with any symbol that exposes persons to violence, contempt, or hatred on the basis of any of the protected categories listed at N.J.A.C. 6A:7-1.1(a) may have committed a crime and shall be reported to the appropriate law enforcement agency in accordance with Policy and Regulation 8465; N.J.A.C. 6A:16-6.3; and the Memorandum of Agreement with Local Law Enforcement.
5. Any person who purposely or knowingly damages school district property recklessly or negligently in the employment of fire, explosives, or another dangerous means listed in accordance with N.J.S.A. 2C:17-2, or purposely or recklessly tampers with the tangible property of the school district so as to endanger school district property, will be reported to the appropriate law enforcement agency.
6. A person convicted of an offense of criminal mischief that involves an act of graffiti may, in addition to any other penalty imposed by the Court, be required to pay the school district monetary restitution in the amount of the pecuniary damage caused by the act of graffiti and to perform community service, which may include removing the graffiti from the property, in accordance with N.J.S.A. 2C:17-3.c. ~~the law~~. If community service is ordered by the Court, it shall be for either not less than twenty days or not less than the number of days necessary to remove the graffiti from the property.

Issued: 20 May 2024



# POLICY GUIDE

COMMUNITY

9323/page 1 of 2

Notification of Juvenile Offender Case Disposition

Feb 24

[See **POLICY ALERT No. 232**]

## 9323 NOTIFICATION OF JUVENILE OFFENDER CASE DISPOSITION

Principals have a need to receive and have access to juvenile justice proceedings involving juveniles who are registered students in the school building. The Principal or designee shall have access to information relating to juvenile justice proceedings in accordance with N.J.S.A. 2A:4A-60.

The Principal or designee, on a confidential basis, may request from law enforcement agencies at the time of charge, adjudication, or disposition, information as to the identity of a juvenile student charged, the offense charged, the adjudication, and the disposition. The Principal or designee may inform school staff members of this information if the Principal or designee deems it appropriate for maintaining order, safety, or discipline in the school or for planning programs relevant to the juvenile's educational and social development. This information will not become part of the juvenile student's permanent school record and shall not be maintained except as authorized by regulation of the New Jersey Department of Education (NJDOE).

A law enforcement or prosecuting agency shall, at the time of a charge, adjudication, or disposition, send written notice to the Principal or designee of the school where the juvenile is enrolled, of the identity of the juvenile charged, the offense charged, the adjudication, and the disposition if:

1. The offense occurred on school property or a school bus, occurred at a school-sponsored function, or was committed against an employee or official of the school;
2. The juvenile was taken into custody as a result of information or evidence provided by school officials; or
3. The offense, if committed by an adult, would constitute a crime, and the offense:
  - a. Resulted in death or serious bodily injury or involved an attempt or conspiracy to cause death or serious bodily injury;
  - b. Involved the unlawful use or possession of a firearm or other weapon;



# POLICY GUIDE

- c. Involved the unlawful manufacture, distribution, or possession with intent to distribute a controlled dangerous substance or controlled substance analog;
- d. 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
- e. Would be a crime of the first, second, or third degree.

Information provided to the Principal or designee pursuant to N.J.S.A. 2A:4A-60.d. shall be treated as confidential but may be made available to such members of the staff and faculty of the school as the Principal or designee deems appropriate for maintaining order, safety, or discipline in the school or for planning programs relevant to a juvenile's educational and social development. This information will not become part of the juvenile student's permanent school record and shall not be maintained except as authorized by regulation of the NJDOE.

Law enforcement or the prosecuting agency may provide the Principal or designee with information identifying one or more juvenile students who are under investigation or have been taken into custody for the commission of any act that would constitute an offense if committed by an adult when the law enforcement or prosecuting agency determines that the information may be useful to the Principal or designee in maintaining order, safety, or discipline in the school or in planning programs relevant to the juvenile's educational and social development. Information provided in accordance with N.J.S.A. 2A:4A-60.e. shall be treated as confidential, but the Principal or designee may inform school staff members of this information if the Principal or designee deems it appropriate for maintaining order, safety, or discipline in the school or for planning programs relevant to the juvenile's educational and social development. No information provided pursuant to N.J.S.A. 2A:4A-60 shall be maintained.

The Principal or designee who requests and/or receives information as specified in this Policy shall notify the Superintendent or designee within twenty-four hours of the request being made. In accordance with N.J.S.A. 53:1-20.6, the Principal or designee shall notify the Superintendent or designee of any applicable fees associated with the request.

The school district shall comply with the NJDOE rules and regulations concerning the creation, maintenance, and disclosure of student records regarding Principal or designee notification of juvenile offender case disposition and this Policy.

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

N.J.S.A. 53:1-15; 53:1-20.6

N.J.A.C. 6A:7-1.1; 6A:7-1.3

Adopted: 20 May 2024





# POLICY GUIDE

PROGRAM

2423/page 1 of 3

Bilingual and ~~ESL~~ Education

Feb 24

M

[See POLICY ALERT Nos. 187, 191, 209, 229, and 232]

## 2423 BILINGUAL EDUCATION

The Board of Education will provide programs of bilingual education, English as a second language (ESL), and culturally and linguistically responsive, researched-based, and effective language instruction educational programs (LIEP) to all multilingual learners (ML) as required by law and rules of the New Jersey State Board of Education. MLs are those students whose primary language is not English and who have varying degrees of English language proficiency in any one of the domains of speaking, reading, writing, or listening and is synonymous with limited English-speaking ability pursuant to N.J.S.A. 18A:35-15 through 18A:35-26.1 and N.J.A.C. 6A:15-1.1 et seq.

The school district shall use, at the time of enrollment, the multi-step process to identify MLs enrolled in the district in accordance with N.J.A.C. 6A:15-1.3. The district shall administer to each student enrolled in the district the Statewide home-language survey (HLS) to determine which students in preschool to twelfth-grade have a primary language(s) other than English and, therefore, may be a ML.

The district shall then determine the English language proficiency of all Kindergarten to twelfth-grade students who are found eligible through N.J.A.C. 6A:15-1.3(a)1 or (a)2 and whose primary language is other than English by administering an English language proficiency (ELP) assessment. Students who do not meet the New Jersey Department of Education (Department)-established cut score standard on the ELP assessment shall be considered MLs and shall be offered entry into the district's LIEP. Preschool students who are identified as having a primary language other than English shall be identified as MLs. Prior to the start of their Kindergarten year, the district shall administer an ELP assessment to preschool MLs as part of the screener process to determine the ML's English language proficiency level. The district shall also use age-appropriate methodologies to identify preschool MLs to determine their individual language development needs.

The district shall provide to all preschool to twelfth-grade MLs enrolled in the district pursuant to N.J.S.A. 18A:7F-46 and N.J.S.A. 18A:7F-54 with equal educational opportunities and all educational activities and programs in accordance with the provisions of N.J.A.C. 6A:15-1.4.



# POLICY GUIDE

The school district providing a LIEP shall submit a plan every three years to the Department in accordance with the provisions of N.J.A.C. 6A:15-1.5.

Students enrolled in a LIEP shall have equal educational opportunities, including full access to educational opportunities and services available to other students in the school district pursuant to N.J.A.C. 6A:15-1.6.

As part of the district- and school-level plans for professional development requirements pursuant to N.J.A.C. 6A:9C-4.2, the Board shall describe professional learning for bilingual, ESL, and academic content teaching staff members whose classroom instruction is in English; administrators who supervise bilingual/ESL programs; and administrators and any personnel who observe and evaluate teaching staff members of MLs in accordance with the provisions of N.J.A.C. 6A:15-1.7.

All teachers of bilingual programs shall hold a valid New Jersey instructional certificate with an endorsement for the appropriate grade level and/or academic content area and a standard certificate with a bilingual/bicultural education endorsement, pursuant to N.J.S.A. 18A:6-38 et seq., N.J.S.A. 18A:35-15 to 26, and N.J.A.C. 6A:9B-11.5 in accordance with the provisions of N.J.A.C. 6A:15-1.8.

Students identified as MLs shall be assessed annually using English Language Placement (ELP) assessments to measure the progress toward English language proficiency and to determine readiness for exiting the LIEP in accordance with the provisions of N.J.A.C. 6A:15-1.9. Students who meet the criteria for Statewide alternate assessments, pursuant to N.J.A.C. 6A:14-4.10(a)2., shall be assessed annually using an alternate ELP assessment. Every student participating in a bilingual, ESL, or English language services program established pursuant to N.J.S.A. 18A:35-15 et seq. shall be entitled to continue such participation for a period of three years pursuant to N.J.S.A. 18A:35-19.

MLs enrolled in the LIEP shall be placed in a classroom(s) where the primary language of instruction is English when the ML has demonstrated readiness to exit a LIEP first by achieving the Department-established cut score on an ELP or alternate ELP assessment. The student's readiness shall be further assessed by the use of a Department-established English language observation form that considers, at a minimum: classroom performance; the student's reading level in English; the observations of the teaching staff members responsible for the educational program of the student; and performance on achievement tests in English.

In accordance with the provisions of N.J.S.A. 18A:35-22.1, a parent may remove a student who is enrolled in a bilingual education program at any time; except that during the first three years of a student's participation in a bilingual education program, a parent may only remove the student at the end of each school year.



# POLICY GUIDE

If a parent wishes to remove the student prior to the end of each school year, the removal shall be approved by the Executive County Superintendent. If the Executive County Superintendent determines the student should remain in the bilingual education program until the end of the school year, the parent may appeal the Executive County Superintendent's decision to the Commissioner of Education or designee pursuant to the provisions of N.J.S.A. 18A:35-19.2.

Newly exited students who are not academically progressing in classes where English is the primary language of instruction may be considered for reentry to a LIEP in accordance with the provisions of N.J.A.C. 6A:15-1.9(g)1 through (g)5.

All MLs shall satisfy requirements for high school graduation pursuant to N.J.A.C. 6A:8-5.1(a) and Policy 5460 in accordance with the provisions of N.J.A.C. 6A:15-1.10.

All Kindergarten through twelfth-grade LIEPs shall be conducted within classrooms within the school district pursuant to N.J.S.A. 18A:35-20 in accordance with the provisions of N.J.A.C. 6A:15-1.11.

The parent of a ML shall be notified in accordance with the provisions of N.J.A.C. 6A:15-1.12 that their child has been identified as eligible for placement in a LIEP. Notice shall be in writing and in the language in which the parent possesses a primary speaking ability, and in English. The notice must also include the provisions detailed at N.J.A.C. 6A:15-1.12(b). Progress reports shall be written in English and in the primary language spoken by the parent of students enrolled in the LIEP.

Pursuant to N.J.A.C. 6A:15-1.13, with approval of the Executive County Superintendent on a case-by-case basis, the Board may join with another district Board to provide a LIEP and an individualized learning opportunity, pursuant to N.J.A.C. 6A:8-5.1(a)2, to a ML who chooses to utilize it to meet the 120-credit graduation requirement, in whole or in part.

The Superintendent or designee shall provide for the maximum practicable engagement of the parent of MLs in the development and review of program objectives and dissemination of information to and from the Boards and communities served by the LIEP in accordance with the provisions of N.J.A.C. 6A:15-1.14. With the exception of a Board implementing an English language services or ESL program, each Board implementing a LIEP shall establish a parent advisory committee on bilingual education of which the majority membership shall be the parents of MLs.

N.J.S.A. 18A:35-15 through 18A:35-26.1

N.J.A.C. 6A:14-4.10; 6A:15-1.1 et seq.

Adopted: 20 May 2024



# REGULATION GUIDE

PROGRAM  
R 2423/page 1 of 19  
Bilingual Education  
Feb 24  
M

[See POLICY ALERT Nos. 187, 191, 209, 229, and 232]

## R 2423 BILINGUAL EDUCATION

### A. Definitions – N.J.A.C. 6A:15-1.2

1. “Alternate English language proficiency assessment” (alternate ELP assessment) means a New Jersey Department of Education (Department)-approved assessment for students with the most significant cognitive disabilities that assesses a student’s English language proficiency (ELP) on the four domains of listening, speaking, reading, and writing, and that is aligned with the English Language Development (ELD) standards and the Individuals with Disabilities Education Act (IDEA).
2. “Bilingual education program” means a full-time language instruction educational program (LIEP) in all courses or subjects provided in accordance with N.J.S.A. 18A:35-18. Students in a bilingual education program receive instruction in the primary language of multilingual learners (ML) enrolled in the program and in English, while also receiving English as a second language (ESL) instruction. Educators use the primary language of instruction to enhance literacy in the primary language and as a support in the development of listening, speaking, reading, and writing skills in English. Students also receive instruction in the history and culture of the country, territory, or geographic area that is the native land of the parents and families of MLs enrolled in the program, and in the history and culture of the United States.
3. “Bilingual part-time program” means an instructional program alternative in which students receive their academic content area classes in English language arts (ELA) and mathematics instruction with a certified bilingual teacher who provides instruction in the primary language of the MLs in the program, as well as ESL instruction.
4. “Bilingual resource program” means an instructional program alternative in which students receive instruction and resources that are individualized for each student, daily instruction from a certified bilingual teacher in academic content areas as identified by the school district, as well as ESL instruction.



# REGULATION GUIDE

5. “Bilingual tutorial program” means an instructional program alternative in which students receive one period of instruction from a certified bilingual teacher in an academic content area required for graduation, a second period of tutoring in another required content area, as well as ESL instruction.
6. “Class period” means the time allocated for instruction in academic content areas as part of the regular school schedule for each day in session as set forth at N.J.A.C. 6A:32-8.3. In a block schedule, weekly instruction is equivalent to one class period for each day of school in a given week.
7. “Cut score” means the same as that term is defined pursuant to N.J.A.C. 6A:8-1.3.
8. “Dual language immersion program” means, for the purpose of meeting the LIEP requirements at N.J.S.A. 18A:35-18 and N.J.A.C. 6A:15, a full-time LIEP that provides students structured English language instruction and instruction in a second language in all academic content areas. MLs in the program receive instruction in their primary language, as well as ESL instruction. A dual language immersion program provides daily instruction in English and a minimum of fifty percent of instruction in the primary language of enrolled MLs. A dual language immersion program that is designed to support MLs is sometimes referred to as a two-way bilingual education program.
9. “Early Language Development Standards” means the preschool English language development standards for preschool students developed by WIDA. The standards correspond to five domains of children’s development and learning: approaches to learning, language and communication development, cognition and general knowledge, physical well-being and motor development, and social and emotional development. The standards incorporated herein by reference, are published by the Board of Regents of the University of Wisconsin System, on behalf of the WIDA Consortium and are available at <https://wida.wisc.edu/teach/early>.
10. “Educational activities and programs” means the same as that term is defined pursuant to N.J.A.C. 6A:7-1.3.
11. “Educational equity” means the same as that term is defined pursuant to N.J.A.C. 6A:7-1.3.



# REGULATION GUIDE

12. “Educational needs” means the particular educational requirements of MLs; the fulfillment of which will provide them with equal educational opportunities.
13. “English as a second language (ESL) program” means a daily class period of second-language acquisition instruction within a LIEP and based on a student’s English language proficiency that teaches the English language development standards and incorporates the cultural aspects of the students’ experiences in their ESL instruction.
14. “English language development standards” or “ELD standards” means the 2020 Amplification of the English Language Development Standards, Kindergarten – Grade 12 incorporated herein by reference, as amended and supplemented, developed by WIDA. They are the standards and language competencies in listening, speaking, reading, and writing that MLs in preschool programs, and elementary and secondary schools, need to become fully proficient in English and to have unrestricted access to grade-appropriate instruction in challenging academic content areas. The standards are a version of ELA that have been crafted to address the specific developmental stages of students learning English. The standards are published by the Board of Regents of the University of Wisconsin System, on behalf of the WIDA Consortium ([www.wida.us](http://www.wida.us)) and are available for review at <https://wida.wisc.edu/sites/default/files/resource/WIDA-ELD-Standards-Framework-2020.pdf>.
15. “English language proficiency assessment” or “ELP assessment” means a Department-approved assessment that evaluates a student’s English language proficiency on the four domains of listening, speaking, reading, and writing, and that is aligned with the ELD standards.
16. “English language services” means services designed to improve the English language skills of MLs. The services, provided in school districts with less than ten MLs in Kindergarten through twelfth-grade, are part of the regular school program and are designed to develop proficiency in the ELD standards.
17. “Equal educational opportunity” means the same as that term is defined pursuant to N.J.A.C. 6A:7-1.3.
18. “Exit criteria” means the criteria that must be applied before a student may be exited from a LIEP.



# REGULATION GUIDE

19. “High-intensity ESL program” means an instructional program alternative in which students receive two or more class periods each day in session of ESL instruction. One period is the standard ESL class, and the other period is a tutorial or ESL reading class.
20. “Instructional program alternative” means a LIEP, other than bilingual education and/or dual language immersion, that may be established by the Board of Education in consultation with, and approval of, the New Jersey Department of Education through a waiver request pursuant to N.J.S.A. 18A:35-18. All students in an instructional program alternative receive an ESL class period each day in session.
21. “Language instruction educational program” or “LIEP” means the program of services in which a ML receives instruction and support to develop and attain English language proficiency while meeting or exceeding the New Jersey Student Learning Standards (NJSLS) in academic content areas. MLs in a LIEP develop proficiency in the English language while they develop skills and knowledge within the academic content areas. A LIEP includes the services that all MLs are entitled to receive, pursuant to N.J.S.A. 18A:35-16 and N.J.A.C. 6A:15. LIEP includes “programs of bilingual education,” pursuant to N.J.S.A. 18A:35-16, and “instructional alternative programs,” pursuant to N.J.S.A. 18A:35-18.
22. “Multicultural curriculum” means the same as that term is defined pursuant to N.J.A.C. 6A:7.
23. “Multilingual learner” or “ML” means a student whose primary language is not English, who is identified through the process set forth in N.J.A.C. 6A:15, and who is developing proficiency in multiple languages (e.g., English and a primary language). The term is synonymous with “English learner” or “English language learner”.
24. “Newcomer” means any student born outside of the United States who has recently arrived in the United States. Newcomer is an umbrella term that includes a heterogenous group of immigrants; some newcomers may also be MLs or students with interrupted formal education (SIFE).
25. “NJSLS” means the New Jersey Student Learning Standards as defined at N.J.A.C. 6A:8-1.3.



# REGULATION GUIDE

26. “Parent(s)” means the natural or adoptive parent, legal guardian, surrogate parent appointed pursuant to N.J.A.C. 6A:14-2.2, or a person acting in the place of a parent (such as a grandparent or stepparent with whom the student lives or a person legally responsible for the student’s welfare). Unless parental rights have been terminated by a court of appropriate jurisdiction, the parent retains all rights pursuant to N.J.A.C. 6A:32. In addition, a resource family parent may act as a parent pursuant to N.J.A.C. 6A:32 if the parent’s authority to make education decisions on the student’s behalf has been terminated by a court of appropriate jurisdiction.
  27. “Primary language” means the language or mode of communication in which a ML is most fluent or speaks more regularly than any other language. In the case of a student, the primary language is the language normally used by the student’s parent.
  28. “Sheltered English instruction” means an instructional program alternative to make academic instruction in English understandable to MLs. Sheltered English classes are taught by classroom teachers who deliver instruction in English, may not hold a bilingual/ESL endorsement, but have received training on strategies for instructional adaptation, pursuant to N.J.A.C. 6A:8-1.3, to make academic content areas comprehensible for MLs.
  29. “State Seal of Biliteracy” means a recognition awarded pursuant to N.J.A.C. 6A:8-5.3.
  30. “Statewide home-language survey” or “Statewide HLS” means a standardized questionnaire developed by the Department for school districts to use to help identify which students are potential MLs and which students will require a record review and an ELP assessment to determine whether they are eligible for placement in a LIEP.
  31. “Student with interrupted formal education” or “SIFE” means a ML in grades four to twelve who has experienced disruptions in their formal education that took place outside of the United States.
- B. Identification of Eligible Multilingual Learners – N.J.A.C. 6A:15-1.3
1. The school district shall use, at the time of enrollment, the multi-step process set forth at N.J.A.C. 6A:15-1.3(a)1 through (a)3





# REGULATION GUIDE

and B.1.a. through B.1.c. below to identify MLs enrolled in the school district.

- a. The district shall administer to each student enrolled in the school district the Statewide HLS. The district shall use the Statewide HLS to determine which students in preschool to twelfth-grade have a primary language(s) other than English and, therefore, may be a ML. The Statewide HLS shall be completed, in writing, or by verbal interview by an individual with knowledge of the student, such as a parent(s), trained school district personnel, or a bilingual or ESL teacher;
- b. Following the administration of the Statewide HLS, the district shall conduct a records review process to determine whether the student is a ML.
  - (1) The records review process may include, but is not limited to, reviewing available information about the student's overall academic performance from current or prior years; observations of teaching staff members who have worked with the student; interviews with the student or the student's parent or family in their primary language; and/or additional school records as needed in compliance with State and Federal student privacy laws; and
- c. The district shall then determine the English language proficiency of all Kindergarten to twelfth-grade students who are found eligible through N.J.A.C. 6A:15-1.3(a)1 or (a)2 and B.1.a. or B.1.b. above and whose primary language is other than English by administering an ELP assessment. Students who do not meet the Department-established cut score on the ELP assessment shall be considered MLs and shall be offered entry into the district's LIEP.
  - (1) Preschool students who are identified, pursuant to the processes set forth at N.J.A.C. 6A:15-1.3(a)1 and (a)2 and B.1.a. and B.1.b. above, as having a primary language other than English shall be identified as MLs. Prior to the start of their Kindergarten year, the district shall administer an ELP assessment to preschool MLs as part of the screener process to determine the ML's English language proficiency level.



# REGULATION GUIDE

- (2) The district shall also use age-appropriate methodologies to identify preschool MLs to determine their individual language development needs.
    2. The district shall maintain a roster indicating all identified students whose primary language is other than English and who are MLs.
  - C. Board Requirements, Including Language Instruction Educational Programs for Multilingual Learners – N.J.A.C. 6A:15-1.4
    1. The district shall provide all preschool to twelfth-grade MLs enrolled in the school district pursuant to N.J.S.A. 18A:7F-46 and 18A:7F-54 with equal educational opportunities and all educational activities and programs, including required courses and support services defined at N.J.A.C. 6A:15-1.4(b) through (e) and C.2. through C.5. below to prepare MLs to meet or exceed the NJSLs for high school graduation. The instructional opportunities shall be designed to assist MLs to fully comprehend all subject matter and demonstrate their mastery of all NJSLs academic content areas.
      - a. Instructional opportunities may also include individualized and targeted supports, as needed by MLs.
      - b. The district shall ensure that all educational services, activities, and programs incorporate a linguistically and culturally responsive, multicultural curriculum in accordance with N.J.S.A. 18A:35-4.35, 18A:35-4.36, and 18A:35-4.36a. to ensure educational equity aligned to the Board of Education’s Comprehensive Equity Plan, pursuant to N.J.A.C. 6A:7.
    2. The Board shall provide all MLs with a LIEP.
      - a. The Board shall provide appropriate instructional programs to preschool MLs pursuant to N.J.A.C. 6A:15-1.4(c) and C.3. below.
      - b. Whenever there are twenty or more MLs in Kindergarten through twelfth-grade in any one language classification enrolled in the school district, a LIEP shall include bilingual education or dual language immersion programs pursuant to N.J.A.C. 6A:15-1.4(e) and C.5. below, unless waived pursuant to N.J.A.C. 6A:15-1.15 and N. below.



# REGULATION GUIDE

- c. Whenever there are ten or more MLs in Kindergarten through twelfth-grade enrolled in the school district, an ESL program shall be provided.
  - d. Whenever there are at least one, but fewer than ten MLs in Kindergarten through twelfth-grade enrolled in the school district, the Board shall provide the MLs with English language services. English language services shall be provided as part of the regular school program.
  - e. Instructional program alternatives may be implemented pursuant to N.J.A.C. 6A:15-1.15 and N. below.
- 3. The Board shall provide appropriate instructional programs to eligible preschool MLs based on the New Jersey Preschool Program Implementation Guidelines and the New Jersey Preschool Teaching and Learning Standards of Quality, pursuant to N.J.A.C. 6A:13A – Elements of High-Quality Preschool Programs.
  - a. A program that meets the New Jersey Preschool Teaching and Learning Standards of Quality and is approved, pursuant to N.J.A.C. 6A:13A, will be considered a preschool LIEP.
- 4. The Board shall establish bilingual education or dual language immersion programs whenever there are twenty or more MLs in any one language classification enrolled in the school district in Kindergarten through twelfth-grade, pursuant to N.J.S.A. 18A:35-18. Bilingual education or dual language immersion programs shall:
  - a. Be designed to prepare MLs to acquire sufficient English knowledge and skills to meet the NJSLS. All MLs participating in bilingual and dual language immersion programs shall also receive a class period of ESL instruction each day in session;
  - b. Include a curriculum that is aligned to the NJSLS and the ELD standards and includes primary language instruction delivered to further master literacy in the primary language and as a support in the development of English proficiency;
  - c. Include the full range of required courses and activities offered on the same basis and under the same rules that apply to all students within the school district; and



# REGULATION GUIDE

- d. Utilize a curriculum for bilingual education programs that is adopted by the Board.
5. The Board shall provide at least one class period of ESL instruction each day in session based on a student's English language level to all MLs placed in a LIEP.
  - a. The Board shall develop and adopt an ESL curriculum that addresses the ELD standards to address the instructional needs of MLs.
  - b. The ESL curriculum shall be cross-referenced to the school district's bilingual education and academic content area curricula to ensure that ESL instruction is correlated to all academic content areas taught.
6. The Board may establish dual language immersion programs to meet the requirement at N.J.A.C. 6A:15-1.4(b)2. and C.2.b. above and N.J.S.A. 18A:35-15 through 18A:35-26.
  - a. Dual language immersion programs shall be designed to help students achieve proficiency in English and in a second language while mastering academic content area skills.
  - b. Instruction shall be in all courses or subjects of study that allow students to meet all grade promotion and graduation standards.
  - c. Classes in dual language immersion programs shall be comprised of at least fifty percent MLs.
  - d. The program may be coordinated with the school district's world languages program.
  - e. Dual language immersion programs that are not established to provide the LIEP services required pursuant to N.J.S.A. 18A:35-15 through 18A:35-26 do not have to comply with the requirements of N.J.A.C. 6A:15, Policy 2423, and this Regulation.
7. The Board may establish a newcomer program for a limited duration in time to address the needs of recent immigrant students, particularly SIFEs, before the students transition to a general education classroom. A high-quality newcomer program shall:



# REGULATION GUIDE

- a. Be age-appropriate;
  - b. Include content that relates to the NJSLS;
  - c. Include social-emotional learning; and
  - d. Include courses that are credit-bearing and count toward graduation pursuant to N.J.A.C. 6A:8, or promotion requirements to allow students to meet grade-level standards within a reasonable period of time.
8. The Board shall offer sufficient courses and other relevant supplemental instructional opportunities in grades nine through twelve to enable MLs to meet or exceed the NJSLS for graduation. When sufficient numbers of students are not available to form a bilingual class in an academic content area, the Board shall develop, in consultation with and approved by the Department, plans to meet the needs of the students.
  9. In addition to N.J.A.C. 6A:15-1.4(a) through (h) and C.1. through C.8. above, the Board shall design additional programs and services to meet the special needs of eligible MLs. The additional programs and services shall include, but not be limited to, individualized and targeted supports through Title I programs; special education; career and technical education programs; gifted and talented education services; supports to help MLs earn a State Seal of Biliteracy pursuant to N.J.A.C. 6A:8-5.3; and individualized learning opportunities pursuant to N.J.A.C. 6A:8-5.1.
  10. The Board may establish a program in bilingual education or dual language immersion for any language classification with fewer than twenty students.
  11. The Board shall establish a process for how MLs in high school may meet the world language or ELA course graduation requirements, pursuant to N.J.A.C. 6A:8-5.1, by applying credits earned in an ESL course. The Board shall verify on a student's record that the applicable ESL credits meet or exceed the NJSLS at the high school level.

## D. Approval Procedures – N.J.A.C. 6A:15-1.5

1. The school district providing a LIEP shall submit a plan every three years to the Department for approval.



# REGULATION GUIDE

2. The Board of Education's LIEP plan shall demonstrate that:
  - a. For Kindergarten through twelfth-grade, LIEP curricula include or are aligned with:
    - (1) The NJSLS;
    - (2) The ELD standards; and
    - (3) A multicultural curriculum, pursuant to N.J.S.A. 18A:35-4.36a and N.J.A.C. 6A:7.
  - b. For preschool, the ML instruction and support meets the language instruction requirements in the New Jersey Preschool Program Implementation Guidelines and the New Jersey Preschool Teaching and Learning Standards of Quality, pursuant to N.J.A.C. 6A:13A and the curricula include or are aligned with:
    - (1) The NJSLS;
    - (2) The ELD standards for preschool; and
    - (3) A multicultural curriculum, pursuant to N.J.S.A. 18A:35-4.36a and N.J.A.C. 6A:7.
  - c. MLs have equitable access to educational activities and programs in a manner aligned to the Board's Comprehensive Equity Plan, pursuant to N.J.A.C. 6A:7.
  - d. School district staff engage in ongoing and continuous program evaluations that shall include regular reviews of student performance data (for example, graduation rates and assessment results) and other measures (for example, absenteeism, disciplinary records, and course enrollment) to evaluate whether MLs in the district have equitable access to educational opportunities, including, but not limited to, gifted and talented programs; advanced coursework and dual enrollment; work-based learning opportunities; extra-curricular activities; and career counseling.
  - e. Preschool students participate in instructional activities pursuant to N.J.A.C. 6A:13A.



# REGULATION GUIDE

- f. Bilingual and dual language immersion programs promote bilingualism, biliteracy, cross-cultural competency, high levels of academic achievement in both languages, and a path, if available, toward attaining the State Seal of Biliteracy.
  3. The Board's LIEP plan submitted to the Department for approval shall include information on the following:
    - a. Identification of MLs in preschool through twelfth-grade;
    - b. LIEP description;
    - c. The number of staff hired for the LIEP by certificate type;
    - d. Bilingual and ESL curriculum;
    - e. Evaluation design;
    - f. Review process for a student's exit from ML status; and
    - g. A budget for all components of the LIEP.
  4. The Department will review the plan to ensure the Board has a system of support for all MLs that is aligned to N.J.A.C. 6A:15, Policy 2423, and this Regulation. The Department may request modifications of the plan, as appropriate, and shall determine whether to approve the Board's plan.
- E. Supportive Services – N.J.A.C. 6A:15-1.6
  1. Students enrolled in a LIEP shall have equal educational opportunities, including full access to educational opportunities and services available to other students in the district.
  2. The school district shall provide MLs with linguistically and culturally responsive supportive services, such as academic counseling; tutoring; career guidance; and mental health counseling. Bilingual personnel who are trained in social-emotional learning and are familiar with and knowledgeable about the unique assets and needs of the MLs, including newcomers and SIFEs, and their parents, shall provide the services.
- F. Professional Development – N.J.A.C. 6A:15-1.7



# REGULATION GUIDE

1. As part of the district- and school-level plans for professional development requirements at N.J.A.C. 6A:9C-4.2, the Board of Education shall describe professional learning for bilingual, ESL, and academic content teachers whose classroom instruction is in English; administrators who supervise bilingual/ESL programs; and administrators and any personnel who observe and evaluate teachers of MLs.
  2. The district- and school-level professional development plan shall:
    - a. Include instructional adaptational strategies, pursuant to N.J.A.C. 6A:8-3.1, and training on appropriate assessments to help MLs meet the NJSLs and the ELD standards;
    - b. Address the needs of bilingual and ESL teachers, who shall receive training in the use of the ESL curriculum and the ELD standards; and
    - c. Ensure all teachers receive training on the ELD standards and how to provide linguistically and culturally accessible instruction and appropriate modifications and accommodations for MLs.
- G. Certification – N.J.A.C. 6A:15-1.8
1. All teachers of bilingual programs shall hold a valid New Jersey instructional certificate with an endorsement for the appropriate grade level and/or academic content area and a standard certificate with a bilingual/bicultural education endorsement, pursuant to N.J.S.A. 18A:6-38 et seq., N.J.S.A. 18A:35-15 to 26, and N.J.A.C. 6A:9B-11.5.
  2. Dual language immersion programs, for the purpose of meeting the LIEP requirements at N.J.S.A. 18A:35-18; N.J.A.C. 6A:15; Policy 2423; and this Regulation may be taught by one or more teaching staff members. In these dual language immersion programs, the following endorsements to an instructional certificate shall be fulfilled by one or more teaching staff members:
    - a. An endorsement for the appropriate grade level and/or academic content area being taught; and
    - b. An endorsement in bilingual/bicultural education or world languages.





# REGULATION GUIDE

- (1) A teaching staff member of a language other than English has demonstrated linguistic competence in the language of their instruction, pursuant to N.J.A.C. 6A:9B-10.5 or 11.5(a)2.
  3. All teaching staff members of ESL classes shall hold a valid New Jersey instructional certificate with an ESL endorsement, pursuant to N.J.S.A. 18A:6-38 et seq. and N.J.A.C. 6A:9B-11.6.
  4. All teaching staff members providing English language services shall hold a valid New Jersey instructional certificate.
- H. Language Instruction Educational Program Placement, Assessment, Exit, and Reentry – N.J.A.C. 6A:15-1.9
1. All MLs from Kindergarten through twelfth-grade shall be enrolled in a LIEP established by the Board of Education in accordance with N.J.A.C. 6A:15-1.4(b) through (f) and C.2. through C.6. above, N.J.A.C. 6A:15-1.15(a) and N.1. below, and N.J.S.A. 18A:35-18 and N.J.S.A. 18A:35-22.
  2. Students identified as MLs shall be assessed annually using ELP assessments to measure the progress toward English language proficiency and to determine readiness for exiting the LIEP. Students who meet the criteria for Statewide alternate assessments, pursuant to N.J.A.C. 6A:14-4.10(a)2, shall be assessed annually using an alternate ELP assessment.
  3. A ML enrolled in the LIEP shall be placed in a classroom(s) where the primary language of instruction is English when the ML has demonstrated readiness to exit a LIEP first by achieving the Department-established cut score on an ELP or alternate ELP assessment. The student's readiness shall be further assessed by the use of a Department-established English language observation form that considers, at a minimum: classroom performance; the student's reading level in English; the observations of the teaching staff members responsible for the educational program of the student; and performance on achievement tests in English.
    - a. Pursuant to 34 CFR §200.6(h)(4)(ii), a ML with a disability whose disability makes it impossible for the student to be assessed in a particular domain because there are no appropriate accommodations for assessing the student in that domain may be exited from ML status based on the student meeting the Department-determined cut score on the remaining domains in which the student was assessed.



# REGULATION GUIDE

4. When the review process for exiting a student from a LIEP has been completed, the district shall notify, by written communication, the student's parent of the placement determination. If the parent or a teaching staff member disagrees with the student's placement, the parent or teaching staff member may appeal the placement to the Commissioner of Education, pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3, after exhausting the school district's appeal process.
5. A parent may remove a student who is enrolled in a LIEP pursuant to N.J.S.A. 18A:35-22.1.
  - a. A student who is identified as a ML and whose parent refuses placement in a LIEP shall still access and meet the academic expectations of the NJSLS. Pursuant to N.J.A.C. 6A:8, N.J.A.C. 6A:15-1.6, and E. above, the district shall ensure that students whose parents refuse placement are provided the appropriate instructional adaptations and appropriate assessment modifications and accommodations for Statewide assessments.
6. The district shall monitor, for a minimum of two years, the academic progress of students who are exited from a LIEP to ensure that the students are continually meeting or exceeding the NJSLS when the curriculum and instruction are delivered in English.
7. Newly exited students who are not academically progressing in classes where English is the primary language of instruction may be considered for reentry to a LIEP as follows:
  - a. After a minimum of one-half an academic year and within two years of exit, the teaching staff member delivering instruction in English may recommend retesting with the approval of the Principal.
  - b. A waiver of the minimum time limitation may be approved by the Executive County Superintendent upon request of the Superintendent if the student is experiencing extreme difficulty in adjusting to classes where English is the primary language of instruction.
  - c. The recommendation for retesting shall be based on the teaching staff member's documented observation of a student's academic performance and data-based



# REGULATION GUIDE

determination that the student is experiencing difficulties due to problems in using the English language to communicate effectively with peers and adults; understand directions given by the teaching staff member; and/or comprehend basic verbal and written materials.

- d. The student shall be tested using a different form of the English language proficiency assessment than the one used to exit the student from the LIEP.
- e. If the student scores below the Department-determined cut score on the English language proficiency assessment, the student shall be reenrolled into a LIEP.

## I. Graduation Requirements for Multilingual Learners – N.J.A.C. 6A:15-1.10

All MLs shall satisfy requirements for high school graduation pursuant to N.J.A.C. 6A:8-5.1(a).

## J. Location – N.J.A.C. 6A:15-1.11

- 1. All Kindergarten through twelfth-grade LIEPs shall be conducted within classrooms within the school district pursuant to N.J.S.A. 18A:35-20, except under the following circumstances:
  - a. A LIEP is conducted in another school district as part of a joint program, pursuant to N.J.A.C. 6A:15-1.13 and L. below; or
  - b. A ML's individualized learning opportunity, pursuant to N.J.A.C. 6A:8-5.1(a)2, occurs outside of the school district's classrooms.

## K. Notification – N.J.A.C. 6A:15-1.12

- 1. The district shall notify, by written communication, the parent of a ML of the fact that their child has been identified as eligible for placement in a LIEP.
  - a. The district shall issue the notification within thirty calendar days of the start of the school year.
  - b. For a student who enrolls after the beginning of the school year, the district shall issue the notification within fourteen calendar days of the student being placed in a LIEP.



# REGULATION GUIDE

2. The notice shall be in writing and in the language in which the parent possesses a primary speaking ability, and in English, and shall include the following information:
  - a. Why the student was identified as a ML;
  - b. Why the school district determined the student needs to be placed in a LIEP that will help the student develop and attain English proficiency and meet the NJSLS;
  - c. The student's level of English language proficiency, how the level of English language proficiency was assessed, and the student's performance in academic content areas;
  - d. The method of instruction the school district will use to serve the student, including a description of other instruction methods available and how those methods differ in content, instructional goals, and the use of English and a primary language, if applicable;
  - e. How the program will meet the student's specific needs in attaining English language proficiency and meeting or exceeding the NJSLS;
  - f. The program's exit requirements, the expected amount of time that the ML will need to successfully achieve in classrooms where the language of instruction is English, and, in the case of high school students, the expected rate of graduation;
  - g. How the LIEP will meet the objectives of the individualized education program of a student with a disability; and
  - h. A statement that the parent may decline the child's enrollment in a LIEP, and that the parent shall be given an opportunity to do so or to select a different type of LIEP service available at the child's school.
3. The district shall send progress reports to the parents of students enrolled in a LIEP in the same manner and frequency as progress reports are sent to the parent of other students enrolled in the school district.



# REGULATION GUIDE

4. Progress reports shall be written in English and in the primary language spoken by the parent of students enrolled in the LIEP.
  5. The district shall notify the parent when the student meets the exit criteria and is placed in a monolingual English program. The notice shall be in English and in the language in which the parent possesses a primary speaking ability.
- L. Joint Programs – N.J.A.C. 6A:15-1.13
1. With approval of the Executive County Superintendent on a case-by-case basis, the Board of Education may join with another district Board to provide:
    - a. A LIEP; and
    - b. An individualized learning opportunity, pursuant to N.J.A.C. 6A:8-5.1(a)2, to a ML who chooses to utilize it to meet the 120-credit graduation requirement, in whole or in part.
- M. Parental and Family Engagement – N.J.A.C. 6A:15-1.14
1. The Superintendent or designee shall provide for the maximum practicable engagement of the parent of MLs in the development and review of program objectives and dissemination of information to and from the Boards of Education and communities served by the LIEP.
    - a. This duty includes ensuring all information regarding a ML’s educational experience is available in the language in which the parent possesses a primary speaking ability, and in English. This information includes, but it not limited to: district- and school-level policies; invitational letters regarding school or district programs; information regarding student discipline policies and procedures; registration and enrollment; report cards; requests for parent permission for student participation in district or school activities; parent-teacher conferences; parent handbooks; and gifted and talented programs.
  2. With the exception of a Board implementing an English language services or ESL program, each Board implementing a LIEP shall establish a parent advisory committee on bilingual education of which the majority membership shall be the parents of MLs.



# REGULATION GUIDE

## N. Waiver Process Provided by Statute – N.J.A.C. 6A:15-1.15

1. A school district that has twenty or more students eligible for the bilingual education program in Kindergarten through twelfth-grade may request annual approval from the Department to waive the requirement at N.J.A.C. 6A:15-1.4(d) and C.4. above and, instead, to establish an instructional program alternative if the school district is able to demonstrate that it would be impractical to provide a full-time bilingual program due to the age range, grade span, and/or geographic location of eligible students.
  - a. Instructional program alternatives that shall be established include, but are not limited to: the bilingual part-time program; the bilingual resource program; the bilingual tutorial program; the sheltered English instruction program; and the high-intensity ESL program.
  - b. All instructional program alternatives shall be designed to assist MLs to develop English language proficiency while learning the knowledge and skills for academic content areas to meet or exceed the NJSLS.
  - c. Instructional program alternatives shall be developed in consultation with the Department based on student enrollment and achievement data.
  - d. A Board of Education implementing instructional program alternatives annually shall submit to the Department student enrollment and achievement data that demonstrate the continued need for the programs.
  - e. Instructional program alternatives shall be approved annually by the Department based on the Department's review of student enrollment and achievement data.

Issued: 20 May 2024



# POLICY GUIDE

PROGRAM

2431.4/page 1 of 3

Prevention and Treatment of Sports-Related

Concussions and Head Injuries

Feb 24

M

[See POLICY ALERT Nos. 190, 194, 197, and 232]

## 2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES

A concussion is a traumatic brain injury caused by a blow or motion to the head or body that disrupts the normal functioning of the brain and can cause significant and sustained neuropsychological impairments including, but not limited to, problem solving, planning, memory, and behavioral problems. In order to ensure safety, it is imperative that student-athletes participating in a program of athletic competition, coaches, and parents are educated about the nature and treatment of sports-related concussions and other head injuries. Allowing a student-athlete to return to a program of athletic competition before recovering from a concussion increases the chance of a more serious brain injury.

This Policy and Regulation 2431.4 are consistent with the requirements of N.J.S.A. 18A:40-41.1 et seq., the New Jersey Department of Education Model Policy and Guidance for Districts on the Prevention and Treatment of Sports-Related Head Injuries and Concussions, and the recommendations developed by the Center for Disease Control and Prevention (CDC).

For the purpose this Policy and Regulation 2431.4, “program of athletic competition” shall include any competition or practice in high school interscholastic athletic programs, middle school interscholastic athletic programs where school teams or squads play teams or squads from other school districts, intramural athletic programs within a school or among schools in the district, and any cheerleading program or activity in the school district.

For the purpose of this Policy and Regulation 2431.4, “student-athlete” shall mean any student enrolled in a public or nonpublic school in New Jersey who is a participant in a program of athletic competition organized by the school district.

The staff member supervising the program of athletic competition shall take steps to prevent concussions and head injuries; ensure student-athletes have appropriate supervision and safety equipment; and ensure student-athletes avoid unsafe conditions.



# POLICY GUIDE

School staff members supervising programs of athletic competition; licensed athletic trainers; nurses; and school/team physicians shall be trained on the possible signs or symptoms of a concussion. Any possible signs or symptoms of a concussion shall be reported by the student-athlete or an observer to the staff member supervising the program of athletic competition; athletic trainer; school/team physician; school nurse; and/or parent.

The district will adopt an Interscholastic Head Injury Training Program to be completed by the school/team physician, licensed athletic trainer, coaches, and other appropriate district personnel pursuant to N.J.S.A. 18A:40-41.2.

Pursuant to N.J.S.A. 18A:40-41.4, a student-athlete who participates in a program of athletic competition and who sustains or is suspected of having sustained a concussion or other head injury while engaged in a program of athletic competition shall be immediately removed from the program of athletic competition by the staff member supervising the program or athletic competition. A student-athlete who was removed from a program of athletic competition shall not participate in further programs of athletic competition until the student-athlete: is examined by a physician or other licensed healthcare provider trained in the evaluation and management of concussions; receives written medical clearance from a physician trained in the evaluation and management of concussions to return to a program of athletic competition; and progresses through the steps outlined in the CDC's Six-Step Return to Play Progression. The student-athlete's written medical clearance shall be reviewed and approved by the school physician.

School personnel shall contact the parent of a student-athlete to inform them of a suspected sports-related concussion or head injury as soon as possible after the incident. School personnel shall provide the parent with a checklist or copy of the return to play protocols outlined in this Policy and Regulation 2431.4.

The student-athlete may not begin the CDC's Six-Step Return to Play Progression until the student-athlete receives a medical examination, provides the required written medical clearance, and the medical clearance is approved by the school physician.

Some symptoms may require immediate medical treatment. Emergency medical responders (911) shall be called if the student-athlete is experiencing a deterioration of symptoms; loss of consciousness; direct neck pain associated with the injury; or any other symptom that may require immediate medical treatment.

The district will provide temporary supports to a student-athlete that has sustained a concussion or other head injury.





# POLICY GUIDE

The Commissioner of Education and Commissioner of Health educational fact sheet that provides information concerning the use and misuse of opioid drugs in the event a student-athlete is prescribed an opioid for a sports-related injury shall be provided to the parents of student-athletes. The district shall obtain a signed acknowledgement of receipt by the student-athlete and their parent in accordance with the provisions of N.J.S.A. 18A:40-41.10.

The Board shall review this Policy and Regulation 2431.4 annually and update as necessary to ensure it reflects the most current information available on the prevention, risk, and treatment of sports-related concussions and head injuries pursuant to N.J.S.A. 18A:40-41.3.

The district shall provide a copy of this Policy and Regulation 2431.4 to all youth sports team organizations that operate on school grounds. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that operates on school grounds, if the youth sports team organization provides the school district proof of an insurance policy of an amount of not less than \$50,000 per person, per occurrence insuring the youth sports team organization against liability for any bodily injury suffered by a person and a statement of compliance with this Policy and Regulation 2431.4.

Pursuant to N.J.S.A. 18A:40-41.5 and for the purpose of this Policy, a “youth sports team organization” means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

New Jersey Department of Education Model Policy and Guidance for Districts on the Prevention and Treatment of Sports-Related Head Injuries and Concussions – August 2023

N.J.S.A. 18A:40-41.1; 18A:40-41.2; 18A:40-41.2a;  
18A:40-41.3; 18A:40-41.3a; 18A:40-41.4;  
18A:40-41.5

Adopted: 20 May 2024



# REGULATION GUIDE

PROGRAM

R 2431.4/page 1 of 11

Prevention and Treatment of Sports-Related  
Concussions and Head Injuries

Feb 24

M

[See **POLICY ALERT** Nos. 194, 197, 226, and 232]

## R 2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES

The following procedures shall be followed to implement N.J.S.A. 18A:40-41.1 et seq., the New Jersey Department of Education Model Policy and Guidance for Districts on the Prevention and Treatment of Sports-Related Head Injuries and Concussions, and Policy 2431.4.

### A. Prevention

1. The following steps may be taken to prevent concussions and head injuries and ensure the safety of student-athletes:
  - a. Limit the number of stunts during cheerleading practice.
    - (1) When stunting is performed, spotters shall be used and the surface shall be soft and in good condition; and
    - (2) Safe stunting techniques shall be taught and student-athletes shall not be permitted to attempt new or difficult stunts without proper instruction and a coach on hand.
  - b. Ensure student-athletes have appropriate supervision during practices and a designated safe practice facility in good condition for the activity.
  - c. Ensure the use of appropriate fitted and maintained safety equipment.
  - d. Ensure student-athletes avoid unsafe actions such as:
    - (1) Hitting another student-athlete in the head;
    - (2) Using their head to contact another student-athlete;



# REGULATION GUIDE

(3) Making illegal contacts; and

(4) Trying to injure or put another student-athlete at risk for injury.

e. Limit the amount of contact during practices. This may include:

(1) Limiting the amount of practice time that includes scrimmages or full-speed drills.

f. Teach student-athletes proper techniques and ways to avoid hits to the head.

g. Keep a close eye on student-athletes in positions that are at increased risk for concussion to help spot a potential concussion.

## B. Possible Signs or Symptoms of Concussion

1. Some mild traumatic brain injuries and concussion symptoms may appear right away, while others may not appear for hours or days after the injury. These symptoms may be observed by coaches, licensed athletic trainers, school/team physicians, school nurses, teachers, parents, or a teammate. Below are a few examples of possible signs and symptoms of a concussion:

a. The student-athlete grabs or holds head after a play or hit - “Hands to Head”;

b. The student-athlete appears to be “shaking it off”;

c. The student-athlete appears dazed or “foggy”;

d. The student-athlete forgets plays or demonstrates short term memory difficulty;

e. The student-athlete cannot recall injury or events just before or just after the injury;

f. The student-athlete answers questions slowly or inaccurately;

g. The student-athlete has a headache;



# REGULATION GUIDE

- h. The student-athlete is nauseous or is vomiting;
- i. The student-athlete is experiencing balance problems or dizziness;
- j. The student-athlete is experiencing double vision or changes in vision;
- k. The student-athlete is experiencing sensitivity to light or sound/noise;
- l. The student-athlete is feeling sluggish or foggy;
- m. The student-athlete is having difficulty with concentration and short-term memory;
- n. The student-athlete is experiencing sleep disturbance; and
- o. The student-athlete is experiencing irritability and/or mood changes.

- 2. Any possible signs or symptoms of a concussion shall be reported by the student-athlete participating in a program of athletic competition to the coach(es), athletic trainer, school or team physician, school nurse, and/or parent.

## C. Treatment

- 1. Pursuant to N.J.S.A. 18A:40-41.4, a student-athlete who participates in a program of athletic competition and who sustains or is suspected of having sustained a concussion or other head injury while engaged in a program of athletic competition shall be immediately removed from the program of athletic competition by the staff member supervising the program of athletic competition.
- 2. The staff member supervising the student-athlete during the program of athletic competition shall immediately contact the school physician, athletic trainer, or school nurse to examine the student-athlete.
- 3. Emergency medical responders (911) shall be called if the student-athlete is experiencing a deterioration of symptoms, loss of consciousness, or direct neck pain associated with the injury pursuant to D. below.



# REGULATION GUIDE

4. A student-athlete who is removed from a program of athletic competition shall not participate in further programs of athletic competition until:
  - a. The student-athlete is evaluated by a physician or other licensed healthcare provider trained in the evaluation and management of concussions and receives written clearance from a physician trained in the evaluation and management of concussions to return to the program of athletic competition; and
    - (1) The student-athlete's written medical clearance from a physician must indicate a medical examination has determined:
      - (a) The student-athlete's injury was not a concussion or other head injury, the student-athlete is asymptomatic at rest, and the student-athlete may return to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities; or
      - (b) The student-athlete's injury was a concussion or other head injury and the student-athlete's physician will monitor the student-athlete to determine when the student-athlete is asymptomatic at rest and when the student-athlete may return to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities.
    - (2) The student-athlete's written medical clearance shall be reviewed and approved by the school physician.
    - (3) A student-athlete who has suffered a concussion or other head injury may not begin the CDC's Six-Step Return to Play Progression as outlined in E. below until the student-athlete receives a medical examination and provides the required written medical clearance to the Principal or designee.
    - (4) A written medical clearance not in compliance with the provisions of C.4.a. above will not be accepted.



# REGULATION GUIDE

- b. A student-athlete who has suffered a concussion or other head injury returns to regular school activities without the need for additional support and is no longer experiencing symptoms of the injury when conducting those activities.
    - (1) If school is in session, a student-athlete who has suffered a concussion or other head injury must return to regular school activities without symptoms or need for additional support before returning to a program of athletic competition as part of the CDC's Six-Step Return to Play Progression.
    - (2) If school is not in session, a student-athlete who has suffered a concussion or other head injury must return to their normal daily activities without symptoms as part of the CDC's Six-Step Return to Play Progression.
- D. Symptoms Requiring Immediate Medical Assessment (911/Emergency Evaluation)
  - 1. The following symptoms requiring immediate medical assessment include, but are not limited to:
    - a. The student-athlete loses consciousness;
    - b. The student-athlete has a headache that gets worse and does not go away;
    - c. The student-athlete is experiencing weakness, numbness, decreased coordination, convulsions, or seizure;
    - d. The student-athlete is experiencing repeated vomiting and/or intractable retching;
    - e. The student-athlete is slurring speech or exhibiting unusual behavior (disoriented);
    - f. The student-athlete has one pupil (the black part in the middle of the eye) larger than the other; and
    - g. The student-athlete cannot recognize people or places and/or gets confused, restless, or agitated.
- E. CDC's Six-Step Return to Play Progression for Students Who Have Suffered a Concussion or Other Head Injury



# REGULATION GUIDE

1. The return of a student-athlete to a program of athletic competition shall be in accordance with the CDC's Six-Step Return to Play Progression recommendations and any subsequent changes or other updates to those recommendations as developed by the CDC. Recovery is individual.
  - a. As applicable, the student-athlete's treating healthcare provider may guide the student-athlete through the return to play protocol while experiencing mild symptoms as part of the treatment.
  - b. In addition, the student-athlete's treating healthcare provider may adjust the treatment plan prior to Step Six, full return to competition.
  - c. Clearance from a student-athlete's physician trained in the evaluation and management of concussions is required before returning to full competition.
2. Six-Step Return to Play Progression
  - a. Step 1: Back to Regular Activities

The student-athlete is back to their regular activities (such as school).
  - b. Step 2: Light Aerobic Activity

The student-athlete shall begin with light aerobic exercise only to increase a student-athlete's heart rate. This means about five to ten minutes on an exercise bike, walking, or light jogging. No weightlifting at this point.
  - c. Step 3: Moderate Activity

The student-athlete shall continue with activities to increase a student-athlete's heart rate with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, or moderate-intensity weightlifting (less time and/or less weight from their typical routine).
  - d. Step 4: Heavy, Non-Contact Activity



# REGULATION GUIDE

The student-athlete shall add heavy, non-contact physical activity, such as sprinting/running, high-intensity stationary biking, regular weightlifting routine, or non-contact sport-specific drills (in three planes of movement).

e. Step 5: Practice & Full Contact

The student-athlete may return to practice and full contact (if appropriate for the sport) in controlled practice.

f. Step 6: Competition

The student-athlete may return to competition.

3. It is important for a student-athlete's parent(s), coach(es), and teachers to watch for concussion symptoms after each day's Six-Step Return to Play Progression activity.
4. A student-athlete should only move to the next step if they do not exhibit any new symptoms at the current step.
5. If a student-athlete's symptoms return or if they develop new symptoms, this could be a sign the student-athlete is overexerting. The student-athlete shall stop these activities and the student-athlete's medical provider shall be contacted. After more rest and no concussion symptoms, the student-athlete can start at the previous step.

F. Temporary Supports for Student-Athletes with Sports-Related Head Injuries or Concussions

1. Initial rest followed by a gradual return to activity during healing is recommended. Accordingly, consideration of the cognitive effects in returning to the classroom is also an important part of the treatment of sports-related concussions and head injuries.
2. Mental exertion increases the symptoms from concussions and affects recovery. To recover, cognitive rest is just as important as physical rest. Reading, studying, computer usage, texting, even watching movies if a student-athlete is sensitive to light/sound, can slow a student-athlete's recovery. Managing the symptoms through a balance of rest and activity is the key to recovery.
  - a. The district will provide support for student-athletes diagnosed with a concussion.
  - b. The student-athlete's health care provider will handle short-term medical accommodations.





# REGULATION GUIDE

3. Collaboration between the student-athlete's health care provider and the school may be necessary. If accommodations are needed for an extended time, the district may want to consider implementing accommodations via a formalized 504 plan.
4. The Principal or designee may address the student-athlete's cognitive needs in the following ways:
  - a. Limit the student-athlete's screen time;
  - b. Have the student-athlete take rest breaks as needed;
  - c. Have the student-athlete spend fewer hours at school;
  - d. Provide the student-athlete more time to take tests or complete assignments. (All courses should be considered);
  - e. Provide the student-athlete help with schoolwork;
  - f. Reduce the student-athlete's time spent on the computer, reading, and writing;
  - g. Provide or grant the student-athlete early passing time to avoid crowded hallways; and/or
  - h. Allow the student-athlete extra time to complete tests or coursework.
5. These supports and/or short-term medical accommodations may be addressed in an individualized healthcare plan for a student-athlete who has suffered a concussion or other head injury.
6. Concussions affect several aspects of brain function, including cognition, balance and coordination, visual tracking and processing, behavior, and others. The symptoms experienced, difficulties faced, and timeline for recovery will vary for each individual.
7. A brief period of relative rest followed by a gradual return to lighter activities is generally considered the best "medicine" for healing concussions or other head injuries. This may include relative rest from both physical and cognitive activities. Each injury, and therefore each treatment plan, is different. School personnel, in collaboration with the student-athlete, parents, and the student-athlete's health care provider, are in the best position to create flexible, temporary supports to meet the needs of each student-athlete.



# REGULATION GUIDE

## G. Education

1. The CDC offers tips for health professionals and educators on their website. Interscholastic Head Injury Training Programs are available via the CDC website or the National Federation of State High School Associations.
2. This training shall be completed by the school/team physician, licensed athletic trainer, school nurses, coaches, and other relevant school personnel.

## H. Other Considerations

1. Educational information for student-athletes on the prevention of concussions shall be reviewed.
2. The importance of early identification and treatment of concussions to improve recovery shall be reinforced.
3. School personnel shall contact the student-athlete's parent and inform them of the suspected sports-related concussion or head injury before allowing the student-athlete to go home after a program of athletic competition.
4. School personnel shall provide the parent of the student-athlete with a checklist or copy of the return to play protocols including the requirement of written clearance from a physician trained in the evaluation and management of concussions before the student-athlete is able to return to a program of athletic competition.

## I. Interscholastic Head Injury Training Program

1. The district will adopt an Interscholastic Head Injury Training Program to be completed by the school/team physician, licensed athletic trainer, coaches, and other appropriate district personnel pursuant to N.J.S.A. 18A:40-41.2. The training program shall include:
  - a. The recognition of the signs of head and neck injuries, concussions, and second impact syndrome; and
    - (1) Pursuant to N.J.S.A. 18A:40-41.1.d., if a student-athlete sustains a second concussion while still having symptoms of a previous concussion, it can lead to the severe impairment and even the



# REGULATION GUIDE

death of the student-athlete, and is referred to as second-impact syndrome.

- b. The CDC's Six-Step Return to Play Progression or any subsequent changes or other updates developed by the CDC.

## J. "Return to Play Progressions" vs. "Therapeutic Progressions"

1. In many cases, after the initial rest period, concussed individuals may be encouraged to resume limited activities, including light physical and cognitive activities, even in the presence of some continued symptoms. This may be referred to as "therapeutic progressions," and while some of the activities may overlap with the CDC's Six-Step Return to Play Progression, it is different in the goals and intent from "return to play."
  - a. "Return to play" progressions are intended to test the concussed individual's readiness to perform the activity correctly, and to do so with no symptoms.
  - b. "Therapeutic" progressions are intended to help the individual recover and to help them improve their performance and tolerance to those activities. This may take several days, or longer, at any given step.
  - c. "Therapeutic progressions" should be recommended and supervised by a health care provider familiar with the evaluation and management of concussions, and monitored by a team including the student-athlete, parents, health care provider, and school personnel. Adjustments to the program should be in response to the student-athlete's overall symptom load and progress. It should be remembered that student-athletes may progress at different rates for various aspects of their injury, such as tolerating light to moderate aerobic activity before tolerating being in the classroom, or tolerating schoolwork done at home before tolerating the classroom and school environment. Of note, progressions in one aspect of the treatment plan can have a positive effect on other areas as the brain is returning to a more typical overall level of function. A successful treatment plan is one that can adapt appropriately for each student-athlete.



# REGULATION GUIDE

## K. Educating the Community on the District Sports-Related Concussions and Head Injuries Policy

1. The Board shall review Policy 2431.4 and this Regulation annually, and update as necessary to ensure Policy 2431.4 and this Regulation reflect the most current information available on the prevention, risk, and treatment of sports-related concussions and head injuries.
2. The district may provide regular education and training for staff including administrators, teachers, paraprofessionals, and school counselors regarding concussions and other head injuries as head injuries can happen at any time during the school day or outside of school.
3. The district is in a unique position to promote healthy behaviors. The district can embed education related to the prevention and treatment of concussions and head injuries through the New Jersey Student Learning Standards Comprehensive Health and Physical Education Standard 2.3 – Safety. In addition, N.J.S.A. 18A:6-2 requires education in accident and fire prevention and N.J.S.A. 18A:35-5 requires education in injury or illness emergencies.

Adopted: 20 May 2024



# **EXHIBIT “G”**

# POLICY GUIDE

STUDENTS  
5460/page 1 of 11  
High School Graduation  
Jan 22  
M

[See **POLICY ALERT** Nos. 186, 205, 208, 209, 211, and 226]

## 5460 HIGH SCHOOL GRADUATION

The Board of Education will recognize the successful completion of the secondary school instructional program by the award of a State-endorsed diploma certifying the student has met all State and local requirements for high school graduation in accordance with N.J.A.C. 6A:8-5.1 et seq. The Board will annually certify to the Executive County Superintendent each student who has been awarded a diploma and has met the requirements for graduation.

As defined in N.J.A.C. 6A:8-1.3, “credit” means the award for the equivalent of a class period of instruction, which meets for a minimum of forty minutes, one time per week during the school year or as approved through N.J.A.C. 6A:8-5.1(a)2 and A.1.b. below.

### A. High School Graduation Requirements – N.J.A.C. 6A:8-5.1

1. For a State-endorsed diploma, the Board shall develop, adopt, and implement graduation requirements that prepare students for success in post-secondary degree programs, careers, and civic life in the 21<sup>st</sup> century, and that include the following:
  - a. A Raritan High School student must have earned a minimum of ~~140~~ **120** credits in courses designed to meet all of the New Jersey Student Learning Standards (NJSLS). The four-year high school New Jersey State minimum requirement is 120 credits, which will be accepted in extenuating circumstances. The NJSLS include, but are not limited to, the following credits:
    - (1) 20 credits in English language arts aligned to grade nine through twelve standards;
    - (2) 15 credits in mathematics, including Algebra I or the content equivalent; geometry or the content equivalent; and a third year of mathematics that builds on the concepts and skills of algebra and geometry and that prepares students for college and 21<sup>st</sup> century careers;



# POLICY GUIDE

- (3) 15 credits in science, including at least five credits in laboratory biology/life science or the content equivalent; one additional laboratory/inquiry-based science course, which shall include chemistry, environmental science, or physics; and one additional laboratory/inquiry-based science course;
  - (4) 15 credits in social studies, including satisfaction of N.J.S.A. 18A:35-1 and 18A:35-2; five credits in world history; and the integration of civics, economics, geography, and global content in all course offerings;
  - (5) 2.5 credits in financial, economic, business, and entrepreneurial literacy;
  - (6) 20 credits in health, safety, and physical education during each year of enrollment, distributed as one hundred fifty minutes per week, as required by N.J.S.A. 18A:35-5, 7, and 8;
  - (7) 5 credits in visual and performing arts;
  - (8) 10 credits in world languages or student demonstration of proficiency as set forth in N.J.A.C. 6A:8-5.1(a)2ii(2) and A.1.b.(2)(b) below;
  - (9) Technological literacy, consistent with the NJSLs, integrated throughout the curriculum;
  - (10) 5 credits in 21<sup>st</sup> century life and careers, or career-technical education; and
  - (11) Electives as determined by the high school program sufficient to total a minimum of ~~32.5~~ **12.5** credits.
- b. The 120-credit requirement set forth in N.J.A.C. 6A:8-5.1(a)1. and in A.1.a. above may be met in whole or in part through program completion of a range of experiences that enable students to pursue a variety of individualized learning opportunities, as follows:
- (1) The district shall establish a process to approve individualized student learning opportunities that meet or exceed the NJSLs.
    - (a) Individualized student learning opportunities in all NJSLs areas include, but are not limited to, the following:
      - (i) Independent study;



# POLICY GUIDE

- (ii) Online learning;
    - (iii) Study abroad programs;
    - (iv) Student exchange programs; and
    - (v) Structured learning experiences, including, but not limited to, work-based programs, internships, apprenticeships, and service learning experiences.
  - (b) Individualized student learning opportunities based upon specific instructional objectives aimed at meeting or exceeding the NJSLs shall:
    - (i) Be based on student interest and career goals as reflected in the Personalized Student Learning Plans;
    - (ii) Include demonstration of student competency;
    - (iii) Be certified for completion based on the district process adopted according to N.J.A.C. 6A:8-5.1(a)2.ii. and A.1.b.(2) below; and
    - (iv) Be on file in the school district and subject to review by the Commissioner of Education or designee.
  - (c) Group programs based upon specific instructional objectives aimed at meeting or exceeding the NJSLs shall be permitted and shall be approved in the same manner as other approved courses.
- (2) The district shall establish a process for granting of credits through successful completion of assessments that verify student achievement in meeting or exceeding the NJSLs at the high school level, including standards achieved by means of the individualized student learning opportunities enumerated at N.J.A.C. 6A:8-5.1(a)2 and A.1.b. above. Such programs or assessments may occur all or in part prior to a student's high school enrollment; no such locally administered assessments shall preclude or exempt student participation in applicable Statewide assessments at grades three through twelve.





# POLICY GUIDE

- (a) The district shall choose assessments that are aligned with or exceed the NJSLS and may include locally designed assessments.
  - (b) The district shall choose from among the following assessment options to determine if students have achieved the level of language proficiency designated as Novice-High as defined by the American Council on the Teaching of Foreign Languages (ACTFL) and recognized as fulfilling the world languages requirement of the NJSLS:
    - (i) The Standards-based Measurement of Proficiency (STAMP) online assessment;
    - (ii) The ACTFL Oral Proficiency Interview (OPI) or the Modified Oral Proficiency Interview (MOPI); or
    - (iii) New Jersey Department of Education-approved locally designed competency-based assessments.
- (3) The district shall establish a process to approve post-secondary learning opportunities that may consist of Advanced Placement (AP) courses, College-Level Examination Program (CLEP), or concurrent/dual enrollment at accredited higher education institutions.
  - (a) The district shall award credit for successful completion of an approved, accredited college course that assures achievement of knowledge and skills that meets or exceeds the NJSLS.
- c. Local student attendance requirements;
- d. Other requirements established by the Board of Education as indicated below:
  - 1. Attendance requirements as indicated in Policy and Regulation 5200.
  - 2. Other requirements established by the board of Education as indicated below:
  - 3. Any statutorily mandated requirements for earning a high school diploma and;
  - 4. Any Statewide assessment graduation requirements as determined by the New Jersey Department of Education (NJDOE), and as outlined in C. below.



# POLICY GUIDE

- e. Any statutorily mandated requirements for earning a high school diploma;
  - f. The requirement that all students demonstrate proficiency by achieving a passing score on the English Language Arts (ELA) and mathematics components of the State graduation proficiency test or through the alternative means at N.J.A.C. 6A:8-5.1(h) and A.7. below, if applicable, or for students who take the State graduation proficiency test but do not achieve a passing score through the alternative means set forth at N.J.A.C. 6A:8-5.1(g) and (i) and A.6. and A.8. below:
    - (1) Students in the graduating classes of 2019, 2020, 2021, and 2022 shall be required to demonstrate proficiency by achieving a passing score on the high school end-of-course NJSLA assessments in ELA 10 and Algebra I or through alternative means set forth at N.J.A.C. 6A:8-5.1(f), (h), and (i) and A.5., A.7., and A.8. below.
  - g. For students who have not demonstrated proficiency on the ELA and/or mathematics components of the State graduation proficiency test, the opportunity for the following will be provided:
    - (1) Remediation, pursuant to N.J.S.A. 18A:7C-3.; and
    - (2) One or more additional opportunities to demonstrate proficiency on the State graduation proficiency test, pursuant to N.J.S.A. 18A:7C-6; and
  - h. Students graduating from an adult high school shall demonstrate proficiency in the ELA and mathematics components of the State graduation proficiency test, or through alternative means set forth at N.J.A.C. 6A:8-5.1(f) through (i) and A.5. through A.8. below.
2. In the development of Personalized Student Learning Plans according to N.J.A.C. 6A:8-3.2(a), the district shall actively encourage all students who have otherwise met the requirements for high school graduation according to N.J.A.C. 6A:8-5.1(a)1 through 3 and A.1.a. through A.1.c. above, to include in their programs of study the following additional credits:
- a. Five credits in mathematics during each year of enrollment, aimed at preparation for entrance into post-secondary programs or 21<sup>st</sup> century careers;



# POLICY GUIDE

- b. Five credits in a laboratory science during each year of enrollment, aimed at preparation for entrance into post-secondary programs or 21<sup>st</sup> century careers;
  - c. Five credits in social studies during each year of enrollment, aimed at preparation for entrance into post-secondary programs or 21<sup>st</sup> century careers; and
  - d. Five credits in world languages during each year of enrollment, aimed at preparation for entrance into post-secondary programs or 21<sup>st</sup> century careers.
- 3. The district shall provide to the Executive County Superintendent the district's graduation requirements each year they are evaluated through Quality Single Accountability Continuum (QSAC) and update the district's filed copy each time the graduation policy is revised.
- 4. The district shall provide each student entering high school and their parents with a copy of the district's requirements for a State-endorsed diploma and the programs available to assist students in attaining a State-endorsed diploma, in accordance with N.J.S.A. 18A:7C-5.
- 5. To ensure adequate transition to the new Statewide assessment systems, the district shall provide students in the graduating classes of 2018, 2019, 2020, 2021, and 2022 who have not demonstrated proficiency on the high school end-of-course NJSLA assessments in ELA 10 and Algebra I with the opportunity to demonstrate competence through one of the alternative means set forth below:
  - a. For the graduating classes of 2018, 2019, 2020, 2021, and 2022, students who did not take the ELA 10 and the Algebra I end-of-course PARCC assessment or who take but do not achieve a passing score on both assessments, as required by N.J.A.C. 6A:8-5.1(a)6 and A.1.f. above, may satisfy the State requirement to demonstrate proficiency in English language arts and/or mathematics in one of the following ways:
    - (1) Achieve a passing score, as determined by the Commissioner of Education, on a corresponding substitute competency test in English language arts and/or mathematics, as applicable, or substitute a passing score on another end-of-course NJSLA assessment, including ELA 9, ELA 11, Geometry, or Algebra II; or



# POLICY GUIDE

(2) Meet the criteria of the portfolio appeals process.

6. For students in the graduating classes of 2023, 2024, and 2025, the alternative means referenced at N.J.A.C. 6A:8-5.1(a)6 and A.1.f. above shall be as follows:
  - a. Achieve a passing score, as determined by the Commissioner of Education and approved by the New Jersey State Board of Education, on a corresponding substitute competency test in English language arts and/or mathematics, as applicable; and/or
  - b. Demonstrate proficiency through the portfolio appeals process, pursuant to N.J.S.A. 18A:7C-3.
7. All English language learners (ELLs) shall satisfy the requirements for high school graduation, except ELLs may demonstrate they have attained State minimum levels of proficiency through passage of the portfolio appeals process in their native language, when available, and passage of a New Jersey Department of Education-approved, English fluency assessment.
8. Students, including students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act who participate in the alternative assessment for students with disabilities, are not required to participate in repeated administrations of high school assessment components required at N.J.A.C. 6A:8-4.1(c).
9. For students in the graduating classes of 2019, 2020, 2021, and 2022, the New Jersey Department of Education (NJDOE) shall consider high school end-of-course State assessments to be equivalent to the corresponding high school end-of-course NJSLA assessments.

## B. High School Diplomas – N.J.A.C. 6A:8-5.2

1. The Board of Education shall award a State-endorsed high school diploma to prospective graduates who have met all of the requirements adopted in accordance with N.J.A.C. 6A:8-5.1(a), (c), or N.J.A.C. 6A:8-5.2(d) and A.1 above, C.1. below, or B.4. below.
2. The Board shall not issue a high school diploma to any student not meeting the criteria specified in the rule provisions referenced in B.1. above.



# POLICY GUIDE

- a. The district shall provide students exiting grade twelve without a diploma the opportunity for continued high school enrollment to age twenty or until the requirements for a State-endorsed diploma have been met, whichever comes first.
  - b. The district shall allow any out-of-school individual to age twenty who has otherwise met all State and local graduation requirements but has failed to pass the State proficiency test to demonstrate proficiency through alternative means as set forth at N.J.A.C. 6A:8-5.1(a)6 through N.J.A.C. 6A:8-5.1(i) and in A.1.f. through A.8. above, as applicable, pursuant to the standards applicable to the student's graduating class. Students in graduating classes prior to 2018 shall demonstrate proficiency as set forth for the classes of 2018 through 2022 at N.J.A.C. 6A:8-5.1(f)1 and A.5.a. above. Upon certification of passing the test applicable to the student's class in accordance with N.J.A.C. 6A:8 and this Policy, a State-endorsed diploma shall be granted by the high school of record.
3. Pursuant to N.J.A.C. 6A:20-1.4, the Commissioner of Education shall award a State-issued high school diploma based on achieving the Statewide standard score on the General Education Development test (GED) or other adult education assessments to individuals age sixteen or older who are no longer enrolled in school and have not achieved a high school credential.
4. The Commissioner of Education shall award a State-issued high school diploma to individuals age sixteen or older and no longer enrolled in high school based on official transcripts showing at least thirty general education credits leading to a degree at an accredited institution of higher education. Included in the thirty general education credits must be a minimum of fifteen credits with at least three credits in each of the five general education categories as follows: English; mathematics; science; social science; and the humanities.
5. The Board shall award a State-endorsed high school diploma to any currently enrolled student, regardless of grade level, who:
  - a. Has demonstrated proficiency in the State graduation proficiency test, pursuant to N.J.A.C. 6A:8-5.1(a)6 and A.1.f. above, or as set forth at N.J.A.C. 6A:8-5.1(g) and A.6. above:



# POLICY GUIDE

- (1) The Board shall award a State-endorsed high school diploma to any currently enrolled student in the graduating classes of 2019, 2020, 2021, and 2022 who has demonstrated proficiency in the high school end-of-course NJSLA assessments in ELA 10 and Algebra I, or as set forth in N.J.A.C. 6A:8-5.1(f) and in A.5. above;
  - b. Has presented official transcripts showing at least thirty general education credits leading to a degree at an accredited institution of higher education; and
  - c. Has formally requested such early award of a State-endorsed high school diploma.
6. Pursuant to N.J.S.A. 18A:7C-7 and 18A:7E-3, the Superintendent shall report annually to the Board at a public meeting not later than September 30, and to the Commissioner of Education:
  - a. The total number of students graduated;
  - b. The number of students graduated under the substitute competency test process;
  - c. The number of students graduated under the portfolio appeals process;
  - d. The number of students receiving State-endorsed high school diplomas as a result of meeting any alternate requirements for graduation as specified in their individualized education programs (IEP);
  - e. The total number of students denied graduation from the twelfth grade class; and
  - f. The number of students denied graduation from the twelfth grade class solely because of failure to pass the high school end-of-course PARCC assessments, the State graduation proficiency test, substitute competency tests, or portfolio appeals process based on the provisions of N.J.A.C. 6A:8.
- C. Students with Disabilities – N.J.A.C. 6A:8-5.1(c) and N.J.A.C. 6A:14-4.11
  1. Through the IEP process set forth at N.J.A.C. 6A:14-3.7 and pursuant to N.J.A.C. 6A:14-4.11, the Board may specify alternate requirements for a State-endorsed diploma for individual students with disabilities as defined at N.J.A.C. 6A:14-1.3.



# POLICY GUIDE

- a. The district shall specifically address any alternate requirements for graduation in a student's IEP, in accordance with N.J.A.C. 6A:14-4.11.
  - b. The district shall develop and implement procedures for assessing whether a student has met the specified alternate requirements for graduation individually determined in an IEP.
2. The IEP of a student with a disability who enters a high school program shall specifically address the graduation requirements. The student shall meet the high school graduation requirements pursuant to N.J.A.C. 6A:8-5.1 and A. above, except as specified in the student's IEP. The IEP shall specify which requirements would qualify the student with a disability for the State-endorsed diploma issued by the Board responsible for the student's education.
3. Graduation with a State-endorsed diploma is a change of placement that requires written notice pursuant to N.J.A.C. 6A:14-2.3(f) and (g).
  - a. As part of the written notice, the parent shall be provided with a copy of the procedural safeguards statement published by the NJDOE.
  - b. As with any proposal to change the educational program or placement of a student with a disability, the parent may resolve a disagreement with the proposal to graduate the student by requesting mediation or a due process hearing prior to graduation.
  - c. In accordance with N.J.A.C. 6A:14-3.8(d), a reevaluation shall not be required.
  - d. When a student graduates or exceeds the age of eligibility, the student shall be provided a written summary of their academic achievement and functional performance prior to the date of the student's graduation or the conclusion of the school year in which the student exceeds the age of eligibility. The summary shall include recommendations to assist the student in meeting their postsecondary goals.
4. If a student attends a school other than that of the school district of residence that is empowered to grant a diploma, the student shall have the choice of receiving the diploma of the school attended or the diploma of the school district of residence.



# POLICY GUIDE

- a. If the school the student is attending declines to issue a diploma to the student, the Board of the school district of residence shall issue the student a diploma if the student has satisfied all State and local graduation requirements, as specified in the student's IEP.
5. If the Board grants an elementary school diploma, a student with a disability who fulfills the requirements of their IEP shall qualify for and receive a diploma.
6. Students with disabilities who meet the standards for graduation according to N.J.A.C. 6A:14-4.11 and C. of this Policy shall have the opportunity to participate in graduation exercises and related activities on a nondiscriminatory basis.

Revised: 20 May 2024  
Adopted: 21 March 2022





# **EXHIBIT “H”**

# New Jersey Department of Education

## School Self-Assessment for Determining Grades under the *Anti-Bullying Bill of Rights Act*

**2022-2023 District and School Grade Report  
Hazlet Township Public School District (25-2105)**

**\*\*\* Official Release \*\*\***



**District and School Grade****Report****2022-2023****\*\*\* Official Release****\*\*\* Official Release****\*\*\*****\*\*\*****District Grade: 74****Beers Street School (060)**

<b>Core Element</b>	<b>Score</b>
HIB Programs, Approaches or Other Initiatives (MAX=15)	15
Training on the BOE-Approved HIB Policy (MAX=9)	8
Other Staff Instruction and Training Programs (MAX=15)	14
Curriculum and Instruction on HIB and Related Information and Skills (MAX=6)	6
HIB Personnel (MAX=9)	9
School-Level HIB Incident Reporting Procedure (MAX=6)	6
HIB Investigation Procedure (MAX=12)	12
HIB Reporting (MAX=6)	6
School Grade (MAX=78)	76

Number of times a preliminary determination was made that an incident or complaint was outside the scope of the definition of HIB: 0

**District and School Grade****Report  
2022-2023****\*\*\* Official Release****\*\*\* Official Release****\*\*\*****\*\*\*****District Grade: 74****Cove Road School (070)**

<b>Core Element</b>	<b>Score</b>
HIB Programs, Approaches or Other Initiatives (MAX=15)	14
Training on the BOE-Approved HIB Policy (MAX=9)	8
Other Staff Instruction and Training Programs (MAX=15)	14
Curriculum and Instruction on HIB and Related Information and Skills (MAX=6)	6
HIB Personnel (MAX=9)	8
School-Level HIB Incident Reporting Procedure (MAX=6)	6
HIB Investigation Procedure (MAX=12)	12
HIB Reporting (MAX=6)	6
School Grade (MAX=78)	74

Number of times a preliminary determination was made that an incident or complaint was outside the scope of the definition of HIB: 1

**District and School Grade****Report****2022-2023****\*\*\* Official Release****\*\*\* Official Release****\*\*\*****\*\*\*****District Grade: 74****Hazlet Middle School (105)**

<b>Core Element</b>	<b>Score</b>
HIB Programs, Approaches or Other Initiatives (MAX=15)	12
Training on the BOE-Approved HIB Policy (MAX=9)	8
Other Staff Instruction and Training Programs (MAX=15)	13
Curriculum and Instruction on HIB and Related Information and Skills (MAX=6)	5
HIB Personnel (MAX=9)	8
School-Level HIB Incident Reporting Procedure (MAX=6)	6
HIB Investigation Procedure (MAX=12)	12
HIB Reporting (MAX=6)	6
School Grade (MAX=78)	70

Number of times a preliminary determination was made that an incident or complaint was outside the scope of the definition of HIB: 1



## District and School Grade

### Report 2022-2023

\*\*\* Official Release

\*\*\* Official Release

\*\*\*

\*\*\*

**District Grade: 74**

## Lillian Drive School (085)

Core Element	Score
HIB Programs, Approaches or Other Initiatives (MAX=15)	13
Training on the BOE-Approved HIB Policy (MAX=9)	8
Other Staff Instruction and Training Programs (MAX=15)	12
Curriculum and Instruction on HIB and Related Information and Skills (MAX=6)	6
HIB Personnel (MAX=9)	7
School-Level HIB Incident Reporting Procedure (MAX=6)	6
HIB Investigation Procedure (MAX=12)	12
HIB Reporting (MAX=6)	6
School Grade (MAX=78)	70

Number of times a preliminary determination was made that an incident or complaint was outside the scope of the definition of HIB: 0

**District and School Grade****Report****2022-2023****\*\*\* Official Release****\*\*\* Official Release****\*\*\*****\*\*\*****District Grade: 74****Middle Road School (090)**

<b>Core Element</b>	<b>Score</b>
HIB Programs, Approaches or Other Initiatives (MAX=15)	15
Training on the BOE-Approved HIB Policy (MAX=9)	8
Other Staff Instruction and Training Programs (MAX=15)	15
Curriculum and Instruction on HIB and Related Information and Skills (MAX=6)	6
HIB Personnel (MAX=9)	9
School-Level HIB Incident Reporting Procedure (MAX=6)	6
HIB Investigation Procedure (MAX=12)	12
HIB Reporting (MAX=6)	6
School Grade (MAX=78)	77

Number of times a preliminary determination was made that an incident or complaint was outside the scope of the definition of HIB: 1

**District and School Grade****Report****2022-2023****\*\*\* Official Release****\*\*\* Official Release****\*\*\*****\*\*\*****District Grade: 74****Raritan High School (050)**

<b>Core Element</b>	<b>Score</b>
HIB Programs, Approaches or Other Initiatives (MAX=15)	15
Training on the BOE-Approved HIB Policy (MAX=9)	8
Other Staff Instruction and Training Programs (MAX=15)	14
Curriculum and Instruction on HIB and Related Information and Skills (MAX=6)	6
HIB Personnel (MAX=9)	8
School-Level HIB Incident Reporting Procedure (MAX=6)	6
HIB Investigation Procedure (MAX=12)	11
HIB Reporting (MAX=6)	6
School Grade (MAX=78)	74

Number of times a preliminary determination was made that an incident or complaint was outside the scope of the definition of HIB: 2

## District and School Grade

### Report

2022-2023

\*\*\* Official Release

\*\*\* Official Release

\*\*\*

\*\*\*

District Grade: 74

## Raritan Valley School (095)

Core Element	Score
HIB Programs, Approaches or Other Initiatives (MAX=15)	15
Training on the BOE-Approved HIB Policy (MAX=9)	8
Other Staff Instruction and Training Programs (MAX=15)	14
Curriculum and Instruction on HIB and Related Information and Skills (MAX=6)	6
HIB Personnel (MAX=9)	9
School-Level HIB Incident Reporting Procedure (MAX=6)	6
HIB Investigation Procedure (MAX=12)	12
HIB Reporting (MAX=6)	6
School Grade (MAX=78)	76

Number of times a preliminary determination was made that an incident or complaint was outside the scope of the definition of HIB: 0



**District and School Grade****Report  
2022-2023****\*\*\* Official Release****\*\*\* Official Release****\*\*\*****\*\*\*****District Grade: 74****Sycamore Drive Early Childhood Learning Center (100)**

<b>Core Element</b>	<b>Score</b>
HIB Programs, Approaches or Other Initiatives (MAX=15)	14
Training on the BOE-Approved HIB Policy (MAX=9)	8
Other Staff Instruction and Training Programs (MAX=15)	14
Curriculum and Instruction on HIB and Related Information and Skills (MAX=6)	6
HIB Personnel (MAX=9)	9
School-Level HIB Incident Reporting Procedure (MAX=6)	6
HIB Investigation Procedure (MAX=12)	12
HIB Reporting (MAX=6)	6
School Grade (MAX=78)	75

Number of times a preliminary determination was made that an incident or complaint was outside the scope of the definition of HIB: 0