

**THE MEETING OF THE UPPER DEERFIELD TOWNSHIP BOARD OF EDUCATION WAS HELD IN THE WOODRUFF SCHOOL LIBRARY ON TUESDAY, APRIL 25, 2023 AT 7:05 PM.**

President Anthony Buono Jr read the opening statement as it pertains to the Open Public Meetings Act and called the meeting to order with the flag salute and Pledge of Allegiance. Pursuant to Chapter 231 of New Jersey Public Laws of 1975, notice of the meeting date, time, and place were sent to the newspaper and the agenda of said meeting was posted.

**ROLL CALL**

Present: Board Members Ashley Bowen, Joseph Lee, Sheetal Patel, Carmen Pino, Teresa Warburton, Anthony Buono Jr, Superintendent Dr. Peter Koza and Interim Business Administrator/Board Secretary Dr. Frank Badessa

Absent: Angelica Wildin

**CORRESPONDENCE**

There was no correspondence at this time.

**STUDENT REPORTS/PRESENTATIONS**

Seabrook: Rhyen Rogers – Grade 2 (Miss Vernacchio's class)

Moore: Malachi Suggs – Grade 5 (Mrs. Settrella's class)

Woodruff: River Birmingham – Grade 8

Manntram Patel – Woodruff School Student Council President

**PUBLIC PARTICIPATION**

Mrs. Jones questioned an investigation regarding a student that does not reside in district.

Mrs. Ostberg mentioned a beekeeper making a visit to the preschool classrooms.

**SUPERINTENDENT'S REPORT**

Dr. Koza reported the following:

1. Our district continues to provide additional support to students after school and on Saturdays as we look to meet the needs of our students and assist in accelerating their learning to recover from the school closings and address the deficits. Our staff as a whole have been meeting the needs of our students with additional supports and services during the school day as well.
2. Our School Performance Report has been reviewed and our district continues to meet the growth percentiles for English/Language Arts and Math. We still have to meet targets in the performance areas as previously reported in our student scores in the fall based on the overall performance scores and continue to provide the instructional strategies and interventions to close deficits.
3. The office of the superintendent received no reported investigations or confirmed HIB (Harassment, Intimidation, Bullying) incidents from Seabrook School or Moore School. There were two investigations at Woodruff School in which the two situations were found to be unsubstantiated claims as per the HIB guidelines based on the outcome of the investigations. All parties were notified of the investigations and outcomes.

4. Our Finance Committee met to discuss and review the budget prior to submission to the County Office; Building and Grounds Committee met to discuss the ROD Grant and our facilities given the needs in each building and our growing population; Transportation Committee met to review items for the JPT; and Personnel Committee met to review our staffing needs.
5. Our 2023-24 Budget was approved by the County Office of Education and I am also pleased to report that our preschool budget was also approved by the Department of Education's Office of Early Childhood as submitted.
6. Thanks to Dr. Badessa and Mr. Twardowski for working on our budget and we hope we won't have to make any changes given the changes that can be made by the office of the governor. Our budget is subject to change as the governor has done so previously. All positions are contingent upon the current status of what we know at present and the potential for changes based on the outcome of decisions by our legislature and the office of the governor.
7. At the present time our HVAC system continues to be undergoing a thorough review and we are now also undergoing a technology assessment as well to be proactive to maintain and upgrade our system.
8. Many thanks to all of our students, administration and staff, board of education, building and grounds and school safety and security department, technology department, contracted service providers, and community for the continued support in working together to meet the needs of our students and a growing population. We would not be able to meet the needs of our students and district as a whole without the support of everyone working together. We have great people and a great community. Those who understand the teamwork continue to provide and do what is necessary for our schools and students. There are many individuals that have gone above and beyond their duties to ensure things get done and we appreciate all we have here in Upper Deerfield as it is through these efforts the most important people, our students, receive the benefits of this work.

#### **TABLE APPROVAL OF REGULAR MINUTES**

Motion (**Warburton, Pino**) to approve tabling the regular meeting minutes of March 14, 2023 due to corrections needed in some of the roll call votes recorded. The motion carried unanimously.

#### **ADMINISTRATIVE REPORTS**

Motion (**Pino, Warburton**) to approve the April 2023 Administrative Reports. The motion carried unanimously. (Attachments)

#### **FINANCE**

**PLEASE NOTE: All positions are contingent upon the current status of what we know at present and the potential for changes based on the outcome of any budget changes or funding sources that can impact our district.**

1. Motion to approve payment of the March 2023 2<sup>nd</sup> run bills in the amount of \$247,574.80, the March 2023 2<sup>nd</sup> run EFT bills in the amount of \$3,020.60, the April 2023 bills in the amount of \$451,140.64, and the April 2023 EFT bills in the amount of \$160,730.36. (Attachments)
2. Motion to approve payment of the April 2023 CER bills as submitted in the amount of \$9,384.90.

(Attachments)

3. Motion to approve the Board Secretary Report in accordance with 18A:17-36 and 18A:17-9 for the month of February 2023. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A:23A-16.10(c) 3 and sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. (Attachment)
4. Motion to approve the Treasurer's Reports in accordance with 18A:17-36 and 18A:17-9 for the month of February 2023. The Treasurer's Report and Secretary's Report are in agreement for the month of February 2023. (Attachments)
5. Motion to approve the Board Secretary's Revenue Report in accordance with N.J.A.C. 6A:23A-16.10(c) 2 certifying that there are no changes in anticipated revenue amounts or revenue sources. (Attachment)
6. Motion to approve the Board of Education Certification – pursuant to N.J.A.C. 6A:23A-16.10(c)3, we certify that after review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge, no major account or fund has been over expended and that sufficient funds are available to meet the district's financial obligation for the remainder of the fiscal year. (Attachment)
7. Motion to approve the Payroll Distribution Report for the month of March 2023. (Attachment)
8. Motion to approve the Budget Transfers and new account appropriations as attached, and when required, pending the New Jersey Commissioner of Education's approval as specified in N.J.A.C. 6A:23A-13.3. (Attachment)
9. Motion having read, discussed and approve the Comprehensive Annual Financial Report and the Auditor's Management Report on Administrative Findings for the 2021-2022 school year as discussed at the meeting.

Furthermore, the Board has publicly reviewed the Audit Synopsis, Auditor's Findings and Recommendations, the Corrective Action Plan and the Certification of Implementation of Corrective Action Plan prepared by the Interim Business Administrator as appended.

Furthermore, the Board approves the Correction Action Plan as follows:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

**Finding: 2022-** That the School District improves the monitoring of the Joint Pupil Transportation Program accounts receivable.

**Recommendation:** The School District improves the monitoring of Joint Transportation Program accounts receivable. All the districts in the JPT need to respond in a timely manner paying the invoices.

**Corrective Action** The invoices will be sent as soon as the contracts have been approved by the County Office.

3. School Purchasing Programs

None

4. School Food Service

**Finding: 2022-002** That the School District develop a plan to reduce the Food Service Fund's Net Cash Resources below its three month average expenditures.

**Recommendation:** Reduce Net Food Service cash resources to a level that does not exceed three months average expenditures.

**Corrective Action:** The district will develop a plan to reduce its three month average expenditures. Expenditures will be reviewed each quarter to ensure compliance with CFR section 201.14.

5. Student Body Activities

None

6. Application for State School Aid

None

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

9. Miscellaneous

None

10. Status of Prior Year Audit Findings/Recommendations

A review was performed on the prior year recommendations and corrective action was taken on all prior year findings, with the exception of the following, which is repeated in this year's recommendations:

**Finding No 2021-002**

That the School District develop a plan to reduce the Food Service Fund's Net Cash Resources below its three month average expenditures.

Furthermore, the Board authorizes the Interim Business Administrator to forward the Corrective Action Plan and the Audit Synopsis to the Cumberland County Superintendent of Schools. (Attachments)

**Roll call vote items #1-9: (Pino, Warburton)**

**Ayes:** Mrs. Bowen, Mr. Lee, Mrs. Patel, Mr. Pino, Mrs. Warburton, Mr. Buono Jr

**Nays:** None **Abstentions:** None

**Motion carried: 6 Ayes, 0 Nays, 0 Abstentions**

10. Approves the 2022-2023 Special Fund 20 Salary allocation as listed below:

**2022-2023 Special Fund Salary Allocation**

<u>Program</u>	<u>Position</u>	<u>Last Name</u>	<u>FirstName</u>	<u>Location</u>	<u>Grade</u>	<u>%</u>	<u>2022-2023</u>
----------------	-----------------	------------------	------------------	-----------------	--------------	----------	------------------

Title II Teacher Warner Tiffany Woodruff Gr 7 27% 23,199.00  
All federally funded employees are required to complete time sheets as required by regulation.

**Roll call vote item #10: (Pino, Warburton)**

**Ayes: Mrs. Bowen, Mr. Lee, Mrs. Patel, Mr. Pino, Mrs. Warburton**

**Nays: None Abstentions: Mr. Buono Jr**

**Motion carried: 5 Ayes, 0 Nays, 1 Abstention**

11. Motion to approve and accept the School Climate Change Pilot Grant in the amount of \$6,660.00.
12. Motion to approve the transfer from Capital Reserve to account #12-000-261-732-000 – Fixed Asset Non-Instructional Equipment – District in the amount of \$84,071.
13. Motion to approve a contract with the State of New Jersey Department of Children and Families Office of Education for educational services provided by the Upper Deerfield Township School District for the 2022-2023 school year to (state placed) student # CSS003039 and #EMS002325. Tuition received from the State of New Jersey will be in the amount of \$21,506 per student for the period retroactive to September 6, 2022 through June 30, 2023. (Attachment)
14. Approve the programs, travel, and related expenses as attached. (Attachments)  
**Roll call vote items #11-14: (Pino, Warburton)**  
**Ayes: Mrs. Bowen, Mr. Lee, Mrs. Patel, Mr. Pino, Mrs. Warburton, Mr. Buono Jr**  
**Nays: None Abstentions: None**  
**Motion carried: 6 Ayes, 0 Nays, 0 Abstentions**

**BUILDINGS & GROUNDS/SECURITY**

**PLEASE NOTE: All positions are contingent upon the current status of what we know at present and the potential for changes based on the outcome of any budget changes or funding sources that can impact our district.**

**1. Fire Drill/Security Drill**

This is the fire drill/security drill information included in time for the April board meeting.

**FIRE DRILL RECORD**

**2022-2023 School**

**Seabrook School**

<b>Date</b>	<b>Time</b>	<b>Weather</b>	<b>Number Evacuated</b>	<b>Evacuation Time</b>
3/16/23	9:20 am	Sunny	474	4 min., 12 seconds
4/14/23	9:34 am	Beautiful	481	3 min., 56 seconds

**Moore School**

<b>Date</b>	<b>Time</b>	<b>Weather</b>	<b>Number Evacuated</b>	<b>Evacuation Time</b>
4/4/23	9:41 am	Sunny/Cool	275	2 min., 30 seconds

**Woodruff School**

<b>Date</b>	<b>Time</b>	<b>Weather</b>	<b>Number Evacuated</b>	<b>Evacuation Time</b>
4/4/23	1:00 pm	Sunny	310	3 min., 0 seconds

**Seabrook School CER**

<u>Date</u>	<u>Time</u>	<u>Weather</u>	<u>Number Evacuated</u>	<u>Evacuation Time</u>
N/A				

**SECURITY DRILL RECORD****2022-2023 School Year****Seabrook School**

<u>Date</u>	<u>Time</u>	<u>Weather</u>	<u>Type of Drill</u>	<u>Participant</u>	<u>Drill Duration</u>
3/13/23	8:51 am	Rain/Cloudy	Evacuation	All Staff/Students	9 min., 0 seconds
4/18/23	8:51 am	Sunny/Cool	Lockdown	All Staff/Students	6 min., 0 seconds

**Moore School**

<u>Date</u>	<u>Time</u>	<u>Weather</u>	<u>Type of Drill</u>	<u>Participants</u>	<u>Drill Duration</u>
4/5/23	12:45 pm	Sunny/Warm	Lockdown	All Staff/Students	3 min., 0 seconds

**Woodruff School**

<u>Date</u>	<u>Time</u>	<u>Weather</u>	<u>Type of Drill</u>	<u>Participants</u>	<u>Drill Duration</u>
4/3/23	9:00 am	N/A	Lockdown	All Staff/Students	5 min., 30 seconds

**Seabrook School CER**

<u>Date</u>	<u>Time</u>	<u>Weather</u>	<u>Type of Drill</u>	<u>Participants</u>	<u>Drill Duration</u>
N/A					

2. Motion to approve the following resolution:

**RESOLUTION of the BOARD of EDUCATION of  
UPPER DEERFIELD TOWNSHIP  
in the COUNTY of CUMBERLAND, NEW JERSEY  
AUTHORIZING CERTAIN ACTIONS in CONNECTION  
with a PROPOSED NON-EDUCATIONAL SCHOOL FACILITIES PROJECTS**

The Upper Deerfield Township Board of Education approves the submission of the Upper Deerfield Township Board of Education – Elizabeth F. Moore School: HVAC and Plumbing Systems Upgrades and Charles F. Seabrook School: Secure Entrance System projects to the NJ DOE for both schematic and final approval to be funded in part with a ROD Grant for capital needs. In addition, the Board of Education approved the submission of a Minor Amendment to it's Long Range Facilities Plan to include these projects.

**Roll call vote item #1: (Pino, Lee)**

**Ayes: Mrs. Bowen, Mr. Lee, Mrs. Patel, Mr. Pino, Mr. Buono Jr**

**Nays: None Abstentions: Mrs. Warburton**

**Motion carried: 5 Ayes, 0 Nays, 1 Abstention**

**PERSONNEL & NEGOTIATIONS**

**PLEASE NOTE: All positions are contingent upon the current status of what we know at present and the potential for changes based on the outcome of any budget changes or funding sources that can impact our district.**

1. Motion to approve issuing notice of continuation of employment for the 2023-2024 school year to the following non-tenured professional staff as recommended by the Superintendent of Schools. Employment of federally funded program personnel is pending receipt of federal funding. Due to program changes, assignments may change to best meet the needs of the district.

**FIRST YEAR PERSONNEL**

Katie D'Agostino - Teacher

Heather Esposto - Nurse  
Lakiya Jimenez - Teacher  
Germer Ledford – CST Supervisor  
Jennifer Mackafee - Behaviorist  
Kelsi Monell - Teacher

**SECOND YEAR PERSONNEL**

Carly D’Agostino - Teacher  
Kimberly Gerace - Teacher  
Isabella Terrigno - Teacher  
Heidi Dugan - Teacher  
Gaye Pieters – Speech/Language  
Rebecca Thompson - Nurse

**THIRD YEAR PERSONNEL**

Danielle Basile - Teacher  
Reyes Carrero - Teacher  
Brittany Hawk - Teacher  
Patricia Parks - Teacher  
Mallory Taylor - Teacher

**FOURTH YEAR PERSONNEL**

Linda Burton - Library Media Specialist  
Annette Neri - Teacher  
Melanie Watkins - Teacher

2. Motion to approve issuing notice of continuation of employment for the 2023-2024 school year to the following administrators as recommended by the Superintendent of Schools. Employment of federally funded program personnel is pending receipt of federal funding.

Dr. Peter Koza	Superintendent/Principal
Mr. Stephen Wilchensky	Principal, Seabrook School
Mr. Harold Hill	Principal, Woodruff School
Mrs. Lisa Frassetto	District Vice-Principal/Curriculum Coordinator

3. Motion to approve issuing notice of continuation of employment for the 2023-2024 school year to the following tenured staff members as recommended by the Superintendent of Schools. Employment of federally funded program personnel is pending receipt of federal funding. Due to program changes, assignments may change to best meet the needs of the district.

**COUNSELORS**

Maureen Tighe  
Kathleen Wetherington

**BSI / REGULAR ED.**

Michele Rossi – Seabrook  
Katherine Staszewski – Woodruff

**CHILD STUDY TEAM**

Andrea Weaver – Psychologist  
Valerie Probasco – Speech/Language

**NURSE**

Ilda Tretheway – Seabrook

**ESL**

Tamara Rivera-Gonzalez

**INTERVENTIONIST**

Erin Gioia

**EDUCATIONAL SOFTWARE INTERVENTIONAL TECHNOLOGY COORD.**

Susan Cushane-Miranda

**SPECIAL AREA TEACHERS**

Peggy Dyer – LEE  
Stacey Gomeringer – Art  
Spencer Lau – Music  
Ryan Nakai – Physical Education  
Tanya Nakai – Music  
Julia Walton – Physical Education

**TEACHERS**

Jennifer Afflerbach  
April Anderson  
Susan Basile  
Melissa Baxter  
Darien Boss  
Christina Brown  
Megan Browne  
Autumn Cardona  
Francesca Cavallaro  
Dana Cesare  
Elizabeth Christie  
Katherine Craft  
Julie Davis  
Michelle Davis  
Leslie Dennis  
Dana Frazer  
Danine Guarrera  
Donna Harrington  
Suzanne Hemighaus  
Erin Hoban  
Samantha Johnson Boyer  
Rachel Jones  
Ashley Kislewski  
Jeanine Lancetta  
Michael Leek  
Stephanie Magyar

**TEACHERS**

Maura Mazza  
Bernadette Meiskey  
Angela Metzger  
Deanna Nicosia Jones  
Kimberly Pierce  
Jaclyn Pohlig  
Jennifer Pustizzi  
Marcia Reed  
Teresa Reinert  
Harrison Riskie  
Kellie Rodriguez  
Brittney Sanderlin  
Alyssa Settrella  
Rebecca Strickland  
D. Michael Taylor  
Melissa Tayvinsky  
Lynne Triantos  
Andrea Tuthill  
Michael Twardowski  
Gina Vernacchio  
Tiffany Warner  
Aimee Weiss  
Michael Weist  
Scarlett Weist  
Nancy Young  
Sara Yurick

4. Motion to approve issuing notice of continuation of employment for the 2023-2024 school year to the following non-tenured instructional/non-instructional personnel, including aides as recommended by the Superintendent of Schools. Employment of federally funded program personnel is pending receipt of federal funding.

**FULL-TIME AIDES**

Shannon Anderson  
Patricia Bagley  
Teri Bodine  
Steven Bork

**PART-TIME AIDES**

Sebastiana Ambros  
Jessica Beckwith  
Mary Boner  
Iesha Broughton



Karen Killeen  
Kimberly Nash  
Lucretia Olbrich  
Barbara Ostberg  
Susan Plummer  
Karin Robbins  
Christine Smith

Stacie Farrell  
Keyamonie Fentress  
Brianna Ferreri  
Cathy Griscom  
Karen Higinbotham  
Alyssa Hitchner  
Joann Imamura Lore  
Toni Martinez  
Debra May  
Barbara Miller  
Cheryl Sayre  
Evalyn Vineyard  
Sharon Williams

**DISTRICT MENTOR**

Faye Lawson

5. Motion to approve issuing notice of continuation of employment for the 2023-2024 school year to the following school secretaries and board office personnel as recommended by the Superintendent of Schools. Employment of federally funded program personnel is pending receipt of federal funding.

**School Secretaries**

Sara Bermudez	CST Secretary	12 months
Laura Dagostino	Moore Secretary	12 months
Traci Lewis	Seabrook Secretary	12 months
Tracie Miletta	Seabrook Secretary	10 months
Kathryn Smith	Woodruff Secretary	10 months

**Board Office Personnel**

Lisa D'Imperio	Secretary to Superintendent and Building Principal
Diane Smith	Secretary to the Interim Business Administrator/Accounts Payable/NJ Smart Clerk
Ricky Thompson	Payroll/Bookkeeper

6. Motion to approve issuing notice of continuation of employment of Robert Dunlap as Technology Coordinator and Computer Network Technician for the 2023 – 2024 school year as recommended by the Superintendent of Schools. Employment of federally funded program personnel is pending receipt of federal funding.
7. Motion to approve issuing notice of continuation of employment of Bryan Everingham as the School Security Officer for the 2023 – 2024 school year as recommended by the Superintendent of Schools. Employment of federally funded program personnel is pending receipt of federal funding.

**Roll call vote items #1-7: (Pino, Patel)**

**Ayes: Mrs. Bowen, Mr. Lee, Mrs. Patel, Mr. Pino, Mrs. Warburton**

**Nays: None Abstentions: Mr. Buono Jr**

**Motion carried: 5 Ayes, 0 Nays, 1 Abstention**

**Roll call vote items #1-7: (Pino, Patel)**

**Ayes: Mrs. Bowen, Mr. Lee, Mrs. Patel, Mr. Pino, Mrs. Warburton**

**Nays: None Abstentions: Mr. Buono Jr**

**Motion carried: 5 Ayes, 0 Nays, 1 Abstention**

8. Motion to approve issuing notice of continuation of employment for the 2023 – 2024 school year to the following custodial employees as recommended by the Superintendent of Schools.

Employment of federally funded program personnel is pending receipt of federal funding.

Jeremy Warburton	Supervisor, Buildings & Grounds
George Comparri	Maintenance/Custodian
Milton Hallock	Custodian
Beatrice Harold	Custodian
Betty Jo Hash	Custodian
Christopher Hawk	Custodian
Giovanni Impellizzeri	Custodian
Eric McDonald	Maintenance
Donna McDowell	Custodian
Ricky Pierce	Custodian
Gonzalo Salazar	Custodian
Karla Salazar	Custodian
Kimberly Weber	Custodian

**Roll call vote item #8: (Pino, Patel)**

**Ayes: Mrs. Bowen, Mr. Lee, Mrs. Patel, Mr. Pino, Mr. Buono Jr**

**Nays: None Abstentions: Mrs. Warburton**

**Motion carried: 5 Ayes, 0 Nays, 1 Abstention**

9. Motion to approve issuing notice of continuation of employment for the 2023 – 2024 school year to Pamela Ossiboff as Crossing Guard/Nurse's Clerk, as recommended by the Superintendent of Schools. Employment of federally funded program personnel is pending receipt of federal funding.

**Roll call vote item #9: (Pino, Patel)**

**Ayes: Mrs. Bowen, Mr. Lee, Mrs. Patel, Mr. Pino, Mrs. Warburton**

**Nays: None Abstentions: Mr. Buono Jr**

**Motion carried: 5 Ayes, 0 Nays, 1 Abstention**

10. Motion to approve issuing notice of continuation of employment for the 2023 – 2024 school year to Dr. Frank Badessa as Interim Business Administrator/Board Secretary, upon approval of the County Superintendent of Schools, as recommended by the Superintendent of Schools.

**Roll call vote item #10: (Pino, Patel)**

**Ayes: Mrs. Bowen, Mr. Lee, Mrs. Patel, Mr. Pino, Mrs. Warburton, Mr. Buono Jr**

**Nays: None Abstentions: None**

**Motion carried: 6 Ayes, 0 Nays, 0 Abstentions**

11. Motion to approve Staff #61 Intermittent Family and Medical Leave Act (pending documentation), effective retroactive to April 19, 2023 until on or about the end of the school year, utilizing accumulated sick time until said time is exhausted at which the leave will be unpaid, as recommended by the Superintendent of Schools.

12. Motion to approve Staff #920 extended Family and Medical Leave Act, per medical documentation, effective until on or about April 6, 2023, utilizing accumulated sick time until said time is exhausted at which the leave will be unpaid, as recommended by the Superintendent of Schools.
13. Motion to approve Sharon Williams for the position of Part-Time Maintenance Aide at a salary of \$6,750, effective retroactive to April 4, 2023, as recommended by the Superintendent of Schools.
14. Motion to approve hiring Chris Samuels for the position of Technology Consultant for the purpose of reviewing our systems and maintaining the integrity of our infrastructure, effective retroactive to April 20, 2023, as recommended by the Superintendent of Schools.
15. A. Motion to approve Ariana Yamasaki as a Short-Term Grade 3 Teacher, BA Step 1, \$60,741, prorated, to begin retroactive to April 12, 2023 until on or about May 19, 2023, as recommended by the Superintendent of Schools.  
  
B. Motion to approve Traci Cullember as a Short-Term Teacher at the Woodruff School, BA Step 1, \$60,741, prorated, to begin retroactive to March 30, 2023 until June 15, 2023, as recommended by the Superintendent of Schools.  
  
C. Motion to approve Lynn Yamasaki as a Short-Term Instructional Assistant/Mentor, BA Step 1, \$60,741, prorated, to begin May 2, 2023 until June 15, 2023, as recommended by the Superintendent of Schools.
16. Motion to approve hiring Toni Martinez as a Hall Monitor at the Woodruff School for two hours per day, at \$25 per hour, beginning retroactive to March 21, 2023, as recommended by the Superintendent of Schools.
17. Motion to approve compensation to Iesha Broughton for helping with Grade 8 Course Selection Registration for Cumberland Regional High School on March 28, 29, April 19, 20 and 21, 2023 for 2 hours each day at \$25 per hour, as recommended by the Superintendent of Schools.  
**Roll call vote items #11-17: (Pino, Warburton)**  
**Ayes: Mrs. Bowen, Mr. Lee, Mrs. Patel, Mr. Pino, Mrs. Warburton**  
**Nays: None                      Abstentions: Mr. Buono Jr**  
**Motion carried: 5 Ayes, 0 Nays, 1 Abstention**
18. Motion to accept, with regret, the resignation of Sarah Moore, Full-Time Classroom Aide, with her last day being June 30, 2023, as recommended by the Superintendent of Schools.
19. Motion to accept, with regret, the resignation of Angelita Ornelas, Spanish Teacher, with her last day being June 30, 2023, as recommended by the Superintendent of Schools.
20. Motion to accept, with regret, the retirement of Donna Costello, Woodruff School Guidance Counselor, with her last day being June 30, 2023, as recommended by the Superintendent of Schools.  
**Vote items #18-20: (Pino, Warburton)**  
**Motion Carried All in Favor with Mr. Buono Jr abstaining**

21. Motion to approve the following personnel for substituting in the Upper Deerfield Township School District for the 2022-2023 school year as recommended by the Superintendent of Schools.

**Substitute Teacher**

Todd Jorgenson (retroactive to 3/24/23)

**Roll call vote item #21: (Pino, Warburton)**

**Ayes: Mrs. Bowen, Mr. Lee, Mrs. Patel, Mr. Pino, Mrs. Warburton**

**Nays: None Abstentions: Mr. Buono Jr**

**Motion carried: 5 Ayes, 0 Nays, 1 Abstention**

22. Motion to approve issuing notice of continuation of employment for the 2023-2024 school year to the following non-tenured instructional/non-instructional personnel, including aides as recommended by the Superintendent of Schools. Employment of federally funded program personnel is pending receipt of federal funding.

**FULL-TIME AIDES**

**TENURED TEACHER**

Jarrett Colaneri

Danielle Mol

Lucero Cruz Garcia

Catarina Nash

Ragan Sims

Jennifer Chroniger

Grace Nichterlein

Jennifer Bates

Jessica Carr

Patricia Talorico

**Roll call vote item #22 (addendum): (Pino, Patel)**

**Ayes: Mrs. Bowen, Mr. Lee, Mrs. Patel, Mr. Pino, Mrs. Warburton**

**Nays: None Abstentions: Mr. Buono Jr**

**Motion carried: 5 Ayes, 0 Nays, 1 Abstention**

**CURRICULUM & EDUCATION/TECHNOLOGY**

**Information**

**PLEASE NOTE: All positions are contingent upon the current status of what we know at present and the potential for changes based on the outcome of any budget changes or funding sources that can impact our district.**

1. Motion to approve continuing the summer program at the Woodruff School for Grades 5-8, beginning July 2023, to provide students the opportunities of tennis, construction of a hands on project, and life skills and providing up to \$14,000 from the Seabrook Trust Fund, to supplement funding for the program, as recommended by the Superintendent of Schools.
2. Motion to approve continuing the Summer Academic Enrichment Program at the Moore School, beginning July 2023, to provide students entering grades 3-5 the opportunities that were afforded them last year and providing up to \$6,500 from the Seabrook Trust Fund, to supplement funding for the program, as recommended by the Superintendent of Schools.

**Roll call vote items #1-2: (Pino, Lee)**

**Ayes: Mrs. Bowen, Mr. Lee, Mrs. Patel, Mr. Pino, Mrs. Warburton, Mr. Buono Jr**

**Nays: None Abstentions: None**

**Motion carried: 6 Ayes, 0 Nays, 0 Abstention**

3. Motion to approve the Summer School Program that will run from July 5, 2023 through August 3, 2023, as recommended by the Superintendent of Schools. This program is for students entering grades 2-8 and is designed to help students increase their educational learning before starting school in September.  
**Roll call vote item #3: (Lee, Pino)**  
**Ayes: Mrs. Bowen, Mr. Lee, Mrs. Patel, Mr. Pino, Mrs. Warburton, Mr. Buono Jr**  
**Nays: None Abstentions: None**  
**Motion carried: 6 Ayes, 0 Nays, 0 Abstention**
4. Motion to approve Spencer Lau conducting a Summer Theatre Camp at the Woodruff School, beginning July 2023, and providing up to \$9,000 (which includes the show licensing fee) from the Seabrook Trust Fund, free for in-district students and at a cost of \$125 per student for all out of district students. This is as recommended by the Superintendent of Schools.  
**Roll call vote item #4: (Pino, Lee)**  
**Ayes: Mrs. Bowen, Mr. Lee, Mrs. Patel, Mr. Pino, Mrs. Warburton, Mr. Buono Jr**  
**Nays: None Abstentions: None**  
**Motion carried: 6 Ayes, 0 Nays, 0 Abstention**
5. Motion to approve the 2022-2023 Nursing Service Plan, as recommended by the Superintendent of Schools. (Attachment)
6. Motion to approve the School Performance Reports as previously reported by the Superintendent of Schools.  
**Vote items #5-6: (Pino, Lee)**  
**Motions carried unanimously**
7. A. Motion to approve the placement of student #WDS003035 on Home Instruction effective retroactive to March 21, 2023 until March 24, 2023, at a rate of \$40 per hour, for up to five hours per week, as recommended by the Superintendent of Schools.  
**Roll call vote item #7a: (Pino, Patel)**  
**Ayes: Mrs. Bowen, Mr. Lee, Mrs. Patel, Mr. Pino, Mrs. Warburton, Mr. Buono Jr**  
**Nays: None Abstentions: None**  
**Motion carried: 6 Ayes, 0 Nays, 0 Abstention**  
  
B. Motion to approve the placement of student #EMS002458 on Home Instruction effective retroactive to March 13, 2023 until March 31, 2023, at a rate of \$40 per hour, for up to five hours per week, as recommended by the Superintendent of Schools.  
  
C. Motion to approve the placement of student #EMS00296 on Home Instruction effective retroactive to March 14, 2023 until March 31, 2023, at a rate of \$40 per hour, for up to ten hours per week, as recommended by the Superintendent of Schools.  
**Roll call vote items #7b – 7c: (Pino, Lee)**  
**Ayes: Mrs. Bowen, Mr. Lee, Mrs. Patel, Mr. Pino, Mrs. Warburton, Mr. Buono Jr**  
**Nays: None Abstentions: None**  
**Motion carried: 6 Ayes, 0 Nays, 0 Abstention**

- D. Motion to approve the placement of student #CSS001331 on Home Instruction effective retroactive to March 17, 2023 until March 23, 2023, at a rate of \$40 per hour, for up to five hours per week, as recommended by the Superintendent of Schools.
- E. Motion to approve the placement of student #EMS002342 on Home Instruction effective retroactive to March 13, 2023 until March 31, 2023, at a rate of \$40 per hour, for up to five hours per week, as recommended by the Superintendent of Schools.  
**Roll call vote items #7d – 7e: (Pino, Bowen)**  
**Ayes: Mrs. Bowen, Mr. Lee, Mrs. Patel, Mr. Pino, Mrs. Warburton, Mr. Buono Jr**  
**Nays: None Abstentions: None**  
**Motion carried: 6 Ayes, 0 Nays, 0 Abstention**
- F. Motion to approve the placement of student #CSS001278 on Home Instruction effective retroactive to March 17, 2023 until March 23, 2023, at a rate of \$40 per hour, for up to ten hours per week, as recommended by the Superintendent of Schools.  
**Roll call vote item #7f: (Pino, Lee)**  
**Ayes: Mrs. Bowen, Mr. Lee, Mrs. Patel, Mr. Pino, Mrs. Warburton, Mr. Buono Jr**  
**Nays: None Abstentions: None**  
**Motion carried: 6 Ayes, 0 Nays, 0 Abstention**
- G. Motion to approve the placement of student #CSS002341 on Home Instruction effective retroactive to March 27, 2023 until March 31, 2023 or an administrative hearing, at a rate of \$40 per hour, for up to five hours per week, as recommended by the Superintendent of Schools.
- H. Motion to approve the placement of student #CSS001366 on Home Instruction effective retroactive to April 4, 2023 until on or about May 4, 2023 and an administrative hearing, at a rate of \$40 per hour, for up to five hours per week, as recommended by the Superintendent of Schools.  
**Roll call vote items #7g-7h: (Pino, Bowen)**  
**Ayes: Mrs. Bowen, Mr. Lee, Mrs. Patel, Mr. Pino, Mrs. Warburton, Mr. Buono Jr**  
**Nays: None Abstentions: None**  
**Motion carried: 6 Ayes, 0 Nays, 0 Abstention**
- I. Motion to approve the placement of student #CSS003061 on Home Instruction effective retroactive to April 3, 2023 until June 13, 2023 at a rate of \$40 per hour, for up to ten hours per week, as recommended by the Superintendent of Schools.
- J. Motion to approve the placement of student #EMS002340 on Home Instruction effective retroactive to March 31, 2023 until May 1, 2023 at a rate of \$40 per hour, for up to five hours per week, as recommended by the Superintendent of Schools.
- K. Motion to approve the placement of student #WDS003035 on Home Instruction effective retroactive to April 18, 2023 until May 1, 2023 at a rate of \$40 per hour, for up to five hours per week, as recommended by the Superintendent of Schools.
- L. Motion to approve the placement of student #WDS003036 on Home Instruction effective retroactive to April 25, 2023 until May 1, 2023 at a rate of \$40 per hour, for up to five hours per week, as recommended by the Superintendent of Schools.

**Roll call vote items #7i-7l: (Pino, Lee)**

**Ayes:** Mrs. Bowen, Mr. Lee, Mrs. Patel, Mr. Pino, Mrs. Warburton, Mr. Buono Jr

**Nays:** None                      **Abstentions:** None

**Motion carried: 6 Ayes, 0 Nays, 0 Abstention**

- M. Motion to approve the placement of student #CSS001350 on Home Instruction effective April 28, 2023 until May 4, 2023 at a rate of \$40 per hour, for up to ten hours per week, as recommended by the Superintendent of Schools.

**Roll call vote item #7m: (Pino, Bowen)**

**Ayes:** Mrs. Bowen, Mr. Lee, Mrs. Patel, Mr. Pino, Mrs. Warburton, Mr. Buono Jr

**Nays:** None                      **Abstentions:** None

**Motion carried: 6 Ayes, 0 Nays, 0 Abstention**

- N. Motion to approve continuing Home Instruction for Student #WDS002778, effective retroactive to April 3, 2023 until on or about April 14, 2023 or until medically cleared, at a rate of \$40 per hour, for up to ten hours per week, as recommended by the Superintendent of Schools.

**Roll call vote item #7n: (Pino, Lee)**

**Ayes:** Mrs. Bowen, Mr. Lee, Mrs. Patel, Mr. Pino, Mrs. Warburton, Mr. Buono Jr

**Nays:** None                      **Abstentions:** None

**Motion carried: 6 Ayes, 0 Nays, 0 Abstention**

- O. Motion to approve continuing Home Instruction for Student #CSS002564, until the end of the school year, at a rate of \$40 per hour, for up to five hours per week, as recommended by the Superintendent of Schools.

**Roll call vote item #7o: (Pino, Bowen)**

**Ayes:** Mrs. Bowen, Mr. Lee, Mrs. Patel, Mr. Pino, Mrs. Warburton, Mr. Buono Jr

**Nays:** None                      **Abstentions:** None

**Motion carried: 6 Ayes, 0 Nays, 0 Abstention**

- P. Motion to approve continuing Home Instruction for Student #CSS002192, until the end of the school year, at a rate of \$40 per hour, for up to five hours per week, as recommended by the Superintendent of Schools.

**Roll call vote item #7p: (Pino, Lee)**

**Ayes:** Mrs. Bowen, Mr. Lee, Mrs. Patel, Mr. Pino, Mrs. Warburton, Mr. Buono Jr

**Nays:** None                      **Abstentions:** None

**Motion carried: 6 Ayes, 0 Nays, 0 Abstention**

8. Motion to approve payment for home instruction to Brookfield Schools/Inspira Bridgeton – A Step Ahead in the amount of \$40 per hour for five hours per week for student #WDS002769, effective retroactive to March 13, 2023 until the end of the school year, unless released earlier, as recommended by the Superintendent of Schools.
9. Motion to approve Student #CSS002901 for out of district placement at Salem County Special School Services, Cumberland Campus, at the cost of \$316.23 per diem, beginning retroactive to March 22, 2023 through June 30, 2023, recommended by the Superintendent of Schools.

**Roll call vote items #8-9: (Pino, Bowen)**

**Ayes: Mrs. Bowen, Mr. Lee, Mrs. Patel, Mr. Pino, Mrs. Warburton, Mr. Buono Jr**

**Nays: None Abstentions: None**

**Motion carried: 6 Ayes, 0 Nays, 0 Abstention**

10. Motion to approve transferring \$6,500 from the Seabrook Trust Fund to the Student Activity Fund, Woodruff School, to fund costs for the annual Grade 8 Trip to Funplex in Mt. Laurel, as recommended by the Superintendent of Schools.

11. Motion to approve the following information reported by the Superintendent of Schools regarding Harassment, Intimidation, and Bullying (HIB):

- There were no HIB incidents reported in Seabrook and Moore Schools for the period of March 9, 2023 through April 19, 2023.
- There were 2 unfounded HIB reports at Woodruff School for the period of March 9, 2023 through April 19, 2023.

**Roll call vote items #10-11: (Pino, Lee)**

**Ayes: Mrs. Bowen, Mr. Lee, Mrs. Patel, Mr. Pino, Mrs. Warburton, Mr. Buono Jr**

**Nays: None Abstentions: None**

**Motion carried: 6 Ayes, 0 Nays, 0 Abstention**

**POLICY & LEGISLATION**

**PLEASE NOTE: All positions are contingent upon the current status of what we know at present and the potential for changes based on the outcome of any budget changes or funding sources that can impact our district.**

We are reviewing our policy manual with the New Jersey School Boards Association and have no action to approve with regard to policy at this time.

**TRANSPORTATION**

**PLEASE NOTE: All positions are contingent upon the current status of what we know at present and the potential for changes based on the outcome of any budget changes or funding sources that can impact our district.**

1. The following School Bus Emergency Evacuation Drill information is made permanent to these minutes.

Date of Drill:	April 4, 2023
Time of Day:	7:50 am
School Name:	Upper Deerfield Schools
Location of Drill:	School Property
Route Numbers:	201-217, 221, 222
Name of Principal or Person(s) Assigned:	Mr. Wilchensky, Mr. Hill, Dr. Koza and Chrissy Perkins (Transportation Coordinator)

(Attachment)

2. The next meeting of the Joint Pupil Transportation Committee will be held on May 2, 2023 at 6:00 pm.



## **CER**

**PLEASE NOTE: All positions are contingent upon the current status of what we know at present and the potential for changes based on the outcome of any budget changes or funding sources that can impact our district.**

1. CER Childcare Program Information for April 2023 is attached. (Attachment)
2. Motion (**Warburton, Bowen**) to approve the May 2023 Facility Usage Report, at the recommendation of the Superintendent of Schools. The motion carried unanimously. (Attachment)
3. Motion to approve the March 2023 CER bank reconciliation and supporting CER bank statement, at the recommendation of the Superintendent of Schools. (Attachment)

**Roll call vote item #3: (Warburton, Bowen)**

**Ayes: Mrs. Bowen, Mr. Lee, Mrs. Patel, Mr. Pino, Mrs. Warburton, Mr. Buono Jr**

**Nays: None**

**Abstentions: None**

**Motion carried: 6 Ayes, 0 Nays, 0 Abstention**

## **PUBLIC PARTICIPATION**

Barbara Ostberg mentioned concerns about bus evacuation drills, food service – money, information packets for substitute teachers and if comments or feedback can be left regarding a substitute.

Deanna Nicosia-Jones commented that her 5<sup>th</sup> grade students were complaining about still be hungry due to lunch portions being served.

## **EXECUTIVE SESSION**

1. Motion (**Warburton, Lee**) to enter into Executive Session at 8:21 pm. The motion carried unanimously.
2. **Information** –Discussion in Executive Session included litigation.
3. Motion (**Warburton, Pino**) to return to regular session at 8:44 pm. The motion carried unanimously.

## **OLD BUSINESS**

There was no old business at this time.

## **NEW BUSINESS**

There was no new business at this time.

## **ADJOURNMENT**

Motion (**Pino, Lee**) to adjourn at 8:45 pm. The motion carried unanimously.

Respectfully submitted,



Dr. Frank Badessa

Inter Business Administrator/Board Secretary

**UPPER DEERFIELD TOWNSHIP SCHOOLS**  
**PRINCIPAL/VICE PRINCIPAL REPORT TO THE SUPERINTENDENT OF**  
**SCHOOLS**

NAME: Dr. Peter Koza and Mrs. Lisa Frassetto DATE: April 25, 2023

SCHOOL: C.F. Seabrook School

Signature for Submission: Dr. Peter L. Koza, EdD<sub>te</sub>

1. **Enrollment by grade level – New enrollments and transfers are noted as increases or decreases since the last report.**

Grade Level	Regular Education	Special Education	Total Students Enrolled in Grade	Avg. Class Size
Pre-K3	53	15	68	14
Pre-K4	83	9	92	13
Kindergarten	75	9	84	17
First Grade	87	7	94	24
Second Grade	87	14	101	25

Our current enrollment in the Seabrook School is 439 students.

Since 03/14/23 – 9 transfers out  
7 new students

2. **Activities addressing school district/building objectives.**

We continue to address the school and district objectives in staff meetings as well as email notifications and published material from the research. At this time there is discussion of building objectives for 2023-2024 taking place along with SGO's and Annual Reviews. Assessments and summer programs will directly impact goals for the 2023-2024 school year. We will continue to discuss district and school objectives at the monthly PLC and Staff meetings when applicable.

3. **Student/staff technology implementation.**

Technology is continued to be used in our classrooms as all students have devices and the new boxlight boards continue to be installed in the rooms to replace the outdated smartboards. All staff are using various platforms and intervention programs to assess student growth. We continue to review online resources in math in reading for future purchases.

4. **Curriculum initiatives/staff development (faculty meetings, grade/department meetings, general topics covered).**

All staff members have been encouraged to participate in professional development activities/opportunities that relate and enhance their roles as classroom teachers.

Staff also participate in weekly PLC, or grade level meetings.

Staff members meet at least once a month to attend Primary Staff Meetings.

A summer writing curriculum team is in the works to update the curriculum areas for the department of education. There are some areas that need to be submitted by September 2023.

The RTI and BSI interventions and accelerated learning programs are in place to assist students with deficits and promote growth. Assessments are in place to aid in progress and help students adjust through the year to achieve optimal growth.

All staff members are set up with the Public School Works, which is an online training program that covers a variety of state mandated trainings for staff.

The grade level PLC meetings focus on discussing several different topics such as; data collection, benchmarks, student grouping, teacher questions, Writing City, etc.

5. **Observation/evaluations completed (problems, concerns, and special accomplishments).**

Observations Scheduled	Non-Tenured Completed	Tenured Completed	Percent Remaining
0	all	all	0%

**Comments:** All of Mrs. Frassetto's and Dr. Koza's observations are completed for the year!!!

6. **Special student activities (at risk, gifted and talented, ACE programs, clubs, safety patrol, athletics, etc.)**

Ms. Lawson has been assisting students and also is starting a program with a few Woodruff School students to read to the pre-K and K classes. Safety Patrol members are doing a great job keeping our students walking on the correct side in the morning and also helping other students get to their classrooms safely. Mrs. Nakai continues to work with the ACE music students and the ACE students will perform a spring concert at the open house.

Academic Assistance continues to take place on Tuesday's and Wednesday's at the Seabrook School.

7. **Recognition of special accomplishment of students.**

Seabrook School's Behavior Management Committee met this past week to discuss a new positive behavior incentive to incorporate along with our new Bucket Fillers program. We are thinking of a new slogan to go along with Seabrook such as: "I was caught being kind by the Seabrook Dragon". We are creating stickers and awards for the students to be sent home when necessary!

8. **Programs/activities to promote student attendance/punctuality.**

Dr. Koza and Mrs. Frassetto have been monitoring student attendance closely. We will reach out to parents of students who do not attend school on a regular basis. After 10 days of being absent the student will receive a letter about his or her attendance concerns. Well visits will also occur on an as needed basis.

9. **Student discipline (detentions/suspensions, reasons, and length).**

There were no detentions or suspensions and also no HIB activity to report. Some bus issues and cafeteria behaviors were addressed as were some minor classroom disruptions.

10. **Parent involvement initiatives.**

The PTO held its 'Brunch with the Bunny' event this spring.

Teachers continue to reach out daily to parents/guardians to discuss school work.

11. **Community/business involvement/public relations efforts.**

The community service team has not met; however, we are hoping to meet soon.

12. **Facilities/general condition of building and grounds.**

The Seabrook custodial staff is to be commended for their thorough cleaning of the building and maintaining of the grounds.

13. **Monthly field trips.**

There are some upcoming field trips for Kindergarten, First and Second Grade.

14. **Upcoming scheduled events.**

Blue and Gold Day – April 28, 2023

Board of Education Meeting – April 25, 2023

15. **State mandates**

There are no violence, vandalism, or substance abuse reports at Seabrook School.

There was a lockdown drill held on April 18, 2023 and a fire drill took place on Friday, April 14, 2023.

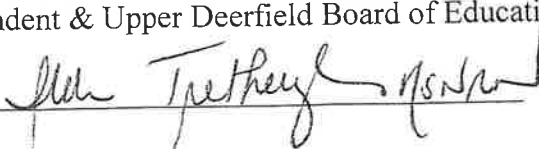
16. **Miscellaneous (other items you want to bring to the Superintendent's attention).**

Nothing to Report at this time.

17. **Students of the Month**

15 first graders, 15 second graders and 15 Kindergarten students will be nominated this month.

## Board Report

To: Dr. Peter Koza, Superintendent & Upper Deerfield Board of Education  
From: Ilda Tretheway MSN, RN  
Signature for Submission:   
Date: April 19, 2023

Since my March 8, 2023 Board Report: page 1-2

Seabrook School: Our census continues to fluctuate with seven (7) newly enrolled students and nine (9) who recently transferred out of our district since my last board report on 3/8/23.

I currently have three (3) students who take daily ADHD medications, and thirty-nine (39) students with PRN (as needed) medications.

Seabrook student health screenings continue to be done in-between seeing students for the daily health office visits. Currently, at this time all of Seabrook students health screenings in grades Kindergarten, First and Second have been screened/ completed. With the exception of a few students who were either absent or who require reassessing due to discrepancies. Several vision referrals have been sent home this year. Currently, at this time I've begun the Pre- School 3 & 4 students health screenings.

March 8<sup>th</sup>, the First graders went to see a play at the Cumberland Regional High School. No incidents or injuries reported.

March 9<sup>th</sup>, PK -3 Teacher Aide injured her lower back in the classroom assisting a student. Workman's Compensation paperwork was completed and faxed. Further medical treatment was sought at Inspira Medical Urgent Care for lower back strain.

March 13<sup>th</sup>, We had an evacuation drill to the Seabrook gymnasium. No injuries reported.

March 16<sup>th</sup>, Seabrook had a Fire drill. No injuries reported.

March 16<sup>th</sup>, Second graders went to the Moore School to see a MLK assembly. No injuries reported.

March 22<sup>nd</sup>, DCP&P was contacted due to comments made to staff by two siblings. Physical injuries were noted. One student actually required further medical treatment / medical clearance to return to school. Medical treatment was sought afterwards by child's parent. State Police were present and spoke to the parent in regards to the incident/ situation. Student who required further medical evaluation / treatment returned to school today 3/23 with medical clearance note.

March 23<sup>rd</sup>, I was selected to complete the required NJ Medical Random Moment Study on the computer.

March 28<sup>th</sup>, Second graders went to the WTSP theater to see a play. No incidents reported.

March 29<sup>th</sup>, The Cumberland County Health department (nurses) were present for our annual immunization audit (IMM-7) of our PK -3 through K Seabrook students and transfer in students. Happy to report that Seabrook school received 100% compliance on this year's student audit for Pre-K 3 & 4 students & Kindergarten and all transfer in students. A total of two hundred and forty-six (246) students' charts were evaluated.

April 3<sup>rd</sup>, District nurse met to complete the Nurse Service Plan (NSP) to be submitted at this month's board meeting.

April 4<sup>th</sup>, Seabrook health office was visited by Ms. Nanci Moore, from the NJ State Department of Education to audit random students A-45 (health cards) for health screenings and immunizations. This was part of the QSAC review at Upper Deerfield Township Schools. Ms. Moore was extremely pleased with the organization of the Seabrook office.

April 13<sup>th</sup>, DCP&P was contacted in regards to concerns with a student a Seabrook. This is an open case and the DCP&P caseworker was contacted and updated on student's situation.

April 17<sup>th</sup>, Fire drill at Seabrook no injuries were reported.

April 18<sup>th</sup>, Teacher sustained a laceration to right index digit. First aide treatment was rendered and faculty member sought further medical treatment at Inspira Urgent Care. Workmans compensation paperwork completed and faxed.

April 18<sup>th</sup>, Shelter in place was conducted at Seabrook School no injuries reported.

The (AED) Automated External Defibrillator was placed outside my office by the maintenance department. Daily and monthly checks are being performed. Another (AED) is located in the Seabrook gymnasium Mr. Nakai does daily checks on this one.

Seasonal allergies are in full swing with numerous students which are being seen daily for itchy eyes, headaches and many other respiratory symptoms. The last few weeks have been hectic with many students being assessed and suffering with gastrointestinal issues also. Parents again have been reminded of our 24-hour sick policy regarding being fever and diarrhea free prior to returning to school.

Pre-K and Kindergarten early registration has commenced with appointments being done Monday -Friday between the hours of 10 AM -11 AM with three appointments scheduled daily.

Happy Spring

Seabrook Elementary School  
Office of the Guidance Counselor  
Monthly Report March 8 – April 19 2023  
Counselor: Maureen Tighe

Signature for Submission: \_\_\_\_\_

Date	Student's Grade Level	Parent	Other	General Reason
3-8	2nd			Indiv. counseling-emotional issues
3-8	2nd			Indiv. counseling-emotional issues
3-8	1st			Group-social skills
3-8	2nd		DCF- T,H.	Information on student
3-8	1st			Follow-up on behavior
3-9	Prek3-2nd			Am/pm duty
3-9	Prek3-2nd			Morning announcements
3-9	Prek3-2nd			Morning rounds- At Risk Students
3-9	2nd			Indiv. counseling-emotional issues
3-9	k			Indiv. counseling-behavior issues
3-9	1st			Indiv. counseling-emotional issues
3-9	k			March's Student of the Month Assembly
3-9	2nd			Group-social skills
3-9	1st			Growjup-social skills
3-9	1 <sup>st</sup> & 2nd			March's Student of the Month Assembly
3-9	k		DCF-A.G.	Information on student
3-9	2nd			Playdate-Behavior Mod. -(Reward)
3-9	Prek3-2nd			I&RS meeting
3-10	Prek3-2nd			In- Service- De-escalate Verbal Training- Attendance/lateness monitoring,
3-13	Prek3-2nd			Am/pm duty
3-13	Prek3-2nd			Morning announcements
3-13	Prek3-2nd			Morning rounds- At Risk Students
3-13	2nd			Indiv. counseling- emotional issues
3-13	2nd			Indiv. counseling-emotional issues
3-13	1st			Follow-up-Behavior issues
3-13	2nd			Group-social skills
3-13	1st			Group-social skills
3-13	k			Playdate-Behavior mod (reward)
3-14	Prek3-2nd			Am/pm duty
3-14	Prek3-2nd			Morning announcements
3-14	Prek3-2nd			Morning rounds-At Risk Students
3-14	2nd			Indiv counseling-emotional issues
3-14	2nd			Indiv. counseling-emotional issues
3-14	1st			Indiv. counseling-behavior issues
3-14	2nd			Indiv. counseling-behavior issues
3-14	1st			Group-social skills
3-14	k			Group-social skills
3-14	1st			Behavior issues
3-15	Prek3-2nd			Am/pm duty
3-15	Prek3-2nd			Morning announcements
3-15	Prek3-2nd			Morning rounds- At Risk Students
3-15	2nd			Indiv. counseling-academic/emotional issues
3-15	2nd			Indiv, counseling-behavior issues
3-15	Prek3			Follow-up with behavior
3-15	k			Student observation
3-15	2nd			Group-social skills



3-15	1st		Group-social skills
3-15	2nd		In- class lesson-Bullying/Friendship
3-16	Prek3-2nd		Am/pm duty
3-16	Prek3-2nd		Morning announcements
3-16	Prek3-2nd		Morning rounds- At Risk Students
3-16	Prek3-2nd		Fire Drill – Command Team
3-16	2nd		Indiv. counseling-emotional issues
3-16	K		Indiv. counseling- behavior issues
3-16	2nd		Group-social skills
3-16	1st		Group-social skills
3-16	1st		Follow up from 504 meeting
3-16	Prek4		PIRS meeting
3-17	Prek3-2nd		Am/pm duty
3-17	Prek3-2nd		Morning announcements
3-17	Prek3-2nd		Morning rounds- At Risk Students
3-17	2nd		Dr. Martin Luther King Assembly
3-17	1st		Student observation
3-17	Prek4		Emotional issues
3-17	2nd		Indiv. counseling-emotional issues
3-17	2nd		Group-social skills
3-17	1st		Group-social skills
3-17	Prek3-2nd		Preparing Budget
3-20	Prek3-2nd		Am/pm duty
3-20	Prek3-2nd		Morning announcements
3-20	Prek3-2nd		Morning rounds- At Risk Students
3-20	2nd		Behavior issues
3-20	2nd		Indiv. counseling- emotional issues
3-20	Prek3-2nd		Budget submitted
3-20	2nd	X	Parent meeting
3-20	2nd		Group-social skills
3-20	k		Group-social skills
3-20	k		Act of Kindness recognition- Ribbon/cert.
3-20	k		Behavior issues
3-20	1st		Indiv. counseling-emotional issues
3-21	Prek3-2nd		Am/pm duty
3-21	Prek3-2nd		Morning announcements
3-21	Prek3-2nd		Morning rounds- At Risk Students
3-21	2nd		Indiv. counseling- emotional issues
3-21	2nd		Indiv. counseling-emotional issues
3-21	2nd		Indiv. counseling-emotional issues
3-21	2nd		Group-social skills
3-21	1st		Group-social skills
3-22	Prek3-2nd		Am/pm duty
3-22	Prek3- 2nd		Morning announcements
3-22	Prek3-2nd		Morning rounds- At Risk Students
3-22	1st		Behavior issues
3-22	1st	X	Personal
3-22	2nd		Indiv. counseling-emotional issues
3-22	2nd		Indiv. counseling- emotional issues
3-22	1st		Group-social skills
3-22	k		Group-social skills
3-22	2nd		In-class lesson- Lying
3-23	Prek3-2nd		Am/pm duty
3-23	Prek3-2nd		Morning announcements
3-23	Prek3-2nd		Morning rounds- At Risk Students
3-23	1st		Indiv. counseling-emotional issues

3-23	k			Indiv. counseling-emotional issues
3-23	2nd			Indiv. counseling-emotional issues
3-23	2nd			Group-social skills
3-23	1st			Group-social skills
3-23	2nd			Playdate-behavior mod. reward
3-24	Prek3-2nd			Am/pm duty
3-24	Prek3-2nd			Morning announcements
3-24	Prek3-2nd			Morning rounds- At Risk Students
3-24	2nd			Indiv. counseling-behavior issues
3-24	2nd	X	R.S. Acting- VP	Parent conference
3-24	2nd			Peer mediation
3-24	2nd			Group-social skills
3-24	2nd			Indiv. counseling-emotional
3-24	2nd			Emotional issues
3-27	Prek3-2nd			Am/pm duty
3-27	Prek3-2nd			Morning announcements
3-27	Prek3-2nd			Morning rounds- At Risk Students
3-27	2nd	X		504 plan
3-27	2nd			Indiv. counseling-emotional issues
3-27	2nd			Indiv. counseling-emotional issues
3-27	2nd			Group-social skills
3-27	1st			Group-social skills
3-27	1st			Indiv. counseling-emotional issues
3-28	Prek3-2nd			Am/pm duty
3-28	Prek3-2nd			Morning announcements
3-28	Prek3-2nd			Morning rounds- AT Risk Students
3-28	1st			Follow-up- behavior
3-28	2nd			Prepared 504 plan
3-28	1st			Indiv. counseling-emotional issues
3-28	1st			Group-social skills
3-28	Prek3-2nd			Webinar- A Statewide Response to the Youth Mental Health Crisis
3-28	1st			Indiv. counseling-emotional issues
3-29	Prek3-2nd			Am/pm duty
3-29	Prek3-2nd			Morning announcements
3-29	Prek3-2nd			Morning rounds- At Risk Students
3-29	2nd			Indiv. counseling-emotional issues
3-29	2nd			Indiv. counseling-emotional issues
3-29	2nd		J.H. CAGS Family	Info. on student
3-29	2nd			Group-social skills
3-29	k			Group-social skills
3-29	1st			Emotional issues
3-29	1st	X		Personal
3-29	1st			Playdate-Behavior mod.-reward
3-30	Prek3-2nd			Am/pm duty
3-30	Prek3-2nd			Morning announcements
3-30	Prek3-2nd			Morning rounds- At Risk Students
3-30	2nd			504 plan meeting
3-30	Prek4			Emotional issues
3-30	Prek4	X		Personal
3-30	2nd			Indiv. counseling-emotional issues
3-30	2nd			Emotional issues
3-30	2nd			Group-social skills
3-30	1st			Group-social skills
3-30	2nd			Indiv. counseling-emotional issues
3-30	2nd			Indiv. counseling-emotional issues

3-31	Prek3-2nd			Am/pm duty
3-31	Prek3-2nd			Morning announcements
3-31	Prek3-2nd			Morning rounds- At Risk Students
3-31	2nd			Indiv. counseling-emotional
3-31	k			Indiv. counseling- behavior issues
3-31	k			Playdate-Behavior mod. -reward
3-31	2nd			Group-social skills
3-31	k			Group-social skills
3-31	2nd			Mini lesson on Respect (OFFICE)
4-3	Prek3-2nd			Am/pm duty
4-3	Prek3-2nd			Morning announcements
4-3	Prek3-2nd			Morning rounds- At Risk Students
4-3	Prek4			Emotional issues
4-3	2nd			Indiv. counseling-emotional issues
4-3	1st			Indiv. counseling-emotional issues
4-3	2nd			Group-social skills
4-3	1st			Group-social skills
4-3	1st			Follow-up with student-personal
4-3	2nd			Indiv. counseling-emotional issues
4-4	Prek3-2nd			Am/pm duty
4-4	Prek3-2nd			Morning announcements
4-4	Prek3-2nd			Morning rounds- At Risk Students
4-4	Prek-4			Easter Bunny Egg Race- Volunteer
4-4	2nd			Indiv. counseling- emotional issues
4-4	2nd			Indiv. counseling-emotional issues
4-4	2nd			Group-social skills
4-4	K			Group-social skills
4-4	1st			Indiv. counseling-emotional issues
4-5	Prek3-2nd			Am/pm duty
4-5	Prek3-2nd			Morning announcements
4-5	Prek3-2nd			Morning rounds- At Risk Students
4-5	2nd		P.K. Acting Principal	OT request -he will get back on it.
4-5	Prek-3			Behavior issues
4-5	1st			Indiv. counseling-emotional issues
4-5	2nd			Indiv. counseling-emotional/behavior issues
4-5	2nd			Group-social skills
4-5	1st			Group-social skills
4-5	1st			Easter Egg Hunt/Parties
4-12	Prek3-2nd			Am/pm duty
4-12	Prek3-2nd			Morning announcements
4-12	Prek3-2nd			Morning rounds- At Risk Students
4-12	Prek-3		DCF- A.G	Faxed Info. on student
4-12	2nd			Indiv. counseling-emotional issues
4-12	2nd			Indiv. counseling-emotional issues
4-12	2nd			Group-social skills
4-12	1st			Group-social skills
4-12	2nd			Follow-uo
4-13	Prek3-2nd			Am/pm duty
4-13	Prek3-2nd			Morning announcements
4-13	Prek3-2nd			Morning rounds- At Risk Students
4-13	2nd			Indiv. counseling-emotional issues
4-13	2nd			Indiv. counseling-emotional issues
4-13	2nd			Group-social skills
4-13	k			Group-social skills
4-13	1 <sup>st</sup> & 2nd			Woodruff play

[illegible]

## Moore School Board Report - April 2023

### 1. Enrollment by grade level – New enrollments and transfers are noted as increases or decreases since the last report.

Grade Level	Regular Education	Special Education	Total Students Enrolled in Grade	Avg. Class Size
Grade 3	63	27	90	23
Grade 4	60	21	81	20
Grade 5	61	22	83	21

Our current enrollment in the Moore School is 254 students.

Since 04/01/2023      2 transfers out  
                                 0 new students

### 2. Activities addressing school district/building objectives.

- School goals and building objectives are discussed in monthly staff meetings, weekly wing meetings and are being inserted into staff SGO's and APR's. They are discussed and checked frequently throughout the school year. Staff mid-year SGO reviews are finished and all SGO's will be finalized between now and the end of the school year.

### 3. Student/staff technology implementation.

- Students have 1:1 use of chromebooks in the classroom setting. Staff have laptops as well as SmartBoards. These tools are used to enhance teacher lessons and to continue to prepare our students to be familiar with current technology. We have added new SmartBoards to a couple of classrooms that did not have them. Older SmartBoards that were no longer functioning properly were replaced over Spring Break.

### 4. Curriculum initiatives/staff development (faculty meetings, grade/department meetings, general topics covered).

- Weekly PLC meetings focus on common planning and instructional sharing.
- Grade level meetings focus on planning, questions, and building level feedback.
- Monthly Faculty meetings: scheduling, staffing, planning for student interventions, SGO information, updates from the counseling office.
- All staff members have completed Public School Works, which is an online training program that covers a variety of state mandated training topics.
- All staff members have been encouraged to participate in professional development activities/opportunities that relate to and enhance their roles as classroom teachers. I have signed off on several of these throughout the school year.

## Moore School Board Report - April 2023

### 5. **Observation/evaluations completed (problems, concerns, and special accomplishments).**

Observations Total	Non-Tenured Completed	Tenured Completed
53	13	40

All teacher observations for the school year have been completed. I will be finalizing guidance, nurse and aide observations over the course of the next few weeks.

### 6. **Special student activities (at risk, gifted and talented, ACE programs, clubs, safety patrol, athletics, etc.)**

- Safety Patrol students are monitoring the hallways and stairwells on a daily basis. They hold the doors open for their classmates upon arrival as well as at dismissal. Our students in charge of the flag are learning the proper way to fold the flag. All are doing a great job and taking pride in their responsibilities.

### 7. **Recognition of special accomplishments of students.**

- Our March Student of the Month assembly took place on Friday, April 3rd, 2023. Parents once again joined us for the Student of the Month Assembly.
- Character recognition classes are conducted regularly by Mrs. Wetherington.
- Positive behavior is acknowledged in the classroom and throughout the school by staff. Calls are made home for good deeds as well.

### 8. **Programs/activities to promote student attendance/punctuality.**

- Student attendance will continue to be closely monitored throughout the school year. Staff, guidance and I will call parents to discuss concerns. We have been sharing serious concerns with Dr. Koza. We are speaking about the possibility of retention with a few students and parents based on poor attendance this school year.

### 9. **Student discipline (detentions/suspensions, reasons, and length).**

- We've had one after school detention as well as two lunch detention since the prior Board of Education Meeting.
- I maintain an open line of communication with parents when any disciplinary situation takes place in my office. I try to work with the parent/guardian as a team to help students learn from, and hopefully not repeat, their mistakes.
- I also call parents of students who are in my office frequently when they go a few weeks without any type of infraction. Positive phone calls home are definitely more fun to make!

### 10. **Parent involvement initiatives.**

- Communication with parents takes place regularly.
- Parents continue to come inside the building for special events this year.
- I enjoy chatting with parents at arrival and dismissal as well.

## Moore School Board Report - April 2023

### 11. **Facilities/general condition of building and grounds.**

- Walk-through tours with Mr. McDonald occur monthly. Building maintenance requests are approved through SchoolDude.
- HVAC updates and repairs are communicated when needed.
- The building is cleaned and sanitized daily by our custodial staff.
- The playground equipment is sanitized regularly.
- The cafeteria is sanitized by maintenance aides between lunch periods.
- Mr. Warburton visits the building on a regular basis looking to be proactive when it comes to building maintenance.

### 12. **Monthly field trips.**

- Fifth Grade went to the Hagley Museum in Wilmington, DE, on April 18th.
- Fourth Grade will be going to the Franklin Institute in Philadelphia on May 24th, **\*\*We received numerous compliments on the behavior of the 3rd grade students while at the Constitution Center and the Liberty Bell for their Field Trip on March 30th.**

### 13. **Upcoming scheduled events:**

- April 26th - Administrative Assistant's Day
- April 28th - Blue and Gold Day
- May 1st - 5th - Teacher Appreciation Week
- May 1st - PTO Meeting, 6:30, Seabrook Media Center
- May 10th - National School Nurse Day
- May 10th - Family Night, No Homework
- May 11th - Mid-Marking Period 4
- May 11th - Moore School Open House and Spring Concert

### 14. **State Mandates**

- There are no violence, vandalism or substance abuse reports at Moore School.
- A fire drill was conducted on Tuesday, April 4, 2023, at 9:45am.
- A security drill, a lockdown exercise, was conducted on Wednesday, April 5, 2023, at 12:45 pm. Two State Troopers were present for the drill and gave us positive feedback at the conclusion.

### 15. **Miscellaneous** (other items that you want to bring to the Superintendent's attention)

- Nothing to report this month.

## Board Report

To: Dr. Peter Koza, Superintendent & Upper Deerfield Board of Education

From: Rebecca Thompson BSN RN

Signature for Submission: *Rebecca Thompson BSN, RN*

Date: April 19, 2023

### **Moore School:**

Moore School census is 254. Since my last board report in March; 1 student has enrolled and 2 students have transferred. All new students were sent required physical forms and other health forms as applicable. Student medical records were sent to the receiving district.

I continue to handle all health-related visits that arise on a daily basis for students or staff. I communicate daily with my principal Mr. Wilchensky and our secretary Mrs. Dagostino for any children sent home and/or important phone calls. Any pertinent student information is also communicated to teachers as needed.

We are beginning to see a decline in the number of students with flu like symptoms including fever. Although allergy like symptoms are on the rise.

I continue to do student screenings for height, weight, blood pressure, vision and hearing. When applicable referrals are sent home to parents if students do not pass any portion of the screenings. I then follow-up on those referrals that I have not received back documentation of proper evaluation on the referral. If parents are in need of assistance with vision, I then send home a list of free vision screenings in our area.

I currently have 1 daily medication and 15 medications to be given as needed.

I continue to update the 2022-2023 medical concerns list with any new information that I may receive. Forms are also sent home as applicable when needed for further information. Teachers are informed of any new information as I receive it.

Our fire drill was completed on April 4th, 2023. No injuries reported.

Our lockdown drill was completed on April 5th, 2023. No injuries reported.

Moore school students in grades 3<sup>rd</sup>-5<sup>th</sup> participated in a dental assembly on April 5<sup>th</sup> presented by dental hygienist Ms. Tracy from the Southern Jersey Family Medical Centers, Inc in corporation with the New Jersey Department of Health, Children's Oral Health Program. Each student received a bag of dental items to take home.

I am in the last semester for my Certification at Rowan for School Nursing. This week I will be completing my 50 hours of required health teaching this semester in order to complete my certification course. I have completed my 10 hours of observation and have been teaching in Moore School on Health and Nutrition. I am currently teaching our third-grade students a nutrition unit following NJDOE Nutrition Standard 2.2.5.N 1-2. All 3<sup>rd</sup> grade classes have had lessons on why we need food (nutrients), the five food groups, choosing healthy foods (MyPlate), and nutrition labels.



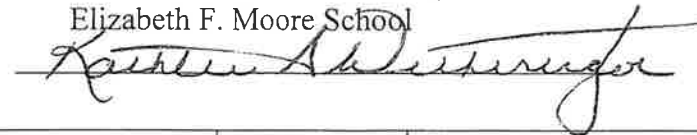
Elizabeth F. Moore School  
Office of the Guidance Counselor

Monthly Report: March 6, 2023 – April 14, 2023

Counselor: Kathleen A. Wetherington

Elizabeth F. Moore School

Signature for Submission:



Date	Student's Grade Level	Parent	Other	General Reason
				S=self T=teacher A=admin N=nurse
				C=counselor P=Parent CST=CST
				R=referral C=conference
				AW=Admin work
3/6			x	Am announcement
	3-4-5			Breakfast club
	3-4-5			Am rounds
			x	AW-emails
			x	CSTC-Mackefee student concern
		x		Ph Call to parent std concern
	3			TC-Afflerbach std concern
	5			TC-Burton std concern
	5			TR-behavior
	5			CR-behavior
	3			TC-Davis std concern
			x	EVAC drill
	5			SR-personal
	5			CR-behavior
	3			TC-Lancetta std concern
	5			Chat-n-Chew
	5			TC-Jones std concern
	5			TC-Rodriguez std concern
	5			CR-behavior
	5			CR-behavior
	5			CR-behavior
	5			CR-personal
	5			TC-Rodriguez std concern
3/7			x	Am announcement
	3-4-5			Breakfast club
	3-4-5			Am rounds
			x	AW-emails
	4			TC-Miskey std concern
	5			TC-Rodriguez std concern
	5			TC-Jones std concern
	5			TC-Craft std concern
	4			CR- personal
	4			CR-behavior
	4			CR-bhr
	4			CR-bhr
	4			CR-bhr
			x	AC-std concern
	3			SR-personal
	5			TC-Settella std concern
	3-4-5			Chat-n-Chew
	3			CR-personal
	x			AW-504 plans

	4			TC-Meiskey std concern
	4			CR- personal
	4			TC-Carrero std concern
3/8			x	Am announcement
	3-4-5			Breakfast club
	3-4-5			Am rounds
			x	AW-emails
			x	TC-Gonzalez std concern
		x		Phone call std concern
	5			SR-personal
		x		Phone call std concern
	4			TC-Yamasaki std concern
	4			TC-Carrero std concern
	3			TC-Tuthill std concern
	3			TR- bhr
	3-4-5			Chat-n-chew
	4			SR/TC Carrero std concern
	4			TC-Carrero std concern
	4			TC-Tuthill std concern
			x	NC-Thompson mentoring
	5			TC-Rodriguez std concern
3/9			x	AC- std concern
½ sick		x		Phone call std concern
	4			CR-bhr
	4			CR-personal
	4			CR-personal
	4			CR-personal
	4			CR-personal
	4			CR-personal
	4			TC-Carrero std concern
	4		x	AC- investigation
			x	AW- NJSLA
3/10			x	Staff inservice day
			x	School works
			x	NJSLA
			x	CC-Costello
3/13			x	Am announcement
	3-4-5			Breakfast club
	3-4-5			Am rounds
			x	AW-emails
	5			Class visit Library
	5			TC-Craft std concern
	5			TC-Settrella std concern
			x	AC- std concern
	4			CR/AR personal
			x	CSTC- Mackafee std concern
	3			TC-Afflerbach std concern
			x	AW-504 plan
			x	AW-NJSLA
			x	CSTC-Bermudez std concern
	3-4-5			Chat-n-chew
			x	TC-Gonzalez std concern
		x		Phone call std concern
		x		Parent mtg 504
3/14			x	Am announcement
	3-4-5			Breakfast club

	3-4-5			Am rounds
			x	AW-emails
			x	AC-std concern
	5			CR-personal
	5			SR-personal
	5			TC-Rodriguez std concern
	5			TC-Jones std concern
		x		Phone call std concern
	4			TR-personal
			x	Middle school assembly
	3-4-5			Chat-n-chew
	3			Char ed lesson Frazer
	4			Char ed lesson Meiskey
			x	NC-Thompson mentoring
<b>3/15</b>			x	Am announcement
	3-4-5			Breakfast club
	3-4-5			Am rounds
			x	AW-emails
	3			CR-bhr
	5			TC-Walton std concern
	5			TR-bhr
		x		Phone call std concern
			x	AC-std concern
	5			CR-bhr
		x		Phone call std concern
	3			CR-bhr
	4			SR-personal
	4			Char ed lesson Carrero
	3			Char ed lesson Lancetta
	4			Classrm visit Carrero
		x		Parent conf std concern
<b>3/16</b>			x	Am announcement
	3-4-5			Breakfast club
	3-4-5			Am rounds
			x	AW-emails
	5			TC-Rodriguez std concern
	5			TC-Jones std concern
	3			CR-personal
	3			TC-Tuthill std concern
			x	AW-504 plan
		x		Parent emailed std concern
		x		Phone call std concern
			x	NC-Thompson mentor observation
			x	AW-NJSLA
	4			TC-Yamasaki std concern
<b>3/17</b>			x	Am announcement
	3-4-5			Breakfast club
<b>Sub adm.</b>	3-4-5			Am rounds
			x	AW-emails
	5			SR-personal
	5			TC-Rodriguez std concern
			x	AC-Johnson std concern
			x	NC-Thompson std concern
			x	CSTC-Swank std concern
		x		Phone call std concern
			x	assembly
	3			TR-personal
	5			TC-Settrella std concern

	5			Classrm mtg Settrella
			x	AC-std concern
	3			Char Ed lesson Afflerbach
	4			Char ed lesson Mol
<b>3/20</b>			x	Am announcement
	3-4-5			Breakfast club
	3-4-5			Am rounds
			x	AW-emails
			x	AC- morning checkin
	5			TC-Rodriguez std concern
	5			CR-personal
	4			TC-Carrero std concern
	4			TC-Yamasaki std concern
		x		Phone call std concern
		x		Phone call std concern
			x	AC-std concern
			x	AW-NJSLA
		x		Phone call std concern
			x	AW=- NJSLA
	5			Char ed lesson Settrella
<b>3/21</b>			x	Am announcement
	3-4-5			Breakfast club
	3-4-5			Am rounds
			x	AW-emails
	5			CR-personal
	5			TC-Rodriguez personal
			x	AW-NJSLA
	5			CR-personal
	4			TC-Carrero std concern
	5			Char ed lesson Rodriguez
	3			TC/TR Tuthill Std concern
		x		Phone call std concern
<b>3/22</b>			x	Am announcement
	3-4-5			Breakfast club
	3-4-5			Am rounds
			x	AW-emails
			x	AC- std concern
	3			CR-personal
	3			CR-bhr
	3			CR-bhr
	3			TC-Tuthill std concern
	3			CR-bhr
	3			CR-mediation
	3			CR-mediation
			x	TC- Staszewski NJSLA
			x	TC-Miranda NJSLA
			x	AC-NJSLA
	5			TR-personal
			x	AC-std concern
	5			AR/CR bhr
	5			Char ed lesson Craft
	5			TC-Rodriguez std concern
	5			TC-Jones std concern
			x	AC- std concern
<b>3/23</b>			x	Am announcement
	3-4-5			Breakfast club
	3-4-5			Am rounds

[illegible]

	5			CR-investiation
		x		Phone call std concern
	5			TC-Rodriguez std concern
3/28			x	Am announcement
	3-4-5			Breakfast club
	3-4-5			Am rounds
			x	AW-emails
	5			TR-personal
	5			CR-bhr
	5			TR-personal
	5			CR-personal
			x	AC std concern
			x	AW-std of mth
			x	AW-WEbinar
	4			SR-personal
3/29			x	Am announcement
	3-4-5			Breakfast club
	3-4-5			Am rounds
			x	AW-emails
	5			TC-Rogers std concern
	3			CR-personal
			x	Phone call to another school district
	5			TC-Jimenez std concern
			x	AC- std concern
	4			TC-Carrero std concern
			x	Phone call to another school district
	5			SR-personal
			x	AC-std concern
			x	AW std of mth
	3			Char ed lesson Jimenez
	5			Char ed lesson Davis
	3			TC- Davis std concern
3/30				Out of district Prof developmtn
3/31			x	Am announcement
	3-4-5			Breakfast club
	3-4-5			Am rounds
			x	AW-emails
	3			TC-Frazer std concern
			x	AC-std concern
			x	TC-Nakai safety patrol
	3			Chat-n-chew
	5			CR- personal
	3			TR-personal
	3			TR-bhr
	3			TC-Tuthill std concern
	3			CR-personal
			x	AC-std concern
		x		Phone call std concern
	3			TC-Tuthill std concern
	3			TC-Frazer std concern
4/3			x	Am announcement
	3-4-5			Breakfast club
	3-4-5			Am rounds
			x	AW-emails
			x	Assembly St of Mth
			x	Safety patrol luncheon

	5			TC-Rodriguez std concern
	5			Recess observation
			x	AW NJSLA
			x	AC-std concern
	5			CR-bhr
		x		Phone calls home 2x
			x	AC-std concern
4/4				
			x	Am announcement
	3-4-5			Breakfast club
	3-4-5			Am rounds
			x	AW-emails
			x	TC-Nakai safety patrol
	5			TC-Rodriguez std concern
	5			TC-Jones std concern
			x	CSTC-Swank std concern
		x		Phone call std concern
			x	AW NJSLA
		x		Phone call std concern
	3			PC/NC std concern
			x	AW-NJSLA
	4			TC-Carrero std concern
4/5				
			x	Am announcement
	3-4-5			Breakfast club
	3-4-5			Am rounds
			x	AW-emails
			x	NC-std concern
			x	AC- std concern
			x	AW-NJSLA
	5			TC-Settrella std concern
			x	NC-std concern
	5			TC-Rodriguez std concern
			x	NC-Std concern
4/6-11				
				Break
4/12				
			x	Am announcement
	3-4-5			Breakfast club
	3-4-5			Am rounds
			x	AW-emails
			x	AW-budget
	3			TC-Frazer std concern
	4			TC-Meiskey std concern
			x	NC-std concern
			x	AW-NJSLA
			x	TC-Staszewski NJSLA
			x	AC-testing
4/13				
			x	Am announcement
	3-4-5			Breakfast club
	3-4-5			Am rounds
			x	AW-emails
	5			TC-Rodriguez testing
			x	Phone call to agency
	5			TC-Jones testing
			x	TC-Staszewski NJSLA
	3			CR-bhr
	3			TC-Afflerbach std concern
			x	AW-NJSLA
	3			TC-Afflerbach std concern

	3			CR=bhr
	3			CR-bhr
	3			CR-mediation
	3			CR-mediation
			x	AW=NJSLA
4/14			x	Am announcement
No admin	3-4-5			Breakfast club
	3-4-5			Am rounds
			x	AW-emails
			x	Assembly
			x	AW NJSLA
			x	TC-Staszewski NJSLA
			x	TC-Miranda NJSLA
			x	AC Koza NJSLA
			x	AW NJSLA
	4			SR-personal
	5			TC-Settrella std concern
	4			Classrm visit Nakai
	4			CR-bhr
	4			CR-bhr
	4			CR-bhr



**UPPER DEERFIELD TOWNSHIP SCHOOLS**  
**PRINCIPAL'S REPORT TO THE SUPERINTENDENT OF SCHOOLS**

NAME: Mr. Harold Hill

DATE: April 25, 2023

SCHOOL: Woodruff

Signature for Submission: Harold Hill, Principal

1. **Enrollment by grade level – New enrollments and transfers are noted as increases or decreases since the last report.**

Grade Level	Regular Education	Special Education	Total Students Enrolled in Grade	Avg. Class Size
6	62	24	86	22
7	63	22	85	17
8	77	21	98	19
<b>TOTAL</b>	<b>202</b>	<b>67</b>	<b>269</b>	

Our current enrollment in the Woodruff School is 269 students.

Since 3/14/23 – 4 transfers out  
2 new students

2. **Activities addressing school district/building objectives.**

District: Administration and teachers will incorporate, collaborate and implement coping and inclusion strategies so that identified special education students, as well as those needing additional support, increase success academically, socially, and/or emotionally.

Building: Focus on improving student achievement and the school climate by modeling, effective classroom instruction, and coping strategies.

3. **Student/staff technology implementation.**

- Students received their chrome books today and staff will be implementing interactive and engaging lessons for them.
- Staff IXL is an intervention to improve students reading and math common core skills. IXL is an adaptive program for reading and mathematics that pinpoints student needs down to the sub-skill level, and ongoing progress monitoring shows whether students are on track to achieve end-of-year targets.

4. **Curriculum initiatives/staff development (faculty meetings, grade/department meetings, general topics covered).**

In our faculty meeting we covered the following topics:

- NJSLA Test-May 2, 3, 9, 10, 11, 12

5. **Observation 2<sup>nd</sup> Round/evaluations completed (problems, concerns, and special accomplishments).**

Observations Scheduled	Non-Tenured Completed	Tenured Completed	Percent Remaining
1	3	15	Only 1 left

**Comments:**

6. **Special student activities (at risk, gifted and talented, ACE programs, clubs, safety patrol, athletics, etc.)**

**Athletic Teams**

N/A

**Ace Music**

The Matilda ACE play will occur April 13, 14, and 15 at Woodruff Middle School. Students will perform and showcase their talents for the community and staff.

**Recognition of special accomplishment of students.**

One of our 8<sup>th</sup> grade students represented our school at the NJSBA 8th Gr. Dialogue.

7. **Student discipline (detentions/suspensions, reasons, and length).**

3-Superintendent Hearings & 1 Principal readmit meeting.

8. **Parent involvement initiatives.**

8<sup>th</sup> Grade Parent Committee continues to fundraise for graduation.

9. **Community/business involvement/public relations efforts**

N/A

10. **Facilities/general condition of building and grounds.**

A variety of HVAC repairs are being resolved through Pederson services.

11. **Monthly field trips.**

N/A

12. **Upcoming scheduled events.**

April 25-Netsmart Presentation

13. **State mandates**

Fire Drill and Security drill completed for the month of April.

14. **Miscellaneous (other items you want to bring to the Superintendent's attention).**

2-Unfounded Investigations

15. **Students of the Month for March:**

**Grade 6: Cole D'Agostino, Tori Vennell**

**Grade 7: Javaris Tyler, Brialynn Rossello**

**Grade 8: Kevin Martinez Prieto, River Birmingham**

**Special Subjects (PE/Health): Grade 6: Mackenzie Dellomo West**

**Grade 7: Ally Mareno**

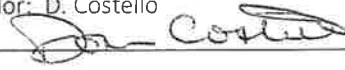
**Grade 8: Edwin Martinez Flores**

Woodruff School  
Office of the Guidance Counselor

Monthly Report March 9<sup>th</sup>-April 19<sup>th</sup>, 2023

Counselor: D. Costello

Signature for Submission: \_\_\_\_\_



Date	Student's Grade Level	Parent	Other	General Reason
3/9	7			Peer relationships
	7			Peer relationships
	7			Peer relationships
	7		Mr. Hill	Meeting; mediation
	7		Mr. Hill	Meeting; mediation
	7		Mr. Hill	Meeting; mediation
	8			Peer relationships; personal
	7			Personal; peer relationships
	7			referral
	6			Small group w/Mr. Williams
	8			referral
	8		Mr. Hill	Follow up on above
3/10	Staff instructional planning day			
3/13	8	parent	Mr. Hill	Return meeting/follow up
	8	parents	Mr. Hill	Mr. Hill contacted parents
	6	cousin	Mr. Hill	Spoke to student's cousin to translate
	7			Academic; follow up
	6			Teacher referral; peer relationships
	6			Teacher referral; peer relationships
	8	parent		Peer relationships
	8			Teacher referral; go guardian
	7			Follow up
3/14	6-8			Student Conflict assembly @ Moore
	8	parent		Update
	8			Peer relationships
	8			Peer relationships; personal
	7			Completed document request
	8			Peer relationships; personal
	7			Peer relationships
	8			academic
3/15	8			Peer relationships
	8			academic
	8			Teacher referral; go guardian
	6			Peer relationships
	6 & 8	parents	Mr. Hill & other staff members	meeting
	8			personal
	7			academic
	7			Academic; personal

	8			academic
3/16	8			Peer relationships
	8			CRHS
	6			Referral; academic; personal
	6-8			Dragon Team bowling trip 10:00-12:45
	8			personal
	6			Referral; go guardian alert
	6	parent		Follow up on above
	8			Academic; personal
3/17	6			Peer relationships
	8			Academic; CRHS
	8			Academic; CRHS
	8	parent	Mr. Hill	meeting
	8			Follow up
	7			academic
	7			Peer relationships
	8			Academic; CRHS
	7			academic
3/20	6			Teacher referral
	8			update
	8			Peer relationships
	8			Peer relationships
	8			Peer relationships; academic
	6			Teacher referral
	6			Small group w/Mr. Williams
	7			academic
3/21	8			Academic; CRHS
	8			Peer relationships; academic
	7		Mr. Hill	Meeting; mediation
	7		Mr. Hill	Meeting; mediation
	7			Follow up
	8			Peer relationship; academic
	8			Follow up
	6		teacher	Follow up w/teacher
	8			personal
	8			Peer relationships; personal
3/22	6		nurse	Peer relationships
	8			Career; academic; CRHS
	8			academic
	7			academic
	8			Academic; CRHS
	7			Peer relationships
	6			academic
	7			referral
	8			Follow up
	7			Academic; personal
3/23	8			Peer relationships
	6			Peer relationships
	8		DC&F	Follow up

	7			Peer relationships
	7			peer relationships
	7			Peer relationships; teacher referral
	7			Peer relationships
	7			Peer relationships
	8			Teacher referral
	7			academic
3/24	6			Peer relationships
	7			Peer relationships
	7			Peer relationships
	7			peer relationships
	7			Peer relationships
	6			Peer relationships
	7			Peer relationships
	7			Peer relationships
	8			Academic; CRHS
	8			Academic; CRHS
	6			Small group w/Mr. Williams
3/27	8			Peer relationships
	6-8			Updated 504 plans; follow up
	7			academic
	8			CRHS; academic
	7			Personal; academic
	8			Follow up
	7			Personal; academic
	7			academic
3/28	8			Presented CRHS information about high school registration & course selection in all grade 8 science classes
	6			Teacher referral; personal
	8			Follow up
	7			Peer relationships; follow up
	6		DC&F, Mr. Hill	Follow up
	8	parent		CCTEC/CRHS info
	6			Peer relationships
	8			Personal; academic
	8			Follow up
3/29	absent			
3/30	8			Personal; peer relationships
	8			Peer relationships
	7			Peer relationships
	6			Peer relationships; peer mediation
	6			Peer relationships; peer mediation
	7			academic
	8			Academic; CRHS
	8			Academic; CRHS
	7			Follow up
	6			Follow up
3/31	6			Personal
	6	grandparent	Mr. Hill	Meeting w/grandparent
	8			Peer relationships

	8			Peer relationships
	6-8			Career Fair-represent KW Prime Realty w/co-agent
	8			academic
	8			Peer relationships
	8			Peer relationships
	8			Peer relationships
	8			Peer relationships
	8	parent		Follow up
4/3	8			personal
	8	parent		personal
	7			Peer relationships
	8			academic
	7			Peer relationships
	7			peer relationships
	8			Peer relationships
	8		Mr. Hill	Follow up on above
	6-8			April birthday bulletin board
4/4	7			Peer relationships
	7			Peer relationships
	7			Peer relationships
	8			CRHS
	8			Peer relationships
	7	grandparent	Mr. Hill	Meeting
	6			Peer relationships
	8			Academic; CRHS
4/5	7			Follow up
	6			academic
	6	parent		Follow up on above
	6	grandparent	Mr. Hill; Mrs. Brady	meeting
	6	parent	Mr. Hill; Mrs. Brady	meeting
	7		Teacher, DC&F	Follow up call
	7			Peer relationships
	8			Vaping presentations in Gr. 8 science classes (Southwest Council)
4/6-4/11	School closed-Spring Break			
4/12	6		Mr. Hill	Call to parent using Language Line
	7			Peer relationships
	8			Peer relationships
	8			Academic; CRHS
	8			personal
	8			academic
	7			Follow up
	7			Academic; personal
	8			Academic; CRHS
	8			Teacher referral
4/13	6			Teacher referral; go guardian
	8			

[illegible]

Board Report

To Dr. Koza, Superintendent & Upper Deerfield Board of Education

From: Heather Esposto BSN, RN

Signature for Submission: HEATHER ESPOSTO

Date: April 18, 2023

**Woodruff School:**

Our census at Woodruff school is currently 269.

I continue to triage daily minor health issues and injuries for the students and staff. Although it appears that much of the winter illnesses have subsided, many students and staff are reporting to the health office with allergy related complaints.

On 3/29/23 at 11:45am, the Department of Health performed a chart audit at Woodruff school. Per the report we have received a 100% compliance rate.

As a team, the (3) district nurses met at Woodruff School on 4/3/23 to compile the 2022-2023 Nursing Service Plan (NSP). The updated and revised NSP for 2022-2023 was completed and submitted on 4/5/23.

I have submitted the health office budget for the 2023-2024 school year.

On April 20<sup>th</sup> 2023 I will be attending the trip planned to the Rowan Planetarium with Mrs. Mazza's class. The Woodruff health office will not have coverage due to substitute unavailability.

There were (2) Drills conducted in the month of April. There were no students in the health office at the time the Lockdown drill conducted on 4/3/23. On 4/4/23 there were 3 students in the health office at the time of the Fire drill. All students were accounted for and appropriate staff was notified. Both Drills ran smoothly without any injuries reported.

Wishing good health to all! ☺



**Upper Deerfield Township Schools**  
**Seabrook, New Jersey**  
**Special Education Monthly Report**

To: Upper Deerfield Township Board of Education  
Dr. Peter Koza, Superintendent

From: Child Study Team Supervisor

Signature:

Period: 3/14-4/13/2023

Date: April 18, 2023

**GENERAL INFORMATION AND STATISTICS:**

During this period, the following services were provided by the combined case managers and related services staff members:

**Total Evaluations Conducted:**

Learning Evaluations 6

Social Evaluations 3

Psychological Evaluations 8

Speech and Language Evaluations: 3

**Parent Contacts:**

CST Meetings 136

Parent Contacts 93

**Direct Pupil Services:**

Social Skills 45

Speech Therapy 513

**Additional Contacts:**

Teacher/Administrators 82

Outside Agencies 10

**Special Education and Related Services:**

K-8th Grade 153

Preschool Disabled 30

OOD Placements 17

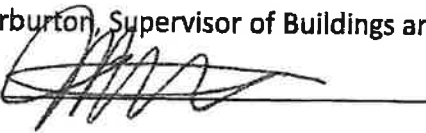
Speech and Language Only: 36

Upper Deerfield Township Schools

Buildings and Grounds/Security

Submitted by Jeremy Warburton, Supervisor of Buildings and Grounds

Signature for Submission



Board Report for April, 2023 Final Summary

- 1) Buildings and grounds staff completed 89 school Dude requests submitted by staff and approved by building principals.
- 2) Covid -19 prevention room treatments are performed weekly, or as needed.
- 3) Gym equipment and district bleachers were inspected as per state requirements on March 14, 2023.
- 4) Per the approved boiler/chiller project, the second newly installed boiler is now operational at Woodruff School.
- 5) HVAC repairs are continuing throughout the District as per the Peterson Services survey.
- 6) An energy audit survey has been conducted for the district. This will suggest ways to lower energy costs.
- 7) District Right to Know survey has been completed for 2022-2023

# Upper Deerfield Township Board of Education

## Summary Bills And Claims Report By Vendor Name

va\_bill6.021722  
02/28/2023

for Batch 67 2nd Run March 2023

Vendor Name / Vendor #	PO #	Description	PO Amt	Check Amt	Check#
<b>UNPOSTED CHECKS</b>					
ADVANCE AUTO PARTS/ 1593	23-1219		41.84	41.84	45124
BIRCH'S COMMUNICATIONS/ 1564	23-0802		2,227.03	2,227.03	45125
BLUUM/ 1153	23-1162		65,300.00	65,300.00	45126
BOWMAN & COMPANY, LLP/ 1008	23-1104		17,500.00	17,500.00	45127
BROOKES PUBLISHING/ 1998	23-1231		109.10	109.10	45128
BROOKFIELD SCHOOLS/ 1847	23-1212		1,360.00		
	23-1235		560.00	1,920.00	45129
BUREAU OF EDUCATION & RESEARCH, INC./ 1370	23-1102		279.00		
	23-1103		279.00	558.00	45130
C.A.L. SOCIAL SERVICES LLC/ 1981	23-1226		1,800.00	1,800.00	45131
CASA PAYROLL SERVICES/ 1254	23-0534		482.00	482.00	45132
CRYSTAL SPRINGS/ 1994	23-1220		530.60	530.60	45133
CUMBERLAND COUNTY REGIONAL COOPERATIVE/ 1964	23-1229		94,743.12	94,743.12	45134
GENESIS EDUCATIONAL SERVICE, INC./ 1579	23-1207		700.00	700.00	45135
GRAINGER INDUSTRIAL SUPPLY/ 1680	23-1171		1,383.72	1,383.72	45136
HEWITT PSYCHIATRIC, PC/ 1357	23-1225		1,400.00	1,400.00	45137
INDUSTRIAL BOILER INC/ 1723	23-1164		1,233.74	1,233.74	45138
JUBILEE CHILDREN'S ENTERTAINMENT, LLC/ 1993	23-1185		2,500.00	2,500.00	45139
MAJOR PETROLEUM INDUSTRIES/ 1351	23-1210		281.55		
	23-1243		49.29	330.84	45140
PETERSON SERVICE CO., INC./ 1945	23-1071		8,520.00		
	23-1140		2,948.00		
	23-1155		1,253.41		
	23-1180		345.00		
	23-1232		690.00	13,756.41	45141
PLANT SERVICE CORP/ 1961	23-0667		110.00	110.00	45142
SCHOOL NURSE SUPPLY/ 1971	23-0974		1,240.50	1,240.50	45143
SCHOOL SPECIALTY, LLC/ 1642	23-1139		701.76		
	23-1158		20.15		
	23-1192		1,088.92		
	23-1193		299.80	2,110.63	45144

Upper Deerfield Township Board of Education  
Summary Bills And Claims Report By Vendor Name  
for Batch 67 2nd Run March 2023

va\_bill6.021722  
02/28/2023

Vendor Name / Vendor #	PO #	Description	PO Amt	Check Amt	Check#
UNPOSTED CHECKS					
SHOPRITE OF UPPER DEERFIELD #4977/ 1930	23-1227		75.96	75.96	45145
SMILING SPEECH/ 1999	23-1237		1,200.00	1,200.00	45146
THE PREPARED LIFESTYLE OF SOUTH JERSEY L/ 1954	23-1181		936.00	936.00	45147
TRI-COUNTY SECURITY, NJ/ 1470	23-1238		93.00	93.00	45148
UNITED ELECTRIC SUPPLY COMPANY INC/ 1452	23-1234		2,675.69	2,675.69	45149
UPPER DEERFIELD BOE CAFE FUND/ 1358	23-1222		174.80	174.80	45150
VINELAND BOARD OF EDUCATION/ 1346	23-0871		29,090.88	29,090.88	45151
W.B. MASON CO. INC./ 1654	23-0547		3.96	3.96	45152
WESTERN TERMITE & PEST CO./ 1246	23-0548		166.00	166.00	45153
XTEL COMMUNICATIONS, INC./ 1929	23-0549		3,180.98	3,180.98	45154
Total for Unposted Checks				247,574.80	

# Upper Deerfield Township Board of Education

## Summary Bills And Claims Report By Vendor Name

for Batch 67 2nd Run March 2023

va\_bill6.021722  
02/28/2023

Resolution that the list of claims for goods received and services rendered and certified to be correct by the Business Administrator, Run on 03/24/2023 at 08:28:57 AM  
be approved for payment and further that the Secretary's and Treasurer's financial reports be accepted as filed.

Fund	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	10	\$38,934.00				\$38,934.00
10	11	\$509,863.05				\$509,863.05
Fund 10	TOTAL	\$548,797.05				\$548,797.05
20	20	\$92,811.21				\$92,811.21
GRAND	TOTAL	\$641,608.26	\$0.00	\$0.00	\$0.00	\$641,608.26

**Gross Payroll**  
No Gross Payroll to approve

Total Bills to be Approved  
\$0.00  
\$247,574.80

BOARD SECRETARY

FINANCE COMMITTEE CHAIRMAN


# Upper Deerfield Township Board of Education Summary Bills And Claims Report By Vendor Name

va\_bill6.021722

02/28/2023

for Batch 66 2nd Run EFT March 2023

Vendor Name / Vendor #	PO #	Description	PO Amt	Check Amt	Check#
UNPOSTED CHECKS					
AT&T MOBILITY/ 1373	23-0529		133.81	133.81	202303131
CANON FINANCIAL SERVICES, INC./ 1276	23-0533		918.14	918.14	202303132
	23-0531		983.91	983.91	202303133
	23-0532		653.00	653.00	202303134
PITNEY BOWES INC/ 1824	23-0540		331.74	331.74	202303211
Total for Unposted Checks				3,020.60	

# Upper Deerfield Township Board of Education

## Summary Bills And Claims Report By Vendor Name

for Batch 66 2nd Run EFT March 2023

va\_bill6.021722  
02/28/2023

Resolution that the list of claims for goods received and services rendered and certified to be correct by the Business Administrator, Run on 03/24/2023 at 10:11:26 AM  
be approved for payment and further that the Secretary's and Treasurer's financial reports be accepted as filed.

Fund	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	11			\$457,815.00		\$457,815.00
10	12			\$10,461.80		\$10,461.80
Fund 10	TOTAL			\$468,276.80		\$468,276.80
20	20			\$20,578.00		\$20,578.00
GRAND	TOTAL	\$0.00	\$0.00	\$488,854.80	\$0.00	\$488,854.80

Gross Payroll  
No Gross Payroll to approve

BOARD SECRETARY

FINANCE COMMITTEE CHAIRMAN

Total Bills to be Approved

\$0.00  
\$3,020.60

# Upper Deerfield Township Board of Education

## Summary Bills And Claims Report By Vendor Name

for Batch 69 April 2023

va\_bill6.033123  
03/31/2023

Vendor Name / Vendor #	PO #	Description	PO Amt	Check Amt	Check#
UNPOSTED CHECKS					
AIMEE KALINOWSKI/ 1894	23-1267	ARP-IDEA BASIC GRANT PRO	4,669.50		
	23-1267	RELATED SVC PURCH	2,115.50	6,785.00	45172
BCS HOLDINGS, LLC/ 1930	23-1254	ARP ESSER III OTHER OBJ	142.82		
	23-1251	CST SUPPLY	20.93	163.75	45195
BIRCH'S COMMUNICATIONS LLC/ 1564	23-1270	CUST MISC EXP	23.45	23.45	45155
BLANEY, DONOHUE & WEINBERG, PC/ 1931	23-1287	NEGOTIATOR/TREASURER	238.00	238.00	45156
BOWMAN & COMPANY, LLP/ 1008	23-1104	AUDIT FEES	3,450.00		
	23-1082	BUSN OFF PRCHTECH	600.00	4,050.00	45157
BRIDGETON PUBLIC CHARTER SCHOOL/ 1300	23-0718	TRANS TO CHARTER	5,269.00	5,269.00	45158
BROOKFIELD ACADEMY, INC./ 1847	23-1250	HOME INST PURCH SVC	80.00	80.00	45159
BROUDY PRECISION EQUIPMENT CO INC/ 1925	23-1224	MAINT SUPPLY-WOOD	1,453.70	1,453.70	45160
BUCKEYE TELESYSTEM INC/ 1295	23-0544	PURCH/TECH SVC-DIST	2,003.99	2,003.99	45202
BUREAU OF EDUCATION & RESEARCH, INC./ 1370	23-1101	MEDIA TRAV-DIST	279.00	279.00	45161
CASA PAYROLL SERVICES/ 1254	23-0534	BUS OFFC PRCH SVC	1,018.50	1,018.50	45163
CASA REPORTING SERVICES LLC/ 1142	23-0535	BUS OFFC PRCH SVC	757.40	757.40	45164
CINDY ANGEL-LEON/ 1981	23-1275	CST PURCH SVC	900.00	900.00	45162
COMMUNITY HEALTH CARE, INC./ 1125	23-0536	PRCHPROF NUR-DIST	400.00	400.00	45166
COMPASS ACADEMY CHARTER SCHOOL/ 1301	23-0717	TRANS TO CHARTER	9,729.00	9,729.00	45165
COOPER LEVENSON PA/ 1619	23-1265	LEGAL SERVICES	2,852.50	2,852.50	45167
CREATIVE ACHIEVEMENT ACADEMY LLC/ 1055	23-0596	TUIT PRIV DIS W/I	15,400.00	15,400.00	45169
CREATIVITY COLABORATORY CHARTER SCHOOL/ 1764	23-0719	TRANS TO CHARTER	21,118.00	21,118.00	45170
DR. PETER KOZAJ/ 1582	23-1259	BOE MMBRSHIP/FEES	20.00		
	23-1259	CARES SUPPLIES	318.19	338.19	45181
DS SERVICES OF AMERICA, INC./ 1994	23-1220	ARP ESSER III OTHER PURC	66.79	66.79	45171
GIORDANO'S VINELAND SCRAP MATERIAL LLC/ 1454	23-0539	CUST CLEAN/REP-DIST	815.00	815.00	45174
GLOUCESTER CO SPECIAL SERVICES SCHL DIST/ 1544	23-0682	TUITION CSSSD	396.00		
		TUITION CSSSD	5,082.00	5,478.00	45175
GUILHERMINA VIEGA/ 1995	23-1266	CST PURCH SVC	1,466.64	1,466.64	45210
HEWITT PSYCHIATRIC, PC/ 1357	23-1289	CST PURCH SVC	2,700.00	2,700.00	45177



# Upper Deerfield Township Board of Education

## Summary Bills And Claims Report By Vendor Name

for Batch 69 April 2023

va\_bill6.033123  
03/31/2023

Vendor Name / Vendor #	PO #	Description	PO Amt	Check Amt	Check#
<b>UNPOSTED CHECKS</b>					
HOUGHTON MIFFLIN HARCOURT PUBLISHING COM/ 1135	23-1244	SPED SUPPLY-SEA	173.71	173.71	45178
JAG-ATC, LLC/ 1888	23-1268	RELATED SVC PURCH	13,444.00	13,444.00	45180
KATHLEEN WETHERINGTON/ 1103	23-1286	INST STAFF TRAV	45.88	45.88	45213
KEVIN Q JACKSON/ 1611	23-1288	CRRSA CONSULTANTS	2,500.00	2,500.00	45179
KIM A FLEETWOOD/ 1307	23-0538	NEGOTIATOR/TREASURER	403.75	403.75	45173
LANGUAGE LINE SERVICES, INC./ 1893	23-1276	CST PURCH SVC	346.12	346.12	45182
MAJOR PETROLEUM INDUSTRIES, INC/ 1351	23-1282	GASOLINE	191.39	191.39	45183
MILLVILLE PUBLIC CHARTER SCHOOL/ 1156	23-0716	TRANS TO CHARTER	2,818.00	2,818.00	45184
NCS PEARSON INC/ 1275	23-1143	CST SUPPLY	1,173.62	1,173.62	45188
NEVER QUIT & ASSOCIATES LLC/ 1963	23-1096	ESSER III BEYOND SCH DAY	5,000.00	5,000.00	45185
NJ ADVANCE MEDIA LLC/ 1411	23-1253	MISC PRCH SVC-ADM	56.00	56.00	45186
PETERSON SERVICE CO., INC./ 1945	23-1247	ARP ESSER III OTHER OBJ	14,112.82	32,962.82	45189
PINELANDS LEARNING CENTER INC/ 1404	23-0761	MAINT CLN REP-SEA	18,850.00	14,520.00	45190
PLANT SERVICE CORP/ 1961	23-0595	TUIT PRIV DIS W/I	110.00	110.00	45191
RAMM ENVIRONMENTAL SERVICES, INC./ 1399	23-0667	CUST OTH PURCH SVC	1,200.00	1,200.00	45192
REALLY GOOD STUFF, LLC/ 1382	23-1095	TRI-COUNTY SECURITY	1,916.71	1,916.71	45193
SCHOOL SPECIALTY, LLC/ 1642	23-1233	ECPA SUPPLIES	17.88		
SECURITY GUARD, INC./ 1470	23-0211	AS PER YOUR BID	830.21		
SOUTH JERSEY PAPER PRODUCTS/ 1461	23-1174	GEN SUPPLY-SEA	770.54		
	23-1221	GEN SUPPLY-SEA	377.96	1,996.59	45194
	23-1223	SUPPLY-GEN ADM	186.00	186.00	45203
	23-1271	TRI-COUNTY SECURITY	3,505.00		
	23-1248	ADDRESSING STUDENT LEARN	10,698.97		
	23-1163	CUST SUPPLY-DIST	279.52	14,483.49	45196
	23-1240	CUST SUPPLY-DIST	242,550.00	242,550.00	45197
SOUTHERN COASTAL REGNL EMPL BENEFIT FUND/ 1165	23-0542	HEALTH BENEFITS			
STAPLES CONTRACT & COMMERCIAL, INC./ 1562	23-1246	TECH SUPPLY	411.03	411.03	45198
STAPLES, INC./ 1618	23-1085	SUPPLY NURS-MOR	25.48		
	23-1255	TECH SUPPLY	440.72	466.20	45199

# Upper Deerfield Township Board of Education Summary Bills And Claims Report By Vendor Name

for Batch 69 April 2023

va\_bill6.033123  
03/31/2023

Vendor Name / Vendor #	PO #	Description	PO Amt	Check Amt	Check#
<b>UNPOSTED CHECKS</b>					
STOW CREEK SCHOOL/ 1786	23-0543	CONT SVC - HOME/SCHOOL	4,400.00	4,400.00	45200
SYSTEMS 3000, INC/ 1110	23-0742	BUS OFFC PRCH SVC	1,995.00	1,995.00	45201
THE PAIGE COMPANY CONTAINERS, INC./ 1448	23-1252	BUSN OFF SUPPLY	888.00	888.00	45187
TOWNSHIP OF UPPER DEERFIELD/ 1235	23-0546	CUST CLEAN/REP-DIST	2,171.00	2,171.00	45209
THE BREAKER GROUP INC./ 1801	23-1263	TECH PURCH SVC	2,500.00	2,500.00	45168
THE UNITED ADVOCACY GROUP INC./ 1850	23-1291	ARP ESSER III INST SUPPL	1,350.00	1,350.00	45205
UGI CORPORATION/ 1913	23-0545	NATURAL GAS	6,595.97	6,595.97	45204
UNITED REFRIGERATION INC/ 1479	23-1245	CUST SUPPLY-DIST	56.67	56.67	45206
UNITED SUPPLY CORP./ 1736	23-1236	TECH SUPPLY	151.95	151.95	45207
UPPER DEERFIELD BOE CAFE FUND/ 1358	23-1277	ECPA SUPPLIES	3,813.70		
	23-1277	GEN SUPPLY-DIST	1,286.45	5,100.15	45208
W.B. MASON CO., INC./ 1641	23-1274	ARP ESSER III OTHER PURC	3,086.40		
	23-1274	CRM#cm1605457, cm#cm1653357, c	-444.00	2,642.40	45211
W.W. GRAINGER, INC./ 1680	23-1256	CUST SUPPLY-DIST	297.82	297.82	45176
WESTERN INDUSTRIES-NORTH, LLC/ 1246	23-0548	CUST PURCH/TECH	76.00	76.00	45212
XTEL COMMUNICATIONS, INC./ 1929	23-0549	TELEPHONE	2,574.46	2,574.46	45214
<b>Total for Unposted Checks</b>				<b>451,140.64</b>	

# Upper Deerfield Township Board of Education

## Summary Bills And Claims Report By Vendor Name

for Batch 69 April 2023

va\_bill6.033123  
03/31/2023

Resolution that the list of claims for goods received and services rendered and certified to be correct by the Business Administrator, Run on 04/20/2023 at 04:23:00 PM  
be approved for payment and further that the Secretary's and Treasurer's financial reports be accepted as filed.

Fund	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	10	\$38,934.00				\$38,934.00
10	11	\$372,150.83				\$372,150.83
Fund 10	TOTAL	\$411,084.83				\$411,084.83
20	20	\$40,055.81				\$40,055.81
GRAND	TOTAL	\$451,140.64	\$0.00	\$0.00	\$0.00	\$451,140.64

Gross Payroll  
No Gross Payroll to approve

Chairman Finance Committee

Member Finance Committee

Total Bills to be Approved

\$0.00  
\$451,140.64

# Upper Deerfield Township Board of Education

## Summary Bills And Claims Report By Vendor Name

for Batch 68 EFT April 2023

va\_bill6.042523  
03/31/2023

Vendor Name / Vendor #

Description

PO #

PO Amt

Check Amt

Check#

### UNPOSTED CHECKS

AT&T MOBILITY II LLC/ 1373	23-0529	TELEPHONE	133.46	133.46	202304121
ATLANTIC CITY ELECTRIC COMPANY/ 1430	23-0530	ELECTRICITY	25,136.51	25,136.51	202304041
CANON FINANCIAL SERVICES, INC./ 1276	23-0533	PRINCIPAL OTH PURCH SVC	849.00	849.00	202304122
	23-0532	PRINCIPAL OTH PURCH SVC	1,835.36	1,835.36	202304123
	23-0531	PRINCIPAL OTH PURCH SVC	2,300.88	2,300.88	202304124
DELTA DENTAL OF NEW JERSEY, INC./ 1166	23-0537	HEALTH BENEFITS	11,019.49	11,019.49	202304191
GLOUCESTER CO SPECIAL SERVICES SCHL DIST/ 1544	23-0681	IDEA-TUITION	5,115.00	5,115.00	202304082
SALEM COUNTY SPECIAL SERVICES SCHOOL DIS/ 1391	23-0703	IDEA-TUITION	5,174.00		
	23-0703	TUITION CSSSD	11,595.80	16,769.80	202304083
	23-0703	IDEA-TUITION	10,289.00		
	23-0703	TUITION CSSSD	11,595.80	21,884.80	202304223
SOUTH JERSEY GAS COMPANY/ 1208	23-0541	NATURAL GAS	11,607.86	11,607.86	202304031
STATE OF NEW JERSEY - SDA/ 1434	23-0714	SDA ASSESSMNT	5,230.90	5,230.90	202304081
	23-0714	SDA ASSESSMNT	5,230.90	5,230.90	202304221
UPPER DEERFIELD TWP JPT/ 1397	23-0808	JOINT AGREEMENTS-JPT	53,616.40	53,616.40	202304261
		Total for Unposted Checks		160,730.36	

# Upper Deerfield Township Board of Education

## Summary Bills And Claims Report By Vendor Name

for Batch 68 EFT April 2023

va\_bill6.033123  
03/31/2023

Resolution that the list of claims for goods received and services rendered and certified to be correct by the Business Administrator, Run on 04/20/2023 at 02:11:54 PM  
be approved for payment and further that the Secretary's and Treasurer's financial reports be accepted as filed.

Fund	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	11			\$129,690.56		\$129,690.56
10	12			\$10,461.80		\$10,461.80
Fund 10	TOTAL			\$140,152.36		\$140,152.36
20	20			\$20,578.00		\$20,578.00
GRAND	TOTAL	\$0.00	\$0.00	\$160,730.36	\$0.00	\$160,730.36

### Gross Payroll

No Gross Payroll to approve

BOARD SECRETARY



FINANCE COMMITTEE CHAIRMAN



Total Bills to be Approved

\$0.00

\$160,730.36

**CER  
COMMUNITY SCHOOL BILLS  
APRIL 2023 BILLS**

CHECK #	PAID TO THE ORDER OF	PURCHASE ORDER #	AMOUNT
7753	L.J. Zucca, Inc. Inv. #1648544 - snacks	PO 017-23	\$499.47
Transfer 53	Upper Deerfield Twp. BOE - CER salaries & SSMD (3/30/2023 & 4/15/2023)	PO 016-23	\$8,885.43
		<b>TOTAL</b>	<b>\$9,384.90</b>

I hereby certify that I have examined the bills covered by the above listed warrants and found them to be in order for payment in accordance with the Board of Education Policy and NJ 18A:19 et.Seq.

Lisa Frassetto

Jon H. D.

jr

3/30 10:50am

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Upper Deerfield Township Board of Education  
General Fund - Fund 10  
Interim Balance Sheet  
For 8 Month Period Ending 02/28/2023

ASSETS AND RESOURCES

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

101	Cash in bank		\$4,426,246.14
121	Tax levy receivable		\$2,398,691.80
	Accounts receivable:		
132	Interfund	(\$33,460.84)	
140	Intergovernmental - Accts. Recvble.	\$488,587.94	
141	Intergovernmental - State	\$1,411,690.09	
143	Intergovernmental - Other	\$6,400.00	
153,154	Other (net of est uncollectible of \$_____)	\$12,203.14	\$1,885,420.33

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

301	Estimated Revenues	\$17,789,575.00	
302	Less Revenues	(\$14,117,260.85)	
			\$3,672,314.15

Total assets and resources

\$12,382,672.42

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Upper Deerfield Township Board of Education  
General Fund - Fund 10  
Interim Balance Sheet  
For 8 Month Period Ending 02/28/2023

LIABILITIES AND FUND EQUITY

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

421	Accounts Payable	\$1,017,073.85
TOTAL LIABILITIES		\$1,017,073.85

FUND BALANCE

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

753	Reserve for Encumbrances - Current Year	\$5,536,073.96
	Reserved fund balance:	
761	Capital reserve account -	\$641,414.00
		\$641,414.00
764	Reserve for Maintenance	\$994,713.00
		\$994,713.00
760	Reserved Fund Balance	\$1,623,932.39
601	Appropriations	\$18,010,095.70
602	Less : Expenditures	\$11,264,618.89
603	Encumbrances	\$5,536,073.96 (\$16,800,692.85)
		\$1,209,402.85
	Total Appropriated	\$10,005,536.20
--- U n a p p r o p r i a t e d ---		
770	Unreserved Fund Balance -	\$1,412,260.37
303	Budgeted Fund Balance	(\$52,198.00)
		\$1,360,062.37

TOTAL FUND BALANCE

TOTAL LIABILITIES AND FUND EQUITY

\$11,365,598.57  
\$12,382,672.42



Upper Deerfield Township Board of Education  
General Fund - Fund 10  
Interim Balance Sheet  
For 8 Month Period Ending 02/28/2023

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	\$18,010,095.70	\$16,800,692.85	\$1,209,402.85
Revenues	(\$17,789,575.00)	(\$14,117,260.85)	(\$3,672,314.15)
	<u>\$220,520.70</u>	<u>\$2,683,432.00</u>	<u>(\$2,462,911.30)</u>
Less: Adjust for prior year encumb.	<u>(\$168,322.70)</u>	<u>(\$168,322.70)</u>	
Budgeted Fund Balance	<u>\$52,198.00</u>	<u>\$2,515,109.30</u>	<u>(\$2,462,911.30)</u>
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	\$52,198.00	\$2,515,109.30	(\$2,462,911.30)
TOTAL Budgeted Fund Balance	<u>\$52,198.00</u>	<u>\$2,515,109.30</u>	<u>(\$2,462,911.30)</u>

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Upper Deerfield Township Board of Education  
GENERAL FUND - FUND 10  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 8 Month Period Ending 02/28/2023

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$8,145,067.00	\$7,518,970.45		\$626,096.55
3XXX	From State Sources	\$9,600,333.00	\$6,545,676.40		\$3,054,656.60
4XXX	From Federal Sources	\$44,175.00	\$52,614.00		(\$8,439.00)
TOTAL REVENUE/SOURCES OF FUNDS		\$17,789,575.00	\$14,117,260.85		\$3,672,314.15
					AVAILABLE
*** EXPENDITURES ***		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$4,743,364.21	\$2,636,089.35	\$1,717,730.00	\$389,544.86
11-2XX-100-XXX	Special Education - Instruction	\$1,399,423.00	\$800,658.20	\$565,775.35	\$32,989.45
11-230-100-XXX	Basic Skills - Remedial Instruction	\$201,254.00	\$94,466.99	\$82,079.45	\$24,707.56
11-240-100-XXX	Bilingual Education - Instruction	\$114,926.00	\$53,447.20	\$34,964.80	\$26,514.00
--- UNDISTRIBUTED EXPENDITURES ---					
11-000-100-XXX	Instruction	\$709,810.40	\$438,460.04	\$270,589.28	\$761.08
11-000-213-XXX	Health Services	\$263,909.00	\$155,448.69	\$83,711.16	\$24,749.15
11-000-216-XXX	Speech, OT,PT & Related Svcs	\$257,700.00	\$177,318.32	\$60,324.18	\$20,057.50
11-000-217-XXX	Other Support Serv - Students Extra Srvc	\$414,872.00	\$246,971.40	\$167,900.60	\$0.00
11-000-218-XXX	Guidance	\$323,699.00	\$192,494.30	\$122,109.04	\$9,095.66
11-000-219-XXX	Child Study Teams	\$495,603.00	\$310,632.32	\$160,653.29	\$24,317.39
11-000-219-592	Misc Purch Ser	\$4,000.00	\$2,361.45	.00	\$1,638.55
11-000-221-XXX	Improv of Inst. - Instruc Staff	\$226,296.00	\$133,285.14	\$67,726.86	\$25,284.00
11-000-222-XXX	Educational Media Serv/School Library	\$160,303.00	\$94,995.24	\$60,022.69	\$5,285.07
11-000-223-XXX	Instructional Staff Training Services	\$23,000.00	\$10,274.19	\$1,557.00	\$11,168.81
11-000-230-XXX	Supp. Serv.-General Administration	\$452,246.00	\$344,483.36	\$94,616.14	\$13,146.50
11-000-240-XXX	Supp. Serv.-School Administration	\$450,675.56	\$295,117.18	\$134,049.44	\$21,508.94
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$442,627.00	\$264,224.74	\$129,430.13	\$48,972.13
11-000-261-XXX	Require Maint. for School Facilities	\$764,384.00	\$339,757.77	\$359,187.67	\$65,438.56
11-000-262-XXX	Custodial Services	\$1,349,889.00	\$979,867.88	\$297,324.14	\$72,696.98
11-000-263-XXX	Care and Upkeep of Grounds	\$44,014.00	\$0.00	\$0.00	\$44,014.00
11-000-270-XXX	Student Transportation Services	\$991,000.00	\$755,665.29	\$207,532.20	\$27,802.51
11-XXX-XXX-2XX	Allocated and Unallocated Benefits	\$3,557,598.00	\$2,480,643.31	\$673,641.14	\$403,313.55
TOTAL GENERAL CURRENT EXPENSE					
EXPENDITURES/USES OF FUNDS		\$17,390,593.17	\$10,806,662.36	\$5,290,924.56	\$1,293,006.25

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Upper Deerfield Township Board of Education  
 GENERAL FUND - FUND 10  
 INTERIM STATEMENTS COMPARING  
 BUDGET REVENUE WITH ACTUAL TO DATE AND  
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
 For 8 Month Period Ending 02/28/2023

	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** EXPENDITURES - cont'd ***				
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$15,917.93	\$15,917.93	\$84,071.00	(\$84,071.00)
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$179,618.00	\$135,332.60	\$44,285.40	.00
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$195,535.93	\$151,250.53	\$128,356.40	(\$84,071.00)
10-000-100-56X Transfer of Funds to Charter Schools	\$423,966.60	\$306,706.00	\$116,793.00	\$467.60
TOTAL GENERAL FUND EXPENDITURES	\$18,010,095.70	\$11,264,618.89	\$5,536,073.96	\$1,209,402.85

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Upper Deerfield Township Board of Education  
GENERAL FUND - FUND 10  
SCHEDULE OF REVENUES  
ACTUAL COMPARED WITH ESTIMATED  
For 8 Month Period Ending 02/28/2023

	ESTIMATED	ACTUAL	UNREALIZED
	<u>          </u>	<u>          </u>	<u>          </u>
--- LOCAL SOURCES ---			
1210 Local Tax Levy	\$8,015,267.00	\$7,207,852.00	\$807,415.00
1910 Rents and Royalties	\$9,500.00	\$9,500.00	.00
1XXX Miscellaneous	\$120,300.00	\$301,618.45	(\$181,318.45)
TOTAL LOCAL	<u>\$8,145,067.00</u>	<u>\$7,518,970.45</u>	<u>\$626,096.55</u>
--- STATE SOURCES ---			
3121 Categorical Transportation Aid	\$380,486.00	\$380,486.00	.00
3131 Extraordinary Aid	\$95,000.00	\$95,000.00	.00
3132 Categorical Special Education Aid	\$465,051.00	\$465,051.00	.00
3176 Equalization	\$7,664,917.00	\$4,598,950.40	\$3,065,966.60
3177 Categorical Security	\$187,464.00	\$187,464.00	.00
3190 Other Unrestricted State Aid		\$11,310.00	(\$11,310.00)
3192 Maintenance of Equity Aid	\$807,415.00	\$807,415.00	.00
TOTAL	<u>\$9,600,333.00</u>	<u>\$6,545,676.40</u>	<u>\$3,054,656.60</u>
--- FEDERAL SOURCES ---			
4200 Federal Grants including Medicaid Reimbursement	\$44,175.00	\$52,614.00	(\$8,439.00)
TOTAL	<u>\$44,175.00</u>	<u>\$52,614.00</u>	<u>(\$8,439.00)</u>
--- OTHER FINANCING SOURCES ---			
TOTAL REVENUES/SOURCES OF FUNDS	<u>\$17,789,575.00</u>	<u>\$14,117,260.85</u>	<u>\$3,672,314.15</u>

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Upper Deerfield Township Board of Education  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 8 Month Period Ending 02/28/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- Regular Programs - Instruction ---				
11-105-100-101 Preschool - Salaries of Teachers	\$106,144.00	\$8,132.80	\$44,939.20	\$53,072.00
11-110-100-101 Kindergarten - Salaries of Teachers	\$384,265.00	\$207,181.98	\$177,083.02	.00
11-120-100-101 Grades 1-5 - Salaries of Teachers	\$1,975,968.00	\$1,173,189.38	\$720,493.62	\$82,285.00
11-130-100-101 Grades 6-8 - Salaries of Teachers	\$1,623,117.00	\$910,952.80	\$668,806.12	\$43,358.08
--- Regular Programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$30,000.00	\$9,440.00	\$20,560.00	\$0.00
11-150-100-320 Purchased Prof.-Ed. Services	\$25,000.00	\$6,320.00	\$80.00	\$18,600.00
--- Regular Programs - Undistr. Instruction ---				
11-190-100-106 Other Salaries for Instruction	\$175,703.00	\$99,424.18	\$76,278.82	.00
11-190-100-340 Purchased Technical Services	\$160,500.00	\$78,715.02	\$6,561.97	\$75,223.01
11-190-100-610 General Supplies	\$259,267.21	\$139,365.32	\$2,927.25	\$116,974.64
11-190-100-640 Textbooks	\$1,300.00	\$1,210.87	.00	\$89.13
11-190-100-800 Other Objects	\$2,100.00	\$2,157.00	.00	(\$57.00)
<b>TOTAL</b>	<b>\$4,743,364.21</b>	<b>\$2,636,089.35</b>	<b>\$1,717,730.00</b>	<b>\$389,544.86</b>
--- SPECIAL EDUCATION - INSTRUCTION ---				
Learning and/or Language Disabilities Mild or Moderate:				
11-204-100-101 Salaries of Teachers	\$66,512.00	\$39,907.20	\$26,604.80	\$0.00
11-204-100-106 Other Salaries for Instruction	\$7,524.00	.00	.00	\$7,524.00
<b>TOTAL</b>	<b>\$74,036.00</b>	<b>\$39,907.20</b>	<b>\$26,604.80</b>	<b>\$7,524.00</b>
Multiple Disabilities:				
11-212-100-101 Salaries of Teachers	\$64,675.00	\$19,402.50	\$45,272.50	\$0.00
11-212-100-106 Other Salaries for Instruction	\$20,000.00	\$19,402.50	\$597.50	.00
<b>TOTAL</b>	<b>\$84,675.00</b>	<b>\$38,805.00</b>	<b>\$45,870.00</b>	<b>\$0.00</b>
Resource Room/Resource Center:				
11-213-100-101 Salaries of Teachers	\$1,141,866.00	\$665,432.41	\$451,183.59	\$25,250.00
11-213-100-106 Other Salaries for Instruction	\$80,696.00	\$38,752.75	\$41,943.25	.00
11-213-100-610 General supplies	\$18,150.00	\$17,760.84	\$173.71	\$215.45
<b>TOTAL</b>	<b>\$1,240,712.00</b>	<b>\$721,946.00</b>	<b>\$493,300.55</b>	<b>\$25,465.45</b>
<b>TOTAL SPECIAL ED - INSTRUCTION</b>	<b>\$1,399,423.00</b>	<b>\$800,658.20</b>	<b>\$565,775.35</b>	<b>\$32,989.45</b>
--- Basic Skills/Remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$144,552.00	\$53,231.38	\$75,958.12	\$15,362.50
11-230-100-106 Other Salaries for Instruction	\$54,202.00	\$41,235.61	\$6,121.33	\$6,845.06
11-230-100-610 General Supplies	\$2,500.00	.00	.00	\$2,500.00
<b>TOTAL</b>	<b>\$201,254.00</b>	<b>\$94,466.99</b>	<b>\$82,079.45</b>	<b>\$24,707.56</b>
--- Bilingual Education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$93,926.00	\$52,447.20	\$34,964.80	\$6,514.00
11-240-100-320 Purchased Prof.-Ed. Services	\$20,000.00	.00	.00	\$20,000.00
11-240-100-610 General Supplies	\$1,000.00	\$1,000.00	.00	.00
<b>TOTAL</b>	<b>\$114,926.00</b>	<b>\$53,447.20</b>	<b>\$34,964.80</b>	<b>\$26,514.00</b>

Upper Deerfield Township Board of Education  
 GENERAL FUND - FUND 10  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 8 Month Period Ending 02/28/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
--- UNDISTRIBUTED EXPENDITURES ---				
--- Instruction ---				
11-000-100-562 Tuition to Other LEAs within State Special	\$271,624.00	\$157,550.84	\$114,069.48	\$3.68
11-000-100-565 Tuition to Co.Spec.Serv. & Reg. Day schls	\$186,516.40	\$123,739.20	\$62,019.80	\$757.40
11-000-100-566 Tuition to Priv Sch for Disbl w/i State	\$251,670.00	\$157,170.00	\$94,500.00	.00
<b>TOTAL</b>	<b>\$709,810.40</b>	<b>\$438,460.04</b>	<b>\$270,589.28</b>	<b>\$761.08</b>
--- Health services ---				
11-000-213-100 Salaries	\$252,709.00	\$145,671.03	\$82,465.09	\$24,572.88
11-000-213-300 Purchased Prof. & Tech. Svc.	\$4,200.00	\$3,017.50	\$1,200.00	(\$17.50)
11-000-213-500 Other Purchd. Serv.(400-500 series)	\$100.00	.00	.00	\$100.00
11-000-213-600 Supplies and Materials	\$6,900.00	\$6,760.16	\$46.07	\$93.77
<b>TOTAL</b>	<b>\$263,909.00</b>	<b>\$155,448.69</b>	<b>\$83,711.16</b>	<b>\$24,749.15</b>
--- Speech, OT,PT & Related Svcs ---				
11-000-216-100 Salaries	\$165,450.00	\$104,869.82	\$60,324.18	\$256.00
11-000-216-320 Purchased Prof. Ed. Services	\$91,250.00	\$72,448.50	.00	\$18,801.50
11-000-216-600 Supplies and Materials	\$1,000.00	.00	.00	\$1,000.00
<b>TOTAL</b>	<b>\$257,700.00</b>	<b>\$177,318.32</b>	<b>\$60,324.18</b>	<b>\$20,057.50</b>
--- Other support services - Students - Extra Srvc				
11-000-217-100 Salaries	\$414,872.00	\$246,971.40	\$167,900.60	.00
<b>TOTAL</b>	<b>\$414,872.00</b>	<b>\$246,971.40</b>	<b>\$167,900.60</b>	<b>\$0.00</b>
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$311,199.00	\$191,615.96	\$116,109.04	\$3,474.00
11-000-218-11X Other Salaries	\$6,000.00	.00	\$6,000.00	.00
11-000-218-390 Other Purch. Prof. & Tech Svc.	\$2,500.00	.00	.00	\$2,500.00
11-000-218-600 Supplies and Materials	\$4,000.00	\$878.34	.00	\$3,121.66
<b>TOTAL</b>	<b>\$323,699.00</b>	<b>\$192,494.30</b>	<b>\$122,109.04</b>	<b>\$9,095.66</b>
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$328,177.00	\$238,728.11	\$88,107.89	\$1,341.00
11-000-219-105 Sal Secr. & Clerical Asst.	\$46,876.00	\$15,625.35	\$31,250.65	.00
11-000-219-11X Other Salaries	\$40,000.00	.00	\$40,000.00	.00
11-000-219-320 Purchased Prof. - Ed. Services	\$49,850.00	\$35,958.74	.00	\$13,891.26
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$16,400.00	\$12,719.96	.00	\$3,680.04
11-000-219-592 Misc Purch Ser(400-500 O/than Resid costs)	\$6,300.00	\$2,361.45	\$0.00	\$3,938.55
11-000-219-600 Supplies and Materials	\$12,000.00	\$7,600.16	\$1,294.75	\$3,105.09
<b>TOTAL</b>	<b>\$499,603.00</b>	<b>\$312,993.77</b>	<b>\$160,653.29</b>	<b>\$25,955.94</b>
--- Improv. of instr. Serv. ---				
11-000-221-104 Salaries Other Prof. Staff	\$216,796.00	\$133,285.14	\$67,726.86	\$15,784.00
11-000-221-320 Purchased Prof. - Ed. Services	\$1,000.00	.00	.00	\$1,000.00
11-000-221-390 Other Purch. Prof. & Tech Svc.	\$8,500.00	.00	.00	\$8,500.00
<b>TOTAL</b>	<b>\$226,296.00</b>	<b>\$133,285.14</b>	<b>\$67,726.86</b>	<b>\$25,284.00</b>
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$149,553.00	\$89,809.31	\$59,743.69	.00

Upper Deerfield Township Board of Education  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 8 Month Period Ending 02/28/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-222-300 Purchased Prof. & Tech Svc.	\$4,350.00	\$2,555.37	.00	\$1,794.63
11-000-222-500 Other Purchased Services (400-500 series)	\$400.00	.00	\$279.00	\$121.00
11-000-222-600 Supplies and Materials	\$6,000.00	\$2,630.56	.00	\$3,369.44
<b>TOTAL</b>	<b>\$160,303.00</b>	<b>\$94,995.24</b>	<b>\$60,022.69</b>	<b>\$5,285.07</b>
--- Instructional Staff Training Services ---				
11-000-223-320 Purchased Prof. - Ed. Services	\$20,000.00	\$9,696.88	\$1,557.00	\$8,746.12
11-000-223-500 Other Purchased Services (400-500 series)	\$3,000.00	\$577.31	.00	\$2,422.69
<b>TOTAL</b>	<b>\$23,000.00</b>	<b>\$10,274.19</b>	<b>\$1,557.00</b>	<b>\$11,168.81</b>
--- Support services-general administration ---				
11-000-230-100 Salaries	\$250,066.00	\$168,399.68	\$81,665.44	\$0.88
11-000-230-331 Legal Services	\$10,000.00	\$9,380.00	.00	\$620.00
11-000-230-332 Audit Fees	\$20,950.00	\$17,500.00	\$3,450.00	.00
11-000-230-334 Architectural/Engineering Services	\$35,577.50	\$35,577.50	.00	.00
11-000-230-339 Other Purchased Prof. Svc.	\$11,052.50	\$4,921.75	\$1,211.25	\$4,919.50
11-000-230-530 Communications/Telephone	\$43,422.27	\$35,491.74	\$7,651.49	\$279.04
11-000-230-585 BOE Other Purchased Prof. Svc.	\$1,797.42	\$80.44	.00	\$1,716.98
11-000-230-590 Misc Purchased Services (400-500)	\$58,061.93	\$57,873.26	\$75.00	\$113.67
11-000-230-610 General Supplies	\$5,000.00	\$3,263.01	\$377.96	\$1,359.03
11-000-230-630 BOE In-House Training/Meeting Supplies	\$750.00	\$550.00	.00	\$200.00
11-000-230-890 Misc. Expenditures	\$8,386.38	\$4,684.80	\$185.00	\$3,516.58
11-000-230-895 BOE Membership Dues and Fees	\$7,182.00	\$6,761.18	.00	\$420.82
<b>TOTAL</b>	<b>\$452,246.00</b>	<b>\$344,483.36</b>	<b>\$94,616.14</b>	<b>\$13,146.50</b>
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$161,750.00	\$100,223.67	\$49,248.33	\$12,278.00
11-000-240-105 Sal Secr. & Clerical Asst.	\$218,390.00	\$148,695.47	\$69,694.53	.00
11-000-240-1XX Other Salaries	\$9,000.00	\$0.00	\$9,000.00	\$0.00
11-000-240-500 Other Purchased Services (400-500 series)	\$34,320.00	\$28,884.68	\$4,358.40	\$1,076.92
11-000-240-600 Supplies and Materials	\$21,215.56	\$15,068.56	\$1,748.18	\$4,398.82
11-000-240-800 Other Objects	\$6,000.00	\$2,244.80	.00	\$3,755.20
<b>TOTAL</b>	<b>\$450,675.56</b>	<b>\$295,117.18</b>	<b>\$134,049.44</b>	<b>\$21,508.94</b>
--- Central Services ---				
11-000-251-100 Salaries	\$257,458.00	\$151,444.71	\$106,013.29	.00
11-000-251-340 Purchased Technical Services	\$36,225.75	\$32,068.25	\$4,157.50	.00
11-000-251-592 Misc Pur Serv (400-500 series )	\$4,874.25	\$2,911.45	\$600.00	\$1,362.80
11-000-251-600 Supplies and Materials	\$6,000.00	\$4,788.16	\$888.00	\$323.84
11-000-251-89X Other Objects	\$1,794.00	\$150.00	.00	\$1,644.00
<b>TOTAL</b>	<b>\$306,352.00</b>	<b>\$191,362.57</b>	<b>\$111,658.79</b>	<b>\$3,330.64</b>
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$51,625.00	\$34,416.64	\$17,208.36	.00
11-000-252-330 Purchased Prof. Services	\$63,500.00	\$21,979.66	.00	\$41,520.34
11-000-252-500 Other Pur Serv. (400-500 series )	\$4,500.00	\$875.00	.00	\$3,625.00
11-000-252-600 Supplies and Materials	\$16,450.00	\$15,499.47	\$562.98	\$387.55
11-000-252-800 Other Objects	\$200.00	\$91.40	.00	\$108.60

Upper Deerfield Township Board of Education  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 8 Month Period Ending 02/28/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
<b>TOTAL</b>	<b>\$136,275.00</b>	<b>\$72,862.17</b>	<b>\$17,771.34</b>	<b>\$45,641.49</b>
<b>TOTAL Cent. Svcs. &amp; Admin IT</b>	<b>\$442,627.00</b>	<b>\$264,224.74</b>	<b>\$129,430.13</b>	<b>\$48,972.13</b>
 --- Required Maint.for School Facilities ---				
11-000-261-100 Salaries	\$92,777.00	\$67,019.21	\$25,757.79	.00
11-000-261-420 Cleaning, Repair & Maint. Svc	\$625,607.00	\$264,689.02	\$332,022.46	\$28,895.52
11-000-261-421 Lead Testing of Drinking Water	\$1,000.00	.00	.00	\$1,000.00
11-000-261-610 General Supplies	\$45,000.00	\$8,049.54	\$1,407.42	\$35,543.04
<b>TOTAL</b>	<b>\$764,384.00</b>	<b>\$339,757.77</b>	<b>\$359,187.67</b>	<b>\$65,438.56</b>
 --- Custodial Services ---				
11-000-262-1XX Salaries	\$551,133.00	\$360,089.52	\$187,830.94	\$3,212.54
11-000-262-107 Salaries of Non-Instructional Aids	\$108,306.00	\$75,456.75	\$32,660.25	\$189.00
11-000-262-300 Purchased Prof. & Tech. Svc.	\$21,450.00	\$16,375.47	\$2,529.90	\$2,544.63
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$50,000.00	\$35,098.17	\$10,254.00	\$4,647.83
11-000-262-490 Other Purchased Property Svc.	\$3,500.00	\$1,430.00	\$440.00	\$1,630.00
11-000-262-520 Insurance	\$91,000.00	\$90,300.00	.00	\$700.00
11-000-262-610 General Supplies	\$70,000.00	\$36,437.85	\$17,241.40	\$16,320.75
11-000-262-621 Energy (Natural Gas)	\$125,000.00	\$104,634.45	\$20,365.55	.00
11-000-262-622 Energy (Electricity)	\$315,000.00	\$253,997.90	\$26,002.10	\$35,000.00
11-000-262-624 Energy (Oil)	\$5,000.00	\$777.63	.00	\$4,222.37
11-000-262-626 Energy (Gasoline)	\$5,000.00	\$2,060.79	.00	\$2,939.21
11-000-262-8XX Other Objects	\$4,500.00	\$3,209.35	\$0.00	\$1,290.65
<b>TOTAL</b>	<b>\$1,349,889.00</b>	<b>\$979,867.88</b>	<b>\$297,324.14</b>	<b>\$72,696.98</b>
 --- Care and Upkeep of Grounds ---				
11-000-263-100 Salaries	\$44,014.00	.00	.00	\$44,014.00
<b>TOTAL</b>	<b>\$44,014.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$44,014.00</b>
<b>TOTAL Oper &amp; Maint of Plant Services</b>	<b>\$2,158,287.00</b>	<b>\$1,319,625.65</b>	<b>\$656,511.81</b>	<b>\$182,149.54</b>
 --- Student transportation services ---				
11-000-270-350 Management Fee - ESC Transp. Prog.	\$26,800.00	\$23,931.00	.00	\$2,869.00
11-000-270-503 Contr Svc-Aid in Lieu Paymnts-Non Pub Sch	\$56,604.00	\$17,885.00	\$17,885.00	\$20,834.00
11-000-270-505 Contract Svc (Aid-In-Lieu)-Choice Students	\$18,396.00	\$9,198.00	\$9,198.00	.00
11-000-270-511 Contract Svc (btw Home & Sch.)-vendors	\$51,140.00	\$31,540.00	\$19,600.00	.00
11-000-270-513 Contract Svc (btw home & sch.)-joint agree	\$536,164.00	\$375,314.80	\$160,849.20	.00
11-000-270-517 Contract Svc (reg std) - ESCs	\$4,000.00	.00	.00	\$4,000.00
11-000-270-518 Contract Svc (Sp Ed) - ESCs	\$297,896.00	\$297,796.49	.00	\$99.51
<b>TOTAL</b>	<b>\$991,000.00</b>	<b>\$755,665.29</b>	<b>\$207,532.20</b>	<b>\$27,802.51</b>
 --- Personal Services-Employee Benefits---				
11-XXX-XXX-220 Social Security Contributions	\$316,336.00	\$249,763.62	\$61,572.45	\$4,999.93
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$406,532.00	\$383,500.59	\$22,310.41	\$721.00
11-XXX-XXX-250 Unemployment Compensation	\$10,000.00	.00	.00	\$10,000.00
11-XXX-XXX-260 Workman's Compensation	\$135,000.00	\$132,493.00	.00	\$2,507.00
11-XXX-XXX-270 Health Benefits	\$2,636,730.00	\$1,714,886.10	\$589,758.28	\$332,085.62



Upper Deerfield Township Board of Education  
 GENERAL FUND - FUND 10  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 8 Month Period Ending 02/28/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
11-XXX-XXX-280 Tuition Reimbursement	\$33,000.00	.00	.00	\$33,000.00
11-XXX-XXX-290 Other Employee Benefits	\$20,000.00	.00	.00	\$20,000.00
	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
TOTAL	\$3,557,598.00	\$2,480,643.31	\$673,641.14	\$403,313.55
Total Undistributed Expenditures	\$10,931,625.96	\$7,222,000.62	\$2,890,374.96	\$819,250.38
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$17,390,593.17	\$10,806,662.36	\$5,290,924.56	\$1,293,006.25
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$17,390,593.17	\$10,806,662.36	\$5,290,924.56	\$1,293,006.25
	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>

Upper Deerfield Township Board of Education  
 GENERAL FUND - FUND 10  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 8 Month Period Ending 02/28/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
*** CAPITAL OUTLAY ***				
--- EQUIPMENT ---				
Undistributed expenses				
12-000-210-730 Support services-students-reg.	\$12,964.70	\$12,964.70	\$0.00	\$0.00
12-000-261-730 Undist. Exp.-Req. Maint. Schl Facilities	\$2,953.23	\$2,953.23	\$84,071.00	(\$84,071.00)
<hr/>				
Undist. Exp. - Non-instructional Services				
TOTAL	\$15,917.93	\$15,917.93	\$84,071.00	(\$84,071.00)
<hr/>				
--- Facilities acquisition and construction services ---				
12-000-400-334 Architectural/Engineering Services	\$75,000.00	\$62,100.00	\$12,900.00	.00
12-000-400-896 Assmt for Debt Service on SDA Funding	\$104,618.00	\$73,232.60	\$31,385.40	.00
Sub Total	\$179,618.00	\$135,332.60	\$44,285.40	\$0.00
<hr/>				
TOTAL	\$179,618.00	\$135,332.60	\$44,285.40	\$0.00
<hr/>				
TOTAL CAPITAL OUTLAY EXPENDITURES	\$195,535.93	\$151,250.53	\$128,356.40	(\$84,071.00)


Upper Deerfield Township Board of Education  
 GENERAL FUND - FUND 10  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 8 Month Period Ending 02/28/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
10-000-100-56X Transfer of Funds to Charter Schls.	\$423,966.60	\$306,706.00	\$116,793.00	\$467.60
TOTAL GENERAL FUND EXPENDITURES	\$18,010,095.70	\$11,264,618.89	\$5,536,073.96	\$1,209,402.85

REPORT OF THE SECRETARY CERTIFICATION PAGE  
TO THE BOARD OF EDUCATION  
Upper Deerfield Township Board of Education  
General Fund - Fund 10

For 8 Month Period Ending 02/28/2023

I, Dr. Frank Badessa, 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.

  
\_\_\_\_\_  
Board Secretary/Business Administrator

3/30/23  
Date

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

---

3/30 10:50am

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Upper Deerfield Township Board of Education  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 8 Month Period Ending 02/28/23

ASSETS AND RESOURCES

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

101	Cash in bank		(\$388,672.46)
	Accounts receivable:		
141	Intergovernmental - State	\$2,092,045.45	
142	Intergovernmental - Federal	\$1,162,532.59	
			\$3,254,578.04

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

301	Estimated Revenues	\$6,365,699.07	
302	Less Revenues	(\$3,468,530.86)	
			\$2,897,168.21

Total assets and resources

\$5,763,073.79

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Upper Deerfield Township Board of Education  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 8 Month Period Ending 02/28/23

=====

LIABILITIES AND FUND EQUITY

=====

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

421	Accounts Payable	\$113,496.23
481	Deferred revenues	\$1,759,084.66
	Other current liabilities	(\$114,429.30)
TOTAL LIABILITIES		\$1,758,151.59

FUND BALANCE

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

753	Reserve for encumbrances - Current Year	\$1,496,495.78
601	Appropriations	\$6,365,699.07
602	Less: Expenditures	\$2,360,776.87
603	Encumbrances	\$1,496,495.78 (\$3,857,272.65)
		\$2,508,426.42
TOTAL FUND BALANCE		\$4,004,922.20
TOTAL LIABILITIES AND FUND EQUITY		\$5,763,073.79

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Upper Deerfield Township Board of Education  
Special Revenue Fund - Fund 20  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 8 Month Period Ending 02/28/23

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
<b>*** REVENUES/SOURCES OF FUNDS ***</b>				
1XXX From Local Sources	\$52,000.00	.00		\$52,000.00
3XXX From State Sources	\$2,155,553.00	\$2,155,553.00		.00
4XXX From Federal Sources	\$4,052,002.07	\$1,312,977.86		\$2,739,024.21
5XXX Other Financing Source	\$106,144.00	.00		\$106,144.00
<b>TOTAL REVENUE/SOURCES OF FUNDS</b>	<b>\$6,365,699.07</b>	<b>\$3,468,530.86</b>		<b>\$2,897,168.21</b>
<b>*** EXPENDITURES ***</b>				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
<b>LOCAL PROJECTS:</b>				
Other Local Projects (001-199)		\$300.38	\$83.34	(\$383.72)
Student Activity Fund (475)	\$52,000.00	.00	.00	\$52,000.00
<b>TOTAL LOCAL PROJECTS</b>	<b>\$52,000.00</b>	<b>\$300.38</b>	<b>\$83.34</b>	<b>\$51,616.28</b>
<b>STATE PROJECTS:</b>				
Preschool Education Aid (218)	\$2,221,951.00	\$917,650.43	\$455,835.06	\$848,465.51
SDA Emergent Needs & Capital Maintenance (492)	\$39,746.00	.00	.00	\$39,746.00
<b>TOTAL STATE PROJECTS</b>	<b>\$2,261,697.00</b>	<b>\$917,650.43</b>	<b>\$455,835.06</b>	<b>\$888,211.51</b>
<b>FEDERAL PROJECTS:</b>				
ARP - IDEA Basic Grant Program (223)	\$4,669.50	.00	.00	\$4,669.50
ARP - IDEA Preschool Grant Program (224)	\$3,861.00	.00	.00	\$3,861.00
ESSA Title I - Part A/D (231-239)	\$264,650.24	\$108,251.15	\$62,942.85	\$93,456.24
I.D.E.A. Part B (Handicapped) (250-259)	\$264,141.00	\$195,490.00	\$61,734.00	\$6,917.00
ESSA Title VI - Rural & Low-Income (265-269)	\$1,080.75	\$1,080.75	.00	.00
ESSA Title II - Part A/D (270-279)	\$46,879.00	\$4,056.15	\$3,468.85	\$39,354.00
ESSA Title IV (280-289)	\$40,696.00	.00	.00	\$40,696.00
CARES Act Education Stabilization Fund (477)	\$51,850.02	\$50,365.28	\$1,140.00	\$344.74
CRRSA-ESSER II Grant Program (483)	\$597,333.56	\$211,146.31	\$386,187.25	.00
CRRSA Act-Learning Acceleration Grant Program (484)	\$17,880.00	\$4,000.00	.00	\$13,880.00
CRRSA Act-Mental Health Grant Program (485)	\$45,000.00	\$5,000.00	.00	\$40,000.00
ARP - ESSER Grant Program (487)	\$2,504,282.00	\$803,436.42	\$518,604.43	\$1,182,241.15
ARP - ESSER Accelerated Learning Coaching (488)	\$84,679.00	\$45,000.00	.00	\$39,679.00
ARP - ESSER Evidence-Based Summer Learning (489)	\$40,000.00	.00	.00	\$40,000.00
ARP - ESSER Evidence-Based Comprehensive (490)	\$40,000.00	\$15,000.00	\$6,500.00	\$18,500.00
ARP - ESSER NJ Tiered System of Supports (491)	\$45,000.00	.00	.00	\$45,000.00
<b>TOTAL FEDERAL PROJECTS</b>	<b>\$4,052,002.07</b>	<b>\$1,442,826.06</b>	<b>\$1,040,577.38</b>	<b>\$1,568,598.63</b>
<b>*** TOTAL EXPENDITURES ***</b>	<b>\$6,365,699.07</b>	<b>\$2,360,776.87</b>	<b>\$1,496,495.78</b>	<b>\$2,508,426.42</b>



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Upper Deerfield Township Board of Education  
SPECIAL REVENUE - FUND 20  
SCHEDULE OF REVENUES  
ACTUAL COMPARED WITH ESTIMATED  
For 8 Month Period Ending 02/28/23

	ESTIMATED	ACTUAL	UNREALIZED
1760 Student Activity Fund Revenue	\$52,000.00	.00	\$52,000.00
Total Revenues from Local Sources	\$52,000.00	\$0.00	\$52,000.00
---			
--- STATE SOURCES ---			
3218 Preschool Education Aid	\$2,115,807.00	\$2,115,807.00	.00
3257 SDA Emergent Needs & Capital Maintenance	\$39,746.00	\$39,746.00	.00
Total Revenue from State Sources	\$2,155,553.00	\$2,155,553.00	\$0.00
---			
--- FEDERAL SOURCES ---			
4411-16 Title I	\$264,650.24	\$381,692.00	(\$117,041.76)
4451-55 Title II	\$35,516.00	\$16,620.00	\$18,896.00
4491-94 Title III	\$11,363.00	\$3,327.00	\$8,036.00
4471-74 Title IV	\$41,776.75	\$18,647.00	\$23,129.75
4409 ARP - IDEA Preschool	\$3,861.00	.00	\$3,861.00
4419 ARP - IDEA Basic	\$4,669.50	.00	\$4,669.50
4420-29 I.D.E.A. Part B (Handicapped)	\$264,141.00	\$175,411.00	\$88,730.00
4530 CARES Act Education Stabilization Fund	\$51,850.02	\$162,159.86	(\$110,309.84)
4534 CRRSA Act - ESSER II	\$597,333.56	\$109,576.00	\$487,757.56
4535 CRRSA Act - Learning Acceleration Grant	\$17,880.00	.00	\$17,880.00
4536 CRRSA Act - Mental Health Grant	\$45,000.00	.00	\$45,000.00
4540 ARP-ESSER Grant Program	\$2,504,282.00	\$390,545.00	\$2,113,737.00
4541 ARP-ESSER Accelerated Learning Coaching	\$84,679.00	\$45,000.00	\$39,679.00
4542 ARP-ESSER Evidence-Based Summer Learning	\$40,000.00	.00	\$40,000.00
4543 ARP-ESSER Evidence-Based Comprehensive Beyond the School Day	\$40,000.00	\$10,000.00	\$30,000.00
4544 ARP-ESSER NJ NTiered System of Supports	\$45,000.00	.00	\$45,000.00
Total Revenues from Federal Sources	\$4,052,002.07	\$1,312,977.86	\$2,739,024.21
---			
--- OTHER FINANCING SOURCES ---			
5200 Transfers from Operating Budget - Preschool	\$106,144.00	.00	\$106,144.00
Total Other Financing Sources	\$106,144.00	\$0.00	\$106,144.00
TOTAL REVENUES/SOURCES OF FUNDS	\$6,365,699.07	\$3,468,530.86	\$2,897,168.21

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Upper Deerfield Township Board of Education  
Special Revenue Fund - Fund 20  
STATEMENT OF APPROPRIATIONS - RESTRICTED STATE ENTITLEMENTS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 8 Month Period Ending 02/28/23


	Appropriations	Expenditures	Encumbrances	Available Balance
<b>Local Projects:</b>				
20-001-XXX-XXX to 20-199-XXX-XXX Local Projects		\$300.38	\$83.34	(\$383.72)
20-475-XXX-XXX Student Activity Fund	\$52,000.00	.00	.00	\$52,000.00
<b>TOTAL LOCAL PROJECTS</b>	<b>\$52,000.00</b>	<b>\$300.38</b>	<b>\$83.34</b>	<b>\$51,616.28</b>
<b>State Projects:</b>				
--- Preschool Education Aid - Instruction ---				
20-218-100-101 Salaries of Teachers	\$723,096.00	\$503,063.76	\$220,032.24	.00
20-218-100-106 Other Sal. For Instruction	\$399,929.00	\$261,924.96	\$138,004.04	.00
20-218-100-321 Purchased Prof & Ed Services	\$110,000.00	.00	.00	\$110,000.00
20-218-100-800 Other objects	\$15,275.00	\$15,275.00	.00	.00
<b>Total Instruction</b>	<b>\$1,248,300.00</b>	<b>\$780,263.72</b>	<b>\$358,036.28</b>	<b>\$110,000.00</b>
--- Preschool Education Aid - Support Services ---				
20-218-200-103 Salaries of Program Directors	\$32,575.00	\$21,826.51	\$10,748.49	.00
20-218-200-104 Salaries of Other Professional Staff	\$35,484.00	\$21,263.96	\$14,220.04	.00
20-218-200-173 Salaries of Community Parent Involvement Spec.	\$11,345.00	\$6,710.75	\$4,634.25	.00
20-218-200-176 Salaries of Master Teachers	\$65,998.00	.00	\$65,998.00	.00
20-218-200-200 Personal Services - Employee Benefits	\$490,379.00	.00	.00	\$490,379.00
20-218-200-329 Purchased Professional-Education Services	\$65,000.00	.00	.00	\$65,000.00
20-218-200-330 Other Purchased Professional Services	\$25,000.00	.00	.00	\$25,000.00
20-218-200-420 Cleaning, Repair & Maintenance Services	\$25,500.00	.00	.00	\$25,500.00
20-218-200-511 Contr. Trans. Serv. (Bet. Home & Sch)	\$42,500.00	.00	.00	\$42,500.00
20-218-200-516 Contr. Trans. Serv. (Field Trips.)	\$26,500.00	.00	\$195.00	\$26,305.00
20-218-200-580 Travel	\$7,582.00	\$279.00	.00	\$7,303.00
20-218-200-590 Miscellaneous Purchased Services	\$27,500.00	.00	.00	\$27,500.00
20-218-200-600 Supplies and Materials	\$19,788.00	\$6,131.30	\$2,003.00	\$11,653.70
<b>Total Support Services</b>	<b>\$875,151.00</b>	<b>\$56,211.52</b>	<b>\$97,798.78</b>	<b>\$721,140.70</b>
--- Facility Acquisition & Constr. Serv. ---				
20-218-400-731 Instructional Equipment	\$10,000.00	.00	.00	\$10,000.00
20-218-400-732 NonInstructional Equipment	\$5,000.00	.00	.00	\$5,000.00
<b>Total Facility Acquisition &amp; Constr. Serv.</b>	<b>\$15,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$15,000.00</b>
<b>-- TOTAL Preschool Education Aid --</b>	<b>\$2,138,451.00</b>	<b>\$836,475.24</b>	<b>\$455,835.06</b>	<b>\$846,140.70</b>
<b>-- Other State Programs --</b>				
20-492-XXX-XXX SDA Emergent Needs & Capital Maintenance	\$39,746.00	.00	.00	\$39,746.00
<b>-- TOTAL Other State Programs --</b>	<b>\$39,746.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$39,746.00</b>
<b>TOTAL STATE PROJECTS</b>	<b>\$2,178,197.00</b>	<b>\$836,475.24</b>	<b>\$455,835.06</b>	<b>\$885,886.70</b>

	Appropriations	Expenditures	Encumbrances	Available Balance
<b>Federal Projects:</b>				
--- CARES Act Educational Stabilization Fund ---				
-- Instruction --				
20-477-100-1XX Salaries	\$11,448.00	\$11,448.00	.00	.00
<b>Total Instruction</b>	<b>\$11,448.00</b>	<b>\$11,448.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
--- Support Services ---				
20-477-200-100 Salaries	\$25,000.00	\$23,860.00	\$1,140.00	.00
20-477-200-200 Benefits	\$2,390.00	\$2,390.00	.00	.00
20-477-200-600 Supplies and Materials	\$13,012.02	\$12,667.28	.00	\$344.74
<b>Total Support Services</b>	<b>\$40,402.02</b>	<b>\$38,917.28</b>	<b>\$1,140.00</b>	<b>\$344.74</b>
<b>TOTAL CARES Act Education Stabilization Fund</b>	<b>\$51,850.02</b>	<b>\$50,365.28</b>	<b>\$1,140.00</b>	<b>\$344.74</b>
--- Bridging the Digital Divide Program				
--- Coronavirus Relief Grant Program ---				
--- Other Federal Programs ---				
20-223-XXX-XXX ARP-IDEA Basic Grant Program	\$4,669.50	.00	.00	\$4,669.50
20-224-XXX-XXX ARP-IDEA Preschool Grant Program	\$3,861.00	.00	.00	\$3,861.00
20-231 to 20-239-XXX-XXX ESSA Title I - Part A/D	\$264,650.24	\$108,251.15	\$62,942.85	\$93,456.24
20-25X-XXX-XXX I.D.E.A. Part B	\$264,141.00	\$195,490.00	\$61,734.00	\$6,917.00
20-265 to 20-269-XXX-XXX ESSA Title VI - Rural & Low Income	\$1,080.75	\$1,080.75	.00	.00
20-27X-XXX-XXX ESSA Title II - Part A/D	\$46,879.00	\$4,056.15	\$3,468.85	\$39,354.00
20-28X-XXX-XXX ESSA Title IV	\$40,696.00	.00	.00	\$40,696.00
20-483-XXX-XXX CRRSA-ESSER II Grant Program	\$597,333.56	\$211,146.31	\$386,187.25	.00
20-484-XXX-XXX CRRSA Act-Learning Acceleration Grant Program	\$17,880.00	\$4,000.00	.00	\$13,880.00
20-485-XXX-XXX CRRSA Act-Mental Health Grant Program	\$45,000.00	\$5,000.00	.00	\$40,000.00
20-487-XXX-XXX ARP-ESSER Grant Program	\$2,504,282.00	\$803,436.42	\$518,604.43	\$1,182,241.15
20-488-XXX-XXX ARP-ESSER Accelerated Learning Coaching	\$84,679.00	\$45,000.00	.00	\$39,679.00
20-489-XXX-XXX ARP-ESSER Evidence-Based Summer Learning	\$40,000.00	.00	.00	\$40,000.00
20-490-XXX-XXX ARP-ESSER Evidence-Based Comprehensive	\$40,000.00	\$15,000.00	\$6,500.00	\$18,500.00
20-491-XXX-XXX ARP-ESSER NJ Tiered System of Supports	\$45,000.00	.00	.00	\$45,000.00
<b>TOTAL Other Federal Programs</b>	<b>\$4,000,152.05</b>	<b>\$1,392,460.78</b>	<b>\$1,039,437.38</b>	<b>\$1,568,253.89</b>
<b>TOTAL FEDERAL PROJECTS</b>	<b>\$4,052,002.07</b>	<b>\$1,442,826.06</b>	<b>\$1,040,577.38</b>	<b>\$1,568,598.63</b>
20-XXX-XXX-XXX All Other State/Fed/Loc Projects	\$83,500.00	\$81,175.19	\$0.00	\$2,324.81
<b>TOTAL EXPENDITURES</b>	<b>\$6,365,699.07</b>	<b>\$2,360,776.87</b>	<b>\$1,496,495.78</b>	<b>\$2,508,426.42</b>

REPORT OF THE SECRETARY CERTIFICATION PAGE  
TO THE BOARD OF EDUCATION  
Upper Deerfield Township Board of Education

Special Revenue Fund - Fund 20  
For 8 Month Period Ending 02/28/23

I, Dr. Frank Badessa, 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.

  
Board Secretary/Business Administrator

3/30/23  
Date

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

---

3/30 10:50am

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Upper Deerfield Township Board of Education  
Capital Projects Fund - Fund 30  
Interim Balance Sheet  
For 8 Month Period Ending 02/28/23

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$66,641.94
-----	--------------	--	-------------

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

302	Less Revenues	(\$108.36)	
			(\$108.36)

Total assets and resources

\$66,533.58

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Upper Deerfield Township Board of Education

Capital Projects Fund - Fund 30  
Interim Balance Sheet  
For 8 Month Period Ending 02/28/23

=====

LIABILITIES AND FUND EQUITY

=====

--- LIABILITIES ---

402	Interfund accounts payable	\$66,533.58
	TOTAL LIABILITIES	<u>\$66,533.58</u>

FUND BALANCE

=====

--- Appropriated ---

--- Unappropriated ---

TOTAL LIABILITIES AND FUND EQUITY	<u>\$66,533.58</u>
-----------------------------------	--------------------

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Upper Deerfield Township Board of Education

Capital Projects Fund - Fund 30  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 8 Month Period Ending 02/28/23


	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1510 Earnings on Investments		\$108.36		(\$108.36)
TOTAL REVENUE/SOURCES OF FUNDS	\$0.00	\$108.36		(\$108.36)
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE



REPORT OF THE SECRETARY CERTIFICATION PAGE  
TO THE BOARD OF EDUCATION  
Upper Deerfield Township Board of Education

Capital Projects Fund - Fund 30  
For 8 Month Period Ending 02/28/23

I, Dr. Frank Badessa, 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.

  
\_\_\_\_\_  
Board Secretary/Business Administrator

3/30/23  
Date

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

---

3/30 10:50am

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Upper Deerfield Township Board of Education  
Debt Service Fund - Fund 40  
Interim Balance Sheet  
For 8 Month Period Ending 02/28/23

=====

ASSETS AND RESOURCES

=====

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

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

\_\_\_\_\_

=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Upper Deerfield Township Board of Education

Debt Service Fund - Fund 40  
Interim Balance Sheet  
For 8 Month Period Ending 02/28/23

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

\_\_\_\_\_

--- Appropriated ---

Reserved fund balance:

--- Unappropriated ---

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
	_____	_____	_____
--- 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  
Upper Deerfield Township Board of Education

Debt Service Fund - Fund 40  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 8 Month Period Ending 02/28/23

BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
-----------------------	-------------------	--------------------------	-----------------------

---

---

---

---

\*\*\* REVENUES/SOURCES OF FUNDS \*\*\*

---

---

---

---

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Upper Deerfield Township Board of Education


Debt Service Fund - Fund 40  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 8 Month Period Ending 02/28/23

*** EXPENDITURES ***	APPROPRIATIONS	EXPENDITURES/Enc.	AVAILABLE BALANCE
	<hr/>	<hr/>	<hr/>

REPORT OF THE SECRETARY CERTIFICATION PAGE  
TO THE BOARD OF EDUCATION  
Upper Deerfield Township Board of Education  
Debt Service Fund - Fund 40

For 8 Month Period Ending 02/28/23

I, Dr. Frank Badessa, 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.

  
\_\_\_\_\_  
Board Secretary/Administrator

3/30/23  
Date

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

---



**District of  
UPPER DEERFIELD**

**For The Month Ended:  
2/28/2023**

CASH REPORT				
FUND	1 Beginning Cash Balance	2 Cash Receipts This Month	3 Cash Disbursements This Month	4 Ending Cash Balances
General Fund - Fund 10	\$5,340,459.03	\$1,010,481.46	\$1,924,694.35	\$4,426,246.14
Special Revenue Fund - 20	(\$103,985.51)	\$231,125.80	\$515,812.75	(\$388,672.46)
Capital Projects Fund - 30	\$66,611.64	\$30.30	\$0.00	\$66,641.94
Debt Service Fund - 40	\$0.00	\$0.00	\$0.00	\$0.00
CER Fund-65	(\$1,166.40)	\$0.00	\$8,720.46	(\$9,886.86)
Internal Service-70	(\$1,275.57)	\$5,121.36	\$5,241.66	(\$1,395.87)
Shared Services-80	\$0.00	\$0.00	\$0.00	\$0.00
Fund -95	\$610,599.59	\$148,402.76	\$266,503.55	\$492,498.80
Total Governmental Funds	\$5,911,242.78	\$1,395,161.68	\$2,720,972.77	\$4,585,431.69
Payroll	\$0.00	690639.82	\$690,639.82	\$0.00
Payroll Agency	(\$9,753.81)	\$487,813.05	\$482,204.04	(\$4,144.80)
Total Payroll & Agency	(\$9,753.81)	\$1,178,452.87	\$1,172,843.86	(\$4,144.80)
Total All Funds	\$5,911,242.78	\$1,395,161.68	\$2,720,972.77	\$4,585,431.69

Ocean First Bank General Fund \$4,026,290.95  
Ocean First Bank Capital Project Acct \$66,641.94

Ending Balance Total Per Treasurer \$4,092,932.89

  
Kimberly Fleetwood, Treasurer

## OCEANFIRST BANK

## Bank Reconciliation

Statement Date

February 28, 2023 UDT

Fund

GENERAL FUND-OCEANFIRST BANK

Account #

7842

Balance per Bank

2/28/2023

\$5,245,024.86

Additions

DIT Transfers School Lunch

DIT Transfer Agency 8/4/22

Adjustments - JPT Loan Repay

Adjustment -General

\$5,000.00

\$1,606.76

\$6,606.76

Total Additions

Deductions

Outstanding Checks

Check 41439 cashed as

O/S Check adjustment

Outstanding Transfers

\$1,142,301.81

\$ 83,038.86

Total Deductions

\$1,225,340.67

Adjusted Balance per Bank

2/28/2023

\$4,026,290.95

Balance per Board Secretary's records

1/31/2023

\$ 5,234,031.55

Reconciling items

Additions

Receipts

Adjustments - JPT Loan Repay

\$ 1,246,728.62

\$ -

Total Additions

\$1,246,728.62

Deductions

Disbursements cks

Adjustments

\$ 2,454,469.22

\$0.00\$2,454,469.22

Adjusted Board Secretary's Balance

2/28/2023

\$4,026,290.95

Difference

\$0.00

General

\$4,026,290.95

JPT

\$492,498.80

Capital

\$66,641.94\$4,585,431.69

UDT OUTSTANDING CHECKS-GENERAL FUND  
OCEAN FIRST BANK 23-Feb

Jan

44897	511.00	
921	511.00	
932	511.00	
944	511.00	
949	180.00	
991	<u>4,107.24</u>	
		6,331.24

Feb

44997-

45076	1,136,190.57	
	<u>(220.00)</u>	
		<u>1,135,970.57</u>
		<u><u>1,142,301.81</u></u>

# Upper Deerfield Township Board of Education

## Cash Report

va\_cash1.071906

02/28/2023

Current Cycle : February

	Opening Balance	Cash Receipts	Cash Disbursements	Manual Journal Entries*	Ending Balances
<b>Fund 10</b>					
	5,367,349.03	983,591.46	1,924,694.35		4,426,246.14
<b>Fund 20</b>					
SPECIAL REVENUE	-130,875.51	258,015.80	515,812.75		-388,672.46
<b>Fund 30</b>					
CAPITAL PROJECTS	66,611.64	30.30			66,641.94
<b>Fund 40</b>					
DEBT SERVICE FUNDS					
<b>Fund 65</b>					
	-1,166.40		8,720.46		-9,886.86
<b>Fund 70</b>					
INTERNAL SERVICE	-1,275.57	5,121.36	5,241.66		-1,395.87
<b>Fund 80</b>					
TRUST FUNDS					
<b>Fund 95</b>					
STUDENT ACTIVITY	610,599.59	148,402.76	266,503.55		492,498.80
<b>Totals</b>	<b>5,911,242.78</b>	<b>1,395,161.68</b>	<b>2,720,972.77</b>		<b>4,585,431.69</b>

I certify that the Treasurer of School Monies and the Board Secretary's ending cash balances of these Funds for the month of February are correct and in agreement.

\_\_\_\_\_  
Chairman Finance Committee

\_\_\_\_\_  
Member Finance Committee

# Bank Reconciliation

Statement Date 2/28/2023 UDT Prepared by FB  
Fund Capital Project Account OceanFirst BANK  
Account # 7834

Balance per Bank 2/28/2023 \$66,641.94

## Additions

Deposits in Transit

Date Amount

Total Additions \$0.00

## Deductions

Outstanding transfer  
To General

Total Deductions \$0.00

Adjusted Balance per Bank 2/28/2023 \$66,641.94

Balance per Board Secretary's records 1/31/2023 \$66,611.64

## Reconciling items

### Additions

interest \$30.30  
deposits

Total Additions \$30.30

### Deductions

Disbursements

Total deductions \$0.00

Adjusted Board Secretary's Balance 2/28/2023 \$66,641.94

0

UDT OUTSTANDING CHECKS-CAPITAL PROJECTS ACCOUNT  
OceanFirst Bank

# Upper Deerfield Township Board of Receipt Report By Date

Cycle=8

Receipt#	Bill#	Payor No./ Name	Account Number	Description	Amount
<b>02/03/2023</b>					
<b>Non A / R Receipts</b>					
33	000023	101 /STATE AID	DB10-101- , CR10-141-F	FICA STATE	\$26,982.90
				<b>Non A / R Receipts</b>	<b>\$26,982.90</b>
				<b>Total for 02/03/2023</b>	<b>\$26,982.90</b>
<b>02/14/2023</b>					
<b>Receipts</b>					
30	159	117 /CRHSD	95-1990-005-	FEB PAYMENT	\$94,578.00
				<b>Receipts</b>	<b>\$94,578.00</b>
<b>Refunds</b>					
26	000051	110 /JIF	20-001-100-610-000	JIF AWARD	\$1,000.00
26	000052	123 /HEALTH BENEFITS	11-000-291-270-000	HEALTH	\$29,684.38
				<b>Refunds</b>	<b>\$30,684.38</b>
				<b>Total for 02/14/2023</b>	<b>\$125,262.38</b>
<b>02/17/2023</b>					
<b>Receipts</b>					
35	151	105 /SEMI	10-4200-000-	SEMI 2 PAYMENTS	\$3,520.46
				<b>Receipts</b>	<b>\$3,520.46</b>
				<b>Total for 02/17/2023</b>	<b>\$3,520.46</b>
<b>02/22/2023</b>					
<b>Receipts</b>					
35	146	101 /STATE AID	10-3176-000-	EQUAL AID 2 payments	\$766,491.90
35	147	101 /STATE AID	10-3121-000-	TRANSPORT AID 2 PAYMENTS	\$38,048.80
35	148	101 /STATE AID	10-3132-000-	SPEC ED 2 PAYMENTS	\$46,505.30
35	149	101 /STATE AID	10-3177-000-	SECURITY AID 2 PAYMENTS	\$18,746.60
35	150	101 /STATE AID	20-3218-218-	ECPA 2 PAYMENTS	\$187,078.80

# Upper Deerfield Township Board of Receipt Report By Date

Cycle=8

Receipt#	Bill#	Payor No./ Name	Account Number	Description	Amount
<b>02/27/2023</b>					
<b>Refunds</b>					
26	000053	123 /HEALTH BENEFITS	11-000-291-270-000	HEALTH	\$29,621.91
26	000054	124 /JPT	70-990-320-101-000	JPT	\$4,757.42
26	000054	124 /JPT	70-990-320-220-000	JPT	\$363.94
26	000054	124 /JPT	11-000-291-270-000	JPT	\$1,704.86
<b>Total for 02/27/2023</b>					<b>\$36,448.13</b>
<b>02/28/2023</b>					
<b>Receipts</b>					
30	152	111 /NCLB	20-4491-275-	TITLE III	\$729.00
30	153	128 /ESSER	20-4541-488-	ACCELERATED LEARNING COA	\$26,890.00
30	154	128 /ESSER	20-4540-487-	ESSER III	\$42,318.00
35	155	102 /OCEAN FIRST BANK	10-1510-000-	INTEREST	\$2,533.63
30	156	125 /PUFFER LEAGUE	10-1990-000-	PUFFER LEAGUE	\$560.32
30	157	120 /MISCELLANEOUS	10-1990-000-	USAC TREAS 310 MISC PAY	\$19,190.40
30	158	102 /OCEAN FIRST BANK	30-1510-000-	INTEREST	\$30.30
30	160	127 /UPPER DEERFIELD SCHOOL DIST	95-1990-001-	FEB PAYMENT	\$53,616.40
30	161	102 /OCEAN FIRST BANK	95-1510-000-	INTEREST	\$208.36
<b>Total for 02/28/2023</b>					<b>\$146,076.41</b>
<b>Refunds</b>					
26	000055	124 /JPT	70-990-320-101-000	JPT	\$4,757.42
26	000055	124 /JPT	70-990-320-220-000	JPT	\$363.94
26	000055	124 /JPT	11-000-291-270-000	JPT	\$1,704.86
26	000056	124 /JPT	11-000-291-270-000	REV ENTRY	(\$1,704.86)
6	000057	124 /JPT	70-990-320-101-000	REV ENTRY	(\$4,757.42)
6	000058	124 /JPT	70-990-320-220-000	REV ENTRY	(\$363.94)

# Upper Deerfield Township Board of Receipt Report By Date

Cycle=8

Receipt#	Bill#	Payor No./ Name	Account Number	Description	Amount
Refunds					\$0.00
Total for 02/28/2023					\$146,076.41
Total Uncommitted Receipts					\$0.00
Total Uncommitted Non A/R Receipts					\$0.00
Total Committed Receipts					\$1,301,046.27
Total YTD Receipt Adj					\$0.00
Total YTD Receipt Adj-Prior Month					\$0.00
Total Refunds					\$67,132.51
Total Non A/R Receipts					\$26,982.90
Total Receipts					\$1,395,161.68





**UPPER DEERFIELD TOWNSHIP SCHOOLS**

856-455-2267 [WWW.UDTS.ORG](http://WWW.UDTS.ORG)

ADMINISTRATIVE OFFICES

1385 HIGHWAY 77, SEABROOK, NEW JERSEY 08302

---

**UPPER DEERFIELD TOWNSHIP BOARD OF EDUCATION**

Date: April 25, 2023  
To: Board of Education  
From: Dr. Frank Badessa  
Re: Board Secretary's Monthly Financial Report  
Certification of Budgetary Status  
Sufficiency of Revenue Funds

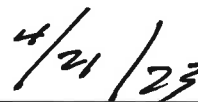
Pursuant to N.J.A.C. 6A:23-2.11(c) 4 the Upper Deerfield Township Board of Education certifies that as of February 28, 2023,

After review of the Board Secretary's and Treasurer's monthly financial reports, and upon consultation with the appropriate district officials, that to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(b) and,

Pursuant to N.J.A.C. 6A:23-2.11(c)3 the Board Secretary certifies 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:23-2.11(a) and,

That there have been no changes in anticipated revenue sources and/or amounts so that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

  
\_\_\_\_\_  
Interim Business Administrator/Board Secretary

  
\_\_\_\_\_  
Date

# LABOR DISTRIBUTION REPORT

March 2023 (payroll to sbar summary)

FUND	3/15/2023 SALARY	ch	3/30/2023 SALARY	TOTAL SALARY
11 Current Expense	466,339.97		68,343.60	534,683.57
20 Special Rev	78,430.57		478,334.77	556,765.34
10 CER 65-800	4,248.75		3,917.00	8,165.75
10 Transportation 70-990	2,434.58		2,434.58	4,869.16
<b>SALARY TOTALS</b>	<b>551,453.87</b>		<b>553,029.95</b>	<b>1,104,483.82</b>

HEALTH/PENSION BENEFITS	BOARD SHARE	BOARD SHARE	TOTAL BENEFITS
FICA JPT 007-70-990-320	186.25	186.25	372.50
FICA CER 005-65-800-320	325.03	299.65	624.68
FICA Board Share 11-000-291-220	12,211.61	12,251.00	24,462.61
FICA State Share 10-141F	27,344.58	27,450.79	54,795.37
FICA Shared Service	-	-	-
Pension - DCRP	94.36	94.36	188.72
DCRP - Life	32.71	32.71	65.42
<b>BENEFITS TOTALS</b>	<b>40,194.54</b>	<b>40,314.76</b>	<b>80,509.30</b>

GRAND TOTAL \$ 591,648.41 \$ 593,344.71 \$ 1,184,993.12

# Upper Deerfield Township Board of Education

## Monthly Transfer Report

va\_s1701  
02/28/2023

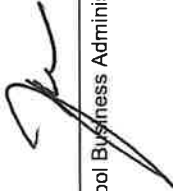
Budget Category	Accounts	Original Budget	Revenues Allowed + Pr Yr Reserve	Orig + Rvnues Allowed + Pr Yr Reserve	Maximum Transfer Out Allowed	YTD Net Transfers	% change of Transfers	Remaining Transfers Out Allowed	Account Balance
<b>INSTRUCTION</b>									
Regular Programs	11-1XX-100-XXX	5,040,237.00	0.00	5,040,237.00	504,023.70	( 296,872.79)	-5.89	207,150.91	389,544.86
	12-1XX-100-XXX								
	13-1XX-100-XXX								
	15-1XX-100-XXX								
Special Education, Basic Skills/Remedial and Bilingual Instruction and Speech/OT/PT and Ex	1X-2XX-100-XXX	2,245,849.00	0.00	2,245,849.00	224,584.90	142,326.00	6.34	366,910.90	104,268.51
	1X-000-216-XXX								
	1X-000-217-XXX								
	1X-3XX-100-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Vocational Programs-Local	11-4XX-100-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	11-4XX-200-XXX								
	12-4XX-100-XXX								
	15-4XX-100-XXX								
School-Spon. Co/Extra-Curr. Activities, School Sponsored Athletics, and Other Instructiona	15-4XX-200-XXX								
	1X-800-330-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Community Services Programs/Operations		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL INSTRUCTIONAL EXPENSE</b>		<b>7,286,086.00</b>	<b>0.00</b>	<b>7,286,086.00</b>					<b>483,813.37</b>
<b>UNDISTRIBUTED EXPENDITURES</b>									
Tuition	11-000-100-XXX	656,381.00	0.00	656,381.00	65,638.10	53,429.40	8.14	119,067.50	761.08
	1X-000-211-XXX								
	1X-000-213-XXX	1,369,828.00	0.00	1,369,828.00	136,982.80	( 122,314.00)	-8.93	14,668.80	65,085.82
	1X-000-218-XXX								
Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/	1X-000-219-XXX								
	1X-000-222-XXX								
	1X-000-221-XXX	169,800.00	0.00	169,800.00	16,980.00	79,496.00	46.82	96,476.00	36,452.81
	1X-000-223-XXX								
Improvement of Instruction Services and Instructional Staff Training Services	1X-000-230-XXX	413,871.00	16,580.00	430,451.00	43,045.10	21,795.00	5.06	64,840.10	13,146.50
	1X-000-240-XXX	465,916.00	795.56	466,711.56	46,671.16	( 16,036.00)	-3.44	30,635.16	21,508.94
	1X-000-25X-XXX	379,158.00	200.00	379,358.00	37,935.80	63,269.00	16.68	101,204.80	48,972.13
General Administration									
School Administration									
Central Services & Administrative Information Technology									
Operation and Maintenance of Plant Services	1X-000-26X-XXX	1,797,064.00	26,250.00	1,823,314.00	182,331.40	334,973.00	18.37	517,304.40	182,149.54
Student Transportation Services		946,000.00	0.00	946,000.00	94,600.00	45,000.00	4.76	139,600.00	27,802.51

# Upper Deerfield Township Board of Education

## Monthly Transfer Report

va\_s1701  
02/28/2023

Budget Category	Accounts	Original Budget	Revenues Allowed + Pr Yr Reserve	Orig + Rvnuess Allowed + Pr Yr Reserve	Maximum Transfer Out Allowed	YTD Net Transfers	% change of Transfers	Remaining Transfers Out Allowed	Account Balance
Personal Services-Employee Benefits	1X-XXX-XXX-2XX	3,438,730.00	118,868.00	3,557,598.00	355,759.80	0.00	0.00	355,759.80	403,313.55
Food Services	11-000-310-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer Property Sale Proceedes to Debt Service Reserve	11-000-520-934	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer from General Fund Surplus to Debt Service Fund to Repay CDL	11-000-520-936	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL UNDISTRIBUTED EXPENSE</b>		<b>9,636,748.00</b>	<b>162,693.56</b>	<b>9,799,441.56</b>					<b>799,192.88</b>
<b>TOTAL GENERAL CURRENT EXPENSE</b>		<b>16,922,834.00</b>	<b>162,693.56</b>	<b>17,085,527.56</b>					<b>1,293,006.25</b>
Equipment	12-XXX-XXX-73X	0.00	5,629.14	5,629.14	562.91	10,288.79	182.78	10,851.70	-84,071.00
	15-XXX-XXX-73X								
Facilities Acquisition and Construction Services	12-000-4XX-XXX	150,615.50	0.00	150,615.50	0.00	29,002.50	19.26	29,002.50	0.00
Capital Reserve-Transfer to Capital Expend. Fund	12-000-4XX-931	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital Reserve-Transfer to Repayment of Debt	12-000-4XX-933	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>150,615.50</b>	<b>5,629.14</b>	<b>156,244.64</b>				<b>-84,071.00</b>	
<b>TOTAL SPECIAL SCHOOLS</b>	13-XXX-XXX-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer of Funds to Charter Schools	10-000-100-56X	425,396.00	0.00	425,396.00	42,539.60	( 1,429.40)	-0.34	41,110.20	467.60
Transfer of Funds to Renaissance	10-000-100-571	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Fund Contribution to School Based Budgets	10-000-520-930	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>OPERATING BUDGET GRAND TOTAL</b>		<b>17,498,845.50</b>	<b>168,322.70</b>	<b>17,667,168.20</b>					<b>1,209,402.85</b>


  
 School Business Administrator Signature

3/30/23
   
 Date

## UPPER DEERFIELD TOWNSHIP SCHOOL DISTRICT

### Audit Recommendation Summary For the Fiscal Year Ended June 30, 2022

---

#### Recommendations:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

**Finding No. 2022-001**

That the School District improves the monitoring of Joint Transportation Program accounts receivable.

3. School Purchasing Programs

None

4. School Food Service

**Finding No. 2022-002**

That the School District develop a plan to reduce the Food Service Fund's Net Cash Resources below its three month average expenditures.

5. Student Body Activities

None

6. Application for State School Aid

None

7. Facilities and Capital Assets

None

8. Miscellaneous

None

9. Follow-Up on Prior Year Findings

A review was performed on the prior year recommendations and corrective action was taken on all prior year findings, with the exception of the following, which is repeated in this year's recommendations:



**Finding No. 2021-002**

That the School District develop a plan to reduce the Food Service Fund's Net Cash Resources below its three month average expenditures.

**NEW JERSEY DEPARTMENT OF EDUCATION  
OFFICE OF SCHOOL FINANCE  
CORRECTIVE ACTION PLAN**

School District: UPPER DEERFIELD TOWNSHIP  
 County: CUMBERLAND  
 Contact Person: DR. FRANK BADESSA  
 Type of Audit: ANNUAL AUDIT  
 Telephone Number: 856-455-2267  
 Email Address: badessaf@udts.org  
 Date of Board Meeting: 4/25/2023

Recommendation Number	Corrective Action Required by The Board	Method of Implementation	Person Responsible for Implementation	Planned Completion Date of Implementation
Finding No. 2022-001	That the School District improves the monitoring of Joint Transportation Program accounts receivable. All the districts in the JPT need to respond in a timely manner paying the invoices.	The invoices will be sent as soon as the contracts have been approved by the County Office	Secretary of the JPT	9/1/2022
Finding No. 2022-002	Reduce Net Food Service cash resources to a level that does not exceed three months average expenditures	The district will develop a plan to reduce its three month average expenditures Expenditures will be reviewed each quarter to ensure compliance with CFR section 201.14	Business Administrator and/or designee	9/1/2022

  
 Chief School Administrator  
 Date 4/5/2023  
  
 School Business Administrator  
 Date 4/5/23

**CERTIFICATION OF IMPLEMENTATION OF CORRECTIVE ACTION PLAN**  
**\*Please do not submit if there are no findings noted in either the CAFR or AMR.**

For the Fiscal Year Ended June 30, 2022

School District/Charter School /Renaissance School Project   Upper Deerfield Township  
County Cumberland

ID # 11-5300

I hereby certify that all corrective actions listed on the district's /charter school's/renaissance school project's Corrective Action Plan (CAP) for the fiscal year indicated above have been fully implemented with the following exceptions:

NO EXCEPTIONS

CAP  
Recommendation  
Number

_____	_____	[Comment]	_____
		[Comment]	_____
_____	_____	[Comment]	_____
		[Comment]	_____

\_\_\_\_\_  
Board Secretary/Business Administrator   Date

4/5/23

\_\_\_\_\_  
Chief School Administrator  
Charter/Renaissance School Leader

4/5/2023  
Date

**For fiscal year ended June 30, 2021 submit no later than June 30, 2023 via upload to the CAFR Repository <http://homeroom.state.nj.us/>**

UPPER DEERFIELD TOWNSHIP SCHOOL DISTRICT

SUMMARY OF AUDIT REPORT

The following is a summary of the audit for the fiscal year July 1, 2021 to June 30, 2022, as required by N.J.S.A. 18A:23-4 and 5.



**UPPER DEERFIELD TOWNSHIP SCHOOL DISTRICT**  
Governmental Funds  
Balance Sheet  
June 30, 2022

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Capital Projects Fund</u>	<u>Debt Service Fund</u>	<u>Total Governmental Funds</u>
<b>ASSETS:</b>					
Cash and Cash Equivalents	\$ 3,264,945.85	\$ 1,002,257.40	\$ 66,533.58	\$ -	\$ 4,333,736.83
Interfunds Receivable	80,968.46	114,429.30			195,397.76
Intergovernmental Accounts Receivable:					
Federal		888,072.25			888,072.25
State	1,012,213.77				1,012,213.77
Other	87,747.66				87,747.66
	<u>\$ 4,445,875.74</u>	<u>\$ 2,004,758.95</u>	<u>\$ 66,533.58</u>	<u>\$ -</u>	<u>\$ 6,517,168.27</u>
<b>Total Assets</b>					
<b>LIABILITIES AND FUND BALANCES:</b>					
<b>Liabilities:</b>					
Accounts Payable	\$ 29,345.96	\$ 71.02	\$ -	\$ -	\$ 29,416.98
Interfunds Payable	114,429.30		66,533.58		180,962.88
Payroll Deductions and Withholdings Payable	144.68				144.68
Unemployment Compensation Claims Payable	29,839.43				29,839.43
Unearned Revenue		421,532.32			421,532.32
	<u>173,759.37</u>	<u>421,603.34</u>	<u>66,533.58</u>	<u>-</u>	<u>661,896.29</u>
<b>Total Liabilities</b>					
<b>Fund Balances:</b>					
<b>Restricted:</b>					
Capital Reserve	641,414.00				641,414.00
Maintenance Reserve	967,713.00				967,713.00
Excess Surplus - Current Year	769,831.39				769,831.39
Excess Surplus - Prior Year	854,101.00				854,101.00
Unemployment	144,556.21				144,556.21
Student Activities		105,954.56			105,954.56
Seabrook Trust		1,477,201.05			1,477,201.05
<b>Assigned:</b>					
Other Purposes	168,322.70				168,322.70
Unassigned	726,178.07				726,178.07
	<u>4,272,116.37</u>	<u>1,583,155.61</u>	<u>-</u>	<u>-</u>	<u>5,855,271.98</u>
<b>Total Fund Balances</b>					
<b>Total Liabilities and Fund Balances</b>	<u>\$ 4,445,875.74</u>	<u>\$ 2,004,758.95</u>	<u>\$ 66,533.58</u>	<u>\$ -</u>	

Amounts reported for *governmental activities* in the statement of net position (A-1) are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. The cost of the assets is \$25,386,069.30, and the accumulated depreciation and amortization is \$11,653,788.50.	13,732,280.80
Long-term liabilities, including bonds payable, lease liability, and compensated absences, are not due and payable in the current period and therefore are not reported in the funds.	(572,081.04)
Internal Service Net Position	(28,455.98)
Net Pension Liability	(2,936,309.00)
Accounts Payable related to the April 1, 2023 Required PERS pension contribution that is not liquidated with current financial resources.	(328,638.00)
Deferred Outflows of Resources - Related to Pensions	678,554.00
Deferred Inflows of Resources - Related to Pensions	(2,280,503.00)
<b>Net Position of Governmental Activities</b>	<u>\$ 14,120,119.76</u>

**UPPER DEERFIELD TOWNSHIP SCHOOL DISTRICT**  
**Governmental Funds**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**For the Fiscal Year Ended June 30, 2022**

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Capital Projects Fund</u>	<u>Debt Service Fund</u>	<u>Total Governmental Funds</u>
<b>REVENUES:</b>					
Local Tax Levy	\$ 7,482,504.00	\$ -	\$ -	\$ 394,896.00	\$ 7,877,400.00
Miscellaneous Revenues	133,220.17				133,220.17
Federal Sources	39,467.78	1,272,245.71			1,311,713.49
State Sources	12,157,078.32	1,519,289.54			13,676,367.86
Local Sources		140,699.41			140,699.41
<b>Total Revenues</b>	<u>19,812,270.27</u>	<u>2,932,234.66</u>	<u>-</u>	<u>394,896.00</u>	<u>23,139,400.93</u>
<b>EXPENDITURES:</b>					
Current:					
Regular Instruction	4,561,468.68	2,186,782.48			6,748,251.16
Special Education Instruction	1,168,033.59				1,168,033.59
Other Special Instruction	300,253.25				300,253.25
Support Services and Undistributed Costs:					
Tuition	401,141.06	188,492.00			589,633.06
Student and Instruction Related Services	1,805,573.83	559,183.78			2,364,757.61
General Administrative Services	364,816.81				364,816.81
School Administrative Services	433,044.24				433,044.24
Central Services	260,894.50				260,894.50
Admin Info Technology	136,121.08				136,121.08
Plant Operations and Maintenance	1,551,604.22				1,551,604.22
Pupil Transportation	897,217.70				897,217.70
Unallocated Benefits	6,620,070.51				6,620,070.51
Transfer of Funds to Charter Schools	434,309.00				434,309.00
Debt Service:					
Principal				380,000.00	380,000.00
Interest and Other Charges	104,618.00			14,896.43	119,514.43
Capital Outlay	351,847.21				351,847.21
<b>Total Expenditures</b>	<u>19,391,013.68</u>	<u>2,934,458.26</u>	<u>-</u>	<u>394,896.43</u>	<u>22,720,368.37</u>
Excess (Deficiency) of Revenues over Expenditures	<u>421,256.59</u>	<u>(2,223.60)</u>	<u>-</u>	<u>(0.43)</u>	<u>419,032.56</u>
<b>OTHER FINANCING SOURCES (USES):</b>					
Acquisitions Under Leases	53,603.45				53,603.45
Operating Transfers	(78,114.00)	78,114.00			
<b>Total Other Financing Sources and Uses</b>	<u>(24,510.55)</u>	<u>78,114.00</u>	<u>-</u>	<u>-</u>	<u>53,603.45</u>
<b>Net Change in Fund Balances</b>	<u>396,746.04</u>	<u>75,890.40</u>	<u>-</u>	<u>(0.43)</u>	<u>472,636.01</u>
Fund Balance, July 1	<u>3,875,370.33</u>	<u>1,507,265.21</u>	<u>-</u>	<u>0.43</u>	<u>5,382,635.97</u>
<b>Fund Balance, June 30</b>	<u>\$ 4,272,116.37</u>	<u>\$ 1,583,155.61</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,855,271.98</u>

New Jersey State Department of Education  
Mandated "Tuition Contract"  
(N.J.A.C. 6A:23A-18.5(a)13, N.J.S.A. 18A, N.J.A.C. 6A:14, N.J.A.C. 6A:27, N.J.A.C. 6A:17)  
For a pupil placed by Department of Children and Families Office of Education in an  
Approved school for students with disabilities or engaged service provider  
(Tuition/services Paid by State of New Jersey)  
  X   School Year (Any time period between July to June)  
  X   Extraordinary Services (Any time period between July to June)  
(Shall be used for both, mark one or both)

AGREEMENT dated this 3<sup>rd</sup> day of February, 2023, between the Department of Children and Families Office of Education, in the County of Mercer in the State of New Jersey (hereinafter referred to as the "DCF Regional School"), and

Agency Name Upper Deerfield Township School District  
Street Address 1385 Highway 77  
City, State, Zip Seabrook, NJ 08302  
Phone# (856) 455-2267 Federal ID# 21-6000-308 Contract# 23ZUFE

If amended, this contract supersedes contract dated: \_\_\_\_\_

an approved school for students with disabilities (County and District Code 11 5300) in the State of New Jersey or service provider (hereinafter referred to as the "Approved School/Service Provider").

**WITNESSETH**

Now, therefore, in consideration of the covenants herein contained, the parties agree as follows:

1. The **Department of Children and Families Office of Education** agrees to purchase from the **Approved School/Service Provider** the educational services described in the pupil's individualized education program for (see **Attachment A**) a resident pupil from the **Department of Children and Families Office of Education**. The **Approved School/Service Provider** agrees to provide the educational services described in the pupil's individualized education program to (see **Attachment A**) in accordance with the applicable New Jersey Statutes and the rules and regulations of the State Board of Education.
2. This agreement shall be in effect for the **2022-2023** School Year. The educational services shall commence on September 6, 2022. Therefore, the total number of potential billable days will be 180.
3. Under the New Jersey Special Education Medicaid Initiative (SEMI) Program, the **Department of Children and Families Office of Education** shall bill Medicaid for the related services that the **Approved School/Service Provider** provides to pupils pursuant to this **Agreement** and in accordance with each pupil's individualized education program. The **Department of Children and Families Office of Education**, the **DCF Regional School** and the **Approved School/Service Provider** agree to comply with all the requirements promulgated by the Commissioner of Education and the State Board of Education, as applicable.
4. Tuition charges, as a part of this **Agreement**, as well as the payment of same, shall be made in accordance with the applicable New Jersey Statutes and the rules and regulations of the State Board of Education. Complete 4A for any time period a pupil is enrolled during the July through June school

year and, if applicable, 4B for extraordinary services for any time period a pupil is enrolled during the July through June school year.

- A. **July to June School Year** - The **Department of Children and Families Office of Education** agrees to pay the **Approved School/Service Provider** each month a tentative tuition charge based upon a per diem rate of (**see Attachment A**) for the total number of days such pupil was enrolled during the month. The per diem rate was determined by dividing the tentative tuition rate for the school year of (**see Attachment A**) by the estimated number of days school will be in session, but not less than 180 days (July through June) of (**see Attachment A**) and rounding to the nearest two decimal places. For July through August, if applicable, such pupil will be enrolled for (**see Attachment A**) days for a total tentative tuition charge of (**see Attachment A**), and/or for September through June, if applicable, such pupil will be enrolled for (**see Attachment A**) days for a total tentative tuition charge of (**see Attachment A**). The July through June total tentative tuition charge will be (**see Attachment A**). For audit purposes, the number of days the **Approved School/Service Provider** was actually in session from July through June will be used to determine the per diem rate.
- B. **Extraordinary Services** - The **Department of Children and Families Office of Education** agrees to pay the **Approved School/Service Provider** each month a tentative service charge for extraordinary services based upon a per diem rate of (**see Attachment A**) for the total number of days such pupil was enrolled during the month the service was provided. The per diem rate was determined by dividing the estimated cost of the services for the school year (July through June) of (**see Attachment A**) by the estimated number of days school will be in session (July through June) of (**see Attachment A**) and rounding to the nearest two decimal places. For July through August, if applicable, such pupil will be enrolled for (**see Attachment A**) days for a total tentative service charge of (**see Attachment A**), and/or for September through June, if applicable, such pupil will be enrolled for (**see Attachment A**) days for a total tentative service charge of (**see Attachment A**). The July through June total tentative service charge will be (**see Attachment A**). For audit purposes, the number of days the **Approved School/Service Provider** was actually in session from July through June will be used to determine the per diem rate.
- C. **Payment Options** - In accordance with N.J.A.C. 6A:23A-18.3(h), the **Approved School/Service Provider** has the option of billing in accordance with N.J.A.C. 6A:23A-18.3(h)3i or N.J.A.C. 6A:23A-18.3(h)3ii. The **Approved School/Service Provider** shall use the same option for all students enrolled in the **Approved School/Service Provider**. The option chosen is marked with an "X":

N/A Option 1. In accordance with N.J.A.C. 6A:23A-18.3(h)3i, the **Department of Children and Families Office of Education** shall pay the **Approved School/Service Provider** for the disabled the tentative tuition charge no later than the first day of each month prior to the services being rendered. For a student already enrolled in the **Approved School/Service Provider**, the **Department of Children and Families Office of Education** shall pay the tentative tuition charge by the first day of the second month after services begin. A **Department of Children and Families Office of Education** that fails to pay tuition by the 60<sup>th</sup> day after a complete invoice for services rendered is submitted may be charged interest by the **Approved School/Service Provider** calculated at the rate of one percent per month on the unpaid balance.

For a student enrolled after the first of the month, the **Department of Children and Families Office of Education** shall pay the tentative tuition charge for the first two months of enrollment no later than 60 days after a complete invoice for services rendered is submitted. Payment in subsequent months is due by the first of each month prior to the services being

rendered. A **Department of Children and Families Office of Education** that fails to pay tuition by the 60<sup>th</sup> day after a complete invoice for services rendered is submitted may be charged interest by the **Approved School/Service Provider** calculated at the rate of one percent per month on the unpaid balance.

X Option 2. In accordance with N.J.A.C. 6A:23A-18.3(h)3ii, the **Department of Children and Families Office of Education** shall pay the **Approved School/Service Provider** the tentative tuition charge no later than 60 days after a complete invoice for services rendered is submitted. The **Department of Children and Families Office of Education** that fails to pay tuition by the 60<sup>th</sup> day after a complete invoice for services rendered is submitted may be charged interest by the **Approved School/Service Provider** calculated at the rate of one percent per month on the unpaid balance.

5. The **Approved School/Service Provider** agrees to provide the **Department of Children and Families Office of Education** with a monthly tuition bill based on a per diem rate times the number of enrolled days. The **Approved School/Service Provider** agrees to provide the **Department of Children and Families Office of Education** and the **DCF Regional School** with a monthly report showing this pupil's attendance. Monthly tuition bills shall include appropriate pupil identification and the total number of days each pupil was enrolled during the month.
6. The **Approved School/Service Provider** agrees to record this pupil's attendance in a public school register as required by the rules and regulations of the State Board of Education.
7. In order to verify the certified actual cost per pupil and final tuition rate charged per pupil, the **Approved School/Service Provider** agrees to have filed with the Department of Education postmarked on or before November 1 the school's certified audited financial statements prepared in the required form by a registered municipal accountant of New Jersey or a certified public accountant of New Jersey who shall hold an uncanceled registration license as a public school accountant for New Jersey. The school's certified audited financial statements shall be based on the July 1 to June 30 school year regardless of the fiscal year of the school. (N.J.A.C. 6A:23A-18.10)
8. The annual certified audited financial statements shall reflect a certified actual cost per pupil and a final tuition rate charged per pupil for the July through June school year in accordance with N.J.A.C. 6A:23A-18.1 et seq. If applicable, the school's certified audited financial statements shall also reflect the certified actual cost for the extraordinary service and the final tuition rate charged for the extraordinary service. The certified actual cost per pupil and a final tuition rate charged per pupil may be based on one tuition rate per school location for the school year or separate tuition rates by class type by school location for the school year, if approved in writing by the Department prior to July 1, 2017, in accordance with N.J.A.C. 6A:23A-18.3(b). In accordance with N.J.A.C. 6A:23A-18.3(a)2, if the **Approved School/Service Provider** proposes to charge a final tuition rate in excess of 10 percent of the tentative tuition rate charged, the **Approved School/Service Provider** shall notify each **Department of Children and Families Office of Education** and the Commissioner, or his or her designee, that such increase will be charged and the reason for the increase on or before the applicable dates. The notification shall contain a detailed statement outlining changing costs and/or enrollment, the reasons for the changes, including management's response to same, and the reason(s) the changes are not offset by decreases in costs. If the **Approved School/Service Provider** fails to comply, the school may only charge a 10 percent increase.
9. If the tentative tuition rate established by this contractual agreement is greater than the final tuition rate charged, the **Approved School/Service Provider** shall return to the **Department of Children and Families Office of Education** the amount by which the tentative tuition charged for this pupil exceeded the final tuition rate charged multiplied by this pupil's actual average daily enrollment for the July through June school year and, if applicable, for the extraordinary services, in accordance with

N.J.A.C. 6A:23A-18.3(l). Average daily enrollment means the sum of the days present and absent divided by the number of days the school was actually in session.

In the event it becomes necessary the **Approved School/Service Provider** shall pay the **Department of Children and Families Office of Education** the full amount owed as a result of the school's certified audited financial statements no later than June 30 of the school year in which the audit is received or no later than 30 days after an appeal on an audit is finally resolved, whichever is applicable in accordance with N.J.A.C. 6A:23A-18.3(l). The **Approved School/Service Provider** has the option to pay such amount or credit such amount in a subsequent tuition bill.

10. If the tentative tuition rate established by this contractual agreement is less than the final tuition rate charged the **Approved School/Service Provider** may charge the **Department of Children and Families Office of Education** all or part of the amount by which the final tuition rate charged multiplied by this pupil's actual average daily enrollment for the July through June school year, and if applicable for the extraordinary services exceeded the tentative tuition charged for this pupil, in accordance with N.J.A.C. 6A:23A-18.3(m). Average daily enrollment means the sum of the days present and absent divided by the number of days the school was actually in session.

In the event it becomes necessary the **Department of Children and Families Office of Education** agrees to pay the **Approved School/Service Provider** the amount owed as a result of an adjustment based upon the school's certified audited financial statements in accordance with the payment schedule shown below in 10a. Full payment must be made on a mutually agreed upon date during the second school year following the year for which the actual cost per student is certified in accordance with N.J.A.C. 6A:23A-18.3(m).

A. The amount owed is to be paid as follows (insert a date between July 1 and June 30):

**paid in full by June 30<sup>th</sup> of the following school year**

11. This **Agreement** may be terminated by the **Approved School/Service Provider** in accordance with N.J.A.C. 6A:14-7.7(a) or by the **DCF Regional School** in accordance with N.J.A.C. 6A:14-7.7(b). The **DCF Regional School** shall convene an IEP meeting according to N.J.A.C. 6A:14-2.3. Written notice shall be provided to the parent and/or guardian of the affected student pursuant to N.J.A.C. 6A:14-2.3. The student may be terminated from the current placement after the **DCF Regional School** has provided written notice to the parents according to N.J.A.C. 6A:14-2.3. At or upon the conclusion of the IEP meeting, the **DCF Regional School** and the **Approved School/Service Provider** shall mutually agree to a termination date. If the parties cannot mutually agree to a termination date, the contract shall terminate on the 16<sup>th</sup> day after written notice of termination was provided to the parents pursuant to N.J.A.C. 6A:14-2.3 provided, however, that the parents have not exercised their rights to disapprove the termination of the services at the **Approved School/Service Provider**. If the parent(s) and/or guardian(s) exercise their right to disapprove the termination of services at the **Approved School/Service Provider** by requesting mediation or a due process hearing, then the terms and conditions of the contract shall remain in full force and effect, unless the parties otherwise agree or the matter is resolved. The **Approved School/Service Provider** may bill the **Department of Children and Families Office of Education** for the number of enrolled days the student is enrolled after the date of the IEP meeting up to and including the date of termination.

The **Approved School/Service Provider** upon five consecutive daily absences by this pupil agrees to notify the **DCF Regional School** and the **Department of Children and Families Office of Education** in writing, so that the **DCF Regional School** and the **Department of Children and Families Office of Education** may investigate the enrollment status of this pupil. If the **DCF Regional School**, the **Department of Children and Families Office of Education** or the **Approved School/Service Provider** discovers enrollment has ceased due to the actions of the parent(s)/guardian(s) or pupil other than in accordance with N.J.A.C. 6A:14-7.7, the **Department of**

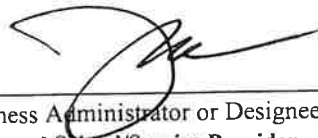
**Children and Families Office of Education** shall be responsible for tuition for the number of enrolled days within the fifteen calendar day notification period after written notification of termination has been given to the **Approved School/Service Provider** and the parent(s)/guardian(s) pursuant to N.J.A.C. 6A:14-2.3. If the **Approved School/Service Provider** does not notify the **DCF Regional School** and the **Department of Children and Families Office of Education** upon five consecutive daily absences by this pupil, the **Approved School/Service Provider** waives their right to tuition beyond the five consecutive daily absences, if the pupil does not return.


12. In the event that any dispute arises out of the **Agreement**, the parties will seek to resolve the dispute as expeditiously as possible. Except as may be set forth herein, the interests of this pupil shall be of the foremost concern in resolving such disputes.
13. In the event the approved status of the **Approved School/Service Provider** is discontinued by the Department of Education, this **Agreement** shall be terminated. The **Department of Children and Families Office of Education** shall be responsible for tuition for the days the pupil is enrolled.
14. The **Approved School/Service Provider** agrees not to assign the services to be provided under this contract or any portion thereof to any other entity. The language contained in section #16 which is required in accordance with N.J.S.A. 10:5-31 and N.J.A.C. 17:27-5.2 which includes the term "subcontractor" does not allow the **Approved School/Service Provider** to assign the services.
15. The **Approved School/Service Provider** as signatory to this contract agrees to operate in accordance with applicable federal and state laws, and rules and regulations including but not limited to N.J.A.C. 6A:14-7.
16. During the performance of this contract, the contractor agrees as follows:
  - A. The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affection or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affection or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affection or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause;
  - B. The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affection or sexual orientation, gender identity or expression, disability, nationality or sex;
  - C. The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment;

- D. The contractor or subcontractor where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act;
- E. The contractor or subcontractor agrees to make good faith efforts to afford equal employment opportunities to minority and women workers consistent with Good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2, or Good faith efforts to meet targeted county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2;
- F. The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affection or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices;
- G. The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions;
- H. In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affection or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions;
- I. The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents: 1) Letter of Federal Affirmative Action Plan Approval, 2) Certificate of Employee Information Report, and 3) Employee Information Report Form AA302; and
- J. The contractor and its subcontractor shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

In witness whereof, the parties have caused this agreement to be duly executed as of this 20<sup>th</sup> day of

MARCH, 2023.

  
\_\_\_\_\_  
Business Administrator or Designee,  
Approved School/Service Provider

 3-29-23  
\_\_\_\_\_  
Fiscal Manager, Office of Education  
Department of Children and Families



# Travel Approval Form

School: C.F. Seabrook

Dates: From 03/03/23 To 04/13/23

No.	Participant's Name	Event	Location	Date of Event	Registration Amount	Mileage, Meal, Tolls, Parking Estimate	Total Estimated Expense	Board Approval Date	Workshop Report	PAID (Bd Office Only)
1									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
2									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
3									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
4									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
5									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
6									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
7									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
8									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
9									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
10									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
11									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
12									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
13									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
14									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
15									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
16									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
17									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
18									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
19									<input type="checkbox"/> Complete	<input checked="" type="checkbox"/> Paid
20									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
21									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
22									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
23									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
24									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
25									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid

Travel Approval Form

CST-SEABROOK

Dates: From 03/14/23-4/13/24 To

No.	Participant's Name	Event	Location	Date of Event	Registration Amount	Mileage, Meal, Tolls, Parking Estimate	Total Estimated Expense	Board Approval Date
1								
2								
3							0.00	
4								
5								
6								
7							0.00	
8							0.00	
9							0.00	
10							0.00	
11							0.00	
12							0.00	
13							0.00	
14							0.00	
15							0.00	
16							0.00	
17							0.00	
18							0.00	
19							0.00	
20							0.00	
21							0.00	
22							0.00	
23							0.00	
24							0.00	

# Travel Approval Form

School:

MOORE

Dates:

From

04/01/23

To

04/30/23

No.	Participant's Name	Event	Location	Date of Event	Registration Amount	Mileage, Meal, Tolls, Parking Estimate	Total Estimated Expense	Board Approval Date	Workshop Report	PAID (Bd Office Only)
1	None								<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
2									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
3									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
4									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
5									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
6									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
7									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
8									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
9									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
10									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
11									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
12									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
13									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
14									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
15									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
16									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
17									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
18									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
19									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
20									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
21									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
22									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
23									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
24									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
25									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid

# Travel Approval Form

School: Woodruff

Dates: From 03/16/23 To 04/19/23

No.	Participant's Name	Event	Location	Date of Event	Registration Amount	Mileage, Meal, Tolls, Parking Estimate	Total Estimated Expense	Board Approval Date	Workshop Report	PAID (Bd Office Only)
1									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
2									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
3									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
4									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
5									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
6									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
7									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
8									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
9									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
10									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
11									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
12									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
13									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
14									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
15									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
16									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
17									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
18									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
19									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
20									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
21									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
22									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
23									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
24									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
25									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid

**NURSING SERVICES PLAN**  
**2022-2023**  
**UPPER DEERFIELD TOWNSHIP**  
**SCHOOL DISTRICT**

### **Purpose of the Upper Deerfield Township School health Services**

According to the National Association of School Nurses, School Health Services includes but is not limited to: registration of incoming students and maintenance of student / staff health records, and the pupil health appraisal card, health counseling and follow-up, prevention and control of communicable diseases, care of emergencies, illnesses or injuries, environmental sanitation and the overall health of the district personnel. The goal of School Health Services is to enable each child to gradually assume responsibility for his/her own health and that of their family/community.

Implementing School Health Services aids in maintaining the pupils' readiness to learn, to maintain healthful living conditions while at home and in school, to assure optimal health for each individual's capacity for learning, enabling the pupil to make intelligent decisions regarding their health and wellness.

### **COVID-19 Addendum**

Although the COVID- 19 pandemic is no longer declared as a state of emergency/ pandemic, we continue to monitor within the school setting. Planning for our students' and staff members' safety, security, and mental health remains ongoing on an individual bases. The COVID-19 school guidelines set forth by the CDC, NJDOH, CCDOH and NJSSNA are continuously monitored and put into practice daily in all classes, Pre-K- 8th grades. We have been working closely with our building principals and superintendent on an as need bases regarding individuals who test positive. We also work collaboratively with the local county health department when any of our students, parents or staff are being impacted by the pandemic COVID-19. We continue to educate students and staff on modalities in preventing the spread of infection.

## Nursing Services Plan

The function of School Health Services is to provide quality health programs, which promotes the health of students and staff through:

1. Medication administration (daily, as needed, and emergency)
2. Nursing care provider, first aid and emergency care
3. Communicable disease surveillance and reporting to various agencies
4. Health screening for height, weight, hearing, scoliosis, vision and blood pressure
5. Health referrals and follow-up for screening deficits
6. Maintenance and surveillance of students' health records
7. Dental referrals and follow-ups.
8. Individualized Health Care Plan Development (IHP), implementation and evaluation
9. Resource for 504 Accommodation Plan, IEP planning, home instruction, I&RS committee participation.
10. Educating students and staff on health related issues, including implementation of the Fifth Grade Girls' Puberty Program
11. Early intervention and remediation of specific physical and/or mental health problems
12. Health Liaison to students, parents, staff and community
13. Individual Student Medical Confidential Log / Online charting on Genesis
14. Daily documentation of students' health office visits
15. Medication Log / Diabetic Log Daily & with PRN (as needed)
16. Weekly and yearly mandated health reports (Influenza, IMM7, and TB)
17. Planning, preparation and participation in Emergency Lockdown (Shelter in Place) and Evacuation Drills. This includes the implementation and maintenance of an Emergency Lockdown and Evacuation drill binder and emergency supplies.
18. The Certified School Nurse will delegate mandated first aid procedures under the direction of the school physicians' standing orders.  
\*currently we have (2) emergency certified school nurses (BSN), (1) currently enrolled in Rowans School Nurse Certification Program, (1) forth coming enrollment.
19. AED- Care & Maintenance on a daily, monthly & annual basis. Disseminating current information and policies to administration and staff members.
20. Organizing the mandated AED training of assigned staff members every two years.
21. Maintenance of personal certification and assistance of staff training as needed.
22. Implementation of and participation in the district wellness committee / participation
23. Implementation of Influenza clinic for district personnel
24. Absentee phone calls done by the nurses as needed
25. Annual ordering of Epi-Pens through the Epi-Pen4Schools Program

## Overview

The full-day Pre- K three -year -old and Pre -K four-year-old preschool programs continues for the 2022-2023 school year. This is the third year we have full day Pre-K three program at Seabrook with a continued increase in registration this past year. Currently we have five PK 3 classrooms with sixty-eight (68) students. PK 4 currently we have ninety-two (92) students. Third grade students continues to be located at the Moore School, due to the 2019-2020 school year where the Pre-K 3 program was implemented at Seabrook. The number of children attending schools in Upper Deerfield has increased steadily and our district continues to service an extremely transient population. Additionally there is an increase in the number of children attending our schools who have been diagnosed with chronic illnesses, mental health issues and or special needs /accommodations. Due to an increase in mental health concerns we have seen an increased need for administration delegated homebound instruction this current (2022-2023) school year. The role of the school nurse continues to expand in an ever-increasing capacity. The Upper Deerfield Certified School Nurse (1)/ Emergency Certified Nurses (2) continue to work closely with the Cumberland County Health Department and Complete Care, to provide school based Influenza vaccines to our preschool students. The Commission of the Blind has not been available to provide in person vision assessments for our Pre-K and K students on an annual basis due inadequate staffing and back log from previous year. These evidence-based practices are implemented per the New Jersey Department of Education's Health Services Guidelines. The Influenza vaccine is also offered to all district employees, via collaboration between the nursing staff and a local community pharmacy. The Influenza vaccine was offered this year by our Local Health Department to our Pre -K three- & four-year old's. The Upper Deerfield nurses also collaborate with the health department on an as needed basis, regarding potential communicable disease concerns. Each school continues to provide annual dental assemblies to our students, provided by the Southern New Jersey Regional Oral Health Program. The nurses have on ongoing rapport with the school physician based out of the community Complete Care offices.



### **Health Consultant and Liaison**

\*The Certified School Nurse/ Emergency Certified Nurses act as the liaisons between schools, home and the community. In the school, the nurse serves as a consultant for I&RS, CST, Wellness and DEAC committees by interpreting pertinent medical data. The nurse assists in the development of section 504 plans for appropriate students and assists in the development of IEP's for classified students with specific medical needs / health concerns. The Certified School Nurse consults with families, staff and other health care providers to ensure that the students' health needs are being met. This will enable students to achieve their optimal learning. The nurse is also able to provide families and staff with appropriate referrals to community resources. Student enrollment should not be the sole consideration utilized when determining the assignment of nurses for the district. Consideration must also be given to the special education enrollment of the school and the severity of health concerns present within each school building. Severity of health concerns can be classified as outlined below.

The certified school nurse/ emergency certified school nurses have a multitude of roles within the scope of her professional practice. In the ongoing effort to insure children remain healthy and ready to learn, the school nurse takes on various roles of nursing as a care provider, investigator, communicator, counselor, educator, student advocate, community liaison and maintains health records.

The school nurses use the nursing process, which includes: assessing, planning, implementing, and evaluating nursing care in an ongoing manner based upon the UDTS board of education approved school health guidelines and physicians standing orders.

The school nurses evaluate and determine the appropriate level of care required for each individual in the student population.

### **Level I: Nursing Dependent**

Nursing dependent students require frequent one-to-one, skilled nursing care for survival. Many are dependent on technological devices for breathing (i.e. a student on a ventilator/tracheostomy) and/or require continuous nursing assessment and intervention. Without the use of the correct medical technology and nursing care, the student will experience irreversible damage or death.

**(Total Level I: 0)**

### **Level II: Medically Fragile**

Students with complicated health care needs in this category face each day with the possibility of a life-threatening emergency requiring the skill and judgment of a professional nurse. Examples may include but are not limited to severe seizure disorder requiring medication, history of anaphylactic reaction, severe asthma, diabetic students with scheduled blood sugar monitoring and insulin injections, diabetics with insulin pumps requiring monitoring and insulin administration, sterile procedures, students requiring continuous or intermittent oxygen, maintenance of gastrointestinal tube and Sickle Cell Disease.

**(Total Level II: 140)**

### **Level III: Medically Complex**

Students with medically complex concerns require daily treatments or close monitoring by a professional nurse. They may have unstable physical and/or social-emotional conditions and therefore may have a potential for a life-threatening event to occur. Examples include, but are not limited to, ADHD and on medication, diabetic management, cancer, immune disorders, moderate asthma (requires use of inhalers, peak flow monitoring and/or nebulizer treatments), adolescent pregnancies, time-sensitive medications, medications with major side effects, and complex mental or emotional disorders.

**(Total Level III: 263)**

### **Level IV: Health Concerns**

At this level the student's physical and/or social-emotional condition is currently uncomplicated and predictable. Occasional monitoring is required, varying from bi-weekly to annually. Examples include, but are not limited to, dental disease, migraine headaches, sensory impairments, dietary restrictions, eating disorders, and orthopedic conditions requiring accommodations.

**(Total Level IV: 968)**

## Summary

The Upper Deerfield Township School Health Offices are currently staffed with (1) Certified School Nurse and (2) Emergency Certified School Nurses, and one shared full-time Health Clerk. Duties of the School Nurses with respect to the above listed students include, but are not limited to: registration and transferring of student records, originating a new Health History and Appraisal Record (A-45), sending notices home regarding updated physicals and or immunizations which are state mandated, organizing and implementing students' sports physicals, as well as a continuous review with the school physician, composing and updating individual health care plans (IHP) and emergency plans, compiling student health concerns confidentiality list and medication administration records. This is accomplished after careful review of the students' health records, interviews with the parent/guardian, and in some cases securing orders from the students' physicians. Ideally, these steps should be completed prior to the student entering the school program to ensure the health and safety of the entire student body. The nurse also collaborates with teachers, staff, and other school personnel involved in the students' education/well-being. This includes review of various medical conditions on an as needed basis, while maintaining student confidentiality.

In addition to performing state mandated health screenings and completing reports, the nurse works closely with the guidance counselor and pertinent staff completing Child Study Team and Speech / Language health evaluations. The School Nurse also assists staff members in the care of students with behavioral and or emotional problems. The district nurses works closely with the cafeteria staff and lunch aides regarding the many food allergies which plague our students today, all while maintaining confidentiality. The nurses notifies the staff when a student has a medical issue that restricts recess play, physical education, or exclusion due to communicable diseases or medical issues / injuries. The School Nurse counsels/educates students individually and as a class for various health and safety issues as needed and at the request of the classroom teacher.

The nurse works closely with the county health department regarding immunizations and health concerns and also schedules health presentations offered by a variety of outside health organizations/agencies. In addition to the above duties, the School Nurses maintain current CPR certification, is a member of and attends state and local school nurse association meetings and workshops. This enables the School Nurses to keep abreast of the changes within school nursing. She maintains a license in the State of New Jersey and accrues Continuing Education Credits (CEU's) towards their RN licensure. The district School Nurses are also required to accrue the state mandated 20 PD hours per year (100 PD hours within a 5 year period), which is required for certified staff personnel.

The health needs of the students within the district may change at any time with new transfers or a change in health status of a previously enrolled student. This document must be renewed annually and updated as needed. The attached summary of data from each school supports the need for a full time School Nurse and a shared part-time health clerk. This report has been completed by the Certified School Nurse, and the two School Nurses, perusing certification, of the Upper Deerfield Township School District and forwarded for review to the district's superintendent and the board of education members.

## **NURSING SERVICES PLAN**

**2022-2023**

Name of School: **Upper Deerfield Township School**

**C. F. Seabrook**

Address: **1373 State Highway 77**

**Seabrook, NJ 08302**

GRADE LEVELS: PRE-K	3yr.old – Second Grade
TOTAL STUDENT ENROLLMENT:	444
TOTAL STAFF:	98
SPECIAL EDUCATION STUDENTS:	54
SPEECH ONLY STUDENTS:	20
504 STUDENTS:	05
TOTAL TRANSFERS IN: (Jan.1, 2022- Dec.31, 2022)	169
Pre School 3 year old Registration *3rd year*	68
Pre School 4 year old Registration	35
Pre School *Retained	0
Kindergarten Registration	27
First Grade Registration	16
Second Grade Registration	13
TRANSFERS OUT: (Jan.1, 2022- Dec.31, 2022)	38

### **STUDENTS WITH SERIOUS MEDICAL INVOLVEMENT:**

Level I	Nursing Dependent	0
Level II	Medically Fragile	102
Level III	Medically Complex	126
Level IV	Health Concerns	444

## **NURSING SERVICES PLAN**

**2022-2023**

Name of School: **Upper Deerfield Township School**

**Elizabeth F. Moore**

Address: **1361 State Highway 77**

**Seabrook, NJ 08302**

GRADE LEVELS: 3 - 5

TOTAL STUDENT ENROLLMENT: 254

TOTAL STAFF: 34

SPECIAL EDUCATION STUDENTS: 62

SPEECH ONLY STUDENTS: 10

504 STUDENTS: 13

TOTAL TRANSFERS IN: (Jan.1, 2022-Dec.31, 2022) 24

TRANSFERS OUT: (Jan.1, 2022- Dec.31, 2022) 15

### **STUDENTS WITH SERIOUS MEDICAL INVOLVEMENT:**

Level I	Nursing Dependent	0
Level II	Medically Fragile	23
Level III	Medically Complex	57
Level IV	Health Concerns	254

## **NURSING SERVICES PLAN**

**2022-2023**

Name of School: **Upper Deerfield Township School  
Woodruff**  
Address: **1385 State Highway 77  
Seabrook, NJ 08302**

GRADE LEVELS: 6 - 8

TOTAL STUDENT ENROLLMENT: 270

TOTAL STAFF: 50

SPECIAL EDUCATION STUDENTS: 67

SPEECH ONLY STUDENTS: 09

504 STUDENTS: 12

TOTAL TRANSFERS IN: (Jan.1, 2022-Dec.31, 2022) 31

TRANSFERS OUT: (Jan.1, 2022- Dec.31, 2022) 32

### **STUDENTS WITH SERIOUS MEDICAL INVOLVEMENT:**

Level I	Nursing Dependent	0
Level II	Medically Fragile	15
Level III	Medically Complex	80
Level IV	Health Concerns	270

# SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).

Emergency evacuation drills and safety education

(a). School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.

1. All other students shall receive school bus evacuation instruction at least once within the school year.

(b). The school bus driver and bus aide shall participate in the emergency exit drills.

(c). Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.

(d). Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:

1. Date of the drill;
2. Time of day the drill was conducted;
3. School name;
4. Location of the drill;
5. Route number(s) included in the drill; and
6. Name of school principal, or person(s) assigned, who supervised the drill.

## REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: 4-4-2023

Time of day the drill was conducted: 7:50

School Name: UPPER DEERFIELD SCHOOLS

Location of the Emergency Evacuation Drill: SCHOOL PROPERTY

Route Number(s): 201-217, 221, 222

Name of the school principal/person(s) overseeing the drill: Dr. Koza, Mr. Hill, Mr. Wilchensky, Mrs. Perkins

Other information relative to the emergency evacuation drill:

## CER REPORT

**NAME:** Lisa Frassetto

**DATE:** April 25, 2023

Signature for Submission: 

### **Attendance Data**

	Family Enrollment	Student Enrollment	Daily Average Attendance
Drop-In Rate	35	39	2.77
Full-Month Rate	33	39	33.27
Emp. Drop-In Rate	4	7	1.00
Total:	69	84	

(Note: Attendance is for March 2023)

### **Services by Item Summary for March 2023 (Accrual Basis)**

		Qty.	Unit Price	Amount Collected
<b>Service</b>				
	<b>Drop - In</b>	61 service days	\$17.00	\$1,020.00
	<b>EC Drop - In</b>	23 service days	\$5.00	\$115.00
	<b>Full-Month</b>	39 services	\$220.00	\$8,580.00
<b>Total Service</b>		123 services		<b>\$9,715.00</b>
<b>Other Charges</b>				
	<b>Late Pick-Up Fee</b>	1 transactions	\$4.00	\$4.00
<b>Total Other Charges</b>		1 transactions		<b>\$4.00</b>
<b>TOTAL</b>		<b>124 transactions</b>		<b>\$9,719.00</b>

### **CER EXPENSES**

Childcare Salaries/Expenses (\$9,384.90)

### **CER BILLS**

CHECK #	PAID TO THE ORDER OF	PURCHASE ORDER #	AMOUNT
7753	L.J. Zucca, Inc. Inv. #1648544 – snacks	PO 017-23	499.47
Transfer 53	Upper Deerfield Twp. – CER salaries & SSMD (3/30/2023 & 4/15/2023)	PO 018-23	8,885.43
		<b>TOTAL</b>	<b>\$9,384.90</b>



# May 2023

April '23							June '23						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
2	3	4	5	6	7	8	1	4	5	6	7	8	9
9	10	11	12	13	14	15	1	11	12	13	14	15	16
16	17	18	19	20	21	22	2	18	19	20	21	22	23
23	24	25	26	27	28	29	3	25	26	27	28	29	30
30													

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
30		1	PTO MTG (S) 6:30 PM	2		3	TALENT SHOW - PRACTICE (M) 2:30 PM - 4:00 PM	4	SEABROOK SPRING OPEN HOUSE / SPRING CONCERT (S) 6:30 - 8:30 PM	5		6	
7		8		9		10	TALENT SHOW - PRACTICE (M) 2:30 PM - 4:00 PM 8TH GRADE GRAD. MTG. (W) 6:30 - 7:30 PM	11	MOORE SPRING OPEN HOUSE / SPRING CONCERT (S) 6:30 - 8:30 PM	12		13	
14		15		16		17	TALENT SHOW - PRACTICE (M) 2:30 PM - 4:00 PM	18	WOODRUFF SPRING OPEN HOUSE / SPRING CONCERT (S) 6:30 - 8:30 PM	19		20	
21		22	TALENT SHOW - PRACTICE (M) 2:30 PM - 4:00 PM	23	JR. HONOR SOCIETY INDUCTION 8TH GRADE (W) 6:00 PM BOE MTG. (W) 7:00 PM	24	TALENT SHOW (M) 6:00 PM - 9:00 PM	25		26		27	
28		29		30		31		1		2		3	
4		5	SCHOOL CLOSED <i>Memorial Day</i>										
Notes: PTO TALENT SHOW - PRACTICE - MOORE AUDITORIUM WEDNESDAY, APRIL 26, 2023 - 2:30 PM - 4:00 PM													

**BANK RECONCILIATION REPORT**

As of Statement Ending Date: 3/31/2023

Bank Code: A - Checking account      GL Account: 1000 Checking account

Opening Bank Statement Balance:	96,183.59
Cleared Deposits:	7,880.00
Cleared Checks and Charges:	8,516.52
Cleared Adjustments:	77.49
Calculated Bank Balance:	95,624.56
Less: Outstanding Checks:	11,247.73
Plus: Deposits In Transit:	0.00
Plus: Uncleared Adjustments:	0.00
Calculated Book Balance:	84,376.83
Actual Book Balance:	84,376.83
VARIANCE:	0.00

Ending Bank Statement Balance:	95,624.56
Calculated Bank Balance:	95,624.56
Out of Balance Amount:	0.00

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

**BANK RECONCILIATION REPORT**

As of Statement Ending Date: 3/31/2023

Bank Code: A - Checking account      GL Account: 1000 Checking account

Date	Type	Name	Ref #	Amount	Cleared
Cleared Deposits:					
03/23/23	D	BANK DEPOSIT	935	872.00	C
03/14/23	D	BANK DEPOSIT	937	1,070.00	C
03/07/23	D	BANK DEPOSIT	938	4,064.00	C
03/02/23	D	BANK DEPOSIT	939	1,360.00	C
03/16/23	D	BANK DEPOSIT	940	514.00	C
5 Cleared Deposits:				7,880.00	
Cleared Checks:					
02/21/23	M	L.J. Zucca, Inc.	7752	676.64	C
03/29/23	M	Upper Deerfield Board of Educa	65989621	7,839.88	C
2 Cleared Checks:				8,516.52	
Cleared Adjustments:					
03/27/23	A	Interest earned	163	77.49	C
1 Cleared Adjustments:				77.49	
Outstanding Checks:					
05/27/20	M	Upper Deerfield Board of Educa	1234	6,370.87	
10/18/22	M	S&S Worldwide	7743	7.03	
02/12/21	M	Upper Deerfield Board of Educa	11122445	4,869.83	
3 Outstanding Checks:				11,247.73	



**OCEANFIRST  
BANK**

975 Hooper Avenue  
Toms River, NJ 08753

## Statement Ending 03/31/2023

Upper Deerfield Township Board Of Ed

Page 1 of 4

Customer Number: XXXXXXXX7966

UPPER DEERFIELD TOWNSHIP BOARD OF ED  
CER ACCOUNT  
1385 HIGHWAY 77  
BRIDGETON NJ 08302-5997

### Managing Your Accounts

	Phone Number	1.888.623.2698
	Mailing Address	975 Hooper Avenue Toms River, NJ 08753
	Online Access	Oceanfirst.com

### Summary of Accounts

Account Type	Account Number	Ending Balance
GOVT INT CHK	XXXXXXXX7966	\$95,624.56

### GOVT INT CHK-XXXXXXXX7966

#### Account Summary

Date	Description	Amount
03/01/2023	Beginning Balance	\$96,183.59
	6 Credit(s) This Period	\$7,957.49
	2 Debit(s) This Period	\$8,516.52
03/31/2023	Ending Balance	\$95,624.56

#### Interest Summary

Description	Amount
Interest Earned From 03/01/2023 Through 03/31/2023	
Annual Percentage Yield Earned	1.00%
Interest Days	31
Interest Earned	\$85.54
Interest Paid This Period	\$77.49
Interest Paid Year-to-Date	\$135.02

#### Account Activity

Post Date	Description	Debits	Credits	Balance
03/01/2023	Beginning Balance			\$96,183.59
03/02/2023	DEPOSIT		\$1,360.00	\$97,543.59
03/07/2023	DEPOSIT		\$4,064.00	\$101,607.59
03/10/2023	CHECK # 7752	\$676.64		\$100,930.95
03/14/2023	DEPOSIT		\$1,070.00	\$102,000.95
03/16/2023	DEPOSIT		\$514.00	\$102,514.95
03/23/2023	DEPOSIT		\$872.00	\$103,386.95
03/27/2023	INTEREST		\$77.49	\$103,464.44
03/29/2023	TXR TO x7842 AT 13:51	\$7,839.88		\$95,624.56
03/31/2023	Ending Balance			\$95,624.56

#### Checks Cleared

Check Nbr	Date	Amount
7752	03/10/2023	\$676.64

\* Indicates skipped check number



**If you have any questions regarding this statement, please call 1-888-623-2633 EXT 7719**

**Notice to Recipients of Electronic Transfers (Consumer Accounts only)**

In case of errors or questions about your electronic transfers, please telephone us at 1-888-623-2633 ext. 7710 or write to OceanFirst Bank N.A., P.O. Box 2009, Toms River, NJ 08754-2009 as soon as you can if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared with the following information.

1. Your name, your OceanFirst account number and CheckCard number if applicable.
2. Describe the error or the transfer you are unsure about and explain as clearly as you can why you believe it is wrong or why you need more information.
3. Tell us the date and the dollar amount of the suspected error and supply us with copies of any receipts or other documentation that will assist our investigation.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (5 business days for POS transactions, 20 business days for a new account) to do this, we will credit your account for the amount you think is in error, so that you will have the use of the money during the time it takes us to do our investigation.

**THIS FORM IS PROVIDED TO HELP YOU BALANCE YOUR ACCOUNT WITH YOUR STATEMENT**

1. In your account register enter the interest earned on your Account if it appears on the front of this statement.
2. Verify that all withdrawals are charged on the statement for the amount in your records.
3. Verify that all deposits have been credited for the same amount as on your records.
4. Be sure that Service Charges (if any) or other authorized deductions shown on this statement have been deducted from your account balance.
5. Be sure that all outstanding items from your previous statement have been included in this statement (otherwise they are still outstanding).
6. Check off on your register each item on this statement.
7. Make a list of the numbers and amounts of those checks and any other items still outstanding in the space provided at left.
8. - 12. Follow directions as prompted in each space.

OUTSTANDING WITHDRAWALS		
NUMBER	AMOUNT	
<b>TOTAL OUTSTANDING WITHDRAWALS</b>	<b>CARRY OVER TO LINE 11</b>	

8.	<b>ENTER FINAL BALANCE AS PER STATEMENT</b>	
9.	<b><u>ADD</u></b>	
	<b>ANY DEPOSITS NOT CREDITED</b>	
10.	<b>TOTAL</b>	
11.	<b><u>SUBTRACT</u></b>	
	<b>TOTAL OUTSTANDING WITHDRAWALS</b>	
12.	<b><u>BALANCE</u></b>	
	<b>SHOULD AGREE WITH YOUR ACCOUNT REGISTER</b>	



**OCEANFIRST**  
**BANK**

975 Hooper Avenue  
Toms River, NJ 08753

**Statement Ending 03/31/2023**

Upper Deerfield Township Board Of Ed

Page 3 of 4

Customer Number: XXXXXXXX7966

**GOVT INT CHK-XXXXXXXX7966 (continued)**

**Daily Balances**

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
03/02/2023	\$97,543.59	03/14/2023	\$102,000.95	03/27/2023	\$103,464.44
03/07/2023	\$101,607.59	03/16/2023	\$102,514.95	03/29/2023	\$95,624.56
03/10/2023	\$100,930.95	03/23/2023	\$103,386.95		



**OCEANFIRST  
BANK**

975 Hooper Avenue  
Toms River, NJ 08753

## Statement Ending 03/31/2023

Upper Deerfield Township Board Of Ed

Page 4 of 4

Customer Number: XXXXXXXX7966

UPPER DEERFIELD TOWNSHIP BOE		7752
CASH ACCOUNT 1004 HIGHWAY 77 SEAFORD, NJ 08080		03/10/2023
PAY TO THE ORDER OF	L.J. Zucca, Inc.	\$ 676.64
Six Hundred Seventy-Six		64 DOLLARS
OCEANFIRST BANK N.A.		
FOR DEPOSIT ONLY		
40077521125127035348003347966		

#7752

03/10/2023

\$676.64

UPPER DEERFIELD TOWNSHIP BOE		7752
CASH ACCOUNT 1004 HIGHWAY 77 SEAFORD, NJ 08080		03/10/2023
L.J. Zucca, Inc.		\$ 676.64
Six Hundred Seventy-Six		64 DOLLARS
OCEANFIRST BANK N.A.		
FOR DEPOSIT ONLY		
40077521125127035348003347966		

#7752

03/10/2023

\$676.64