

**FORT LEE BOARD OF EDUCATION
FORT LEE, NEW JERSEY**

PUBLIC BUSINESS MEETING AGENDA

**THE BOARD OF EDUCATION WILL IMMEDIATELY ENTER CLOSED SESSION TO
DISCUSS CONFIDENTIAL MATTERS.**

THE REGULAR PUBLIC MEETING WILL COMMENCE AT 7:30 P.M.

Monday, March 20, 2017
Meeting Start Time: 7:00 pm

Fort Lee High School Media Center
3000 Lemoine Avenue, Fort Lee, New Jersey 07024

CALL TO ORDER BY THE PRESIDENT

FLAG SALUTE

PUBLIC ANNOUNCEMENT

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of the Act, the Fort Lee Board of Education has caused notice of this meeting to be published on January 11, 2017 and posted in the entrance hall of the Board Office, 2175 Lemoine Avenue; published in the Board's designated online media outlet/newspapers: The Record, The Star Ledger, Gold Coast Life; filed with the Clerk of the Borough of Fort Lee; and mailed to all persons, if any, who have requested said notice. Please be advised that this meeting is being taped and will be broadcasted on local TV and the district's website at a future date.

ROLL CALL

EXECUTIVE SESSION - Approximately 7:00 p.m.

The Board shall recess to Executive Session in accordance with New Jersey's Open Public Meetings Act, N.J.S.A. 10:4-12(b) (1~9). The general nature of the discussion will involve matters confidential by law, any investigations or tactics or techniques to protect persons or public property, litigation, anticipated litigation and attorney-client matters. These matters will be disclosed to the public as soon as the need for confidentiality no longer applies.

MOTION TO RECONVENE PUBLIC SESSION

Immediately following Executive Session – Approximately 7:30 p.m.

REPORT OF THE SUPERINTENDENT OF SCHOOLS

- ♦ HIB Report
- ♦ Fire & Security Drills – February 2017

COMMITTEE REPORTS

**HEARING OF CITIZENS - QUESTIONS AND COMMENTS FROM THE PUBLIC ON ITEMS
LISTED ON TONIGHT'S AGENDA AND ANY OTHER TOPIC OF CONCERN**

PUBLIC PARTICIPATION

Public participation shall be governed by the following rules (per District Policy #0167):

1. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, place of residence, and group affiliation, if appropriate.
2. Participants are limited to three minutes in which to make their statement. Additional time may be granted at the discretion of the presiding officer.
3. The Board will not entertain any comments from persons who communicate obscene material, make statements which are considered bias intimidation in which a person intends to intimidate any individual or group because of race, color, religion, gender, handicap, sexual orientation or ethnicity or makes comments intending to harass or speak any offensive language.
4. All statements shall be directed to the presiding officer; no participant may address or question Board members individually.
5. The presiding officer may:
 - a. Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, abusive, obscene, or irrelevant;
 - b. Request any individual to leave the meeting when that person does not observe reasonable decorum;
 - c. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 - d. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
 - e. Waive these rules when necessary for the protection of privacy or the efficient administration of the Board's business.

RESOLUTIONS

<u>BOARD</u>							
1B	<p>THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education, approves the following minutes:</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Public Business Meeting Minutes</td> <td>March 6, 2017</td> </tr> <tr> <td>Private Executive Meeting Minutes</td> <td>March 6, 2017</td> </tr> <tr> <td>Special Public Meeting Minutes</td> <td>March 13, 2017</td> </tr> </table>	Public Business Meeting Minutes	March 6, 2017	Private Executive Meeting Minutes	March 6, 2017	Special Public Meeting Minutes	March 13, 2017
Public Business Meeting Minutes	March 6, 2017						
Private Executive Meeting Minutes	March 6, 2017						
Special Public Meeting Minutes	March 13, 2017						
<u>BUILDINGS & GROUNDS</u>							
1B&G	<p>WHEREAS, bids were received on January 25, 2017 for Window Replacement at School No. 1 as per the bid tabulation, and</p> <p>WHEREAS, the Project was properly advertised to prospective bidders in accordance with <u>N.J.S.A. 18A:18A-4</u>; and</p> <p>WHEREAS, on Thursday, March 2, 2017, the Board received the following bids from potential bidders in accordance with <u>N.J.S.A. 18A:18A-1, et seq.</u>;</p>						

Contractor	Base Bid A-1	Alt. Bid A-01	Alt. Bid A-02	Alt. Bid A-03
Billy Contracting & Restoration	\$288,200	\$88,400	\$68,000	0
Cypreco Industries	\$289,823	\$98,000	\$85,000	\$10,000
D&E Window & Door	\$217,800	\$103,000	\$61,500	0
Fuscon Enterprises	\$264,000	\$112,000	\$79,000	0
Panoramic Window & Door	\$229,000	\$103,000	\$73,000	0
R.D. Architectural Products	\$238,000	\$110,000	\$78,000	0

WHEREAS, upon review of the bids submitted together with the bid specifications and N.J.S.A. 18A:18A-1 et seq., and in consultation with the Design Professionals for the Project, the Board has determined the bids submitted must be rejected as they exceed the total allowable budget for the Project; and

NOW THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education hereby **rejects the bids** submitted for the above project.

CURRICULUM & INSTRUCTION

1CUR **THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves **class trips** listed in the attached summary. [See Appendix Page 7](#)

2CUR **THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education, upon recommendation of the Superintendent, authorizes the Board Secretary to **advertise the General Education Preschool Lottery Program** in all designated newspapers.

BE IT FURTHER RESOLVED, that the Fort Lee Board of Education approves the **tuition rates for the General Education Preschool Program for the 2017-2018 school year** as follows:

- **\$400.00 per month per student for half-day program**
- **\$700.00 per month per student for full-day program**

3CUR **THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the following **program for Summer 2017**:

- **Summer 2017 Math Advancement Program** for students from Thursday, July 6, 2017 to Friday, August 11, 2017 to be held at Lewis F. Cole Middle School.

4CUR **THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the following **program for Summer 2017**:

- **Extended School Year (ESY) 2017 Program for Special Education** students from Wednesday, July 5, 2017 to Friday, July 28, 2017 at School No. 4 for elementary students and Lewis F. Cole Middle School for secondary students, to be funded by the general education fund.

<u>FINANCE</u>																																									
1F	THEREFORE BE IT RESOLVED , that the Fort Lee Board of Education, has received and accepts the financial reports of the Secretary and Treasurer of School Monies for the month of January 2017 and certifies that the reports indicate that no major account or fund is over expended in violation of N.J.A.C. 6:20-2.13 and that sufficient funds are available to meet the district's financial obligations for the remainder of the school year. <i>See Appendix Page 8</i>																																								
2F	THEREFORE BE IT RESOLVED , that the Fort Lee Board of Education, upon recommendation of the Superintendent, confirms the line item transfers for the month of January 2017 . In order to accomplish the aforesaid purpose, the Business Administrator was authorized to transfer the amount of money into and out of the line items set forth on the attached schedule. <i>See Appendix Page 36</i>																																								
3F	THEREFORE BE IT RESOLVED , that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the payment of the claims on the current bills list in the amount of \$888,626.08 for March 2017 checks. <i>See Appendix Page 157</i>																																								
<u>PERSONNEL</u>																																									
1P	THEREFORE BE IT RESOLVED , that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the attendance of staff members at the staff trips/conferences listed on the attached summary. <i>See Appendix Page 38</i>																																								
2P	THEREFORE BE IT RESOLVED , that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the termination of staff member Employee #6605 , effective April 25, 2017.																																								
3P	THEREFORE BE IT RESOLVED , that the Fort Lee Board of Education, upon recommendation of the Superintendent, accepts, with regret, the retirement of Beverly Delaney as a Music Teacher at School No. 2 , after dedicating 13 years of service to the district, effective July 1, 2017.																																								
4P	<p>THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the following leaves:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Employee First Name</th> <th>Last Name</th> <th>Position</th> <th>Loc</th> <th>Type</th> <th>New or Amended</th> <th>Paid Leave</th> <th>Unpaid Leave with benefits</th> <th>Unpaid Leave No Benefits</th> <th>Return Date</th> </tr> </thead> <tbody> <tr> <td>Gabrielle</td> <td>Bernardo</td> <td>Italian Teacher</td> <td>HS</td> <td>Medical</td> <td>Amended</td> <td>2/24/17-3/29/17</td> <td>3/30-3/31/17</td> <td>N/A</td> <td>4/3/17</td> </tr> <tr> <td>Raul</td> <td>Sanchez</td> <td>Maintenance</td> <td>BG</td> <td>Medical</td> <td>Amended</td> <td>9/12/16-3/24/17</td> <td>3/27/17-5/22/17</td> <td>N/A</td> <td>5/23/17</td> </tr> <tr> <td>Randy</td> <td>Schwartz</td> <td>1st Grade Teacher</td> <td>S4</td> <td>Medical</td> <td>Amended</td> <td>2/9/17 - 3/24/17</td> <td></td> <td>N/A</td> <td>3/27/17</td> </tr> </tbody> </table>	Employee First Name	Last Name	Position	Loc	Type	New or Amended	Paid Leave	Unpaid Leave with benefits	Unpaid Leave No Benefits	Return Date	Gabrielle	Bernardo	Italian Teacher	HS	Medical	Amended	2/24/17-3/29/17	3/30-3/31/17	N/A	4/3/17	Raul	Sanchez	Maintenance	BG	Medical	Amended	9/12/16-3/24/17	3/27/17-5/22/17	N/A	5/23/17	Randy	Schwartz	1st Grade Teacher	S4	Medical	Amended	2/9/17 - 3/24/17		N/A	3/27/17
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5P	THEREFORE BE IT RESOLVED , that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the amending of the appointment of leave replacements during the 2016-2017 school year, as outlined below:																																								

LEAVE REPLACEMENT						
FIRST NAME	LAST NAME	GRADE/SUBJECT	SCHOOL	Salary	Effective Dates	Reason for opening
AnnMarie	Tarabola	Special Education K-6	S#4	Sub pay for the first 10 days \$100 per day, day 11-60 \$110 per day, day 61+ at the daily rate equal to a BA, Step 1 (pending certification). No Benefits	Amended Work days: 12-21-16 to 4-6-17	Maternity Leave for Christen Cohn
Sarah	Norian	1 st Grade	S#4	Sub pay for the first 10 days \$100 per day, day 11-60 @ \$110 per day, day 61+ the equivalent of a BA, Step 1 which equals \$56,030.00 pro-rated; no benefits.	Amended Work days: 2/14/17 – 3/28/17	Medical Leave for Randy Schwartz

6P **THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the appointment of the following **Substitutes** for the 2016-2017 school year:

Bo Kyoung Park

POLICY

1POL **THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the **first reading of the following policies/regulations** listed below and attached hereto: [See Appendix Page 39](#)

Policy/Reg No.	Topic
P 2460	Special Education
R 2460.8	Special Education – Free and Appropriate Public Education (M) (Revised)
P 5330.04	Administering an Opioid Antidote

2POL **THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the **second reading and adoption of the following policies/regulations** listed below and attached hereto: [See Appendix Page 51](#)

Policy/Reg No.	Topic
P & R 1510	Americans with Disabilities Act (M) (Revised)
P 2415.30	Title I - Educational Stability for Children in Foster Care (M) (New)
P & R 2418	Section 504 of the Rehabilitation Act of 1973 -- Students (M) (New)
P & R 2624	Grading System (Revised)
P & R 5116	Education of Homeless Children (Revised)
R 5410	Promotion and Retention (Revised)
R 7510	Use of School Facilities (Revised)
P & R 8330	Student Records (M) (Revised)

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

RESPECTFULLY SUBMITTED,

Haquisha Q. Taylor

HAQUISHA Q. TAYLOR
SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

HQT/sa
Attachments
03-17-2017

**CLASS TRIPS
BOARD AGENDA OF 3/20/2017**

Teacher Name	District Location	Grade/Dept	Destination/Purpose	Location	Trip Date	Number of Pupils	Cost to District	Total Cost To Pupil
Osso, E.	S 1	5 {G&T}	School No. 3, Curriculum	Fort Lee, NJ	3/21/2017	7	\$0.00	\$0.00
Sussi, M.	S 2	All Preschool	Turtle Back Zoo	West Orange, NJ	4/21/2017	54	\$0.00	\$25.00
Sussi, M.	S 2	All Preschool	Bergen Performing Arts Center, Pete The Cat	Englewood, NJ	5/18/2017	54	\$0.00	\$13.00
Deitsch, Pachos, Motola & Kotwica	S 3	6	Spirit Cruises, Class Trip	Weehawken, NJ	6/7/2017	73	\$0.00	\$30.00
Anderson, N.	MS	8	Fort Lee Recreation Center, Fort Lee Association, Tricky Tray to Benefit Briana Lopez	Fort Lee, NJ	4/29/2017	10	\$0.00	\$0.00
Bernardo & Marotta	HS	9-12 {World Language}	Ellis Island Museum of Immigration	Ellis Island, NJ	4/7/2017	27	\$0.00	\$18.00
Elkhechen, S.	HS	11	JV Debate, Bergen County Debate League	East Rutherford, NJ	3/21/2017 {Date Revision}	24	\$0.00	\$0.00
Della Fave, C.	HS	9-12	Federal Reserve Bank of New York, Euro Challenge	NY, NY	3/15/2017	8	\$0.00	\$0.00
Gehres, R.	HS	9 & 10	Federal Reserve Bank of New York, Euro Challenge	NY, NY	3/29/2017	6	\$425.00	\$0.00
TOTAL							\$425.00	\$86.00

3/17 10:34am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Fort Lee Board of Education
General Fund - Fund 10
Interim Balance Sheet
For 7 Month Period Ending 01/31/2017

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ASSETS AND RESOURCES

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

101	Cash in bank		\$3,863,387.51
116	Capital reserve Account		\$2,755,256.00
118	Investments - Cur. Exp. Emergency Rsrv.		\$250,000.00
121	Tax levy receivable		\$24,300,280.00
	Accounts receivable:		
132	Interfund	(\$71,966.90)	
141	Intergovernmental - State	\$1,852,480.23	
153,154	Other (net of est uncollectible of \$_____)	\$880.25	\$1,781,393.58
	Other Current Assets		\$20,230.00

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

301	Estimated Revenues	\$60,953,660.00	
302	Less Revenues	(\$61,111,846.66)	
			(\$158,186.66)
	Total assets and resources		\$32,812,360.43

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REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Fort Lee Board of Education
General Fund - Fund 10
Interim Balance Sheet
For 7 Month Period Ending 01/31/2017

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LIABILITIES AND FUND EQUITY

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

421	Accounts Payable	\$118.94
	Other current liabilities	\$108,939.48
	TOTAL LIABILITIES	\$109,058.42
		=====

F U N D B A L A N C E

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

753	Reserve for Encumbrances - Current Year	\$26,675,004.56
754	Reserve for Encumbrance - Prior Year	\$37,521.49
	Reserved fund balance:	
604	Add: Increase in capital reserve	\$50.00
309	Less: Budg w/d from Capital Rsrv Excess Cost	(\$1,652,000.00)
		(\$1,651,950.00)
760	Reserved Fund Balance	\$2,755,255.61
750,752,762,767,769	Other reserves	\$250,000.00
601	Appropriations	\$63,621,980.24
602	Less : Expenditures	\$33,747,008.87
603	Encumbrances	\$26,712,526.05 (\$60,459,534.92)
		\$3,162,445.32
	Total Appropriated	\$31,228,276.98
	--- U n a p p r o p r i a t e d ---	
770	Unreserved Fund Balance -	\$2,004,717.03
303	Budgeted Fund Balance	(\$529,692.00)
	TOTAL FUND BALANCE	\$32,703,302.01
	TOTAL LIABILITIES AND FUND EQUITY	\$32,812,360.43
		=====

Fort Lee Board of Education
 General Fund - Fund 10
 Interim Balance Sheet
 For 7 Month Period Ending 01/31/2017

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	\$63,621,980.24	\$60,459,534.92	\$3,162,445.32
Revenues	(\$60,953,660.00)	(\$61,111,846.66)	\$158,186.66
	<u>\$2,668,320.24</u>	<u>(\$652,311.74)</u>	<u>\$3,320,631.98</u>
Change in Capital Reserve accounts:			
604 Plus - Increase in reserve	\$50.00		
309 Less: Excess Withdrawal	(\$1,652,000.00)		
Change in Tuition Reserve accounts:			
Subtotal Reserve Adjustments	(\$1,651,950.00)	(\$1,651,950.00)	
Less: Adjust for prior year encumb.	(\$486,678.24)	(\$486,678.24)	
Budgeted Fund Balance	<u>\$529,692.00</u>	<u>(\$2,790,939.98)</u>	<u>\$3,320,631.98</u>
	=====	=====	=====
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	\$529,692.00	(\$2,790,939.98)	\$3,320,631.98
Fund 18 (Restricted ED JOBS)	\$0.00	\$0.00	\$0.00
Fund 19 (Restricted FEMA Block Grants)	\$0.00	\$0.00	\$0.00
TOTAL Budgeted Fund Balance	<u>\$529,692.00</u>	<u>(\$2,790,939.98)</u>	<u>\$3,320,631.98</u>
	=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Fort Lee 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 7 Month Period Ending 01/31/2017

		BUDGETED	ACTUAL TO	NOTE: OVER	UNREALIZED
		ESTIMATED	DATE	OR (UNDER)	BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$58,411,754.00	\$58,607,978.99		(\$196,224.99)
3XXX	From State Sources	\$2,501,283.00	\$2,501,283.00		.00
4XXX	From Federal Sources	\$40,623.00	\$2,584.67		\$38,038.33
TOTAL REVENUE/SOURCES OF FUNDS		\$60,953,660.00	\$61,111,846.66		(\$158,186.66)
		=====	=====	=====	=====
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE
					BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$19,929,830.94	\$10,442,632.13	\$9,174,656.80	\$312,542.01
11-2XX-100-XXX	Special Education - Instruction	\$2,699,246.45	\$1,390,742.84	\$1,296,095.30	\$12,408.31
11-230-100-XXX	Basic Skills - Remedial Instruction	\$691,171.00	\$354,099.20	\$334,000.00	\$3,071.80
11-240-100-XXX	Bilingual Education - Instruction	\$1,360,907.00	\$717,055.82	\$634,581.91	\$9,269.27
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$313,965.68	\$51,480.76	\$68,838.20	\$193,646.72
11-402-100-XXX	School-Spons. Athletics - Instruction	\$563,184.65	\$291,722.51	\$257,551.04	\$13,911.10
11-4XX-100-XXX	Other Instrc. Programs - Instruction	\$167,258.31	\$141,428.40	\$23,069.91	\$2,760.00
--- UNDISTRIBUTED EXPENDITURES ---					
11-000-100-XXX	Instruction	\$4,088,684.05	\$1,844,597.38	\$2,070,430.13	\$173,656.54
11-000-211-XXX	Attendance and Social Work Services	\$118,865.00	\$83,395.17	\$35,469.83	\$0.00
11-000-213-XXX	Health Services	\$599,099.00	\$286,056.54	\$277,572.64	\$35,469.82
11-000-216-XXX	Speech, OT,PT & Related Svcs	\$1,454,648.00	\$567,451.34	\$838,554.76	\$48,641.90
11-000-217-XXX	Other Support Serv - Students Extra Srvc	\$2,141,836.95	\$1,101,976.50	\$1,038,450.17	\$1,410.28
11-000-218-XXX	Guidance	\$1,128,906.00	\$552,831.34	\$511,949.38	\$64,125.28
11-000-219-XXX	Child Study Teams	\$1,488,742.00	\$768,873.81	\$677,604.02	\$42,264.17
11-000-221-XXX	Improv of Inst. - Instruc Staff	\$582,424.99	\$289,732.55	\$199,692.74	\$92,999.70
11-000-222-XXX	Educational Media Serv/School Library	\$638,473.25	\$361,358.58	\$254,708.03	\$22,406.64
11-000-223-XXX	Instructional Staff Training Services	\$129,509.00	\$46,521.41	\$35,851.50	\$47,136.09
11-000-230-XXX	Supp. Serv.-General Administration	\$1,331,096.87	\$821,346.36	\$470,629.87	\$39,120.64
11-000-240-XXX	Supp. Serv.-School Administration	\$2,309,280.00	\$1,417,598.88	\$812,088.95	\$79,592.17
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$1,088,965.70	\$634,091.84	\$336,411.01	\$118,462.85
11-000-261-XXX	Require Maint. for School Facilities	\$795,823.08	\$356,743.92	\$239,990.70	\$199,088.46
11-000-262-XXX	Custodial Services	\$4,440,909.55	\$2,265,195.32	\$2,121,763.26	\$53,950.97
11-000-263-XXX	Care and Upkeep of Grounds	\$190,718.00	\$117,123.93	\$71,010.21	\$2,583.86
11-000-266-XXX	Security	\$387,337.90	\$194,159.00	\$169,479.37	\$23,699.53
11-000-270-XXX	Student Transportation Services	\$1,747,904.00	\$868,756.35	\$839,605.55	\$39,542.10
11-XXX-XXX-2XX	Allocated and Unallocated Benefits	\$11,107,298.73	\$6,033,641.40	\$3,842,891.43	\$1,230,765.90
TOTAL GENERAL CURRENT EXPENSE					
EXPENDITURES/USES OF FUNDS		\$61,496,086.10	\$32,000,613.28	\$26,632,946.71	\$2,862,526.11
		=====	=====	=====	=====

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Fort Lee 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 7 Month Period Ending 01/31/2017

	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** EXPENDITURES - cont'd ***	-----	-----	-----	-----
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$16,571.14	\$3,771.14	\$0.00	\$12,800.00
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$2,099,358.00	\$1,737,641.95	\$74,596.84	\$287,119.21
	-----	-----	-----	-----
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$2,115,929.14	\$1,741,413.09	\$74,596.84	\$299,919.21
	=====	=====	=====	=====
10-000-100-56X Transfer of Funds to Charter Schools	\$9,965.00	\$4,982.50	\$4,982.50	.00
	-----	-----	-----	-----
TOTAL GENERAL FUND EXPENDITURES	\$63,621,980.24	\$33,747,008.87	\$26,712,526.05	\$3,162,445.32
	=====	=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Fort Lee Board of Education
GENERAL FUND - FUND 10
SCHEDULE OF REVENUES
ACTUAL COMPARED WITH ESTIMATED
For 7 Month Period Ending 01/31/2017

		ESTIMATED	ACTUAL	UNREALIZED
		-----	-----	-----
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$58,320,672.00	\$58,320,672.00	.00
1310	Tuition from Individuals		\$18,325.00	(\$18,325.00)
1910	Rents and Royalties		\$2,000.00	(\$2,000.00)
1XXX	Miscellaneous	\$91,082.00	\$266,981.99	(\$175,899.99)
	TOTAL	\$58,411,754.00	\$58,607,978.99	(\$196,224.99)
		=====	=====	=====
--- STATE SOURCES ---				
3121	Categorical Transportation Aid	\$91,990.00	\$91,990.00	.00
3131	Extraordinary Aid	\$400,000.00	\$400,000.00	.00
3132	Categorical Special Education Aid	\$1,788,720.00	\$1,788,720.00	.00
3177	Categorical Security	\$105,243.00	\$105,243.00	.00
3181	PARCC Readiness Aid	\$38,770.00	\$38,770.00	.00
3182	Per Pupil Growth	\$38,770.00	\$38,770.00	.00
3183	Professional Learning Community Aid	\$37,790.00	\$37,790.00	.00
	TOTAL	\$2,501,283.00	\$2,501,283.00	\$0.00
		=====	=====	=====
--- FEDERAL SOURCES ---				
4200	Medicaid Reimbursement	\$40,623.00	\$2,584.67	\$38,038.33
	TOTAL	\$40,623.00	\$2,584.67	\$38,038.33
		=====	=====	=====
--- OTHER FINANCING SOURCES ---				
	TOTAL REVENUES/SOURCES OF FUNDS	\$60,953,660.00	\$61,111,846.66	(\$158,186.66)
		=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Fort Lee Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 7 Month Period Ending 01/31/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- Regular Programs - Instruction ---				
11-110-100-101 Kindergarten - Salaries of Teachers	\$1,322,862.09	\$685,047.09	\$637,815.00	.00
11-120-100-101 Grades 1-5 - Salaries of Teachers	\$7,239,652.00	\$3,883,764.15	\$3,355,887.85	.00
11-130-100-101 Grades 6-8 - Salaries of Teachers	\$4,294,629.10	\$2,119,136.55	\$2,175,492.55	.00
11-140-100-101 Grades 9-12 - Salaries of Teachers	\$4,953,255.00	\$2,479,613.60	\$2,471,724.02	\$1,917.38
--- Regular Programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$96,500.00	\$37,110.00	\$47,025.00	\$12,365.00
11-150-100-320 Purchased Prof.-Ed. Services	\$16,000.00	\$2,225.85	\$8,350.00	\$5,424.15
--- Regular Programs - Undistr. Instruction ---				
11-190-100-106 Other Salaries for Instruction	\$282,713.91	\$136,000.01	\$125,705.00	\$21,008.90
11-190-100-320 Purchased Prof.-Ed. Services	\$57,400.00	\$43,174.00	\$3,505.00	\$10,721.00
11-190-100-340 Purchased Technical Services	\$53,500.00	\$17,458.82	\$36,041.18	.00
11-190-100-500 Other Purch. Serv. (400-500 series)	\$350,853.23	\$278,595.03	\$61,251.32	\$11,006.88
11-190-100-610 General Supplies	\$1,031,398.18	\$618,939.68	\$245,190.99	\$167,267.51
11-190-100-640 Textbooks	\$208,617.43	\$133,217.35	\$6,118.89	\$69,281.19
11-190-100-800 Other Objects	\$22,450.00	\$8,350.00	\$550.00	\$13,550.00
TOTAL	\$19,929,830.94	\$10,442,632.13	\$9,174,656.80	\$312,542.01
--- SPECIAL EDUCATION - INSTRUCTION ---				
Learning and/or Language Disabilities:				
11-204-100-101 Salaries of Teachers	\$237,080.00	\$135,620.55	\$101,459.45	\$0.00
11-204-100-106 Other Salaries for Instruction	\$189,482.00	\$54,633.80	\$134,848.20	.00
11-204-100-610 General Supplies	\$2,500.00	\$896.70	.00	\$1,603.30
TOTAL	\$429,062.00	\$191,151.05	\$236,307.65	\$1,603.30
Resource Room/Resource Center:				
11-213-100-101 Salaries of Teachers	\$1,134,704.00	\$604,005.90	\$529,950.00	\$748.10
11-213-100-106 Other Salaries for Instruction	\$44,673.00	\$15,358.70	\$26,187.00	\$3,127.30
11-213-100-610 General supplies	\$3,200.00	\$2,946.76	.00	\$253.24
TOTAL	\$1,182,577.00	\$622,311.36	\$556,137.00	\$4,128.64
Autisim:				
11-214-100-101 Salaries of Teachers	\$270,346.41	\$147,998.41	\$122,348.00	\$0.00
11-214-100-106 Other Salaries for Instruction	\$142,759.77	\$75,578.77	\$67,181.00	.00
11-214-100-610 General Supplies	\$2,847.44	\$1,059.13	\$1,009.05	\$779.26
TOTAL	\$415,953.62	\$224,636.31	\$190,538.05	\$779.26
Preschool Disabilities - Full-Time:				
11-216-100-101 Salaries of Teachers	\$301,113.00	\$154,502.14	\$140,800.00	\$5,810.86
11-216-100-106 Other Salaries for Instruction	\$368,040.83	\$195,728.23	\$172,312.60	.00
11-216-100-600 General Supplies	\$2,500.00	\$2,413.75	.00	\$86.25
TOTAL	\$671,653.83	\$352,644.12	\$313,112.60	\$5,897.11
TOTAL SPECIAL ED - INSTRUCTION	\$2,699,246.45	\$1,390,742.84	\$1,296,095.30	\$12,408.31
--- Basic Skills/Remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$691,171.00	\$354,099.20	\$334,000.00	\$3,071.80

Fort Lee Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 7 Month Period Ending 01/31/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$691,171.00	\$354,099.20	\$334,000.00	\$3,071.80
--- Bilingual Education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$1,358,607.00	\$717,150.24	\$633,800.00	\$7,656.76
11-240-100-500 Other Purch. Serv.(400-500 series)	\$300.00	\$5.58	\$18.91	\$275.51
11-240-100-610 General Supplies	\$2,000.00	(\$100.00)	\$763.00	\$1,337.00
TOTAL	\$1,360,907.00	\$717,055.82	\$634,581.91	\$9,269.27
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$237,000.00	\$28,528.00	\$52,126.00	\$156,346.00
11-401-100-500 Purchased Services (300-500 series)	\$8,050.00	\$5,200.00	\$330.00	\$2,520.00
11-401-100-600 Supplies and Materials	\$44,300.95	\$16,827.76	\$16,234.20	\$11,238.99
11-401-100-800 Other Objects	\$24,614.73	\$925.00	\$148.00	\$23,541.73
TOTAL	\$313,965.68	\$51,480.76	\$68,838.20	\$193,646.72
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$411,160.69	\$175,478.62	\$235,522.00	\$160.07
11-402-100-500 Purchased Services (300-500 series)	\$61,506.10	\$50,338.05	\$3,688.96	\$7,479.09
11-402-100-600 Supplies and Materials	\$65,612.86	\$50,506.84	\$14,702.08	\$403.94
11-402-100-800 Other Objects	\$24,905.00	\$15,399.00	\$3,638.00	\$5,868.00
TOTAL	\$563,184.65	\$291,722.51	\$257,551.04	\$13,911.10
11-421-100-178 Salaries of Teacher Tutors	\$2,000.00	.00	.00	\$2,000.00
TOTAL	\$2,000.00	\$0.00	\$0.00	\$2,000.00
TOTAL BEFORE/AFTER SCHOOL PROGRAMS	\$2,000.00	\$0.00	\$0.00	\$2,000.00
--- Summer school - Instruction ---				
11-422-100-101 Salaries of Teachers	\$116,760.00	\$92,930.09	\$23,069.91	\$760.00
11-422-100-106 Other Salaries for Instruction	\$48,498.31	\$48,498.31	.00	.00
TOTAL	\$165,258.31	\$141,428.40	\$23,069.91	\$760.00
TOTAL SUMMER SCHOOL	\$165,258.31	\$141,428.40	\$23,069.91	\$760.00
--- UNDISTRIBUTED EXPENDITURES ---				
--- Instruction ---				
11-000-100-562 Tuition to Other LEAs within State Special	\$847,316.00	\$597,073.00	\$211,822.00	\$38,421.00
11-000-100-563 Tuition to Co.Voc.School Dist.-reg.	\$748,440.00	\$386,427.90	\$362,012.10	.00
11-000-100-565 Tuition to Co.Spec.Serv. & Reg. Day schls	\$742,347.00	\$77,174.00	\$635,560.00	\$29,613.00
11-000-100-566 Tuition to Priv Sch for Disbl w/i State	\$1,480,646.05	\$695,149.89	\$706,315.75	\$79,180.41
11-000-100-567 Tuition Priv Sch Disbl & Otr LEA o/s State	\$265,435.00	\$88,772.59	\$154,720.28	\$21,942.13
11-000-100-568 Tuition - State Facilities	\$4,500.00	.00	.00	\$4,500.00
TOTAL	\$4,088,684.05	\$1,844,597.38	\$2,070,430.13	\$173,656.54
--- Attendance and social work services ---				
11-000-211-172 Sal.of Family Support Teams	\$71,125.00	\$36,525.17	\$34,599.83	.00
11-000-211-300 Purchased Prof. & Tech. Svc.	\$46,000.00	\$46,000.00	.00	.00
11-000-211-600 Supplies and Materials	\$1,740.00	\$870.00	\$870.00	.00

Fort Lee Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 7 Month Period Ending 01/31/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$118,865.00	\$83,395.17	\$35,469.83	\$0.00
--- Health services ---				
11-000-213-100 Salaries	\$507,943.00	\$254,096.68	\$232,650.00	\$21,196.32
11-000-213-300 Purchased Prof. & Tech. Svc.	\$75,866.07	\$24,068.10	\$44,045.00	\$7,752.97
11-000-213-500 Other Purchd. Serv.(400-500 series)	\$3,250.00	.00	.00	\$3,250.00
11-000-213-600 Supplies and Materials	\$12,039.93	\$7,891.76	\$877.64	\$3,270.53
TOTAL	\$599,099.00	\$286,056.54	\$277,572.64	\$35,469.82
--- Speech, OT,PT & Related Svcs ---				
11-000-216-100 Salaries	\$640,973.00	\$337,561.34	\$302,438.66	\$973.00
11-000-216-320 Purchased Prof. Ed. Services	\$811,175.00	\$227,532.00	\$536,052.50	\$47,590.50
11-000-216-600 Supplies and Materials	\$2,500.00	\$2,358.00	\$63.60	\$78.40
TOTAL	\$1,454,648.00	\$567,451.34	\$838,554.76	\$48,641.90
--- Other support services - Students - Extra Srvc				
11-000-217-100 Salaries	\$1,395,290.00	\$753,173.49	\$642,116.51	.00
11-000-217-320 Purchased Prof. Ed. Services	\$741,357.95	\$345,672.94	\$395,120.01	\$565.00
11-000-217-600 Supplies and Materials	\$5,189.00	\$3,130.07	\$1,213.65	\$845.28
TOTAL	\$2,141,836.95	\$1,101,976.50	\$1,038,450.17	\$1,410.28
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$944,613.00	\$474,217.56	\$470,395.44	.00
11-000-218-105 Sal Secr. & Clerical Asst.	\$107,698.76	\$66,276.16	\$41,422.60	.00
11-000-218-390 Other Purch. Prof. & Tech Svc.	\$67,000.00	\$6,945.00	.00	\$60,055.00
11-000-218-500 Other Purchased Services (400-500 series)	\$500.00	.00	.00	\$500.00
11-000-218-600 Supplies and Materials	\$8,800.00	\$5,392.62	\$131.34	\$3,276.04
11-000-218-800 Other Objects	\$294.24	.00	.00	\$294.24
TOTAL	\$1,128,906.00	\$552,831.34	\$511,949.38	\$64,125.28
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$1,073,366.00	\$587,650.17	\$485,715.83	.00
11-000-219-105 Sal Secr. & Clerical Asst.	\$173,976.00	\$102,682.24	\$64,176.40	\$7,117.36
11-000-219-320 Purchased Prof. - Ed. Services	\$21,400.00	\$1,604.00	\$6,853.00	\$12,943.00
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$30,500.00	\$3,940.00	\$13,597.16	\$12,962.84
11-000-219-591 Residential Costs	\$167,500.00	\$66,397.82	\$100,196.98	\$905.20
11-000-219-592 Misc Purch Ser(400-500 O/than Resid costs)	\$2,150.00	\$15.62	\$1,684.01	\$450.37
11-000-219-600 Supplies and Materials	\$19,850.00	\$6,583.96	\$5,380.64	\$7,885.40
TOTAL	\$1,488,742.00	\$768,873.81	\$677,604.02	\$42,264.17
--- Improv. of instr. Serv. ---				
11-000-221-102 Salaries Superv. of Instr.	\$374,274.99	\$177,632.70	\$110,457.96	\$86,184.33
11-000-221-104 Salaries Other Prof. Staff	\$131,700.00	\$78,848.81	\$52,851.19	.00
11-000-221-320 Purchased Prof. - Ed. Services	\$62,100.00	\$28,125.56	\$32,750.00	\$1,224.44
11-000-221-500 Other Purchased Services (400-500 series)	\$10,300.00	\$1,166.08	\$3,633.59	\$5,500.33
11-000-221-600 Supplies and Materials	\$267.40	\$267.40	.00	.00
11-000-221-800 Other Objects	\$3,782.60	\$3,692.00	.00	\$90.60
TOTAL	\$582,424.99	\$289,732.55	\$199,692.74	\$92,999.70

Fort Lee Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 7 Month Period Ending 01/31/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$463,002.00	\$220,780.63	\$242,221.37	.00
11-000-222-177 Salaries of Technology Coordinators	\$67,597.00	\$67,458.46	.00	\$138.54
11-000-222-300 Purchased Prof. & Tech Svc.	\$19,268.34	\$11,541.56	\$782.90	\$6,943.88
11-000-222-600 Supplies and Materials	\$88,605.91	\$61,577.93	\$11,703.76	\$15,324.22
TOTAL	\$638,473.25	\$361,358.58	\$254,708.03	\$22,406.64
--- Instructional Staff Training Services ---				
11-000-223-104 Salaries Other Prof. Staff	\$63,985.00	\$36,263.26	\$27,721.74	.00
11-000-223-11X Other Salaries	\$4,860.00	\$4,657.50	\$202.50	.00
11-000-223-320 Purchased Prof. - Ed. Services	\$46,964.00	\$1,400.00	\$4,800.00	\$40,764.00
11-000-223-500 Other Purchased Services (400-500 series)	\$13,700.00	\$4,200.65	\$3,127.26	\$6,372.09
TOTAL	\$129,509.00	\$46,521.41	\$35,851.50	\$47,136.09
--- Support services-general administration ---				
11-000-230-100 Salaries	\$609,279.90	\$385,175.44	\$223,126.40	\$978.06
11-000-230-331 Legal Services	\$122,015.52	\$39,418.23	\$80,220.50	\$2,376.79
11-000-230-332 Audit Fees	\$66,070.50	.00	\$64,000.00	\$2,070.50
11-000-230-339 Other Purchased Prof. Svc.	\$11,000.00	\$4,535.00	\$850.00	\$5,615.00
11-000-230-340 Purchased Tech. Services	\$45,172.00	\$33,509.08	\$11,662.56	\$0.36
11-000-230-530 Communications/Telephone	\$166,346.81	\$129,413.31	\$31,699.81	\$5,233.69
11-000-230-585 BOE Other Purchased Prof. Svc.	\$4,500.00	\$4,037.71	\$100.00	\$362.29
11-000-230-590 Other Purchased Services	\$249,510.60	\$176,251.47	\$56,228.18	\$17,030.95
11-000-230-610 General Supplies	\$16,177.14	\$12,250.02	\$2,542.42	\$1,384.70
11-000-230-630 BOE In-House Training/Meeting Supplies	\$200.00	.00	\$200.00	.00
11-000-230-890 Misc. Expenditures	\$13,273.40	\$13,065.00	.00	\$208.40
11-000-230-895 BOE Membership Dues and Fees	\$27,551.00	\$23,691.10	.00	\$3,859.90
TOTAL	\$1,331,096.87	\$821,346.36	\$470,629.87	\$39,120.64
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$1,605,125.00	\$1,015,427.26	\$559,368.48	\$30,329.26
11-000-240-105 Sal Sec. & Clerical Asst.	\$626,690.00	\$372,046.34	\$243,917.08	\$10,726.58
11-000-240-500 Other Purchased Services	\$9,975.00	\$2,938.19	\$1,631.30	\$5,405.51
11-000-240-600 Supplies and Materials	\$48,270.00	\$14,944.09	\$5,963.09	\$27,362.82
11-000-240-800 Other Objects	\$19,220.00	\$12,243.00	\$1,209.00	\$5,768.00
TOTAL	\$2,309,280.00	\$1,417,598.88	\$812,088.95	\$79,592.17
--- Central Services ---				
11-000-251-100 Salaries	\$684,786.12	\$407,635.98	\$235,816.70	\$41,333.44
11-000-251-330 Purchased Prof. Services	\$37,300.00	\$30,582.80	\$3,838.20	\$2,879.00
11-000-251-340 Purchased Technical Services	\$15,287.50	\$13,267.50	\$2,020.00	.00
11-000-251-592 Misc Pur Serv (400-500 series)	\$8,798.00	\$3,302.10	\$5,111.84	\$384.06
11-000-251-600 Supplies and Materials	\$18,056.94	\$12,002.89	\$3,880.01	\$2,174.04
11-000-251-832 Interest on Lease Purchase Agreements	\$21,041.00	\$20,951.58	\$89.20	\$0.22
11-000-251-89X Other Objects	\$3,761.00	\$3,041.00	\$540.00	\$180.00
TOTAL	\$789,030.56	\$490,783.85	\$251,295.95	\$46,950.76
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$233,778.00	\$100,000.00	\$63,200.00	\$70,578.00

Fort Lee Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 7 Month Period Ending 01/31/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-252-340 Purchased Technical Services	\$38,800.00	\$22,068.07	\$16,731.93	.00
11-000-252-500 Other Pur Serv. (400-500 series)	\$2,400.00	\$1,241.75	\$724.16	\$434.09
11-000-252-600 Supplies and Materials	\$24,457.14	\$19,998.17	\$4,458.97	.00
11-000-252-800 Other Objects	\$500.00	.00	.00	\$500.00
TOTAL	\$299,935.14	\$143,307.99	\$85,115.06	\$71,512.09
TOTAL Cent. Svcs. & Admin IT	\$1,088,965.70	\$634,091.84	\$336,411.01	\$118,462.85
--- Required Maint.for School Facilities ---				
11-000-261-100 Salaries	\$283,769.00	\$156,798.92	\$117,250.12	\$9,719.96
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$491,422.02	\$195,593.36	\$120,499.53	\$175,329.13
11-000-261-610 General Supplies	\$15,292.06	\$4,351.64	\$2,241.05	\$8,699.37
11-000-261-800 Other Objects	\$5,340.00	.00	.00	\$5,340.00
TOTAL	\$795,823.08	\$356,743.92	\$239,990.70	\$199,088.46
--- Custodial Services ---				
11-000-262-1XX Salaries	\$1,312,240.79	\$771,819.19	\$535,300.28	\$5,121.32
11-000-262-199 Unused Vac Payment to Term/Ret Staff	\$1,743.77	\$1,743.77	.00	.00
11-000-262-300 Purchased Prof. & Tech. Svc.	\$19,539.00	\$13,088.65	.00	\$6,450.35
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$1,014,638.00	\$604,521.40	\$406,778.67	\$3,337.93
11-000-262-441 Rental of Land & Bldgs Other Than Lease	\$161,844.00	\$107,895.01	\$53,948.99	.00
11-000-262-490 Other Purchased Property Svc.	\$83,000.00	\$44,117.78	\$38,882.22	.00
11-000-262-520 Insurance	\$174,720.00	\$174,720.00	.00	.00
11-000-262-580 Travel	\$1,936.00	\$202.69	\$163.54	\$1,569.77
11-000-262-610 General Supplies	\$229,840.99	\$129,753.66	\$99,773.45	\$313.88
11-000-262-621 Energy (Natural Gas)	\$382,856.55	\$6,073.18	\$368,277.85	\$8,505.52
11-000-262-622 Energy (Electricity)	\$608,643.45	\$192,790.30	\$400,861.40	\$14,991.75
11-000-262-626 Energy (Gasoline)	\$23,036.00	\$4,857.17	\$6,500.00	\$11,678.83
11-000-262-8XX Other Objects	\$6,485.00	\$3,456.54	\$1,047.03	\$1,981.43
11-000-262-837				
11-000-262-837 Interest-Energy Savings Bonds	\$137,253.00	\$69,503.76	\$67,749.13	\$0.11
11-000-262-917				
11-000-262-917 Principal-Energy Savings Bonds	\$283,133.00	\$140,652.22	\$142,480.70	\$0.08
TOTAL	\$4,440,909.55	\$2,265,195.32	\$2,121,763.26	\$53,950.97
--- Care and Upkeep of Grounds ---				
11-000-263-100 Salaries	\$20,000.00	\$4,853.28	\$15,146.72	.00
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$145,718.00	\$94,857.13	\$49,319.31	\$1,541.56
11-000-263-610 General Supplies	\$25,000.00	\$17,413.52	\$6,544.18	\$1,042.30
TOTAL	\$190,718.00	\$117,123.93	\$71,010.21	\$2,583.86
--- Security ---				
11-000-266-100 Salaries	\$130,322.90	\$68,146.60	\$45,381.30	\$16,795.00
11-000-266-300 Purchased Prof. & Tech. Svc.	\$215,520.90	\$98,428.58	\$116,911.42	\$180.90
11-000-266-420 Cleaning, Repair, & Maintenance Serv.	\$31,900.00	\$25,251.47	\$4,147.00	\$2,501.53
11-000-266-610 General Supplies	\$9,594.10	\$2,332.35	\$3,039.65	\$4,222.10
TOTAL	\$387,337.90	\$194,159.00	\$169,479.37	\$23,699.53
TOTAL Oper & Maint of Plant Services	\$5,814,788.53	\$2,933,222.17	\$2,602,243.54	\$279,322.82

Fort Lee Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 7 Month Period Ending 01/31/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
--- Student transportation services ---				
11-000-270-161 Sal Pupil Trans(Bet Home & Sch)-Sp Ed	\$327,660.00	\$161,375.98	\$165,307.95	\$976.07
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$35,500.00	\$11,454.99	\$23,060.19	\$984.82
11-000-270-511 Contract Svc (btw Home & Sch.)-vendors	\$188,808.00	\$70,803.78	\$112,632.57	\$5,371.65
11-000-270-512 Contract Svc (other btw home & sch)-vndrs	\$100,180.00	\$21,429.67	\$61,810.95	\$16,939.38
11-000-270-514 Contract Svc (Sp Ed.)-vendors	\$923,392.00	\$528,230.23	\$395,072.84	\$88.93
11-000-270-503 Contr Svc-Aid in Lieu Paymnts-Non Pub Sch	\$137,500.00	\$69,172.95	\$67,001.05	\$1,326.00
11-000-270-593 Misc. Purchased Svc.- Transp.	\$712.00	\$612.00	\$88.00	\$12.00
11-000-270-615 Transportation Supplies	\$33,164.00	\$5,193.75	\$14,232.00	\$13,738.25
11-000-270-800 Misc. Expenditures	\$988.00	\$483.00	\$400.00	\$105.00
TOTAL	\$1,747,904.00	\$868,756.35	\$839,605.55	\$39,542.10
11-XXX-XXX-220 Social Security Contributions	\$715,000.00	\$343,365.24	\$371,634.76	.00
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$627,436.00	\$21,674.79	\$595,349.00	\$10,412.21
11-XXX-XXX-260 Workman's Compensation	\$220,500.00	\$178,782.00	.00	\$41,718.00
11-XXX-XXX-270 Health Benefits	\$8,899,870.00	\$5,113,979.23	\$2,863,472.81	\$922,417.96
11-XXX-XXX-280 Tuition Reimbursement	\$118,000.00	\$88,074.23	.00	\$29,925.77
11-XXX-XXX-290 Other Employee Benefits	\$89,698.48	\$10,555.69	\$12,434.86	\$66,707.93
11-XXX-XXX-299 Unused Sick Payment to Term/Ret Staff	\$436,794.25	\$277,210.22	.00	\$159,584.03
TOTAL	\$11,107,298.73	\$6,033,641.40	\$3,842,891.43	\$1,230,765.90
Total Undistributed Expenditures	\$35,770,522.07	\$18,611,451.62	\$14,844,153.55	\$2,314,916.90
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$61,496,086.10	\$32,000,613.28	\$26,632,946.71	\$2,862,526.11
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$61,496,086.10	\$32,000,613.28	\$26,632,946.71	\$2,862,526.11

Fort Lee Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 7 Month Period Ending 01/31/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
*** CAPITAL OUTLAY ***				
--- EQUIPMENT ---				
Special education - instruction				
12-4XX-100-730 School-spons. & oth instr prog	\$3,771.14	\$3,771.14	\$0.00	\$0.00
Undistributed expenses				
12-000-100-730 Instruction	\$12,800.00	.00	.00	\$12,800.00
Undist. Exp. - Non-instructional Services				
TOTAL	\$16,571.14	\$3,771.14	\$0.00	\$12,800.00
--- Facilities acquisition and construction services ---				
12-000-400-450 Construction Services	\$1,652,000.00	\$1,325,056.78	\$57,358.94	\$269,584.28
12-000-400-721 Lease Purchase Agreements - Principal	\$429,824.00	\$412,585.17	\$17,237.90	\$0.93
12-000-400-896 Assmt for Debt Service on SDA Funding	\$17,534.00	.00	.00	\$17,534.00
Sub Total	\$2,099,358.00	\$1,737,641.95	\$74,596.84	\$287,119.21
TOTAL	\$2,099,358.00	\$1,737,641.95	\$74,596.84	\$287,119.21
TOTAL CAPITAL OUTLAY EXPENDITURES	\$2,115,929.14	\$1,741,413.09	\$74,596.84	\$299,919.21

Fort Lee Board of Education
 GENERAL FUND - FUND 10
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 7 Month Period Ending 01/31/2017

	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
*** EDUCATION JOBS FUND **				
*** FEMA COMMUNITY DEVELOPMENT BLOCK GRANT ***				
10-000-100-56X Transfer of Funds to Charter Schls.	\$9,965.00	\$4,982.50	\$4,982.50	.00
TOTAL GENERAL FUND EXPENDITURES	\$63,621,980.24	\$33,747,008.87	\$26,712,526.05	\$3,162,445.32

3/17 10:34am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Fort Lee Board of Education
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 7 Month Period Ending 01/31/17

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		(\$386,411.73)
	Accounts receivable:		
142	Intergovernmental - Federal	\$40,082.91	
		\$40,082.91	

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

301	Estimated Revenues	\$1,938,750.00	
302	Less Revenues	(\$404,546.00)	
		\$1,534,204.00	
	Total assets and resources		\$1,187,875.18
			=====

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Fort Lee Board of Education
 Special Revenue Fund - Fund 20
 Interim Balance Sheet
 For 7 Month Period Ending 01/31/17

=====

LIABILITIES AND FUND EQUITY

=====

--- LIABILITIES ---

481	Deferred revenues	\$17,253.32
TOTAL LIABILITIES		\$17,253.32
		=====

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year	\$859,411.55
601	Appropriations	\$1,938,750.00
602	Less: Expenditures	\$768,128.14
603	Encumbrances	\$859,411.55 (\$1,627,539.69)
		\$311,210.31
TOTAL FUND BALANCE		\$1,170,621.86
TOTAL LIABILITIES AND FUND EQUITY		\$1,187,875.18
		=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Fort Lee 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 7 Month Period Ending 01/31/17

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$21,150.00	\$21,150.00		.00
3XXX	From State Sources	\$171,703.00	\$107,758.00		\$63,945.00
4XXX	From Federal Sources	\$1,745,897.00	\$275,638.00		\$1,470,259.00
TOTAL REVENUE/SOURCES OF FUNDS		\$1,938,750.00	\$404,546.00		\$1,534,204.00
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
LOCAL PROJECTS:		\$21,150.00	\$0.00	\$17,224.36	\$3,925.64
STATE PROJECTS:					
	Nonpublic textbooks	\$13,200.00	\$11,208.67	.00	\$1,991.33
	Nonpublic auxiliary services	\$67,810.00	\$11,361.42	\$56,448.00	\$0.58
	Nonpublic handicapped services	\$52,679.00	\$7,086.91	\$45,590.82	\$1.27
	Nonpublic nursing services	\$20,610.00	\$8,244.00	\$12,366.00	.00
	Nonpublic Technology Aid	\$5,954.00	\$4,868.24	\$494.75	\$591.01
	Nonpublic School Programs	\$11,450.00	.00	\$11,400.00	\$50.00
TOTAL STATE PROJECTS		\$171,703.00	\$42,769.24	\$126,299.57	\$2,634.19
FEDERAL PROJECTS:					
	NCLB Title I - Part A/D	\$554,766.00	\$206,178.52	\$229,761.70	\$118,825.78
	I.D.E.A. Part B (Handicapped)	\$918,464.00	\$395,648.51	\$432,245.95	\$90,569.54
	NCLB Title II - Part A/D	\$151,840.00	\$57,086.77	\$19,437.07	\$75,316.16
	NCLB Title III - English Language Enhancement	\$120,827.00	\$66,445.10	\$34,442.90	\$19,939.00
	Other Federal Projects	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL FEDERAL PROJECTS		\$1,745,897.00	\$725,358.90	\$715,887.62	\$304,650.48
*** TOTAL EXPENDITURES ***		\$1,938,750.00	\$768,128.14	\$859,411.55	\$311,210.31

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Fort Lee Board of Education
SPECIAL REVENUE - FUND 20
SCHEDULE OF REVENUES
ACTUAL COMPARED WITH ESTIMATED
For 7 Month Period Ending 01/31/17

	ESTIMATED	ACTUAL	UNREALIZED
	-----	-----	-----
--- LOCAL SOURCES ---			
1XXX Other Revenue from Local Sources	\$21,150.00	\$21,150.00	\$0.00
	-----	-----	-----
Total Revenues from Local Sources	\$21,150.00	\$21,150.00	\$0.00
	=====	=====	=====
--- STATE SOURCES ---			
32XX Other Restricted Entitlements	\$171,703.00	\$107,758.00	\$63,945.00
	-----	-----	-----
Total Revenue from State Sources	\$171,703.00	\$107,758.00	\$63,945.00
	=====	=====	=====
--- FEDERAL SOURCES ---			
4411-16 Title I	\$554,766.00	\$66,143.00	\$488,623.00
4451-55 Title II	\$151,840.00	\$24,211.00	\$127,629.00
4491-94 Title III	\$120,827.00	\$42,935.00	\$77,892.00
4420-29 I.D.E.A. Part B (Handicapped)	\$918,464.00	\$142,349.00	\$776,115.00
	-----	-----	-----
Total Revenues from Federal Sources	\$1,745,897.00	\$275,638.00	\$1,470,259.00
	=====	=====	=====
 TOTAL REVENUES/SOURCES OF FUNDS	 \$1,938,750.00	 \$404,546.00	 \$1,534,204.00
	=====	=====	=====

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Fort Lee Board of Education
 Special Revenue Fund - Fund 20
 STATEMENT OF APPROPRIATIONS - RESTRICTED STATE ENTITLEMENTS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 7 Month Period Ending 01/31/17

	Appropriations	Expenditures	Encumbrances	Available Balance
State Projects:				
PRESCHOOL EDUCATION AID				
Other State Projects:				
PRESCHOOL EXPANSION GRANT				
20-XXX-XXX-XXX All Other State/Fed/Loc Projects	\$1,938,750.00	\$768,128.14	\$859,411.55	\$311,210.31
T O T A L E X P E N D I T U R E	\$1,938,750.00	\$768,128.14	\$859,411.55	\$311,210.31

3/17 10:34am

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Fort Lee Board of Education
 Capital Projects Fund - Fund 30
 Interim Balance Sheet
 For 7 Month Period Ending 01/31/17

=====
 ASSETS AND RESOURCES
 =====

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

101	Cash in bank		\$18,155,712.79
11X	Investments		\$17,103,337.27
	Accounts receivable:		
132	Interfund	\$9,081.90	
141	Intergovernmental - State	\$830,375.56	
			<hr/>
			\$839,457.46

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

			<hr/>
			<hr/>
	Total assets and resources		\$36,098,507.52
			=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Fort Lee Board of Education

Capital Projects Fund - Fund 30
Interim Balance Sheet
For 7 Month Period Ending 01/31/17

=====

LIABILITIES AND FUND EQUITY

=====

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

421	Accounts Payable	\$6,052.44
402	Interfund accounts payable	\$296,695.29
TOTAL LIABILITIES		\$302,747.73
		=====

F U N D B A L A N C E

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

753	Reserve for encumbrances - Current Year	\$22,894,620.70
754	Reserve for encumbrances - Prior Year	\$5,502,529.87
601	Appropriations	\$44,283,626.57
602	Less : Expenditures	\$8,585,479.29
603	Encumbrances	\$28,397,150.57 (\$36,982,629.86)
		\$7,300,996.71
Total Appropriated		\$35,698,147.28

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

770	Fund balance	\$34,050,306.73
303	Budgeted Fund Balance	(\$33,952,694.22)

TOTAL FUND BALANCE \$35,795,759.79

TOTAL LIABILITIES AND FUND EQUITY \$36,098,507.52

=====

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Fort Lee 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 7 Month Period Ending 01/31/17

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
	=====	=====	=====	=====
				AVAILABLE
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	BALANCE
	-----	-----	-----	-----
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-331 Legal services	\$28,457.10	.00	\$2,673.00	\$25,784.10
30-000-4XX-334 Architectural/Engineering Services	\$1,652,698.88	\$84,982.99	\$1,015,170.64	\$552,545.25
30-000-4XX-390 Other purchased prof. & tech. serv.	\$1,308,489.59	\$233,034.35	\$450,405.48	\$625,049.76
30-000-4XX-450 Construction services	\$37,333,709.31	\$8,081,613.34	\$26,860,258.58	\$2,391,837.39
30-000-4XX-610 Supplies & Materials	\$21,370.30	\$19,874.01	.00	\$1,496.29
30-000-4XX-800 Other objects	\$3,938,901.39	\$165,974.60	\$68,642.87	\$3,704,283.92
	-----	-----	-----	-----
Total fac.acq.and constr. serv.	\$44,283,626.57	\$8,585,479.29	\$28,397,150.57	\$7,300,996.71
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$44,283,626.57	\$8,585,479.29	\$28,397,150.57	\$7,300,996.71
*** TOTAL EXPENDITURES AND TRANSFERS	\$44,283,626.57	\$8,585,479.29	\$28,397,150.57	\$7,300,996.71
	=====	=====	=====	=====

3/17 10:34am

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Fort Lee Board of Education
 Debt Service Fund - Fund 40
 Interim Balance Sheet
 For 7 Month Period Ending 01/31/17

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$839,226.98
121	Tax levy receivable		\$1,854,611.20
	Accounts receivable:		
132	Interfund	\$295,224.72	
		\$295,224.72	\$295,224.72

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

301	Estimated Revenues	\$4,451,067.00	
302	Less Revenues	(\$4,451,066.99)	
		\$0.01	\$0.01
	Total assets and resources		\$2,989,062.91
			=====

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Fort Lee Board of Education

Debt Service Fund - Fund 40
 Interim Balance Sheet
 For 7 Month Period Ending 01/31/17

=====

LIABILITIES AND FUND EQUITY

=====

--- LIABILITIES ---

Other current liabilities	\$295,224.72
TOTAL LIABILITIES	<u>\$295,224.72</u>
	=====

FUND BALANCE

--- Appropriated ---

753 Reserve for encumbrances - Current Year	\$1,116,218.75
Reserved fund balance:	
601 Appropriations	\$4,513,013.00
602 Less : Expenditures	\$1,831,793.75
603 Encumbrances	\$1,116,218.75 (\$2,948,012.50)
	<u>\$1,565,000.50</u>
Total Appropriated	\$2,681,219.25
--- Unappropriated ---	
770 Fund Balance	\$74,564.94
303 Budgeted Fund Balance	(\$61,946.00)

TOTAL FUND BALANCE	\$2,693,838.19
TOTAL LIABILITIES AND FUND EQUITY	<u>\$2,989,062.91</u>
	=====

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$4,513,013.00	\$2,948,012.50	\$1,565,000.50
Revenues	(\$4,451,067.00)	(\$4,451,066.99)	(\$0.01)
	<u>\$61,946.00</u>	<u>(\$1,503,054.49)</u>	<u>\$1,565,000.49</u>
--- Change in Maint. / Capital reserve account ---			
Subtotal	\$61,946.00	(\$1,503,054.49)	\$1,565,000.49
Less: Adjust for prior year encumb.	\$0.00	\$0.00	
Budgeted Fund Balance	<u>\$61,946.00</u>	<u>(\$1,503,054.49)</u>	<u>\$1,565,000.49</u>

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Fort Lee 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 7 Month Period Ending 01/31/17

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
--- Local Sources ---				
1210 Local tax levy	\$4,451,067.00	\$4,451,066.99		\$0.01
	_____	_____	_____	_____
Total Local Sources	\$4,451,067.00	\$4,451,066.99		\$0.01
	=====	=====	=====	=====
TOTAL REVENUE/SOURCES OF FUNDS	\$4,451,067.00	\$4,451,066.99		\$0.01
	=====	=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Fort Lee 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 7 Month Period Ending 01/31/17

*** EXPENDITURES ***	APPROPRIATIONS	EXPENDITURES/Enc.	AVAILABLE BALANCE
	-----	-----	-----
--- Debt Service - Regular ---			
40-701-510-834 Interest on Bonds	\$2,243,013.00	\$2,243,012.50	\$0.50
40-701-510-910 Redemption of Principal	\$2,270,000.00	\$705,000.00	\$1,565,000.00
	-----	-----	-----
TOTAL	\$4,513,013.00	\$2,948,012.50	\$1,565,000.50
	=====	=====	=====
	-----	-----	-----
TOTAL USES OF FUNDS BEFORE TRANSFERS	\$4,513,013.00	\$2,948,012.50	\$1,565,000.50
	=====	=====	=====
*** TOTAL USES OF FUNDS ***	\$4,513,013.00	\$2,948,012.50	\$1,565,000.50
	=====	=====	=====

REPORT OF THE TREASURER
TO THE BOARD OF EDUCATION
DISTRICT OF FORT LEE

ALL FUNDS

FOR THE MONTH ENDING January 31, 2017

	BEGINNING CASH BALANCE	CASH RECEIPTS	CASH DISBURSEMENTS	ENDING CASH BALANCE
GOVERNMENTAL FUNDS:				
GENERAL FUND - FUND 10	7,390,030	5,154,970	5,676,357	6,868,643
SPECIAL REVENUE-FUND 20	(562,929)	323,555	147,038	(386,412)
CAPITAL PROJECTS FUND -FUND 30	35,933,570	1,424,601	2,099,121	\$35,259,050
DEBIT SERVICE FUND- FUND 40	468,303	370,922		839,225
ENTERPRISE FUND- FUND 60				
TOTAL GOVERNMENTAL FUNDS	43,228,974	7,274,048	7,922,515	42,580,506
ENTERPRISE FUND:				
CAFETERIA	180,703	112,926	112,557	181,072
TOTAL ENTERPRISE FUND	180,703	112,926	112,557	181,072
AGENCY FUNDS:				
PAYROLL	1,095	1,819,854	1,819,854	1,095
PAYROLL AGENCY	287,750	1,669,715	1,939,832	17,633
TOTAL AGENCY FUNDS	288,845	3,489,569	3,759,687	18,728
OTHER (LIST ATTACHED)	366,296	59,875	36,588	389,583
TOTAL ALL FUNDS	44,064,818	10,936,418	11,831,348	43,169,889

PREPARED BY:

TREASURER OF SCHOOL MONIES

DATE

OTHER TRUST AND AGENCY FUNDS
 FOR THE MONTH ENDING
 November 30, 2016

	BEGINNING BALANCE	CASH RECEIPTS	CASH DISBURSEMENTS	ENDING BALANCE
TRUSTS:				
UNEMPLOYMENT TRUST	237,906	4,553		242,459
SCHOLARSHIPS & CD'S	28,884			28,884
SCHOOL FUNDS:				
ATHLETIC ASSOCIATION	8,958	25,000	8,958	25,000
GENERAL ORGANIZATION-HIGH SCHOOL	58,073	17,283	5,298	70,058
GENERAL ORGANIZATION-MIDDLE SCHOC	17,566	1,357	10,695	8,229
ACTIVITY ACCOUNT-SCHOOL ONE	4,455	5,575	5,575	4,455
ACTIVITY ACCOUNT-SCHOOL TWO	3,921	518	487	3,952
ACTIVITY ACCOUNT-SCHOOL THREE	926	5,588	5,575	939
ACTIVITY ACCOUNT-SCHOOL FOUR	5,607			5,607
TOTAL	366,296	59,875	36,588	389,583

Fort Lee Board of Education

Monthly Transfer Report

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
Regular Programs	11-1XX-100-XXX 12-1XX-100-XXX 13-1XX-100-XXX 15-1XX-100-XXX 18-1XX-100-XXX	19,858,944.00	72,676.41	19,931,620.41	1,993,162.04	(1,789.47)	-0.01	1,991,372.57	312,542.01
Special Education, Basic Skills/Remedial and Bilingual Instruction and Speech/OT/PT and Ex	1X-2XX-100-XXX 1X-000-216-XXX 1X-000-217-XXX	8,205,426.00	736.44	8,206,162.44	820,616.24	141,646.96	1.73	962,263.20	74,801.56
Vocational Programs-Local	1X-3XX-100-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
School-Spon. Co/Extra-Curr. Activities, School Sponsored Athletics, and Other Instructiona	11-4XX-100-XXX 11-4XX-200-XXX 12-4XX-100-XXX 15-4XX-100-XXX 15-4XX-200-XXX	1,076,771.00	608.78	1,077,379.78	107,737.98	(32,971.14)	-3.06	74,766.84	210,317.82
Community Services Programs/Operations	1X-800-330-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UNDISTRIBUTED EXPENDITURES		29,141,141.00	74,021.63	29,215,162.63					597,661.39
Tuition	11-000-100-XXX 16-000-100-XXX 17-000-100-XXX 18-000-100-XXX	3,832,367.00	281,147.00	4,113,514.00	411,351.40	(24,829.95)	-0.60	386,521.45	173,656.54
Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/	1X-000-211-XXX 1X-000-213-XXX 1X-000-218-XXX 1X-000-219-XXX 1X-000-222-XXX	3,963,698.00	5,813.25	3,969,511.25	396,951.13	4,574.00	0.12	401,525.13	164,265.91
Improvement of Instruction Services and Instructional Staff Training Services	1X-000-221-XXX 1X-000-223-XXX	744,077.00	0.00	744,077.00	74,407.70	(32,143.01)	-4.32	42,264.69	140,135.79
General Administration	1X-000-230-XXX	1,301,872.00	32,000.00	1,333,872.00	133,387.20	(2,775.13)	-0.21	130,612.07	39,120.64
School Administration	1X-000-240-XXX	2,303,865.00	0.00	2,303,865.00	230,386.50	5,415.00	0.24	235,801.50	79,592.17
Central Services & Administrative Information Technology	1X-000-25X-XXX	999,679.00	2,200.00	1,001,879.00	100,187.90	87,086.70	8.69	187,274.60	118,462.85
Operation and Maintenance of Plant Services	1X-000-26X-XXX	5,676,468.00	91,496.36	5,767,964.36	576,796.44	46,824.17	0.81	623,620.61	279,322.82
Student Transportation Services	1X-000-270-XXX	1,749,940.00	0.00	1,749,940.00	174,994.00	(2,036.00)	-0.12	172,958.00	39,542.10
Personal Services-Employee Benefits	1X-XXX-XXX-2XX	11,300,072.00	0.00	11,300,072.00	1,130,007.20	(192,773.27)	-1.71	937,233.93	1,230,765.90

Fort Lee Board of Education

Monthly Transfer Report

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
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
TOTAL GENERAL CURRENT EXPENSE		31,872,038.00	412,656.61	32,284,694.61					2,264,864.72
Equipment	12-XXX-XXX-73X 15-XXX-XXX-73X	12,800.00	0.00	12,800.00	1,280.00	3,771.14	29.46	5,051.14	12,800.00
Facilities Acquisition and Construction Services	12-000-4XX-XXX	2,099,358.00	0.00	2,099,358.00	0.00	0.00	0.00	0.00	287,119.21
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
TOTAL CAPITAL EXPENDITURES		2,112,158.00	0.00	2,112,158.00					299,919.21
TOTAL SPECIAL SCHOOLS	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	9,965.00	0.00	9,965.00	996.50	0.00	0.00	996.50	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
OPERATING BUDGET GRAND TOTAL		63,135,302.00	486,678.24	63,621,980.24					3,162,445.32

School Business Administrator Signature

Date

**STAFF TRIPS AND CONFERENCES
BOARD AGENDA OF 3/20/2017**

First	Last Name	District Location	Conference	City, State	Dates	Total Cost Not to Exceed
Kenneth	Rota	CO	Bergen & Passaic Counties School Boards Associations Meeting	Hackensack, NJ	3/30/2017	\$0.00
Margaret	Alcon	CO	Fred Pryor Seminars, Excel	Saddle Brook, NJ	4/5/2017	\$0.00
Michele	Carlor	CO	NJTESOL/NJBE, 2017 Spring Conference, Hyatt Regency	New Brunswick, NJ	6/1-2/2017	\$481.24
Peter	Crawley	CO	FEA, Legal One Hot Issues in School Law	Monroe, NJ	5/21/2017	\$171.33
Tammi-Ann	Gil	CO	Fred Pryor Seminars, Excel	Saddle Brook, NJ	4/5/2017	\$6.82
Diana	Davis	CST	William Paterson University, Staff Recruitment	Wayne, NJ	3/31/2017 {Date Revision}	\$0.00
Diana	Davis	CST	Region V, Follow-up Training	Paramus, NJ	3/20/2017	\$0.00
Pamela	Rothman	CST	NJSEAA PLAAFP Workshop	Paramus, NJ	3/20/2017	\$0.00
Alla	Brutter	S 1	Region V Training, Speech Resources	Oradell, NJ	3/31/2017	\$0.00
Johanna	Barrabee	S 2	Region V Training, Speech Resources	Oradell, NJ	3/31/2017	\$0.00
Patrick	Ambrosio	S 4	William Paterson University, Staff Recruitment	Wayne, NJ	3/31/2017 {Date Revision}	\$0.00
Lauren	Glynn	HS	William Paterson University, Staff Recruitment	Wayne, NJ	3/31/2017 {Date Revision}	\$0.00
William	Straub	HS	2017 Clinic of Champions, University of Alabama	Tuscaloosa, AL	4/6-8/2017	\$242.00
Rocio	Torres	HS	Institute for the Humanities/Montclair State University, Workshop Don Quixote's Afterlife	Montclair, NJ	3/24/2017	\$80.00
David	Cuozzo	HS	Educators Training Institute, Update to NJ Anti-bullying HIB Records	Lodi, NJ	3/30/2017 {Date Revision}	\$0.00
TOTAL						\$981.39

2460 SPECIAL EDUCATION (M)

In accordance with Part B of the IDEA and N.J.A.C. 6A:14-1.1, N.J.A.C. 6A:14-1.2(b) and (c), the Fort Lee district board of education shall adopt and will assure compliance with the following:

1: All students with disabilities, who are in need of special education and related services, including students with disabilities attending nonpublic schools, regardless of the severity of their disabilities, are located, identified and evaluated according to *N.J.A.C. 6A:14-3.3*.

2: Homeless students are located, identified and evaluated according to *N.J.A.C. 6A:14-3.3*, and are provided special education and related services in accordance with the IDEA, including the appointment of a surrogate parent for unaccompanied homeless youths as defined in 42 U.S.C. §§11431 *et seq.*

3: Students with disabilities are evaluated according to *N.J.A.C. 6A:14-2.5* and 3.4.

4: An individualized education program is developed, reviewed, and as appropriate, revised according to *N.J.A.C. 6A:14-3.6* and 3.7.

5: To the maximum extent appropriate students with disabilities are educated in the least restrictive environment according to *N.J.A.C. 6A:14-4.2*.

6: Students with disabilities are included in statewide and districtwide assessment programs, with appropriate accommodations, where necessary, according to *N.J.A.C. 6A:14-4.10*. All students with disabilities will participate in statewide assessments or the applicable alternate assessment, in grades 3, 4, 5, 6, 7, 8, and high school in the applicable courses.

7: Students with disabilities are afforded the procedural safeguards required by *N.J.A.C. 6A:14-2.1 et seq.*, including appointment of a surrogate parent as set forth at *N.J.A.C. 6A:14-2.2*, when appropriate.

8: The rules set forth in *N.J.A.C. 6A:14* ensure a free appropriate public education is available to all students with disabilities between the ages of three and 21, including students with disabilities who have been suspended or expelled from school.

1. The obligation to make a free, appropriate public education available to each eligible student begins no later than the student's third birthday and that an individualized education program is in effect for the student by that date;



2. If a child's third birthday occurs during the summer, the child's IEP team shall determine the date when services under the IEP will begin;
3. A free, appropriate public education is available to any student with a disability who needs special education and related services, even though the student is advancing from grade to grade;
4. The services and placement needed by each student with a disability to receive a free, appropriate public education are based on the student's unique needs and not on the student's disability; and
5. The services and placement needed by each student with a disability to receive a free, appropriate public education are provided in appropriate educational settings as close to the student's home as possible, and, when the IEP does not describe specific restrictions, the student is educated in the school he or she would attend if not a student with a disability.

9: Children with disabilities participating in early intervention programs assisted under IDEA Part C who will participate in preschool programs under this chapter will experience a smooth transition and have an individualized education program developed and implemented according to *N.J.A.C. 6A:14-3.3(e)* and *N.J.A.C. 6A:14-3.7*.

10: Full educational opportunity to all students with disabilities is provided.

11: The compilation, maintenance, access to and confidentiality of student records are in accordance with *N.J.A.C. 6A:32-7*.

12: Provision is made for the participation of students with disabilities who are placed by their parents in nonpublic schools according to *N.J.A.C. 6A:14-6.1* and *6.2*.

13: Students with disabilities who are placed in private schools by the district board of education, are provided special education and related services at no cost to their parents according to *N.J.A.C. 6A:14-1.1* and *N.J.A.C. 6A:14-7.5(b)3*.

14: All personnel serving students with disabilities are highly qualified and appropriately certified and licensed, where a license is required, in accordance with State and Federal law, pursuant to *N.J.A.C. 6A:14-1.2(b)13*.



15: Pursuant to *N.J.A.C. 6A:14-1.2(b)4*, the in-service training needs for professional and paraprofessional staff who provide special education, general education or related services are identified and that appropriate in-service training is provided. The district board of education shall maintain information to demonstrate its efforts to:

1. Prepare general and special education personnel with the content knowledge and collaborative skills needed to meet the needs of children with disabilities;
2. Enhance the ability of teachers and others to use strategies, such as behavioral interventions, to address the conduct of students with disabilities that impedes the learning of students with disabilities and others;
3. Acquire and disseminate to teachers, administrators, school board members, and related services personnel, significant knowledge derived from educational research and other sources and how the district will, if appropriate, adopt promising practices, materials and technology;
4. Insure that the in-service training is integrated to the maximum extent possible with other professional development activities; and
5. Provide for joint training activities of parents and special education, related services and general education personnel.

16: Instructional materials will be provided to blind or print-disabled students in a timely manner, consistent with a plan developed by the district.

17: For students with disabilities who are potentially eligible to receive services from the Division of Developmental Disabilities in the Department of Human Services, the district will provide, pursuant to the Developmentally Disabled Uniform Application Act, *N.J.S.A. 30:4-25.10 et seq.* and *N.J.A.C. 6A:14-1.2(b)17*, the necessary materials to the parent to apply for such services.

18: When the school district utilizes electronic mail, parents are informed as to whether they may use electronic mail to submit requests to school officials regarding referral, identification, evaluation, classification, and the provision of a free, appropriate public education. If this is permitted, parents shall be informed of the procedures to access the electronic mail system and that they may not utilize electronic mail to provide written consent when the district provides written notice and seeks parental consent as required by *N.J.A.C. 6A:14-1.2(b)18*.



19: The school district will provide teacher aides and the appropriate general or special education teaching staff time for consultation on a regular basis as specified in each student's IEP, pursuant to *N.J.A.C. 6A:14-4.5(d)*.

20: The school district has a plan in effect to establish stability in special education programming. The plan takes into account the consistency of the location, curriculum, and staffing in the provision of special education services as required by *N.J.A.C. 6A:14-3.7(c)4.*;

21: The school district screens students who have exhibited one or more potential indicators of dyslexia or other reading disabilities in accordance with *N.J.S.A. 18A:40-5.1 et seq.*

Adopted: 23 August 2010

Draft: 20 March 2017



R 2460.8 SPECIAL EDUCATION - FREE AND APPROPRIATE PUBLIC
EDUCATION (M)

M

A free and appropriate public education is available to all ~~pupils~~ **students** with disabilities between the ages of three and twenty-one including ~~pupils~~ **students** with disabilities who have been suspended or expelled from school.

Procedures regarding the provision of a free and appropriate public education to ~~pupils~~ **students** with disabilities who are suspended or expelled are as follows:

1. School officials responsible for implementing suspensions/expulsions in the district are the following:
 - a. 9-12 Principal/Vice Principal or designee;
 - b. 6-8 Principal/designee;
 - c. K – 5 Principal/designee.
2. Each time a ~~pupil~~ **student** with a disability is removed from his/her current placement for disciplinary reasons, notification of the removal is provided to the case manager by the Principal or designee. (Notification must be in written format for documentation.)
 - a. Removal for at least half of the school day shall be reported via the Electronic Violence and Vandalism Reporting System.
3. Each Principal or designee will ensure that a system is in place to track the number of days a ~~pupil~~ **student** with disabilities has been removed for disciplinary reasons. Documentation will include:
 - a. **Student's** ~~pupil's~~ name;
 - b. The infraction;
 - c. Time suspended; and



- d. The cumulative days suspended including removal for a portion of the school day which is counted proportionately.
4. When a ~~pupil~~ **student** is suspended from transportation:
 - a. Suspension from transportation is not counted as a day of removal if the ~~pupils~~ **student** attended school.
 - b. Suspension from transportation is counted as a day of removal if the ~~pupil~~ **student** does not attend school.
 - c. If transportation is included in the ~~pupil's~~ **student's** IEP as a required related service, the school district shall provide alternate transportation during the period of suspension from the typical means of transportation.
 - d. Suspension from transportation may be counted as a day of absence rather than a day of removal if the district made available an alternate means of transportation and the ~~pupil~~ **student** does not attend school.
5. When a ~~pupil~~ **student** with a disability participates in an in-school suspension program, the Principal or designee shall ensure that participation in the program is not considered removal when determining whether a manifestation determination must be conducted if the program provides the following:
 - a. Opportunity for the ~~pupil~~ **student** to participate and progress in the general curriculum,
 - b. Services and modifications specified in the ~~pupils~~ **student's** IEP,
 - c. Interaction with non-disabled peers to the extent they would have in the current placement, and
 - d. The ~~pupil~~ **student** is counted as present for the time spent in the in-school suspension program.
6. When a series of short-term removals will accumulate to more than ten school days in the year:



- a. The Principal/Vice Principal or designee and the case manager will consult to determine whether the removals create a change of placement according to N.J.A.C. 6A:14-2.8(c)2. Written documentation of the consultation between the school administration and the case manager shall be maintained by the case manager.
- b. If it is determined that there is no change in placement, the Principal/Vice Principal or designee, the case manager, and special education teacher will consult to determine the extent to which services are necessary to:
 - (1) Enable the ~~pupil~~ **student** to participate and progress appropriately in the general education curriculum; and
 - (2) Advance appropriately toward achieving the goals set out in the ~~pupil's~~ **student's** IEP.

Written documentation of the consultation and services provided shall be maintained in the ~~pupil's~~ **student's** file.

7. When a disabled ~~pupil~~ **student** is removed from his/her current placement for more than ten days and the removal does not constitute a change in placement, the case manager shall convene a meeting of the IEP Team and, as necessary or required, conduct a functional behavior assessment and review the behavioral intervention plan according to N.J.A.C. 6A:14 Appendix A, Individuals with Disabilities Education Act Amendments of 2004 20 U.S.C. §1415 et seq. 20 U.S.C. §1415(k). The IEP Team shall:
 - a. Review the behavioral intervention plan and its implementation;
 - b. Determine if modifications are necessary; and
 - c. Modify the behavioral intervention plan and its implementation as appropriate. The plan will be modified to the extent necessary if at least one member of the team determines that modifications are necessary.



The case manager will document the date and the outcome of the meeting.

The documentation shall be placed in the ~~pupil's~~ **student's** file.

Procedures Regarding the Provision of a Free and Appropriate Public Education to Preschool Age ~~Pupils~~ **Students** with Disabilities

To ensure that preschoolers with disabilities who are not participating in an early intervention program have their initial IEP's in effect by their third birthday, a written request for an initial evaluation shall be forwarded to the district.

The following procedures will be followed:

1. A parent of a preschool-age ~~pupil~~ **student** suspected of having a disability, who requests a Child Study Team (CST) evaluation by telephone, will be advised to submit a written request for an evaluation to the Preschool Coordinator or Director of Special Services;
2. Upon receipt of the written request, the request shall be dated and signed by the recipient;
3. The district will respond to referrals of preschoolers according to N.J.A.C. 6A:14-3.3(e).
4. A file will be initiated for the potentially disabled preschooler;
 - a. ~~The Director of Special Services~~ **Child Study Team** will convene a referral/identification meeting within twenty calendar days (excluding school holidays but not summer vacation) of the date recorded on the request;
 - b. A "Notice of Referral/ Identification Meeting" will be sent to the parent(s);
 - c. The notice will contain "Parental Rights in Special Education" (PRISE) Booklet;
 - d. The meeting will be attended by the CST, including a speech language specialist, the parent(s), and a teacher who is knowledgeable about the district's program; and



- e. A program shall be in place no later than ninety calendar days from the date of consent.

Procedures Regarding the Provision of a Free, Appropriate Public Education to ~~Pupils~~ **Students** with Disabilities Who Are Advancing From Grade to Grade

The Director of Special Services through in-service training shall ensure ~~pupils~~ **students** with disabilities who are advancing from grade to grade with the support of specially designed services, continue to be eligible when as part of a reevaluation, the IEP Team determines the ~~pupil~~ **student** continues to require specially designed services to progress in the general education curriculum; and the use of functional assessment information supports the IEP Team's determination.

Procedures Involving Procedural Safeguards to ~~Pupils~~ **Students** Not Yet Eligible For Special Education

Disciplinary procedural safeguards will apply to ~~pupils~~ **students** not yet eligible for special education. The parent(s) and/or adult ~~pupils~~ **students** may assert any of the protections of the law if the district had knowledge the ~~pupil~~ **student** was a ~~pupil~~ **student** with a disability before the behavior that precipitated the disciplinary action occurred.

Adopted: 23 August 2010

Draft: 20 March 2017



5330.04 ADMINISTERING AN OPIOID ANTIDOTE

New Jersey's "Overdose Prevention Act" encourages the wider prescription and distribution of an opioid antidote to prevent opioid overdose. The New Jersey Department of Education informed school districts they may develop and adopt policies and procedures to maintain and administer an opioid antidote to any student, school personnel, or other person believed to be experiencing an opioid overdose during school hours or during on-site school-sponsored activities to block the opioid's life-threatening effects.

In accordance with N.J.S.A. 24:6J-4.a.(1)(e), the school district's physician, as a health care practitioner as defined in N.J.S.A. 24:6J-3, may prescribe or dispense an opioid antidote directly or through a standing order to the school district for a school district certified school nurse to administer to overdose victims, provided the school physician deems a school district certified school nurse is capable of administering the opioid antidote to an overdose victim in an emergency. The physician's standing order must specify a school district certified school nurse is authorized to administer the opioid antidote to overdose victims. In accordance with N.J.S.A. 24:6J-5.a.(1), the school physician issuing the standing order shall ensure that overdose prevention information is provided to the school district and the certified school nurse(s) authorized to administer an opioid antidote. The overdose prevention information shall include, but not be limited to: information on opioid overdose prevention and recognition; instructions on how to perform rescue breathing and resuscitation; information on opioid antidote dosage and instructions on opioid antidote administration; information describing the importance of calling 911 emergency telephone service for assistance with an opioid overdose; and instructions for appropriate care of an overdose victim after administration of the opioid antidote.

Upon receiving a report of a possible opioid overdose during school hours or during an on-site school-sponsored activity, the Principal, Principal's designee, or supervising staff member will immediately call 911. The school nurse, during school hours and if available at an on-site school-sponsored activity, will also be immediately called. In accordance with the provisions of N.J.S.A. 24:6J-4.d.(1), the school nurse who has received overdose prevention information pursuant to N.J.S.A. 24:6J-5.a.(1) and has been deemed capable of administering the opioid antidote by the school physician may administer the opioid antidote to a student, school personnel, or other person in an emergency if the school nurse believes, in good faith, that the person is experiencing an opioid overdose.



The school nurse and/or other school staff members shall keep the student, school personnel, or other person comfortable until emergency medical responders arrive on the scene. Any student who receives an opioid antidote by the school nurse or by an emergency medical responder shall be transported to the nearest hospital with a school staff member designated by the Principal, Principal's designee, or supervising staff member of the on-site school-sponsored activity.

The Principal, Principal's designee, or supervising staff member will notify the parent of any student or a family member or other contact person for a school staff member who may be experiencing a possible opioid overdose as soon as practicable. The Principal, Principal's designee, or supervising staff member of the on-site school-sponsored activity shall notify the Superintendent of Schools whenever an opioid antidote is administered by a school nurse or an emergency medical responder.

The school nurse shall be responsible to store the opioid antidote that has been prescribed by the school physician in a safe and secure location; document the administration of an opioid antidote on a student's health record; monitor the on-site inventory and replacement of the opioid antidote supply; and plan for the disposal of administered opioid antidote and expired opioid antidote applicator.

Any student or school staff member who is found to be under the influence of a controlled dangerous substance shall be subject to the provisions of applicable statutes and administrative codes and Board policies and regulations regarding substance use.

In accordance with the provisions of N.J.S.A. 24:6J-4.d.(2), the school district and the school nurse shall not, as a result of any acts or omissions, be subject to any criminal or civil liability for administering an opioid antidote in accordance with the provisions of N.J.S.A. 24:6J-1 et seq.

Nothing in this Policy shall prohibit the administration of an opioid antidote to a student, school personnel, or other person in an emergency during school hours or during on-site school-sponsored activities by an emergency medical responder or by a person authorized to administer an opioid antidote in accordance with N.J.S.A. 24:6J-1 et seq.



This Policy shall be reviewed and approved by the school physician and Board Attorney prior to Board adoption and whenever the Policy is revised. This Policy shall be made available to school staff members, parents, and students in staff and student handbooks, published on the district's website, or through any other appropriate means.

N.J.S.A. 24:6J-1 et seq.

May 24, 2016 New Jersey Department of Education Memorandum - Information for Schools Regarding Opioid Overdose Prevention

Adopted:

Draft: 20 March 2017



1510 AMERICANS WITH DISABILITIES ACT

It is the policy of the Board of Education that no qualified individual with a disability will, on the basis of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment or under any program, activity, or services sponsored by this Board. The Board will comply with the Americans with Disabilities Act of 1990, as amended by the Americans with Disabilities Amendments Act of 2008 (hereafter referred to as the Act).

Notice of Board Policy 1530 – Equal Educational Opportunities and Board Policy 5750 – Equal Educational Opportunity will be included in the Board policy manual, posted throughout the district, and referenced in any district statement regarding the availability of employment positions or educational services.

Employment

No employee or candidate for employment will be discriminated against in recruitment, hiring, advancement, discharge, compensation, job training, transfer, or any other term, condition, or privilege of employment solely on the basis of a disability, provided the employee or candidate can, with or without reasonable accommodation, perform the essential functions of the position sought or held.

No candidate for employment will be required to answer a question or submit to an examination regarding a disability except as such disability relates directly to perform job-related functions. No candidate will be discriminated against on the basis of a disability that is not directly related to the essential function of the position for which he/she has applied.

Reasonable accommodations, not directly affecting the educational and/or instructional program, will be made to accommodate employment conditions to the needs of qualified individuals with disabilities, such accommodations may include, but are not limited to: making existing facilities used by employees readily assessable to and usable by individuals with disabilities, job restructuring, part-time modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.



AMERICANS WITH DISABILITIES ACT (M)

The district will furnish appropriate auxiliary aids and services where necessary to afford individuals with disabilities an equal opportunity to participate in and enjoy the benefits of a service, program, or activity conducted by the district.

Facilities Maintenance and Accessibility

No qualified individual with a disability will, because of the school district's facilities being inaccessible or unusable by disabled persons, be denied the benefits of, be excluded from participation in or otherwise be subjected to discrimination under any program or activity offered by the Board. No new facilities will be constructed that do not fully comply with the Act. Alterations to existing facilities or part thereof, will be altered in such a manner to the maximum extent feasible, that the facilities are readily accessible and usable by individuals with disabilities who have a need to access Board facilities.

The district will maintain facilities and equipment required by the Act to be readily accessible to and usable by persons with disabilities.

Service, Program, and Activity Access

The district will make reasonable accommodations so that services, programs, and activities are readily accessible and usable by qualified individuals with disabilities. The district is not required to provide personal devices or services of a personal nature to qualified individuals with disabilities.

Evaluation and Compliance

The Superintendent or designee will evaluate district programs and practices on nondiscrimination, in accordance with law, and will report to the Board accordingly. Assurances of compliance will be submitted as required by law.

Enforcement - 28 CFR §35.107

The Board will designate the Director of Human Resources as district coordinator for matters dealing with ADA compliance. The district coordinator can be contacted at the following address or telephone number:

Office Address: 2175 Lemoine Avenue, 6th Floor
Fort Lee, NJ 07024

Telephone Number: 201-585-4612



Grievance procedures are outlined in Regulation 1510.

Guarantee of Rights

The Board will not interfere, directly or indirectly, with any person's exercise or enjoyment of the rights protected by the Act.

The Board will not discriminate against any person for that person's opposition to any act or practice made unlawful by law or this Policy or for that person's participation in any manner in an investigation or proceeding arising under the Act.

The district is not required to permit an individual to participate in or benefit from the district's services, programs, or activities when that individual poses a direct threat to the health or safety of others.

Notice

Policy and Regulation 1510 will be available to any member of the public in the district's Policy and Regulation Manual.

42 U.S.C. 12101 (Americans with Disabilities Act of 1990, as amended)

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

N.J.S.A. 18A:18A-17

N.J.A.C. 6A:14-1 et seq.

34 CFR Part 104

Adopted: 23 August 2010

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R 1510 AMERICANS WITH DISABILITIES ACT

The Board of Education will comply with the requirements of the Americans with Disabilities Act of 1990, including changes made by the ADA Amendments Act of 2008 (hereafter referred to as the “Act.”)

A. Definitions

1. “Act” means the Americans with Disabilities Act of 1990, as amended by the ADA Amendments Act of 2008.
2. “Auxiliary aids and services” are identified based on the context of the communication and the individual’s disability.
28 CFR §35.104

They include, but are not limited to:

- a. Effective methods of making aurally delivered information available to individuals who are deaf or hard of hearing;
 - b. Effective methods of making visually delivered materials available to individuals who are blind or have low vision;
 - c. Acquisition or modification of equipment or devices or similar services and actions; and
 - d. Other similar services and actions.
3. “Board” means the Board of Education of this school district.
 4. “Companion” means a family member, friend, or associate of an individual seeking access to a service, program, or activity of a school district, who, along with such individual, is an appropriate person with whom the district should communicate.
 5. “Complete complaint” means a written statement, signed by the complainant or someone authorized to do so on his/her behalf, containing the complainant's name and address and describing the public entity's alleged discriminatory action in sufficient detail to



- inform the agency of the nature and date of the alleged violation.
28 CFR §35.104
6. “Current illegal use of drugs” means illegal use of drugs that occurred recently enough to justify a reasonable belief that a person's drug use is current or that continuing use is a real and ongoing problem.
 7. “Direct threat” means a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices or procedures, or by the provision of auxiliary aids or services. 28 CFR §35.139
 8. “Disability” means, with respect to an individual, that the individual meets one or more of the following three prongs:
 - a. A physical or mental impairment that substantially limits one or more of the major life activities of such individual;
 - b. A record of such an impairment; or
 - c. Being regarded as having such an impairment.
 9. “District” means this school district.
 10. “District Coordinator” means the district official responsible for the coordination of activities relating to compliance with the Act.
 11. “Drug” means a controlled substance, as defined in schedules I through V of Section 202 of the Controlled Substances Act. 21 U.S.C. §812
 12. “Employee” means an individual employed by the Board.
 13. “Essential functions of the employment position” are based upon the employer’s judgment and can include an employer’s written description, prepared before advertising or interviewing applicants for the job.
 14. “Existing facility” means a facility in existence on any given date, newly constructed or altered.



15. “Facility” means all or any portion of buildings, property, or structures, including the site where the building, property, structure, or equipment is located.
16. “Illegal use of drugs” means the use of one or more drugs, the possession or distribution of which is unlawful under the Controlled Substances Act. 21 U.S.C. §812
17. “Individual with a disability” means a person who has a disability and does not include an individual currently engaging in the illegal use of drugs, when the district acts on the basis of such use.
18. “Major life activities” means those of central importance to daily life and include, but are not limited to, functions such as: caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sitting, reaching, writing, standing, reaching, lifting, sleeping, bending, speaking, breathing, reading, concentrating, thinking, communicating, interacting with others, learning, and working. “Major life activities” also includes physical or mental impairments that substantially limit the operation of a major bodily function, including, but not limited to: functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, reproductive systems, and the operation of an individual organ within a body system. 28 CFR §35.108; 28 CFR §36.105
19. “Mitigating measures” means steps taken to eliminate or reduce the symptoms or impact of an impairment. “Mitigating measures” include, but are not limited to: medication; medical equipment/appliances; mobility devices; low vision devices (not including ordinary eyeglasses or contact lenses); prosthetics (including limbs and devices); hearing aids, cochlear implants, or other implantable hearing devices; oxygen therapy equipment and supplies; the use of assistive technology; reasonable modifications or auxiliary aids or services; learned behavioral or adaptive neurological modifications; and psychotherapy, behavioral, or physical therapies. 42 U.S.C. 126 §12102



- a. Mitigating measures, must not be used when determining whether an impairment is a disability except for the use of corrective eyeglasses or contact lenses. Mitigating measures may be considered in assessing whether someone is entitled to reasonable accommodation or poses a direct threat.
20. “Office for Civil Rights” (OCR) means the United States Department of Education Office for Civil Rights.
 21. “Other power-driven mobility device” means any mobility device powered by batteries, fuel, or other engines used by individuals with mobility disabilities for the purpose of locomotion, including any mobility device designed to operate in areas without defined pedestrian routes, but that is not a wheelchair. 28 CFR §35.104
 22. “Physical or mental impairment” means any physiological disorder or condition such as, cosmetic disfigurement or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic and lymphatic, skin, and endocrine; or any mental or psychological disorder such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disabilities. 28 CFR §35.108(b)(2) and 28 CFR§36.105(b)4
 - a. Physical or mental impairments may include, but are not limited to: contagious and noncontagious diseases and conditions; orthopedic, visual, speech, and hearing impairments; cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, intellectual disability, emotional illness, dyslexia and other specific learning disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Human Immunodeficiency Virus (HIV) (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.



- b. Physical or mental impairments do not include: transvestism; transsexualism; homosexuality or bisexuality; gender identity disorders; sexual behavior disorders; pedophilia; exhibitionism; environmental, cultural, and economic disadvantages; pregnancy; physical characteristics; personality traits or behaviors; normal deviations in height, weight, or strength; compulsive gambling; kleptomania; pyromania; and psychoactive substance use disorders resulting from current illegal use of drugs.
 - c. An impairment that is episodic or in remission may be considered a “disability” if it would substantially limit a major life activity when active.
 - d. Not all impairments are disabilities.
23. “Public entity” means this Board of Education.
24. “Qualified individual” for the purposes of employment, means an individual who, with or without reasonable accommodation, can perform the essential functions of the employment position (based upon the employer’s judgment) that such individual holds or desires. An employer’s written description, prepared before advertising or interviewing applicants for the job, shall be considered evidence of the essential functions of the job. 42 U.S.C. 126 §12111(8)
25. “Reasonable accommodation” may include making existing facilities used by employees readily assessable to and usable by individuals with disabilities and job restructuring, part-time modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.
26. “Record of such an impairment” means the individual has a history of, or has been misclassified as having a mental or physical impairment that substantially limits one or more major life activities.



27. “Regarded as having an impairment” means the individual establishes that he or she has been subjected to a prohibited action under the Act because of an actual or perceived physical or mental impairment, whether or not that impairment substantially limits or is perceived to substantially limit a major life activity.
- a. For this prong only, the public entity must demonstrate the impairment is or would be both transitory (lasting or expected to last six months or less) and minor to show an individual is not regarded as having such an impairment. 42 U.S.C. 126 §12102(3)(B)
 - b. A public entity is not required to provide a reasonable modification to an individual meeting the definition of “disability” solely under the “regarded as” prong.
28. “Substantially limits” means the extent to which the impairment limits an individual’s ability to perform a major life activity as compared to most people in the general population, whether or not an individual chooses to forgo mitigating measures. 42 U.S.C. 126 §12102(4); 28 CFR §35.108(d); 28 CFR §35.105(d) The rules of construction when determining whether an impairment substantially limits performance of a major life activity include:
- a. That it is broadly construed in favor of expansive coverage, to the maximum extent permitted under the Act.
 - b. That it does not demand extensive analysis.
 - c. That it substantially limits one major life activity, but not necessarily other major life activities.
 - d. That it may be episodic or in remission, as long as the impairment would substantially limit a major life activity when active.
 - e. That it need not prevent, or significantly or severely restrict, an individual from performing a major life activity.



- f. That it requires an individualized assessment which does not create an “inappropriately high level of limitation” and is based upon the conditions, manner, or duration under which the individual can perform the major life activity 42 U.S.C. 12102(4)(B).
 - g. That it generally will not require scientific, medical, or statistical evidence (although such evidence can be required where appropriate evidence that can be considered may include statements or affidavits of affected individuals and school records).
 - h. That the determination is made without regard to ameliorative effects of mitigating measures, except for the use of ordinary eyeglasses or contact lenses intended to fully correct visual acuity or eliminate refractive error. Non-ameliorative effects, such as the negative side effects of medication or a medical procedure, may also be considered.
 - i. That the effects of an impairment lasting or expected to last less than six months can be substantially limiting for establishing a disability under the first two prongs: “actual disability” or “record of”.
29. “Undue hardship” means an action requiring significant difficulty or expense when considered in light of factors which include: the nature and cost of the needed accommodation; the overall financial resources of the district or facility providing the reasonable accommodation; the size of the district with respect to the number of employees; effect on expenses and resources, or the impact otherwise of accommodation upon the operation of the facilities; and the type/location of facilities. 42 U.S.C. 126 §12111 (10)
30. “Wheelchair” means a manually operated or power-driven device designed primarily for use by an individual with a mobility disability.

B. General Requirements



1. Prohibitions Against Discrimination
 - a. Discrimination is prohibited against a qualified individual on the basis of a disability. Such individual will not be excluded from participation in or denied the benefits of district services, programs, or activities or be subjected to discrimination by the district in accordance with 28 CFR §35.130. The district must ensure that:
 - (1) When services, programs, and activities are viewed in their entirety, they are accessible to and usable by individuals with disabilities; and
 - (2) Access to services, programs, and activities is provided in an integrated setting unless separate programs are necessary to ensure equal benefits.
 - b. The district is not required to take any action that would result in a fundamental alteration of the nature of the program or activity or undue financial or administrative burden. However, claiming undue burden still requires the district to provide access through means that would not result in a fundamental alteration or undue financial or administrative burden.
2. Direct Threat - 28 CFR §35.139
 - a. The district is not required to permit an individual to participate in or benefit from the district's services, programs, or activities when that individual poses a direct threat to the health or safety of others.
 - b. To determine whether an individual poses a direct threat to the health or safety of others, the district must make an individualized assessment, based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence to ascertain:
 - (1) The nature, duration, and severity of the risk;



- (2) The probability that the potential injury will actually occur; and
 - (3) Whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk.
3. Illegal Use of Drugs - 28 CFR §35.131
 - a. The district will not discriminate on the basis of past illegal use of drugs against an individual who is not engaging in current illegal use of drugs and who:
 - (1) Has successfully completed a supervised drug rehabilitation program or has otherwise been rehabilitated successfully;
 - (2) Is participating in a supervised rehabilitation program; or
 - (3) Is erroneously regarded as engaging in such use.
 - b. While the Act does not prohibit discrimination against an individual based on that individual's current illegal use of drugs, the district will not deny health services or services provided in connection with drug rehabilitation to an individual on the basis of that individual's current illegal use of drugs, if the individual is otherwise entitled to such services.
 - c. The Act does not prohibit the district from adopting or administering reasonable policies or procedures, including but not limited to drug testing, designed to ensure that an individual who formerly engaged in the illegal use of drugs is not now engaging in current illegal use of drugs.

C. Personal Devices and Services



1. The district will permit individuals with mobility disabilities to use wheelchairs and manually powered mobility aids such as walkers, crutches, canes, braces, or other similar devices designed for use by individuals with mobility disabilities in any areas open to pedestrian use. 28 CFR §35.137
 2. The district will make reasonable modifications to permit the use of other power-driven mobility devices by individuals with mobility disabilities unless the district can demonstrate that the power-driven device cannot be operated in accordance with legitimate safety requirements pursuant to 28 CFR §35.137. The district will not ask an individual using a wheelchair or other power-driven mobility device questions about the nature and extent of the individual's disability. The district may require the individual to provide credible assurance that the device is required because of the person's disability.
 3. The district is not required to provide individuals with disabilities personal devices, such as wheelchairs; individually prescribed devices such as prescription eyeglasses or hearing aids; readers for personal use or study; or services of a personal nature including assistance in eating, toileting, or dressing pursuant to 28 CFR §35.135.
- D. Employment - 42 U.S.C. 126 §12112
1. Discrimination in Employment
 - a. The Board will not discriminate against a qualified individual on the basis of disability in regard to job application procedures; hiring, advancement, or discharge; compensation; job training; and other terms, conditions, and privileges of employment.
 - b. Applicants and employees working for or applying to work for the district who qualify for a job and are able to perform the essential functions of that job are entitled to reasonable accommodations provided that such accommodations do not pose undue hardship for the district.



- c. Nothing in the Act shall be construed to preempt, modify, or amend any State, county, or local law, ordinance, or regulation as outlined in N.J.A.C. 6A:32-4.1 et seq.
- d. The school district may not, on the basis of disability:
 - (1) Limit, segregate, or classify a qualified individual in a way that adversely affects his/her opportunities or status of such employee, applicant, or participant in a contractual or other arrangement;
 - (2) Utilize standards, criteria, or methods of administration that have the effect of discrimination on the basis of disability or perpetuate the discrimination of others subject to common administrative control;
 - (3) Exclude or otherwise deny equal jobs or benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to associate or have a relationship;
 - (4) Fail to make reasonable accommodations to known physical or mental limitations of an otherwise qualified individual with a disability or deny employment opportunities to such qualified individual unless the district can demonstrate that the accommodation would impose undue hardship to district operations;
 - (5) Use qualification standards, employment tests, or other selection criteria that screen out or tend to screen out individuals with disabilities unless the standard, test, or other selection criteria, as used by the district, is shown to be job-related for the position in question and consistent with business necessity; and/or
 - (6) Select and administer tests concerning employment to otherwise qualified individuals who possess



impaired sensory, manual, or speaking skills, unless done in an effective manner to ensure that, when such tests are administered to a job applicant or employee who has a disability that impairs sensory, manual, or speaking skills, the test results accurately reflect the skills, aptitude, or other factors such tests purport to measure rather than reflecting the impaired sensory, manual, or speaking skills of the employee or applicant (except where such skills are the factors that the test purports to measure).

2. Medical Examinations and Inquiries - (42 U.S.C. 126 §12112)
 - a. Pre-employment
 - (1) Prohibited examination or inquiries:
 - (a) Whether such an applicant is an individual with a disability; or
 - (b) The nature or severity of such disability.
 - (2) Acceptable inquiry:
 - (a) The ability of an applicant to perform job-related functions.
 - b. Employment Entrance Examinations
 - (1) The district may require a medical examination after an offer of employment has been made to a job applicant and prior to the commencement of the employment duties of such applicant, and may condition an offer of employment on the results of such examination, if:
 - (a) All entering employees are subject to such an examination regardless of disability;
 - (b) Information obtained regarding the medical condition or history of the applicant is



collected and maintained on separate forms and in separate medical files and is treated as a confidential medical record, except that:

- i. Supervisors and managers may be informed regarding necessary restrictions on work or duties of the employees and necessary accommodations;
- ii. First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment; and
- iii. Government officials investigating compliance with this Act, will be provided relevant information on request.

- (2) The results of such examination shall only be used in accordance with these provisions.

c. Examination and Inquiry:

- (1) Prohibited examinations and inquiries:

- (a) The district will not require a medical examination and will not make inquiries of an employee as to whether such employee is an individual with a disability or as to the nature or severity of the disability, unless such examination or inquiry is shown to be job-related and consistent with business necessity.

- (2) Acceptable examinations and inquiries:

- (a) The district may conduct voluntary medical examinations, including voluntary medical histories, which are part of an employee



health program available to employees in the district.

- (b) The district may make inquiries into the ability of an employee to perform job-related functions.

3. Defenses - 42 U.S.C. 126 §12113

a. Qualification Standards

- (1) It may be a defense to a charge of discrimination under the Act that an alleged application of qualification standards, tests, or selection criteria that screen out, tend to screen out, or otherwise deny a job or benefit to an individual with a disability has been shown to be job-related and consistent with business necessity, and such performance cannot be accomplished by reasonable accommodation, as required under the Act.

- (a) The term "qualification standards" may include a requirement that an individual will not pose a direct threat to the health or safety of other individuals in the workplace.

- (b) Notwithstanding 42 U.S.C. 126 §12102 (4)(E)(ii), the Board will not use qualification standards, employment tests, or other selection criteria based on an individual's uncorrected vision unless the standard, test, or other selection criteria, as used by the covered entity, is shown to be job-related for the position in question and consistent with business necessity.

b. Infectious and Communicable Diseases

- (1) In any case in which an individual has an infectious or communicable disease included on the list



developed by the United States Secretary of Health and Human Services in accordance with the Act, and which cannot be eliminated by reasonable accommodation, and that is transmitted to others through the handling of food, the Board and its administration may refuse to assign or allow such individual to continue to work in a job involving food handling.

- c. **Illegal Use of Drugs and Alcohol - 42 U.S.C. 126 §12114**
 - (1) An individual with a disability shall not include any employee or applicant who is currently engaging in the illegal use of drugs, with exceptions noted in section B.3. of this Regulation.
 - (2) The Board will hold an employee who engages in the illegal use of drugs or who is an alcoholic to the same qualification standards for employment or job performance and behavior as other employees, even if any unsatisfactory performance or behavior is related to the drug use or alcoholism of such employee.

- d. **Drug Testing**
 - (1) For the purposes of the Act, a test to determine the illegal use of drugs will not be considered a medical examination.
 - (2) No provision of the Act shall be construed to encourage, prohibit, or authorize the conducting of drug testing for the illegal use of drugs by job applicants or employees or making employment decisions based on such test results.

- E. **Program Accessibility**
 - 1. **Discrimination Prohibited**



- a. Except as otherwise provided in 28 CFR §35.150, no qualified individual with a disability will, because the district's facilities are inaccessible to or unusable by individuals with disabilities, including inside or outside access to such facilities, may be excluded from participation in, or be denied the benefits of the services, programs, or activities of the district, or be subjected to discrimination by the district.
- b. The district will maintain facilities and equipment required by the Act to be readily accessible to and usable by individuals with disabilities. This provision does not prohibit isolated or temporary interruptions in service or access due to maintenance or repairs. 28 CFR §35.133
 - (1) In regard to existing facilities, the district will operate each service, program, or activity so that the service, program, or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities.
 - (a) The district is not required to fundamentally alter the nature of a service, program, or activity, or assume undue financial or administrative burdens, or take any action threatening the historic significance of a historic property and has the burden of proving that compliance with the Act would result in such alterations or burdens. 28 CFR §35.150(a)
 - (b) Should the Board and Superintendent of Schools or his/her designee determine, after considering all resources available, that compliance would result in such alteration or burden, a written statement of reasons must accompany such a determination.
 - (c) The Board will take any other action, including, but not limited to redesign or



acquisition of equipment, or reassignment of services or staff, that would not result in such alteration or burden, but would, nevertheless, ensure that individuals with disabilities receive the benefits/services provided by the district.

- (2) In regard to new construction and alterations, each facility or part of a facility constructed by, on behalf of, or for the use of the district will be designed and constructed in such manner, in accordance with 28 CFR §35.151, that the facility or part of the facility is readily accessible to and usable by individuals with disabilities.
 - (a) Full compliance with the requirements of 28 CFR §35.151 is not required where the district can demonstrate that it is structurally impracticable to meet the requirements.
 - (b) If providing accessibility in conformance with 28 CFR §35.151 to individuals with certain disabilities (e.g., those who use wheelchairs) would be structurally impracticable, accessibility shall nonetheless be ensured to persons with other types of disabilities, (e.g., those who use crutches or who have sight, hearing, or mental impairments) in accordance with 28 CFR §35.151.

F. Communications - 28 CFR §35.160

1. The district will take appropriate steps to ensure that communications with applicants, participants, members of the public, and companions with disabilities are as effective as communications with others.
2. The district will furnish appropriate auxiliary aids and services where necessary to afford individuals with disabilities, including



applicants, participants, companions, and members of the public, an equal opportunity to participate in and enjoy the benefits of a service, program, or activity conducted by the district.

a. Auxiliary aids and services will be provided in accessible formats, in a timely manner, and in such a way as to protect the privacy and independence of the individual with a disability.

b. The district will not require an individual with a disability to bring another individual to interpret with a disability. The district will not rely on an adult accompanying an individual with a disability or on a minor child to interpret

or facilitate communication, except in an emergency involving an imminent threat to the safety or welfare of an individual or the public where there is no interpreter available; or where the individual with a disability specifically requests that the accompanying adult interprets or facilitates communication, the accompanying adult agrees to provide such assistance, and reliance on that adult is appropriate under the circumstances.

3. Where the district communicates by telephone with applicants and beneficiaries who are deaf, hard of hearing, or who have speech impairments, text telephones (TTYs) or equally effective telecommunications systems equipped with emergency service access will be used to communicate, in the same time and manner as with other telephone systems (including automated systems). 28 CFR §35.161

4. The district will ensure that interested persons, including persons with impaired vision or hearing, can obtain information as to the existence and location of accessible services, activities, and facilities, including signage at all inaccessible facility entrances. 28 CFR §35.163

G. Grievance Procedure - 28 CFR §35.107(b)

1. A complainant who believes that he/she has been harmed or adversely affected by a discriminatory practice or act prohibited by



law and/or policy shall first discuss the matter with his/her immediate supervisor in an attempt to resolve the matter informally.

2. If the matter is not resolved to the satisfaction of the complainant within thirty working days, the complainant may submit a written complaint to the District Coordinator. The complaint will include:
 - a. The complainant's name and address;
 - b. The specific act or practice of which the complainant complains;
 - c. The employee, if any, responsible for the allegedly discriminatory act;
 - d. Results of discussions conducted in accordance with paragraph G.1. above; and
 - e. Reasons why those results are not satisfactory.
3. The District Coordinator will investigate the matter informally and will respond to the complainant in writing no later than seven working days after receipt of the written complaint. A copy of the complaint and the response will be forwarded to the Superintendent.
4. The response of the District Coordinator may be appealed to the Superintendent in writing within three working days after it has been received by the complainant. The appeal will include the original complaint, the response to the complaint, and the complainant's reason for rejecting the response. A copy of the appeal must be given to the staff member alleged to have acted discriminatorily.
5. On his/her timely request (that is, submitted before the expiration of the time within which the Superintendent must render a decision), the complainant will be given an informal hearing before the Superintendent, at a time and place convenient to the parties, but no later than seven working days after the request for a hearing has been submitted. The Superintendent may also require at the



hearing the presence of the staff member charged with a discriminatory act and any other person with knowledge of the complained act.

6. The Superintendent will render a written decision in the matter no later than seven working days after the appeal was filed or the hearing was held, whichever occurred later. Copies of the decision will be given to all parties.
7. The complainant may appeal the Superintendent's decision to the Board by filing a written appeal with the School Business Administrator/Board Secretary no later than three working days after receipt of the Superintendent's decision. The appeal shall include:
 - a. The original complaint;
 - b. The response to the complaint;
 - c. The Superintendent's decision;
 - d. A transcript of the hearing, if one has been made, or a summary of the hearing to which all parties have consented; and
 - e. The complainant's reason for believing the Superintendent's decision should be changed.
8. If a staff member is charged with a discriminatory act, the Board will provide a copy of the appeal to that staff member.
9. The Board will review all papers submitted and may render a decision on the basis of the proceedings below. If the complainant so requests, the Board may convene a hearing, at which all parties may be represented by counsel and may present and examine witnesses, who will testify under oath.
10. The Board will render a written decision no later than forty-five calendar days after the appeal was filed or the hearing held, whichever occurred later. Copies of the decision will be given to all parties.



11. The complainant will be informed of his/her right to appeal the Board's decision to the:

U.S. Department of Justice
950 Pennsylvania Avenue, NW
Civil Rights Division
Disability Rights Section – 1425 NYAV
Washington, D.C. 20530

12. An individual who believes he or she or a specific class of individuals has been subjected to discrimination on the basis of disability by the district may, by himself/herself, or an authorized representative, at any time, file a complaint directly with OCR.

13. Record:

- a. The record of any complaint processed in accordance with this procedure will be maintained in a file kept by the District Coordinator.
- b. A copy of the decision rendered at the highest level of appeal will be kept in the employee's personnel file.

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2415.30 TITLE I – EDUCATIONAL STABILITY FOR
CHILDREN IN FOSTER CARE

The Federal Every Student Succeeds Act (ESSA), which reauthorized the Elementary and Secondary Education Act (ESEA), initiated protections for children in foster care that further enhanced the requirements of the Fostering Connections to Success and Increasing Adoptions Act of 2008 (Fostering Connections Act). These provisions require school districts to work with child welfare agencies to ensure the educational stability of children in foster care. New Jersey statutes support and implement Federal legislation and require New Jersey's child welfare agencies and school districts to collaborate and to keep children placed in foster care in the same school when their living placements change if remaining in that school is in the child's best interest. The educational stability of children in foster care is the joint responsibility of both the educational and child welfare systems.

The Director of Curriculum & Instruction shall be designated as the Board of Education's point of contact person for all matters related to the educational stability for children in foster care. The point of contact person for the school district shall not be the same person designated as the school district liaison for the education of homeless children.

For the purpose of this Policy, "child welfare agency" shall be the New Jersey Department of Children and Families.

For the purpose of this Policy, "foster care" means twenty-four hour substitute care for children placed away from their parents and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes.

For the purpose of this Policy, "school of origin" is the school district in which the child is enrolled at the time of placement in foster care or the school district of residence as per N.J.S.A. 30:4C-26 and N.J.S.A. 18A:7B-12.

A child in foster care shall remain in his/her school of origin if it is determined to be in the best interest of the child for the duration of time in foster care.



Title I – Educational Stability for Children in Foster Care (M)

If a student attending the school district in accordance with the provisions of N.J.S.A. 18A:38-1 et seq. is placed in foster care, the school district contact person will collaborate with child welfare agencies to determine whether it is in the child's best interest to remain in the school district taking into consideration all factors relating to the child's best interest. These factors shall include the appropriateness of the current educational setting and proximity of placement (ESEA Section 1111(g)(1)(E)(i)). These factors may include, but are not limited to:

1. Preferences of the child;
2. Preferences of the child's parent(s) or educational decision maker(s);
3. The child's attachment to the school, including meaningful relationships with staff and peers;
4. The proximity of the resource family home to the child's present school;
5. The age and grade level of the child as it relates to the other best-interest factors;
6. The needs of the child, including social adjustment and well-being;
7. The child's performance, continuity of education, and engagement in the school the child presently attends;
8. The child's special education programming if the child is classified;
9. The point of time in the school year;
10. The child's permanency goal and likelihood of reunification;
11. The anticipated duration of the placement;
12. Placement of the child's sibling(s);
13. Influence of the school climate on the child, including safety;



Title I – Educational Stability for Children in Foster Care (M)

14. The availability and quality of the services in the school to meet the child’s educational and socioemotional needs;
15. History of school transfers and how they have impacted the child;
16. How the length of the commute would impact the child, based on the child’s developmental stage;
17. Whether the child is a student with a disability under the Individuals with Disabilities Act (IDEA) who is receiving special education and related services or a student with a disability under Section 504 who is receiving special education or related aids and services and, if so, the availability of those required services in a school other than the school of origin; and
18. Whether the child is an English language learner (ELL) and is receiving language services, and, if so, the availability of those required services in a school other than the school of origin, consistent with Title VI and the Equal Educational Opportunities Act of 1974 (EEOA).

The school district’s point of contact person will discuss these factors and will make every effort to gather meaningful input and participation from the relevant parties, including appropriate school personnel, in the best-interest determination.

Eligible students with disabilities retain their right to receive a free appropriate public education in the least restrictive environment. When making a best-interest determination regarding the educational placement of a student with a disability under IDEA and Section 504, the Board must ensure that all required special education and related services are provided in the least restrictive placement where the child’s unique needs, as described in the student’s Individualized Education Program (IEP) or Section 504 Plan, can be met. The school district will identify and assess all potential ELL students and provide all ELL students, including ELL students in foster care, with a language assistance program that is educationally sound and proven successful. When a best-interest determination is made for an ELL student in foster care, the Board of Education will comply with its obligations under Title VI and the EEOA.

To the extent feasible, a child shall remain in his/her school of origin until a final best-interest determination is made. The child welfare agency will notify the school district of origin of the child’s school placement after collaboration with



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the Board of Education’s point of contact person and after the child’s best-interest determination has been made. If a change of school is recommended by the child welfare agency, the new school shall immediately contact the school of origin to obtain relevant academic and other records of the foster care child. The financial responsibility for the payment of tuition for a foster care child placed outside the school district of origin and attending school outside the school district of origin shall be determined by the Commissioner of Education in accordance with N.J.S.A. 18A:7B-12 – Determination of District of Residence.

A foster care child who has been placed in this district and exits foster care during the school year will be permitted to continue in this school district for the remainder of the school year.

In the event there is a disagreement regarding school placement for a child in foster care, the school district will comply with the legal requirements for resolving the dispute. A parent can appeal a best-interest determination whenever the child changes schools.

Children placed in foster care outside the school district of origin, attending a school in that district, will be provided transportation to and from school in accordance with N.J.A.C. 6A:27-6.1 et seq. and the Transportation Policy of that district. The district of origin is financially responsible for transportation costs to and from school.

Children placed in foster care outside the school district of origin, but remaining in a school within the school district of origin, shall receive transportation to and from school on a “cost-efficient” manner and in accordance with Section 475(4)(A) of the Social Security Act for the duration of the time the child is in foster care. The district of origin is financially responsible for transportation costs to and from school.

The cost of transportation shall not be considered when determining the best interest of the child.

Section 475(4)(A) of the Social Security Act provides guidance on “cost-effective” transportation as it relates to the cost of reasonable travel for foster care children placed outside the school district of origin to their school of origin indicating: the child may be dropped off at a bus stop just within the school district of origin to be transported to a school in the district of origin; the school district may offer a public transportation option; the foster care parents or other families may be willing to drive the child to school in the school district of origin;



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the school district may utilize pre-existing bus routes or stops close to the out-of-district foster care placement that cross school district boundaries; or the foster care child may be eligible for transportation under other Federal or State requirements.

In the event there is a disagreement regarding transportation for a child in foster care, the school district will comply with the New Jersey Department of Education requirements for resolving the dispute. The Board of Education shall provide or arrange for adequate and appropriate transportation for foster care children while any disputes are being resolved.

In all cases regarding student data and records, the Board of Education will comply with all statutory requirements to protect student privacy, including Family Education Rights and Privacy Act (FERPA), and all other privacy requirements under Federal laws, State statutes, and administrative codes.

N.J.S.A. 18A:7B-12

N.J.S.A. 30:4C-26

New Jersey Department of Education Memorandum dated October 4, 2016 –
Ensuring Educational Stability for Children in Foster Care

United States Departments of Education and Health and Human Services – Non-
Regulatory Guidance - Ensuring Educational Stability for Children in Foster
Care – June 23, 2016

Adopted:

Draft: 20 March 2017



2418 SECTION 504 OF THE REHABILITATION ACT OF 1973 -
STUDENTS

The Board will comply with Section 504 of the Rehabilitation Act of 1973, the purpose of which is to eliminate discrimination on the basis of disability in any program or activity receiving Federal financial assistance.

Guarantee of Rights

The Board will provide a free appropriate public education to each student with a disability regardless of the nature or severity of the disability.

The Board will make reasonable accommodations to ensure that no student with a disability, solely on the basis of the disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this Board, including participation in non-academic and extracurricular services and activities.

The administration will undertake to identify and locate all students with disabilities between the ages of three and twenty-two, who are residing within the district, but not receiving a public school education. The administration will take steps to notify such students and their parents of the district's duty to provide accommodations for students with disabilities as well as procedures to determine eligibility for such accommodations.

Educational Setting

The Board will ensure that a student with a disability participates with nondisabled students in activities and services to the maximum extent appropriate to the needs of the student with a disability.

The school administration will place a student with a disability in the regular educational environment within the district unless the district demonstrates that the education of the student with a disability in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily.



Section 504 of the Rehabilitation Act of 1973 - Students (M)

Evaluation and Placement

The Board will establish standards and procedures for initial evaluations and periodic re-evaluations of students who need or are believed to need accommodations, special education, and/or related services because of a disability. Evaluations may include, but are not limited to, a review of work samples, direct observation, interviews, and/or administration of assessment measures.

Enforcement

The Director of Special Services is designated by the Board as the District 504 Coordinator for matters dealing with Section 504 of the Rehabilitation Act of 1973 and can be contacted at the following address or telephone number:

Office Address: 2175 Lemoine Avenue, 6th Floor
Fort Lee, NJ 07024

Telephone: 201-585-4612

Procedural Safeguards

The district will establish and implement a system of procedural safeguards with respect to the identification, evaluation, or provision of services under Section 504. This system includes notice, an opportunity for the parent to examine relevant records, an impartial hearing with the opportunity for participation by the parent and representation by counsel, and a review procedure. These procedural safeguards shall be in accordance with N.J.A.C. 6A:14 et seq., Policy 2460, Regulation 2460.8, and/or the grievance procedures outlined in Regulation 2418.

Notice

The Board will notify members of the community that the Board does not discriminate on the basis of a disability in violation of Section 504 of the Rehabilitation Act of 1973. Policy and Regulation 2418 may be reprinted in part or in full and distributed to serve as adequate notice.



Section 504 of the Rehabilitation Act of 1973 - Students (M)

State or Local Law

The obligation to comply with the Rehabilitation Act of 1973 is not obviated or alleviated by the existence of any State or local law or other requirement that, on the basis of disability, imposes prohibitions or limits upon the eligibility of a student with a disability to receive services.

29 U.S.C. 794 (Section 504 Rehabilitation Act of 1973)

20 U.S.C. 1401 et seq. (Individuals with Disabilities Education Act)

42 U.S.C. 12101 (Americans with Disabilities Act of 1990, as amended)

Adopted:

Draft: 20 March 2017



R 2418 SECTION 504 OF THE REHABILITATION ACT OF 1973 -
STUDENTS

It is the policy of the Board of Education that no qualified student with a disability will, solely on the basis of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this Board. The Board will also comply with the Individuals with Disabilities Education Act through the implementation of Policy 2460 and Regulations 2460 through 2460.16.

A. Definitions

1. “Accommodation” means a change in the educational setting, instructional strategies, materials, and/or supplementary/related aids and services that does not significantly alter the content of the curriculum or level of expectation for a student’s performance, but which allows the student to access the regular general education curriculum.
2. “Act” means the Rehabilitation Act of 1973.
3. “Aids and Services” means aids and services designed to meet the individual student’s educational needs to the same extent as the needs of students without disabilities are met. 34 CFR §104.33
4. “Board” means the Board of Education of this school district.
5. “Complainant” means a parent of a student with a disability who files a grievance in accordance with the grievance procedure.
6. “Day” means either calendar or working day, as specified in the Act.
7. “Disability” means, with respect to an individual, that the individual meets one or more of the following three prongs:
 - a. A physical or mental impairment that substantially limits one or more of the major life activities of such individual;



- b. A record of such an impairment; or
 - c. Being regarded as having such an impairment.
8. “District” means this school district.
 9. “District 504 Coordinator” means the district official responsible for the coordination of activities relating to compliance with the Act.
 10. “FAPE” means free appropriate public education. FAPE consists of the provision of regular or special education and related aids and services designed to meet the educational needs of a student with a disability to the same extent as the needs of non-disabled students are met.
 11. “Grievance” means an unresolved problem concerning the interpretation or application of law and regulations regarding discrimination by reason of a disability by an officer or employee of this district.
 12. “Individuals with Disabilities in Education Act” (IDEA) identifies eligible children and young adults who have specific types of disabilities and, thus, require special education and related services. If they qualify, students receiving services through IDEA may also be eligible for services under Section 504 and ADA.
 13. “Major life activities” means those of central importance to daily life and include, but are not limited to, functions such as: caring for one’s self, performing manual tasks, walking, seeing, hearing, eating, sitting, writing, standing, reaching, lifting, sleeping, bending, speaking, breathing, reading, concentrating, thinking, communicating, interacting with others, learning, and working. “Major life activities” also include physical or mental impairments that substantially limit the operation of a major bodily function, including, but not limited to: functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, reproductive systems, and the operation of an



individual organ within a body system.
28 CFR §35.108; 28 CFR §36.105

14. “Mitigating measures” means steps taken to eliminate or reduce the symptoms or impact of an impairment. “Mitigating measures” include, but are not limited to: medication; medical equipment/appliances; mobility devices; low vision devices (not including ordinary eyeglasses or contact lenses); prosthetics (including limbs and devices); hearing aids, cochlear implants, or other implantable hearing devices; oxygen therapy equipment and supplies; the use of assistive technology; reasonable modifications or auxiliary aids or services; learned behavioral or adaptive neurological modifications; and psychotherapy, behavioral, or physical therapies. 42 U.S.C. 126 §12102
 - a. Mitigating measures, must not be used when determining whether an impairment is a disability except for the use of corrective eyeglasses or contact lenses. Mitigating measures may be considered in assessing whether someone is entitled to reasonable accommodation or poses a direct threat.

15. “Physical or mental impairment” means any physiological disorder or condition such as, cosmetic disfigurement or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic and lymphatic, skin, and endocrine; or any mental or psychological disorder such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disabilities. 28 CFR §35.108(b)(2) and 28 CFR§36.105(b)4
 - a. Physical or mental impairments may include, but are not limited to: contagious and noncontagious diseases and conditions; orthopedic, visual, speech, and hearing impairments; cerebral palsy; epilepsy; muscular dystrophy; multiple sclerosis; cancer; heart disease; diabetes; intellectual disability; emotional illness; dyslexia and other specific learning disabilities; Attention Deficit Hyperactivity Disorder (ADHD); Human



Immunodeficiency Virus (HIV) (whether symptomatic or asymptomatic); tuberculosis; drug addiction; and alcoholism.

- b. Physical or mental impairments do not include: transvestism; transsexualism; homosexuality or bisexuality; gender identity disorders; sexual behavior disorders; pedophilia; exhibitionism; environmental, cultural, and economic disadvantages; pregnancy; physical characteristics; personality traits or behaviors; normal deviations in height, weight, or strength; compulsive gambling; kleptomania; pyromania; and psychoactive substance use disorders resulting from current illegal use of drugs.
 - c. An impairment that is episodic or in remission may be considered a “disability” if it would substantially limit a major life activity when active.
 - d. Not all impairments are disabilities.
16. “Qualified student with a disability” means a student with a disability at the preschool, elementary, or secondary level, who is: (1) of an age at which students without disabilities are provided educational services; (2) of an age at which it is mandatory under State law to provide educational services to students with disabilities; or (3) a student to whom a State is required to provide a free appropriate public education under the Individuals with Disabilities Education Act (IDEA).
17. “Record of such an impairment” means has a history of, or has been misclassified as having a mental or physical impairment that substantially limits one or more major life activities.
18. “Regarded as having an impairment” means the individual establishes that he or she has been subjected to a prohibited action because of an actual or perceived physical or mental impairment, whether or not that impairment substantially limits or is perceived to substantially limit a major life activity.



- a. For this prong only, the public entity must demonstrate the impairment is or would be both transitory (lasting or expected to last six months or less) and minor to show an individual is not regarded as having such an impairment. 42 U.S.C. 126 §12102(3)(B)
 - b. A public entity is not required to provide a reasonable modification to an individual meeting the definition of “disability” solely under the “regarded as” prong.
19. “Section 504” means Section 504 of the Act.
 20. “Student” means an individual enrolled in any formal educational program provided by the school district.
 21. “Substantially limits” means the extent to which the impairment limits a student’s ability to perform a major life activity as compared to most people in the general population, whether or not an individual chooses to forgo mitigating measures. 42 U.S.C. 126 §12102 (4); 28 CFR §35.108(d); 28 CFR §35.105(d). The rules of construction when determining whether an impairment substantially limits a student in a major life activity include:
 - a. That it is broadly construed in favor of expansive coverage, to the maximum extent permitted under the Act.
 - b. That it does not demand extensive analysis.
 - c. That it substantially limits one major life activity, but not necessarily other major life activities.
 - d. That it may be episodic or in remission, as long as the disability would substantially limit a major life activity when active.
 - e. That it need not prevent, or significantly or severely restrict, an individual from performing a major life activity.
 - f. That it requires an individualized assessment which does not create an “inappropriately high level of limitation” and



is based upon the conditions, manner, or duration under which the individual can perform the major life activity 42 U.S.C. 12102(4)(B).

- g. That it generally will not require scientific, medical, or statistical evidence (although such evidence can be required where appropriate - evidence that can be considered may include statements or affidavits of affected individuals and school records).
- h. That the determination is made without regard to ameliorative effects of mitigating measures, except for the use of ordinary eyeglasses or contact lenses intended to fully correct visual acuity or eliminate refractive error. Non-ameliorative effects, such as the negative side effects of medication or a medical procedure, may also be considered.
- i. That the effects of an impairment lasting or expected to last less than six months can be substantially limiting for establishing a disability under the first two prongs: “actual disability” or “record of”.

B. District 504 Coordinator - 34 C.F.R. §104.7(a)

- 1. The District 504 Coordinator will be responsible for the initial evaluation of all allegations, reasonable accommodations (if required), and re-evaluations.
- 2. The District 504 Coordinator will comply with the mediation and due process requirements pursuant to N.J.A.C. 6A:14-2.6 and 6A:14-2.7 where applicable in cases arising from Section 504.

C. Educational Program

- 1. General:
 - a. The Board will not, on the basis of a disability, exclude a student with a disability from a program or activity and will take into account the needs of such student in determining



the aid, benefits, or services to be provided under a program or activity.

- b. Identification for special education services under IDEA and accommodations under Section 504 are not mutually exclusive.
- c. Students not otherwise eligible for special education programs and/or related services pursuant to N.J.A.C. 6A:14-1 et seq. may be referred to the District 504 Coordinator by the parent or staff member.
- d. The Board will provide reasonable accommodation(s) to students with disabilities notwithstanding any program and/or related services required pursuant to N.J.A.C. 6A:14-1 et seq.

D. Free Appropriate Public Education (FAPE) - 34 CFR §104.33

- 1. FAPE must be provided without cost to the student's parent, except for those fees imposed on a parent of a non-disabled student.
- 2. The district may place a student with a disability in or refer such student to a program other than one it operates as its means of carrying out the provisions of this Regulation.
 - a. The district will continue to maintain responsibility for ensuring the requirements of the Act are met in respect to any student with a disability so placed or referred.
 - b. The district will ensure adequate transportation to and from the program, provided at no greater cost than would be incurred by the parent if the student were placed in a program operated by the district.
 - (1) The administration will consider the proximity of any alternative setting to the student's home.
 - (2) If a public or private residential placement is necessary to provide FAPE to a student with a



disability, the placement, including non-medical care, room, and board, shall be provided at no cost to his/her parent.

E. Evaluation and Placement - 34 CFR §104.35

1. The Board will establish standards and procedures for initial evaluations and periodic re-evaluations of students who need or are believed to need special education and/or related services on the basis of disability.
 - a. Section 504 evaluations may encompass record and work sample review; direct observation in the natural setting; interviews with the student, parent, and school personnel; and/or administration of assessment measures. They do not include independent evaluations.
 - b. It may be determined that additional data is required, including the administration of formal standardized instruments and data on conditions in remission or episodic in nature. Tests and other evaluation materials must meet the following criteria:
 - (1) Validated for the specific purpose for which they are used and administered by trained personnel;
 - (2) Tailored to assess specific areas of educational need and not merely those designed to provide a single intelligence quotient; and
 - (3) Accurately reflect aptitude or achievement or whatever else the tests purport to measure, rather than the student's impaired sensory, manual, or speaking skills (unless the test is designed to measure these particular factors).
2. In interpreting evaluation data and in making placement decisions, the district will:



- a. Draw information from a variety of sources, including, but not limited to: aptitude and achievement tests, medical evaluations, teacher recommendations, physical condition, social and cultural background, and adaptive behavior;
 - b. Establish procedures to ensure that information obtained from all such sources is documented and carefully considered;
 - c. Ensure that placement decisions are made by a group of persons, including persons knowledgeable about the student, the meaning of the evaluation data, and placement options; and
 - d. Ensure that placement decisions are made in conformity with this Regulation and 34 CFR §104.34.
3. The District 504 Coordinator will establish timelines for re-evaluations of students receiving reasonable accommodation(s). A parent may request a re-evaluation at any time upon written request to the District 504 Coordinator.
 4. Copies of requests for evaluation and related documents will be maintained in a designated Section 504 file folder placed in the student's cumulative record.

F. Section 504 and Special Education

1. A student who qualifies for Section 504 services may not qualify for special education under IDEA; likewise, a student who qualifies under IDEA may not qualify under Section 504.
2. A referral for a Section 504 evaluation may be made concurrently with a pending special education evaluation. In such instances, the Section 504 evaluation should be conducted during the same timeline utilized for the special education assessment. Generally, the Section 504 evaluation should be conducted in less than sixty days.
3. If a student is found eligible under Section 504 prior to the special education team's findings, a Section 504 Accommodation Plan will be developed pending the special education team's findings.



If the student is then found eligible for special education, an Individualized Education Program (IEP) will be developed and the IEP team can incorporate into the IEP any accommodations/services provided in the Section 504 Accommodation Plan.

4. A separate Section 504 team meeting will be convened when a student is identified as eligible for special education and no longer requires accommodations/services under Section 504.
5. When an IEP team determines a student is not eligible or no longer eligible for special education, there may be circumstances when a Section 504 referral for evaluation may be appropriate and should be considered. The IEP team may document the student is being referred for a Section 504 evaluation, and the eligibility evaluation shall be addressed in a separate Section 504 team meeting.

G. Section 504 Accommodation Plan

1. The District 504 Coordinator will assist in organizing a team of individuals responsible for receiving referral documents; securing evaluation information; and determining eligibility and appropriate accommodations, related aids or services for eligible students with disabilities. The team must be comprised of people who:
 - a. Are knowledgeable about the student;
 - b. Understand the meaning of evaluation data; and
 - c. Are familiar with placement options.
2. The District 504 Coordinator, based on the evaluation of the student eligible for services under Section 504, will prepare a Section 504 Accommodation Plan which may include as relates to the student:
 - a. Name;
 - b. Date of birth;



- c. Current educational placement;
- d. Name of the District 504 Coordinator preparing the Section 504 Accommodation Plan;
- e. Disabling condition:
 - (1) Major life activity impaired;
 - (2) Educational impact; and
 - (3) Impact on related educational progress.
- f. Accommodation (as appropriate):
 - (1) Physical and learning environment;
 - (2) Instructional;
 - (3) Behavioral;
 - (4) Evaluation;
 - (5) Medical; and/or
 - (6) Transportation.
- g. Other:
 - (1) List of individuals participating in the development of the plan, along with their titles and the date(s) of their participation.
 - (2) Certification by the student's parent that he or she has participated in the development of the plan and provided consent to its implementation.
 - (3) A waiver of the fifteen days' notice prior to the implementation of the plan by the parent if the plan is to be implemented sooner than the fifteen days.



3. A Section 504 Accommodation Plan should not:
 - a. Modify the curriculum;
 - b. Exempt a student from a course or subject required for graduation;
 - c. Alter the level of expectation for a student's performance;
 - d. Provide an extended time accommodation only for standardized testing when it is not required as part of the regular program of evaluation;
 - e. Include any testing accommodations unless authorized by the testing agency; and
 - f. Assign responsibility for implementing Section 504 accommodations to another student.
4. A Section 504 Accommodation Plan should:
 - a. Directly relate to a student's identified needs;
 - b. Be specific, measurable, and tailored to meet students' identified needs to allow for consistent implementation;
 - c. Be written to incorporate specific symptoms, behavior, or triggers that elicit implementation of the accommodation or service if required only occasionally; and
 - d. Clearly state how much extended time is required based upon a student's identified needs, if the Section 504 team determines such an accommodation is appropriate.
5. Students needing medication:
 - a. Not all students needing medication administered by school staff will require a Section 504 Accommodation Plan. It is not necessary to qualify a student as having a disability that substantially limits a major life activity under Section 504



in order to provide a service that schools perform for all general education students.

- b. A Section 504 referral with the potential for a subsequent Section 504 Accommodation Plan is appropriate when a student is found to have a disability that substantially limits a major life activity and needs medication administered on a systematic basis to receive equal access to the educational program.

H. Nonacademic/Extracurricular Services - 34 CFR §104.37

1. Nonacademic and Extracurricular Services may include counseling, physical recreational athletics, transportation, health services, recreational activities, special interest groups or school clubs, and/or referrals to agencies which provide assistance to students with disabilities and student employment.
2. The Board and administration will ensure that students with disabilities are not counseled toward more restrictive career objectives than are nondisabled students with similar interests and abilities.
3. The Board will provide to students with disabilities equal opportunity as afforded nondisabled students for participation in physical education courses, athletics, and similar programs and activities.
 - a. The district may offer students with disabilities physical education and athletic activities that are separate or different from those offered to nondisabled students only if the separation or differentiation is consistent with the requirements of 34 CFR §104.34 and only if no student with a disability is denied the opportunity to compete or to participate.

I. Grievance Procedure - 34 CFR §104.7(b)



1. This grievance procedure shall apply to a student with a disability alleging discrimination under the provisions of Section 504 of the Rehabilitation Act of 1973.
2. The parent who believes his or her child has a valid basis for a grievance under Section 504 shall file an informal complaint in writing with the District 504 Coordinator stating the specific facts of the grievance and the alleged discriminatory act.
3. The District 504 Coordinator will make reasonable efforts to resolve the matter informally by reviewing the grievance with appropriate staff including, but not limited to: the Principal, Child Study Team staff, and/or classroom teacher(s).
4. The District 504 Coordinator will investigate and document the complaint including dates of meetings, dispositions, and date(s) of dispositions. The District 504 Coordinator will provide a written decision to the complainant within seven working days of the written complaint.
5. If the complainant is not satisfied with the District 504 Coordinator's written decision, the complainant may appeal the decision in writing, setting out the circumstances that give rise to the alleged grievance. This written appeal must be filed with the District 504 Coordinator within three working days of the complainant's receipt of the written decision. The written appeal must state the basis for the appeal and the remedy sought by the complainant.
6. The District 504 Coordinator will appoint a qualified hearing officer within seven working days of the receipt of the written appeal. The hearing officer will conduct a hearing within seven working days of receipt of the written appeal. The hearing officer will give the parent a full and fair opportunity to present evidence relevant to the issues raised under the initial grievance. The parent may, at his or her own expense, be assisted or represented by individuals of their choice, including legal counsel. The hearing officer will present a written decision to the District 504 Coordinator and aggrieved individual within seven working days of the hearing.



7. The complainant may file a written appeal to the Board if not satisfied with the hearing officer's decision provided the written appeal is submitted to the Superintendent within three working days of the complainant's receipt of the hearing officer's written decision. The Board may, but is not required to, conduct a Board hearing on the appeal.
8. The complainant may request mediation and due process in accordance with N.J.A.C. 6A:14-2.6 and 2.7 if unsatisfied with the written decision of the Board. If specifically requested by the parent, the aforementioned N.J.A.C. 6A:14-2.6 and 2.7 grievance procedures must be followed.

Adopted:

Draft: 20 March 2017



2624 GRADING SYSTEM

The Board of Education recognizes that a system of measuring, recording, and reporting the achievements of individual students is important to the continuing process of learning. The Board, therefore, directs the instructional program of this school district include a system of grading that measures progress toward the New Jersey Student Learning Standards and the educational goals of the district.

Students shall be informed at the outset of any course of study of the behaviors and achievements that are expected of them and shall be kept informed of their progress during the course of study. As a rule, grading should reward students for positive results and minimize failure, and students should be encouraged to evaluate their own achievements.

The Superintendent shall develop and continually review in consultation with administration, teaching staff members, parent(s) or legal guardian(s), and students, a grading program appropriate to the course of study and maturity of students. The final decision on any contested grade will be the responsibility of the Principal. Classified students will be graded in accordance with his/her Individualized Educational Program (IEP) or the Section 504 Plan.

Adopted: 23 August 2010

Draft: 20 March 2017



R 2624 GRADING SYSTEM

A. Purpose of Grading

1. The purpose of grading is to assist students in the process of learning; all grading systems will be subject to continual review and revision to that end.
2. Grades acknowledge a student's demonstrated proficiency in the New Jersey Student Learning Standards and locally established learning goals and objectives:
 - a. Active participation in and attention to daily lessons,
 - b. Frequent contribution to discussions,
 - c. Prompt, thorough, accurate, and neat preparation of assignments,
 - d. Thorough preparation and performance on tests and assessments,
 - e. Display of an eagerness to learn and an inquisitive approach to lessons,
 - f. Attention to the need for proper materials,
 - g. Cooperation with the teacher's efforts, and
 - h. Willingness to work to the best of his/her ability and to do more than the minimum expected.

B. Preparation for Grading

1. Each student must be informed of the behavior and achievements expected of him/her at the outset of each course of study or unit of study.
2. Each student must be kept informed of his/her progress during the course of a unit of study. Students who so request are entitled to see the grades resulting from their performance during the grading period.



3. Each method of grading shall be appropriate to the course of study and the maturity and abilities of the students.
 4. Students should be encouraged to evaluate their own achievements.
 5. The process of review and revision will involve teaching staff members, parent(s) or legal guardian(s), and, as appropriate, students.
- C. Grading Periods
1. Grades will be awarded at the end of four marking periods in each school year.
 2. Students will be given a final report card in each subject at the end of the school year.
 3. Grades will be recorded on report cards for parent(s) or legal guardian(s) notification in accordance with Policy No. 5420 and Regulation No. 5420.
- D. Basis for Grading

The teacher responsible for assigning a grade should take into consideration the student's:

1. Completion of written assignments prepared in the classroom or elsewhere;
2. Oral contributions in class, including discussion responses, observations, panel participation, presentations, initiation of topics;
3. Performance on oral and written tests and quizzes;
4. Research into standard references and other background materials;
5. Oral and written reports on materials read by the student;
6. Laboratory work;
7. Research papers;



8. Special oral or written reports;
 9. Other evidences of the student's constructive efforts and achievements in learning; and
 10. For the final grade, the student's attendance record, in accordance with Policy Nos. 5200, 5410, and 5460.
- E. Meaning of Grades

Parent(s) or Legal Guardian(s) Requiring Special Accommodations

Teachers must notify the Principal at least two weeks in advance when a translator or other special accommodation will be required either for a parent(s) or legal guardian(s) conference or for transmission of a written report.

Grades Pre-Kindergarten, One, and Two Grading System

1. All grading is designed to show achievement and effort.
 - a. Assessment Key
 - (4) Student consistently exceeds grade level expectations
 - (3) Student meets grade level standards
 - (2) Student sometimes meets grade level standards
 - (1) Student is not yet meeting grade level standards

Grades Three through Six Grading System

1. Numerical grades are given in all subject areas for achievement. Special Areas are graded on a separate scale.
2. The grading system consists of letter grades that are assigned a numerical range, in addition to letter grades that are not assigned a numerical value. The special area assessment key consists of four levels of assessment.



Letter Grade	Numerical Range
A+	97-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 and below
P	Pass
I	Incomplete
E	Excused
NM	No Mark

Special Areas Assessment Key	
H	High Achievement
S	Satisfactory
I	Improvement Needed
U	Unsatisfactory

Grades Seven through Twelve Grading System

1. Numerical grades are given in all subject areas for achievement.
2. The grading system consists of letter grades that are assigned a numerical range, in addition to letter grades that are not assigned a numerical value.

Letter Grade	Numerical Range
A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79



C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 and below
P	Pass
I	Incomplete
E	Excused
NM	No Mark
NC	No Credit
AU	Audit
WD	Withdraw
WF	Withdraw Failing

Class Rank

1. Definition

Ranking at Fort Lee High School is that process whereby the academic standing of the student is determined in comparison to all other members of the class.

The Board of Education acknowledges the usefulness of a system of computing grade point averages and class ranking for secondary school graduates for two reasons:

- a. to inform students of their relative academic placement among their peers;
- b. and in addition to provide students, prospective employers, and institutions of higher learning with a predictive device so that each student is more likely to be placed in an environment conducive to success.

2. Mechanics

Grade Point Average



In computing the grade point average for grades nine through eleven and the first semester of grade twelve in the implementation of the ranking process, the following procedure is utilized:

- a. Compute quality points earned for each subject by applying the numerical weighted value and multiply by the number of credits earned as indicated in the weighting chart.
- b. Add total credits earned.
- c. Add total quality points earned.
- d. To arrive at a grade point average, divide the total credits earned into the total quality points.

$$\text{GPA} = \frac{\text{Total Quality Points}}{\text{Total Credits}}$$

3. Weighting Chart -- Quality Points for Grade Point Average (G.P.A.)

The weighting chart to be used in differentiating between the International Baccalaureate courses, advanced placement courses, honors courses, and regular courses is as follows:

Numerical Range	Grade	Regular	Honors/IB SL	AP/IB HL
97-100	A+	4.40	4.65	4.90
93-96	A	4.00	4.25	4.50
90-92	A-	3.60	3.85	4.10
87-89	B+	3.40	3.65	3.90
83-86	B	3.00	3.25	3.50
80-82	B-	2.60	2.85	3.10
77-79	C+	2.40	2.65	2.90
73-76	C	2.00	2.25	2.50
70-72	C-	1.60	1.85	2.10
67-69	D+	1.40	1.65	1.90
63-66	D	1.00	1.25	1.50
60-66	D-	0.60	0.85	1.10
59-0	F	0	0	0



No Quality Points are awarded for an "F."

4. Class rank, by grade point average, will be calculated for students in grades nine through twelve. Class rank is reported to the colleges by a decile rank rather than a numerical rank. Decile is division by ten percent. For the purpose of scholarship and admission to service academies, the guidance department shall report a more specific rank as necessary.
5. Class rank will be calculated by the final grade in all academic subjects, except those subjects for which no credit is awarded, and will not include failing grades. Weighted credit will be calculated for grades earned in advanced placement, honors, and International Baccalaureate courses. All grades recorded on a transfer 's transcript shall be translated to the Fort Lee High School grading and weighting system and included in the class rank accordingly.
6. Grades earned from an administratively approved course for advancement or acceleration from a Board of Education approved private or public school provider shall not be included in the calculation of class rank and grade point average. Please note that all courses for advancement or acceleration must meet the following criteria:
 - a. The course must meet for a minimum of 120 hours;
 - b. The course title or description must state that the course is designed for advancement, acceleration, new work or original credit;
 - c. The course curriculum must be designed to cover the concepts of a full-year course;
 - d. The course must be administered by a Fort Lee Board of Education approved provider;
 - e. The course must receive the approval of the building principal prior to course registration;
 - f. This request form must be submitted to the 's counselor before the last day of school;
 - g. The student must receive a passing grade for the course in accordance with Fort Lee High School's grading policy;
 - h. If the receives a passing grade, the course title and number of credits earned will be added to the child's transcript with the grade of P (Pass).
 - i. The grade will not count toward the child's grade point average and will not be used to calculate class rank.



- j. Grade Eight s that advance to the next level of a high school course will not have the course included on his/her high school transcript.
 - k. If the fails or withdraws from the class, the course will not be added to the child's transcript and the child will not gain entrance to the next course level.
 - l. The Guidance Department must receive an official copy of the course transcript or report card directly from the provider prior to the start of the school year.
 - m. Any that requests to move up a level (regular to Honors/IB SL level or Honors to Advanced Placement/IB HL level) must pass the said course for advancement/acceleration.
7. Any two or more students whose computed grade point averages are identical will be given the same rank. The rank of the student who immediately follows a tied position will be determined by the total number of all preceding students not by the rank of the immediately preceding student.

F. Grade Validation

In order that he/she may justify a grade, each teacher is directed to retain in his/her possession the following records to validate grades awarded to students. The records should be kept for a minimum of six years after the end of the school year in which the grades were awarded.

1. The daily attendance and tardiness record;
2. All grades earned for classroom activities such as quizzes, tests, reports, and class recitations;
3. All grades earned for activities conducted elsewhere, such as homework assignments, research, reports and projects;
4. Any notation regarding the meaning of each grade and its relation to the type of activity or material covered;
5. Any notation of discussions with the student on a grade or the student's cumulative grade average;
6. Any referrals for guidance, discipline, and the like; and



7. Any notations recording communications between the teacher and the parent(s) or legal guardian(s), the Principal, or other teaching staff members.

G. Appeal

1. Each teacher is responsible for the determination of the grade a student receives for participation in the teacher's course of study.
2. Each teacher may be required to furnish reasons, supported by evidence (see paragraph E above) to substantiate any grade earned.
3. If a grade is challenged by a student or a parent(s) or legal guardian(s), the teacher will convene a conference and will explain the grading system and the reasons for the final grade.
4. If the parent(s) or legal guardian(s) or student is not satisfied by the teacher's explanations, he/she may appeal the grade to the Principal, who will consult with the teacher and the student in an attempt to resolve the dispute. The Principal will give every reasonable deference to the teacher's professional judgment.
5. If the Principal determines that the grade should be changed, he/she will alter the grade on all records and indicate by whose authority the grade has been changed.
6. No reprisals will be taken in any form against a teacher who remains determined in his/her belief that the grade originally given is fair and correct.
7. The Superintendent may hear an appeal from the Principal's determination. Only in the most extraordinary circumstances will the Superintendent alter a grade determined at the school building level.

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5116 EDUCATION OF HOMELESS CHILDREN

The Board of Education will admit and enroll homeless children in accordance with Federal and State laws and New Jersey Administrative Code. The Board of Education adopts this Policy to be in compliance with law and administrative code to ensure the enrollment of homeless children in school and to respond to appeals made by parents or other parties related to the enrollment of homeless children.

The Board of Education shall determine that a child is homeless when he or she resides in a publicly or privately operated shelter designed to provide temporary living accommodations, including: hotels or motels; congregate shelters, including domestic violence and runaway shelters; transitional housing; and homes for adolescent mothers. A child is also determined homeless when he or she resides in a public or private place not designated for or ordinarily used as a regular sleeping accommodation, including: cars or other vehicles including mobile homes; tents or other temporary shelters; parks; abandoned buildings; bus or train stations; temporary shelters provided to migrant workers and their children on farm sites; and the residence of relatives or friends where the homeless child resides out of necessity because his or her family lacks a regular or permanent residence of its own. A child is also determined homeless when he or she resides in substandard housing or any temporary location wherein children and youth are awaiting foster care placement.

The school district of residence for a homeless child is responsible for the education of the child and shall assume all responsibilities as required in N.J.A.C. 6A:17-2.3. The school district of residence for a homeless child means the school district in which the parent of a homeless child resided prior to becoming homeless.

The school district liaison designated by the Superintendent of Schools for the education of homeless children is Director of School Counseling Services. The liaison will facilitate communication and cooperation between the school district of residence and the school district where the homeless child resides and shall assume all responsibilities as outlined in N.J.A.C. 6A:17-2.4(a).

When a homeless child resides in a school, the school district liaison shall notify the liaison of the school district of residence within twenty-four hours of receiving notification from the parent, the Department of Human Services or the Department of Children and Families, a shelter director, an involved agency, or a



case manager. Upon notification of the need for enrollment of a homeless child, the liaison in the school district of residence shall coordinate enrollment procedures immediately based upon the best interest of the child pursuant to N.J.A.C. 6A:17-2.5(b).

The Superintendent of the school district of residence or designee shall decide in which school district the homeless child shall be enrolled in accordance with the provisions of N.J.A.C. 6A:17-2.5.

Unless parental rights have been terminated by a court of competent jurisdiction, the parent retains all rights under N.J.A.C. 6A:17-2.1 et seq.

When ~~if~~ a dispute occurs regarding the determination of homelessness or the determination of the school district of enrollment made by the school district of residence, the Superintendent(s) or the designee(s) of the involved district(s) or the child's parent(s) shall immediately notify the Executive County Superintendent of Schools, who, in consultation with the Department of Education's McKinney-Vento Homeless Education Coordinator or designee, shall immediately decide the child's status. If a dispute remains between the parent and the involved school district(s) following the Executive County Superintendent's determination, the parent or the involved district Board(s) of Education may appeal to the Commissioner of Education for determination pursuant to N.J.A.C. 6A:3, Controversies and Disputes.

When a school district designated as the school district of residence disputes its designation as the school district of residence, or where no designation can be agreed upon by the involved school districts, the Superintendent(s) or designee(s) of the involved school districts shall immediately notify the Executive County Superintendent of Schools, who shall immediately make a determination, if possible, but no later than within forty-eight hours.

If the dispute regarding determination of district of residence does not involve the determination of homelessness and/or district enrollment, the school district disputing the Executive County Superintendent's determination may appeal to the Department of Education pursuant to N.J.A.C. 6A:23A-19.2(d), (e), and (f) and request a determination from the Division of Administration and Finance. If an appeal of a determination of district of residence also includes an appeal of the determination of homelessness and/or school district of enrollment, the appeal shall be submitted to the Commissioner of Education pursuant to N.J.A.C. 6A:3, Controversies and Disputes.



Any dispute or appeal shall not delay the homeless child's immediate enrollment or continued enrollment in the school district. The homeless child shall be enrolled in the school district in which enrollment or continued enrollment is sought by the parent, pending resolution of the dispute or appeal. Disputes and appeals involving the services provided to a homeless child with a disability shall be made pursuant to N.J.A.C. 6A:14.

Financial responsibility, including the payment of tuition for the homeless child, will be in accordance with N.J.A.C. 6A:17-2.8. The school district of residence shall list the child on its annual Application for State School Aid (ASSA) pursuant to N.J.S.A. 18A:7F-33 until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. At that time, the school district of residence shall no longer list the student on its ASSA. The State shall assume fiscal responsibility for the tuition of the child pursuant to N.J.S.A. 18A:7B-12.1 and shall pay the tuition to the school district in which the child is currently enrolled until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. under the circumstances outlined in N.J.A.C. 6A:17-2.8(c).

N.J.S.A. 18A:7B-12; 18A:7B-12.1
N.J.A.C. 6A:17-2.1 et seq.

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Draft: 20 March 2017



R 5116 EDUCATION OF HOMELESS CHILDREN

A. Definitions (N.J.A.C. 6A:17-1.2)

1. “School district liaison for the education of homeless children” means the person identified in the school district that facilitates all activities needed to ensure the enrollment and attendance of homeless children.
2. “School district of residence” for a homeless child means the school district in which the parent of a homeless child resided prior to becoming homeless. It may not be the school district in which the student currently resides. This is synonymous with the term "school district of origin" referenced in the McKinney-Vento Homeless Education Assistance Act. "School district of residence" for a student in a State facility means the school district in which the parent with whom the student lived prior to placement in a State facility currently resides pursuant to N.J.S.A. 18A:7B-12.b.
3. “Homeless child” means a child or youth who lacks a fixed, regular, and adequate residence, pursuant to N.J.S.A. 18A:7B-12 and N.J.A.C. 6A:17-2.2.
4. “Immediate” or “immediately” means at the instant the need for placement is made known.
5. “Parent” means the natural or adoptive parent, legal guardian, foster parent, surrogate parent, or person acting in the place of a parent such as the person with whom the child legally resides or a person legally responsible for the child’s welfare.
6. “Superintendent” means Superintendent and/or Chief School Administrator.

B. Determination of Homelessness (N.J.A.C. 6A:17-2.2)

1. The Board of Education shall determine that a child is homeless for the purposes of N.J.A.C. 6A:17-2 when he or she resides in any of the following:



- a. A publicly or privately operated shelter designed to provide temporary living accommodations, including: hotels or motels; congregate shelters, including domestic violence and runaway shelters; transitional housing; and homes for adolescent mothers;
 - b. A public or private place not designated for or ordinarily used as a regular sleeping accommodation, including: cars or other vehicles including mobile homes; tents or other temporary shelters; parks; abandoned buildings; bus or train stations; or temporary shelters provided to migrant workers and their children on farm sites;
 - c. The residence of relatives or friends where the homeless child resides out of necessity because his or her family lacks a regular or permanent residence of its own;
 - d. Substandard housing; or
 - e. Any temporary location wherein children and youth are awaiting foster care placement.
- C. Responsibilities of the School District of Residence (N.J.A.C. 6A:17-2.3)
1. The school district of residence for a homeless child is responsible for the education of the child and shall:
 - a. Determine the school district in which the child shall be enrolled after consulting with the parent pursuant to N.J.A.C. 6A:17-2.5;
 - b. Pay the cost of tuition pursuant to N.J.S.A. 18A:38-19, when the child attends school in another school district; and
 - c. Provide for transportation for the child pursuant to N.J.A.C. 6A:27-6.2.
 2. The determination of the homeless child's school district of residence shall be made by the Superintendent of the school district of residence or designee pursuant to N.J.A.C. 6A:17-2.4 based upon information received from the parent, the Department of Human Services or the Department of Children and Families, a



shelter provider, another school district, an involved agency, or a case manager.

3. The district Board of Education identified in accordance with N.J.S.A. 18A:7B-12 as the school district of residence for a homeless child shall be the school district of residence until the parent establishes a permanent residence. Financial responsibility will remain with the homeless child's school district of residence until the family is deemed domiciled in another jurisdiction, pursuant to N.J.S.A. 18A:38-1.d.
- D. Designation of School District Liaisons and Their Responsibilities (N.J.A.C. 6A:17-2.4)
1. The Superintendent identifies Director of School Counseling Services as the district liaison for the education of homeless children. The school district liaison shall:
 - a. Facilitate communication and cooperation between the school district of residence and the school district where the homeless child resides;
 - b. Develop procedures to ensure a homeless child residing in the school district is enrolled and attending school pursuant to N.J.A.C. 6A:17-2.5;
 - c. Ensure homeless families, children, and youth receive educational services for which they are eligible, including Head Start and Even Start programs, preschool programs administered by the local education agency, and referrals to health care, dental, mental health, and other appropriate services;
 - d. Inform parents of homeless children and youth of the educational and related opportunities available to their children and ensure that they are provided with meaningful opportunities to participate in the education of their children;



- e. Ensure that public notice of the educational rights of homeless children and youth is disseminated where such children receive services, such as schools, family shelters, and soup kitchens;
 - f. Ensure enrollment disputes are resolved pursuant to N.J.A.C. 6A:17-2.7;
 - g. Ensure the parent of a homeless child or youth, or any unaccompanied youth, is fully informed of all transportation services, including transportation to the school district of residence, and is assisted in accessing transportation to the school selected under N.J.A.C. 6A:17-2.5;
 - h. Assist the parent to obtain the homeless child or youth's medical records or required immunizations; and
 - i. Assist an unaccompanied youth to ensure he or she is enrolled and is receiving all services pursuant to N.J.A.C. 6A:17.
2. When a homeless child resides in a school district, the district liaison shall notify the liaison of the school district of residence within twenty-four hours of receiving notification from the parent, the Department of Human Services or the Department of Children and Families, a shelter director, an involved agency, or a case manager.
 3. Upon notification of the need for enrollment of a homeless child, the liaison in the school district of residence shall coordinate enrollment procedures immediately based upon the best interest of the child pursuant to N.J.A.C. 6A:17-2.5(b).
- E. School District Enrollment (N.J.A.C. 6A:17-2.5)
1. The Superintendent of the school district of residence or designee shall decide in which district the homeless child shall be enrolled as follows:



- a. Enroll the homeless child in the school district of residence to the extent feasible, except when doing so is contrary to the wishes of the homeless child's parent;
 - b. Continue the homeless child's education in the school district of last attendance if it is not the school district of residence; or
 - c. Enroll the homeless child in the school district where the child resides.
2. The Superintendent of the school district of residence or designee shall decide the school district of enrollment of a homeless child based on what is determined to be in the best interest of the child after considering:
- a. The enrollment of the homeless child in the school district of residence to the extent feasible, except when doing so is contrary to the wishes of the child's parent.
 - b. The continuity of the child's educational program;
 - c. The eligibility of the child for special instructional programs, including but not limited to bilingual, gifted and talented, special education, early childhood, and career and technical education programs; and
 - d. The distance, travel time, and safety factors in coordinating transportation services from the residence to the school.
3. The Superintendent of the school district of residence or designee shall determine the child's school district enrollment immediately after consultation with the parent. The school district of residence shall adhere to the following procedures:
- a. Enrollment decisions shall be made immediately upon notification of the need for enrollment. When the decision is made, the child will be enrolled immediately. If a dispute arises regarding enrollment of a homeless child, the homeless child shall be immediately enrolled in the school district in which enrollment is sought by the parent,



pending resolution of the dispute pursuant to N.J.A.C. 6A:17-2.7.

- b. Consultation with the parent regarding the enrollment decision and the right to appeal the decision shall be documented in writing.
 - c. A decision to enroll a homeless child in a school district other than the school district of residence or the school district requested by the parent shall be explained in writing and provided to the parent.
4. When a decision is made to enroll the child in a school district other than the school district of residence, the Superintendent or designee of the school district of residence shall forward to the new school district all relevant school and health records consistent with the provisions of N.J.A.C. 6A:32, School District Operations.
 5. When a homeless child with a disability is enrolled in a school district other than the school district of residence, the school district of enrollment shall treat the student as a transfer student pursuant to N.J.A.C. 6A:14, Special Education.
 6. When the school district of residence for a homeless child cannot be determined, the Superintendent or designee of the school district in which the child currently resides shall enroll the child immediately in the school district of the current residence or the school district of last attendance.
 7. The school district selected pursuant to N.J.A.C. 6A:17-2 shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment such as previous academic records, medical records, proof of residency, or other documentation.
 8. Enrollment in the school district of residence, the school district of last attendance if not the school district of residence, or the school district where the child resides shall continue for the duration of homelessness, including when a family becomes homeless between academic years, and also for the remainder of the academic year if



the homeless child becomes permanently housed during the academic year.

F. Parental Rights (N.J.A.C. 6A:17-2.6)

1. Unless parental rights have been terminated by a court of competent jurisdiction, the parent retains all rights under N.J.A.C. 6A:17-2.1 et seq.

G. Disputes and Appeals (N.J.A.C. 6A:17-2.7)

1. When a dispute occurs regarding the determination of homelessness or the determination of the school district of enrollment made by the school district of residence, the Superintendent(s) or designee(s) of the involved school district(s) or the child's parent(s) shall immediately notify the Executive County Superintendent of Schools, who, in consultation with the Department's McKinney-Vento Homeless Education Coordinator or designee, shall immediately decide the child's status. If a dispute remains between the parent and the involved school district(s) following the Executive County Superintendent's determination, the parent or the involved district Board(s) of Education may appeal to the Commissioner of Education for a determination pursuant to N.J.A.C. 6A:3, Controversies and Disputes.
2. When a school district designated as the school district of residence disputes its designation as the school district of residence, or where no designation can be agreed upon by the involved school districts, the Superintendent(s) or designee(s) of the involved school districts shall immediately notify the Executive County Superintendent of Schools, who shall make a determination immediately, if possible, but no later than within forty-eight hours.



- a. If the dispute regarding determination of district of residence does not involve the determination of homelessness and/or district enrollment, the school district disputing the Executive County Superintendent's determination may appeal to the Department of Education pursuant to N.J.A.C. 6A:23A-19.2(d), (e), and (f), and request a determination from the Division of Administration and Finance.
 - b. If an appeal of a determination of district of residence also includes an appeal of the determination of homelessness and/or school district of enrollment, the appeal shall be submitted to the Commissioner pursuant to N.J.A.C. 6A:3, Controversies and Disputes.
3. Any dispute or appeal shall not delay the homeless child's immediate enrollment or continued enrollment in the school district. The homeless child shall be enrolled in the school district in which enrollment or continued enrollment is sought by the parent, pending resolution of the dispute or appeal.
 4. Disputes and appeals involving the services provided to a homeless child with a disability shall be made pursuant to N.J.A.C. 6A:14.
- H. Tuition (N.J.A.C. 6A:17-2.8)
1. When the homeless child is enrolled in a school district other than the school district of residence, the school district of residence shall pay to the school district of enrollment the tuition costs pursuant to N.J.S.A. 18A:38-19 until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. At that time, the school district of residence shall no longer pay tuition to the school district of enrollment.
 2. The school district of residence shall list the child on its annual Application for State School Aid (ASSA) pursuant to N.J.S.A. 18A:7F-33 until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A.



18A:38-1.d. At that time, the school district of residence shall no longer list the student on its ASSA.

3. The State shall assume fiscal responsibility for the tuition of the child pursuant to N.J.S.A. 18A:7B-12.1 and shall pay the tuition to the school district in which the child is currently enrolled until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d, under the following circumstances:
 - a. If the school district of residence cannot be determined for the homeless child;
 - b. If the school district of residence is outside of the State; or
 - c. If a child resides in a Department of Community Affairs-licensed emergency shelter or transitional living facility due to domestic violence for more than a year combined for the duration of the placement pursuant to N.J.S.A. 18A:7B-12.d.
 - (1) When the State assumes fiscal responsibility for the tuition of a homeless child, the State shall pay to the school district in which the child is enrolled the weighted base per pupil amount calculated pursuant to N.J.S.A. 18A:7F-49, and the appropriate security and special education categorical aids per pupil pursuant to N.J.S.A. 18A:7F-55 and 56.

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R 5410 PROMOTION AND RETENTION (M)

Criteria for Evaluation of Elementary Level Accelerated Grade Level Promotion

The Fort Lee School District seeks to ensure that students are academically, socially, and emotionally successful in school so that they are best able to learn and develop the skills necessary for achievement in life.

The evaluation of a student for a decision on grade skipping is a comprehensive process taking both quantitative and qualitative measures into account. The matrix below outlines the evaluation and decision making process.

Evaluative Area	Measure	Criteria
Academics	Academic review initiated when acceleration is requested or recommended	
	Report Card Grades	All A grades in current and previous year
	Class Grades	All work complete, test grades in upper A range, 95+
		RIT in gifted range for current year in subjects tested
Standardized Testing	Standardized data review initiated when at least two academic criteria meet acceleration criteria	
	PARCC scores	>274 Mid-range of advanced proficient in subjects tested
		>129 SAS score lies just under two standard deviations above the mean
	STAR Benchmark Assessment	Score at or above the requested grade level for month when tested
CST Evaluation	Formal qualitative interview initiated when at least two standardized test criteria are met	
	Social/Emotional Evaluation	
	Social History	
	Woodcock Johnson IV Test of Achievement	
Teacher Input	Included in the final report in the form of recommendations after all criteria are met	
	Quality of Work	Indicates level of ease with both skills and content
	Class Participation	Consistent curiosity beyond target content noted
	Class Behavior	Indicative of maturity & desires increased challenge
	Peer Relationships	Indicative of maturity at or beyond level



Elementary and Middle Schools

1. No student may be failed for a marking period unless the parent(s) or legal guardian(s) has been notified, in writing, at least once during the marking period.
2. If by February 1, a student's academic performance indicates that he/she may not meet the required proficiency standards for promotion:
 - a. A conference shall be immediately scheduled by the teacher with the student and his/her parent(s) or legal guardian(s);
 - b. Goals for achievement improvement shall be developed;
 - c. The Principal shall be notified.
3. There shall be ongoing evaluation of the student's achievement of those goals to monitor for improvement.
4. If by June 6, the achievement has not improved sufficiently the student and his/her parent(s) or legal guardian(s) shall be notified that the student will be retained at the discretion of the Principal with the approval of the Superintendent.

High School

Students are required to earn a minimum of 120 credits to graduate as per policy 5460. Students shall be placed in the grade level that matches the chronological year of their enrollment in high school regardless of credits earned. Grade level placement will be determined as follows:

1. Students enrolled in their first year of high school shall be placed in the ninth grade;
2. Students enrolled in their second year of high shall be placed in the tenth grade;
3. Students enrolled in their third year of high school shall be placed in the eleventh grade;
4. Students enrolled in their fourth year of high school shall be placed in the twelfth grade;



5. Students enrolled in their fifth year of high school or beyond shall be placed in the twelfth grade as a retained student until he/she either completes all requirements set forth by policy 5460 and/or exceeds the legal age limit for enrollment.

All students enrolled in the eleventh grade shall be required to participate in the New Jersey High School Proficiency Assessment or the then equivalent.

1. No credit (full or partial) will be given for a course unless a passing grade of D- or better is achieved.
2. The student and his/her parent(s) or legal guardian(s) shall be notified in writing each quarter, if the student is not passing a particular subject(s).
3. If by February 1, if a student's academic performance indicates that he/she may not meet the required proficiency standards advancement to the next grade level:
 - a. A conference shall be immediately scheduled by the teacher with the student and his/her parent(s) or legal guardian(s).
 - b. Goals for achievement improvement shall be developed.
 - c. The Principal shall be notified.
4. There shall be ongoing evaluation of the student's achievement of those goals to monitor for improvement.
5. If, by June 6, the achievement has not improved sufficiently for the student to have an average of thirty credits per completed year, the student and his/her parents shall be notified that the student will not be advanced to the next grade level.
6. All students shall be scheduled in accordance with procedural regulations and with the intent of meeting and/or exceeding the district's graduation requirements.
 - a. Upcoming ninth graders, together with parent(s) or legal guardian(s) and the guidance department shall select a program of studies for the next year with directions for all four years of high school.
 - b. This program shall be reviewed and updated at least annually.



- c. A copy of the scheduled program of studies shall be sent to parent(s) or legal guardian(s) yearly for approval.
7. Transfer students shall select a course of study upon enrollment, subject to the same procedural regulations.

Classified students

Classified students shall progress in accordance with their Individual Education Plan (IEP).

Adopted: 23 August 2010
Revised: 11 April 2011
Revised: 07 November 2011
Draft: 20 March 2017



R 7510 USE OF SCHOOL FACILITIES

A. Classification of Users

Organizations and individuals using school facilities will be classified as Class I, II, or III users as follows:

1. Class I users will be given priority for the use of school facilities over other users and may use school district facilities without payment of a use fee or charge for custodial and service (fuel, water, and electricity) costs. Class I users include the following organizations and individuals:

Fort Lee District affiliated groups
Parent-teacher pupil organizations, employee organization, Board of Education advisory groups, adult education.
Municipal government agencies
Recreation commission, volunteer ambulance corps, civil defense, and appointed groups of the municipal governments
Community youth groups
Boy scouts, girl scouts, church-sponsored youth groups for sports from Fort Lee.

2. Class II users will be given priority for the use of school facilities over Class III users. Class II users include the following organizations and individuals:

Non-profit activities whose primary purpose is to serve youth in the Fort Lee area on a community-wide basis, these entities include:

Local civic organizations
Local religious groups
Local political organizations
Local community service organizations

The above groups must have seventy-five percent of its membership who are Fort Lee residents as members in the organization in order to qualify as a local organization.

3. Class III users will be given lowest priority for the use of school facilities and may use school district facilities only on payment of a use fee and charges for



custodial and service costs. Class III users include the following organizations and individuals:

This class shall include all other organizations, not included in Class I and II above, when using school facilities.

4. No other organizations or individuals will be permitted to use school facilities.

B. Application Procedures

1. Application must be made in writing and on the form supplied by the school district. The form is available in the office of the Supervisor of Buildings and Grounds and/or the Athletic Director.
2. Application for use of school facilities must be submitted to the Supervisor of Buildings and Grounds and/or the Athletic Director not less than 30 working days before the date of the requested use. A use that requires the approval of the Board must be submitted not less than 30 working days prior to a regular Board meeting and not less than 20 working days before the date of the requested use.
3. The application must be signed by an adult representative of the requesting organization, who will be considered by the Board to be the agent of the organization.
4. The application must include all the facilities that the applicant wishes to use and all the dates and times of the requested use. Approval of any application is limited to the facilities, dates, and times expressly requested on the application. Approval does not include the privilege of additional rehearsal time or the use of rooms or buildings not expressly requested.
5. The application must include all the equipment and supplies that the applicant wishes to include in the use, pursuant to Policy No. 7520, Loan of School Equipment.

C. Approval

1. The Supervisor of Buildings and Grounds and/or the Athletic Director will review each application and check the school calendar to determine



whether the facility requested is available at the date and time requested, that is, the facility has not been scheduled

- a. For use in the instructional or co-curricular program,
 - b. For maintenance, repair, or capital improvement, or
 - c. For use by another organization.
2. If the facility is not available for use, the Supervisor of Buildings and Grounds and/or the Athletic Director will so inform the representative of the organization and may suggest alternative dates, times, or facilities.
 3. If the facility is available for use and the applicant meets the standards set by Policy No. 7510 and these regulations, the Supervisor of Buildings and Grounds and/or the Athletic Director will note his/her approval on the application form and will record the classification of the applicant organization and forward the application to the Supervisor of Buildings and Grounds and/or the Athletic Director for final approval or for referral to the Board for requests that may be approved only by the Board.
 4. Standards for approval include the following limitations on use:
 - a. School facilities are available for use only on weekdays, including school vacations.

School facilities may be available for use on Saturdays, Sundays, and other public holidays depending on appropriate and adequate custodial coverage.
 - b. School facilities are available for use by mutual agreement of the Board and applicant. Permission may be granted for extended use. School facilities are not available for use during the school day or for any use that may interfere with the school district's educational or co-curricular programs.
 - c. The use of school facilities will generally not be granted for observances or celebrations that are essentially private in nature or for meetings of small groups that can conveniently convene in private homes.



- d. In accordance with Policy No. 7510, the use of school facilities will not be granted for the advantage of any commercial or profit-making organization or partisan political activity, or any purpose that is prohibited by law.
5. The Supervisor of Buildings and Grounds and/or the Athletic Director will determine the classification (I, II, or III) of the applicant organization and the fees and costs, if any, to be charged for the use of the facility. This information will be provided on the application form.
6. In the event of a conflict between requesting organizations within the same class, the Supervisor of Buildings & Grounds will determine schedule.
7. A copy of each approved or disapproved application will be distributed to the representative who signed the application form.
8. The application form will include the rules governing the use of school facilities, and the representative's signature on the application will signify notice of those rules and the organization's agreement to be bound by those rules.
9. The Board reserves the right to deny an application and to withdraw permission to use school facilities after approval has been granted before or after the use has commenced for any reason. In addition, permission may specifically be withdrawn from any organization whose representative has willfully made misrepresentation on the application or whose members violate the rules established for the use of school facilities. Such withdrawal of permission may constitute grounds for denying a future application made by the organization.
10. Permission to use school facilities is not transferable.
11. The organization representative must inform the Supervisor Buildings & Grounds and/or Athletic Director of any canceled use request as soon as he/she is aware of the cancellation. An organization's failure to inform the Supervisor of Buildings & Grounds and/or Athletic Director of a canceled use at least 7 working days in advance of the scheduled time or as soon as reasonably possible.



12. Permission to use a school facility is automatically withdrawn on a day when the facility is closed for inclement weather, work stoppage, or other emergency.

D. Insurance and Indemnification

1. The representative of an organization granted permission to use a school facility must assume responsibility for the orderly and careful use of the facility and must agree to assume liability for any damage or loss of property caused by the use or in the course of the use.
2. The organization and/or its representative will hold the Board of Education harmless from claims arising out of the permitted use of the school facility or during the user's occupancy. In addition, the user shall agree to save the Board harmless from liability for injury or damage to any person or property of any person who may be attending or participating in the function or activity for which permission has been granted.
3. The user shall furnish evidence of the purchase of liability insurance in the amount of
 - a. \$500,000 per person for bodily injury
 - b. \$1,000,000 per accident or event for bodily injury
 - c. \$50,000 per accident for property damage.
4. Any youth sports team organization that is granted permission to use school facilities must provide the school district proof of an insurance policy against liability for any bodily injury in the amount of not less than \$50,000 per person per occurrence, insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries, which will be provided to the adult representative of the requesting organization with the application to use school facilities.



For the purpose of this Policy, a “youth sports team organization” means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

E. Rules for the Use of School Facilities

1. Users of school facilities will be bound by the law.
 - a. Users must comply strictly with all applicable statutes; municipal ordinances; and rules of the Board of Health, Fire Department, and Police Department regarding public assemblies.
 - b. The use must not exceed the established capacity of the facility used.
 - c. The use must not involve gambling.
 - d. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances are absolutely prohibited, in accordance with law and Policy Nos. 5530 and 7435.
 - e. Smoking is prohibited in accordance with Policy No. 7434.
 - f. School facilities cannot be used for any purpose prohibited by law or likely to result in rioting, disturbance of the peace, damage to property or for the purpose of defaming others.
2. Users of school facilities will respect Board property.
 - a. The user will not damage, destroy, or deface school property. The facility shall be used with care and left in an orderly and neat condition.
 - b. No equipment, decorations, or materials may be nailed to floors, walls, windows, woodwork, curtains or fixtures or affixed to the same in any manner that defaces or damages school property or grounds.



- c. Any equipment, scenery, decorations, or other material brought to the school facility and any debris caused by the use or remaining after the use must be promptly removed by the user. Any such materials left on school premises beyond the time period approved in the application may be removed by the Board at the user's expense. The Board assumes no liability for damage to or loss of materials brought to school facilities.
- d. The user must request in the application and receive permission to use, move, or tune a district piano. A piano may be moved only by school district staff or by a competent and experienced commercial mover approved by the Board and at the expense of the user. Any piano that has been moved must be returned to its original placement with the same care and at the expense of the user.
- e. Users of the gymnasium must ensure that all participants wear rubber-soled footwear to prevent damage to floors.
- f. No school facility may be used for a purpose in conflict with the purpose for which the facility was designed.
- g. Lighting equipment, ventilation systems, and thermostatic controls may be operated only by an employee of the district.
- h. The user must request in the application and receive permission to serve and consume food and/or beverages on school premises. Any liability associated with safety as it pertains to food service or consumption rests with applicant. The service and consumption of food and/or beverages is strictly limited to the area for which permission is granted. If food and/or beverages are served, the user must clean all utensils, equipment, serving dishes, and the like and restore the facility to its proper condition. The user may not consume food or beverages or use supplies purchased with public funds.
- i. No signs, posters, advertisements, or other displays may be placed in a school building without prior approval.
- j. No school keys shall be issued to a user.



- k. No animal shall be allowed on school premises without prior approval.
 - l. An authorized school district staff member shall examine the school facilities and/or grounds after the use and will inform the user of any loss or damage that must be corrected.
 - m. Permission to use school facilities extends only to the facility requested. Users are not entitled to enter health offices, administrative offices, storage closets, or any other room to which permission to use has not been expressly granted. Users are not permitted to use district telephones, word processors, and office equipment.
 - n. No vehicles of any type shall be operated in any area that is not designed for such vehicles without prior permission.
3. Uses Must be Properly Supervised.
- a. A school custodian maybe on duty during the time a use occurs. The custodian is present for the purpose of insuring the security and proper functioning of the facility and of enforcing these regulations. The custodian is paid by the Board and may not accept gratuities from users. If the custodian is needed to perform extra services as an accommodation to the user, the user may be charged an additional fee and the custodian will be compensated accordingly by the district.
 - b. The use of certain school facilities may require the services of school employees trained in the use of the facility. The user will be charged an additional fee and the school employee will be compensated accordingly by the district.
 - c. The user must assume full responsibility for the conduct of all participants in the use while they are in or about school buildings and grounds and must enforce these regulations. The user must provide an adequate number of persons to supervise participants in the activity. The district, depending on the activity, may require as a condition of approval, a certain number of chaperones, law



enforcement officials, and/or a school district representative(s) to be present at the activity.

- d. The user must, in consultation with the Principal, anticipate the need for the assistance of police officers, fire fighters, and/or parking attendants. All such services must be arranged by the user and will be at the expense of the user. When a user refuses or fails to secure police, fire, and/or parking assistance after having been advised to do so by the Principal, the Principal may recommend that permission to use the facility be withdrawn.
- e. Board members and school officials are entitled to full and free access to the school premises during any event utilizing school district facilities. No user may exclude a Board member or school official from a school facility for any reason.

F. Fee Schedule

The Supervisor of Buildings and Grounds and/or the Athletic Director shall determine whether or not police are required. Classes II and III lessees are responsible for the payment of applicable custodial overtime, utilities and police fees where applicable.

All classes are responsible for fees associated with custodial overtime and police fees as a result of the use of facilities on a Sunday.

In order to ensure that facilities are left clean and undamaged after use, security deposits may be required prior to use as follows:

- Class I – No Fee
- Class II - \$500.00
- Class III - \$500.00

Security deposits will be used to clean and restore facilities if needed. If not needed, they shall be returned to the lessee.

Athletic field use does not include the use of locker rooms and lavatories found within the school building.



The fee schedule is based on a minimum of five hours of use per rental. The allotment of time includes the one hour of set-up time and one hour of clean up time if need be. The time also includes the pre and post inspection conducted by the custodian assigned to the event and the lessee representative assigned to this task.

The lessee will be charged a prorated hourly rate for any use of the facilities that exceeds the five hour allotment of time as per the agreement. This prorated fee is based on a per hour computation of the fees set forth for each facility component listed.

Custodians

Custodian(s) are required (a) to be in attendance during the hours of indoor rental; (b) to act as the general custodian of school property and equipment; (c) to clean and make the building ready for the next school day, (d) facilitate the operation of the athletic field lighting system at the high school, (e) to conduct the pre and post inspection of the facility being used. Any such damages or related issues observed in the post inspection will be charged to the lessee.

At least one employee of the Board of Education must be on duty whenever the building is in use except as specified in other regulations adopted by this Board of Education.

Time spent by the custodian(s) in cleaning the facilities used by the lessee must be paid for by that lessee.

Custodial fees will not be charged to school-affiliated groups (Class I) when these fees are reasonable and are incurred because of a fund-raising activity the proceeds of which are to benefit pupils. Prior to scheduling these fund-raising activities, plans shall be submitted to the Supervisor of Buildings and Grounds or the Athletic Director for approval.

The number of custodians required for each rental will be determined by the Supervisor of Buildings and Grounds. Volunteer help from the organization renting the facility shall be used to the extent possible.

Police

Police may be required during the hours of rental for traffic control, etc. at the expense of the lessee, and as determined by the Board of Education.

Expenses for police will not be charged to school affiliated groups (Class I) when these fees are incurred because of a fund-raising activity the proceeds of which are to benefit



pupils. Prior to scheduling these fund raising activities, plans shall be submitted to the Supervisor of Buildings and Grounds for approval.

Equipment

Operators for technical equipment, such as the stage lights, sound equipment, etc., may be required by the Board of Education if such equipment is to be used, and paid for by the lessee. An attendant must be present when any cafeteria/kitchen equipment is to be used and paid for by the lessee.

Payment of Fees

Rental fees, including custodial and police charges will be paid in advance. If excess fees are required, they will be billed after the use of the facilities, and are payable within thirty days of the date of billing.

Use of School Facilities – Fee schedule is at the discretion of the District Superintendent.

The use of building facility fees are as follows:

Elementary Schools	Multi-purpose room	\$300
High School	Auditorium	\$2,500
High School	Auditorium Site Manager	\$300
All Schools	Classroom (full day)	\$150
All Schools	Grounds	\$500
All Schools	Cafeteria	\$500
High School Gyms	Main	\$1,000
	Small	\$500
Middle School Gym	Main	\$500

Class II users will be charged a facility fee and shall abide by the following conditions and may be required to pay the following costs:

1. A school custodian must be on duty during the entire time a use occurs. The custodian is present for the purpose of insuring the security and proper functioning of the facility and of enforcing these regulations. The custodian is paid by the Board and may not accept gratuities from users. If the custodian is directed to perform extra services



as an accommodation to the user, the user will be charged an additional fee and the custodian will be compensated accordingly by the district.

2. The use of certain school facilities may (auditorium stage) require the services of school employees trained in the use of the facility. The user will be charged an additional fee and the school employee will be compensated accordingly.

Classes II - III lessees are responsible for payment of custodial overtime and police fees. All classes are responsible for fees associated with custodial overtime and police fees as a result of the use of the facilities on a Sunday.

In order to ensure that facilities are left clean and undamaged after use, security deposits shall be posted prior to use as follows:

- Class II -- \$500.00
- Class III -- \$500.00

Security deposits will be used to clean and restore facilities if needed. If not needed, they shall be returned to the lessee.

Athletic field use does not include the use of locker rooms/lavatories within the school building.

The fee schedule is based on a minimum of five hours of use per rental. The allotment of time includes the one hour of set-up time and one hour of clean-up time if needed. The time also includes the pre and post inspection conducted by the custodian assigned to the event and the lessee representative assigned to this task.

The lessee will be charged a prorated hourly rate for any use of the facilities that exceeds the five hour allotment of time as per the agreement. This prorated fee is based on a per hour computation of the fees set forth for each facility component listed.

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8330 STUDENT RECORDS

The Board of Education believes that information about individual students must be compiled and maintained in the interest of the student's educational welfare and advancement. The Board will strive to balance the student's right to privacy against the district's need to collect, retain, and use information about individual students and groups of students. The Board authorizes the establishment and maintenance of student files that include only those records mandated by law, rules of the State Board of Education, authorized administrative directive, and those records permitted by this Board.

The Superintendent shall prepare, present to the Board for approval, and distribute regulations that implement this Policy and conform to applicable State and Federal law and rules of the State Board of Education.

General Considerations

The Board of Education shall compile and maintain student records and regulate access, disclosure, or communication of information contained in educational records in a manner that assures the security of such records in accordance with the provisions of N.J.A.C. 6A:32-7.1 et seq. Student records shall contain only such information as is relevant to the education of the student and is objectively based on the personal observations or knowledge of the certified school personnel who originate(s) the record. The school district shall provide annual, written notification to parents, adult students, and emancipated minors of their rights in regard to student records and student participation in educational, occupational, and military recruitment programs. Copies of the applicable State and Federal laws and local policies shall be made available upon request. The school district shall make every effort to notify parents and adult students in their dominant language.

Nothing in this Policy shall be construed to prohibit certified school personnel from disclosing student records to non-adult students or to appropriate persons in connection with an emergency, if such knowledge is necessary to protect the health or safety of the student or other persons.

No liability shall be attached to any member, officer, or employee of the Board of Education permitting access or furnishing student records in accordance with N.J.A.C. 6A:32-7.1 et seq.



Student Information Directory

A student information directory is a publication of the Board of Education that includes information relating to a student as defined in N.J.A.C. 6A:32-2.1. This information includes: name; grade level; date and place of birth; dates of school attendance; major field of study; participation in officially recognized activities; weight and height relating to athletic team membership; degrees; awards; the most recent educational agency attended by the student; and other similar information. The student information directory shall be used only by authorized school district personnel and for designated official use by judicial, law enforcement, and medical personnel and not for general public consumption. In the event the school district publishes a student information directory, the Superintendent or designee will provide a parent or adult student a ten-day period to submit to the Superintendent a written statement prohibiting the school district from including any or all types of information about the student in any student information directory before allowing access to such directory to educational, occupational, and military recruiters pursuant to N.J.S.A. 18A:36-19.1 and P.L. 107-110 sec. 9528, Armed Forces Recruiter Access to Students and Student Recruiting Information of the No Child Left Behind Act of 2001.

School Contact Directory for Official Use

A school contact directory for official use is a compilation by the school district that includes the following information for each student: name; address; telephone number; date of birth; and school enrollment. The district shall compile and maintain a school contact directory for official use that is separate and distinct from the student information directory. The student contact directory may be provided for official use only to judicial and law enforcement personnel, and to medical personnel currently providing services to the student in question. To exclude any information from the school contact directory for official use the parent, adult student, or emancipated minor shall notify the Superintendent or designee in writing.

Mandated and Permitted Student Records

Mandated student records are those records school districts have been directed to compile by State statute, regulations, or authorized administrative directive in accordance with N.J.A.C. 6A:32-7.3.

Permitted student records are those student records not mandated pursuant to N.J.A.C. 6A:32-7.3, but authorized by the Board to promote the student's



educational welfare. The Board shall authorize the permitted records to be collected by adopting Policy and Regulation 8330, which will list such permitted records.

Maintenance and Security of Student Records

The Superintendent or designee shall be responsible for the security of student records maintained in the school district. Policy and Regulation 8330 assure that access to such records is limited to authorized persons.

Records for each individual student may be stored electronically or in paper format. When student records are stored electronically, proper security and back-up procedures shall be administered.

Student health records, whether stored on paper or electronically, shall be maintained separately from other student records, until such time as graduation or termination, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record. Records shall be accessible during the hours in which the school program is in operation.

Any district internet website shall not disclose any personally identifiable information about a student without receiving prior written consent from the student's parent, in accordance with the provisions of N.J.S.A. 18A:36-35. Personally identifiable information means student names; student photos; student addresses; student e-mail addresses; student phone numbers; and locations and times of class trips.

Access to Student Records

Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records. Access to student records shall be provided to persons authorized such access under N.J.A.C. 6A:32-7.1 et seq. within ten days of a request, but prior to any review or hearing conducted in accordance with N.J.A.C. 6A.

The district shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to people permitted by Federal and State statute and regulations in accordance with N.J.A.C. 6A:32-7.5.



The district may charge a reasonable fee for reproduction of student records, not to exceed the schedule of costs set forth in N.J.S.A. 47:1A-5, provided that the cost does not effectively prevent the parents or adult students from exercising their rights under N.J.A.C. 6A:32-7 or other Federal and State rules and regulations regarding students with disabilities, including N.J.A.C. 6A:14.

Access to and disclosure of a student's health record shall meet the requirements of the Family Education Rights and Privacy Act, 34 C.F.R. Part 99 (FERPA).

Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records.

Nothing in N.J.A.C. 6A:32-7.1 et seq. or in Policy and Regulation 8330 shall be construed to prohibit school personnel from disclosing information contained in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons.

In complying with N.J.A.C. 6A:32-7 – Student Records, individuals shall adhere to requirements pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act (OPRA) and 34 CFR Part 99, the Family Educational Rights and Privacy Act (FERPA).

Conditions for Access to Student Records

All authorized organizations, agencies, and persons defined in N.J.A.C. 6A:32-7.1 et seq. shall have access to the records of a student subject to conditions outlined in N.J.A.C.6A:32-7.6(a).

Rights of Appeal for Parents and Adult Students

Student records are subject to challenge by parents and adult students on the grounds of inaccuracy, irrelevancy, impermissible disclosure, inclusion of improper information or denial of access to organizations, agencies, and persons in accordance with N.J.A.C. 6A:32-7.7(a).

To request a change in the record or to request a stay of disclosure pending final determination of the challenged procedure, the parent or adult student shall follow the procedures pursuant to N.J.A.C. 6A:32-7.7(b).



Appeals relating to student records for students with disabilities shall be processed in accordance with the requirements of N.J.A.C. 6A:32-7.7(b).

Regardless of the outcome of any appeal, a parent or adult student shall be permitted to place in the student record a statement commenting upon the information in the student record or setting forth any reasons for disagreement with the decision made in the appeal. Such statements shall be maintained as part of the student record as long as the contested portion of the record is maintained. If the contested portion of the record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party.

Retention and Disposal of Student Records

A student record is considered to be incomplete and not subject to the provisions of the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq., while the student is enrolled in the school district. The school district shall retain the student health record and the health history and immunization record according to the School District Records Retention Schedule, as determined by the New Jersey State Records Committee.

Student records of currently enrolled students, other than that described in N.J.A.C. 6A:32-7.8(e), may be disposed of after the information is no longer necessary to provide educational services to a student and in accordance with the provisions of N.J.A.C. 6A:32-7.8(b).

Upon graduation or permanent departure of a student from the school district, the parent or adult student shall be notified in writing that a copy of the entire student record will be provided to them upon request. Information in student records, other than that described in N.J.A.C. 6A:32-7.8(e), may be disposed of, but only in accordance with the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq. Such disposition shall be in accordance with the provisions of N.J.A.C. 6A:32-7.8(c)2.

No additions shall be made to the record after graduation or permanent departure without the prior written consent of the parent or adult student.

In accordance with N.J.A.C. 6A:32-7.8(e), the New Jersey public school district of last enrollment, graduation, or permanent departure of the student from the school district shall keep for 100 years a mandated record of a student's name, date of birth, name of parents, gender, health history and immunization,



standardized assessment results, grades, attendance, classes attended, grade level completed, year completed, and years of attendance.

N.J.S.A. 18A:36-19; 18A:36-19.1; 18A:40-4; 18A:40-19
N.J.A.C. 6A:32-7.1; 6A:32-7.2; 6A:32-7.3; 6A:32-7.4; 6A:32-7.5;
6A:32-7.6; 6A:32-7.7; 6A:32-7.8

Adopted: 23 August 2010

Draft: 20 March 2017



R 8330 STUDENT RECORDS (M)

A. Definitions (N.J.A.C. 6A:32-2.1)

1. “Access” means the right to view, make notes, and/or reproduce a student record.
2. “Adult student” means a person who is at least eighteen years of age, or is attending an institution of postsecondary education, or is an emancipated minor.
3. “Mandated student records” means student records that school districts compile pursuant to State statute, regulation, or authorized administrative directive.
4. “Parent” means the natural or adoptive parent, legal guardian, surrogate appointed according to N.J.A.C. 6A:14-2.2, or a person acting in place of a parent (such as a grandparent or stepparent with whom the student lives or a person legally responsible for the student’s welfare). Unless parental rights have been terminated by a court of appropriate jurisdiction, the parent retains all rights under N.J.A.C. 6A:32. In addition, a foster parent may act as a parent under the provisions of N.J.A.C. 6A:32 if the parent’s authority to make educational decisions on the student’s behalf has been terminated by a court of appropriate jurisdiction.
5. “Permitted student records” means records that the Board of Education has authorized, by resolution adopted at a regular public meeting, to be collected to promote the educational welfare of students.
6. “Student record” means information related to an individual student gathered within or outside the school district and maintained within the school district regardless of the physical form in which it is maintained. Essential in this definition is the idea that any information that is maintained for the purpose of second-party review is considered a student record. Therefore, information recorded by certified school personnel solely as a



memory aid and not for the use of a second party is excluded from this definition.

7. “Student information directory” means a publication of the Board of Education that includes information relating to a student. It shall be used only by authorized school district personnel and for designated official use by judicial, law enforcement, and medical personnel and not for general public consumption. The information shall be the student’s: name; grade level; date and place of birth; dates of attendance; major field of study; participation in officially recognized activities; weight and height relating to athletic team membership; degrees; awards; the most recent educational agency attended by the student; and other similar information.

B. General Considerations (N.J.A.C. 6A:32-7.1)

1. The Board of Education shall compile and maintain student records and regulate access, disclosure, or communication of information contained in educational records in a manner that assures the security of such records in accordance with the provisions of N.J.A.C. 6A:32-7.1. et seq.
2. Student records shall contain only such information as is relevant to the education of the student and is objectively based on the personal observations or knowledge of the certified school personnel who originate(s) the record.
3. The school district shall provide annual, written notification to parents, adult students, and emancipated minors of their rights in regard to student records and student participation in educational, occupational, and military recruitment programs. Copies of the applicable State and Federal laws and local policies shall be made available upon request. The school district shall make every effort to notify parents and adult students in their dominant language.
4. A non-adult student may assert rights of access only through his or her parents. However, nothing in N.J.A.C. 6A:32-7 et seq. or in Policy or Regulation 8330 shall be construed to prohibit certified school personnel from disclosing at their discretion student records to non-adult students or to appropriate persons in connection with



an emergency, if such knowledge is necessary to protect the health or safety of the student or other persons.

5. The parent or adult student shall have access to their own records and have access to or be specifically informed about only that portion of another student's record that contains information about his or her own child or himself or herself.
 6. The Superintendent or designee shall require all permitted student records of currently enrolled students to be reviewed annually by certified school personnel to determine the education relevance of the material contained therein. The reviewer shall cause data no longer descriptive of the student or educational program to be deleted from the records except that prior notice shall be given for classified students in accordance with N.J.A.C. 6A:14, Special Education. Such information shall be disposed of and not be recorded elsewhere. No record of any such deletion shall be made.
 7. No liability shall be attached to any member, officer, or employee of the Board of Education permitting access or furnishing student records in accordance with N.J.A.C. 6A:32-7.1 et seq.
 8. When the parent's or adult student's dominant language is not English or the parent or adult student is deaf, the school district shall provide interpretation of the student records in the dominant language of the parents or adult student.
 9. Student health records shall be maintained separately from other student records and handled, according to the requirements of N.J.A.C. 6A:32-7.1 et seq., until such time as graduation or termination, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record.
- C. School Contact Directory for Official Use (N.J.A.C. 6A:32-7.2)
1. The Board of Education shall compile and maintain a school contact directory for official use that is separate and distinct from the student information directory.



- a. School personnel shall provide information from the school contact directory for official use only to judicial and law enforcement personnel, and to medical personnel currently providing services to the student in question.
 - b. Upon request from a court, other judicial agency, law enforcement agency, or medical service provider currently providing services to the student in question, school personnel shall promptly verify the enrollment of a student and provide the requester with all information about that student that is contained in the school contact directory for official use.
 2. To exclude any information from the school contact directory for official use, the parent, adult student, or emancipated minor shall notify the Superintendent or designee in writing.
- D. Mandated and Permitted Student Records (N.J.A.C. 6A:32-7.3)
1. Mandated student records shall include the following:
 - a. The student's name, address, telephone number, date of birth, name of parent(s), gender, standardized assessment results, grades, attendance, classes attended, grade level completed, year completed, and years of attendance;
 - b. Record of daily attendance;
 - c. Descriptions of student progress according to the system of student evaluation used in the school district;
 - d. History and status of physical health compiled in accordance with State regulations, including results of any physical examinations given by qualified school district employees and immunizations;
 - e. Records pursuant to rules and regulations regarding the education of students with disabilities; and
 - f. All other records required by N.J.A.C..



2. Permitted student records are those student records not mandated pursuant to N.J.A.C. 6A:32-7.3, but authorized by the Board to promote the student's educational welfare and include the following as authorized by this Board upon adoption of Policy and Regulation 8330. These records may include, but are not limited to:
 - a. Personally authenticated observations, assessments, ratings, and anecdotal reports recorded by teaching staff members in the performance of their professional responsibilities and intended for review by another person, provided the record is dated and signed by the originator. Information recorded solely as a memory aid for the originator becomes a student's record when it is reviewed by any other person, including a substitute;
 - b. Information, scores, and results obtained from standardized tests or by approved tests conducted by professional personnel;
 - c. Educationally relevant information provided by the parent, adult student, or emancipated minor regarding the student's achievements or school activities;
 - d. Any correspondence with the student and/or the student's parents;
 - e. Driver education certificate;
 - f. Emergency notification form;
 - g. New student registration form;
 - h. Withdrawal or transfer form;
 - i. Change of schedule form;
 - j. Records of disciplinary infractions, penalties, and disciplinary hearings;



- k. Records of the student's co-curricular and athletic activities and achievements;
 - l. Class rank;
 - m. Awards and honors;
 - n. Notations of additional records maintained in a separate file;
 - o. The statement from a student's parent, adult student, or emancipated minor regarding a contested portion of the record;
 - p. Entries indicating review of the file by an authorized person.
- E. Maintenance and Security of Student Records (N.J.A.C. 6A:32-7.4)
- 1. The Superintendent or designee shall be responsible for the security of student records maintained in the school district and shall devise procedures/regulations for assuring that access to such records is limited to authorized persons. Policy and Regulation 8330 assures that access to such records is limited to authorized persons.
 - 2. Records for each individual student may be stored either electronically or in paper format. When student records are stored electronically, proper security and backup procedures shall be administered.
 - 3. Student health records, whether stored on paper or electronically, shall be maintained separately from other student records, until such time as graduation or termination whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record.
 - 4. Records shall be accessible during the hours in which the school program is in operation.
 - 5. Mandated student records required as part of programs established through State-administered entitlement or discretionary funds from



the U.S. Department of Education shall be maintained for a period of five years after graduation, termination from the school district, or age twenty-three, whichever is longer, and shall be disposed of in accordance with N.J.S.A. 47:3-15 et seq.

6. Any district website shall not disclose any personally identifiable information about a student, in accordance with N.J.S.A. 18A:36-35.

F. Access to Student Records (N.J.A.C. 6A:32-7.5)

1. Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records. Access to student records shall be provided to persons authorized such access under N.J.A.C. 6A:32-7.1 et seq. within ten days of a request, but prior to any review or hearing conducted in accordance with N.J.A.C. 6A.
2. The school district shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to people permitted by Federal and State statute and regulations or stated in N.J.A.C. 6A:32-7.5(e) and section G. below.
3. The school district may charge a reasonable fee for reproduction of student records, not to exceed the schedule of costs set forth in N.J.S.A. 47:1A-5, provided that the cost does not effectively prevent the parents or adult students from exercising their rights under N.J.A.C. 6A:32-7 or other Federal and State rules and regulations regarding students with disabilities, including N.J.A.C. 6A:14.
4. Access to and disclosure of a student health record shall meet the requirements of the Family Education Rights and Privacy Act, 34 C.F.R. Part 99 (FERPA).

G. Authorized Organizations, Agencies, and Persons with Access to Student Records (N.J.A.C. 6A:7.5(e))

Access shall include only the following:



1. A student who has the written permission of a parent and the parent of a student under the age of eighteen whether the child resides with the parent except per N.J.S.A. 9:2-4:
 - a. The place of residence shall not be disclosed; and
 - b. Access shall not be provided if denied by a court.
2. Students at least sixteen years of age who are terminating their education in the school district because they will graduate secondary school at the end of the term or no longer plan to continue their education;
3. An adult student and parent who has the written permission of an adult student, except that the parent shall have access without consent of the student as long as the student is financially dependent on the parent and enrolled in the public school system or if the student has been declared legally incompetent by a court of appropriate jurisdiction. The parent of the financially dependent adult student may not disclose information contained in the adult student's record to a second or third party without the consent of the adult student;
4. Certified school district personnel who are assigned educational responsibility for the student shall have access to the general student record but not to the student health record except under conditions permitted in N.J.A.C. 6A:16-2.4;
5. Certified educational personnel who have assigned educational responsibility for the student and who are employed by agencies listed below shall have access to the general student record, but not to the student health record except under conditions permitted in N.J.A.C. 6A:16-.4:
 - a. An approved private school for the disabled;
 - b. A State facility;



- c. Accredited nonpublic schools in which students with educational disabilities have been placed according to N.J.S.A. 18A:46-14; or
 - d. Clinics and agencies approved by the Department of Education.
6. To fulfill its legal responsibility, the Board of Education shall have access through the Superintendent or designee to information contained in a student's record. Information shall be discussed in executive session unless otherwise requested by the parent or adult student;
7. Secretarial and clerical personnel under the direct supervision of certified school personnel shall be permitted access to portions of the record to the extent necessary for the entry and recording of data and the conducting of routine clerical tasks. Access shall be limited only to student files in which such staff are directed to enter or record information, and shall cease when the specific assigned task is completed;
8. Accrediting organizations in order to carry out their accrediting functions;
9. The Commissioner of Education and New Jersey Department of Education staff members who are assigned responsibility that necessitates the review of such records;
10. Officials of other district Boards of Education within the State of New Jersey or other educational agencies or institutions where the student is placed, registered, or seeks to enroll subject to the following conditions:
 - a. Original mandated student records that schools have been directed to compile by New Jersey statute, regulation, or authorized administrative directive shall be forwarded to the receiving school district with written notification to the parent or adult student;
 - b. Original mandated student records that a Board of Education has required shall be forwarded to the receiving



- school district only with the written consent of the parent or adult student, except where a formal sending-receiving relationship exists between the school districts;
- c. All records to be forwarded, including disciplinary records as specified in N.J.S.A. 18A:36-19(a), shall be sent to the Superintendent or designee of the school district to which the student has transferred within ten school days after the transfer has been verified by the requesting school district;
 - d. The Superintendent or designee shall request in writing all student records from the school district of last attendance within two weeks from the date that the student enrolls in the new school district;
 - e. Upon request, the Superintendent or designee of the school district of last attendance shall provide a parent(s) or an adult student with a copy of the records disclosed to other educational agencies or institutions; and
 - f. Proper identification, such as a certified copy of the student's birth certificate or other proof of the child's identity pursuant to N.J.S.A. 18A:36-25.1, shall be requested at the time of enrollment in a new school district.
- 11. Officials of the United States Department of Education assigned responsibilities that necessitate review of such records;
 - 12. Officers and employees of a State agency responsible for protective and investigative services for students referred to that agency, pursuant to N.J.S.A. 9:6-8.40. Wherever appropriate, the Board of Education shall ask the State agency for its cooperation in sharing the findings of an investigation;
 - 13. Agency caseworkers or other representatives of a State or local child welfare agency who have the right to access a student's case plan when the agency or organization is legally responsible, in accordance with State law, for the care and protection of the student, consistent with 20 U.S.C. § 1232g(b)(1)(L);
 - 14. Organizations, agencies, and persons from outside the school if they have the written consent of the parent or adult student.



Organizations, agencies, and persons shall not transfer student record information to a third party without the written consent of the parent or adult student;

15. Organizations, agencies, and individuals outside the school, other than those specified in N.J.A.C. 6A:32-7.5, upon the presentation of a court order;
16. Bona fide researchers who explain to the Superintendent the nature of the research project and the relevance of the records sought. Researchers shall also satisfy the Superintendent or designee that the records will be used under strict conditions of anonymity and confidentiality. Such assurance shall be received in writing by the Superintendent prior to the release of information to the researcher;
17. Nothing in N.J.A.C. 6A:32-7.1 et seq. and Policy and Regulation 8330 shall be construed to prohibit school personnel from disclosing information contained in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons; and
18. In complying with N.J.A.C. 6A:32-7.1 et seq., individuals shall adhere to requirements pursuant to N.J.S.A. 47:1A-1 et seq. - the Open Public Records Act (OPRA) and 20 U.S.C. § 1232g, 34 CFR Part 99 - the Family Educational Rights and Privacy Act (FERPA).

H. Conditions for Access to Student Records (N.J.A.C. 6A:32-7.6)

All authorized organizations, agencies, and persons defined in N.J.A.C. 6A:32-7.1 et seq. as listed below shall have access to the records of a student, subject to the following conditions:

1. No student record shall be altered or disposed of during the time period between a request to review the record and the actual review of the record.
2. Authorized organizations, agencies, and persons from outside the school whose access requires the consent of parents or adult students shall submit to the Superintendent or designee the request in writing together with any required authorization.



3. The Superintendent or designee shall be present during the period of inspection to provide interpretation of the records where necessary and to prevent their alteration, damage, or loss. In every instance of inspection of student records by persons other than parents, student, or individuals who have assigned educational responsibility for the individual student, an entry shall be made in the student's record of the name(s) of persons granted access, the reason access was granted, the time and circumstances of inspection, the records studied, and the purposes for which the data will be used.
 4. Prior to disclosure of student records to organizations, agencies, or persons outside the school district pursuant to a court order, the Superintendent or designee shall give the parent or adult student at least three days' notice of the name of the requesting agency and the specific records requested unless otherwise judicially instructed. Such notification shall be provided in writing, if practicable. Only records related to the specific purpose of the court order shall be disclosed.
 - a. Notice to the parent shall not be required when he or she is party to a court proceeding involving child abuse and neglect or dependency matters, consistent with 20 U.S.C. § 1232g(b)(2)(B).
 5. A record may be withheld from a parent or from an adult student only when the school district obtains a court order or is provided with evidence that there is a court order revoking the right to access. Only that portion of the record designated by the court shall be withheld. When the district has or obtains evidence of such court order, the parent or adult student shall be notified in writing within five days of his or her request that access to the record has been denied and that the person has the right to appeal this decision to the court issuing the order.
- I. Rights of Appeal for Parents and Adult Students (N.J.A.C. 6A:32-7.7)
1. Student records are subject to challenge by parents and adult students on grounds of inaccuracy, irrelevancy, impermissible disclosure, inclusion of improper information, or denial of access to organizations, agencies, and persons. The parent or adult



student may seek to: expunge inaccurate, irrelevant, or otherwise improper information from the student record; insert additional data as well as reasonable comments as to the meaning and/or accuracy of the records; and/or request an immediate stay of disclosure pending final determination of the challenge procedure as described in N.J.A.C. 6A:32-7.

2. To request a change in the record or to request a stay of disclosure pending final determination of the challenged procedure, the process shall be as follows:
 - a. A parent or adult student shall notify in writing the Superintendent of the specific issues relating to the student record.
 - b. Within ten school days of notification, the Superintendent or designee shall notify the parent or adult student of the school district's decision.
 - c. If the school district disagrees with the request, the Superintendent or designee shall meet with the parent or adult student to resolve the issues set forth in the appeal.
 - d. If the matter is not satisfactorily resolved, the parent or adult student has ten school days to appeal this decision to the Board of Education.
 - e. If an appeal is made to the Board of Education, a decision shall be rendered within twenty school days. The decision of the Board of Education may be appealed to the Commissioner pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:43, Controversies and Disputes.
 - f. At all stages of the appeal process, the parent or adult student shall be afforded a full and fair opportunity to present evidence relevant to the issue. A record of the appeal proceedings and outcome shall be made a part of the student's record with copies made available to the parent or adult student.



3. Appeals relating to student records of students with disabilities shall be processed in accordance with the requirements of I.2. above.
 4. Regardless of the outcome of any appeal, a parent or adult student shall be permitted to place in the student record a statement commenting upon the information in the student record or setting forth any reasons for disagreement with the decision made in the appeal.
 - a. Such statements shall be maintained as part of the student record as long as the contested portion of the record is maintained. If the contested portion of the record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party.
- J. Retention and Disposal of Student Records (N.J.A.C. 6A:32-7.8)
1. A student's record is considered to be incomplete and not subject to the provisions of the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq., while the student is enrolled in the school district.
 - a. The school district shall retain the student health record and the health history and immunization record according to the School District Records Retention Schedule, as determined by the New Jersey State Records Committee.
 2. Student records of currently enrolled students, other than the records that must be maintained for one hundred years as described in N.J.A.C. 6A:32-7.8(e) and 5. below, may be disposed of after the information is no longer necessary to provide educational services to a student.
 - a. Such disposition shall be accomplished only after written parental or adult student notification and written parental or adult student permission has been granted or after reasonable attempts of such notification and reasonable attempts to secure parental or adult student permission have been unsuccessful.



3. Upon graduation or permanent departure of a student from the school district:
 - a. The parent or adult student shall be notified in writing that a copy of the entire student record will be provided to them upon request.
 - b. Information in student records, other than that described in N.J.A.C. 6A:32-7.8(e) and 5. below, may be disposed of, but only in accordance with the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq.
 - c. Such disposition shall be accomplished only after written parental or adult student notification and written parental or adult student permission has been granted, or after reasonable attempts at such notification and reasonable attempts to secure parental or adult student permission have been unsuccessful and prior written authorization has been obtained from the New Jersey State Records Committee in the New Jersey Department of State.
4. No additions shall be made to the record after graduation or permanent departure without the prior written consent of the parent or adult student.
5. The New Jersey public school district of last enrollment, graduation, or permanent departure of the student from the school district shall keep for one hundred years a mandated record of a student's name, date of birth, name of parents, gender, health history and immunization, standardized assessment results, grades, attendance, classes attended, grade level completed, year completed, and years of attendance.

Issued: 23 August 2010

Draft: 20 March 2017



Fort Lee Board of Education

Bills And Claims Report By Vendor Name

3/20/17

va_bill5.10272014
01/31/2017

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
ABC TOWING INC/ 4270	1617-1059	11-000-263-420-40-000/ GROUNDS-MAINT/REPAIR		CP	INV 117696-TOWING CHARGES		125.00
		11-000-263-420-40-000/ GROUNDS-MAINT/REPAIR		CP	INV 117095-TOWING CHARGES		125.00
Total for ABC TOWING INC/ 4270							\$250.00
ACCUSCAN/ALPINE CONSLTING INC/ 5342	1617-1198	11-000-230-340-10-000/ PURCH TECH SERV		CP	INV 3527-JAN/FEB 2017		1,368.00
ALLIED FILTER COMPANY/ 4269	1617-1876	11-000-261-610-40-040/ MAINT SUPPLIES-SCH4		CF	INV 8431		290.70
AMATO, SHARON/ 3172	1617-1780	11-000-230-592-30-000/ MISC PURCH-PRINTING		CF	TRAVEL-1/25-1/27/17		197.58
ATLANTIC ENGINEERING LABORATORIES, CO./ 8807	1617-0592	30-000-431-800-14-070/ SCH 2 ADDTION-CONTING		CF	INV 22143-SOIL TESTING		425.00
B C C A/ 6259	1617-1753	11-402-100-800-08-000/ OTHER OBJECTS		CF	ENTRY FEE-INDOOR MEET		417.00
BARNSTABLE ACADEMY, THE/ 3366	1617-1284 1617-1212	11-000-270-514-10-000/ TRANSP-SP ED		CP	INV 10226G-MAR 2017		795.00
		20-250-100-560-60-000/ IDEA-BASIC-TUITION		CP	INV 10240G-MARCH 17-TUITION-FA		4,490.00
		20-250-100-560-60-000/ IDEA-BASIC-TUITION		CP	INV 10240GG-MAR 17-TUITION-FA		750.00
Total for THE BARNSTABLE ACADEMY, INC/ 3366							\$6,035.00
BAYADA HOME HEALTH, INC./ 8420	1617-0716	11-000-217-320-60-000/ PUR PROF -ONE TO ONE		CP	INV 12225368-FEB 6-10, 2017		1,352.00
		11-000-217-320-60-000/ PUR PROF -ONE TO ONE		CP	INV 12244532-FEB 13-FEB 16, 17		1,014.00
	1617-0715	11-000-217-320-60-000/ PUR PROF -ONE TO ONE		CP	INV 12244529-FEB 13-17, 2017		1,815.00
	1617-0714	11-000-217-320-60-000/ PUR PROF -ONE TO ONE		CP	INV 12225366-FEB 6, 2017		42.00
		11-000-217-320-60-000/ PUR PROF -ONE TO ONE		CP	INV 12244530-FEB 13-16, 2017		1,008.00
	1617-1712	11-000-213-320-10-000/ PURCH PROF-NURSE-SUBS		CP	INV 12148706-1/9/17		260.00
		11-000-213-320-10-000/ PURCH PROF-NURSE-SUBS		CF	INV 12167696-1/20/17		338.00
	1617-1441	11-000-217-320-60-000/ PUR PROF -ONE TO ONE		CP	INV 12244528-FEB 13-16, 2017		1,326.00
Total for BAYADA HOME HEALTHCARE, INC./ 8420							\$7,155.00
BERGEN COUNTY DEPT. OF HEALTH/ 6584	1617-1737	11-000-213-300-20-000/ BLD BRNE PATHOGENS		CF	INV 16-16-81BLOODBORN TRAINING		36.00
BERGEN COUNTY DEPT. OF PARKS/ 6743	1617-1828	11-402-100-800-08-000/ OTHER OBJECTS		CF	GOLF PROGRAM FEE 2017		500.00

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

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Fort Lee Board of Education

Bills And Claims Report By Vendor Name

3/20/17

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01/31/2017

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
BERGEN COUNTY ETTC/ 5087	1617-1887	11-000-223-500-07-000/ OTHER PURCH-CONF/WRKSH		CF	REG-F.MARROTTA-BACCAN-1/20/17		100.00
BERGEN COUNTY SPECIAL SERVICES/ 4786	1617-0790	11-000-216-320-60-000/ RELATED SERVICES		CP	DEC 2016		3,681.50
		20-252-200-320-60-000/ IDEA-BASIC-N/P-PUR SRV		CP	DEC 2016		2,665.00
	1617-0789	11-000-100-565-60-000/ TUITION-CSSD		CP	MARCH 2017-TUITION-JFL,SF,DS		26,598.00
Total for BERGEN COUNTY SPECIAL SERVICES/ 4786							\$32,944.50
BERGEN COUNTY TECHNICAL SCHOOL/ 4078	1617-0242	11-000-100-563-30-062/ TUITION-VOC-TETER		CP	MARCH 17		46,678.50
		11-000-100-563-30-063/ TUITION-VOC-ACADEMY		CP	MARCH 17		51,232.50
		20-250-100-560-60-000/ IDEA-BASIC-TUITION		CP	MARCH 17		43,980.64
Total for BERGEN COUNTY TECHNICAL SCHOOL/ 4078							\$141,891.64
BERGEN TRACK & FIELD ASSOC./ 8506	1617-1877	11-402-100-800-08-000/ OTHER OBJECTS		CF	ENTRY FEE-BIG APPLE INVITATION		190.00
BEYER BROS GMC CO/ 1230	1617-1761	11-000-270-420-10-000/ CLEANING, REPAIR, & MAIN		CP	INV 25251-BUS REPAIR		1,844.59
		11-000-270-420-10-000/ CLEANING, REPAIR, & MAIN		CF	INV 25371-BUS REPAIR		208.45
Total for BEYER BROS GMC CORP/ 1230							\$2,053.04
BOULEVARD HARDWARE. CO./ 1243	1617-0430	11-000-262-610-40-000/ GENERAL SUPPLIES		CP	INV B57954-CUST.SUPPL		171.87
BROMLEY PRODUCTIONS, LLC/ 9241	1617-1456	20-231-100-610-30-002/ TITLE 1-INST SUP-SCH 2		CF	3/21/17 PERFORMANCE		765.00
BUREAU OF EDUC RESEARCH, INC/ 4039	1617-1925	20-231-200-320-30-003/ TITLE 1-PUR SVC-SCH 3		CF	INV 4732455-REG.G.ANCONETANI		645.00
CARROLL, GERARD/ 8028	1617-1783	11-402-100-100-00-000/ SAL ATHLETIC		CF	HEAD WRESTLING COACH - 2017		8,975.00
CATAPULT LEARNING,LLC/ 6117	1617-1259	20-509-200-320-30-000/ N/P NURSING		CP	INV 160922-FEB 17		2,061.00
CDW-GOVERNMENT, INC/ 5511	1617-1572	11-000-222-600-50-019/ TECH SUPPLIES		CF	INV GXX5956-INK		858.00
		11-000-252-600-50-000/ SUPPLIES		CF	INK GZF9869-INK		287.76
	1617-1667	20-231-100-610-30-002/ TITLE 1-INST SUP-SCH 2		CF	INV GVM7627-SPEAKER SYSTEM		87.86

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

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Fort Lee Board of Education

Bills And Claims Report By Vendor Name

3/20/17

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Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
CDW-GOVERNMENT, INC/ 5511	1617-1666	20-231-100-610-30-002/ TITLE 1-INST SUP-SCH 2		CP	INV GXS8758-PROJECTOR		482.92
		20-231-100-610-30-002/ TITLE 1-INST SUP-SCH 2		CP	INV GXC6072-PROJECTOR		482.92
		20-231-100-610-30-002/ TITLE 1-INST SUP-SCH 2		CF	INV GVN9948-PROJECTOR		679.58
	1617-1519	11-190-100-610-30-000/ CURRICULUM RESOURCES		CP	INV GZS3359-CHROMEBOOK		1,599.92
		11-190-100-610-30-000/ CURRICULUM RESOURCES		CF	INV GZG7231-CHROMEBOOK		228.00
Total for CDW-GOVERNMENT, INC/ 5511							\$4,706.96
CLASSROOM DIRECT LLC/ 4702	1617-1768	11-190-100-610-02-000/ GENERAL SUPPLIES		CF	INV 208117863766-DESK		2,014.66
CLEANING SYSTEMS, CO./ 9317	1617-1562	11-000-262-610-40-000/ GENERAL SUPPLIES		CP	INV 467666A-CUST SUPPL		394.85
		11-000-262-610-40-000/ GENERAL SUPPLIES		CP	INV 468844-CUST SUPPL		1,478.00
		11-000-262-610-40-000/ GENERAL SUPPLIES		CP	INV 467666B-CUST SUPPL		50.80
		11-000-262-610-40-000/ GENERAL SUPPLIES		CP	INV 467752-CUST SUPPL		560.00
		11-000-262-610-40-000/ GENERAL SUPPLIES		CP	INV 467878-CUST SUPPL		1,478.00
Total for CLEANING SYSTEMS CO./ 9317							\$3,961.65
DCRP/ 8166	1617-1954	11-000-291-290-10-254/ BOARD SHARE-DCRP		CP	PLAN 316149-FEB 17		710.13
		11-000-291-290-10-254/ BOARD SHARE-DCRP		CP	PLAN 316149-JAN 17		359.78
Total for DCRP/ 8166							\$1,069.91
DELTA DENTAL OF N J, INC./ 1448	1617-0405	11-000-291-270-10-256/ DENTAL BENEFITS		CP	MARCH 2017-DENTAL BENEFITS		38,494.17
DEVEREUX FOUNDATION/ 9424	1617-1163	11-000-100-567-60-000/ TUITION PRIV-OUT STATE		CP	FEB 2017-TUITION-EK		8,400.00
EDITORIAL PROJECTS IN EDUCATION, INC./ 1574	1617-1762	11-000-230-592-20-725/ MISC PURCH-ADS		CP	INV 20528-JOB POSTINGS		817.00
		11-000-230-592-20-725/ MISC PURCH-ADS		CF	INV 20527-JOB POSTINGS		500.00
Total for EDUCATION WEEK/ 1574							\$1,317.00
EDUCATIONAL THEATRE ASSOC./ 5762	1617-1607	11-401-100-600-07-000/ STDNT ACT HS-SUPPLIES		CF	INV 688013-CERTIFICATES		616.00
ELENCO ELECTRONICS/ 9538	1617-1656	11-190-100-610-03-037/ GIFTED & TALENTED		CF	INV 550767-CLASSRM SUPPL		699.65
ELEVATOR MAINTENANCE CORP./ 9112	1617-0422	11-000-262-420-40-000/ CLEANING/ MAINT/ REPAIR		CP	INV R16281-2/28/17-SCH 3		95.00
		11-000-262-420-40-000/ CLEANING/ MAINT/ REPAIR		CP	INV R16280-2/28/17-SCH 2		95.00
		11-000-262-420-40-000/ CLEANING/ MAINT/ REPAIR		CP	INV R16279-2/28/17-H.S.		95.00
Total for ELEVATOR MAINTENANCE CORP./ 9112							\$285.00

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Pending Payments							
ENGLEWOOD PUBLIC SCHOOL DISTRICT/ 7992	1617-1425	11-000-270-511-10-272/ CNTRCTD TRANS PUBLIC		CP	INV 5202-FEB 17		2,340.00
EPIC DEVLOPMENTAL SERVICES/ 9223	1617-0746	11-000-216-320-60-000/ RELATED SERVICES		CP	INV 237082199-JAN 17		13,377.00
FEDERAL EXPRESS CORP/ 1723	1617-0232	11-000-230-530-10-721/ POSTAGE-CENTRAL OFFICE		CP	INV 571265619		91.01
FIELDTURF USA, INC./ 9268	1516-1736	30-000-430-450-15-100/ MS ADDITION-CONSTR		CF	APPL 3		29,930.59
FIRST STUDENT, INC/ 5689	1617-1888	11-000-270-512-07-000/ TRANSP-SCHOOL ACTIVITIES		CF	INV 11293677-12/2/17		121.25
	1617-0580	11-000-270-511-10-271/ CNTRCTD TRANS N/P		CP	INV 11322142-MARCH 17		2,342.52
		11-000-270-511-10-272/ CNTRCTD TRANS PUBLIC		CP	INV 11322142-MARCH 17		2,537.82
					Total for FIRST STUDENT, INC 1309/ 5689		\$5,001.59
FLINN SCIENTIFIC, INC./ 4551	1617-1867	11-190-100-610-30-000/ CURRICULUM RESOURCES		CF	INV 2064854-SCIENCE SUPPL		88.20
FOLLETT SCHOOL SOLUTIONS, INC./ 8791	1617-1676	20-231-100-610-30-007/ TITLE 1-INST SUP-HS		CF	INV 2067428A-CLASSRM SUPPL		194.70
FORUM SCHOOL/ 1783	1617-0477	11-000-100-566-60-000/ TUITION PRIV. W/I STATE		CP	MARCH 2017-TUITION-MN,MW		12,715.92
FOUNDATION FOR EDUC ADM., INC(FA)/ 6439	1617-1736	11-000-223-500-06-000/ OTHER PURCH-CONF/WRKSHP		CF	INV 36775-3/24/17-G.RUESGA		150.00
FRED PRYOR/CAREER TRACK/ 6434	1617-1639	11-000-230-580-20-000/ CENTRAL OFF-TRAVEL		CF	INV 4698928-1 YR MEMBERSHIP		199.00
FRONTLINE TECHNOLOGIES GROUP, LLC/ 7532	1617-1711	11-000-219-390-60-000/ PUR TECH SRV		CF	INV 60269-ANNUAL SUBSCRIPTION		13,597.16
HARBOR FREIGHT TOOLS, INC./ 6991	1617-0724	11-000-262-610-40-000/ GENERAL SUPPLIES		CP	INV 792701-CUST SUPPL		56.96
		11-000-262-610-40-000/ GENERAL SUPPLIES		CP	INV 791326-CUST SUPPL		31.96
					Total for HARBOR FREIGHT TOOLS, INC./ 6991		\$88.92
HERTZ FURNITURE SYSTEMS, LLC/ 4245	1617-1475	11-000-217-600-60-000/ SUPPLIES		CF	INV 592248-STUDENT DESK		297.50
INTERSTATE EQUIPMENT REPAIR, INC./ 9564	1617-1791	11-000-270-420-10-000/ CLEANING, REPAIR, & MAIN		CP	INV 2634-BUS REPAIR		2,882.19

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INTERSTATE EQUIPMENT REPAIR, INC./ 9564		11-000-270-420-10-000/ CLEANING, REPAIR, & MAIN		CP	INV 2657-BUS REPAIR		5,424.67
		11-000-270-420-10-000/ CLEANING, REPAIR, & MAIN		CP	INV 2664-BUS REPAIR		1,531.41
		11-000-270-420-10-000/ CLEANING, REPAIR, & MAIN		CF	INV 2665-BUS REPAIR		161.73
Total for INTERSTATE EQUIPMENT REPAIR, INC./ 9564							\$10,000.00
IXL LEARNING, INC./ 8295	1617-1885	11-190-100-610-06-001/ GENL SUPL-TECH		CF	INV S304108-LICENSE		4,305.00
K & A ENVIRONMENTAL, INC/ 5605	1617-0548	11-000-261-420-40-010/ CLEAN,REPAIR,MAINT-SCH 1		CF	INV 26286-AHERA		375.00
		11-000-261-420-40-020/ CLEAN,REPAIR,MAINT-SCH 2		CF	INV 26286-AHERA		375.00
		11-000-261-420-40-030/ CLEAN,REPAIR,MAINT-SCH 3		CF	INV 26286-AHERA		375.00
		11-000-261-420-40-040/ CLEAN,REPAIR,MAINT-SCH 4		CF	INV 26286-AHERA		375.00
		11-000-261-420-40-060/ CLEAN,REPAIR,MAINT-MS		CF	INV 26286-AHERA		375.00
		11-000-261-420-40-070/ CLEAN,REPAIR,MAINT-HS		CF	INV 26286-AHERA		375.00
Total for K & A ENVIRONMENTAL/ 5605							\$2,250.00
KARL & ASSOCIATES, INC./ 5117	1617-1657	30-000-430-800-15-100/ MS ADDITION-CONTINGENCY		CF	INV 26291-MS ASBESTOS		5,585.00
KEEHN POWER PRODUCTS, INC./ 4885	1617-1104	11-000-263-610-40-000/ GROUNDS-SUPPLIES		CP	INV 7888-2/16/17-EQUIP REPAIR		209.90
		11-000-263-610-40-000/ GROUNDS-SUPPLIES		CP	INV 7886-2/16/17-EQUIP REPAIR		168.25
Total for KEEHN POWER PRODUCTS, INC./ 4885							\$378.15
KEW GARDEN REALTY, LLC/ 8819	1617-0780	11-000-262-626-40-000/ GASOLINE		CP	JAN 2017-B&G FUEL		1,072.03
		11-000-270-615-40-000/ TRANSP BUS-FUEL		CP	JAN 2017-FUEL -BUSES		2,372.15
Total for KEW GARDEN REALTY, LLC/ 8819							\$3,444.18
KISS INSTITUTE FOR PRACTICAL ROBOTICS/ 9092	1617-0335	11-190-100-610-30-000/ CURRICULUM RESOURCES		CF	INV 17052- PREPAY-BOTBALL		5,000.00
LEARNING CNTR EXCEPT. INC/ 2296	1617-0985	11-000-270-514-10-000/ TRANSP-SP ED		CP	INV FL6-FEBRUARY 2017		4,569.13
LEONIA BOARD OF EDUCATION/ 2315	1617-0769	11-000-216-320-60-000/ RELATED SERVICES		CP	INV 17-00084-DEC 2016-MS		455.00
ALEXISNEXIS RISK DATA MANAGEMENT, INC./ 8263	1617-0210	11-000-211-600-10-000/ SUPPLIES		CP	INV 1560485-20170228-FEB 17		145.00
LOMBARDO, DIEGO/ 6022	1617-1069	11-000-223-580-07-000/ TRAVEL - PROF DEV HS		CF	REIMB. 2/27-2/28/17 - WKSP		79.67

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LYNN'S SPEECH THERAPY CENTER,CORP/ 9434	1617-1093	11-000-216-320-60-000/ RELATED SERVICES		CP	FEB 3-MAR 3, 2017-SPEECH SERV		1,650.00
MALLIK, APARNA MD/ 6271	1617-0624	11-000-216-320-60-000/ RELATED SERVICES		CP	ID#958725A461-2/13/17-SP		450.00
		11-000-216-320-60-000/ RELATED SERVICES		CP	ID#812430A461-2/8/17-JW		450.00
		11-000-216-320-60-000/ RELATED SERVICES		CP	ID# 942849A461-2/2/17-AK		450.00
Total for ST. JOSEPH'S HEALTHCARE, INC./ 6271							\$1,350.00
MONTCLAIR STATE UNIVERSITY/ 6747	1617-1814	11-000-230-580-20-000/ CENTRAL OFF-TRAVEL		CF	REG.FEE D.DAVIS,G.RUESGA-4/4		50.00
MORGRAN NJ HOLDINGS, LLC/ 8333	1617-0244	11-000-262-622-10-000/ ENERGY-ELECTRICITY		CP	INV 30117-157-FEB 17		419.72
NAGY, LESLIE/ 7419	1617-1343	11-000-216-320-60-000/ RELATED SERVICES		CP	2/17/17-IT		650.00
		11-000-216-320-60-000/ RELATED SERVICES		CP	2/18/17-IW		650.00
Total for LESLIE NAGY, MD/ 7419							\$1,300.00
NASCO/ARISTOTLE CORP./ 2591	1617-1731	11-401-100-600-30-000/ CIRCLEOFARTS SUPPLIES		CP	INV 309694-ART SUPPL		215.16
		11-401-100-600-30-000/ CIRCLEOFARTS SUPPLIES		CF	INV 314660-ART SUPPL		93.40
	1617-1724	11-190-100-610-02-000/ GENERAL SUPPLIES		CF	INV 297239-CLASSRM SUPPL		78.12
Total for NASCO/ 2591							\$386.68
NATIONAL BUSINESS FURNITURE/ 7833	1617-1606	11-000-252-600-50-000/ SUPPLIES		CF	INVZJ948000MAL-PRESENTATION BD		484.00
NATIONAL EDUCATIONAL MUSIC CO./ 8456	1617-1203	11-190-100-610-02-008/ MUSIC SUPL		CF	INV 12269-MUSIC SUPPL		100.00
NETWORKFLEET, INC./ 9291	1617-0734	11-000-270-420-10-000/ CLEANING, REPAIR, & MAIN		CP	INV 1016220-MAR 2017		104.00
		11-000-270-420-10-000/ CLEANING, REPAIR, & MAIN		CP	INV 1016220-APRIL 17		104.00
Total for VERIZON NETWORKFLEET, INC./ 9291							\$208.00
NEW ALBERTSONS INC/ 9299	1617-1245	11-214-100-610-60-000/ AUTISTIC SUPPLIES		CP	ACCT#6030375100198982-FEB 17		76.41
	1617-0995	11-190-100-610-30-000/ CURRICULUM RESOURCES		CP	ACCT# 6030375100198982-FEB 17		89.70
Total for NEW ALBERTSONS INC/ 9299							\$166.11
NJ ASSOC. OF SCHOOL ADM(NJASA)/ 3845	1617-1586	11-000-221-580-30-000/ SUPERVISORS-TRAVEL		CF	TECHSPO 2017-P.CRAWLEY		475.00

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NJ ASSOC. OF SCHOOL ADM(NJASA)/ 3845	1617-1392	11-000-230-580-20-000/ CENTRAL OFF-TRAVEL		CF	TECHSPO-S.AMATO - REG.		425.00
Total for NJASA, CORP/ 3845							\$900.00
NJ ASSOC. SCH. BU (NJASBO)/ 2688	1617-0924	11-000-251-580-10-000/ TRAVEL		CP	INV 6632-1/19/17-L.AUGUSTIN		75.00
NORTH JERSEY MEDIA GROUP, INC./ 5436	1617-0207	11-000-230-592-20-725/ MISC PURCH-ADS		CP	AD# 4123198-1/11/17		74.50
		11-000-230-592-20-725/ MISC PURCH-ADS		CP	AD# 4127580-1/25/17		124.00
Total for NORTH JERSEY MEDIA GROUP, INC./ 5436							\$198.50
NORTHERN VALLEY REGIONAL HS/ 5132	1617-0773	11-000-216-320-60-000/ RELATED SERVICES		CP	JAN 2017-AA,YJ-OT/PT SERV		1,440.00
PARENT DOOR HARDWARE,INC/ 2810	1617-0431	11-000-266-420-40-000/ SECURITY-CLN/RPR/ MNT SV		CP	INV 81644-CAFETERIA GATE		190.00
		11-000-266-420-40-000/ SECURITY-CLN/RPR/ MNT SV		CP	INV 81601-SCH 1		553.35
		11-000-266-420-40-000/ SECURITY-CLN/RPR/ MNT SV		CP	INV 81602-SCH 4		282.85
		11-000-266-420-40-000/ SECURITY-CLN/RPR/ MNT SV		CP	INV 81603-MS		115.00
		11-000-266-420-40-000/ SECURITY-CLN/RPR/ MNT SV		CP	INV 81615-SCH 1		295.00
		11-000-266-420-40-000/ SECURITY-CLN/RPR/ MNT SV		CP	INV 81464-SCH 2		530.00
		11-000-266-420-40-000/ SECURITY-CLN/RPR/ MNT SV		CP	INV 81468-MS		180.50
		11-000-266-610-40-000/ SECURITY-GENLSUPPLIES		CP	INV B10444-SUPPL		16.25
Total for PARENT DOOR HARDWARE,INC/ 2810							\$2,162.95
PEARSON, INC./ 8285	1617-1700	11-000-216-600-60-000/ SPEECH SUPPLIES		CF	INV 11046755-FORMS		70.00
	1617-1627	11-190-100-610-02-000/ GENERAL SUPPLIES		CF	INV 1165502-SUBSCRIPTION RENEW		100.00
Total for NCS PEARSON, INC./ 8285							\$170.00
PENNETTA INDUSTRIAL AUTOM, LLC/ 3927	1617-0678	11-000-261-420-40-010/ CLEAN,REPAIR,MAINT-SCH 1		CP	INV 14990-SERV CALL-2/14/17		787.75
		11-000-261-420-40-010/ CLEAN,REPAIR,MAINT-SCH 1		CP	INV 14989-SERV CALL-1/30/17		1,064.59
		11-000-261-420-40-070/ CLEAN,REPAIR,MAINT-HS		CP	INV 14988-SERV CALL-1/27/17		540.00
Total for PENNETTA INDUSTRIAL AUTOMATION, LLC/ 3927							\$2,392.34

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Pending Payments							
PHOENIX ADVISORS, LLC/ 8851	1617-1900	11-000-230-339-20-717/ OTHER PURCH-PHOENIX		CF	ANNUAL FEE 2017		850.00
PICOTURBINE INTERNATIONAL, LLC/ 9473	1617-1623	11-000-223-580-06-000/ TRAVEL - PROF DEV MS		CF	INV 02181703-STEAMBOOT WKSHP		100.00
PITNEY BOWES GLOBAL FINANCIAL SERV, LLC/ 9312	1617-0406	11-000-230-530-10-996/ POSTAGE-MS MAINT/RENT		CP	INV 3302938128-APR 17-LEASE		178.48
PVR (PATRICIA VITALE-REILLY CONSULTING)/ 9255	1617-0987	20-270-200-320-30-000/ TITLE 2A-PURCH PROF		CP	INV 1161-3/1/17-PD		1,600.00
	1617-1185	20-231-200-320-30-006/ TITLE 1-PUR SVC-MS		CF	INV 1162-2/28/17-PD		910.00
	1617-0882	11-000-221-320-30-000/ PRCH PROF & EDUC SVC		CP	INV 1159-2/22/17-PD		1,600.00
		11-000-221-320-30-000/ PRCH PROF & EDUC SVC		CP	INV 1159-2/23/17-PD		1,600.00
							\$5,710.00
					Total for PVR/ 9255		
RIVER EDGE BOARD OF EDUCATION/ 7169	1617-1703	11-000-240-890-60-000/ MISC EXP-MEMBERSHIP		CF	INV VI-5- INSERVICE FEE		300.00
ROBBINS & FRANKE, INC./ 9087	1617-1055	11-000-263-420-40-000/ GROUNDS-MAINT/REPAIR		CP	INV 260611-B&G VEHICLE REPAIR		70.00
SADLIER OXFORD, INC./ 5484	1617-1740	11-190-100-610-02-014/ WORKBKS WHOLE LANG		CF	INV 584804-PHONICS		279.78
SCANTRON CORPORATION/ 3132	1617-1701	11-190-100-610-07-000/ GENERAL SUPPLIES		CF	INV 6342984-CLASSRM SUPPL		842.70
SCHOOL SPECIALTY INC./ 1323	1617-1757	11-190-100-610-03-000/ GENERAL SUPPLIES		CF	INV 208117864677-CLASSRM SUPPL		153.57
	1617-1720	11-190-100-610-02-000/ GENERAL SUPPLIES		CP	INV 208117865802-CLASSRM SUPPL		323.95
	1617-1718	11-190-100-610-02-000/ GENERAL SUPPLIES		CP	INV 208117820095-CLASSRM SUPPL		259.92
		11-190-100-610-02-000/ GENERAL SUPPLIES		CF	INV 208117812001-CLASSRM SUPPL		84.39
	1617-1686	11-190-100-610-02-000/ GENERAL SUPPLIES		CF	INV 208117863875-CLASSRM SUPPL		131.42
	1617-1670	11-190-100-610-02-000/ GENERAL SUPPLIES		CF	INV 208117802507-CLASSRM SUPPL		180.83
	1617-1668	11-190-100-610-02-000/ GENERAL SUPPLIES		CF	INV 208117802499-CLASSRM SUPL		38.31

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SCHOOL SPECIALTY INC./ 1323	1617-1640	11-190-100-610-02-000/ GENERAL SUPPLIES		CF	INV 208117863909-CLASSRM SUPPL		3,272.10
	1617-1450	11-190-100-610-02-000/ GENERAL SUPPLIES		CP	INV 208117682837-CLASSRM SUPPL		16.95
		11-190-100-610-02-000/ GENERAL SUPPLIES		CF	INV 208117657126-CLASSRM SUPPL		931.74
	1617-1641	11-190-100-610-02-000/ GENERAL SUPPLIES		CF	INV 208117811975-CLASSRM SUPPL		196.36
	1617-1680	11-190-100-610-02-000/ GENERAL SUPPLIES		CP	INV 208117810192-CLASSRM SUPPL		56.96
		11-190-100-610-02-000/ GENERAL SUPPLIES		CF	INV 208117820500-CLASSRM SUPPL		247.46
	1617-1681	11-190-100-610-02-000/ GENERAL SUPPLIES		CP	INV 208117811183-CLASSRM SUPPL		10.48
		11-190-100-610-02-000/ GENERAL SUPPLIES		CF	INV 208117802876-CLASSRM SUPPL		88.95
	1617-1682	11-190-100-610-02-000/ GENERAL SUPPLIES		CF	INV 208117913789-CLASSRM SUPPL		255.96
	1617-1723	11-190-100-610-02-000/ GENERAL SUPPLIES		CF	INV 208117828302-CLASSRM SUPPL		275.40
					Total for SCHOOL SPECIALTY INC./ 1323		\$6,524.75
SPECTROTEL HOLDING COMPANY, LLC/ 9243	1617-0218	11-000-230-530-10-722/ TELEPHONE		CP	ACCT# 343951-MARCH 17		1,995.58
SSP ARCHITECTURAL GROUP, INC./ 7060	1415-1772	30-000-431-334-14-071/ SCH 2-RENOV-ARCH		CP	PROJ 8232-INV 24-SCH 2		7,035.67
	1617-0541	12-000-400-450-40-000/ CAPITAL PROJ-HS		CP	PROJ 8320-INV 8-SCH 4 TOILET		256.26
					Total for SSP ARCHITECTURAL GROUP, INC./ 7060		\$7,291.93
STAPLES ADVANTAGE(BIDS)/ 7804	1617-1754	11-000-251-600-10-000/ SUPPLIES		CP	INV 3330612321-OFFICE SUPPL		17.64
		11-000-251-600-10-000/ SUPPLIES		CP	INV 3330491790-OFFICE SUPPL		22.08
		11-000-251-600-10-000/ SUPPLIES		CP	INV 3330491789-OFFICE SUPPL		17.64
		11-000-251-600-10-000/ SUPPLIES		CF	INV 3330491785-OFFICE SUPPL		286.84
	1617-1777	11-000-251-600-10-000/ SUPPLIES		CF	INV 3330491791-OFFICE SUPPL		137.01
	1617-1779	11-000-230-610-20-000/ CENTRAL OFF-SUPPLIES		CF	INV 3330694651-OFFICE SUPPL		216.45

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Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
Total for STAPLES ADVANTAGE, INC./ 7804							\$697.66
STEPHENSON, MARY/ 7976	1617-1901	11-190-100-580-06-000/ INTRADISTRICT TRAVEL		CF	JAN 17-TRAVEL		10.40
STEWART BUSINESS SYSTEMS, LLC/ 5920	1617-0230	11-190-100-340-10-000/ PURCHASED TECHNICAL		CP	INV 22164-COPIER MAINT.		405.21
SUEZ WATER NEW JERSEY/ 3480	1617-0219	11-000-262-490-10-000/ WATER		CP	FEB 2017		5,917.21
SUGARMAN DR ALAN/ 1494	1617-0206	11-000-291-270-10-255/ BENEFITS-OVER 70		CP	MAR 2017-HEALTH BENEFITS REIMB		552.50
TEANECK SPEECH & LANG CTR, LLC/ 4953	1617-0791	11-000-216-320-60-000/ RELATED SERVICES		CP	INV 26190-FEB 17-CK		380.00
TORRES, ROCIO/ 4690	1617-1067	11-000-223-500-07-000/ OTHER PURCH-CONF/WRKSH		CF	REIMB. WKSHP-2/17/17		225.00
TURNER CONSTRUCTION CO/ 9073	1415-2446	30-000-430-390-15-100/ MS ADDITION-OTH PURCH		CP	PROJ 150671-APPL 20		35,679.72
TWO BROTHERS CONTRACTING, INC/ 9336	1516-2248	30-000-431-450-14-070/ SCH 2 ADDITION-CONSTR		CP	PROJ 14-8232-APPL#10		367,389.90
UFS PERSONNEL CORP./ 8454	1617-0522	11-000-266-300-40-000/ SECURITY-PROF/TECH		CP	INV 022317-3878-SECURITY SERV		354.00
		11-000-266-300-40-000/ SECURITY-PROF/TECH		CP	INV 022317-3879-SECURITY SERV		354.00
		11-000-266-300-40-000/ SECURITY-PROF/TECH		CP	INV 022317-3880-SECURTIY SERV		354.00
		11-000-266-300-40-000/ SECURITY-PROF/TECH		CP	INV 022317-3881-SECURITY SERV		354.00
		11-000-266-300-40-000/ SECURITY-PROF/TECH		CP	INV 022317-3877-SECURITY SERV		376.13
		11-000-266-300-40-000/ SECURITY-PROF/TECH		CP	INV 022317-3876-SECURITY SERV		1,526.63
		11-000-266-300-40-000/ SECURITY-PROF/TECH		CP	INV 020917-3805-SECURITY SERV		472.00
		11-000-266-300-40-000/ SECURITY-PROF/TECH		CP	INV 020917-3807-SECURITY SERV		472.00
		11-000-266-300-40-000/ SECURITY-PROF/TECH		CP	INV 020917-3808-SECURITY SERV		472.00
		11-000-266-300-40-000/ SECURITY-PROF/TECH		CP	INV 020917-3804-SECURITY SERV		479.38
		11-000-266-300-40-000/ SECURITY-PROF/TECH		CP	INV 020917-3803-SECURITY SERV		2,124.00
		11-000-266-300-40-000/ SECURITY-PROF/TECH		CP	INV 020917-3806-SECURITY SERV		472.00
		11-000-266-300-40-000/ SECURITY-PROF/TECH		CP	INV 030217-3911-SECURITY SERV		590.00
		11-000-266-300-40-000/ SECURITY-PROF/TECH		CP	INV 030217-3912-SECURITY SERV		590.00
		11-000-266-300-40-000/ SECURITY-PROF/TECH		CP	INV 030217-3913-SECURITY SERV		590.00

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

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Pending Payments							
UFS PERSONNEL CORP./ 8454		11-000-266-300-40-000/ SECURITY-PROF/TECH		CP	INV 030217-3914-SECURITY SERV		590.00
		11-000-266-300-40-000/ SECURITY-PROF/TECH		CP	INV 030217-3910-SECURITY SERV		645.30
		11-000-266-300-40-000/ SECURITY-PROF/TECH		CP	INV 030217-3909-SECURITY SERV		2,743.48
		11-000-266-300-40-000/ SECURITY-PROF/TECH		CP	INV 030917-3939-SECURITY SERV		590.00
		11-000-266-300-40-000/ SECURITY-PROF/TECH		CP	INV 030917-3940-SECURITY SERV		590.00
		11-000-266-300-40-000/ SECURITY-PROF/TECH		CP	INV 030917-3941-SECURTIY SERV		590.00
		11-000-266-300-40-000/ SECURITY-PROF/TECH		CP	INV 030917-3942-SECURITY SERV		590.00
		11-000-266-300-40-000/ SECURITY-PROF/TECH		CP	INV 030917-3938-SECURTIY SERV		626.88
		11-000-266-300-40-000/ SECURITY-PROF/TECH		CP	INV 030917-3917-SECURITY SERV		2,581.25
					Total for UFS PERSONNEL CORP./ 8454		\$19,127.05
UNIVERSAL FABRIC, INC./ 9551	1617-1742	20-070-100-610-07-000/ DONATION-KOREAN SUPP.		CF	INV 17-01-INSTRUCTOR FEE		450.00
UNIVERSITY OF DELAWARE/ 9277	1617-1819	11-000-230-580-20-000/ CENTRAL OFF-TRAVEL		CF	INV 2120-REG.FEE		190.00
VALIANT NATIONAL AV SUPPLY, CORP/ 4525	1617-1764	11-000-222-600-06-020/ A/V MATER.		CF	INV 1567036-AMPLIFIER		146.25
VERIZON WIRELESS, LLC/ 5334	1617-0217	11-000-230-530-10-722/ TELEPHONE		CP	ACCT# 486362762-MAR 17		2,994.44
VISION SERVICE PLAN/ 4374	1617-0404	11-000-291-270-10-260/ VISION BENEFITS		CP	MARCH 2017-VISION BENEFITS		5,823.73
W.B. MASON, CO, INC/ 5255	1617-1752	11-190-100-610-02-000/ GENERAL SUPPLIES		CF	INV I41925664-DISPLAY RACK		243.58
	1617-1735	11-190-100-610-07-000/ GENERAL SUPPLIES		CF	INV I41927642-HEALTH SUPPL		208.74
					Total for W.B. MASON, CO, INC/ 5255		\$452.32
WINDSOR BERGEN ACADEMY, INC./ 9116	1617-0661	11-000-100-566-60-000/ TUITION PRIV. W/I STATE		CP	MARCH 17-TUITION-JP,JB,AP		19,837.62
		11-000-217-320-60-000/ PUR PROF -ONE TO ONE		CP	MARCH 17-AIDE-JB		2,840.42
					Total for WINDSOR BERGEN ACADEMY, INC./ 9116		\$22,678.04
YOUTH CONSULTATION SERV,CORP(YCS/ 6193	1617-1162	11-000-100-566-60-000/ TUITION PRIV. W/I STATE		CP	INV 43170-FEB 17		4,966.08
					Total for Pending Payments		\$888,001.08

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Unposted Checks								
E-Z PASS (TAGS)/ 7740	1617-1822	11-000-270-890-10-000/ MISC EXP-TRANSPORT		CF	ACCT# 2000116113861		62719	250.00
NJ DIVISION OF MOTOR VEHICLE CTR/ 7736	1617-1800	11-000-270-890-10-000/ MISC EXP-TRANSPORT		CF	BUS INSPECTION FEE		62718	100.00
SHUMUN V/ 5902	1617-1897	11-401-100-600-07-000/ STDNT ACT HS-SUPPLIES		CP	INV 1-DEPOSIT REG.-SHUMUN 17		62832	275.00
Total for Unposted Checks								\$625.00

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Resolution that the list of claims for goods received and services rendered and certified to be correct by the Business Administrator, be approved for payment and further that the Secretary's and Treasurer's financial reports be accepted as filed. Run on 03/17/2017 at 08:50:10 AM

Fund Summary		Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	11	\$382,079.32				\$382,079.32
10	12	\$256.26				\$256.26
Fund 10	TOTAL	\$382,335.58				\$382,335.58
20	20	\$60,244.62				\$60,244.62
30	30	\$446,045.88				\$446,045.88
GRAND	TOTAL	\$888,626.08	\$0.00	\$0.00	\$0.00	\$888,626.08

Chairman Finance Committee

Member Finance Committee

Fort Lee Board of Education

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Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
BERGEN COUNTY SPECIAL SERVICES/ 4786	1617-0789	11-000-100-565-60-000/ TUITION-CSSD		CP	MARCH 2017-TUITION-JFL,SF,DS		26,598.00
BERGEN COUNTY TECHNICAL SCHOOL/ 4078	1617-0242	11-000-100-563-30-062/ TUITION-VOC-TETER		CP	MARCH 17		46,678.50
		11-000-100-563-30-063/ TUITION-VOC-ACADEMY		CP	MARCH 17		51,232.50
		20-250-100-560-60-000/ IDEA-BASIC-TUITION		CP	MARCH 17		43,980.64
					Total for BERGEN COUNTY TECHNICAL SCHOOL/ 4078		\$141,891.64
DELTA DENTAL OF N J, INC./ 1448	1617-0405	11-000-291-270-10-256/ DENTAL BENEFITS		CP	MARCH 2017-DENTAL BENEFITS		38,494.17
EPIC DEVLOPMENTAL SERVICES/ 9223	1617-0746	11-000-216-320-60-000/ RELATED SERVICES		CP	INV 237082199-JAN 17		13,377.00
FIELDTURF USA, INC./ 9268	1516-1736	30-000-430-450-15-100/ MS ADDITION-CONSTR		CF	APPL 3		29,930.59
FORUM SCHOOL/ 1783	1617-0477	11-000-100-566-60-000/ TUITION PRIV. W/I STATE		CP	MARCH 2017-TUITION-MN,MW		12,715.92
FRONTLINE TECHNOLOGIES GROUP, LLC/ 7532	1617-1711	11-000-219-390-60-000/ PUR TECH SRV		CF	INV 60269-ANNUAL SUBSCRIPTION		13,597.16
TURNER CONSTRUCTION CO/ 9073	1415-2446	30-000-430-390-15-100/ MS ADDITION-OTH PURCH		CP	PROJ 150671-APPL 20		35,679.72
TWO BROTHERS CONTRACTING, INC/ 9336	1516-2248	30-000-431-450-14-070/ SCH 2 ADDITION-CONSTR		CP	PROJ 14-8232-APPL#10		367,389.90
WINDSOR BERGEN ACADEMY, INC./ 9116	1617-0661	11-000-100-566-60-000/ TUITION PRIV. W/I STATE		CP	MARCH 17-TUITION-JP,JB,AP		19,837.62
					Total for Pending Payments		\$699,511.72

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Resolution that the list of claims for goods received and services rendered and certified to be correct by the Business Administrator, be approved for payment and further that the Secretary's and Treasurer's financial reports be accepted as filed. Run on 03/17/2017 at 08:48:31 AM

Fund Summary		Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	11	\$222,530.87				\$222,530.87
20	20	\$43,980.64				\$43,980.64
30	30	\$433,000.21				\$433,000.21
GRAND	TOTAL	\$699,511.72	\$0.00	\$0.00	\$0.00	\$699,511.72

Chairman Finance Committee

Member Finance Committee
